Department of the Army Headquarters, United States Army Training and Doctrine Command Fort Eustis, Virginia 23604-5701

31 August 2016

Organization and Functions

UNITED STATES ARMY CENTER FOR INITIAL MILITARY TRAINING

FOR THE COMMANDER:

OFFICIAL:

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History. This publication is a rapid action revision. The portions affected by this action are listed in the summary of change.

Summary. This regulation prescribes the organization, mission, and functions of the United States Army Center for Initial Military Training (USACIMT).

Applicability. This regulation applies to all elements of USACIMT.

Proponent and exception authority. The proponent of this regulation is the Commander, USACIMT.

Army management and control process. This regulation does not contain management control provisions.

Supplementation. Supplementation of this regulation is prohibited unless specifically approved by the Commander, USACIMT, (ATMT), 210 Dillon Circle, Fort Eustis, Virginia, 23604-5701.

Suggested improvements. Send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended changes to Publications and Blank Forms) or DA Form *This regulation supersedes TRADOC Regulation 10-5-8, dated 2 October 2012.

1045 (Army Ideas for Excellence Program (AIEP) Proposal) through channels to Headquarters USACIMT (ATCG-MT), 210 Dillon Circle, Fort Eustis, Virginia 23604-5701.

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Summary of Change

TRADOC Regulation 10-5-8 United States Army Center for Initial Military Training

This rapid action revision, dated 31 August 2016-

- o Re-aligns the staff functions and responsibilities under the construct of Personal Staff, Special Staff, and Coordinating Staff. Also renames the Staff Directorates in accordance with their G-staff functions (throughout).
- o Removes all reference to the Initial Military Training Center of Excellence and replaces it with United States Army Center for Initial Military Training (throughout).
- o Changes verbiage to show dual-hatted roles and responsibilities of the Deputy Commanding General for Initial Military Training for United States Army Training and Doctrine Command and as the Commander, United States Army Center for Initial Military Training (para 1-1).
- o Changes United States Army Drill Sergeant School to United States Army Drill Sergeant Academy (para 3-15).
- o Changes Training Support and Schools Directorate to Leader Training Brigade (chap 4).
- o Removes Chapter 6 and all reference to the 80th Training Command, The Army School System (chap 6).
- o Removes reference to United States Training and Doctrine Command Regulation 350-37, AIT PSG Program since this has been merged into United States Army Training and Doctrine Command Regulation 350-16, Drill Sergeant Program which was subsequently re-titled to Drill Sergeant and Advanced Individual Platoon Sergeant Programs (app A).
- o Adds Appendix B "Staff Assistance Visit" information (app B).

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Chapter 1 Introduction

1-1. Purpose

This regulation defines and delineates the organization, functions, and responsibilities for the United States (U.S.) Army Center for Initial Military Training (USACIMT) headquarters and subordinate organizations. The Deputy Commanding General (DCG), Initial Military Training (IMT) is dual hatted as the DCG for the IMT Enterprise across U.S. Army Training and Doctrine Command (TRADOC) and as Commander, USACIMT. Throughout the regulation the specific role and function will be aligned to the respective title.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Responsibilities

- a. TRADOC DCG will approve changes to this regulation.
- b. The DCG, IMT/Commander, USACIMT, will -
 - (1) Serve as the lead for this regulation.
- (2) Review and coordinate proposed changes and forward recommendations for approval to the TRADOC DCG.
 - c. The TRADOC Deputy Chief of Staff, G-8 will -
- (1) Advise and assist USACIMT organizations on organizational and functional alignment.
- (2) Review proposed changes for organization, standardization, format, and adequacy of statement of responsibilities and functions, and effect on resources to assist the USACIMT headquarters.
 - d. USACIMT Headquarters (HQ) staff will -
- (1) Ensure that definitions of the organizational structure, functions, and responsibilities shown in this regulation are current and accurate. Critical analysis and review of this regulation will occur continuously and updates will occur as needed. This will ensure USACIMT maintains relevancy by remaining an agile, adaptive, and innovative organization.

1-4. Scope

a. This regulation focuses on the organization, functions, and responsibilities of the USACIMT headquarters, and the DCG, IMT/Commander, USACIMT. It describes USACIMT's

major organizational structure, functions, major responsibilities for subordinate organizations, and relationships between these organizations and their assigned responsibilities.

b. This regulation describes how USACIMT supports the functions assigned by TRADOC.

1-5. Policy

Decentralize responsibility for missions and tasks to USACIMT's subordinate agencies to the maximum extent possible.

1-6. General organizational requirements

Each organization structures elements to facilitate effective and efficient mission accomplishment; assigns specific functional responsibilities to each organizational element oriented toward accomplishing missions; groups similar functions; eliminates functions and structures that become nonessential; consolidates functions and responsibilities where feasible and economical; and eliminates duplicate or fragmented functions that do not support assigned missions.

Chapter 2

United States (U.S.) Army Center for Initial Military Training (USACIMT)

2-1. Mission

Lead the synchronization and management of IMT and education to transform civilian volunteers into Soldiers who are able to contribute upon arrival at the first unit of assignment.

2-2. Organization

The DCG, IMT designation remains unchanged for the oversight of the IMT enterprise across TRADOC, but the DCG, IMT position is also dual hatted as the Commander, USACIMT. The USACIMT consists of a HQ element, located at Fort Eustis, VA, which directs the aspects of IMT at Army Training Centers and Centers of Excellence (CoEs) and provides support through policy, doctrine, education, research, quality assurance (QA), and training. The Army Training Centers and Centers of Excellence further develop, refine, and execute IMT to produce trained and educated Soldiers and junior officers. USACIMT also includes Leader Training Brigade (LTB) and the United States Army Drill Sergeant Academy (USADSA), located at Fort Jackson, SC. Leader Training Brigade serves as the proponent for IMT leader and cadre (including DS and Advanced Individual Training (AIT) platoon sergeant (PSG) training, Basic Combat Training (BCT), oversight of the Army Master Resiliency Training and Army Physical Readiness. The USADSA instructs candidates for future assignments as drill sergeants and AIT PSGs. USACIMT has one subordinate command, the Army Training Center at Fort Jackson and exercises operational control for the 108th Training Command (Initial Entry Training), which serves as the Army's sole U.S. Army Reserve Initial Entry Training force provider to support and expand the TRADOC training base. (see Figure 2-1).

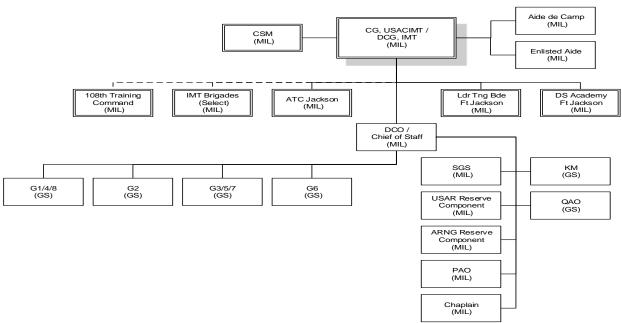


Figure 2-1. USACIMT Organization

(Sexual Harrassment/Assault Prevention Programs, Inspector General, Equal Opportunity, Equal Employment Opportunity, and Command Judge Advocate support are not part of the USACIMT staff and therefore matrixed support is obtained from the TRADOC HQ staff.)

2-3. Supported responsibilities

USACIMT has the following supported responsibilities:

- a. Core function: IMT sets standards for and oversees training in the competencies (knowledge, skills, abilities, attributes) and behaviors of civilian volunteers in order for them to become Soldiers who are physically ready, grounded in Army Values, and competent in their skills so they are able to contribute as leaders or members of a team upon arrival at their first unit of assignment. IMT includes developing baseline proficiency of common core tasks, warrior tasks and battle drills (WTBDs), and critical skills associated with their military occupational specialty (MOS) or officer basic branch.
- b. USACIMT provides oversight of Reception Battalions, BCT, One Station Unit Training (OSUT), Initial Entry Training (IET) Soldiers attending pre and post-BCT language courses, AIT, Basic Officer Leader Course (BOLC), Warrant Officer Basic Course (WOBC), AIT PSG Course, United States Army Drill Sergeant School , U.S. Army Physical Fitness School (USAPFS), oversight of the United States Army Master Resiliency Training School and associated cadre leader development training.
 - c. Other USACIMT major responsibilities/tasks:
- (1) Direct supervision, approval, management, publishing, and oversight for policy, strategy, priorities, waivers and resource prioritization of all matters pertaining to IMT including proponency of BCT, Reception Battalion Operations, Drill Sergeant/AIT PSG training, Master Fitness Trainer, and IMT Cadre and Leadership training.

- (2) Lead for USACIMT common core tasks, to include revision of WTBDs; and common core training for officer pre-commissioning, direct commission, pre-appointment Warrant Officer Candidate School (WOCS), BOLC and WOBC.
- (3) Operational control authority of the Reserve Component 108th Training Command (IET) organization.
- (4) Directs inspections accreditations, and assessments within IMT. "Staff Assistance Visit" assistance visits to IMT units and installations are the mechanism to confirm compliance and standards. See Appendix B for additional details.
 - (5) Directs pilots and surveys within IMT.
- (6) Directs research and experimentation analysis to improve performance in IMT. Serves as the Institutional Official (IO) authorized to establish and maintain, IMT's Human Research Protection Program (HRPP). The HRPP implements policies and practices to protect human subjects (Trainees) involved in research. The DCG, IMT is the sole approval authority for all research that involves Soldiers during IMT (BCT/AIT and OSUT).
- (7) Track and assess equipment fielding and individual equipment requirements within the USACIMT enterprise.
 - (8) Support the Army Force 2025 and Beyond (F2025B) requirements.
- (9) Coordinate USACIMT facilities funding strategies and strategic policies, priorities, and implementing instructions with HQ TRADOC.
- (10) Review all USACIMT and MOS-T programs of instruction for inclusion of mandated training.
 - (11) Track and reconcile higher HQ issues and requests applicable to USACIMT.
- (12) Review and recommend changes to the IMT tables of distribution and allowances structure to HQ TRADOC.
- (13) Under the authority of and serving as the designated representative for the CG, TRADOC and in accordance with Army Regulation (AR) 612-201, paragraph 1-5, Initial Entry/Prior Service Trainee Support, the DCG, IMT will:
- (a) Conduct an annual review of U.S. Army Reception Battalion (RECBN) mobilization personnel and equipment requirements and initiate necessary changes to authorization documents. Special emphasis will be placed on maintaining common table of allowances and ensuring common table of allowances references are current.
- (b) In coordination with TRADOC DCS G3/5/7 Training Operations Management Activity (TOMA), Monitor and adjust RECBN input loads (peacetime and mobilization).

- (c) Coordinate, develop, maintain, and modify automated systems at RECBNs as follows:
- (1) Coordinate with the Total Army Personnel Database manager, Human Resource Command, and Defense Manpower Data Center to ensure a seamless data flow from automated accessions information systems to Total Army Personnel Database.
- (2) Coordinate with Human Resource Command, U.S. Military Entrance Processing Command, and U.S. Army Medical Command to ensure a seamless data flow from automated accessions information systems to automatically populate U.S. Army Medical Command automated systems (for example, Armed Forces Health Longitudinal Technology Application and Medical Protection System.
- (d) Act as RECBN functional proponent. Provide policy guidance and procedural oversight to all RECBNs (active Army and U.S. Army Reserve (USAR) reception companies).
- (e) Coordinate with Department of the Army staff, other Army Commands, and other Services on IMT and RECBN training requirements.
- (f) Assist the CG, U.S. Army Reserve Command in evaluating USAR RECBNs manning requirements and readiness levels.
- (g) Process, train, report, and issue orders for all active Army/ Reserve Component (RC) enlisted replacement stream personnel per this regulation.
 - (h) Plan for expansion of the training base upon mobilization.
- (i) Monitor and coordinate with U.S. Army Recruiting Command to ensure each RECBN has sufficient U.S. Army Recruiting Command liaison personnel and Recruit Quota System/REQUEST Mobilization System terminals to accommodate projected requirements for terminal operations and classification of accessions to include during periods of mobilization.
- (j) Provide Recruit Quota System/REQUEST Mobilization System training for USAR RECBNs on an annual basis.
- (k) Coordinate with the Department of Defense staff, Defense Manpower Data Center, U.S. Military Entrance Processing Command, Surface Deployment and Distribution Command, U.S. Installation Management Command, and the Army and Air Force Exchange Service on training and support requirements.

2-4. Supporting responsibilities of USACIMT

USACIMT has the following supporting responsibilities:

a. Leader development. Assists Combined Arms Center by developing, coordinating, and synchronizing enlisted, officer, and cadre training, as appropriate; identifies capabilities and development of requirements for future leader development needs.

- b. Functional training. Assists Combined Arms Center with the synchronization of post-USACIMT functional training and in the identification of capabilities and development of requirements for future functional training needs.
- c. Requirements determination. Assists Army Capabilities Integration Center in determining USACIMT implications during analysis of Army concepts and concept capability plans.
- d. Recruitment and accessions. In support of U.S. Army Recruiting Command and U.S. Army Cadet Command provides HQDA G1, Human Resources Command and TRADOC with information relevant to the recruitment of Soldiers and the accession and training of precommissioned officers (Reserve Officers' Training Corps, U.S. Military Academy (USMA), Officer Candidate School (OCS), direct commission) and Warrant Officers.
- e. Learning model and concept. Provides Army University with information and data on learning, education, attributes inculcation, and training techniques.

Chapter 3 Headquarters, USACIMT

Section I

Office of the Deputy Commanding General (DCG), IMT/Commander, USACIMT; and Personal Staff

3-1. DCG, IMT/Commander, USACIMT

- a. Mission. Provides command, control, and coordination of the Army's officer, warrant officer, and enlisted IMT. Develops and implements plans, policy, programs, organizations, and resources to accomplish the IMT mission. Exercises direct supervision, management, and oversight for policy, priorities, standards, leadership training, and resourcing prioritization of all matters pertaining to the IMT Enterprise.
 - b. Functions and responsibilities as DCG, IMT.
- (1) Serves as the TRADOC DCG for IMT. Represents CG, TRADOC in matters relating to the Army's officer, warrant officer, enlisted IMT.
- (2) Exercises direct supervision, management, and oversight for policy, priorities, and resource prioritization of all matters pertaining to USACIMT including proponency of BCT and Reception Battalion Operations.
- (3) Revises, updates, and incorporates WTBDs into IMT to ensure individual tasks support the Warfighter and Force 2025 and Beyond requirements. Submits any Training Requirements Analysis (TRAS) document changes to TOMA for validation.
- (4) Establishes officer common core tasks for the BOLC Pre-Commissioning, /Accessions phase (BOLC-A), Direct Commissioning Course (DCC), pre-appointment WOCS and Branch specific phase (BOLC-B), as well as the WOBC. Submit any TRAS document changes to

TOMA for validation.

- (5) TRADOC's Executive Agent for Sexual Harassment /Assault and Response Prevention (SHARP) program.
- (6) TRADOC's Executive Agent for Physical Readiness. Develops and coordinates TRADOC policy concerning the Army's Physical Readiness and Fitness programs to include the Master Fitness Trainer Course, the operation of fitness training units to include the physical conditioning unit and the Physical Training Rehabilitation Program.
- (7) Conducts IMT "Staff Assistance Visit" visits at IMT units and installations to provide assessment and analysis; and ensure compliance and verification of standards.
- (8) Develops and coordinates TRADOC policy for the conduct of IET at the Defense Language Institute, Foreign Language Center.
- (9) Develops and coordinates TRADOC MOS retraining and reclassification policy and guidance.
- (10) Develops and coordinates TRADOC policy for addressing Army Reserve and Army National Guard (ARNG) unique IMT issues.
 - (11) Develops and coordinates TRADOC IET attrition policy and guidance.
- (12) Directs research and experimentation analysis to improve performance within the IMT Enterprise. Serves as the Institutional Official (IO) authorized to establish, and responsible to maintain, IMT's Human Research Protection Program (HRPP). The HRPP implements policies and practices to protect human subjects (Trainees) involved in research. As the IO for USACIMT and the DCG, IMT is the sole approval authority for all research that involves Soldiers during the IMT period (BCT/AIT and OSUT) under TRADOC control or supervision.
 - c. Functions and responsibilities as Commander, USACIMT.
- (1) Provides mission command for the U.S. Army Training Center (USATC), Fort Jackson and all Army Training Center's Reception Battalions.
 - (2) Exercises operational control for the 108th Training Command (IET).
- (3) Conducts IMT training forums, Drill Sergeant of the Year and AIT Platoon Sergeant of the Year competitions and regular commander video teleconferences.
 - (4) Recommends USACIMT funding priorities to TRADOC staff.

3-2. Deputy Commanding Officer / Chief of Staff

- a. Mission. Directs the USACIMT staff. Responsible for the support, interpretation, and dissemination of USACIMT policies, plans, and decisions to subordinate units and appropriate staff sections. Integrates actions internal and external to the command.
 - b. Functions and responsibilities.
 - (1) Manages training and professional development of the HQ staff.
- (2) Serves as principal assistant to the Commander, USACIMT for operations and activities of the USACIMT staff.
 - (3) Functions as the senior coordinator to subordinate and higher HQ.
 - (4) Approves and ensures proper and efficient use of USACIMT resources.
- (5) Determines the division of responsibilities, authorities, and accountabilities for policy and guidance.
- (6) Plans, prepares, and manages Congressional engagement strategy to inform key constituencies in coordination with the TRADOC Congressional Activities Office.
- (7) Coordinates projects and staff actions which cross normal staff boundaries as directed by the Commander, USACIMT.

3-3. Command Sergeant Major

- a. Mission. Functions as the senior enlisted advisor to the DCG, IMT/Commander, USACIMT for all enlisted policy and training matters as well as oversight of the USADSA and its execution.
 - b. Functions and responsibilities.
- (1) Serves as the senior enlisted advisor with oversight for the development of tactically and technically proficient Soldiers and noncommissioned officers within the IMT Enterprise.
- (2) Provides a perspective on the morale and well-being of enlisted Soldiers in IMT, the quality and effectiveness of enlisted training, and feedback on programs and policies affecting Soldiers.
- (3) Liaisons with sergeants major within and outside of USACIMT. Provides information, assessments, and an experienced viewpoint on discipline, motivation, retention, and other concerns of enlisted Soldiers, Drill Sergeants, and AIT PSGs.
- (4) Coordinates Drill Sergeant of the Year and AIT Platoon Sergeant of the Year competitions with TRADOC HQ.

3-4. Command Group Personnel (Aide de Camp (ADC) and Executive Assistant (EA))

- a. Mission. The ADC and EA provide administrative management of the DCG, IMT/Commander, USACIMT office and develop short- and long-range schedules, including travel and calendar synchronization and de-confliction.
 - b. Functions and Responsibilities.
- (1) Responsible for capturing DCG, IMT/Commander, USACIMT and Chief of Staff directed taskings from meetings and briefings (ADC)
 - (2) Coordinates travel for the DCG, IMT/Commander, USACIMT. (ADC and EA)
- (3) Manages the calendar and information flow for the DCG, IMT/Commander, USACIMT. (ADC and EA)
- (4) Coordinate protocol activities in coordination with the Secretary of the General Staff (SGS) and perform other duties as specified by the Command Group.

3-5. Chaplain

- a. Mission. The USACIMT Chaplain provides advice to the DCG, IMT/Commander, USACIMT and provides leadership, support, and technical supervision to the IMT Brigade Unit Ministry Teams (UMT) as they execute unit Religious Support (RS), training, and resiliency programs which provide the spiritual component to Soldiers.
 - b. Functions and Responsibilities.
- (1) Advise the DCG, IMT/Commander, USACIMT on religious, moral, and spiritual requirements of all Soldiers, Family members, and Civilians in IMT units (IET and BOLC).
- (2) Serve as a personal staff officer with direct access to the commander, and supervised by the USACIMT Chief of Staff.
- (3) Liaison with the TRADOC Chaplain regarding IMT UMT personnel, training, and RS issues.
- (4) Provide leadership to the IMT Brigade UMTs through technical supervision as they provide:
 - (a) Title 10 RS to IMT Soldiers, Families, and Civilians.
- (b) Relevant and appropriate programs to enhance the quality of life and resilience of IMT Soldiers, cadre, Families, and Civilians.
 - (c) Counseling and crisis intervention.

- (d) Assist during Staff Assistance Visit Assessments of UMT functions in the area of RS.
- (5)Serve as intermediate rater to IMT Brigade Chaplains.

3-6. Public Affairs Office (PAO)

- a. Mission. The public affairs mission is to strengthen awareness of USACIMT programs and priorities by communicating with key audiences, building cooperative partnerships with stakeholders and establishing organizational advocates to advance the IMT mission.
 - b. Functions and Responsibilities.
- (1) Serves as principal staff assistant and advisor to DCG, IMT/Commander, USACIMT in execution of Title 10 public affairs responsibilities.
- (2) Serve as a personal staff officer but under the supervision of the USACIMT Chief of Staff.
- (3) Advises DCG, IMT/Commander, USACIMT and staff on operational and public affairs strategies, plans, and operations.
- (4) Serves as media liaison and responds to requests for assistance, visits, and interviews from local, regional, national, and international media. Provides statistical data, responses to queries, and background information on IMT programs, initiatives, and activities.
- (5) Provides public affairs guidance and assistance with USACIMT elements on media relations, public information, and community relations.
- (6) Coordinates public affairs media and community outreach activities with USACIMT elements, HQ TRADOC, political, business, civic leaders, external agencies, and organizations in relation to USACIMT mission and requirements.
- (7) Develops strategic media relations, internal information plans and community outreach plans in support of DCG, IMT/Commander, USACIMT priorities and desired outcomes.
- (8) Prepares news releases and articles for special events and contingencies. Produces print, and photo products to support command programs and initiatives, coordinates externally for audio and video support as required.
 - (9) Develops, executes and manages the command's social media program.
- (10) Maintains content on USACIMT web site, provides assistance to USACIMT operational security (OPSEC) program manager, and ensures content is accurate and within Department of the Army (DA), TRADOC, and PAO guidance.
- (11) Synchronizes communication effort with TRADOC PAO and other IMT Enterprise members to ensure consistency and effectiveness of messaging with regard to the DCG, IMT/Commander, USACIMT priorities and initiatives.

Section II Special Staff

3-7. Secretary of the General Staff (SGS)

- a. Mission. The SGS coordinates command group operations and is the key advisor to the command group for administration, staff action management, and protocol activities. The SGS is an integral element in the DCG, IMT/Commander, USACIMT's engagement activities and a critical link to the field for dissemination of information.
 - b. Functions and Responsibilities.
- (1) Manages and administers the budget, travel, security, and logistical support for the USACIMT Command Group Personnel.
- (2) Provides administrative support and integrates, coordinates, and supervises execution of staff actions.
- (3) Coordinates with HQ TRADOC Staff Actions Division concerning all external command channel taskings.
- (4) Responsible for recording and tracking all correspondence entering the USACIMT Command Section.

3-8. Knowledge Management (KM) Office

- a. Mission. Provide organized information via processes, content, and technological tools in order to collaborate, share, and protect information amongst the IMT Enterprise.
 - b. Functions and Responsibilities.
- (1) Contribute to TRADOC and the Army's transformation initiatives to meet its core competencies and Lines of Efforts (LOEs).
- (2) Integrate KM across doctrine, organization, training, materiel, leadership, and education, personnel, and facilities domains and realize improvements to current and future business processes.
- (3) Create, maintain, and promote KM processes for future Soldiers and their families to help integrate them into the Army.
- (4) Integrate KM within existing/emerging training and education strategies, not only to train KM, but to use KM to train and develop leaders.
- (5) Use knowledge sharing and knowledge management framework as a catalyst for training, education, leader development and lifelong learning.

- (6) Promote a collaborative culture throughout USACIMT and TRADOC through a persistent, reliable and responsive knowledge sharing environment.
- (7) Promote a doctrine of collaboration using approved TRADOC Chief Knowledge Office (CKO) level architectures and technologies.
- (8) Participate in all TRADOC CKO's KM governance boards in order to support it in developing and implementing TRADOC's overall KM Strategy.

3-9. Quality Assurance Office (QAO)

- a. Mission. Responsible for the oversight and execution of the USACIMT QAO program. This program provides for a systematic and continuous assessment of IMT, functional training, and systems that support training implementation and training support.
- b. Functions and Responsibilities. Primary function is to furnish the chain of command with the information needed to determine that the organization's mission is being achieved. The quality assurance functions are to:
- (1) Serve as advisor to DCG, IMT/Commander, USACIMT on the implementation of the IMT portion of the HQ TRADOC QAO program. Provide QA evaluators for IMT assessments during HQ TRADOC QAO accreditation visits to TRADOC centers and schools.
- (2) Provide oversight of Leader Training Brigade (IMT) QAO. Maintain liaison and coordination functions of accreditation activities and events for Leader Training Brigade (IMT) and the USADSA.
- (3) Conduct special studies and/or projects as directed by the DCG, IMT/Commander, USACIMT.
- (4) Advise and update the chain of command on the effectiveness of IMT training programs.
- (5) Apply USACIMT approved accreditation standards and guidance in the conduct of evaluations and assessments at TRADOC schools and training institutions and prepare accreditation reports for each standard evaluated.
 - (6) Direct, review, integrate, coordinate, and establish QA policy for USACIMT.
- (7) Maintain strategic communication with other TRADOC center and schools QA program leaders.
 - (8) Collect and analyze QA lessons learned and best practices.
 - (9) Identify budget and resources requirements.

(10) Review, integrate and coordinate Course Resource Model – Instructor Action POI changes with Centers of Excellence conducting IMT/PME.

3-10. Deputy Chiefs of Staff, U.S. Army Reserve (USAR) and Army National Guard (ARNG)

a. Mission. Provides advice and support to the DCG, IMT/Commander, USACIMT on all USAR/ARNG IMT and training support augmentation issues. Additionally provides the day-day supervision of the RC office within USACIMT, ensuring that all USAR/ARNG IMT matters are addressed and integrated into training, doctrine, structure, and fielding. Reviews staff actions and policies to maintain proper balance while ensuring USAR/ARNG equities, quality and completeness. Partners directly with TRADOC USAR/ARNG, and other USAR/ARNG organizations to ensure initiatives and responses are totally integrated.

b. Functions and Responsibilities.

- (1) Advise and assist DCG, IMT/Commander, USACIMT on all USAR/ARNG IMT capabilities, policies, initiatives, readiness issues and programs of instruction pertaining to the effective training and integration of USAR/ARNG Initial Entry Training Soldiers.
- (2) Coordinate USAR/ARNG support of the USAPFS to ensure the RC Master Fitness Trainer Courses (MFTC) at Fort Knox, Kentucky, Camp Mabry, Texas and Yakima, Washington maintain certified instructors, are operational, and ready to conduct training. Additionally, coordinates USAR/ARNG support to the USADSA.
- (3) Responsible for all RC and Active Guard and Reserve (AGR) Soldiers assigned to USACIMT.
- (4) Serve as USACIMT conduit for Reserve Component strategies to conform with Army policy and TRADOC guidance that aligns and sustains Initial Entry Training and BOLC requirements and further support the ARNG's OCS and WOCS programs within state's Regional Training Institutes.
- (5) Serve as USACIMT conduit to integrate directly with the 108th Training Command (IET).
- (6) Ensure that the 108th Training Command (IET) is an active participant in the doctrine, organizations, training, material, leader development, personnel, and facilities process as it relates to the USAR by actively participating in all TRADOC AC/RC integration strategy and execution activities.
- (7) Ensure that the 108th Training Command training priorities and concerns are communicated to the major TRADOC staffs.
 - (8) Participate in IMT Staff Assistance visits and resolve RC issues

- (9) Gain visibility on current RC initiatives across the Centers of Excellence.
- (10) Assist in the efforts to operationalize the 108th Training Command (IET).
- (11) Coordinates with DCG, USAR, TOMA, Reserve Component Training Integration Directorate (RCTID) and other agencies with TRADOC as needed to work issues for the 108th Training Command (IET).

Section III Coordinating Staff

3-11. G1/4/8 (Resourcing, Manning, and Equipping)

a. Mission. Provides staff management for IMT support and advice on all matters concerning military and civilian personnel management, manpower and force management, budget, logistics, facilities/environmental management, integration of base support, safety and ready and resilience. This directorate monitors the utilization of IMT resources (funding, manpower, and equipment) to execute the IMT training mission (see figure 3-1).

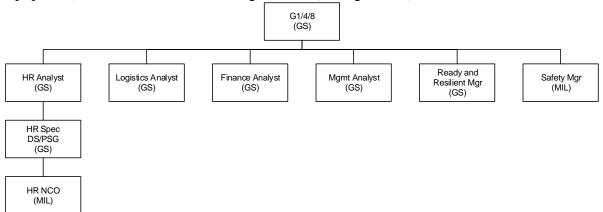


Figure 3-1. G1/4/8 (Resourcing, Manning, and Equipping)

- b. Functions and responsibilities.
- (1) Establish USACIMT organizational recruiting/retention strategies to provide senior leadership, managers, and supervisors with an ability to fill vacancies as quickly as possible and retain experienced personnel.
- (2) Manages and allocates personnel resources to required activities and monitors strength management within subordinate commands.
- (3) Provide advice to USACIMT leadership on all civilian staffing matters such as, management options, alternatives regarding recruitment, reorganizations, realignments and reshaping/downsizing actions.
- (4) Coordinate, consolidate, and analyze IMT strength reports (e.g., MOS roll-up, Officer Rpt, Critical Shortage Rpt, Instructor Rpt, etc.) from subordinate commands, and provide advice to the DCG, IMT on all aspects of personnel utilization

- (5) Serves as liaison with HQ TRADOC, and advises Commander, USACIMT on all USACIMT Civilian personnel actions.
- (6) Research equipment shortages/modernization issues affecting the IMT mission; coordinates with IMT brigades and TRADOC G-1/4 for support and assistance; and establishes priority of fill within USACIMT.
- (7) Research issues related to personal clothing (clothing bag), organizational clothing and individual equipment support, and any maintenance issues effecting readiness to support the IMT mission.
- (8) Research food service, laundry/dry cleaning, non-tactical vehicle support and all other installation support issues affecting support to the IMT mission. Coordinates with brigades and TRADOC G-1/4 for support, assistance and resolution.
- (9) Participate in USACIMT "Staff Assistance Visits" at IMT Brigades. Research any logistics information that is required of team while on-site and provide research and resolution for any take a ways.
 - (10) Serves as the USACIMT's Command Supply Discipline Program Coordinator.
- (11) Serves as the Facility Manager and Activity Environmental Coordinator for USACIMT facilities at Fort Eustis, VA.
- (12) Review, interpret, and determine the scope and character of application of DA-directed logistics policies, procedures and regulations which affect existing IMT equipment, maintenance, supply systems, future fielding plans, requirements determination and documentation, and subsequent plans and reporting requirements.
- (13) Oversees USACIMT force structure, manpower (military and civilian), and equipment programs, requirements, and authorizations.
- (14) Provide manpower analysis on all IMT Brigade structure to identify all discrepancies, nonconformity, and resource changes and provide updates to USACIMT leadership on issues directly impacting IMT that may not be well defined or recognized for resolution.
- (15) Develop manpower, equipment, and organization impact brief to USACIMT leadership of; workload changes projected through the Structure Manning Decision Review (SMDR); stationing actions; reorganizations; TRADOC Resource Arbitration Panel (TRAP) proposals; and budget requirements and constraints in terms of impact on mission capability.
- (16) Review and analyze the IMT brigades' monthly Commander's Unit Status Report for recurring problems and issues that need to be elevated to HQ TRADOC or brought to the attention of USACIMT for resolution.

- (17) Serve as the Managers' Internal Control Administrator, managing the Command's Management Internal Control Program (MICP) in accordance with Government Accountability Office (GAO) standards and AR 11-2. Develops the Command's five-year MICP to ensure the evaluation of internal controls for high-risk areas are appropriately monitored.
- (18) Maintain continuing surveillance of IMT program planning and management trends and apprises the USACIMT leadership of: (a) the need for studies involving new concepts or programs; (b) status of existing programs, (c) presence of overlapping and/or nonessential activities.
- (19) Review all U related requirement and authorization documents to insure accuracy and adaptability, ensure that approved equipment and personnel allocations and authorizations are completely addressed
- (20) Coordinates all memorandums of agreement with the TRADOC G8 and TRADOC Staff Judge Advocate.
 - (21) Oversee the Defense Travel System for USACIMT
- (22) Responsible for the Government Travel Card Agency Program for USACIMT travel card holders.
- (23) Review, coordinate, develop, submit and defend required unfunded requirements to support IMT training mission, articulating any capability gaps and/or operational impacts
- (24) Provide review and analysis of IMT unfunded requirements and brief USACIMT leadership so that prioritizations within the IMT mission can be accomplished.
- (25) Develop qualitative and quantitative equipment and personnel impact data for capability studies or identification of IMT organizational improvements.
- (26) Maintain continuing surveillance of IMT financial management trends and apprise the USACIMT leadership of existing programs or presence of overlapping and/or nonessential activities
- (27) Assist the IMT entity in providing operational impacts for requirements not validated; assist in the prioritization, allocation, distribution, and analysis of the received resources for the POM and budget year; participate in and prepare the Commander, USACIMT for the TRADOC mission resource board or senior resource committee meetings.
- (28) Review and coordinate Program Objective Memorandum (POM) requirements for USACIMT programs. Develop cost benefit analysis and concept plans as required to support new requirements.
- (29) Coordinate USACIMT use of resources by managing productivity and efficiency programs; provide acquisition management and oversight.

- (30) Provide oversight of the USACIMT government purchase card.
- (31) Serve as program manager, advisor, policy developer, educator, and coordinator for the USACIMT Ready and Resilience Campaign to ensure that a holistic, collaborative and coherent enterprise is created and maintained to increase individual and unit readiness.
- (32) Collect and review Ready and Resilience issues from brigades to determine if all IMT brigades are dealing with similar challenges and work with leadership to develop strategies to resolve them.
- (33) Coordinate with organizations on post to include Army Community Service, Child and Youth Services, Army and Air Force Exchange Service, Commissary, Post Housing, and morale, welfare, and recreation activities and others listed in Ready and Resilience Campaign to bring awareness of concerns that impact IMT readiness and retention.
- (34) Mentor and coach Family Readiness Leaders, advisors, liaisons, and volunteers to increase productivity, boost morale, and show appreciation.
- (35) Conduct focus groups with Soldiers, Family members and DA civilians to determine if their needs are meet and provide feedback to Brigade Teams and USACIMT leadership.
- (36) Schedule and conduct annual mandatory training in suicide and sexual harassment/sexual assault prevention for USACIMT.
- (37) Plan, develop, disseminate, and execute USACIMT policy guidance of Family programs for Soldiers, Department of the Army Civilians and Family members assigned to USACIMT (includes Active Component, Active Guard/Reserve (AGR), DA Civilians)).
 - (38) Oversight for the USACIMT Safety Program.
- (39) Develop DCG, IMT/Commander, USACIMT's annual strategic safety objectives analyze past and ongoing issues, implement plan throughout IMT.
- (40) Coordinate with the HQ TRADOC Safety Office in the application of safety principles and requirements dealing with all IMT training, capability development, and all operational aspects of IMT mission areas.
- (41) Develop and publish DCG, IMT/Commander, USACIMT's safety policies and guidance.

3-12. G2 (Research and Analysis)

a. Mission. Assist the DCG, IMT/Commander, USACIMT and supported staff with analytical support by providing a scientific basis for decisions or actions to improve IMT operations. Conducts strategic level research, studies, and analysis of training processes (reception, processing, and IMT) and integrates results for decision makers. Conducts studies

supporting change management. Analyzes the efficiency of operations and develops related best practices. Tests future concepts for the development of resourcing (see figure 3-2).

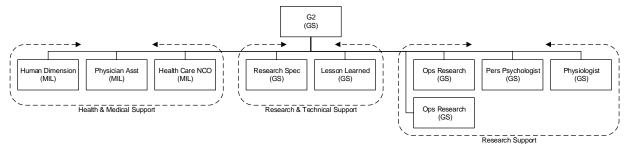


Figure 3-2. G2 (Research and Analysis)

- b. Functions and responsibilities.
 - (1) Formulates USACIMT research and analysis policy.
 - (2) Conducts IMT data mining and analysis.
 - (3) Integrates standards, metrics, evaluation tools, and surveys.
 - (4) Establishes analysis strategy in coordination with USACIMT KM.
 - (5) Captures, analyzes, and integrates lessons learned.
- (6) Conducts holistic analysis and integration of the Army F2025 requirements into USACIMT.
 - (7) Identifies gaps that drive innovation and training changes related to core competencies.
 - (8) Conducts analysis to predict trends.
 - (9) Conducts analysis supporting higher HQ requests for information.
 - (10) Develops and tracks metrics for training levels.
 - (11) Provides input to the TRADOC learning model.
 - (12) Develops and tracks cadre screening metrics.
- (13) Provides USACIMT health care staff functions for medical/clinical and health related issues.
- (14) Writes, updates, and publishes Field Manual (FM) 7-22, Army Physical Readiness Training

3-13. G3/5/7 (Operations, Plans and Training)

a. Mission. Manages all aspects of current and future operations within USACIMT (see figure 3-3).

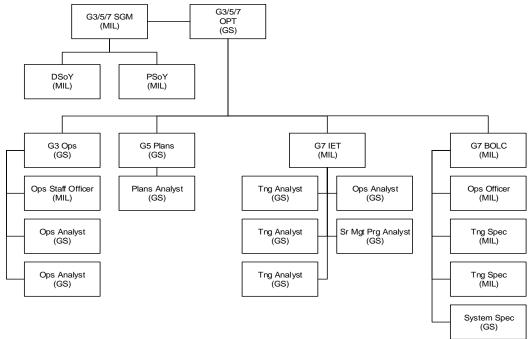


Figure 3-3. G3/5/7 (Operations, Plans and Training)

- b. Functions and responsibilities.
- (1) Principal staff adviser to the DCG, IMT/Commander, USACIMT on all matters relating to IMT for Regular Army or Reserve Component officer, warrant officer, and enlisted training.
- (2) Allocates internal resources in coordination with the Directorate of Resourcing, Manning, and Equipping.
- (3) Conducts IMT conferences, Drill Sergeant of the Year and AIT Platoon Sergeant of the Year competitions, and commander video teleconferences.
 - (4) Reviews and provides comments on TRAS documents to IMT POIs.
 - (5) Approves and validates IMT pilot programs in coordination with TOMA.
 - (6) Develops strategy to incorporate HQ training requirements.
 - (7) Provides oversight of USACIMT taskings.
 - (8) Recommends changes to tables of distribution and allowances structure.

- (9) Validates/Approves USACIMT policy waivers.
- (10) Conducts USACIMT assessment and compliance visits (Staff Assistance Visits).
- (11) Establishes and provides oversight to IMT (BOLC, WOBC, and IET) common core tasks.
- (12) Conducts annual WTBD conference with representatives from FORSCOM, USARC, NGB, and TRADOC organizations to determine the right WTBD for the Army; incorporates WTBDs into IMT.
- (13) Conducts biennial BOLC/WOBC synchronization workshops and/ or conference with representatives from USMA, AMEDD, FORSCOM, NGB, and TRADOC organizations to determine the right common core task list requirements for Officers attending IMT; incorporates common core task list into IMT.
 - (14) Execute policy and standards on cadre, drill sergeant, and AIT PSG training.
- (15) Execute IET policy and standards in accordance with TRADOC Regulation (TR) 350-6 and TP 600-4.
 - (16) Execute BOLC policy and standards in accordance with TR 350-36.
 - (17) Execute DSS and AIT PSG policy and standards in accordance with TR 350-16.
 - (18) Participate in IMT joint policy formulation.
- (19) Collaborate with PAO and the CIO to ensure all web page input and social networking materials are updated and relevant.
 - (20) Preparing USACIMT Commander's Unit Status Report (CUSR).
 - (21) Personnel and physical security of HQ building.
 - (22) Lead for USACIMT Anti-Terrorism/Force Protection (AT/FP) program.
- (23) Develop and implement USACIMT future operational and campaign plans in accordance with higher HO (TRADOC and HODA guidance and direction).
 - (24) Reception Battalion operations and procedures.
 - (25) Holiday Block Leave operations.
 - (26) Functional manager for Reception Module (RECMOD).
- (27) Synchronize BCT scheduling with the four Army Training Centers, TOMA and HQDA G1.

- (28) Responsible for updating TP 600-4 and SMCT STP 21-1.
- (29) Review TRAS documents.
- (30) Create monthly hold reports.
- (31) Maintain Separate and Secure monthly reports on door alarms/lock, SHARP phone and Digital Surveillance Video equipment.

3-14. G6 (Chief Information Office)

- a. Mission. Provides information mission support for USACIMT, its subordinate elements, and external customers.
 - b. Functions and responsibilities.
- (1) Serves as the USACIMT lead for all information technology (IT) related functions to include capital investment and planning to include Classroom XXI. Primarily responsible for IT project management of command, control, and communications support.
- (2) Coordinates IT requirements for all USACIMT elements to gain efficiencies and enhance computer network defense.
- (3) Provides requirements and assistance to the TRADOC G-6 and the local Network Enterprise Center as required.
- (4) Works with TRADOC G-6, G8 and Staff Judge Advocate to coordinate command, control, and communications service level agreements and memorandums of agreement with Network Command.
- (5) Establishes means of ensuring external agencies have continuous telephonic and electronic access to the appropriate USACIMT entities.
- (6) Develops plans and policies that integrate information assurance (IA) into major subordinate command operations.
 - (7) Collect, analyze, and report IA threats and vulnerabilities.
 - (8) Receive, validate and submit IA requirements.
 - (9) Allocates and monitors IA resources.
- (10) Performs inspections and assessments to validate implementation of IA security policies and services.
 - (11) Coordinate IT capabilities to support USACIMT mission objectives.

(12) Manages USACIMT's Records Management Program.

Section IV School Organization

3-15. U.S. Army Drill Sergeant Academy (USADSA)

a. Mission: The USADSA mission is to educate, train, and mentor Noncommissioned Officers to assume the role of a Drill Sergeant or AIT PSG within the IMT environment. (see Figure 3-4).

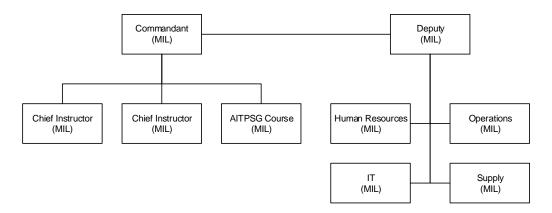


Figure 3-4. USADSA

- b. Functions and Responsibilities.
- (1) Train Active and Reserve Component Noncommissioned Officers to become Drill Sergeants or AIT PSGs.
 - (2) Execute IMT policies and standards in accordance with TR 350-6 and TR 350-16.
 - (3) Certify Drill Sergeant Leaders annually in accordance with TR 350-16.
- (4) Train and recertify prior Drill Sergeants that are returning to Drill Sergeant Duty (Drill Sergeant Recertification Program).
- (5) Review and assist in revisions of the Drill Sergeant and AIT PSG Programs of Instruction prior to TOMA validation.
- (6) Manage the operation of the USADSA and conduct training in accordance with this regulation and the TRADOC DSC and AITPSGC provided courseware and POIs.

Chapter 4 Leader Training Brigade (LTB)

4-1. Mission.

Develops leaders as critical thinkers and warfighters through rigorous and relevant education and training in leadership, fitness, and resiliency; develops instructional strategies and training products for assigned courses; supports leaders serving in broadening assignments; and prepares joint, reserve, and IRR forces to meet the challenges of a complex world. (see figure 4-1).

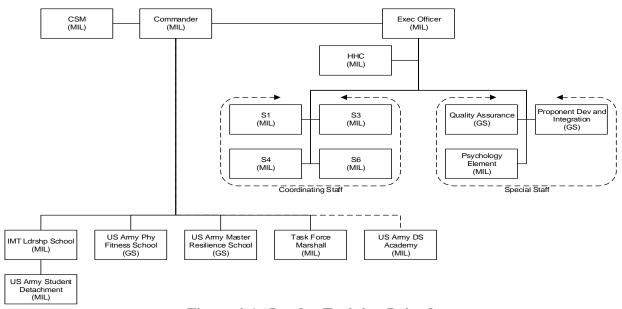


Figure 4-1. Leader Training Brigade

4-2. Functions and responsibilities.

- a. Mission Command of subordinate schools and training units.
- b. Administrative Control and Special Courts Martial Convening Authority over the USADSA.
- c. Command and Control and Special Courts Martial Convening Authority over all Army personnel attending civilian education institutions, Foreign Area Officer training, training with Industry, and designated Armed Forces Service Schools in CONUS and OCONUS locations.
- d. Proponent manager for IMT training to ensure program quality and resourcing of mission courses.
- e. Proponency for the IMT leader and cadre training. Analyze, design, develop, implement, and evaluate cadre training programs. Provide training assistance to leaders and units.
- f. Proponency for Army Physical Readiness Programs. Analyze, design, develop, implement, and evaluate Army physical readiness training; provide training assistance to leaders and units.

- g. Maintain lesson plans and TRAS documents in the Training Development Capability system in accordance with TRADOC standards.
 - h. Represent USACIMT on revisions to AR 600-9, The Army Weight Control Program.
- i. Represent USACIMT for changes to, and the development of, the Army Physical Readiness uniform.
 - j. Accreditation of satellite training locations.
- k. Coordinate with HQDA G1 Army Resiliency Directorate to improve Army-wide Master Resiliency Training.
- 1. USACIMT subject matter expert for the implementation of the Army Learning Model and its impact on instructional design and implementation.
 - m. Conduct proponent assistance visits and On-Site training as requested.
 - n. Assist in development of IMT common core tasks.
 - o. Make recommendations for revising and updating WTBD.
- p. Make recommendations for revising and updating IMT policy and standards (TR 350-6, TR 350-16, and FM 7-22).
- q. Proponent responsibilities for social media publication, development, and mobile training teams.

4-3. Quality Assurance Office (QAO).

The QAO serves as a special staff office to the LTB Commander in order to perform evaluation and accreditation services required under TR 350-70 and TR 11-21 for all education and training programs managed under the LTB to ensure Army standards are met in the areas of development, education, and training.

- a. Special Staff office reporting to the LTB Command Group.
- b. Provide direct support for all QA functions for IMT Leadership School (IMTLS), USAPFS, USADSA, and Proponent Development and Integration Division (PDID).
- c. Provide direct support for all QA functions except external evaluations for U.S. Army Master Resilience School (USAMRS).
- d. Subject matter expert to USATC&FJ for preparation and execution of TRADOC accreditation program.
- e. Manage assessment program on behalf of the Commander, LTB, including development and execution of the Master Evaluation Plan.

f. Review and verify all LTB Programs of Instruction for compliance with Course Resource Model requirements including instructor action and instructor contact hour data.

4-4. Proponent Development and Integration Division (PDID).

PDID serves as the Proponent Manager for BCT, the Drill Sergeant Program, AIT PSG Program, and as the TRAS manager for IMT Leader Education and Training, Army Physical Readiness Education and Training, and Resilience Education and Training, and is responsible for the documentation and audit trail maintenance of all training development and TRAS products under LTB. In addition, PDID provides direct support to LTB schools in the update and maintenance of lesson material and coordinates lesson staffing in support of improved or modified lesson plans and ensures changes to POI are submitted to TOMA for validation. PDID develops annual TD workload requirements.

4-5. IMT Leadership School (IMTLS).

IMTLS serves as the expert agency and proponent manager for leadership training within IMT. IMTLS training programs prepare commanders, senior non-commissioned officer, and their support cadre and staff for the roles, requirements, and expectations as a leader in the IMT environment.

- a. Execute the TRADOC IET Brigade/Battalion Pre-Command Course (PCC), TRADOC IMT Company Commanders & First Sergeants Course (CCFSC), TRADOC IET Cadre Training Course (CTC), TRADOC IET Support Cadre Training Course (SCTC), TRADOC IET Installation Staff Contractors Training Course (ISCTC) and other functional training as directed for preparing select IMT cadre, instructors, and staff for duties in the IMT environment.
- b. Responsible for the certification of leader and cadre training programs including course execution, instructors, and site assistance visits to satellite training locations at 25 active component installations and the 108th Training Command as identified in TR 350-6, Appendix B.

4-6. U.S. Army Physical Fitness School (USAPFS).

USAPFS serves as the expert agency and proponent manager for the Army on physical fitness, physical readiness, and physical training programs. USAPFS coordinates on behalf of TRADOC on initiatives involving the improvement of physical fitness as well as programs and initiatives that affect physical health.

- a. Serves as the proponent for and executes the Master Fitness Trainer Course.
- b. Responsible for the certification of MFTC training programs including course execution, instructors and site assistance visits to proponent approved satellite training locations.

4-7. U.S. Army Master Resilience School (USAMRS).

USAMRS executes Master Resilience training at multiple certification levels through the Master Resilience Trainer Course, the Master Resilience Trainer – Facilitator Course, and other functional training as directed. USAMRS coordinates directly with HQDA G1 Army Resiliency Directorate to ensure relevancy and effectiveness of resilience training for the Army.

4-8. Task Force Marshall.

Task Force Marshall trains ready and available Joint Service Warriors at Fort Jackson / McCrady Training Center, SC in order to augment deploying unit's missions in support of ARFORGEN and contingency operations.

4-9. U.S. Army Student Detachment.

The U.S. Army Student Detachment provides command, control, and administrative support to students participating in all Advanced Civil Education program.

- a. Programs supported include:
 - (1) Funded Legal Education Program
 - (2) Degree Completion Program
 - (3) Graduate and Doctoral Program
 - (4) Joint and International Service Schools
 - (5) Training with Industry
 - (6) Active Duty Green-to-Gold Option
 - (7) Fellowships and Scholarships
 - (8) Foreign Area Officers In-Country Training
- b. Detachment manages in excess of 2,600 Soldiers worldwide to care for Soldiers and their families and assist in setting the conditions for successful tours of study.

Chapter 5

U.S. Army Training Center (USATC), Fort Jackson

5-1. Vision

TEAM JACKSON - Training the Best Soldiers in the World!

5-2. Mission

Fort Jackson trains and develops Soldiers, Leaders and Civilians to enable the success of America's Army while maintaining the highest quality of life for Team Jackson.

5-3. Lines of Effort

- a. Training
- b. Leader Development

- c. Quality of Life
- d. Command Outreach

5-4. Endstate

Team Jackson is the Army's model for transforming Civilians into Soldiers, developing professional leaders, and partnering with the local community. An installation consistently recognized for excellence; following in the proud tradition of this historic post.

5-5. Commander's Intent

- a. Purpose: To build strategic readiness for the Army.
- b. Key Tasks:
- (1) Build and maintain a cohesive Fort Jackson Team that is committed to the Army Profession.
 - (2) Transform Civilians into disciplined, physically fit Soldiers of character.
 - (3) Develop agile and adaptive leaders.
- (4) Provide a safe environment, quality care, facilities, and infrastructure for Soldiers, Families, Civilians, and Retirees.
 - (5) Sustain our relationship with Columbia and the Midlands communities.

5-6. Organization

The USATC is assigned to the USACIMT and consists of two BCT brigades. USATC&FJ is comprised of all tenant organizations residing on Ft. Jackson based on authorities granted by AR 600-20.

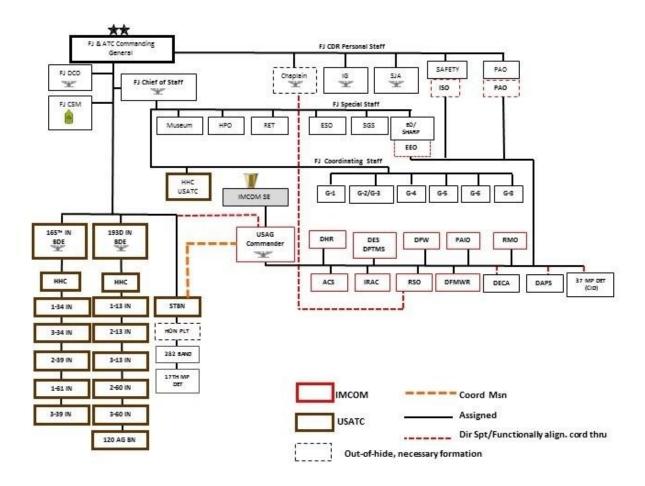


Figure 5-1. U.S. Army Training Center, Fort Jackson

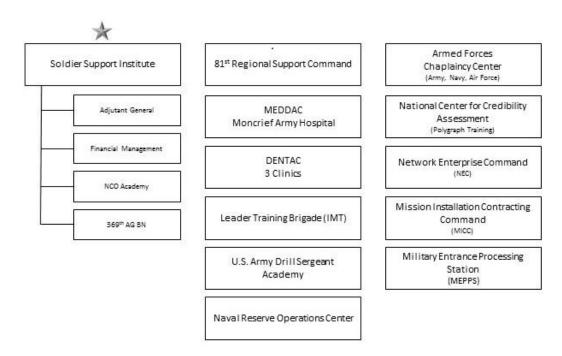


Figure 5-2. Partners in Excellence – Fort Jackson Major Organizations

Chapter 6 108th Training Command (Initial Entry Training (IET))

6-1. Mission

Provide trained and ready drill sergeant units, leader trainers, and support personnel to conduct IET. Serves as the Army's sole USAR IET force provider to support and expand the TRADOC training base and train the Army's future Soldiers and officers.

6-2. Organization

The 108th Training Command (IET) consists of a headquarters element and three divisions. The 95th and 98th Training Divisions (IET) are organized into four brigades in each division. These units provide mission command of BCT and OSUT units. The 104th Training Division (Leader Training) is organized into two brigades that consist of three senior Reserve Officers' Training Corps battalions (Adjunct Faculty), one Cadet Leader Course battalion, one Cadet Initial Entry Training battalion, one USMA battalion, and eight Training Support battalions providing reception and committee support.

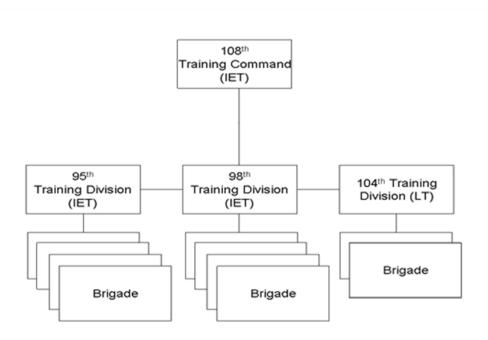


Figure 6-1. 108th Training Command (IET)

6-3. Functions and responsibilities

- a. Conducts TRADOC BCT and Infantry, Cavalry, Engineer, and Military Police OSUT training base expansion missions.
- b. Provides training support for individual pre-mobilization training requirements for Army reserve operational and functional commands through the Train-the-Trainer program.
- c. Building Partnership Capacity by supporting theater security cooperation training missions worldwide.
 - d. Provides training support to Army training center committee and reception operations.
- e. Provides training support to the Chaplain BOLC to train chaplains and chaplain assistances on basic warrior tasks.
- f. Supports individual training or Soldier readiness processing of Individual Ready Reserve as outlined in TRADOC Mobilization Operations Planning and Execution System.
 - g. Supports USAR and ARNG Pre-BCT or future Soldier training programs.
- h. Provides training support to Cadet Summer Training for both Cadet Command and USMA, including the Cadet Leader Course and Cadet Initial Entry Training.
 - i. Assists professors of military science with adjunct faculty teaching in the classroom.
- j. Provides support to the Navy Individual Augmentee Combat Training Course by preparing Navy command teams that will be embedded into Army units while in theater.

k. Provides support to Ministry of Interior-Military Advisory Group (MOI-MAG) while building partnership capability by training internal security forces to protect critical infrastructure.

Appendix A References

Section I

Required Publications

AR 10-87

Army Commands, Army Service Component Commands and Direct Reporting Units

AR 612-201

Initial Entry/Prior Service Trainee Support

TR 10-5

Organization and Functions, U.S. Army Training and Doctrine Command

TR 350-6

Enlisted Initial Entry Training (IET) Policies and Administration

TR 350-16 (with Change 1)

Drill Sergeant and Advanced Individual Training Platoon Sergeant Programs

TR 350-36

Basic Officer Leader Training Policies and Administration

TR 350-70

Army Learning Policy and Systems

TP 600-4 (with Change 1)

The Soldier's Blue Book

Section II

Related Publications

AR 11-7

Army Internal Review Program

AR 20-1

Inspector General Activities and Procedures

AR 27-1

Legal Services, Judge Advocate Legal Services

TRADOC Regulation 10-5-8

AR 40-1

Composition, Mission, and Functions of the Army Medical Department

AR 40-5

Preventive Medicine

AR 71-11

Total Army Analysis

AR 71-32

Force Development and Documentation

AR 145-1

Senior Reserve Officers' Training Corps Program: Organization, Administration and Training

AR 165-1

Army Chaplain Corps Activities

AR 350-1

Army Training and Leader Development

AR 350-10

Management of Army Individual Training Requirements and Resources

AR 350-51

Army Officer Candidate School

AR 360-1

The Army Public Affairs Program

AR 385-10

Army Safety Program

AR 690-12

Equal Employment Opportunity and Affirmative Action

ADRP 7-0

Training Units and Developing Leaders

FM 7-22

Army Physical Readiness Training

TP 350-70-9

Budgeting and Resourcing

TR 350-10

Institutional Leader Training and Education

TR 870-1

TRADOC Military History Program

Section III

Referenced Forms

DA Form 1045

Army Ideas for Excellence Program (AIEP) Proposal

DA Form 2028

Recommended Changes to Publications and Blank Forms

Appendix B

"Staff Assistance Visit" Information

- B-1. Purpose. To define the intent, requirements, responsibilities, and timelines necessary for the effective preparation and conduct of U.S. Army Center for Initial Military Training (USACIMT) Staff Assistance Visit visits.
- B-2. Mission. The CG, USACIMT is charged by the Commanding General, U.S. Army Training and Doctrine Command (CG, TRADOC), with the responsibility to conduct Staff Assistance Visits in his additional role as TRADOC DCG, IMT. This is achieved in part through announced, regularly scheduled USACIMT Staff Assistance Visits at all installations conducting BCT, OSUT, AIT, Inter-service Review Organization sites, and BOLC B.
- B-3: Objectives for the visits.
- (a) Intent for this program is to assist the commanders' efforts in conducting IMT, review execution of mission to standard, and assist commanders in addressing issues and problem areas by providing actionable information and objective feedback to decision makers. The focus of the Staff Assistance Visit is at the brigade and battalion level not the installations. Although the focus is brigade-level and below, access to the installation level staff in many cases will be necessary to address specific problems or areas identified.
 - (b) Concept of Operations.
- (1) Team remains on site for three to five days, depending on the size of the training organization.
- (2) Staff Assistance Visits are facilitated by key personnel interviews, focus group discussions, and observation of training.

- (3) Areas of concern may be identified that cannot be resolved at the installation level. These issues will be categorized as take-aways, and will be worked at the TRADOC or other appropriate staff-level.
 - (c) Coordinating USACIMT Staff Assistance Visit dates and method of notification.
- (1) Visit dates are coordinated with the installation G3 and specific IMT organization (brigade, group, battalion, school, etc.).
- (2) Visits are scheduled to occur once every 18 months to the four Army Training Centers and once every 24 months to all AIT sites. The visit dates are coordinated with the installation and published on the USACIMT and TRADOC Enterprise calendar at the earliest opportunity.
 - (3) Detailed coordination begins no later than two months prior to visit.

Glossary

Section I Abbreviations

ADC Aide de Camp

AIT advanced individual training

AR Army regulation
ARNG Army National Guard
BCT basic combat training

BOLC Basic Officer Leaders Course
DA Department of the Army
DCG Deputy Commanding General

EA Executive Assistant

HQ Headquarters

IA information assurance
IET Initial Entry Training
IMT Initial Military Training
IMTLS IMT Leadership School
IT information technology
KM knowledge management
LTB Leader Training Brigade

MOS military occupational specialty
OCS Officer Candidate School
OSUT One Station Unit Training
PAO Public Affairs Office

PDID Proponent Development and Integration Division

PSG platoon sergeant QA quality assurance QAO Quality Assurance Office RC Reserve Component RECBN Reception Battalion

SGS Secretary of the General Staff

SHARP Sexual Harassment/Assault and Response Prevention

TOMA Training Operations Management Activity

TR TRADOC regulation

TRADOC U.S. Army Training and Doctrine Command

TRAS Training Requirements Analysis

U.S. United States

USACIMT U.S. Army Center for Initial Military Training

USADSA U.S. Army Drill Sergeant Academy
USAMRS U.S. Army Master Resilience School
USAPFS U.S. Army Physical Fitness School

USAR U.S. Army Reserve

USATC&FJ U.S. Army Training Center and Fort Jackson

USMA U.S. Military Academy

WOBC Warrant Officer Basic Course
WOCS Warrant Officer Candidate School
WTBD warrior tasks and battle drills