

REQUIREMENTS TO ESTABLISH A BSNCOB (VTT) LOCATION

If interested in establishing a VTT location to instruct the BSNCOB, contact the BSNCOB Chief Instructor at Commercial (915) 568-9165, DSN 978-9165, Battlestaff@bliss.army.mil or the BSNCOB-VTT Senior Instructor at Commercial (915) 568-8666, DSN 978-8666, bsc-vtt@bliss.army.mil

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ATSS-C

MEMORANDUM FOR All Video Teletraining Sites

SUBJECT: Battle Staff NCO Course Video Teletraining (VTT) Site Requirements

1. This document establishes the requirements of installations requesting to establish the Battle Staff NCO Course via Video Teletraining (BSNCOB-VTT). This document specifically defines the responsibilities and procedures, and identifies the level of required support from each organization.
2. The United States Army Sergeants Major Academy will:
 - a. provide the Primary Instructor (PI) and all lesson materials to each site.
 - b. provide certification of each distant site prior to conduct of the course.
 - c. establish standards and requirements for equipment at each site.
 - d. provide necessary training for required Assistant Instructors (AIs).
 - e. provide a course schedule and training schedules for conduct of the course.
 - f. designate a guest speaker and establish a schedule for graduation.

- g. provide a checklist for required equipment and supplies.**
- h. provide course completion documents.**
- 3. Each receiving site/installation will:**
 - a. provide two qualified Small Group Instructors (SGI), who are Battle Staff NCO Course graduates, to serve as AIs in each battle room.**
 - b. provide TDY funds for USASMA Observer/Controllers (OC) for the preparation and conduct of the Command Post Exercise (CPX). The TDY timeframe is normally 7 days CONUS and 8 days OCONUS. The funding will include travel, lodging, and transportation costs.**
 - c. provide all required equipment, materials, and references to support the training. (See attached enclosure).**
 - d. designate a military POC in the installation G-3 office for coordination purposes.**
 - e. coordinate with the local Simulation Center for required training and equipment to support the CPX.**
 - f. coordinate with the local NCO academy for conduct of the APFT, height/weight screening, and dismissal counseling.**
 - g. provide billeting and meals, as necessary, for all students.**
 - h. provide required financial resources to support the course.**
 - i. provide a Test Control Officer and appropriate storage facilities for test materials.**
 - j. meet all of USASMA's suspenses and requirements.**
 - k. provide facilities to conduct the course.**
 - l. ensure Phase I courseware is delivered to students not later than 60 days prior to start date of Phase II.**

4. Sites will not change, reproduce, or deliver course materials to anyone without the USASMA approval.

5. Only locations approved by TRADOC and certified by USASMA will receive this training. Approval and certification must be complete prior to requesting instruction. The number of classes provided to each location per year is based on prioritization by PERSCOM.

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ATSS-BBB

MEMORANDUM FOR Record

SUBJECT: Required Equipment, Materials, and References for BSNCOB-VTT

1. The following list contains equipment, materials, and references required for the BSNCOB-VTT:

a. Equipment:

(1) V-Tel TNET system (1 each) consisting of:

32" monitors (2 each)

camera (1 each)

central processing unit (CPU) (1 each)

ELMO document camera (1 each)

(2) telephones (2 each) with commercial long distance and DSN access

- (3) fax machine (1 each) with commercial long distance and DSN access
 - (4) color television (1 each), 19" or larger
 - (5) video cassette player (1 each)
 - (6) large-scale monitor (1 each) or in-focus projector (back-up for TNET)
 - (7) dry erase board (1 each)
 - (8) overhead projector (1 each) with screen (back-up for TNET/briefings)
 - (9) table (5' x 2 1/2') (1 per two students)
 - (10) desk (3' x 2 1/2') (2 each)
 - (11) chair, straight back without arms (1 per student plus two additional)
 - (12) scanner, wide mouth (1 each) with software. (Minimum requirements - paper throat width - 40", active scan area - 36", line detectability - 4.5 line pairs per mm, and scan accuracy - +/- .10% +/- 1 pixel.)
 - (13) computer, color monitor, and internet access (1 per four students).
- (a) computer requirements (Note: these are the current minimum requirements to establish a new site. As equipment technology advances, the courseware will change.):

333 Mhz processor

64 mb RAM

3 1/2" disk drive

20x CD-ROM

4.0 GB hard drive

56K modem with full duplex capability

amplified stereo speakers with microphone

(b) software requirements (Note: applications marked with an asterisk * are available for download FREE from Microsoft at their website <http://www.microsoft.com/msdownload>):

Windows 95/98/NT operating system

Microsoft Internet Explorer 4.0 *

Microsoft NetMeeting 2.1 *

Microsoft Exchange 4.0 *

Microsoft Office 97

FTP Site Software *

(c) e-mail address for each student (by student number, not name)

(d) printer (1 per 5 computers)

(14) access to a copy machine

(15) Brigade/Battlion Battle Simulation (BBS) workstation (1 each) with three terminals, one each for combat, combat support, and combat service support. The VTT site will contact the USASMA Battle Simulation Center (BSC) to identify software needed for the remote simulation. Each BBS workstation requires a dedicated telephone line with commercial long distance and DSN access, a muxserver, a modem, and a dec mux. Additionally, a minimum of four telephone connections are required during the CPX as students will need access to e-mail, two telephones with commercial long distance and DSN access, and a fax machine. These are the primary means of communication during the exercise. In order to use the TNET equipment as a communication asset, the VTT location will set up the BBS workstation in the same area as the Distance Learning classroom.

b. Materials:

- (1) dry erase markers, assorted (1 box)
- (2) dry erase markers, black (1 box)
- (3) dry erase markers, red (1 box)
- (4) acetate, plastic sheet (NSN 9330-01-358-7525) (3 rolls)
- (5) acetate, plastic sheet (NSN 9330-01-618-7214) (2 rolls)
- (6) map templates, (Pickett Military Map Symbols #1700I) (1 per student)
- (7) map protractors (GTA 5-2-21) (1 per student)
- (8) alcohol pen set, fine tip (1 per student)
- (9) easel with butcher block paper (2 each)
- (10) adhesive tape, cloth reinforced, 2" (100 mph/duct tape) (2 rolls)
- (11) masking tape, 1" (2 rolls)
- (12) rubbing alcohol (2 qts)
- (13) paper towels (4 packages)
- (14) 3x5 cards (4 hd)
- (15) 5x8 cards (4 hd)
- (16) DA Form 1594 (Daily Staff Journal) (3 hd)
- (17) printer/copier paper (1 case)
- (18) 3 1/2" diskettes, high density (10 each)
- (19) transparencies (2 hd)
- (20) file folders with pockets (2 boxes)

- (21) writing pads, legal size (5 each)
- (22) poster boards (for status boards) (4 each)
- (23) scissors (4 each)
- (24) 4'x8'plywood sheets (for map boards) (4 each)
- (25) easel or stand (for map boards) (4 each)
- (26) podium (1 each)
- (27) felt tip markers, red (12 each)
- (28) felt tip markers, black (12 each)
- (29) pencils, #2 (2 boxes)
- (30) pencil sharpener (1 each)
- (31) printer cartridges (1 spare)
- (32) staplers (2 each)
- (33) staples (4 boxes)
- (34) stopwatches (2 each)
- (35) document protectors (1 hd)
- (36) paper, wide-mouth scanner (1 roll)
- (37) mylar, wide-mouth scanner (1 roll)

c. The Army Digital Training Library will provide access to all the BSNCOC-VTT course reference material via the internet. Each classroom will need access to the following reference materials for both the conduct of the CPX and testing purposes:

Army Regulations

25-400-2 Modern Army Record Keeping System Feb 93

220-15 Journals and Journal Files Dec 83

350-41 Training in Units Mar 93

600-20 Army Command Policy Mar 88**

600-82 Army Regimental System Jun 90

710-2 Inventory Management Supply Policy at the Wholesale Level Oct 97

750-1 Army Material Maintenance Policies Jul 96

Field Manuals

3-100 NBC Defense, Chemical Warfare, Smoke, and Flame Operations May 96

6-20-40 Tactics, Techniques, and Procedures for Fire Support Jan 90

7-20 The Infantry Battalion Apr 92

10-13 Supply and Service Reference Data Oct 86**

10-27-2 Tactics, Techniques, and Procedures for Quartermaster Direct Support Jun 91

12-6 Personnel Doctrine Sep 94

21-26 Map Reading and Land Navigation May 93

34-1 Intelligence and Electronic Warfare Operations Sep 94

34-2 Collection Management and Synchronization Planning Mar 94

34-2-1 Tactics, Techniques, and Procedures for Reconnaissance and

Surveillance and Intelligence Support to Counterreconnaissance Jun 91

34-3 Intelligence Analysis Mar 90**

34-130 Intelligence Preparation of the Battlefield Jul 94

55-30 Army Motor Transport Units and Operations Jun 97**

63-2 Division Support Command, Armored, Infantry, and Mechanized Infantry Divisions May 91

63-20 Forward Support Battalion Feb 90

63-21 Main Support Battalion Aug 90

71-2 Tank and Mechanized Infantry Task Force Sep 88

71-3 Armored and Mechanized Infantry Brigade Jan 96

71-100 Division Operations Aug 96

71-123 Tactics and Techniques for Combined Arms Heavy Forces: Armored Brigade, Battalion/Task Force, and Company/Team Sep 92

90-4 Air Assault Operations Mar 87**

100-2-3 The Soviet Army Troops, Organization, and Equipment Jun 91**

100-5 Operations Jun 93

100-9 Reconstitution Jan 92

100-10 Combat Service Support Oct 95

100-14 Risk Management Apr 98

101-5 Staff Organizations and Operations May 97

101-5-1 Operational Terms and Symbols Sep 97

Miscellaneous Publications

CALL 92-4 Fratricide - Reducing Self-Inflicted Losses Apr 92**

Field manuals are located in the Army Doctrine and Training Digital Library, accessible via the internet at: <http://155.217.58.58>. Army regulations can be found via the internet at the U.S. Army Publishing Agency at: www.usapaarmy.mil. (Note: publications marked with a double asterisk ** are not currently available in digital format).

d. The following maps are required for the BSNCOB-VTT:

(1) map, Hunfeld map sheets, L5324, Series M745, Deutschland, scale 1:50,000, Ausgabe 6-DMG, 1988 (1 map sheet per student)

(2) map, Series V795 (Southern CA), Edition: 3-DMATC, 4-DMATC, 5-DMATC, 2-AMS; scale 1:50,000 (4 complete sets per classroom)

Sheets: 2554I (PILOT KNOB)

2554II (OPAL MT)

2555II (WINGATE PASS)

2654I (TIEFORD MTS)

2654II (ALVORD MT)

2654III (LANE MT)

2654V (GOLD STONE LAKE)

2655II (LEACH LAKE)

2655III (QUAIL MTS)

2754I (BAKER)

2754II (SODA LAKE)

2754III (CAVE MT)

2754V (RED PASS LAKE)

2755II (SILURIAN HILLS)

2755III (AVAWATZ PASS)

2. USASMA is constantly updating the BSNCOB. In order to keep one standard, all VTT locations are required to update any equipment, materials, and references identified by USASMA.

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