

Department of the Army  
Headquarters, United States Army  
Quartermaster School  
Fort Lee, VA 23801-1601

## USAQMS MTT SOP

5 October 2010

Administration  
USAQMS Training Management Department

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**Summary.** This SOP prescribes policy and procedures for the Mobile Training Teams program for the United States Army Quartermaster School (USAQMS).

**Applicability.** This SOP applies to the USAQMS and to all subordinate units and departments.

**Suggested Improvements.** Send comments and suggested improvements to the QMS Operations Officer [walter.llamas@conus.army.mil](mailto:walter.llamas@conus.army.mil).

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### Standing Operating Procedures (SOP) for QMS Mobile Training Team (MTT)

#### 1. References

a. TRADOC Regulation 500-2, Taskings and Individual Augmentation Management, 28 December 2006.

b. QMS FY 11 Command Training Guidance, 9 September 2010.

2. This SOP details the actions and responsibilities of customer units, Department Directors, QMS Staff sections and coordinators as they pertain to the USAQMS MTT Program.

### 3. Responsibilities:

<p>“Department Directors” is defined as: Department Directors, OTMD, JCCOE, ADFSD, LTD, PWD and JMAC. “QMS Staff Section” is defined as: Operations Section.</p>
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#### a. Requesting Unit:

- (1) Identify MTT needs and/or requirements.
- (2) Submit Training Resource Arbitration Panel (TRAP) request for training through unit level training office, to installation G3, to its MACOM and TRADOC. National Guard and Reserve Forces will submit requests through their respective Bureaus or State approval offices, (See Annex B).
- (3) In order to request an "off-line" TRAP, please follow the same flow as requesting through the official TRAP process. The major area of difference for the training departments is resource based. In an official TRAP, additional resources can be requested from TRADOC. In an "off-line" TRAP, the department must approve or disapprove the training within their current resources.
- (4) Select primary and alternate course dates for MTT. Submit the request at least 90 days prior to the requested training date.
- (5) Provide travel and per diem for instructors to support the requested training as determined by TRADOC policies.
- (6) Unit is authorized and required to coordinate directly with School/Department once the MTT is approved.
- (7) Establish a primary and alternate point of contact for the training.
- (8) Provide classroom space and training area based on coordination with MTT personnel.
- (9) Provide equipment and resources for training as required by School/Department to conduct MTT.
- (10) Provide training feedback 72 hours after completion of training to School/Department.
- (11) Complete the course critique (one per student).

**b. Department Directors:**

- (1) Coordinate all MTTs through the Operations and Training Management Department (OTMD), (See Annex B).
- (2) Conduct mission analysis for MTT request and provide feedback to the OTMD director on the outcome.
- (3) Identify all requirements that are needed to include funding, equipment and personnel to support MTT.
- (4) Prepare and submit temporary duty documents for approval, (minimum of two weeks prior to departure of MTT).
- (5) Submit country clearance, if required.
- (6) Coordinate all OCONUS pre-deployment training if needed.
- (7) Personnel supporting OCONUS missions will have an active Personnel Recovery Mission Software (PRMS) digital file prior to travelling. You must submit a PRO-file survey using, <https://medinah.sed.monmouth.army.mil/pro-file>, which requires the AKO user name and password.
- (8) Coordinate directly with requesting unit once the MTT is approved.
- (9) Establish student evaluation procedures.
- (10) Coordinate with Academic Records for certificates one week prior to MTT.
- (11) Provide trip report and after action report 72 hours after training completion (See Annex A).
- (12) Provide Academic Records with a complete roster within 72 hours after training completion of all personnel who successfully completed the training.
- (13) Maintain communication with MTT while deployed.
- (14) Provide a course critique to the requesting unit.

**c. QMS Operations Office:**

- (1) Assist with coordination and the process of MTT requests.
- (2) Track all MTTs and update the command group.

**d. QMS Operations and Training Management Department:**

- (1) Approve and track all MTT requests.
- (2) Use Army Training Requirements and Resources System to manage MTTs.
- (3) Assist departments and requesting units with MTT requirements.
- (4) Coordinate with CASCOM and TRADOC G3 on all MTT missions.

//Original Signed//  
ALEXANDER DAVIS  
Director, Operations and Training  
Management Directorate

Annexes:

- A. AAR/Trip Report
- B. MTT flowchart
- C. MTT OPORD
- D. MTT Checklist

**ANNEX A to MTT SOP (AAR/Trip Report)**

Instructions: this AAR must be completed within 3-days of mission completion. The senior instructor is responsible for the AAR and its content. It must be in enough detail to provide QMS leadership a complete picture of how well this training was provided, received and supported. Be concise but detailed in your write-up.

Date of Report\_\_\_\_\_

**QMS MTT AAR**

Department: \_\_\_\_\_ MTT Course  
Taught\_\_\_\_\_

TRADOC Tasking # \_\_\_\_\_ Date of MTT:  
\_\_\_\_\_

MTT Location: \_\_\_\_\_ Supported Unit:  
\_\_\_\_\_

Instructors name/contact information:  
\_\_\_\_\_

1. Address any funding issues here. Such as, was funding provided in advance as required? Did you receive the funding/LOA at least 2-weeks in advance of travel for DTS purposes? Any improvement in this area can we make?

2. Address training issues here.

- Did students meet the prerequisites as required? If not how did you work this out?
- How many students were you expected to train and then how many did you actually train?
- Did training start and end on time? Give specifics if not and how you were able to make up any lost time?

- Additional comments:

3. Address unit support issues here. Such as did requesting unit POC provide all the support facilities as required? Was the unit prepared for your arrival and setting up classroom or support site? Was there any issue with getting the support from requesting unit? If you had any unit provided issue, did their unit leadership work to get it resolved?

4. Address any automation support here. Such as did you have all the automation support required to conduct your MTT? If the unit was required to provide some type of automation support—was it provided as required? If not how did you fix this issue and did it affect your training?

5. Address any academic record issues here. Such as, has student information been provided to QMS Academic Records for recording in ATRRS? Did students get a diploma or certificate of training before you left the training site? If not what action is still left to be done and suspense date to get it done? Have student grades been posted to Resident Individual Training Management System (RITMS) and if not explain what is left to be done and a suspense date to get it done?

6. Address any out-brief issues here. Such as, who did you provide a training complete out-brief too when the training was completed? Was the unit leadership and students satisfied with training that we provided? Did we provide the training that was requested—were we on target with our training?

7. Address any additional issue(s) you wish to make about your MTT mission here. This part can also be used to address ways to improve your MTT or this AAR report.

SIGNATURE of Instructor who prepared this report:

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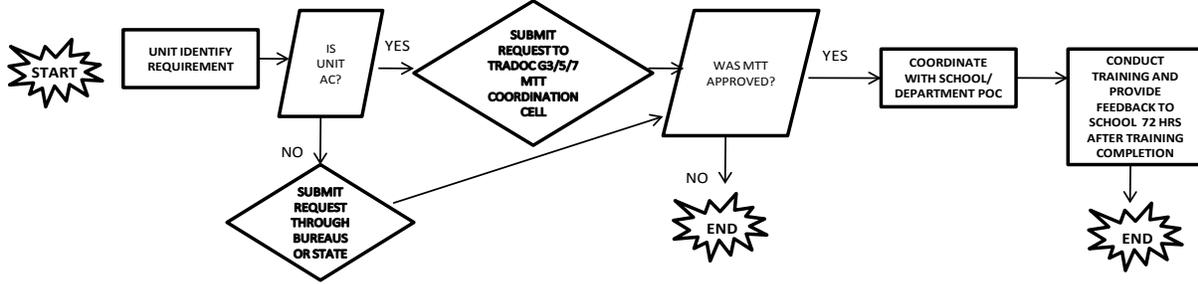
SIGNATURE of Division Chief:

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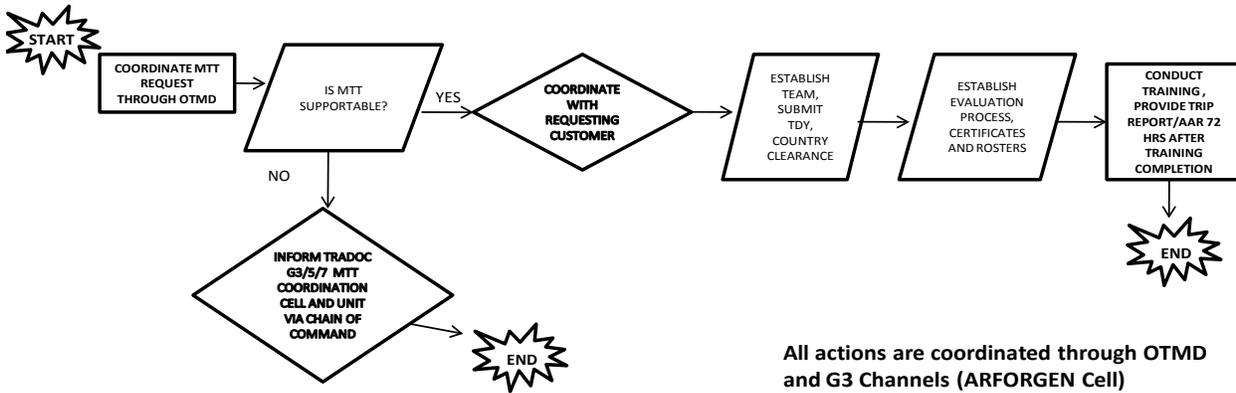
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ANNEX B to MTT SOP

REQUESTING UNIT PROCESS



DEPARTMENT DIRECTORS PROCESS



All actions are coordinated through OTMD and G3 Channels (ARFORGEN Cell)

**ANNEX C to MTT SOP (OPORD Format)**

HQ, USAQMS  
Fort Lee, VA  
Date

TIME ZONE:

References:

Task Organization:

1. (U) **SITUATION:**
2. (U) **MISSION:** 5Ws
3. (U) **EXECUTION.**
  - a. (U) Commander's Intent
  - b. (U) End State.
  - c. (U) Concept of operations.
  - d. (U) Tasks to Staff.
  - e. (U) Coordinating Instructions.
  - f. (U) Requesting Unit responsibilities.
4. (U) **SERVICE SUPPORT .**
5. (U) **COMMAND AND SIGNAL:**
  - a. (U) Command: N/A
  - b. (U) Signal: N/A

**ANNEXES (As required)**

## **Annex D to MTT SOP (Checklist)**

- Contact POC at least 30 days prior to departure.
- Department Directors submit request for certificates to the Academic Records a week before departure date. All requests are to be sent to Academic Records located in building 4225.
- All personnel (military and civilian) get with department operations section to verify flight and rental car are reserved.
- Reserve lodging.
- Coordinate with Academic Records to pick up certificates one week prior to MTT
- Ensure that the class folder is complete with all appropriate documents as follows:
  - Risk assessment
  - Blank class sign in roster
  - Equipment checklist
  - POC contact information
  - Copies of all required forms
- Make sure that all MILITARY GOVCC accounts are active before traveling
- Take enough supplies to be self sufficient for the entire training period.
- Take laptop with printer.
- Take POI book and all applicable manuals.
- Once at location meet with the POC to ensure all facilities and equipment are synchronized.
- Send daily SITREP to your department operations sections.
- Prior to departing from the training location, send the grades and any failures to your department operations section.
- Counsel any failures to ensure he/she understands the criteria and the standards.
- Conduct training AAR on site.
- Do your trip report and AAR in writing and submit to your department operations section.

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- Provide Academic Records with a complete roster of all graduates of the training.
- Department forwards copy of trip report and AAR to OTMD, Operations section.