

Company Trainers Course
ARRTC – Training & Operations Team

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

NOTE: 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.
- 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

