

Headquarters
Eighth United States Army
Installation Management Command
Korea

Army in Korea
Regulation 350-5

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Training

EIGHTH ARMY LOGISTICS TRAINING PROGRAM

***This regulation supersedes Eighth) Army Regulation 350-5, dated 17 January 1991.**

FOR THE COMMANDER:

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Summary. This regulation prescribes policies and procedures for the training of logistics automated system operations within Eighth Army.

Applicability. This regulation applies to Eighth Army, its subordinate commands and assigned units, and units attached to or requiring support from Eighth Army.

Supplementation. Issue of further supplements to this regulation by subordinate commands is prohibited without prior approval of Headquarters (HQ) Army in Korea, ATTN: (EAGD-SO), Unit #15236, APO AP 96205-5236.

Forms. AK forms are available at http://8tharmy.korea.army.mil/g1_ag/.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2 or applicable service regulations. Record titles and descriptions are available on the Army Records Information System website at: <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is HQ, Army in Korea, ATTN: EAGD-SO, Unit #15236, APO AP 96205-5236. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, Eighth Army, ATTN: EAGD-SO, Unit #15236, APO AP 96205-5236.

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Contents

Chapter 1

Introduction, *page 1*

- 1-1. Purpose
- 1-2. References
- 1-3. Explanation of Abbreviations
- 1-4. Responsibilities

Chapter 2

Policies and Procedures, *page 4*

- 2-1. Policy
- 2-2. Procedures

Glossary, *page 7*

Chapter 1

General

1-1. Purpose

This regulation prescribes policies, responsibilities, and procedures for the logistics training program within the Eighth Army. While overall logistics training is addressed, particular emphasis is placed on automated logistics systems training, such as the Standard Army Management Information Systems (STAMIS) courses taught by the Logistics Training Team (LTT) Program. This regulation provides information for staff officers, commanders, and personnel officers who are concerned with the selection of Eighth Army officers, enlisted personnel, Korean Augmentation to United States Army (KATUSA), and US government civilian employees both Korean and American for attendance at available logistics training courses.

1-2. References

Related publications are listed below.

- a. AR 350-1 (Army Training and Leader Development)
- b. AK Reg 350-1 (Eighth Army Training and Leader Development)
- c. 19th ESC Pam 350-1 (Combat Service Support Automation Office Sustainment Assistance Directory and Logistics Training Team Catalog)

1-3. Explanation of Abbreviations

Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. The Assistant Chief of Staff (ACofS), G3, provides general staff supervision over the development of training policies, programs, and concepts for the conduct of individual and collective training within Eighth Army.

b. The ACofS, G4, has primary staff responsibility for development of training policy on matters pertaining to Logistics Training Programs. The ACofS, G4 will:

- (1) Establish and maintain broad policy and procedures that will provide overall program guidance.
- (2) Perform as the focal point for visitors performing staff visits and studies as related to logistic training.
- (3) Determine those logistics courses taught by Mobile Training Teams (MTT) in CONUS which are appropriate and cost effective for on-site instruction within Korea, and in coordination with the ACofS, G3 and the appropriate Project Manager, negotiate for, and sponsor those classes in Korea.
- (4) Maintain surveillance of overall logistics training needs and allocations as they relate to the logistics management career programs to ensure an appropriate balance of courses that will result in individual career development as well as required expertise to support the Eighth Army mission.

(5) Provide staff assistance to subordinate commands, in coordination with the ACoS, G3, to ensure logistics training aligns with other training requirements/programs.

(6) Conduct logistical training liaison visits to Eighth Army subordinate commands and organizations to monitor and evaluate training program effectiveness.

(7) Intercede with higher headquarters and organizations when necessary to positively influence program guidance, or to obtain procedural clarification.

(8) Exercise authority, as required, to ensure validation and certification of LTT programs of instruction (POIs), including follow-on changes as they occur.

(9) Ensure adequate facilities and equipment are available consistent with respective training requirements for specified areas within Eighth Army.

(10) Consider alternatives to identified training needs when they are recognized to be beyond LTT's capabilities, and take the initiative to influence positive action to satisfy the need when otherwise deemed valid.

c. The Commander, 19th ESC:

(1) Organize, staff, and operate the LTT in accordance with this regulation.

(2) Perform as commandant of the LTT Programs.

(3) Program funds for all costs incidental to the operations of the LTT to include facilities, equipment, civilian personnel salaries, staff and faculty temporary duty (TDY), and other installation support funds required.

(4) Survey Eighth Army Headquarters, PACOM units, subordinate activities, and supported units for semiannual training requirements.

(5) Furnish Eighth Army Headquarters, subordinate activities, and supported units semiannual logistics training schedules.

(6) Coordinate with the appropriate CONUS proponent agencies to ensure the latest changes to the US Army automated logistics systems are incorporated.

(7) Develop and publish POIs, training materials and instructional aids, and ensure required changes are implemented so that POIs are current.

(8) Coordinate as necessary with appropriate personnel officials to ensure that trained and experienced logistics personnel are properly assigned to LTT.

(9) Coordinate with Eighth Army major subordinate commands (MSC) and separate organizations and activities concerning course quotas and administrative details.

(10) Advise Eighth Army MSCs and tenant/supported organizations of designated classroom locations for course presentations.

(11) Be responsible for publication and update of the 19th ESC Pam 350-1 (Combat Service Support Automation Office Sustainment Assistance Directory and Logistics Training Team Catalog).

(12) Notify ACoS, G4 of any training requirements identified that are beyond their capability to satisfy due to resource constraints or charter limitations.

(13) When practical, provide a certification challenge test to provide units the opportunity to identify operators and supervisors, who by previous training or experience, may be exempted from the training outlined in this regulation. Periodically announce tests available and points of contact for obtaining certification.

(14) Maintain records of certifications, no-shows, and periodically provide this information to the ACoS, G4, Eighth Army.

d. Major subordinate commanders and separate organizations and activities:

(1) Designate a logistics training officer (normally the S3) and alternate as a point of contact (POC) for the Eighth Army LTT program. The name and telephone number of the appointed officer will be submitted in writing to the Commander, 19th ESC, ATTN: EANC-DGM-LSD, APO 96218. New points of contact must be established whenever changes in personnel occur in order to assure that units receive maximum support and identify availability of late changes to the schedule.

(2) Ensure maximum use of the logistics training and assistance available from the LTT.

(3) Ensure designated operators and leaders are screened upon assignment.

(a) If previous experience or training indicates, provide opportunity for completion of a certification challenge test, or

(b) Complete required STAMIS LTT course within 60 days of assignment or as soon as a seat is available. Successful completion of the LTT course provides certification for those individuals.

(4) Provide the Commander, 19th ESC, ATTN: EANC-DGM-LSD with logistic training and assistance requirements semiannually in accordance with procedures outlined in this regulation.

(5) Provide feedback on the effectiveness of training and identify additional training requirements.

(6) Establish procedures that will ensure selection of qualified personnel to fill LTT quota allocations according to individual course prerequisites described in 19th ESC Pam 350-1.

(7) Budget for student TDY and tuition cost for courses as required.

(8) Ensure training quotas are anticipated and programmed in order to obtain maximum benefit.

(9) Report cancellation of student allocations through the unit training coordinators to the LTT as soon as identified to ensure others are offered the training opportunity.

(10) Provide administrative and logistical support (other than funding) to mobile training teams from the LTT and TDY students when they are in the commander's installation area of responsibility. Such support will include, but will not necessarily be limited to, billeting of TDY students and transportation to and from classrooms. Funding for instructor TDY may be required when training is outside normal LTT course schedule.

(11) Provide the name and rank of students selected to attend LTT courses to the LTT POC 14 days before the scheduled class date.

(12) Ensure that noncommissioned officers (NCOs) and supervisors are trained, particularly in the operation and management of automated logistics systems, so that proper guidance can be provided to subordinate operators.

(13) All Eighth Army units will report during the Eighth Army Monthly/Quarterly Materiel Readiness Reviews (MSRR/QSRR) the percentage of certified operators and supervisors for each critical logistics automation system based on the guidelines in paragraph 2-1 below.

Chapter 2 Policies and Procedures

2-1. Policies

a. A comprehensive logistics training program will be developed and maintained to ensure a viable, realistic, and capable force in Eighth Army. A combination of formal class study and on-the-job training will be utilized to ensure optimum effectiveness.

b. The Eighth Army LTT program provides sustainment training to US Soldiers and civilians, as well as system operator level training to KATUSA and Korean employees of the US government. It does not provide MOS qualification training, and both Soldier and civilian personnel should be otherwise qualified in their MOS or career field prior to attendance in LTT courses.

c. The Eighth Army LTT program will not duplicate or replace CONUS schools and training center programs; but rather, it will supplement, enhance, and sustain logistics knowledge already acquired in such institutions.

d. The LTT will provide the major portion of Eighth Army formal resident and on-site training and will conduct logistics assistance visits to cover those logistics areas that are being adversely affected due to inadequately trained personnel.

e. Upon recognition of training shortfalls where the desired courses or the number of courses are not available, alternate sources will be considered by G4 (e.g., CONUS courses on-site, Mobile Training Teams (MTT), contracted training, increased LTT curriculum, etc).

f. All funding required supporting student logistics training will be programmed and allocated by the respective organizations.

g. Soldiers that have attended CONUS schools and training center programs can receive credit for certification in Korea, provided they have proof of the certification. These records must be maintained at the unit level.

h. Course schedules are prepared based on organizations requested requirements. All cancellations and no-shows will count against the command, organization or activities' fill rate. Walk-in and standby students will be credited to the organizations fill rate. Unit cancellations and no-shows may result in the cancellation of a scheduled class.

i. The intent of this policy is to set basic requirements and procedures to maintain the ability to perform standard logistics functions. The spirit of this policy is that anyone working on a STAMIS should be certified/re-certified as trained, while allowing commanders the flexibility to manage their training programs.

j. The primary emphasis on training must be to assure assigned Soldiers are both qualified and retain professional development within their career field. When assigned to a US unit, KATUSA, US and local national civilian employees and Korean Service Corps members may receive training and operate systems.

k. The following are target audience and minimum standards for which certification is required. Units are encouraged to exceed these requirements by offering training to as many Soldiers, civilians, and KATUSAs as is possible.

(1) **SAMS-1E Supervisor Course:** Brigade/Battalion Maintenance Officer, Motor Officer, Brigade/Battalion Maintenance Technicians (BMTs), Brigade/Battalion Communication Electronics Officers (CMO), Brigade/Battalion Maintenance Sergeant, Motor Sergeants, DS Shop Officer, DS Shop NCOIC, DS Shop Technician, system administrator. One certified supervisor per system.

(2) **SAMS-1E Commander Course:** Company Commanders and Executive Officer.

(3) **SAMS-1E Operator Course:** Clerks (primary and alternate may include KATUSAs). One certified operator per workstation.

(4) **SAMS-2E Operator course:** Brigade/Battalion NCOIC, primary and alternate operators. One certified operator per workstation.

(5) **PBUSE Supervisor Course:** Brigade/Battalion PBO/NCOIC, Unit Supply Sergeants. One certified supervisor per system.

(6) **PBUSE Commander Course:** Company Commanders and Executive Officers, Designated Supply Officers.

(7) **PBUSE – Property Book Enhanced (PBE) Operator Course:** Supply clerks. One certified operator per workstation.

(8) **PBUSE - Unit Supply Enhanced (USE) Operator Course:** Supply clerks. One certified operator per workstation.

(9) **SARSS Supervisor Course (if systems on hand):** SSA officer, Technician, NCOIC, System Administrators. One certified supervisor per system.

(10) **SARSS Operator Course (if systems on hand):** One certified operator per workstation and one certified operator per server.

(11) **TC-AIMS –** Brigade/Battalion S4 OIC and NCOIC. One certified operator per system (all systems consist of only one workstation).

2-2. Procedures

a. The LTT will provide written notice to all appropriate Eighth Army organizations/activities no later than 15 January and 15 July each year, as a reminder that the semiannual request for quotas are due, consistent with policy established by this regulation.

b. Each Eighth Army and tenant/supported organization with a logistics training requirement for an LTT course will submit their request for student quotas on a semiannual basis to the Commander, 19th ESC, ATTN: EANC-DGM-LSD. Request will include the following:

- (1) Course number (from 19th ESC Pam 350-1)
- (2) Month and fiscal year desired.
- (3) Class location desired (for example, Daegu, Camp Casey, Camp Humphreys).
- (4) Number of training allocations desired (quota)

c. Training requirements may be submitted by hard copy memo to the LTT address provided above; or the following communication media may be used:

(1) Data Fax: 764-5443, with a note added on the transmittal to "PASS TO CHIEF, LOGISTICS TRAINING TEAM (LTT)."

(2) E-MAIL: kimhys@korea.army.mil

d. All requirements must be submitted by authority of the local commander through the officially designated training POC.

e. Quotas for the first and second half of the fiscal year must be forwarded to reach the LTT not later than 15 February (for requirements April-September), and 15 August (for requirements October-March).

f. Approved LTT quotas will be provided to the organization that submitted the requirements not later than 15 March and 15 September respectively.

g. Each organization receiving quotas will be responsible for notifying the LTT immediately whenever it becomes necessary to cancel or change a space allocation. This will only be done by authority of the local commander through the training POC.

h. LTT logistics assistance visits will be conducted upon request from Commanders or their approved training coordinators and funded when required.

i. Civilian logistics careerists will identify training requirements in their Individual Development Plan, coordinate with Army Career Program Managers, and program for quotas through their respective organizations.

j. The Eighth Army staff program proponent for all logistics training is Eighth Army, G4 (EAGD-SP). All problems and issues requiring staff level attention will be referred to this office.

Glossary

Section I. Abbreviations

ACofS	Assistant Chief of Staff
CONUS	Continental United States
KATUSA	Korean Augmentation to the United States Army
LTT	Logistics Training Team
MOS	Military Occupational Specialty
MTT	Mobile Training Team
NCO	Noncommissioned Officer
PBE	Property Book Enhanced
PBUSE	Property Book Unit Supply Enhanced
PM	Project Manager
POC	Point of Contact
POI	Program(s) of Instruction
SAMS-E	Standard Army Maintenance System - Enhanced
SARSS	Standard Army Retail Supply System
STAMIS	Standard Army Management Information System
TC AIMS	Transportation Coordinator's Automated Information System
TDY	Temporary Duty
USE	Unit Supply Enhanced

Section II. Terms

System. A system may consist of a single workstation, multiple workstations or a server with a variable number of workstations. The exact configuration will vary by unit.

Workstation. A workstation is a single data entry point consisting of a CPU, keyboard/mouse and monitor or notebook computer.