



DEPARTMENT OF THE ARMY  
LOGISTICS NONCOMMISSIONED OFFICER ACADEMY  
562 QUARTERS ROAD BUILDING 12420  
FORT LEE, VIRGINIA 23801-1399

REPLY TO  
ATTENTION OF:

ATSZ-NC

9 October 2012

MEMORANDUM FOR RECORD

SUBJECT: Logistics NCOA SOP (Mobile Training Team (MTT) Procedures)

1. References:

- a. Memorandum, Department of the Army, Deputy Chief of Staff, DAMO-ZA, 27 July 2006, subject: Army Campaign Plan, Change 4 (U), Annex F
- b. Briefing, TRADOC DCSOPS&T, 26 July 2006, DP 63.1: Military Leader Development Strategy in Support of ARFORGEN, Noncommissioned Officer Education System, Update for the VCSA.
- c. TRADOC DCSOPS&T, 13 March 2006, subject: TRADOC Task # IN 000178--TRADOC Mobile Training Team (MTT) Support Review.
- d. E-mail, CAC, CAC CAL NCOES, 11 September 2006, subject: FRAGO 3 to OPORD 05-165A NCOES Transformation (U).
- e. Program of Instruction (POI) for each MTT Course

2. Mobile Training Teams provide home station training allowing NCOs to remain with their families and train with their peers. They provide unit specific, complete and tailored education for identified courses. Soldiers will receive DA Form 1059s (Service School Academic Evaluation Report) indicating full completion of all resident course requirements. MTTs also offer flexibility to train nonstandard theater specific equipment.

3. The primary focus of the MTTs will be to provide training support to resetting BCTs during the portion of the reset window designated for individual training. Support to other units/individuals on the same installation will be provided if training seats are available. Other installations experiencing training backlogs will be considered only with TRADOC approval. The current status of critical backlogged MOSs to be trained by TRADOC supported MTTs are:

88M – Motor Transport Operator  
91B – Wheeled Vehicle Mechanic  
92F – Petroleum Supply  
92G – Food Service Supply Specialist

4. It is the intent for each and every student that attends these training opportunities to bring to these events their knowledge and personal lessons learned and are able to pass these to their peers. Students should bring their “expertise” in his/her MOS and share their experiences with not just the students but with the cadre as well. This will enable the staff at the NCOA to pass this updated information to the CMF Commandants and to the Training Directorate at the Sustainment Center of Excellence (SCOE) so that the Training Support Packages (TSP) can be updated with the most up to date and relevant information.

4. A teleconference (TELECON) will be conducted NLT than **60 and 90 days** prior to course start date. At this TELECON will be a member of the Training Management Section of the NCOA, the ALC Branch 1SG or his/her designated representative and a senior Small Group Leader (SSGL) in the MOS of the MTT to be conducted. At this TELECON the senior SGL will discuss with the unit representative the equipment and facility requirements and what he or she will need to see at the Pre Site Survey (PSS) (if conducted) and any course specific information that

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the SSGL deems necessary. The Commandant and Deputy Commandant will be notified by the Branch Chief of this planned TELECON.

5. A Pre-Site Survey (PSS) will be conducted if deemed necessary by the senior instructor and the approval of the Commandant **NLT 60** days prior to the scheduled MTT class report date. This PSS will be the time where all parties (NCOA SSGL, unit LNO and members of the supporting Brigade S-3 staff) will meet and visit/inspect each facility that the MTT will be utilizing for the duration of the course and determine whether it is adequate. Any discrepancies that cannot be worked out with the supporting unit during this PSS will be reported to the NCOA Training Management Office (TMO) at home station. If the TMO is unable to rectify any situation it will be elevated to the Commandant and/or the TRADOC MTT Cell.

6. During the PSS the host unit will be notified and provided a copy of this SOP showing the requirement for completion of a risk assessment. In the event that a PSS is not conducted, this documentation will be forwarded to the LNO and Brigade S-3. This assessment will need to be signed by the supporting unit Commander or their designated representative. Prior to conducting training all environmental considerations will be addressed by the Senior SGL with the supporting unit.

7. Minimum Number of Students will be as set forth in each course POI. When the minimum number of students has not been reached at the course start date minus 45, the Training Management Office will notify the TRADOC MTT Cell and asked for guidance. (MTTs **may not** be cancelled due to the number of students by the NCOA. This is the responsibility of TRADOC G-3/5/7.)

8. Maximum Number of Students – Maximum number of students will be as set forth in each course POI. In order to exceed the maximum number of students a memorandum must be prepared by the appropriate Branch Training Specialist for signature by the Proponent Commandant or his/her designated representative as outlined in paragraph 2-16k, TRADOC Regulation 350-18.

9. At the conclusion of the MTT an After Action Review (AAR)/Questionnaire will be provided to the unit LNO and the Brigade S-3 requesting they provide any issues and or recommendations that would be helpful to the next MTT. Included should be issues that were deemed “detrimental” to the execution of the MTT for the unit. Additionally, a Unit Questionnaire will be delivered to the supporting unit for them to fill out and return either to the Senior Instructor or mailed back to the NCOA Commandant with their comments.

10. Upon the SSGL and SGLs return to home station and **NLT 24** hours afterwards, an After Action Review (Hardcopy) will be provided to the Commandant and a digital copy provided to the appropriate CMF Training Specialist and the Training Management Office. Included in the AAR should be those positive comments about the support; Negative comments should be provided in a problem, discussion, and recommendation format. SGLs will be unable to complete/submit their final DTS until this has been accomplished.

11. Unit Support Requirements:

a. Provide one unit Liaison (LNO) per MOS (88M, 91B, 92F or 92G ) with the MOS or background being taught and a graduate of the course being taught, in the grade of E-7 or above or equivalent DA Civilian. LNO will be responsible for providing one classroom furnished with tables and chairs to accommodate the number of students for each course. Each course has a different student maximum load (see ANNEXs attached.)

b. Material support is the responsibility of the supporting organization. Specific requirements, in accordance with each courses’ Program of Instruction (POI) are outlined in the attachments of this SOP and will be provided to the supporting organization **NLT 30** days prior to the scheduled TELECON. This will allow the unit’s time to review and be able to ask questions at the TELECON.

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c. Sample" Training Schedules are maintained by the appropriate ALC branch chief. A copy of the proposed training schedule will be emailed to the appropriate personnel of the supporting unit along with a required equipment list. Training Schedules will reflect the actual "training days".

d. The TRADOC standard for conducting MTTs is 6 day training week. National Holidays are exempt from training; however "Training Holidays", DONSA, etc. are not.

12. Points of Contact for the Logistics NCOA are as follows: Training Management Office; Michael Raney, michael.c.raney.civ@mail.mil (804) 765-8191 DSN: 539-8191; Ms Glenda Andrews (QM Rep) (804)765-8883, DSN 539-8883; glenda.l.andrews.civ@mail.mil ; Mr Terrance Carter (OD Rep) (804) 765-8884 DSN 539-8884, terrance.p.carter.civ@mail.mil. and Mr. John Weber (TC Rep) (804)765-8885, DSN 539-8885, john.r.weber.civ@mail.mil.



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