



**DEPARTMENT OF THE ARMY**  
**US ARMY TRANSPORTATION SCHOOL**  
2221 ADAMS AVENUE  
FORT LEE, VIRGINIA 23801-1605

ATZF-CG

23 January 2024

MEMORANDUM FOR U.S Army Transportation School, 2221 Adams Avenue,  
Fort Lee, Virginia 23801

SUBJECT: U.S. Army Transportation School Terms of Reference

1. References: Consolidated U.S. Army Transportation School Terms of Reference, 22 January 2024
2. Purpose: The Consolidated U.S. Army Transportation School Terms of Reference (TOR) is a desk side reference aid for all U.S. Army Transportation School personnel to assist with accomplishing the organization's mission in support of the Combined Army Support Command (CASCOM), Training and Doctrine Command (TRADOC), and the Army's priorities. It outlines the mission, structure, and areas of responsibility of all elements of the organization. The TOR is a knowledge management resource, intended to enhance our organizational capacity and efficiency and "level set" both new and existing teammates.
3. Updates: All sections, departments, and subordinate organizations will review and submit updates to the TOR biannually, or as changes are required. The Office of the Chief of Transportation (OCOT) will serve as the Office of Primary Responsibility for the review and submitting the updated TOR to the Chief of Transportation for approval and release.
4. The point of contact for the TOR is the Office of the Chief of Transportation (OCOT) at [usarmy.lee.tradoc.mbx.transportation-proponency-office@army.mil](mailto:usarmy.lee.tradoc.mbx.transportation-proponency-office@army.mil).

A handwritten signature in black ink, appearing to read "Beth A. Behn", with a long horizontal flourish extending to the right.

BETH A. BEHN  
Brigadier General, USA  
Chief of Transportation



# **United States Army Transportation School Terms of Reference**

As of 22 January 2024

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## **Command Group**

The Transportation School Command Group consists of the Commandant/Chief of Transportation, Transportation Regimental Command Sergeant Major, Transportation Regimental Chief Warrant Officer, Deputy to the Commandant, Assistant Commandant, Executive Officer, Aide de Camp, Executive Assistant, and Command Driver. Specific duties performed by the Command Group personnel are detailed below.

### ***Commandant/Chief of Transportation***

- Principal advisor to the Commanding General of the Combined Arms Support Command and TRADOC on all TC DOTMLPF-P matters.
- Responsible for execution of the Transportation School's mission.
- Proponent for Transportation training conducted at Fort Lee, VA, Joint Base Langley Eustis, VA, Fort Leonard Wood, MO, ARNG Regional Training Sites, and USAR Total Army School System Training Battalions.
- Leads all matters of proponency and development of the Transportation Corps.
- Advises CASCOM and CAC on DOTMLPF-P implications relating to Army Watercraft Systems (AWS), Movement Control, Deployment Readiness, Tactical Wheeled Vehicles (TWV), Rail and all other aspects of Transportation.
- Provides TC proponency coordination and supervision of TC unique officer, WO, and NCO Professional Military Education (PME) conducted at ASU and other schools.
- Engages with the local community on civil military matters; serves as the principal liaison with Prince George County; and is a senior member of the Fort Lee and surrounding community Civilian Military Council (CMC).
- Serves as the CASCOM Deputy Commanding General for functional area as identified by CASCOM Commanding General.

### ***Transportation Corps Regimental Command Sergeant Major***

- Principal enlisted advisor and confidant to the Commandant/Chief of Transportation on all enlisted affairs.
- Advises the Commandant on status of Transportation School quality of training.
- Serves as the lead talent and assignment manager of instructors and Senior NCOs assigned to Chief Instructor positions.
- Mentors/advises on Transportation career management.
- Primary liaison with Sergeants Major Branch (HRC) in matters relating to sergeants major assignments in Transportation Corps.
- Responsible for Noncommissioned Officer Education System for the Transportation Corps.
- Briefs DA promotion results and status of the Transportation Corps during liaison visits to regimental Soldiers.
- Advises the Army Sustainment University (ASU) Noncommissioned Officers Academy (NCOA) Commandant on matters pertaining to TC-Military

Occupational Specialty (MOS) related mid and senior level noncommissioned officer training and PME requirements of the NCOA/TCS.

### ***Regimental Chief Warrant Officer***

- Principal advisor to the Commandant on all matters pertaining to Transportation Warrant Officers (WOs).
- Represents the command on all Warrant Officer policy/regulatory issues within the Department of Army.
- Assesses status of current WO programs with emphasis on training, recruiting, retention, professional development, and morale across all logistics and sustainment branches.
- Examines career trends and proposes recommendations for career programs and opportunities for TC WOs.
- Renders appropriate guidance and/or technical advice for TC related initiatives.
- Provides professional development seminars, mentorship, and counseling to officers, WOs, and enlisted Soldiers on the roles, responsibilities, and use of WOs.

### ***Deputy to the Commandant/Chief of Transportation***

- Senior advisor and consultant to the Commandant and staff.
- Serves as the Director of Training. Provides senior management oversight of training departments and sections and oversight of Training Development for all Transportation Programs of Instruction.
- Responsible for the day-to-day operations of the Transportation School.
- Directly coordinates with the Assistant Commandant (AC), Regimental Warrant Officer (RCWO), and Transportation Command Sergeant Major (CSM) to ensure the execution and implementation of the Commandant's decisions, intent, and policies.
- Oversees the technical training of all Transportation related Initial Military Training (IMT), functional training and Professional Military Education (PME) courses.
- Exercises executive senior level management oversight for Training Requirements Analysis System (TRAS), Structure Manning Decision Review and Training Resource Arbitration Panel (TRAP) processes to as well as all staff actions concerning TCS equities.
- Principal advisor to the Commandant on all civilian administrative, training, morale and welfare matters and professional development.
- Serves as CASCOM Activity Career Program Manager (ACPM) for Career Program (CP) 24 - Transportation and Distribution Management.
- Directly coordinates with CASCOM G3 regarding all TC training requirements.
- Coordinates with USAR, ARNG, and ASU regarding site validation and instructor certification for externally taught TC POIs.

- Provides oversight and guidance for Defense Travel System Lead Defense Travel Administrator responsibilities, TCS Manager's Internal Control Program, and TCS Budget.
- Provides management oversight for all TCS related functional courses and Mobile Training Team (MTT) missions.
- Assists the Assistant Commandant in preparation and submission of the TRADOC NETUSR.
- Serves as the primary representative for the Transportation School at the PBAC, PACER, RARB, RPPB, Traffic Review Board (TRB), Water and Energy Board, and several other garrison and CASCOM O-6 level boards and committees.

### ***Assistant Commandant***

- Executes Chief of Staff functions and responsible for the day-to-day execution of TCS HQ staff functions, incident reporting, taskings, and SHARP/EO/R2C implantation.
- Advises the Commandant on uniformed military personnel matters.
- Provides guidance and oversight of Operations and Sustainment Office, 58th Transportation Battalion, 71st Transportation Battalion, Office of the Chief of Transportation, Office Chief of Reserve Component Affairs, and Marine Qualifications Division.
- Oversees and validates the preparation and submission of the TRADOC NETUSR.
- Responsible for oversight, maintenance, and development of the TC Campus.
- Advises Commandant on community events/local Virginia leaders; serves as a senior member of Fort Lee and surrounding community Civilian Military Council (CMC).
- Provides oversight for Transportation materiel modernization efforts.
- Responsible for Officer Talent Management and primary reviewer/approver of inputs into the Assignment Interactive Module (AIM).
- Serves as the primary representative for the Transportation School at the CoC, CUBs and other CASCOM O-6 level boards and committees. Primary representative on all SARB, Community Engagement, and Readiness/Resiliency Councils.

### ***Executive Officer***

- Assists the Commandant/Chief of Transportation in performance of duties.
- Synchronizes calendars/schedules among Transportation School leadership.
- Interfaces with CASCOM, QMS, and ODS XOs.
- Records and publishes priority due outs from meetings.
- Consolidates, reviews, and archives briefings/documents for the Commandant.
- Develops draft speeches for the Chief of Transportation and Assistant Commandant, as required.
- Provides guidance and supervision to Command Group support staff.

### ***Executive Assistant***

- Manages/maintains the calendar and appointments.
- Prepares for internal meetings.
- Assists and directs personnel visiting or seeking information from the TCS.
- Manages the scheduling of the conference room and prepares the room for meetings.
- Prepares correspondences (i.e., CoT or star notes).
- Receives, processes and tracks actions requiring command group review/signature.

### ***Aide de Camp***

- Manages the planning, coordination, and execution of official travel and activities for the Chief of Transportation (CoT).
- Schedules and organizes near, short, and long-rang official events involving the CoT.
- Manages administrative processes and flow of administrative actions, in conjunction with Executive Officer and Executive Assistant.
- Assesses force protection situations for on and off post locations.
- Maintains awareness of the CoT's schedule and ensures it remains on track.
- Ensuring a continuous and reliable flow of information between the CoT and Transportation School key personnel.
- Supervises and provides guidance to the command driver.

### ***Command Driver***

- Responsible for maintaining the command vehicle and ensuring it is always ready to transport the CoT for key events.
- Assists the Aide de Camp in operating classified and unclassified communications devices for the CoT.
- Assists the Aide de Camp and Executive Officer in preparing paper and digital materials for the CoT.
- Assists the Aide de Camp and Executive Officer in preparing for meetings, conferences, and other events.

### ***Command Sergeant Major Enlisted Aide***

- Manages the planning, coordination, and execution of official travel and activities for the Command Sergeant Major.
- Schedules and organizes near, short, and long-range official events involving the Command Sergeant Major.
- Manages administrative processes for the Command Sergeant Major.
- Maintains awareness of the Command Sergeant Major's schedule and ensures it remains on track.

- Ensuring a continuous and reliable flow of information between the Command Sergeant Major, The CoT, and Transportation School key personnel.

## **Personnel Proponent Office/Office of the Chief of Transportation (OCOT)**

The Office of the Chief of Transportation (OCOT) is responsible for all matters relating to branch personnel development. The section consists of the OCOT Director, SGM, Warrant Officer Proponent, Officer Proponent, Enlisted Career Manager, and two Personnel Proponent Specialists.

### ***Director, Office of the Chief of Transportation***

- Principal advisor to the Chief of Transportation on branch personnel development matters.
- Oversees and provides guidance on personnel development actions to support the eight life-cycle management functions.
- Prepares and manages the Transportation School Campaign Plan.
- Responsible for developing command slating guidance for TC specific organizations.
- Responsible for oversight and management of the Transportation Corps Regimental Awards Program.
- Acts as a liaison to the Transportation Corps Regimental Association (TCRA) and National Defense Transportation Agency (NDTA).
- Provides oversight and guidance for the cadet accessions program and participates in Virtual Branching Orientation (VBO) sessions, ROTC and USMA visits, and HireVue interviews.
- Coordinates and integrates actions for the Chief of Transportation across CASCOM matrix staff, as required.
- Provides oversight of the execution of Regimental Induction Ceremonies and Instructor of the Year.
- Reviews and endorses all Military Occupational Classification Structure (MOCS) change proposals.
- Provides guidance on development of professional development guidance and career maps.
- Provides oversight of the officer manning process for the Transportation School.
- Coordinates with Human Resources Command on personnel manning and strength matters.
- Supports Foreign and VIP visits, in conjunction with the Operations and Sustainment Office.

### ***Proponent Sergeant Major***

- Serves as the principal advisor to the Chief of Transportation and Command Sergeant Major on all enlisted personnel development matters.

- Provides guidance for development/revisions of enlisted professional development guidance, career maps, and MOS qualification requirements.
- Provides Transportation Corps specific board guidance to HRC centralized boards.
- Prepares CSM/SGM command slating guidance for TC specific positions.
- Reviews and endorses MOS prerequisite waiver request.
- Provides management oversight of the enlisted Training with Industry program.
- Reviews TC enlisted structure to ensure viable career progression opportunities exist for all specialties.
- Maintains awareness of Grade Cap Distribution Matrix (GCDM) and Average Grade Distribution Matrix (AGDM) balancing of TC enlisted structure.
- Provides guidance and oversight to Enlisted Career Manager and Personnel Proponent Specialist in executing management of the eight life-cycle management functions for Transportation Corps enlisted personnel.
- Coordinates with Human Resources Command for Sergeant Major manning related matters and Transportation Corps Enlisted strength management matters.

### ***Officer Proponent***

- Manages the cadet accession program, coordinates VBO sessions, and manages the HireVue interview process.
- Prepares and provides branch education briefings on ROTC and USMA visits.
- Responsible for execution of Regimental Induction Ceremonies.
- Lead for Transportation School website and social media platform management.
- Managing editor of The Spearhead Newsletter.
- Organizes and oversees execution of Quarterly TC Connect sessions.

### ***Warrant Officer Proponent***

- Serves as the principal advisor on Transportation Corps warrant officer personnel development matters to the TC RCWO.
- Manages all aspects of the warrant officer accession program.
- Provides professional development briefings to Warrant Officer Basic and Advanced Course classes.
- Updates TC Warrant Officer personnel development guidance and career maps in DA Pam 600-3.
- Manages the warrant officer Training with Industry program.
- Maintains awareness of Grade Cap Distribution Matrix (GCDM) and Average Grade Distribution Matrix (AGDM) balancing of TC warrant officer structure.
- Conducts analysis to determine accession requirements and targeted promotion requirements to ensure a healthy TC warrant officer population is maintained.
- Assists in compiling and managing the editing of The Spearhead Newsletter.
- Organizes and oversees execution of Quarterly TC Connect sessions.

## **Maritime Qualifications Division**

The Maritime Qualifications Division is responsible for worldwide management and oversight of the U.S. Army Maritime Licensing Program, Career Sea Pay Program, and the Vessel Naming Program for the Transportation Corps.

### ***Chief, Maritime Qualifications Division***

- Manages the Army's Maritime Qualification and Licensing Program, Army Sea Duty Program, and Army Vessel Naming Program.
- Serves as technical advisor to the proponent for AR 600-88, Sea Duty, and AR 56-9, Army Intra-theater Watercraft Systems.
- Manages Army Mariner Skill rating program.
- Administer, grade, and issue renewal certification examinations and certificates.
- Educate the field through classroom briefings during skill level courses.
- Provide procedural guidance to the field through policy letters and regulation interpretation.
- Prepare quarterly vessel assignment and monthly financial reports.
- Serve as the historical repository for all Army watercraft logbooks.
- Conducts vessel logbook inspections and sea pay audits in the administration of the U.S. Army Sea Pay program.
- Serve as the functional manager for the issuance, organization, and administration of the US Army Sea Duty Ribbon.
- Provides U.S. Army Sea Service Transcripts for USCG credentials, and issues Sea Service Memorandums and Sea Service Transcripts for DD214.
- Maintains Army Vessel name registry for all Army Watercraft.
- Manages and maintains Army Mariners Management Tool (AMMT) program.

## **Operations and Sustainment Office (O&S)**

Directs and synchronizes responsibilities for current operations, future operations, human resources management, and logistics management. Provides the Transportation School with the Brigade Staff-like capability. Serves as the primary coordination office between TCS Command Group, Staff Sections, Training Departments, 58th Transportation Battalion, 71st Transportation Battalion, and the CASCOM Staff. Operations and Sustainment Office consists of an Operations Section, Human Resource Section, and Logistics Management Section.

### ***Chief, Operations and Sustainment Office***

- Provides oversight and guidance on the management of operations, human resources, security management, and logistics management functions.
- Serves as the primary tasking authority for the Transportation School, on behalf of the Chief of Transportation.
- Develops, manages, and implements operational and functional plans in support of the Transportation School to support CASCOM.

- Responsible for synchronizing responsibilities for current operations, individual training, collective training, training development, leader development, doctrine development, quality assurance, lessons learned and training readiness.
- Responsible for assigning, tracking, completion, and reporting of taskings within TCS.
- Coordinates and oversees execution of cultural observances and ceremonies, change of command ceremonies, and change of responsibility ceremonies.
- Updates and publishes Transportation School policy letters.
- Manages the Organization Inspection Program
- Serve as lead coordinator/planner for VIP/DV visits and coordinates visit support with OCOT.

### ***Human Resources Specialist***

- Provides oversight and guidance on the management of human resources-military functions.
- Responsible for planning, directing, and reviewing the work of employees performing personnel administrative functions for the TCS assigned as staff/faculty.
- Performs strength management, reporting and personnel accountability, review, processing, and tracking of awards and decorations recommendations, award inventory stock.
- Provides support for career planning and retirement request processing.
- Reviews officer and enlisted evaluation reports and monitors compliance with evaluation report submission timelines.
- Screens personnel lists for promotion or school attendance.
- Develops, updates, and maintains rating schemes.
- Transfers and discharges, administrative flagging actions, leaves and passes, and line of duty reports.
- Advises the TCS Commandant and the Assistant Commandant on enlisted and officer career management policies.
- Formulates and coordinates personnel replacements and policies and procedures regarding replacements.
- Coordinates the allocation of officer/warrant officer and enlisted personnel, based on priorities established by this command.
- Responsible for the daily monitoring of military strength and projected strengths.
- Compiles and provides personnel readiness information and analysis for monthly DRSS-A submission.
- Collects and reviews AIT Attrition Report data and compiles for consolidated school level reporting.
- Provides statistical data for military and civilian personnel to identify current strength and shortages.
- Manages AIM/MER process.
- Executes staff visits to subordinate commands to provide training and assistance, evaluate, review, and coordinate programs and procedures with military human resource matters pertaining to internal operations.

- Serve as the IPPS-A Administrator for TCS; Liaison with CASCOM, DA and IPPS-A team.

### ***Administrative Officer***

- Provides oversight and guidance on the management of human resources-civilian functions.
- Acts as a liaison with the Civilian Personnel Advisory Center (CPAC) on matters relating to personnel civilian actions.
- Assists in coordinating personnel actions with the staff and providing liaison with CPAC to resolve related issues and problems; and in initiating and coordinating personnel actions/awards in the web-based Defense Civilian Personnel Data System.
- Distributes job opportunity announcements to TCS personnel.
- Maintains records to ensure military and civilian performance ratings and military efficiency reports completed by the Chief of Transportation and Command Group are completed in accordance with regulatory guidelines.
- Monitors civilian performance ratings and evaluations, and award submissions requiring the commander's approval to ensure consistency in procedures, adherence to applicable regulations, and timely submission.
- Executes staff visits to subordinate commands to provide training and assistance, evaluate, review, and coordinate programs and procedures with civilian human resource matters pertaining to internal operations.
- Ensures actions are tasked to the appropriate Director/Staff Office. Maintains suspense controls on actions. Maintains continuous liaison and communication with the CASCOM/TRADOC staff to ensure assigned actions are handled within prescribed time limits and that responses conform to procedural and substantive requirements.
- Serves as Primary Defense Travel Administrator for the Defense Travel System (DTS). Manages an extensive travel program that supports a worldwide mission by using DTS and incorporating policies and business rules.
- Serves as the Primary Agency Program Coordinator for the Government Travel Card. Disseminates new travel card guidance to all activities as received.
- Serves as Security Administrator, managing the Transportation School Security Program involving implementation of the program with appropriate personnel in the areas of Personnel Security, Information Security, ADP Security, and OPSEC. Primary TC security liaison between Installation DPTMS, CASCOM G2 and TRADOC.
- Primary Army Records Information Management System (ARIMS) coordinator for TCS.
- Serves at ATAAPS Timekeepers ensuring timecards are submitted by established timelines and reviewing reports for timecard concurrence and certification.

### **Logistics Management Specialist**

- Provides oversight and guidance on the management of logistics management functions.
- Serves as the TCS subject matter expert for logistics, developing, executing, and managing supply, maintenance, and transportation programs and policies.
- Executes staff visits to subordinate commands to provide training and assistance, evaluate, review, and coordinate programs and procedures with logistical matters pertaining to internal operations.
- Provides policy, support, and advice on military and civilian logistics support.
- Manages and maintain the Command Financial Liability Investigation for Property Loss (FLIPL) Program. Review FLIPL findings and make recommendations to Command on proper FLIPL program administration, coordination, program management and accountability.
- Establishes, coordinates, and manages Command Supply Discipline Program (CSDP) and Property Accountability Command Policy and Standard Operating Procedures. Conduct higher headquarters CSDP and Property Accountability annual assessments.
- Provides logistics support to two subordinate battalions, which includes but is not limited to GCSS-Army, Decision Support Tool (DST), e-FLIPL, FMS Web, and AESIP.
- Prepares and presents briefings, reports, analyses, and recommendations in formulation of logistics program planning and execution.
- Utilizes the Table of Distribution and allowance (TDA) and its assigned and authorized requirements to manage, maintain, and update required equipment.
- Provides improvements by simplifying and standardizing logistical operations across the command as they pertain to the assigned systems and items.
- Program Coordinator (GOVCC) TCS: Policies, Procedures and Responsibilities for the Army Travel Charge Card Program.
- Compiles and provides supply and maintenance readiness information and analysis for monthly DRSS-A submission.
- Serves as the GCSS-A Administrator for TCS: Liaison with CASCOM, DA and GCSS-A team.

### **Maritime Standards and Safety Office**

Manages and maintains a viable maritime safety program for the entire U.S. Army, and a Transportation School safety program at Joint Base Langley-Eustis (JBLE). The section is comprised of the Chief, Army Maritime Standards & Safety, and two Maritime Safety Specialists.

- Primary advisor to the Chief of Transportation on all watercraft safety issues.
- Manages and monitors Army maritime safety and standards for all units and commands with DA-controlled or leased watercraft.
- Provides standards interpretation of Federal and International law, and Army doctrine across the DOTMLPF-P community.

- Works directly with TACOM and PEO CS&CSS on watercraft modernization of new equipment, parts and equipment obsolescence, new equipment fielding, and equipment modification.
- Develops policies and standards to be adopted as DA regulations.
- Conducts AR 56-9 directed triennial safety surveys of DA-controlled watercraft to ensure compliance of maritime standards and supports commands in the execution of their annual safety inspection program and requirements.
- Provides standards and safety education, training and promotion activities, and manages knowledge management resources for the watercraft enterprise.
- Is the chief technical advisor for the Army maritime enterprise to the Army Combat Readiness Center (CRC). As the lead advisor on maritime mishap investigation boards, conducts on-site investigations of maritime mishaps involving Army watercraft worldwide.
- Chairs the Army's Maritime Standards Council resolving Army wide complex challenges in sustainment support, comprehensive maritime operations, navigation systems, maritime repair and engineering, and research and development.
- Formally instructs maritime safety POI courses to the Transportation School.
- Provides support to the CASCOM Safety Office as the principal Safety and Occupational Health Manager to the US Army Transportation School commandant, assistant commandant, staff and faculty personnel. Plans, administers, and is responsible for ensuring a School wide Safety Program for all assigned and attached personnel at Fort Eustis.
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### **Office of the Chief Reserve Component Affairs (OCRA)**

The Office of the Chief Reserve Component Affairs (OCRA) is responsible for ensuring the United States Army Reserve (USAR) and Army National Guard (ARNG) perspectives are fully integrated in the emerging doctrine, leader development, and force structure impacting the manning, equipping, training, readiness, and deployability of Reserve Component Transportation Units and Soldiers. The section consists of both USAR and ARNG personnel.

#### ***Director, Office of the Chief Reserve Component Affairs***

- Principal advisor to the Chief of Transportation on Reserve Component training and readiness, Individual Mobilization Augmentee (IMA) program, and other RC-specific programs.
- Hosts and participates in conferences, workshops, training site visits and staff assistance visits that contribute to improving RC Transportation training and readiness.
- Assists in the integration of all facets of RC individual and collective training.
- Ensures training, doctrine, and combat development activities are well coordinated by providing information to ARNG.
- Advises the Deputy to the Commandant to ensure training for both reserve components meet the One Army School System standard.

- Spearheads the integration, collective training, and coordination of all RC-related force integration actions for FORSCOM, TRADOC, CASCOM, OCAR, ARNG and USARC.
- Serves as the liaison among the TCS, Regional Training Institutions (ARNG) and Total Army School System Training Centers (USAR).
- Reviews Force Design Updates proposals and coordinate with OCAR/NGB FM to ensure they meet bill payer strategy.
- Serves as the Army Reserve Proponent Advisor (ARPA) for Transportation Corps Officer and Warrant Officer populations.

### ***Warrant Officer Proponent (Reserve Component)***

- Serves as the RC senior WO advisor on Transportation Corps RC warrant officer personnel development matters to the TC RCWO.
- Manages all aspects of the RC warrant officer accession program.
- Provides professional development briefings to RC Warrant Officer Basic and Advanced Course classes.
- Updates RC TC Warrant Officer personnel development guidance and career maps in DA Pam 600-3 for RC.
- Conducts analysis to determine accession requirements and targeted promotion requirements to ensure a healthy RC TC warrant officer population is maintained.
- Serves as the Army Reserve Proponent Advisor for Transportation Warrant Officer population.
- Reviews and endorses MOS reclassifications for RC WO to Transportation Branch.
- Informs/Updates the RC Warrant Officers on Transportation Branch events and information.

### ***OCRA Sergeant Major***

- Serves as the principal advisor to the Chief of Transportation and TC Regimental Command Sergeant Major on all RC enlisted personnel development matters.
- Serves as the Army Reserve Proponent Advisor for RC CMF 88 Enlisted populations.
- Provides guidance for development/revisions of RC enlisted professional development guidance, career maps, and MOS qualification requirements.
- Provides Transportation Corps specific board guidance to HRC AGR 88 CMF Enlisted centralized boards.
- Reviews and endorses MOS prerequisite waiver request.
- Reviews TC RC enlisted structure to ensure viable career progression opportunities exist for all specialties.
- Conducts TRADOC Liaison NCO duties supporting RC Soldier Training at Fort Lee and Joint Base Langley-Eustis.
- Reviews Force Design Updates to determine impacts on Reserve Component enlisted force.
- Provides guidance and assistance to Regional Training Institutions (ARNG) and Total Army School System Training Centers (USAR).

## **Training Management Office (TMO)**

Oversees and coordinates training, administrative, and logistical support in support of the Transportation School training mission. The Training Management Office consists of a Training Management Operations Section and Academic Records and Student Affairs Division.

### ***Chief, Training Management Office***

- Provides oversight and guidance for the management of operations and academic records.
- Prepares guidance for training execution initiatives.
- Coordinates with CASCOM and TRADOC G-3/5/7 in development of policies and procedures for conduct and administration of resident/mobile training.
- Reviews and provides recommendations for waiver requests for any deviation to course Programs of Instruction (POIs).
- Serves as the TCS POC for Structure and Manning Decision Review (SMDR) to validate training requirements and capacities.
- Liaison for all matters pertaining to the TRADOC Inter-service Training Review Organization (ITRO).
- Leads and manages the Council on Occupational Education assessment in conjunction with the TRADOC Accreditation
- Develops mobilization training input to the TCS mobilization plan.
- Manages TRAP requests and resolves training constraints/issues.
- Coordinates requests for schedule deviations and resolves resulting conflicts.
- Responsible for academic records functions to include management of Resident Individual Training Management or successor system.
- Manages the Instructor Certification/Development Program and supports Instructor Recognition Program for the TCS.
- Ensures training equipment is in the POIs, on the TDA, and properly documented on the Property Book and hand-receipts.
- Provides facilities support to all TCS departments and the Battalions.
- Conducts Training Management Review Board (TMRB) and/or Quarterly School Updates in coordination with Training Development Division.
- Validates and submits the Transportation Institutional Training Strategy.
- Serves as the Deputy, Director of Training.

### ***Chief, Academic Records and Student Affairs Division***

- Validates training requirements and capacities for the Structure and Manning Decision Review (SMDR).
- Coordinates resident training issues with HRC and HQDA G-3.
- Serves as POC for training requirements of the NGB, OCAR, FORSCOM, USN, and the USAF.
- Coordinates and programs projected student loads with TRADOC, CASCOM, and other service schools and agencies.

- Manages Training Resources Arbitration Panel (TRAP) requests and resolves training constraints/issues for resident training or student support involving external agencies and activities, off-site training facilities, and FORSCOM units.
- Manages the academic records and maintains student load reports, which include projected loads and actual inputs.
- Assists in identifying student reservations and quotas.
- Establishes resident student records in Digital Training Management System (DTMS) and the class master folder.
- Prepares one-time and recurring reports and statistical data from DTMS and ATRRS; finalizes student records, identifies honor students,
- Prepares graduation documents and diplomas.
- Prepares, updates and reviews DTMS training data and receive notification of and processes student disposition and posts in DTMS and ATRRS.

### ***Chief, Training Management Operations***

- Prepares the Transportation Training Strategy.
- Provides oversight and guidance to TCS Primary Hand Receipt Holder.
- Provides oversight and guidance to the TCS alternate manager for the Force Protection/Anti-Terrorism program, Physical Security program, Operations Security (OPSEC) program, and Key Control program.
- Provides input to TCS policies and SOPs.
- Compiles TMO and Training Departments Annual Command History and submits to OCOT.
- Serves as liaison for the Academic Council on Education (ACE).
- Manages the Council on Occupational Education (COE) assessment in conjunction with the TRADOC accreditation.
- Leads the preparation and reporting for the TRADOC accreditation.
- Receives and processes waiver requests for deviations to course Programs of Instruction (POIs) taught by the TCS.
- Oversees the preparation and submission of the TRADOC NETUSR.
- Serves as the Distant Learning Liaison, having administrative rights for the Transportation Domain on Blackboard (a web-based application), and course manager rights in the Army Learning Management System (ALMS).
- Develops policies and procedures for the conduct and administration of resident, mobile, and distance learning (DL) training.
- Manages the TCS Enterprise Classroom Program (ECP).
- Coordinates with Transportation Training Development team to assist in the delivery of web-based online instruction.
- Prepares all Acquisition Management and Oversight (AMO) packets for the TCS at Fort Lee as directed/requested.
- Reviews acquisition packages concurrently with the directors and TCS leaders to ensure accurate description(s) of requirements and all related technical data.
- Assists designated TCS CORs for contract actions and contract surveillance procedures and reporting.
- Provides oversight for 88 series POI implementation and assisting in coordinating required training support and safety.

- Provides oversight of training support systems in coordination with Training Departments and TC Training Development Office.
- Provides guidance and oversight of TMP vehicle management and dispatching.
- Responsible for the daily operational readiness/maintenance of all Transportation School facilities at Fort Lee.
- Oversees the key control management for buildings #2300 and #2609.
- Responsible for the scheduling and utilization of classrooms in BLDG 2300 and 2609.
- Provides guidance and supervision of the management of the general cleaning of offices, hallways, restrooms, classrooms, and building common areas in Wylie Hall (building #2300) & building #2609.
- Responsible for oversight of scheduling, usage, and maintenance of Wylie Hall auditorium and conference room.

### **Army Driver Standardization Office (ADSO)**

Responsible for development of a uniform driver training policy for the U.S. Army. Advises on all aspects of tactical wheeled and track vehicle driver training. Serves as the Army Driver and Operator Standardization Program lead for the Army Driver Training Strategy and the Master Driver Trainer's Program. Executes and manages resident, Functional Program of Instruction in the areas of Army driver's training and licensing for military and civilian personnel, providing instruction on driver training and licensing processes and hands on applications used throughout the Army for both tactical wheeled and track vehicles. The section consists of a Chief, Army Driver Standardization Office, a Transportation Sergeant, and Master Driver Trainer Instructors.

#### ***Chief, Army Driver Standardization Office***

- Serves as the Army's lead for tactical wheeled and track vehicle driver selection, training, testing, and licensing.
- Maintains a standard/uniform driver training strategy for the Army.
- Oversees and executes the License Instructor/License Examiner dL course and the Army Master Driver Trainer Qualification Course. (ASI-M9) in residential, virtual, and mobile training team concepts.
- Reviews and recommends changes to the AR 600-55, provides interpretation of the regulation to the field.
- In conjunction with the Transportation Training Development Department, reviews and assists the development of vehicle specific training circulars (TC) and TSPs for non 88M MOS wheeled vehicle operators.
- Provides technical advice and consultation reference driver training areas to the Combat Readiness Safety Center, U.S. Department of Transportation, and other outside agencies.
- Reviews training aids and simulations requirements related to tactical wheeled vehicle drivers including TADSS.

- Reviews/evaluates newly developed doctrine, regulations, policies, and training literature to determine impact on the Army driver training community.
- Lead for the Army's Commercial Driver's License (CDL) Credentialing Program. The Military Skills Test Waiver and Even Exchange Program through FMCSA.
- Provides management & oversight of all ADSO contracts via an appointed Contract Officer Representative-CoR to ensure that contractor instructional support is in compliance with terms of the approved government contract.
- Maintains accreditation standards, quality assurance, instructor training/badging, and proponent certification.
- Provides oversight for the coordination of resources, scheduling of classes, and execution of graduation ceremonies.

## **Transportation Management Training Department (TMTD)**

Provides instruction on strategic and operational movement processes, procedures, and systems used for deployment and distribution through functional courses and Advance Individual Training (AIT). TMTD is comprised of a Movement Management Division and a Unit Movement Officer Division.

### ***Director, Transportation Management Training Department***

- Responsible for the mission, and the military and civilian personnel assigned to the department.
- Provides guidance and oversight for the execution of one AIT course and six functional courses.
- Monitors the technical sequencing, scope, and changes to POIs and instructional materials.
- Monitors maintenance of training facilities and operational status of training equipment.
- Coordinates with the ASCCs, other services, and CASCOM organizations, to develop training strategies, goals, and relevant training programs.
- Provides proponent validation of instruction of the Unit Movement Officer Deployment Planning Course for TRADOC accredited institutions.
- Manages the placement and utilization of personnel within the department.
- Manages the department budget and submits request to funding to support training department enhancements.
- Provides GPC supervision for card holders within the department.

### ***Chief, Movement Management Division***

- Provides course management of functional and 88N AIT courses.
- Oversees the execution and the primary point of contact for the Transportation Management Coordinator Course, Senior Transportation Operations Course, TC-AIMS TOPS and Functional User Course, and the Joint Aircraft Load Planning course.
- Monitors the technical sequencing, scope, and changes to POIs and instructional materials.

- Manages assigned instructor population and ensures instructor certification process is completed.
- Coordinates scheduling of classes and ensures resources are available for instructors.
- Proves COR responsibilities, as necessary.

***Chief, Unit Movement Officer Division***

- Provides course management of the Unit Movement Officer Deployment Planning Course (UMODPC).
- Manages the instructors at five satellite sites (FCCO, FCTX, FDNY, FLNC, FSGA) responsible for instructing UMODPC.
- The coordinating element for the course for all TRADOC accredited learning institutions that are authorized to teach UMODPC.
- Monitors the technical sequencing, scope, and changes to POIs and instructional materials.
- Manages assigned instructor population and ensures instructor certification process is completed.
- Coordinates scheduling of classes and ensures resources are available for instructors.
- Manages Training Area 10, the Multimodal Training Facility.
- Proves COR responsibilities, as necessary.

**Maritime and Intermodal Training Department (MITD)**

Executes and manages resident and Mobile Team Training for IMT, PME, and Functional Programs of Instruction in the areas of Army watercraft operations and engineering, cargo handling, and railway/railroad operations for military and civilian personnel. The department is made up of a Maritime Training Division and a Cargo Handling Division. Exercises TACON / OPCON of watercraft assigned to TCS at JBLE in support of 13 TCS and ASU Programs of Instruction.

***Chief, Maritime and Intermodal Training Department***

- Oversee the execution of Advanced Individual Training for MOS 88K (Watercraft Operator), 88L (Watercraft Engineer), 88H (Cargo Specialist), and 88U (Railway Specialist, and Warrant Officer Basic Course for MOS 880A (Marine Deck Officer) and 881A (Marine Engineering Officer).
- Oversees execution of Professional Military Education for 880A and 881A Warrant Officer Advance Courses.
- Oversees execution of functional training for 88K20 Watercraft Operators, 88L20 Watercraft Engineers, ASI producing ASI-R1 Rough Terrain Container Handler Course, Railway Operations Crewmember Course, Locomotive Engineer/Conductor Certification Course, and the Locomotive Engineer/Conductor Recertification Course.

- Oversees and manages TCS Vessel Support Operations and Maintenance Cell activities to include Field and Sustainment maintenance, funding, scheduling, GCCS-Army.
- Provides oversight and management of the Maneuver Support Vessel-Light (MSV-L) and crew.
- Provides oversight and management of the Army's Watercraft Credentialing program, including the submittal for course approvals to the USCG National Maritime Center; support individual credential packet submissions.
- Provides Simulation and pre-deployment training to the operational force.
- Provides oversight and management of MITD facilities and training areas at JBLE to include classroom modernization.
- Manages and plans for watercraft, cargo handling and rail/locomotive Training Aids, Devices, Simulators, and Simulations (TADSS) upgrades.
- Provides oversight of human resource administration for DACs assigned to MITD/JBLE.
- Provides oversight of Government Travel Card Administration and support to JBLE TCS personnel.
- Provides guidance and oversight of TCS JBLE facility maintenance and management, providing input to JBLE Civilian Engineering Squadron Facility Boards and working with external and internal stakeholders to ensure the operational readiness of facilities is maintained.
- Provides oversight of the MITD Command Supply Discipline Program ensuring the proper accountability of supplies and government equipment used by contractors and Government employees to execute training and training support.
- Manages all TCS JBLE IT support and life cycle requirements.
- Provides oversight of Distance Learning and Blackboard efforts within MITD.
- Provides oversight and synchronization for MITD Training Support to include vessel support, ranges, training areas, vehicles, and facilities.
- Executes training Quality Assurance for all TCS courses executed at JBLE.
- Provides oversight and manages execution of MITD Budget within approved spending guidelines.
- Responsible for all MITD Acquisition Management Oversight packages. Provides senior contracting officer representative for contract administration.

***Chief, Cargo Handling Division***

- Manages the execution of Advance Individual Training for two (2) Military Occupational Specialties - 88H Cargo Specialist, and 88U Railway Specialist.
- Manages the execution of functional training for the ASI producing ASI-R1 Rough Terrain Container Handler Course, Railway Operations Crewmember Course, Locomotive Engineer/Conductor Certification Course, and the Locomotive Engineer/Conductor Recertification Course

- Executes the Transportation School's AR 56-3 locomotive engineer certification program, to include annual check rides for ~130 DOD Locomotive Engineers across 13 installations.
- Provides support for the execution of NCOA training at Joint Base Langley-Eustis for 88H30 Advance Leader Course and support the execution of the USAR 88U30 and 88U40 NCOPDS courses.
- Provides oversight for the coordination of resources, scheduling of classes and execution of graduation ceremonies.
- Manages assigned instructors and validates completion of certification requirements.
- Monitors availability of systems and resources required for course execution.

### ***Chief, Maritime Training Division***

- Manages execution of Advanced Individual Training for MOS 88K (Watercraft Operator) and 88L (Watercraft Engineer).
- Manages execution of Warrant Officer Basic and Advanced Course training for MOS 880A (Marine Deck Officer) and 880A (Marine Engineer Officer)
- Manages functional training for 88K and 88L 20 level courses and provides support for 88K and 88L Advanced Leader Course and Senior Leader Course.
- Provides oversight and guidance to the Maritime Simulations Branch in providing maritime related functional, high-speed craft, and simulations training to multi-service officers, warrant officers, NCOs, junior enlisted and select civilian mariners. Provides maritime specific standards of training, certification of watch-keepers functional training that meets licensing, certification, and credentialing for DOD watercraft personnel.
- Provides technical and common leader development training and education to prepare personnel to serve at all levels from Able Seaman thru Unlimited Tonnage Vessel Master.
- Provides oversight for the coordination of resources, scheduling of classes and execution of graduation ceremonies.
- Manages assigned instructors and validates completion of certification requirements.

### **Motor Transport Operator Course (MTOC)**

Executes the training for 88M10 AIT Program of Instructions to develop motor transport operators capable of operating tactical and non-tactical wheeled vehicles in contingency and peacetime operations.

### ***Chief, Motor Transport Operator Course***

- Provides oversight and guidance in the execution of initial entry training for MOS 88M, Motor Transport Operator.

- Manage the scheduling and coordination of resources for the Motor Transport Operator Course, both internally and externally.
- Coordinates with TOMA on course changes before revising implementation dates, changing variable course data, or deleting courses.
- Coordinates with TOMA to ensure temporary course variations or adjustments (for example, a course pilot class) for local validation purposes or resource constraints do not require a revision of TRAS documents.
- Serves as primary hand receipt holder, responsible for all TADDS equipment, vehicles, NTVs, and other essential property for the course.
- Develops scheduling control of each POI defining equipment requirement (submitting 4610-Rs), training aids, publications, and other instructional needs for each block of instruction.
- Ensures vehicle fleet is properly maintained for use in AIT training.
- Manages the course budget to ensure resources are available for execution of training.
- Manages assigned instructors and validates completion of certification requirements.
- Transportation School's lead subject matter expert on military vehicle operations.
- Organizes meetings with other agencies on the administrative and technical matters related to motor transport operations.
- Manages training simulation devices and coordinate for updates, as required.
- Maintains accreditation standards, quality assurance, instructor training/badging, and proponent certification.
- Provides oversight for the coordination of resources, scheduling of classes, and execution of graduation ceremonies.

***Chief Instructor (SGM), Motor Transport Operator Course***

- Senior Enlisted Advisor to all the MTOC military personnel.
- Manages the enlisted instructor population, ensures all certification requirements are met.
- Manages the Noncommissioned Officer Professional Development (NCOPD) program.
- Reviews and provides approval/disapproval recommendations for all MTOC Leave Requests.
- Oversees all enlisted personnel administrative actions to include NCOER'S.
- Coordinates the scheduling and resources for the Motor Transport Operator Course.
- Coordinates with other military and civilian leaders on the administrative and technical matters related to motor transport operations.
- Exercises operational management of training areas.
- Serves as the MTOC subject matter expert on military vehicle operations.
- Prepares Legal and High-Risk Slides for meetings.
- Reviews monthly reports, USR information, POI Deviations, SITREP.

- Coordinates with HRC on instructor assignments, ensures schoolhouse is properly manned.

### ***Course Manager, Motor Transport Operator Course***

- Reports all course management information directly to the Course Chief.
- Reviews completed ADDIE products (learning content and resourcing) to ensure the course was developed using sound design principles, command guidance, and regulatory requirements.
- Ensures the course management plan is complete, validated, and enforced.
- Reviews and updates the ISAP for any pertinent changes.
- Manages course records, ensures they are completed and maintained.
- Ensures course evaluations (formative, summative, or other course evaluations used by the school) are completed.
- Completes TRAS documents, as needed, and updates accordingly.
- Coordinates new start dates, changes to start dates, optimum class sizes, course lengths (in weeks), ICH, instructor-to-student ratios, equipment, funding, TADSS, facilities, and ammunition requirements.
- Coordinates with Course Chief on changes to the course before revising implementation dates, changing variable course data, or deleting courses.
- Coordinates with Course Chief to ensure temporary course variations or adjustments (for example, a course pilot class) for local validation purposes or resource constraints do not require a revision of TRAS documents.
- Adjusts the class size, except when it is based on a specific limiting factor (for example, equipment, safety, and small group instruction (SGI)).
- Determines maximum class size, the largest number of students in a class that can be taught without unacceptable degradation in the effectiveness of instruction due to manpower, facility, equipment, or other limitations.
- Determines optimum class size, the largest number of students in a class that can be taught indefinitely with no degradation in the effectiveness of instruction.
- Ensures the course/phase start date is correct. Start dates designate a clear division between old and new or revised implementation of the course/phase.
- Manages course waivers and forward for approval through Course Chief.

### ***Course Manager NCOIC, Motor Transport Operator Course***

- Monitors all POI training and military and civilian instructors.
- Performs duties and responsibilities similar to that of a First Sergeant position for MTOC.
- Manages all MTOC Operations for the course, works with the companies to ensure student accountability, bus support, and student academic issues are properly tracked.
- Reviews and approves all proponent and badge packets prior to sending for approval.
- Manages the Barracks Program for all single Soldiers assigned to MTOC.

- Oversees ABCP / ACFT / PRT / Annual Training / etc.
- Monitors all NCOER's, awards and all HR Metrics for MTOC operations.
- Manages the assignment of all incoming military personnel for MTOC.
- Works with the BN, S1, S2, S3, and S4 sections to sync data from MTOC operations.
- Provides input for the CASCOM Bi-Weekly SITREPS, Monthly USR and weekly MTOC Sync meetings.
- Oversees the Deliberate Risk Assessment Worksheets, ensures the teams are submitting proper documentation, based on current risk factors.

### ***Supervisory Training Specialists, Motor Transport Operator Course***

- Responsible for technical knowledge of 88M10 AIT Program of Instruction, must review, determine changes, and ensure proper resourcing.
- Reviews lesson plans as they pertain to the POI, ensure training needs are met daily, and all requirements for training on LHS/PLS M1120 or M1075 and M915/M872 Tractor Semi Trailers are met.
- Supervises all the training instructor teams, TA Managers, Training Support Staff and Supply Personnel.
- Writes and updates performance plans, appraisals, and NCOERs. Evaluates subordinate personnel and counsels them prior to evaluations.
- Provides advice, counseling, and instruction on technical and administrative matters as it pertains to the 88M10 AIT course.
- Serves as subject matter expert in all matters pertaining to curriculum design, development, implementation, and evaluation.
- Advises on content, material requirements and the determination of the hours needed for each block of instruction.
- Observes course activities monitoring instruction, comparing material presented and methods used against established POIs and lesson plans.
- Discusses observations with instructors and supervisors providing ways to improve or strengthen performance.
- Recommends improvement or changes in instructional techniques and use of media for presentation.
- Reviews student critiques of the course, examination results, after-action reviews, and other sources of feedback for ways to improve courses.
- Reviews pertinent field manuals, Soldiers manuals, technical manuals, and other related reference documents pertaining to course curriculum topics.

## **Transportation Training Development Department**

Develop all Transportation Corps (TC) Proponent Active and Reserve Component, individual training development (TD) products and associated training materials in support of the TC Proponent/Chief of Transportation's priorities and/or directives. The department consists of the Highway-Movements Branch and the Watercraft-Terminal Operations Branch.

### **Chief, Transportation Training Development**

- Provides oversight and guidance for the development and/or revision of all individual level (MOS specific & Functional Courses) TC training development (TD) products and associated training materials for AC/RC/NG institutional requirements (65ea Branch or FUNCT & 16ea IRR Courses).
- Coordinates training development priorities on a periodic basis with TCS Commandant/Chief of Transportation to ensure efforts are synched with Proponent Commandant's intent and/or is aligned with CASCOM CG's priorities.
- Develops and distributes all TRANS-TD products and training materials IAW TRADOC Regulation 350-70, associated 350-70 Series Pamphlets, and applicable command policies.
- Develops training strategies to incorporate current and relevant adult learning & training support technologies into learning/training environments and products to optimize training outcomes and instruction effectiveness.
- Coordinates with internal CASCOM/G3 (Training Technology Division-TTD) agencies or TRADOC agencies to ensure effective use of learning & training technologies are integrated into TC Proponent POIs (resident or dL) where applicable.
- Provides developed training materials to respective School counterparts for review and validation of content and subject matter.
- Collaborates with TC Proponent's Reserve Affairs Office (TC-RCAO), on all Active & Reserve institutional training development-TD products and/or training requirements.
- Manages the execution of Proponent MOS job and task analysis and conducts Critical Tasks Site Selection Boards-CTSSBs as required and/or directed by the Proponent Commandant.
- Provides appropriate TD level support to TCS in support of periodic American Council of Education (ACE) reviews and to TC Proponent Credentialing efforts.
- Maintains contact with operational force (FORSCOM units) to ensure continuous feedback from formal trend analysis, field reports, after action reviews-AARs and lessons learned from CTCs are gathered and synthesized for integration into institutional POIs (as required).
- Develops and manages all TC Proponent Training Requirements Analysis System-TRAS (resource) documents (CADs, POIs & ITPs).
- In conjunction with Transportation Proponent/School counterparts (Department Heads, Course Managers/Instructors), review/revise & maintains TC Proponent's course POIs, lesson plans (LPs) and associated training materials to ensure courseware remains current & relevant (IAW Army Doctrine).
- Participates in Proponent/School directed Training Oversight Forums (conducted semi-annually & includes Active & Reserve) or other TC Commandant directed management review processes.
- Prepares input(s) to TD contracts, statements of work and related documents for individual training products in support of TRANS-TD Department's Workload Mitigation Strategy.

- Provide management & oversight of all TRANS-TD contracts via an appointed Contract Offer Representative-CoR to ensure that contractor-developed materials are in compliance with the terms of the approved government contract.

### ***Branch Chief, Highway-Movements Branch***

- Executes Highway-Movement Branch training development workload priorities IAW TRANS-TD Department Chief and/or CoT priorities/directives (22ea Branch or FUNCT & 6ea IRR Courses).
- Develops and distributes Highway-Movement Branch TD products and training materials IAW TRADOC Regulation 350-70, associated 350-70 Series Pamphlets, and applicable command policies.
- Develops training strategies to incorporate current and relevant adult learning & training support technologies into learning/training environments and products to optimize training outcomes and instruction effectiveness.
- Coordinates with internal CASCOM/G3 (Training Technology Division-TTD & Training Integration & Quality Assurance Division) agencies or TRADOC agencies to ensure effective use of learning & training technologies are integrated into TC Proponent POIs (resident or dL) where applicable.
- Provides developed training materials to respective School counterparts for review and validation of content and subject matter.
- Collaborates with TC Proponent's Reserve Affairs Office (TC-RCAO), on all Active & Reserve institutional training development-TD products and/or training requirements.
- Manages the execution of applicable Branch Proponent MOS job and task analysis and conducts Critical Tasks Site Selection Boards-CTSSBs as required.
- Provides appropriate TD level support to TCS in support of periodic American Council of Education (ACE) reviews and to TC Proponent Credentialing efforts.
- Develops and manages all applicable Branch Proponent Training Requirements Analysis System-TRAS (resource) documents (CADs & POIs) IAW TRADOC Regulation 350-70, associated 350-70 Series Pamphlets, and applicable command policies.
- Coordinates/collaborates with Transportation Proponent/School counterparts (Department Heads, Course Managers/Instructors), review/revise & maintains TC Proponent's course POIs, lesson plans (LPs) and associated training materials remains current & relevant (IAW Army Doctrine)
- Participates in ArmyU, Army Sustainment University, Proponent/School directed Training Oversight Forums (includes Active & Reserve) or other directed management review processes.
- Prepares input(s) to TD contracts, statements of work and related documents for individual training products in support of Highway-Movements Branch's Workload Mitigation Strategy.
- Provide management & oversight of all branch contracts via an appointed Contract Offer Representative (CoR) to ensure that contractor-developed materials are compliant with the terms of the approved government contract.

### ***Branch Chief, Maritime-Terminal Operations Branch***

- Executes Maritime-Terminal Operations Branch training development workload priorities IAW TRANS-TD Department Chief and/or CoT priorities/directives (27ea Branch or FUNCT & 10ea IRR Courses).
- Develops and distributes Maritime-Terminal Operations Branch TD products and training materials IAW TRADOC Regulation 350-70, associated 350-70 Series Pamphlets, and applicable command policies.
- Develops training strategies to incorporate current and relevant adult learning & training support technologies into learning/training environments and products to optimize training outcomes and instruction effectiveness.
- Coordinates with internal CASCOM/G3 (Training Technology Division-TTD & Training Integration & Quality Assurance Division) agencies or TRADOC agencies to ensure effective use of learning & training technologies are integrated into TC Proponent POIs (resident or dL) where applicable.
- Provides developed training materials to respective School counterparts for review and validation of content and subject matter.
- Collaborates with TC Proponent's Reserve Affairs Office (TC-RCAO), on all Active & Reserve institutional training development-TD products and/or training requirements.
- Manages the execution of applicable Branch Proponent MOS job and task analysis and conducts Critical Tasks Site Selection Boards-CTSSBs as required.
- Provides appropriate TD level support to TCS in support of periodic American Council of Education (ACE) reviews and to TC Proponent Credentialing efforts.
- Develops and manages all applicable Branch Proponent Training Requirements Analysis System-TRAS (resource) documents (CADs & POIs) IAW TRADOC Regulation 350-70, associated 350-70 Series Pamphlets, and applicable command policies.
- Coordinates/collaborates with Transportation Proponent/School counterparts (Department Heads, Course Managers/Instructors), review/revise & maintains TC Proponent's course POIs, lesson plans (LPs) and associated training materials remains current & relevant (IAW Army Doctrine)
- Participates in ArmyU, Army Sustainment University, Proponent/School directed Training Oversight Forums (includes Active & Reserve) or other directed management review processes.
- Prepares input(s) to TD contracts, statements of work and related documents for individual training products in support of Maritime-Terminal Operations Branch's Workload Mitigation Strategy.
- Provide management & oversight of all Branch contracts via an appointed Contract Offer Representative (CoR) to ensure that contractor-developed materials are compliant with the terms of the approved government contract.

### ***TRANS-TD Department's Training Requirements Analysis System (TRAS) POC***

- Develops and manages all TC Proponent Training Requirements Analysis System-TRAS (resource) documents (CADs & POIs) IAW TRADOC Regulation 350-70, associated 350-70 Series Pamphlets, and applicable command policies.

- Responsible for all internal Staff Packets, preparation of all Memorandum of Transmittals (MoTs) and Form 5s.
- Responsible for interfacing with TRADOC/TOMA Proponent Analyst and tracking all TC TRAS DOC submissions through TRADOC/TOMA validation process.
- Serves as the primary GPC cardholder for TRANS-TD and responsible for maintaining office supply stocks and the accountability/distro of all office supply items.

## **58<sup>th</sup> Transportation Battalion**

The 58th Transportation Battalion develops Leaders and Soldiers, while conducting Advanced Individual Training (AIT) to develop Transportation Corps specialists who are capable of operating in contingency and peacetime environments. Exercises command and control of permanent party personnel. The battalion consists of three AIT companies and provides oversight of the Motor Transport Operator Course (MTOC) located at Fort Leonard Wood, MO. Specific duties performed by the Command Group and key personnel are detailed below.

### ***Battalion Commander***

- Responsible for the health and welfare of all Soldiers, Army Civilians, and their Families.
- Creates a culture of dignity, respect, and sustained improvement.
- Establishes command policies.
- Responsible for all aspects of unit readiness.
- Provides oversight of the MTOC.
- Prioritizes efforts, requirements, and resources for the battalion and MTOC.
- Maintains long-term vision, focus, and planning.
- Implements Leader Development, SHARP, and EO programs.
- Responsible to develop disciplined and cohesive units.
- Engages with the local community; serves as the principal liaison with Lebanon Middle School, assists Mid-Missouri Recruiting Battalion, and works with other partners in the Fort Leonard Wood area.
- Implements Ready and Resilient initiatives and a Holistic Health and Fitness culture.

### ***Battalion Command Sergeant Major***

- Principal enlisted advisor and confidant to the battalion commander on all enlisted affairs.
- Advises the commander on training and leader development.
- Administers the unit NCO development program.
- Serves as the lead talent manager of NCOs assigned to the battalion.
- Mentors/advises on Transportation career management.
- Mentors subordinate organizations and the staff.
- Assist the commander in assessing, leading, and directing battalion and MTOC operations.

- Carries out policies and operates within the commander's intent.
- Enforces standards for the performance, training, and conduct of enlisted Soldiers.

### ***Battalion Executive Officer***

- Serves as the commander's principal staff officer and second in command for the battalion. Represents the commander when authorized.
- Executes Chief of Staff functions and responsible for the day-to-day execution of BN HQ staff functions, incident reporting, taskings, and SHARP/EO/R2C implementation.
- Synchronizes and directs the work of the battalion staff in support of the Commander's priorities.
- Executes and monitors the battle rhythm and nests it with higher echelon and subordinate headquarters battle rhythms for effective planning support, decision making, and other critical functions.
- Represents the command on all policy/regulatory issues.
- Ensures the effective liaison exchange with higher, lower, and adjacent units and other organizations as required.
- Manages and tracks all legal and administrative actions within the battalion.
- Establishes and provides oversight of the battalion budget.

### ***Battalion S1***

- Provides administrative support for military and civilian personnel, including leaves, passes, counseling, transfers, awards, administrative readiness and personal affairs.
- Manages and updates the battalion rating scheme.
- Performs strength management, reporting and personnel accountability.
- Submits daily accountability of the battalion to higher headquarters.
- Tracks the hold-over and hold-under population of trainees in the battalion.
- Provides information services, including publications, printing, distribution, and material for the Freedom of Information Act.
- Provides administrative support to legal actions.
- Tracks and briefs the Battalion Commander and Command Sergeant Major on the battalion's administrative readiness.
- Oversees and projects unit personnel gains and losses.
- Advises the Battalion Commander and Command Sergeant Major on enlisted and officer career management policies.
- Monitors compliance with officer and enlisted evaluation report submission timelines.

### ***Battalion S2/S3***

- Responsible for all matters concerning training, operations, and plans.

- Authenticates all plans and orders for the commander to ensure units synchronize all functions in time, space, and purpose in accordance with the commander's intent and planning guidance.
- Manages unit training requirements through ATRRS, DTMS, DTS, TAMIS, and RFMSS.
- Manages TDY travel through the Defense Travel System as the approving authority for TDY authorizations and vouchers. Supervises the DTS creator and reviewer roles.
- Coordinates and processes requests for attendance to PME, NCOPDS and installation training.
- Prepares annual training guidance for the commander's approval.
- Manages and deconflicts the Long- and Short-Range Training Calendar.
- Responsible for assigning, tracking, completion, and reporting of taskings within the Battalion.
- Supervises S2 NCOIC, responsible for operational security, personnel security, monitoring personnel security clearances, creating, deleting, and maintaining network accounts.

#### ***Battalion S4***

- Serves as the Senior Supply Sergeant for the battalion.
- Responsible for planning and forecasting logistical requirements for the battalion.
- Supervises and manages the supply sergeants within the battalion.
- Forecasts and manages the battalion budget in coordination with the Transportation School and CASCOM G8.
- Oversees the property transactions of all subordinate echelons and ensures proper documentation of all transactions within GCSS-Army and with the Property Book Officer (PBO).
- Coordinate and manage unit transportation assets.
- Advises the commander in all logistical matters.
- Manages the Command Supply Discipline Program (CSDP) along with other logistics support functions as directed.

### **71<sup>st</sup> Transportation Battalion**

The 71<sup>st</sup> Transportation Battalion enables the US Army Transportation School mission as a One Army School System (OASS). The battalion is responsible for the command & control, administration, training, and Uniform Code of Military Justice support to organic and attached units. This includes the Soldierization process of Soldiers attending advance individual training for MOS 88H (Cargo Specialist), 88K (Watercraft Operator), 88L (Watercraft Engineer), 88N (Transportation Management Specialist), and 88U (Railway Operations Specialist). The battalion consists of the 508th Transportation Training Detachment, 510th Transportation Training Detachment, E Co, 71st Transportation Battalion, 489th Transportation Detachment (LSV), and 1097th Transportation Detachment (LCU).

### ***Battalion Commander***

- Responsible for the health and welfare of all Soldiers, Army Civilians, and their Families.
- Creates a culture of dignity, respect, and sustained improvement.
- Establishes command policies.
- Responsible for all aspects of unit readiness.
- Prioritizes efforts, requirements, and resources for the battalion.
- Maintains long-term vision, focus, and planning.
- Implements Leader Development, SHARP, and EO programs.
- Responsible to develop disciplined and cohesive units.
- Responsible for establishing a positive leadership climate.
- Oversees outreach & community relations missions to the surrounding communities (Fort Lee & Joint Base Langley-Eustis)
- Implements Ready and Resilient initiatives and a Holistic Health and Fitness culture.

### ***Battalion Command Sergeant Major***

- Principal enlisted advisor and confidant to the Battalion commander on all enlisted affairs.
- Advises the commander on training and leader development.
- Administers the unit NCO development program.
- Serves as the lead talent manager of NCOs assigned to the battalion.
- Mentors/advised on Transportation career management.
- Mentors subordinate organizations and the staff.
- Assist the commander in assessing, leading, and directing battalion operations.
- Cares for individual Soldiers and their Families both on and off-duty.
- Carries out policies and operates within the commander's intent.
- Enforces standards for the performance, training, and conduct of enlisted Soldiers.

### ***Battalion Executive Officer***

- Serves as the commander's principal staff officer and second in command for the battalion. Represents the commander when authorized.
- Responsible for the day-to-day execution of BN HQ staff functions, incident reporting, taskings, general readiness, and efficiency of the battalion.
- Coordinates different training missions and exercises.
- Synchronizes and directs the work of the battalion staff in support of the Commander's priorities.
- Executes and monitors the battle rhythm and nests it with higher echelon and subordinate headquarters battle rhythms for effective planning support, decision making, and other critical functions.

- Represents the command on all policy/regulatory issues.
- Oversees battalion sustainment pertaining to all classes of supply, replacement of equipment & personnel.
- Manages and tracks all legal and administrative actions within the battalion.

### ***Battalion S-1***

- Provides administrative support for military and civilian personnel, including leaves, passes, counseling, transfers, awards, flagging actions, administrative readiness, and personal affairs.
- Manages and updates the battalion rating scheme.
- Performs strength management, reporting and personnel accountability.
- Submits daily accountability of the battalion to higher headquarters.
- Tracks the hold-over and hold-under population of trainees in the battalion.
- Provides information services, including publications, printing, distribution, and material for the Freedom of Information Act.
- Tracks and briefs the Battalion Commander and Command Sergeant Major on the battalion's administrative readiness.
- Advises the Battalion Commander and Command Sergeant Major on enlisted and officer career management policies.
- Monitors compliance with officer and enlisted evaluation report submission timelines.
- Screens personnel lists for promotion.

### ***Battalion S2/3 Section:***

- Responsible for all matters concerning training, operations, and plans.
- Serves as the tasking authority for the Battalion.
- Develops, manages, and implements operational and functional plans in support of the Battalion's mission and vision.
- Responsible for synchronizing responsibilities for current operations, individual training, collective training, training development, leader development, doctrine development, quality assurance, lessons learned and training readiness, for permanent party assigned personnel.
- Prepares, manages and deconflicts Long- and Short-Range Training Calendar.
- Responsible for assigning, tracking, completion, and reporting of taskings within the Battalion.
- Plans and coordinates execution of cultural observances and ceremonies, change of command ceremonies, change of responsibility ceremonies, and Battalion Organizational events.
- Updates and publishes Battalion policy letters.
- Prepares annual training guidance and Lines of Effort (LOEs).
- Manages the Battalion's Organization Inspection Program.
- Coordinates and processes requests for attendance to PME, NCOPDS and installation training.
- Serves as lead coordinator/planner for VIP/DV visits within the battalion footprint.

***Battalion S4 Section:***

- Serves as the Senior Supply Sergeant for the battalion.
- Responsible for planning and forecasting logistical requirements for the battalion.
- Coordinates the requisition, acquisition, and storage of supplies and equipment and the maintenance of material records.
- Monitors, analyzes, and advises on equipment readiness statuses.
- Provide support and guidance to subordinate unit supply personnel.
- Manages TDY travel through Defense Travel System and ensure travel cards are being used responsibly.
- Advised the commander on all logistical matters.
- Manages the Command Supply Discipline Program (CSDP) along with other logistics support functions as directed.

***Battalion Legal Assistant:***

- Provides military justice counsel and performs military justice duties prescribed in the Uniform Code of Military Justice.
- Oversees legal problems regarding administrative boards, investigations, or other military tribunals.
- Participates in targeting meetings to advise on legal considerations within the battalion.
- Prepares, staffs, and tracks legal packets.

## **Battle Rhythm Events**

### ***TCS Stand Up***

**Purpose:** Provide the Chief of Transportation an update on key events occurring during over the next week.

**Frequency:** Every week on Monday at 0830hrs

**Lead:** Operations and Sustainment Office

**Location:** TCS Conference Room (attendees at Fort Lee) / MS Teams (attendees at JBLE and Fort Leonard Wood)

**Attendees:** Chief of Transportation, Deputy to the Commandant, Assistant Commandant, Regimental Command Sergeant Major, Regimental Chief Warrant Officer, Operations and Sustainment Office, Office of the Chief of Transportation, Training Management Office, Transportation Management Training Department, Maritime and Intermodal Training Department, Transportation Training Development Department, Deployment Process Modernization Office.

### ***TCS Update***

**Purpose:** Provide the Chief of Transportation with an update from all departments, sections, and battalions on current actions and progress.

**Frequency:** Every two weeks on Wednesday at 1300hrs (opposite week of Staff Call)

**Lead:** Operations and Sustainment Office

**Location:** TCS Conference Room (attendees at Fort Lee) / MS Teams (attendees at JBLE and Fort Leonard Wood)

**Attendees:** Chief of Transportation, Deputy to the Commandant, Assistant Commandant, Regimental Command Sergeant Major, Regimental Chief Warrant Officer, department, section, and battalion leadership and staff, as required.

### ***TCS Staff Call***

**Purpose:** Provide the Assistant Commandant and Deputy to the Commandant an update from training departments, battalions, and Operations and Sustainment Office. Focus on training department actions, status of training facilities, operations update, personnel actions, and support for upcoming visits/events.

**Frequency:** Every two weeks on Wednesday at 1300hrs (opposite week of TCS Update)

**Lead:** Training Management Office

**Location:** MS Teams

**Attendees:** Deputy to the Commandant, Assistant Commandant, Training Department, Operations and Sustainment Office, Battalion leadership and other TCS staff sections, as required.

### ***Budget Meeting***

**Purpose:** Provide an update to the Deputy to the Commandant on status of funding across the Transportation School.

**Frequency:** 2nd Tuesday of every month at 1030hrs

**Lead:** G8 Budget Team

**Location:** MS Teams

**Attendees:** Deputy to the Commandant, G8, all section, department, and battalion leadership and budget points of contact.

### ***Calendar Scrub***

**Purpose:** Review upcoming events and validate Transportation School leadership attendance.

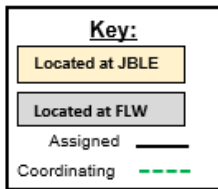
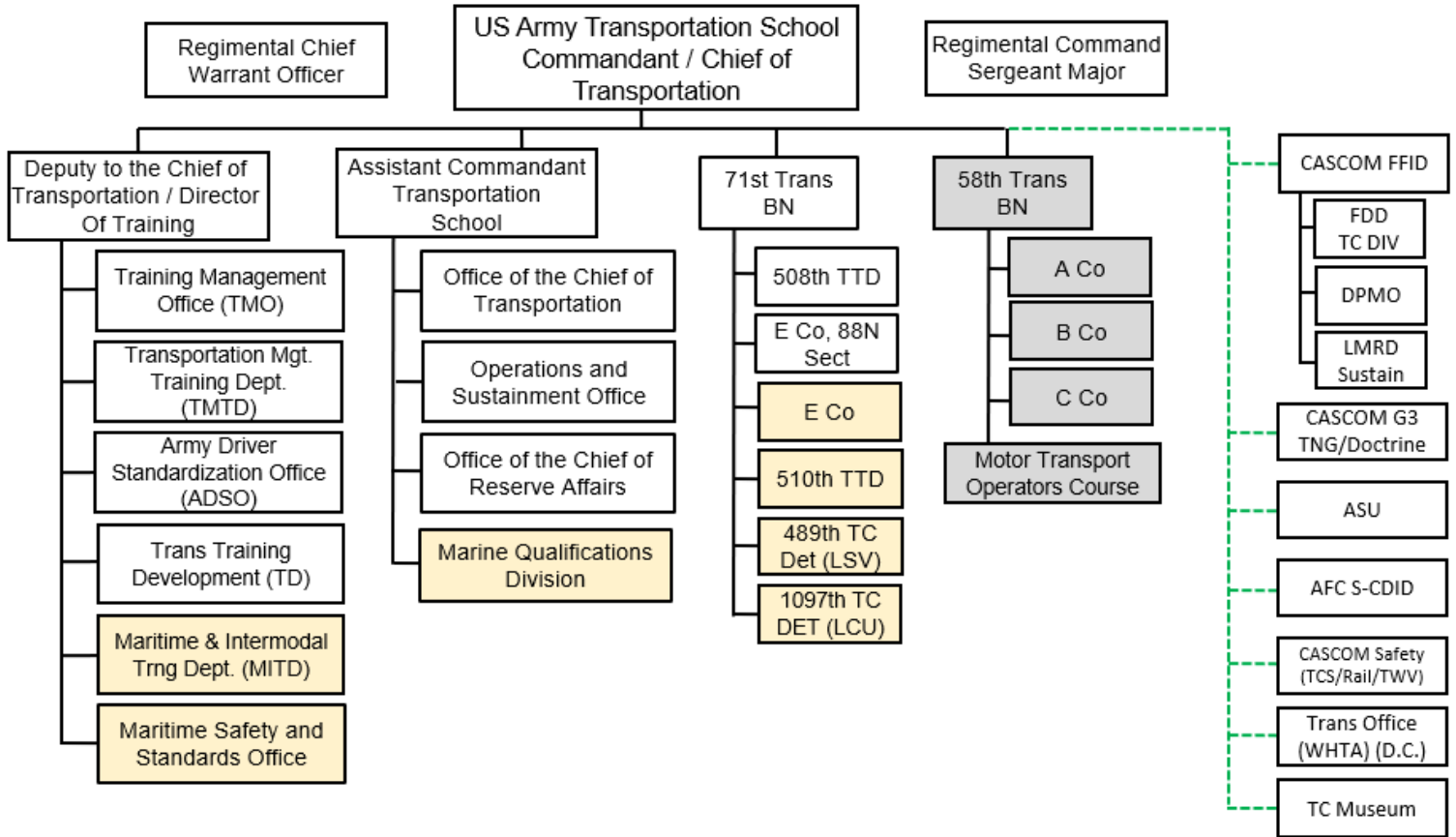
**Frequency:** Weekly on Thursday at 1430hrs

**Lead:** Executive Officer / Executive Assistant

**Location:** TCS Conference Room

**Attendees:** Command Group, Operations and Sustainment Office, OCOT, and OCRA

# U.S. Army Transportation School Structure

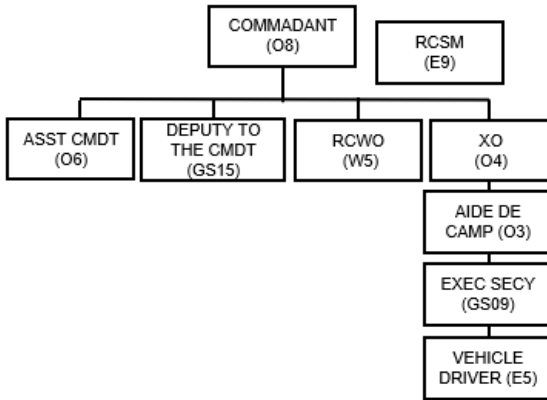


**Acronyms**

ASU:	Army Sustainment University
AFC S-CDID:	Army Futures Command Sustainment-CDID
DPMO:	Deployment Process Modernization Office
FLW:	Fort Leonard Wood
FDD TC DIV:	Force Development Directorate Trans Division
JBLE:	Joint Base Langley Eustis
LMRD Sustain:	Logistics Materiel Readiness Directorate

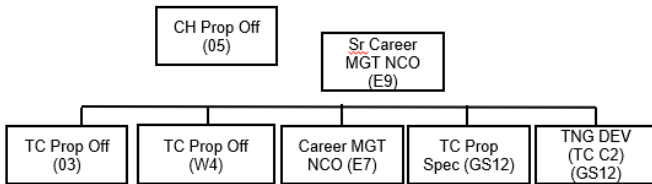
**Note:** By section structure is based on adjustments submitted on Change Management Plan dated 7 June 2023 and approved by TRADOC Force Structure Board on 29 August 2023. Structure changes pending out of cycle TDA documentation in FY24.

## Command Group



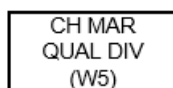
COMMAND GROUP - PARA 400						
PARA	LN	POSITION	GRADE	POSCO	REQ	AUTH
400	01	COMMANDANT	MG	00B00	1	1
400	02	ASST COMMANDANT	O6	90A88	1	1
400	03	EXECUTIVE OFFICER	O4	90A88	1	1
400	04	AIDE DE CAMP	O3	01A00	1	1
400	05	REG CHIEF WO	W5	880A2	1	1
400	06	REG CMD SGT MAJOR	E9	00Z60	1	1
400	07	VEHICLE DRIVER	E4	88M10	1	1
400	08	DEPUTY TO THE COMDT	GS-15	02101	1	1
400	09	EXEC SECRETARY	GS-09	00318	1	1

## Office of the Chief of Transportation (OCOT)



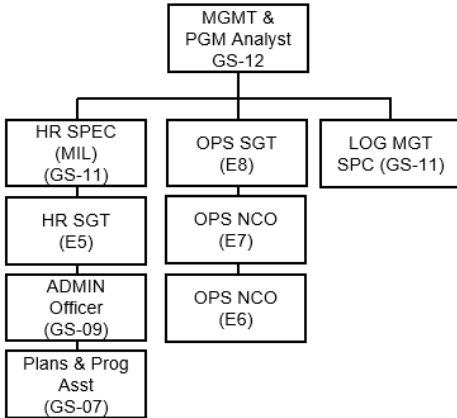
PROPONENCY OFFICE - PARA 401						
PARA	LN	POSITION	GRADE	POSCO	REQ	AUTH
401	01	CH PROP OFF	O5	90A88	1	1
401	02	TC PROP OFF (PERS)	O3	90A88	1	1
401	03	TC PROP OFF (PERS)	W4	880A2	1	1
401	04	SR CAREER MGT NCO	E9	88Z60	1	1
401	05	CAREER MGT NCO	E7	88N40	1	1
401	06	TC PROP SPEC	GS-12	00301	1	1
401	07	TNG DEV (TC C2)	GS-12	01712	1	1

## Maritime Qualifications Division (MQD)



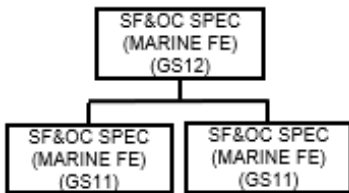
MARINE QUAL OFFICE - PARA 401A						
PARA	LN	POSITION	GRADE	POSCO	REQ	AUTH
401A	01	CH MAR QUAL DIV (FE)	W5	880A2	1	1

## Operations and Sustainment Office (O&S)



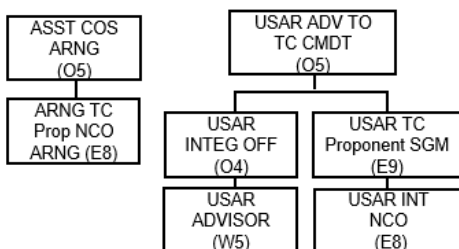
OPS & SUST OFFICE - PARA 402 and 402A						
PARA	LN	POSITION	GRADE	POSCO	REQ	AUTH
402	01	MGMT & PGM ANALYST	GS-12	00343	1	1
402	02	OPERATIONS SERGEANT	E8	88Z50	1	1
402	03	OPERATIONS SERGEANT	E7	88N40	1	1
402	04	OPERATIONS NCO	E6	88M30	1	1
402	05	HUMAN RESOURCES SGT	E5	42A20	1	1
402	06	SUPPLY TECH	E5	92Y20	1	0
402	07	HR SPEC (MILITARY)	GS-11	00201	1	1
402	08	LOG MGT SPEC	GS-11	00346	1	1
402	09	ADMIN OFFICER	GS-09	00341	1	1
402A	01	PLANS & PROGRAM ASST	GS-07	00301	1	1

## Maritime Safety and Standards Office (MSSO)



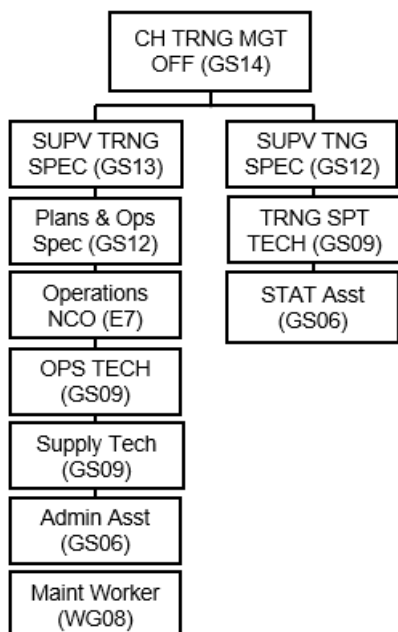
TC BRANCH SAFETY - PARA 400B						
PARA	LN	POSITION	GRADE	POSCO	REQ	AUTH
400B	01	SF&OC SPEC (MARINE FE)	GS-12	00018	1	1
400B	02	SF&OC SPEC (MARINE FE)	GS-11	00018	1	1
400B	03	SF&OC SPEC (MARINE FE)	GS-11	00018	1	1

## Office of the Chief of Army Reserve (OCRA)



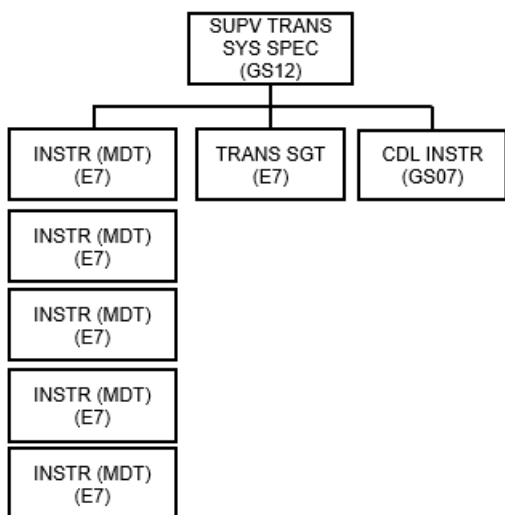
RESERVE COMP OFFICE - PARA 409 & CASCOM PARA 004B						
PARA	LN	POSITION	GRADE	POSCO	REQ	AUTH
409	01	ASST COS - ARNG	O5	90A88	1	1
409	02	TC PROP NCO - ARNG	E8	88Z50	1	1
004B	01	USAR ADV TO TC CMDT	O5	90A88	1	1
004B	02	USAR INTEG OFF	O4	90A88	1	1
004B	03	USAR ADVISOR (TC)	W5	882A0	1	1
004B	04	USAR SGM ADVISOR (TC)	E9	88Z62	1	1
004B	05	USAR INTEG NCO (TC)	E8	88Z52	1	1

## Training Management Office (TMO)



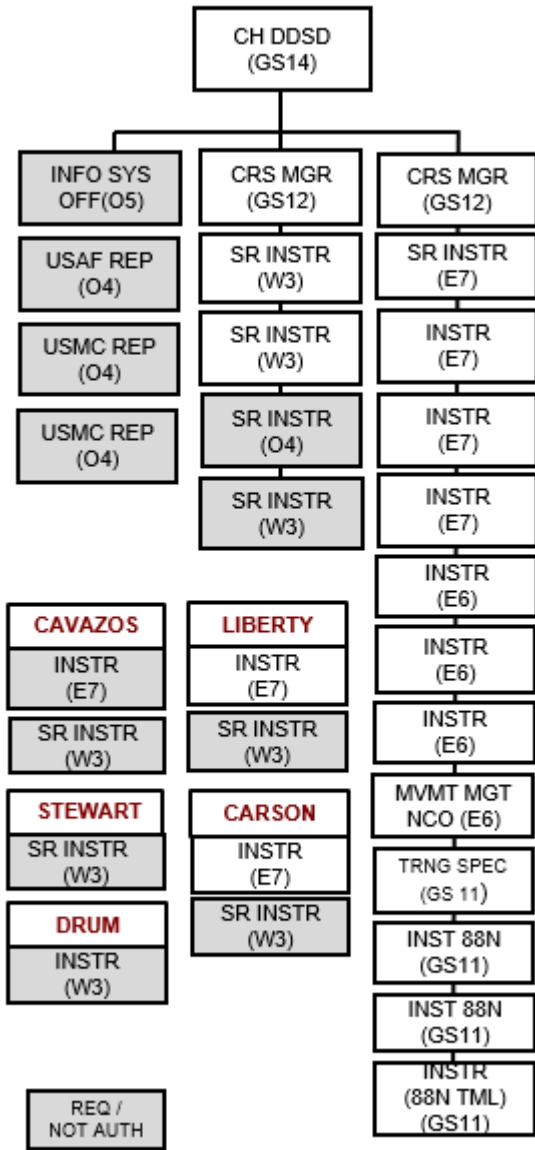
TRAINING MANAGEMENT OFFICE - PARA 500						
PARA	LN	POSITION	GRADE	POSCO	REQ	AUTH
500	01	CH TRNG MGT OFF	GS-14	01701	1	1
500	04	SUPV TNG SPEC	GS-13	01712	1	1
500	05	PLANS & OPS SPEC	GS-12	00346	1	1
500	06	SUPV TNG SPEC	GS-12	01712	1	1
500	07	TNG SPT TECH	GS-09	00301	1	1
500	07	OPS TECH	GS-09	00301	1	1
500	08	ADMIN ASSISTANT	GS-06	00318	1	1
500	08	SUPPLY TECH	GS-09	02001	1	1
500	09	MAINT WORKER	WG-08	04749	1	1
500A	01	STAT ASST	GS-06	01531	1	1

## Army Drivers Standardization Office (ADSO)



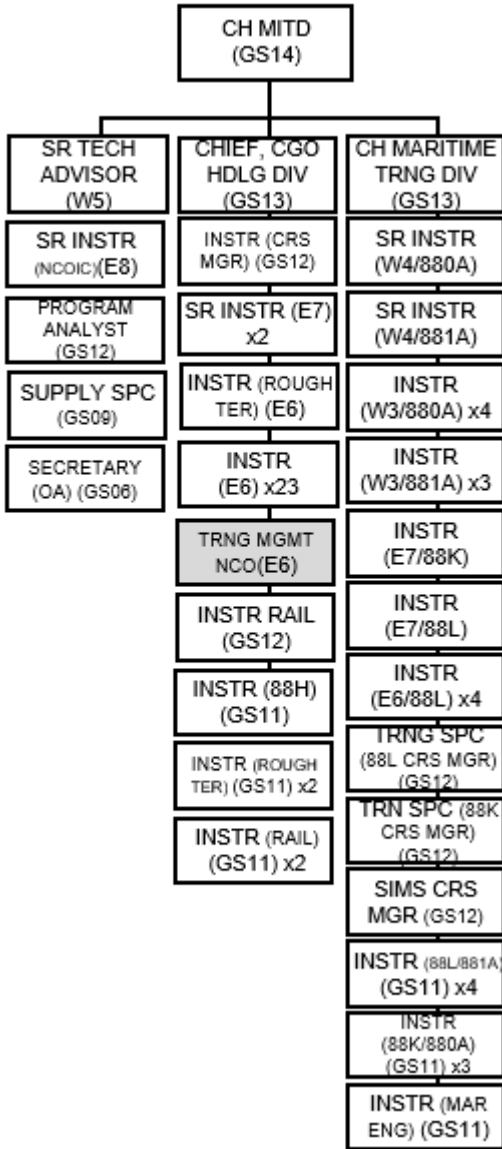
ARMY DRVR STAND OFFICE - PARA 502						
PARA	LN	POSITION	GRADE	POSCO	REQ	AUTH
502	01	SUPV TRANS SYS SPEC	GS-12	02101	1	1
502	01	INSTR (MDT)	E7	88M48	1	1
502	02	INSTR (MDT)	E7	88M48	1	1
502	03	INSTR (MDT)	E7	88M48	1	1
502	04	INSTR (MDT)	E7	88M48	1	1
502	05	INSTR (MDT)	E7	88M48	1	1
502	06	TRANS SGT	E7	88M40	1	1
502	08	CDL INSTR	GS-07	01712	1	1

# Transportation Management Training Department (TMTD)



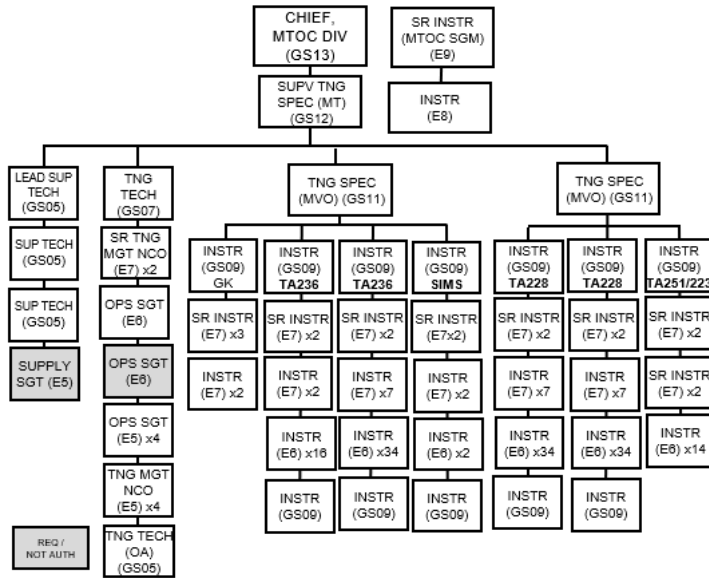
TRANS MGMT TRG DEPT - PARA 510, 510A-G							
	Para	LN	POSITION	Grade	POSCO	REQ	Auth
TMTD	510	01	CH DDSD	GS-14	01701	1	1
	510	02	INFO SYS OFF	O5	26B00	1	0
	510	03	USAF REP	O4	90A88	1	0
	510	04	USMC REP	O4	90A88	1	0
	510	05	USMC REP	O4	90A88	1	0
UMO DIV	510A	01	CHIEF, UMO DIV	GS-12	01712	1	1
	510A	02	SR INSTR	O4	90A88	1	0
	510A	03-05	SR INSTR	W3	882A8	3	2
MOVEMENT MGMT DIV	510B	01	CH TMD (CRS MGR)	GS-12	01712	1	1
	510B	02	SR INSTR(NCOIC)	E7	88N48	1	1
	510A	03-05	INSTRUCTOR	E7	88N48	3	3
	510B	05-10	INSTRUCTOR	E6	88N38	3	3
	510B	11	MVMENT MGT NCO	E6	88N30	1	1
	510B	12	TNG SPEC	GS-11	01712	1	1
	510B	13-14	INSTR (88N)	GS-11	01712	2	2
	510B	15	INSTR (TML 88N)	GS-11	01712	1	1
	Ft Liberty	510C	01	SR INSTR	W3	882A8	1
510C		02	INSTRUCTOR	E7	88N48	1	1
Ft Carson	510D	01	SR INSTR	W3	882A8	1	0
	510D	02	INSTRUCTOR	E7	88N48	1	1
Drum	510E	01	SR INSTR	W3	882A8	1	0
Ft Cavazos	510F	01	SR INSTR	W3	882A8	1	0
	510F	02	INSTRUCTOR	E7	88N48	1	0
Stewart	510G	01	SR INSTR	W3	882A8	1	0

## Maritime and Intermodal Training Department (MITD)

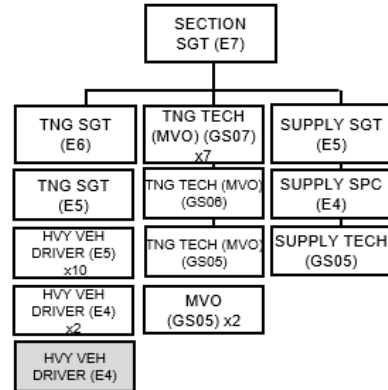


MARITIME & INTERMODAL TRNG DEPT- PARA 511, 511A, & 511B								
	PARA	LN	POSITION	GRADE	POSCO	REQ	AUTH	
MARI & IMOD TRNG	511	01	CH MITD	GS-14	01701	1	1	
	511	02	SR TECH ADVISOR	W5	881A0	1	1	
	511	03	SR INSTR (NCOIC)	E8	88Z58	1	1	
	511	04	PROGRAM ANALYST	GS-12	00343	1	1	
	511	05	SUPPLY SPEC	GS-09	02001	1	1	
	511	06	SECRETARY (OA)	GS-06	00318	1	1	
CARGO HANDLING DIVISION	511A	01	CH CARGO HANDLING DIV	GS-13	01712	1	1	
	511A	02-03	SR INSTR	E7	88H48	2	2	
	511A	04	INSTR (ROUGH TER)	E6	88H38	1	1	
	511A	05-27	INSTRUCTOR	E6	88H38	23	23	
	511A	33	TNG MGT NCO	E6	88H30	1	0	
	511A	34-35	CARGO HANDLER	E6	88H30	2	2	
	511A	37	INSTR (CRS MGR)	GS-12	01712	1	1	
	511A	38	INSTR (RAIL)	GS-12	01712	1	1	
	511A	39	INSTR (88H)	GS-11	01712	1	1	
	511A	40	INSTR (RAIL)	GS-11	01712	1	1	
	511A	41-42	INSTR (RAIL)	GS-11	01712	2	2	
	511A	43-44	INSTR (ROUGH TER)	GS-11	01712	2	2	
	MARITIME TRAINING DIVISION	511B	01	CH MARITIME TRNG DIV	GS-13	01712	1	1
		511B	02	SR INSTR	W4	880A8	1	1
511B		03	SR INSTR	W4	881A8	1	1	
511B		04-06	INSTRUCTOR	W3	880A2	3	3	
511B		07	INSTRUCTOR	W3	880A8	1	1	
511B		08-11	INSTRUCTOR	W3	881A8	4	3	
511B		12	INSTRUCTOR	E7	88K48	1	1	
511B		13	INSTRUCTOR	E7	88L48	1	1	
511B		14-17	INSTRUCTOR	E6	88L38	4	4	
511B		18	INSTR (88L CRS MGR)	GS-12	01712	1	1	
511B		19	TRNG SPEC (CRS MGR)	GS-12	01712	1	1	
511B		20	SIMS CRS MGR	GS-12	01712	1	1	
511B		21-24	INSTR (88L/881A)	GS-11	01712	4	4	
511B		25-27	INSTR (88K/880A)	GS-11	01712	3	3	
511B	28	INSTR (MAR ENG)	GS-11	01712	1	1		

# Motor Transport Operator Course (MTOC)



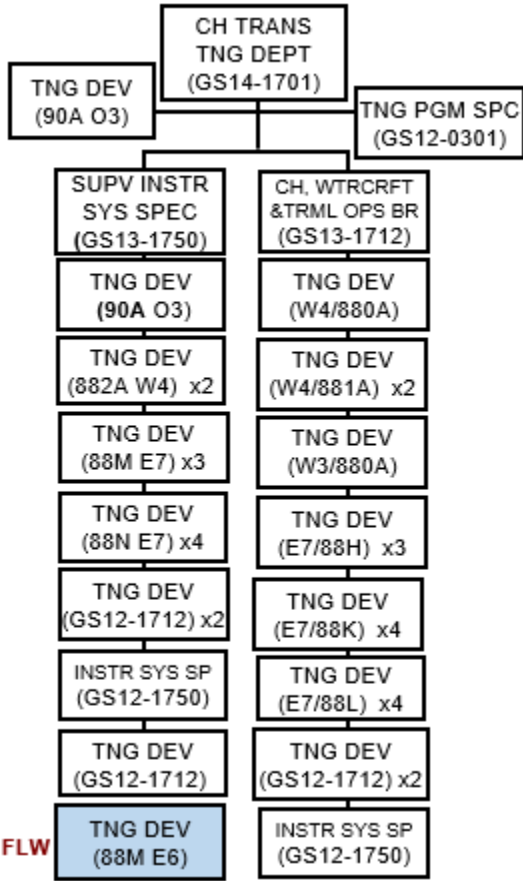
# 58th Equipment Operator Section



MOTOR TRANSPORT OPERATORS CRS - PARA 512						
PARA	LN	POSITION	GRADE	POSCO	REQ	AUTH
512	01	DIRECTOR MTOC DIV	GS-13	01712	1	1
512	02	SR INSTR	E9	88Z68	1	1
512	03	INSTRUCTOR	E8	88Z58	1	1
512	04-09	INSTRUCTOR	E7	88M48	6	6
512	10-15	SR INSTR	E7	88M48	6	6
512	16-18	INSTRUCTOR	E7	88M48	3	3
512	19	SR INSTR	E7	88M48	1	1
512	20-23	INSTRUCTOR	E7	88M48	4	4
512	24-28	SR INSTR	E7	88M48	5	5
512	29-35	INSTRUCTOR	E7	88M48	7	7
512	36-40	SR INSTR	E7	88M48	5	5
512	41-47	INSTRUCTOR	E7	88M48	7	7
512	48-49	SR TNG MGT NCO	E7	88M40	2	2
512	50-184	INSTRUCTOR	E6	88M38	134	134
512	185-186	OPERATIONS SGT	E6	88M30	2	1
512	187-190	OPERATIONS SGT	E5	88M20	4	4
512	191-194	TNG MGT NCO	E5	88M20	4	4
512	195	SUPPLY SGT	E5	92Y20	1	0
512	196	SUPV TNG SPEC (MT)	GS-12	01712	1	1
512	197-198	TNG SPEC (MVO)	GS-11	01712	2	2
512	199-210	INSTRUCTOR	GS-09	01712	12	12
512	211	TNG TECH	GS-07	01702	1	1
512	212	TNG TECH (OA)	GS-05	01702	1	1
512	213	LEAD SUPPLY TECH	GS-05	02005	1	1
512	214	SUPPLY TECH (MVO)	GS-05	02005	1	1
512	215	SUPPLY TECH (MVO)	GS-05	02005	1	1

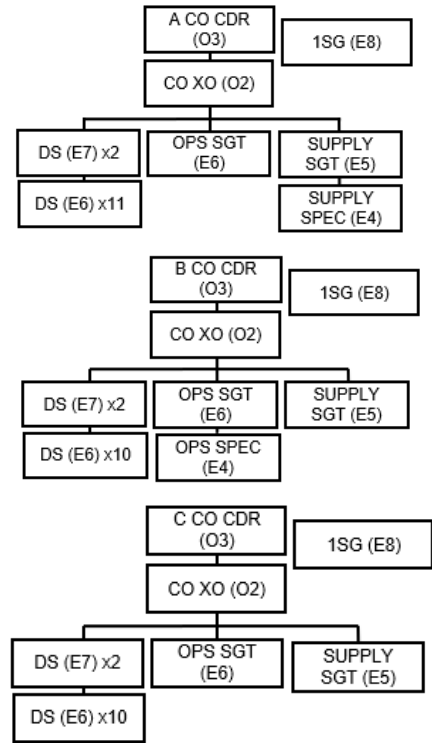
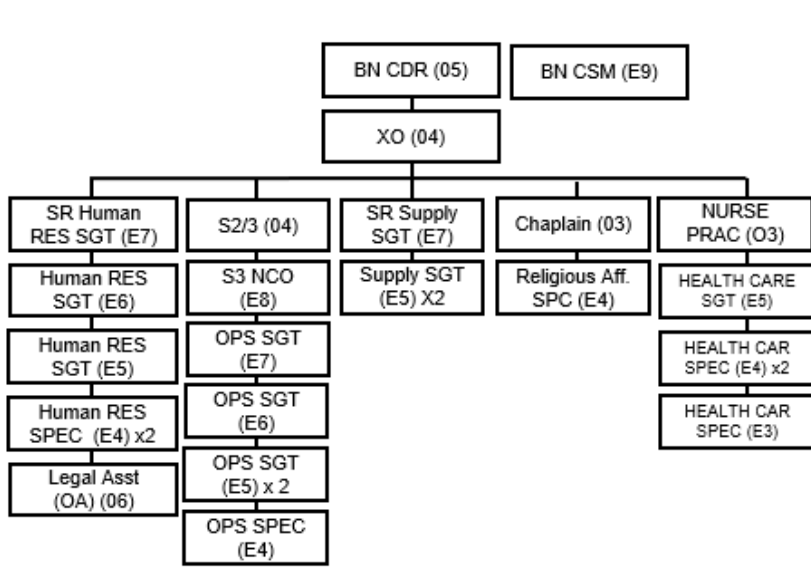
58th Equipment Operator- PARA 512A						
PARA	LN	POSITION	GRADE	POSCO	REQ	AUTH
512A	01	SECTION SGT	E7	88M40	1	1
512A	02	TNG SGT	E6	88M30	1	1
512A	03	TNG SGT	E5	88M20	1	1
512A	04-13	HVY VEH DRIVER	E5	88M20	10	10
512A	14	SUPPLY SGT	E5	92Y20	1	1
512A	15-17	HVY VEH DRIVER	E4	88M10	3	2
512A	18	SUPPLY SPEC	E4	92Y10	1	1
512A	19-25	TNG TECH (MVO)	GS-07	01702	7	7
512A	26	TNG TECH (MVO)	GS-06	01702	1	1
512A	27	TNG TECH (MVO)	GS-05	01702	1	1
512A	28	SUPPLY TECH	GS-05	02005	1	1
512A	29-30	MVO	WG-05	05703	2	2

## Transportation Training Development (TD)



TRANS TD DEPT- PARA 501, 501A, 501B, 501C							
	PARA	LN	POSITION	GRADE	POSCO	REQ	AUTH
TC TD	501	01	CH TRANS TNG DIV	GS-14	01701	1	1
	501	02	TNG DEV	O3	90A88	1	1
	501	03	TNG PGM SPEC	GS-12	00301	1	1
CARGO HANDLING DIVISION	501A	01	SUPV INSTR SYS SPEC	GS-13	01750	1	1
	501A	02	TNG DEV	O3	90A88	1	1
	501A	03-04	TNG DEV	W4	882A0	2	2
	501A	05-07	TNG DEV	E7	88M42	3	3
	501A	08-11	TNG DEV	E7	88N42	4	4
	501A	13-14	TNG DEV	GS-12	01712	2	2
	501A	15	INSTR SYS SP (TNG DEV)	GS-12	01750	1	1
	501A	16	TNG DEV	GS-12	01712	1	1
MARITIME TRAINING DIVISION	501B	01	CH WTRCRFT&TRML OPS BR	GS-13	01712	1	1
	501B	02	TNG DEV	W4	881A0	1	1
	501B	03	TNG DEV	W4	880A2	1	1
	501B	04	TNG DEV	W4	881A0	1	1
	501B	05	TNG DEV	W3	880A8	1	1
	501B	06-08	TNG DEV	E7	88H42	3	3
	501B	09-12	TNG DEV	E7	88K42	4	4
	501B	13-16	TNG DEV	E7	88L42	4	4
	501B	17-18	TNG DEV	GS-12	01712	2	2
	501A	19	INSTR SYS SP (TNG DEV)	GS-12	01750	1	1
	501C	01	TNG DEV	E6	88M32	1	1

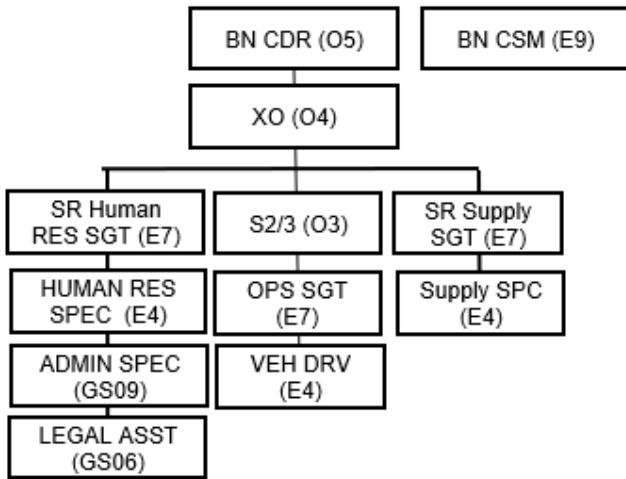
# 58th Transportation Battalion



58th TRANS BN - PARA 521, 521A-L							
	PARA	LN	POSITION	GRADE	POSCO	REQ	AUTH
CMD GRP	521	01	CDR	O5	90A88	1	1
	521	02	EXECUTIVE OFFICER	O4	90A88	1	1
	521	03	COMMAND SERGEANT MAJOR	E9	88Z6O	1	1
S1	521A	01	SR HUMAN RESOURCES SGT	E7	42A4O	1	1
	521A	02	HUMAN RESOURCES SGT	E6	42A3O	1	1
	521A	03	HUMAN RESOURCES SGT	E5	42A2O	1	1
	521A	04-05	HUMAN RESOURCES SPC	E4	42A1O	2	2
	521A	06	POSTAL SPECIALIST	E4	42A1O	1	1
	521A	07	LEGAL ASST (OA)	GS-06	00986	1	1
	521A	08	LEGAL ASST (OA)	GS-06	00986	1	1
S2/S3	521B	01	S2/S3 OFF	O4	90A88	1	1
	521B	02	S3 NCO	E8	88Z5O	1	1
	521B	03	OPERATIONS SGT	E7	88M4O	1	1
	521B	04	OPERATIONS SGT	E6	88M3O	1	1
	521B	05-06	OPERATIONS SGT	E5	88M2O	2	2
	521B	07	OPERATIONS SPEC	E4	88M1O	1	1
S4	521C	01	SR SUPPLY SGT	E7	92Y4O	1	1
	521C	02-03	SUPPLY SGT	E5	92Y2O	2	2
UMT	521D	01	CHAPLAIN	O3	56A00	1	1
	521D	02	RELIGIOUS AFFAIRS SPC	E4	56M1O	1	1
	521L	01	NURSE PRACTITIONER	O3	66P00	1	1
	521L	02	HEALTH CARE SGT	E5	68W2O	1	1
	521L	03-04	HEALTH CARE SPEC	E4	68W1O	2	2
	521L	04	HEALTH CARE SPEC	E4	68W1O	1	1

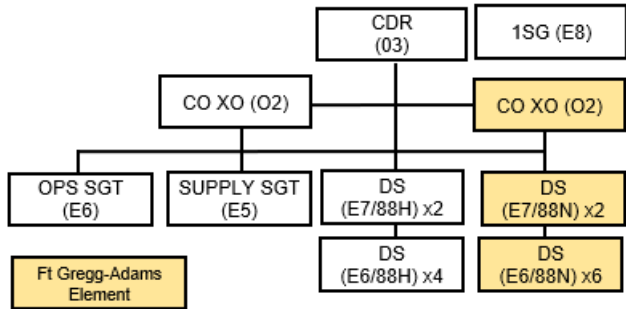
A, B, & C Co- PARA 521E-G								
	PARA	LN	POSITION	GRADE	POSCO	REQ	AUTH	
A Co	521E	01	CDR	O3	90A88	1	1	
	521E	02	XO/TNG OFF	O2	88A00	1	1	
	521E	03	FIRST SERGEANT	E8	88Z5M	1	1	
	521E	04-05	DRILL SERGEANT	E7	88M4X	2	2	
	521E	06	OPERATIONS SGT	E6	88M3O	1	1	
	521E	07-17	DRILL SERGEANT	E6	88M3X	11	11	
	521E	18	SUPPLY SGT	E5	92Y2O	1	1	
	521E	19	SUPPLY SPEC	E4	92Y1O	1	1	
	B Co	521F	01	CDR	O3	90A88	1	1
		521F	02	XO/TNG OFF	O2	88A00	1	1
521F		03	FIRST SERGEANT	E8	88Z5M	1	1	
521F		04-05	DRILL SERGEANT	E7	88M4X	2	2	
521F		06	OPERATIONS SGT	E6	88M3O	1	1	
521F		07-16	DRILL SERGEANT	E6	88M3X	10	10	
521F		17	SUPPLY SGT	E5	92Y2O	1	1	
521F		18	SUPPLY SPEC	E4	92Y1O	1	1	
C Co		521G	01	CDR	O3	90A88	1	1
	521G	02	XO/TNG OFF	O2	88A00	1	1	
	521G	03	FIRST SERGEANT	E8	88Z5M	1	1	
	521G	04-05	DRILL SERGEANT	E7	88M4X	2	2	
	521G	06	OPERATIONS SGT	E6	88M3O	1	1	
	521G	07-16	DRILL SERGEANT	E6	88M3X	10	10	
	521G	17	SUPPLY SGT	E5	92Y2O	1	1	

# 71st Transportation Battalion



71st TRANS BN - PARA 522, 522A-C							
	PARA	LN	POSITION	GRADE	POSCO	REQ	AUTH
CMD GRP	522	01	COMMANDER	O5	90A88	1	1
	522	02	EXECUTIVE OFFICER	O4	90A88	1	1
	522	03	COMMAND SERGEANT MAJOR	E9	88Z60	1	1
S1	522A	01	SR HUMAN RESOURCES SGT	E7	42A40	1	1
	522A	02	HUMAN RESOURCES SPC	E4	42A10	1	1
	522A	04	ADMIN SPEC	GS-09	00341	1	1
	522A	05	LEGAL ASST (OA)	GS-06	00986	1	1
S2/S3	522B	01	S2/S3 OFFICER	O3	90A88	1	1
	522B	02	OPERATIONS SERGEANT	E7	88M40	1	1
	522B	03	VEHICLE DRIVER	E4	88M10	1	1
S4	522C	01	SR SUPPLY SGT	E7	92Y40	1	1
	522C	02	SUPPLY SPC	E4	92Y10	1	1

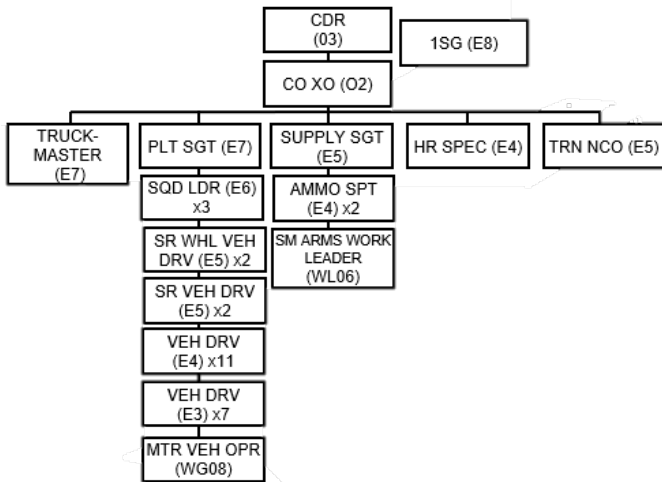
## E Company



E Co - PARA 522J & 522K							
PARA	LN	POSITION	GRADE	POSCO	REQ	AUTH	
522J	01	CDR CO E 58TH	O3	90A88	1	1	
522J	02	EXECUTIVE OFFICER	O2	88A00	1	1	
522J	03	FIRST SERGEANT	E8	88Z5M	1	1	
522J	04-05	DRILL SERGEANT	E7	88H4X	2	2	
522J	06	OPNS SGT	E6	88H3O	1	1	
522J	07-10	DRILL SERGEANT	E6	88H3X	4	4	
522J	16	SUPPLY SGT	E5	92Y2O	1	1	
522K	01	EXECUTIVE OFFICER	O2	88A00	1	1	
522K	02-03	DRILL SERGEANT	E7	88N4X	2	2	
522K	04-09	DRILL SERGEANT	E6	88N3X	6	6	

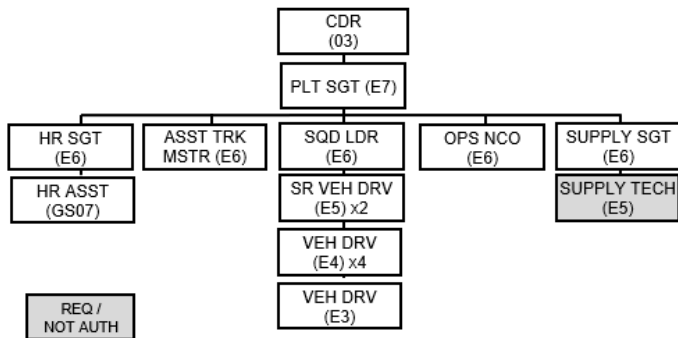
**Note:** E Company Fort Lee element (88N Section) is organized under 508th TTD for Command and Control

## 508th Transportation Training



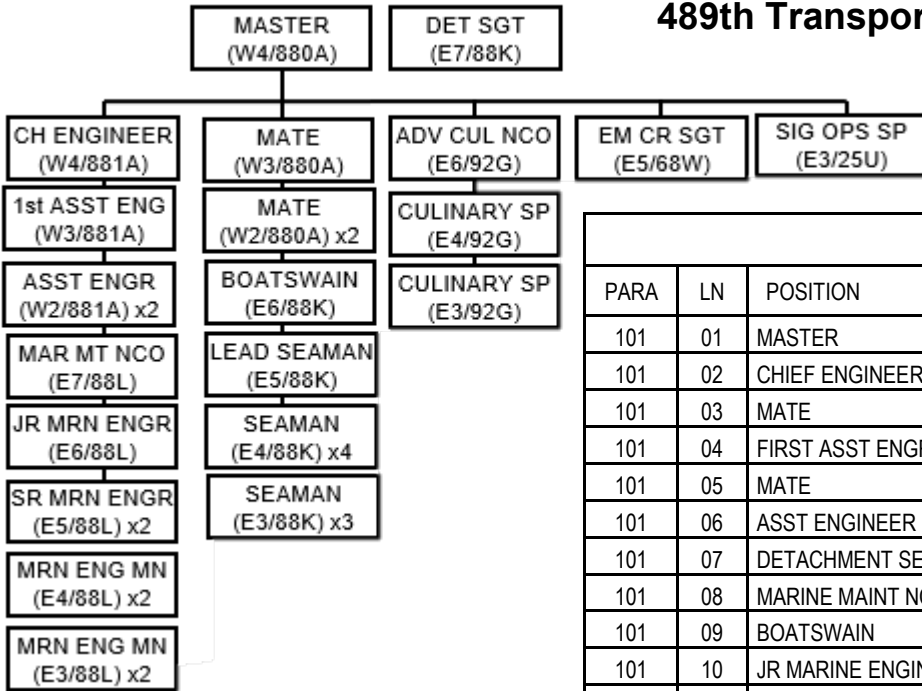
508th TTD - PARA 522H						
PARA	LN	POSITION	GRADE	POSCO	REQ	AUTH
522H	01	COMMANDER	O3	90A88	1	1
522H	02	EXECUTIVE OFFICER	O2	88A00	1	1
522H	03	FIRST SERGEANT	E8	88Z5M	1	1
522H	04	TRUCKMASTER	E7	88M40	1	1
522H	05	PLT SERGEANT	E7	88M40	1	1
522H	06-09	SQUAD LEADER	E6	88M30	3	3
522H	10	SUPPLY SGT	E6	92Y30	1	1
522H	11-12	SR WHEEL VEH DRIVER	E5	88M20	2	2
522H	13	TNG NCO	E5	88M20	1	1
522H	14-15	SR VEHICLE DRIVER	E5	88M20	2	2
522H	16-19	SR WHEEL VEH DRIVER	E5	88M20	4	4
522H	20-21	SUPPLY TECH	E5	92Y20	2	0
522H	22	HUMAN RESOURCES SPC	E4	42A10	1	1
522H	23-33	VEHICLE DRIVER	E4	88M10	11	11
522H	36-37	AMMO SUPPORT	E4	92Y10	2	2
522H	38-44	VEHICLE DRIVER	E3	88M10	7	7
522H	48	SM ARMS WORKLEADER	WL-06	06610	1	1
522H	49	MTR VEH OPR	WG-08	05703	1	1

## 510th Transportation Training



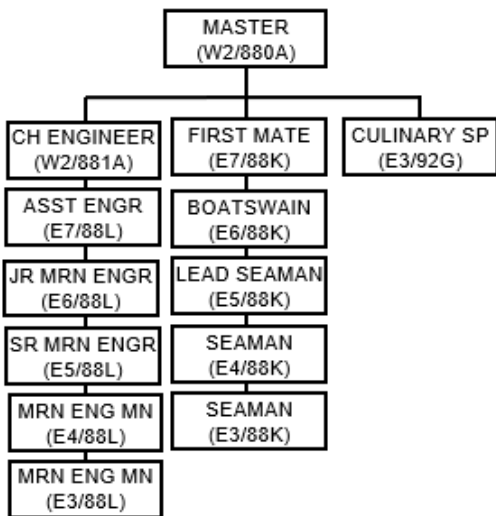
510th TTD - PARA 522I						
PARA	LN	POSITION	GRADE	POSCO	REQ	AUTH
522I	01	COMMANDER	O3	90A88	1	1
522I	02	PLT SERGEANT	E7	88M40	1	1
522I	03	OPERATIONS NCO	E6	88M30	1	1
522I	04	SQUAD LEADER	E6	88M30	1	1
522I	05	ASST TRUCK MASTER	E6	88M30	1	1
522I	06	SUPPLY NCO	E6	92Y30	1	1
522I	07	HUMAN RESOURCES	E6	42A30	1	1
522I	08-09	SR VEHICLE DRIVER	E5	88M20	2	2
522I	10	SUPPLY TECH	E5	92Y20	1	0
522I	11-14	VEHICLE DRIVER	E4	88M10	4	4
522I	15	VEHICLE DRIVER	E3	88M10	1	1
522I	16	HUMAN RES ASST	GS-07	00203	1	1

## 489th Transportation Detachment (LSV)



489th TC Det						
PARA	LN	POSITION	GRADE	POSCO	REQ	AUTH
101	01	MASTER	W4	880A2	1	1
101	02	CHIEF ENGINEER	W4	881A2	1	1
101	03	MATE	W3	880A2	1	1
101	04	FIRST ASST ENGR	W3	881A2	1	1
101	05	MATE	W2	880A1	2	2
101	06	ASST ENGINEER	W2	881A1	2	2
101	07	DETACHMENT SERGEANT	E7	88K4O	1	1
101	08	MARINE MAINT NCO	E7	88L4O	1	1
101	09	BOATSWAIN	E6	88K3O	1	1
101	10	JR MARINE ENGINEER	E6	88L3O	1	1
101	11	ADV CULINARY NCO	E6	92G3O	1	1
101	12	EMERGENCY CARE SGT	E5	68W2O	1	1
101	13	LEADING SEAMAN	E5	88K2O	1	1
101	14	SR MARINE ENGINEER	E5	88L2O	2	2
101	15	SEAMAN	E4	88K1O	4	4
101	16	MARINE ENGINEER	E4	88L1O	2	2
101	17	CULINARY SPECIALIST	E4	92G1O	1	1
101	18	SIGNAL OPNS SPT SP	E3	25U1O	1	1
101	19	SEAMAN	E3	88K1O	3	3
101	20	MARINE ENGINEER	E3	88L1O	2	2
101	21	CULINARY SPECIALIST	E3	92G1O	1	1

## 1097th Transportation Detachment (LCU)



1097th TC Det						
PARA	LN	POSITION	GRADE	POSCO	REQ	AUTH
101	01	MASTER	W2	880A1	1	1
101	02	CHIEF ENGINEER	W2	881A1	1	1
101	03	FIRST MATE	E7	88K4O	1	1
101	04	ASST ENGINEER	E7	88L4O	1	1
101	05	BOATSWAIN	E6	88K3O	1	1
101	06	JR MARINE ENGINEER	E6	88L3O	1	1
101	07	LEADING SEAMAN	E5	88K2O	1	1
101	08	SR MARINE ENGINEER	E5	88L2O	1	1
101	09	SEAMAN	E4	88K1O	1	1
101	10	MARINE ENGINEER	E4	88L1O	1	1
101	11	SEAMAN	E3	88K1O	1	1
101	12	MARINE ENGINEER	E3	88L1O	1	1
101	13	CULINARY SPECIALIST	E3	92G1O	1	1