



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
FORT MONROE, VIRGINIA 23661

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14 DEC 1976

MEMORANDUM FOR: COMMANDANTS, TRADOC SERVICE SCHOOLS

SUBJECT: MOS Training Package

1. The Army, in adopting the Enlisted Personnel Management System, assured soldiers better opportunities for individual training. TRADOC's work over the past three years can be succinctly described as defining soldier jobs--within an MOS, and within the unit--plus providing the wherewithal to master these jobs. The purpose of this memorandum is to describe the components of the EPMS MOS training package and the use of each, as a statement of our joint responsibility for fielding a valid and complete system for each soldier.

2. The components of the MOS training system are:

a. Soldier's Manual. This is a list of the critical skills which a soldier is expected to perform to be proficient in his MOS, and an index of relevant TRADOC training materials. The skills are listed by skill level for each MOS, and are described as tasks with prescribed conditions and standards. In effect, the Soldier's Manual describes to a soldier, in precise terms, what the Army expects him to master to be proficient in his job, and tells him where to look for help. It also informs the soldier's supervisors and commanders what skills they can expect of a soldier, and provides suggestions and references to aid them in imparting those skills to the soldier.

b. Commander's Manual. The Commander's Manual is designed to describe to the battalion and company level commander his responsibility in the overall training plan for a particular MOS. It lists all critical tasks for every skill level of a particular MOS, provides a reference to the primary training materials available, and indicates where each task is initially mastered. In designating responsibility for initial task mastery, the Commander's Supplement lists which tasks are taught first in BCT, AIT, OSUT, NCO courses, structured on-the-job training in units, or via self-study. It is the life-cycle training plan for the MOS. The Commander's Manual is, in effect, a contract between TRADOC and other MACOM for individual training.

c. Job Book. The Job Book is a pocket list designed to help an NCO keep track of the training of his subordinate. It lists critical tasks from the Soldier's Manual for each soldier's duty position at

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his skill level, and includes columns for the entry of the results of the soldier's most recent evaluation on the task. This entry is provided on a "GO" or "NO GO" basis with the date and the initials of the evaluator. Each first line supervisor keeps a separate Job Book for each soldier under him, all posted in one pocket loose leaf notebook.

d. Skill Qualification Test (SQT). The SQT is the formal evaluation of a soldier's proficiency on the job. It samples tasks which are listed in the Soldier's Manual, and acts as a quality assurance mechanism for training Army-wide.

c. Supporting Training Material. The final component of the MOS training package is validated training material provided by the service schools, such as improved technical documentation, or lessons of the Training Extension Course (TEC). TEC lessons teach mastery of tasks found in Soldier's Manuals. Eventually, the Army Correspondence Course Program (ACCP) must provide TEC quality material, similarly validated.

3. The NCO is the key player in the Army's individual training system, as described in the letter at inclosure 1. Individual training in units demands decentralizing to NCO's full responsibility for training their men. While the letter mentions neither the Commander's Manual nor the Job Book, both are important in making it possible for the NCO to shoulder his responsibility. The Commander's Manual describes for the unit commander what must be accomplished in individual training by designating those tasks which must be initially mastered in the unit environment, as well as by summarizing all tasks in which the soldier must be proficient. The Job Book is the NCO supervisor's record of the training status of his immediate subordinate. The Job Book is an informal record, intended to be exempt from inspection, and from aggregation at company or battalion level. The squad leader uses the Job Book to structure his training whenever the members of his squad are available to him. He records their proficiency, and when questioned by a training inspector, uses the Job Book as his own reference to describe the training proficiency of his subordinates. In turn, training inspectors, such as platoon sergeants, first sergeants and sergeants major, evaluate soldiers on their ability to do the tasks in which the NCO reports them proficient.

4. The Job Book is a new component to the MOS training system--dating from the 1976 Army Commanders' Conference. Effective immediately, preparation of the Job Book and the Commander's Manual are to be accorded the same priority as SQT's and Soldier's Manuals. Job Book format is described in the memorandum at inclosure 2. A sample 11B Job Book is included at inclosure 3.

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5. At the recently completed Department of the Army Commanders' Conference, the Commanding General discussed TRADOC's scheme for individual training in units per EPMS, and secured general agreement with our MOS training packages. At inclosures 4 and 5 are two documents expressing further support for that plan--Training Note #4 by Commander, V Corps, and a recent Army article written by a Captain in XVIII Airborne Corps. Importantly, however, the Commanding General contracted with the Commanders of FORSCOM and USAREUR to obtain their agreement to the group of tasks selected as critical for a particular MOS, and to the assignment of tasks for initial training to TRADOC Training Centers, service schools, and units. Detailed coordinating guidance will be published shortly; however, the basic plan is that the service schools will coordinate the Commander's Manual for a specific MOS simultaneously within Headquarters, TRADOC, FORSCOM and USAREUR. Therefore, the Commander's Manual should be developed from the Individual Training Plan, and coordinated sufficiently early in the development process to avoid slowing Soldier's Manual production.

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