

United States Army Signal School Detachment (USASSD)

Building 8606, 6th Armored Cavalry Rd

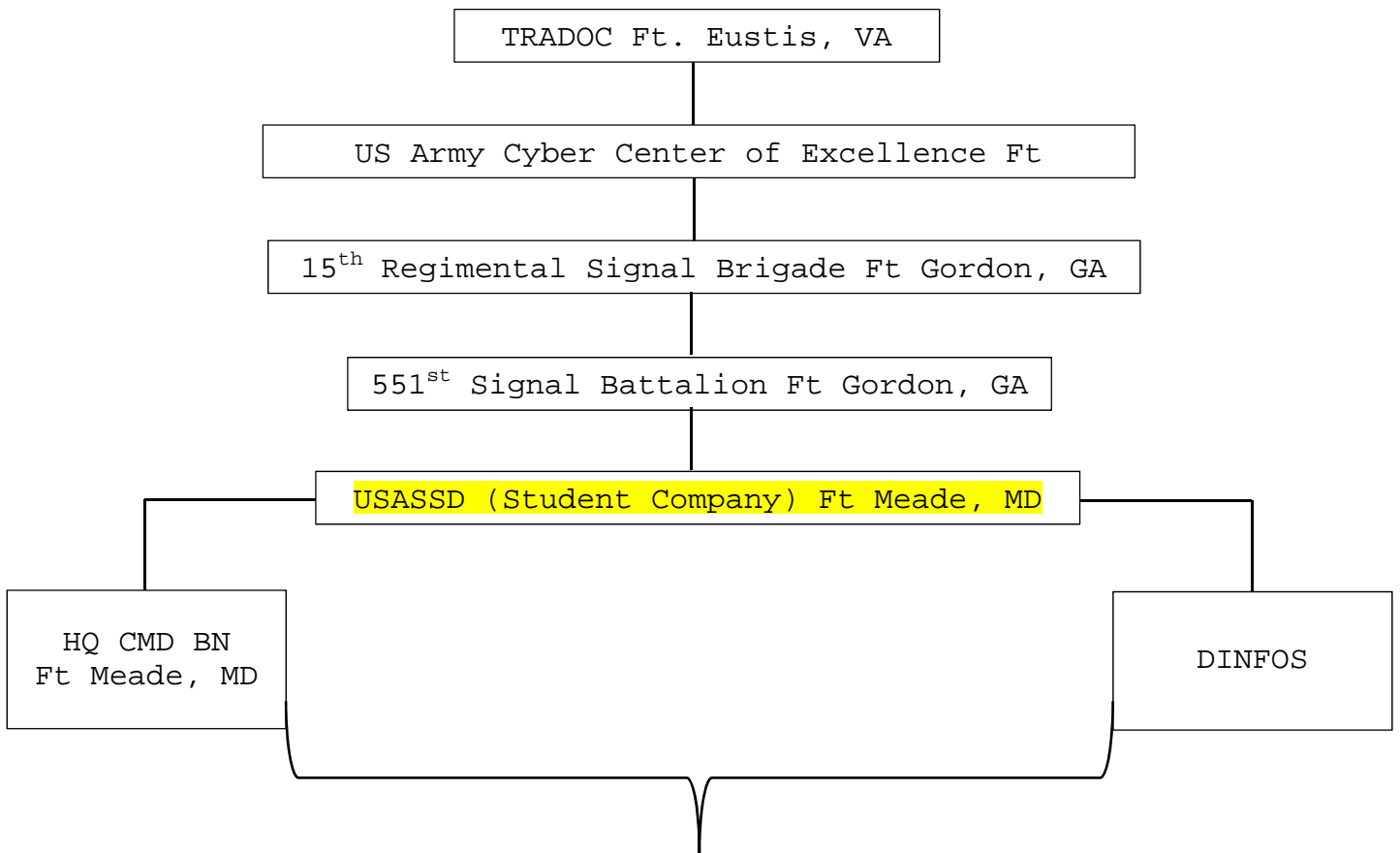
Fort Meade, MD 20755



MISSION: The Mission of the United States Army Signal School Detachment is to train and educate motivated, self-disciplined, physically fit, technically and tactically competent "Warrior Communicators." The goal is to send to the force warriors who live by the Army Values, Warrior Ethos, the Soldier's Creed and are able to contribute successfully to their first unit of assignment. Provide administrative and logistical support to the Advanced Courses and Officer Courses offered through the Defense Information School (DINFOS) as well as UCMJ authority for the Non-Commissioned Officer Academy (NCOA) Detachment.

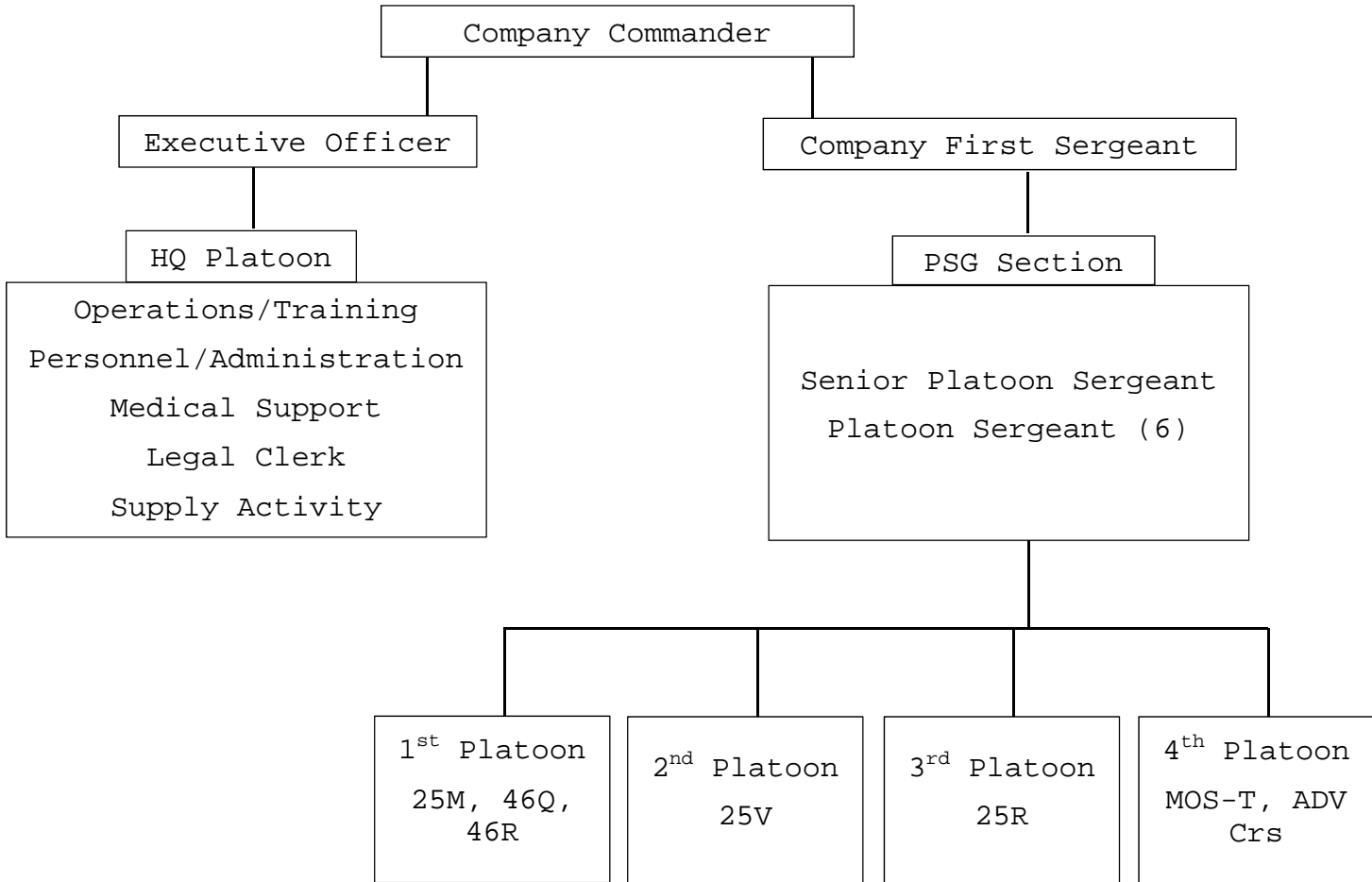
ORGANIZATION:

ARMY DETACHMENT REPORTING STRUCTURE



Partner Organizations with existing Memorandums of Agreement

ARMY DETACHMENT COMMAND STRUCTURE



ARMY DETACHMENT RESPONSIBILITIES

General:

USASSD provides command and control, administrative, TRADOC Regulation (TR) 350-6 required training, physical fitness training, logistical support, housing, leadership development, and professional development to all personnel assigned or attached to Student Company.

Staff:

Company Commander - Commands an Army Signal Company in a Joint Service training environment for Army Career Management Fields 25 and 46. Responsible for Advanced Individual Training Soldiers, Prior Service Reclassified Soldiers (MOS-T), and Advanced Course Students to include Officers taking Public Affairs course. Responsible for the welfare, housing, administration, discipline, and Army required training for 20-25 permanent party Soldiers and at any given time 100-250 Initial Entry Trainees (IET), MOS-T, and Advanced Course Soldiers. Responsible for the development and professional training of all permanent party Soldiers and provides mentorship to one permanent party Officer.

Company First Sergeant - Manages the professional development of all enlisted Soldiers permanently assigned to the unit. Directly executes and oversees all Company procedures to include: administrative, training/operations, physical/personnel security, logistics support, and health/welfare of all IET and MOS-T Soldiers. Directly supervises and accountable for the conduct and performance of all Platoon Sergeants. Monitors all training, counseling, and quality of life for all Soldiers assigned or attached to the unit. Is responsible for all barracks operations and coordinates with Garrison level assets to facilitate all building maintenance. Assists Commander in daily operations.

Company Executive Officer - Directly interfaces with higher headquarters to ensure all mandatory training requirements, tasking's, and orders are met. Responsible for the planning of, implementation of, and coordination of all Company level training events. Manages the purchasing, distribution, and allocation of all Company supplies. Manages and oversees the execution of all additional duty appointments. Ensures unit is in compliance with all regulatory guidelines and maintains deployment readiness (MEDPROS). Directly supervises a support staff of up to nine Soldiers and oversees their daily duties.

Responsible for the development and mentorship of all support staff.

Operations and Training - Supervises and plans the daily operations of all company events. Is responsible for the development and publication of all training calendars. Directly responsible for all training requirements are met and that all Soldiers assigned or attached receive credit in the Digital Training Management System. Maintains training records for all Permanent Party, IET, MOS-T, and Advanced Course Soldiers. Directly coordinates and administers all Army Physical Fitness Tests as well as all Height and Weight screenings. Works directly with Battalion and Brigade elements to ensure IET Soldiers common task training requirements are met. Manages all the building and distribution of all DA 1059's for Soldiers that require it.

Administration and Personnel - Provides administrative support to all Permanent Party, IET, MOS-T, and Advanced Course Soldiers. Directly works with the Garrison Military Personnel Division to provide Soldiers: follow on assignment orders, financial and pay issues, leave processing, promotions and flags processing, DA 1059 submissions to HRC, and in-processing/out-processing of all Soldiers. Supports Permanent Party Soldiers with: NCOER/OER processing, PCS/ETS award submissions, leave processing, and all personnel actions. Advises and provides the Commander on all personnel strength shortages/overages, monthly reports, and Unit Commander's Financial Report (UCFR). Is immediately responsible for the coordination of pick up, distribution, and storage of all IET, MOS-T, and Advanced Course Soldiers mail.

Supply Activity - Responsible for providing logistical support and maintenance of buildings and equipment for the entire company. Directly oversees the procurement, allocation, storage, and distribution of all supplies needed to sustain IET and MOS-T Soldiers housed in the barracks as well as Permanent Party

Soldiers working in the building. Responsible for all physical security aspects of the unit to include key control and arms room management. Advises the Commander and Executive Officer on annual supply budget and most cost efficient courses of action. Manages the Commander's hand receipt. Responsible for all vehicle assigned to the unit through the Garrison. Coordinates with different logistical agencies to augment supply support.

Legal - Directly advises and informs the Commander on all Uniform Code of Military Justice Actions associated with all Soldiers assigned or attached to the unit. Performs all legal tasks associated with the execution of Article 15's and Chapter Separations. Works directly with the Garrison Staff Judge Advocate (SJA) to administer all UCMJ actions. Provides IET Soldiers with fundamental training on the role of UCMJ and SJA as part of mandatory Army training requirements.

Medical Support - Responsible for the safety of and general health of all Soldiers assigned or attached to the unit. Provides immediate and first responder support at all training events to include physical fitness training. Advises the Commander and Company First Sergeant on all course of action related to Soldier health issues. Manages the medical readiness (MEDPROS) for all Permanent Party Soldiers. Coordinates with Garrison health agencies to provide efficient support to IET and MOS-T Soldiers. Assists in unit training of common warrior tasks as well as hot/cold weather injury prevention.

Platoon Sergeants - Immediate supervisors of all IET, MOS-T, and Advanced Course Soldiers. Responsible for the accountability, training of, and development of all Soldiers. Advises the Commander and Company First Sergeant on all actions related to the Soldier. Performs phase up testing and leadership development for all IET Soldiers. Directly executes all PRT and training events. Manages day to day Soldier issues and works closely with DINFOS instructors to ensure Soldiers are taken care of.

Standard Weekly Student Schedule:

1) IET and MOS-T Soldiers are in a trainee status and fall directly under all rules and regulations within TR 350-6. The following schedule is a typical week at Student Company but is always subject to change based on mission requirements.

a) Weekly -

- * Monday - Physical Readiness Training(PRT), DINFOS MOS training, Warrior Tasks and Battle Drills.
- * Tuesday - PRT, DINFOS MOS training, Platoon Sergeants time/counseling's. (Occasional mandatory Army Training)
- * Wednesday - PRT, DINFOS MOS Training, Phase up testing.
- * Thursday - PRT, DINFOS MOS Training, Mandatory Army Training.
- * Friday - PRT, DINFOS MOS Training
- * Saturday and Sunday - Personal time and recall accountability formations.

b) Daily -

0430-0500: First Call accountability formation
0500-0600: Physical Readiness Training
0600-0720: Personal hygiene and breakfast
0720-0800: Formation, inspection, movement to DINFOS
0800-1130: DINFOS MOS training
1130-1300: Lunch and open office hours at the detachment
1300-1600: DINFOS MOS training
1600-1730: recall formation, Army required training, Sergeants Time training, or personal time
1730-1830: Dinner
1830-2100: Barracks maintenance, study hall, personal time
2100-0430: Bed checks and fireguard duty

c) Weekends -

Saturday

0800-0830: First formation and accountability

0830-0930: Breakfast

0930-1200: Mandatory training makeup, barracks
maintenance

1200-2000: Phase V and Phase V+ Soldiers can sign out

1300 and 1700: Phase IV Soldiers accountability
formations

2100: Phase IV Soldiers bed checks

0000: Phase V and Phase V+ Soldier bed checks

Sunday

0800-1300: Chow and personal time to include religious
services

1300-1330: First accountability formation

1330-1730: Barracks maintenance and phase up training

1730-1830: Dinner

1830-2100: Personal time and study hall

2100-0430: Bed check and fire guard