

MEMORANDUM OF UNDERSTANDING  
BETWEEN

U.S. ARMY SOLDIER SUPPORT INSTITUTE

U.S. ARMY TRAINING CENTER AND FORT JACKSON

U.S. ARMY TRAINING AND DOCTRINE COMMAND

AND

U.S. AIR FORCE AIR EDUCATION AND TRAINING COMMAND

AND

U.S. MARINE CORPS COMBAT DEVELOPMENT COMMAND

AND

CHIEF OF NAVAL EDUCATION AND TRAINING

SUBJECT: Postal Training

1. PURPOSE: The purpose of this Memorandum of Understanding (MOU) is to define the roles of the U.S. Army Soldier Support Institute (USASSI), U.S. Army Training Center and Fort Jackson (USATC&FJ), South Carolina; U.S. Army Training and Doctrine Command (TRADOC), Fort Monroe, Virginia; U.S. Air Force Air Education and Training Command (AETC), Randolph Air Force Base, Texas, the U.S. Marine Corps Combat Development Command (MCCDC), Quantico, Virginia; and the Chief of Naval Education and Training (CNET), Pensacola, Florida, concerning Postal Training taught at USATC&FJ.

2. REFERENCE:

a. AR 351-9, OPNAVINST 1500.27D, AFR 50-18, MCO 1580.7C, Interservice Training.

b. TRADOC Regulation 351-1, Training Requirements Analysis System (TRAS).

3. PROBLEM: To specify guidelines, channels of command, control and coordination attendant to perform host/tenant support responsibilities.

4. SCOPE: This MOU delineates specific responsibilities and procedures for conducting the consolidated Postal Training between USASSI, USATC&FJ, AETC, MCCDC, and CNET and support needed by U.S. Army personnel to accomplish this training. Included in its scope are course design and development, Program of Instruction (POI) modification, and training support requirements.

5. TERMS AND CONDITIONS:

a. Administration.

(1) The U.S. Army Soldier Support Institute will:

(a) Provide standards on academic requirements.

(b) Coordinate any administrative or academic policy changes which affect USMC, USAF, or USN personnel with the Commanding Officer, Marine Corps Detachment, (MCD); Commanding Officer, U.S. Air Force (USAF) Detachment (for administrative changes) or Training Manager, 335 TRS/TOT, Keesler AFB, MS (for academic policy changes); CO Naval Detachment, respectively, or their designated representative.

(c) Act as host for Adjutant General School who conducts the consolidated Postal Training courses taught at Fort Jackson and provide Instructor Training Course (ITC) certification and faculty development courses, as required, plus participation in the established instructor recognition program.

(d) Determine the annual training requirement during the Department of the Army Structure Manning Decision Review process as defined in AR 350-10, Management of Army Individual Training Requirement and Resources.

(e) Prepare TRAS documents IAW TRADOC regulation 351-1.

(f) Designate the senior noncommissioned officer/petty officer from all the participating Services to be the Senior Enlisted Instructor/Class Advisor for the Interservice Postal Training Activity.

(g) Provide classrooms and administrative space.

(2) The U.S. Army Training Center and Fort Jackson will act as the installation host for the consolidated Postal Training courses taught at Fort Jackson and provide:

(a) Appropriate facilities to support training as required. This includes quarters for permanent party, dining facilities, training areas, and quarters for students.

(b) Barracks/facilities which allow the USAF, USMC, and USN Detachment Commanders to maintain unit integrity, as much as possible.

(3) The AETC, MCCDC, and CNET will:

(a) Coordinate personnel administrative functions in support of students directly with the USASSI.

(b) Conform to local U.S. Army policies and Standing Operating Procedures in all instances except where they are in direct conflict with respective USAF, USMC, and USN regulations. These conflicts will be resolved between each Service's Detachment Commander and USASSI officials.

1) Parades/Ceremonies: Other Services' students/instructors will normally not participate in Post or Troop/Brigade parades or ceremonies. On an exception basis, after coordinating with the appropriate Detachment Commander, students may participate in major ceremonies such as Armed Forces Day and Veteran's Day.

2) Physical Training (PT): Student and instructor personnel will participate in a PT program IAW their Service's existing policies and regulations.

(c) Provide orientation on Service unique requirements.

(d) Assist USASSI in applying the Systems Approach to Training (SAT) in the areas of analysis and design, and provide Subject Matter Experts (SME) as required to support related training requirements.

(e) Furnish the estimated training requirements projected by fiscal year (FY) to the Army in time to be included in the proper financial planning cycle, but NLT 1 March.

(f) Exercise, through their Detachment Commander, all authority associated with command including, but not limited to, administrative control, awards, pay, legal, police call, and internal training matters.

(g) Retain UCMJ authority over respective service personnel stationed or undergoing instruction at the host service training location.

(4) MCCDC will provide a postal officer to serve as the Director of the Interservice Postal Training Activity.

b. Concept of Operations. The Programs of Instruction (POI) for the consolidated Postal Training courses are an Army (USASSI) responsibility. Any changes to the POI will be fully staffed with AETC, CNET, and MCCDC, and mutually agreed upon prior to incorporation into the formal curriculum.

(1) USASSI will:

(a) Provide instructor personnel to share proportionately in the consolidated instruction as determined IAW Manpower Analysis Procedures, Interservice Training Review Organization.

(b) Manage existing uniform academic recycle and student release policies. Administrative recycling or release of USAF, USN, and USMC students will be coordinated between the appropriate Senior Enlisted Advisor and USASSI training representatives.

(c) Provide training materials (to include equipment and facilities) required to support USAF, USMC, and USN students in the consolidated courses.

(d) Provide the participating Services periodic reports on the academic status of their students.

(e) Assign USAF, USMC, and USN instructors commensurate with their rank and experience.

(f) Ensure that additional duties for students or instructors within the Interservice Postal Training Activity are coordinated with the USA, USAF, USMC, and USN Detachment Commander.

(g) Render efficiency/fitness reports or inputs to efficiency/fitness reports as required by existing policies and service regulations.

(h) Provide administrative and logistical support to the Interservice Postal Training Activity as required.

(i) Coordinate for service unique administrative support with parent organizations proximate to Fort Jackson.

(2) AETC, MCCDC, and CNET will:

(a) Provide instructor personnel to share proportionately in the consolidated instruction as determined IAW Interservice Training Review Organization (ITRO) Manpower Analysis Procedures.

(b) Provide instructional personnel who are technically qualified and fully integrate them into the instructional element.

(c) Ensure that instructors meet the standards of performance, personal, and professional conduct required by their assigned service, and serve normal, stabilized 3-year terms and provide timely replacements to the maximum extent possible.

(d) Advise the USASSI academic department of scheduled leave for USAF, USMC, and USN instructors.

(e) Render efficiency/fitness reports as required by existing policies and service regulations.

(f) Assign additional duties as delineated in Memorandum of Agreement with parent unit to support their Services' functions.

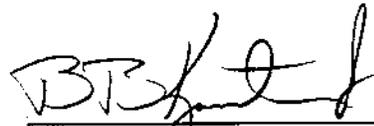
(g) Participate in cleanup of classrooms and common areas within the Interservice Postal Training Activity.

6. TERMS OF UNDERSTANDING. The terms of this MOU may be reviewed and supplemented by mutual consent, provided such changes are accomplished by written agreement and attached hereto. Provisions of this agreement will be reviewed annually on the anniversary date or when ITRO funding procedures change.

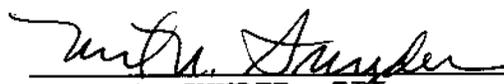
  
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