Company Trainers Course ARRTC - Training & Operations Team

DUTIES AND RESPONSIBILITIES: <u>OPs</u> & <u>Assistant Operations Sergeant</u> / <u>Training NCO</u>

<u>NOTE</u>: The following list of duties and responsibilities are identified as areas of expertise associated with Training and Operations within a Company or Detachment, and are suggested as suitable assignments for the TNG & OPs NCOs.

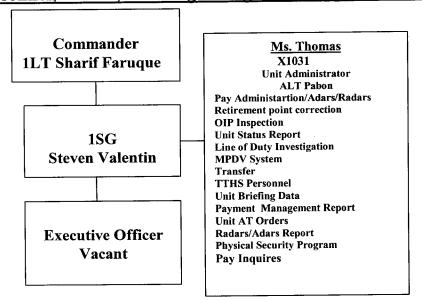
- Ensure monthly training schedules are completed accurately and submitted for CDRs signature in a timely manner.
- > ATRRS Operator
- ➤ Monitor school requirements (NCOES/OES/MOSQ) for unit / section personnel.
- Insure pre-execution checklist is completed prior to personnel attending courses.
- > Process requests for orders (RFOs) publish orders, revocations and amendments.
- Maintain the yearly training calendar (YTC) insuring all information is current and accurately reflects guidance.
- Maintain current Training doctrine Library (ARs, FMs, TCs, SMCTs)
- Assist CDR/1SG with the development of training plans, management of resource coordination, and the proper documentation and evaluation of training.
- Provide work plans for subordinates and monitor Plt work plans.
- Assist CDR, Training Officer/S3, & Operations SGT with the preparation of CTA Form 1049r & USR.

Ms.

- Assist MOB Officer providing input for section B of the PTSR.
- Assists in the preparation of the YTB.
- > Preparation of Ammunition forecasts (5514R) and training aids requests
- > Preparation of the Training Meeting Agenda.
- > Custodian of classified documents/Assists S2.
- Assistant Key custodian.
- > Physical security NCO.
- > Input and update Training portion of RLAS.

HHC SECTION

Personnel, Admin, Training & Logistical Support Branch



SGT Andries

X1032 ALT Pabon Personnel NCO Per stat Promotion Packets SGLI, SGLV 8286

SGLI, SGLV 8286
Leave for AGR
In/Out Processing
Family Care Plans
Civilians Skill Update
Birth Month Audit
201 Files/All Records
Medical Records
Alert Roster Update
Awards
Bah—Basic
Allowance

Record of Emergency DD 93 Welcome Packets Flagging Action Mail

MPVD System Admin Action

Ms. Pierre X1034 ALT Thomas **Unit Admin Tech** RST Tracking **U-Letters FEDS Heal RFO Inputs** Deer **Additional Duty** Book **MPVD** System Transmittal Letter Student Loan Repaymet Reenlistment Packets Conditional Release **Packets BOA Credit Cards** AKO E-Mail (Update)

Commander Policy

Request for orders

Memo

Bonuses Reclassification

SFC Banks x1036

Training NCO Training Oversight Annual Briefings APFT Flags ITRRS, Report MOS School **Motorcycle Training** Range Control Risk Management **Traning Schedules** Weapons qualification YTB/YTC MPDV Systems **Unit Training** programs Classroom Scheduling

ATRRS Coordinator

SGT Abreu

x1609 ALT Carlson Supply NCO Inventories Ammo Request Arms Room Access Food Service Support **Physical Security Supply Room Ordering Supplies NBC Room PBuse Operator ULLS Operator** MPDV System TA-50 Issue Impac Card Holder Uniforms Issue Sensitive Items

SFC Carlson

X1609 ALT Rosario Maintenance NCO Dispatch Vehicles Inspec Vehicle Hazmat **Drivers Training ULLS-G** Administrator Dispatcher Safety Pll Inventory **Key Control** 5988-E Ordering Publication Manage Tool Room Maintenance Management