

APPENDIX D

TRAINING, PLANS, AND OPERATIONS

STAFF ELEMENT: G3

SUB-FUNCTION: Training Management

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. The MSC commander developed a Mission Essential Task List (METL) from wartime missions and OPLANS (FM 7-0).	___	___	___
2. The METL includes only training related tasks that apply to the entire organization and does not include tasks to be executed by subordinates. (FM 7-0)	___	___	___
3. The training plan is based on the METL and current unit proficiency. (AR 350-1)	___	___	___
4. The commander has identified battle tasks from the subordinate units' METLs and uses these tasks to focus unit collective training. (FM 7-1)	___	___	___
5. The MSC commander has published an annual training guidance 8 months prior to the start of the FY. (AR 350-1, FM 7-1)	___	___	___
6. The training guidance includes the updated METL assessment, training philosophy, training strategy and long-range calendar. (AR 350-1)	___	___	___
7. The commander's METL assessment is based on the standards established in the appropriate Mission Training Plan.	___	___	___
8. The commander has established long range and short-range training calendars in order to concentrate training detractors and create prime time training periods. (AR 350-1)	___	___	___

SUB-FUNCTION: Collective Training

The MSC has conducted the following Eighth U.S. Army-directed training requirements IAW Appendix I, AK 350-1:

1. Annual EXEVAL of Battalion and lower subordinate elements. (Must evaluate in NBC Environment AK 350-1 app E)	___	___	___
2. Command and Control exercise of Battalion and Higher units during an FTX (Annual for MSCs, Semiannual for MSC subordinate units).	___	___	___

Primary Inspector Sign and Date: _____

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

SUB-FUNCTION: Collective Training

3. Annual (or as necessary) Command Post Exercise, Battalion through MSC.

— — —

4. Convoy Live fire Exercise (CLFX) (CS/CSS units only) (CG Training guidance page 3 para. 2.)

— — —

SUB-FUNCTION: Mandatory Training

The MSC and subordinate units conduct the following mandatory military training IAW Appendix I of AK 350-1:

1. Weapons Training.

— — —

2. Physical Fitness Training (PT)/ Combative

— — —

3. Common Military training

— — —

4. Army Warrior Tasks (AWT)

— — —

5. Sergeant's Time Training

— — —

6. Master Drivers program

— — —

1. Weapons Training

a. Individual Qualification/Familiarization.

(1) Each soldier qualifies with individual assigned weapon IAW DA Pam 350-38, para 5-9.

— — —

(2) Live Fire Exercises (LFX) are conducted IAW DA Pam 350-38 FY 07 CS/CSS chapter 9, Infantry chapter 5

— — —

(3) Weapons Immersion training is being conducted IAW EUSA Command Policy letter #13

— — —

b. Crew-served Qualification/Familiarization

(1) Regular qualification and sustainment programs are established within the unit to maintain each soldier's proficiency IAW DA Pam 350-38. (Ref. SATB Data)

— — —

(2) Each machine gun has a crew assigned, trained, and qualified on that weapon. (Ref. SATB Data)

— — —

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Mandatory Training
INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

2. Physical Fitness Training (PT)/Combatives

A. PT

- | | | | |
|---|-----|-----|-----|
| 1. MSC command guidance published to assist units in maintaining an effective physical fitness program IAW AK 350-1, | ___ | ___ | ___ |
| 2. Commander's guidance addresses the policy for APFT failures. | ___ | ___ | ___ |
| 3. Conduct APFT : 95% of unit strength is APFT qualified. | ___ | ___ | ___ |
| 4. Unit conducts PT a minimum of three times per week, 45 minutes per session. | ___ | ___ | ___ |
| 5. Physical Fitness Badges awarded for APFT scores of 270 (soldier must meet height/weight standards outlined in AR 600-9). | ___ | ___ | ___ |
| 6. Soldiers over 40 years of age are screened IAW AR 40-501. | ___ | ___ | ___ |
| 7. PT program developed for pregnant soldiers IAW 121 st General Hospital's PSPTP and FM 21-20. | ___ | ___ | ___ |

B. Combatives program (IAW AK 350-1 app D)

- | | | | |
|--|-----|-----|-----|
| 1. Does the unit have a published Combatives Program | ___ | ___ | ___ |
| 2. Combatives on training schedule company level | ___ | ___ | ___ |
| 3. Roster of Units certified Combatives instructors | ___ | ___ | ___ |
| 4. Combatives POC appointed to over see program | ___ | ___ | ___ |

3. Common Military Training

- | | | | |
|--|-----|-----|-----|
| a. Personnel Recovery Training IAW AK 350-1 Section 3-35 | ___ | ___ | ___ |
| b. Law of War training IAW AR 350-1 Section 3-36 | ___ | ___ | ___ |
| c. Anti Terrorism Awareness training (annual) | ___ | ___ | ___ |
| d. Mines/ Explosive Ordnance training | ___ | ___ | ___ |
| e. Ethics and Acquisition Ethics Training (annual) | ___ | ___ | ___ |
| (f. Korean Head Start Program) | ___ | ___ | ___ |
| g. Company Commander/ 1SG Course | ___ | ___ | ___ |

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Mandatory Training Common Military Training, AWT
INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

3. Noncommissioned Officer Development Program (IAW AK 350-1)

a. NCODP is implemented at all levels:
(Policy letter, or Training guidance) _____ _____ _____

b. NCODP is scheduled and reflected on unit training schedules
quarterly IAW AK 350-1 _____ _____ _____

4. Army Warrior Tasks (AWT) (AR 350-1)

a. AWT being trained at all skill levels each fiscal year, regardless
of MOS/duty assignment (Ref. SATB Data) _____ _____ _____

b. Does Division and lower CIP's reflect AWT's and proficiency _____ _____ _____

SUB-FUNCTION: Required Training

5. Sergeant's Time Training (Eighth U.S. Army Policy #13.)

a. Is Sergeant's Time Training reflected on company
Training schedule? _____ _____ _____

b. Sergeant's Time Training established in all Battalion/separate
company-sized units. _____ _____ _____

c. Sergeant's Time Training is conducted IAW FM 7-1,
and Eighth U.S. Army Policy #13. (DTD 28 Nov 06) _____ _____ _____

d. Weapons Immersion training is being conducted IAW
EUSA Command Policy letter #13 _____ _____ _____

6. Master Driver Program (AK 350-1, Appendix H)

a. Master Driver

1. Does the MSC have a mechanism in place to inspect their
subordinate units (ie. inspected during their MSCs CIP of their units)? _____ _____ _____

2. Does the MSC have its MSC level Master Driver(s)
on appointment orders IAW AK 350-1? _____ _____ _____

b. Vehicle/Convoy Commander Certification Program (Ref. AK 350-4)

1. MSCs have ensured that their subordinate units are
conducting vehicle/convoy commander certification IAW AK 350-4
(MSCs should be inspecting their subordinate units under their own CIP) _____ _____ _____

2. MSCs have ensured that their subordinate units are appointing
convoy escorts for tracked vehicles in IAW AK 350-4.(MSCs should be
inspecting their subordinate units under their own CIP) _____ _____ _____

Primary Inspector Sign and Date: _____

3.. Battalions are certifying convoy commanders IAW AK 350-4.
(Spot check of an MSC's subordinate unit)

SUB-FUNCTION: Mandatory Training Common Military Training, AWT

INSPECTION ITEM AND REFERENCE

COMPLY

NON-COMPLY

N/A

(1) The subordinate battalion has appointment orders on file for all convoy commanders. Appointment orders are no older than 1 year and signed by BN Commander.

(2) The subordinate battalion has records on file that all convoy commanders have been trained IAW AK 350-4 within the past year.

d. Companies/batteries/troops are certifying vehicle commanders IAW AK 350-4. (Spot check of an MSC's subordinate unit)

(1) The subordinate company has appointment orders on file for all vehicle commanders. Appointment orders are no older than 1 year and signed by Company Commander.

(2) The subordinate company has records on file that all vehicle commanders have been trained IAW AK 350-4 within the past year.

e. Tracked Vehicle Escort Requirements.
(only applies to MSCs with tracked vehicles).

(1) All tracked vehicle escorts have been identified and certified by the Brigade Commander (or equivalent).

SUB-FUNCTION: Digital Training Management System (DTMS)

INSPECTION ITEM AND REFERENCE

COMPLY

NON-COMPLY

N/A

1. Has the unit currently using DTMS in the Training Management process?
(AK Reg 350-1)

2. Does MSC DTMS Program comply with minimal requirements established in AK Reg 350-1?

a. Implement DTMS within the command down to battalion/separate company level.

b. Review and update monthly training events.

c. Designate and train DTMS coordinators at MSC/subordinate command level.
Monitor appointment of DTMS coordinators and machine operators at all levels of the command, ensuring they are replaced and trained on a timely basis.

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Korean Augmentation to the United States Army (KATUSA) Program Management

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NONCOMPLY</u>	<u>N/A</u>
1. Are Commanders allocating two hours per week for ROKA directed training para 54-a?	___	___	___
2. Are Commanders ensuring that KATUSA Soldiers attend ROKA directed training para 54-b?	___	___	___
3. If ROKA directed training is missed is it being made up within ten days para 54-b?	___	___	___
4. Is the supporting ROKA Staff Office providing the unit commander a training schedule for ROKA directed training at least six weeks in advance para 54-d?	___	___	___
5. Do Commanders/1SGs attend ROKA directed training para 54-e?	___	___	___
6. Have the commander and KATUSA Soldier supervisors identified critical MOS and common tasks on which to train and certify newly assigned KATUSA Soldiers?	___	___	___
7. Are KATUSA Soldiers being KATUSA Soldier MOS certified within six months of assignment to the unit para 55-a(1)? Is EA Form 657-R-E annotated with certification?	___	___	___
8. Are KATUSA Soldiers tested on the APFT IAW AR 600-2 para. 55-b?	___	___	___
9. Are KATUSA Soldiers tested on the Common Task Test para. 55-b?	___	___	___
10. Are KATUSA Soldiers meeting height/weight standards para. 55-b)?	___	___	___
11. Are KATUSA Soldiers qualifying with individual weapons para. 55-b?	___	___	___
12. Are KATUSA Soldier NCOs included in the unit NCODP para 55-c?	___	___	___
13. Is the KATUSA Soldier Program a topic of OPD/NCODP at least twice each year para 53-b(7)?	___	___	___
14. Is the unit conducting equal opportunity training for all personnel to include KATUSA Soldiers and ROKA personnel at least annually para 11-o-(11), para. 1-12I(9)?	___	___	___
15. Is the unit conducting cross-cultural training immediately upon assignment to the unit for all personnel and at least annually thereafter para 11-o(13) ?	___	___	___
16. Does the unit maintain an OML for attendance at WLC that includes KATUSA Soldiers para 53-b(8)?	___	___	___
17. Is the unit submitting the monthly KATUSA Soldier Unit Strength by the 15 th of each month para 11-o(12)?	___	___	___

- | | | | |
|---|---|---|---|
| 18. Are units receiving the report of KATUSA Soldiers Programmed Leave from the supporting ROKA Staff Office as required by para 34-b? | — | — | — |
| 19. Are KATUSA Soldiers allowed compensatory time off when required to perform duty on ROK holidays para 34-c(4)? | — | — | — |
| 20. Is an U.S. officer or NCO appointed in writing as KATUSA Soldier Welfare Fund custodian IAW paragraph para 39-e(5)(b) ? | — | — | — |
| 21. Is a KATUSA Soldier appointed in writing as Assistant KATUSA Soldier Welfare Fund custodian IAW paragraph 44-c(1)? | — | — | — |
| 22. Does the unit S4 or supply maintain a record file of DA Form 3078 for initial issue IAW AK Reg. 600-2, para 62-c(1)? | — | — | — |
| 23. Does the unit S4 or supply maintain a record file of EA Form 333-R-E listing current CMAS credits IAW AK Reg. 600-2, Para 62-c(4)? | — | — | — |
| 24. Are KATUSA Soldier Comfort Kits being ordered based on assigned KATUSA Soldier strength IAW AK Reg. 600-2, para 71-d(1)? | — | — | — |
| 25. Has the commander designated in writing a receiving officer or senior NCO to receive, account for, store, and issue KHCs para 73-h? | — | — | — |
| 26. Is the receipt of KHCs being maintained on EA Form 998-1-R-E and Keeping in safe device para 73-I? | — | — | — |
| 27. Does the unit S4 or supply maintain a KATUSA Soldier Program Continuity Binder as outlined in, IAW AK Reg. 600-2, Subparagraphs 6-18? | — | — | — |

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Training and Operational Load Ammunition Management (MSC)

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

TRAINING AMMUNITION

* 1. Is the training ammunition manager on duty appointment orders? (AK Reg 700-3)	_____	_____	_____
* 2. Are the below regulations on-hand IAW AK Reg 700-3?			
a. AK Reg 700-3, Conventional Ammunition	_____	_____	_____
b. DA PAM 350-38, Standards in Training Commission	_____	_____	_____
c. AK Reg 350-41, 8 th Army Training	_____	_____	_____
d. DA PAM 710-2-1, Using Unit Supply System	_____	_____	_____
e. AR 5-13, Training Ammunition Management	_____	_____	_____
Must have all the above regulations on-hand to receive a comply			
* 3. Has an SOP or appropriate guidance been established to manage training ammunition? (AK Reg 700-3)	_____	_____	_____
* 4. Can the training ammunition manager demonstrate proficiency in performing duties shown on the appointment orders (AK Reg 700-3) Must be able to perform all sub-tasks (a-g) to receive a comply			
a. Locate the POC for a subordinate unit in TAMIS	_____	_____	_____
b. Assign requestors / validators / approvers in TAMIS	_____	_____	_____
c. Use the TAMIS Requirements Module to determine annual training ammunition requirements	_____	_____	_____
d. Accurately determine the DODIC and quantity of ammunition required to support an individual training event IAW DA PAM 350-38? (AK 700-3)	_____	_____	_____
e. Manage authorizations in TAMIS	_____	_____	_____
f. Manage forecasts in TAMIS	_____	_____	_____
g. Manage e581s in TAMIS	_____	_____	_____
5. Does the MSC have a training ammunition management training program for subordinate level managers? (AK Reg 700-3)	_____	_____	_____
6. Are there at least two (2) active TAMIS users with required user rights to perform MSC Level training ammunition functions? (AK Reg 700-3)	_____	_____	_____

SUB-FUNCTION: Training and Operational Load Ammunition Management (MSC)

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

TRAINING AMMUNITION

7. Do subordinate units have at least two (2) active TAMIS users to perform required duties? (AK Reg 700-3)	___	___	___
8. Is the TAMIS directory updated (Hierarchy, Unit Address, POC, and obsolete User Accounts inactivated) (AK Reg 700-3)	___	___	___
9. Are the requestors / validators / approvers for training ammunition updated in TAMIS? (AK Reg 700-3)	___	___	___
10. Are 100% of training ammunition authorizations sub-authorized in TAMIS down to the UIC level? (AK Reg 700-3)	___	___	___
11. Are sub-authorizations for weapon / weapon systems based on an approved MTOE / TDA and DA PAM 350-38? (AK Reg 700-3)	___	___	___
12. Are 100% of unit level authorizations forecasted and do the forecasts cover a 12 month period? (AK Reg 700-3)	___	___	___
13. Are e581s in TAMIS properly approved (correct DODAAC, Event Code and signatures) (AK Reg 700-3)	___	___	___
14. Are subordinate units complying with Dud Reporting requirements in TAMIS?	___	___	___
15. Is the MSC training ammunition Approving Authority on a valid DA Form 1687? (AK Reg 700-3)	___	___	___
16. Are valid DA Form 1687s on hand for subordinate units that request training ammunition? (AK Reg 700-3)	___	___	___
17. Are training ammunition e581s in TAMIS properly reconciled? (AK Reg 700-3)	___	___	___
18. Are the below reports being submitted IAW AK Reg 700-3?			
a. TAMIS Requirements and Above-STRAC request	___	___	___
b. Training Ammunition Projected Expenditure Report	___	___	___

SUB-FUNCTION: Training and Operational Load Ammunition Management (MSC)

INSPECTION ITEM AND REFERENCE

COMPLY NON-COMPLY N/A

OPERATIONAL LOAD AMMUNITION (OLOAD)

* 1. Is the OLOAD ammunition manager on duty appointment orders? (AK Reg 700-3)	_____	_____	_____
* 2. Has an SOP or appropriate guidance been established to manage OLOAD ammunition? (AK Reg 700-3)	_____	_____	_____
3. Are there at least two (2) active TAMIS users with required user rights to perform MSC Level OLOAD ammunition functions? (AK Reg 700-3)	_____	_____	_____
* 4. Can the OLOAD ammunition manager determine annual OLOAD requirements IAW DA PAM 350-38 and supplemental command guidance? (AK Reg 700-3)	_____	_____	_____
* 5. Are OLOAD authorizations for subordinate units being requested each fiscal year and on file at the MSC? (AK Reg 700-3)	_____	_____	_____
6. Are OLOAD authorizations forecasted IAW current policy? (AK Reg 700-3)	_____	_____	_____
7. Are the requestors / validators / approvers for OLOAD ammunition updated in TAMIS? (AK Reg 700-3)	_____	_____	_____
8. Is the MSC OLOAD ammunition Approving Authority on a valid DA Form 1687? (AK Reg 700-3)	_____	_____	_____
9. Are valid DA Form 1687s on hand for subordinate units that request OLOAD ammunition? (AK Reg 700-3)	_____	_____	_____
10. Are OLOAD ammunition e581s in TAMIS properly reconciled? (AK Reg 700-3)	_____	_____	_____

SUB-FUNCTION: Training and Operational Load Ammunition Management (MSC)

OVERALL EVALUATION: COMMENDABLE SATISFACTORY UNSATISFACTORY

INSPECTOR: _____ DATE: _____

COMMENTS:

NOTE:

1. * Critical area: A Non-Comply in a critical area will result in an overall unsatisfactory evaluation.
2. To receive a commendable rating, all areas must have a Comply or N/A.

APPENDIX D

TRAINING, PLANS, AND OPERATIONS

STAFF ELEMENT: G3

SUB-FUNCTION: Operations Security (OPSEC)

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
References:			
a. AR 530-1, Operations Security (OPSEC)	___	___	___
b. Eighth Army Reg 530 -1, Operations Security (OPSEC)	___	___	___
c. Respective MSC/Installation OPSEC Program	___	___	___
1. Has the unit developed and implemented an OPSEC Program? (Eighth Army Reg 530-1)	___	___	___
2. Does unit's OPSEC Program comply with minimal requirements established in Eighth Army Reg 530-1?	___	___	___
a. Commander has designated an OPSEC Officer in writing.	___	___	___
b. Established an OPSEC plan in accordance with Appendix K.	___	___	___
c. Established a viable and comprehensive OPSEC training program.	___	___	___
d. Established requirements for annual review of OPSEC procedures.	___	___	___
e. Provided guidance and assistance to subordinate organizations during preparations of operations, contingency and exercise plans.	___	___	___
<i>(NOTE: Any "No" results in "No" for item #2.)</i>			
3. Are OPSEC Annexes/Appendices/Tabs to OPLAN/OPORDs routinely developed in preparation for all operations, exercises, and activities? (Eighth Army Reg 530-1, para 8g(4))	___	___	___
4. Is the unit OPSEC Officer familiar with the 5-step OPSEC process? (AR 530-1, Chapter 3, para 3-2 b. (1) (a) - (e))	___	___	___
5. Do all newly assigned personnel receive OPSEC initial training within 30 days of arrival? (Eighth Army Reg 530-1, Appendix H)	___	___	___
6. Do assigned personnel received annual OPSEC Awareness Training? (Eighth Army Reg 530-1 Appendix H)	___	___	___
7. Did the unit prepare and submit an annual OPSEC Report for the previous FY? (AR 530-1, Chapter 2, Appendices H and I)	___	___	___

STAFF ELEMENT: G3
SUB-FUNCTION: Operations Security (OPSEC)

	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
8. Does MSC review subordinate units' compliance with unit OPSEC program through MSC CIP? (AR 530-1, Chapter 5 para 5-4 c., Appendix H, para H-3)	___	___	___
9. Has OPSEC Survey or Assessment been conducted by unit during past FY? (AR 530-1 Chapter 5; Eighth Army Reg 530-1, Appendix I)	___	___	___
10. Is MSC OPSEC Officer aware of names of subordinate units OPSEC Officers?	___	___	___
11. Is EEFI widely disseminated amongst subordinates? (AR 530-1, Chapter 5, para 5-4)	___	___	___
12. Is the MSC actively attempting to heighten sensitivity to OPSEC? (Posters, articles, Web pages, etc.)	___	___	___

Unit Inspected: _____

Unit OPSEC Officer Name: _____

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Operation Plans (OPLAN) Review

<u>INSPECTION ITEM AND REFERENCE</u>	<u>COMPLY</u>	<u>NON-COMPLY</u>	<u>N/A</u>
1. The unit has developed an OPLAN based on EUSA OPLAN 5027-04 Change 2.	___	___	___
2. CG, EUSA approved this OPLAN.	___	___	___
3. All soldiers assigned to the MSC HQ are briefed on the OPLAN within 30 days of arrival as appropriate. (Eighth U.S. Army Reg 350-41)	___	___	___
4. A copy of the MSC OPLAN is accessible through the EUSA portal.	___	___	___
5. Subordinate HQ have OPLANs (or equivalent) in support of the MSC OPLAN.	___	___	___
6. The MSC commander approved the subordinate Commanders' OPLANs.	___	___	___

Primary Inspector Sign and Date: _____

SUB-FUNCTION: Manpower Management

1. Are position management, organization, and position management policies prescribed by HQDA being followed? (AR 570-4, Chap 3, para 3-2 and 3-3) _____
2. Are requirements based on validated workload and arrived at by the approved Eighth US Army manpower requirements determination process? (AR 570-4, Chap 4) _____
3. Is civilian manpower execution within the approved Full-Time Equivalent (FTE) target allotted for the execution year? If not, have overages been coordinated with the appropriate MACOM staffs.(AR 570-4, Chap 6, para 6-1) _____
4. Are civilian manpower being executed in the programs and budgets approved for the execution year? (AR 570-4, Chap 6, para 6-2) _____
5. Permanent and Local National reappointee (one year or more) civilian positions are not filled unless there is a recognized requirement. (AR 570-4, Chap 6, para 6-3 and 6-4) _____
6. Are temporary and part-time personnel used to accomplish essential, seasonal, emergency, or otherwise truly temporary workloads? The only restrictions are that the Commander ensures that the work must be done, that he/she must have additional civilians to do it and that he/she has the money to pay for it. (AR 570-4, Chap 6, para 6-3) _____
7. Are measures in place to monitor authorizations that have not been filled for 2 or more years in order to determine the possible reallocation of spaces and to effectively manage hire lag? (AR 570-4 Chap 8, para 8-5). _____
8. Are management headquarters functions accounted for in AMHA and not assigned or transferred to non-AMHA elements? (MACOM staff elements only-Chap 9) _____
9. Are items of equipment identified as excess during the latest equipment survey turned in and or transferred? (AR 570-7, Chap 2, para 2-11) _____
10. Does the major subordinate command (MSC) (appropriate personnel) have access to WEBTAADS? _____
11. Has all the units under your MSC had an equipment survey (Desk side if applicable) in the last 4/5 years? (AR 570-7) _____
12. If the Equipment Survey identified excess equipment to be turned in, Has it been done within 90 days from the date of the Equipment Survey Excess Item Memorandum or is a Letter of Retention (LOR) approved? _____

Primary Inspector Sign and Date: _____

U.S ARMY TROOP COMMAND COMMAND INSPECTION CHECKLIST

UNIT:		UNIT POC	
Date:		INSPECTOR:	

Noncombatant Evacuation and Operations	SCORE	
	GO	NO GO

<p>Each question is worth 1.35 points totaling 100 Points. Missing 3 questions gives a Commendable >97.20% Missing 6 gives a Satisfactory >93.80% Missing 8 or more is Unsatisfactory <90.45%</p>		
Unit NEO WARDEN and ALTERNATES REQUIREMENTS		
1. Does the warden and alternate have a battle book is it organized according to USFK 600-300-1 guidelines? SUB FUNCTION: <u>Noncombatant Evacuation and Operations</u>		
a. TAB A – Appointment Orders		
b. TAB B – USFK REG 600-300-1		
c. TAB C – USFK PAM 600-300		
d. TAB D – Area / Unit SOP / Guidance		
e. TAB E – Current NC Info Sheet (DBIDS)		
I. Phone number is NCE not the sponsor		
II. Current deros date		
III. Is the NCE Relationship to the sponsor correct		
IV. Is the sponsors work phone number and address correct		
f. TAB F – NC Telephone Roster		
g. TAB G – Completed NCE documents		
I. USFK Form 178-R-E (NEO Data Card)		
II. USFK Form 197-R-E (NC Preparedness Checklist)		
III. Strip Maps to NC Residences / Route Plan		
IV. Copy of Family Care Plan & Power of Attorney (If applicable)		
h. TAB H – Supply of Blank Forms / Letters		
2. Are NEO Data Cards (USFK Form 178-R) filled out properly on all noncombatants? (USFK Pam 600-300-1)		
3. Does the unit have documentation in writing that the NEO wardens and alternates have been appointed and on appointment orders? Have they been provided NEO Orientation Training within 30 days of being appointed? (USFK PAM 600-300-1)		
4. Does the NEO warden and alternate provide a monthly NCE report to the unit NEO representative? (USFK Pam 600-300-1)		
5. Has the NEO warden and alternate notified, in writing, through sponsors, and made face to face person contact with all noncombatants, within his/her area of jurisdiction?		

(USFK Pam 600-300-1)		
6. Are noncombatants briefed on NEO within 30 days of arrival in the Republic of Korea? If so how and why? (USFK 600-300-1)		
7. Does the NEO warden and alternate have a current roster of all noncombatants and pets?		
8. Does the NEO warden and alternate have the strip maps of all noncombatants off post residences? (USFK Pam 600-300-1)		
9. Does the strip maps contain noncombatants name, address, phone number, and brief description of the route to the quarters? (USFK Pam 600-300-1)		
10. Has the NEO warden and alternate conducted a recon to all or none of the noncombatants off post quarters using the strip maps? (USFK 600-300-1)		
11. Is the NEO warden and alternate responsible for 15 or fewer families? (USFK PAM 600-300-1)		
12. Is the NEO warden and alternate conducting the semi-annual inspections (not in conjunction with the Courageous Channel exercise) of NEO packets/kits? (USFK Pam 600-300-1)		
13. Does the NEO warden and alternate have a unit SOP? (USFK PAM 600-300-1)		
SECTION II: NEO NTS (National Tracking System) SITE		
1. Have NEO warden and alternate been trained on the NEO Tracking System?		
2. Does the warden and alternate have a current DBIDS, report so that they will be able to find there families on the NTS site?		
3. Does the NEO warden and alternate know the five search NC's search topics?		
4. Out of the five NC's Itinerary topics name, NEO ID, SSN, Passport, Foreign ID which one is a the best choice?		
5. Why would the SSN be the best choice out of the five NC's Itinerary topics?		
6. Does the NEO warden and alternate know how to pre-register there families before the NEO exercise?		
7. Does the NEO warden and alternate know how to go thru the report section of the NTS site to find out how many NC's have processed thru the ECC site for the day?		
Section III: NCE NEO Packet organized according to USFK 600-300-1		
1. Does the NEO warden and alternate know what documents are mandatory and how many copies? In accordance with USFK Pam 600-300-1		
A. Commander's Noncombatant Contact Letter		
B. NEO Warden's Noncombatant Contact Letter		
C. USFK Form 197-R-E NC preparedness Checklist 2 copies per family/1 copy for the battle book		
D. USFK Form 178-R-E NEO Date Card 2 copies per family/1copy for the battle book		
E. Strip Map from NC residence to ECC in detail 1 copy per family/1 copy for the battle book		
F. Strip Map from unit to NC Residence in detail 2 copies per family/1 copy for the battle book		
G. USFK Form 123-R-E NEO Volunteer Information 2 copies per family/1 copy for the battle book		

THESE ARE HARD TO REPLACE ITEMS

H. Identification Documents: No copies only originals. Do not let NC's put copies in there folders until an exercise or for an actual NEO. (THESE ARE HARD TO REPLACE ITEMS)		
I. DoD ID Card (No Xerox Copies)		
II. Marriage Certificates (No Xerox Copies)		
III. Birth Certificates (No Xerox Copies)		
IV. Passport (No Xerox Copies)		
V. Immigration papers if not US citizen (No Xerox Copies)		
I. DD Form 754 Repair Tag (No Xerox Copies) 1 tag per family		
J. DD Form 788 POV Shipping Document 5 copies per family		
K. USFK Form 207 Military Registration/Title (From MP Station not NEO warden) 5 copies per family		
L. DD Form 1864 Vehicle Key Tag (No Xerox Copies) 1 tag per family		
M. DD Form 1337 Authorization For Emergency Pay (Military) 2 copies per military family		
N. DD Form 2461 Authorization For Emergency Pay (Civilian) 3 per DoD civilian family		
O. DD Form 2585 Repatriation Processing Center 1 per family		
P. DA Form 2402 Exchange Tag (No Xerox Copies) 1 per NCE and pet		
Q. DA Form 3955 Change of Address Card (No Xerox Copies) 2 per family		
R. DA Form 4986 (or EA Form 741-E) Personal (Hi-Dollar) Property Record 2 per Command Sponsored families only		
S. USFK Pam 600-300 Emergency Evacuation Instruction 1 per family		
T. PCS Orders Bring Sponsor To Korea 4 per family		
U. PHS Form 731 Int'l Certificate of vaccinations 1 per NCE		
V. Family Care Plan (Dual/Sole Military/EEC parent only) 1 per family		
W. Pet information shot records, registration of your local veterinary. 5 copies per animal		
2. Does the NEO warden and alternate know what items are recommended but not mandatory?		
Section IV: NEO Operations (Skill-Check)		
1. Does the NEO warden and alternate know who the different NEO personal people are for their area?		
2. Does the NEO warden and alternate know what a NEO Operation is?		
3. Does the NEO warden and alternate know who would qualify as an NCE to be evacuated in case there is a real NEO Operation Evacuation called?		

