

**ARNG-SLC - Student Orientation
805B-PCB9T001 / Version 2.1
Effective Date Not Assigned**

SECTION I. ADMINISTRATIVE DATA

All Course Masters/POIs Including This Lesson	Courses				
	<u>Course Number</u>	<u>Version</u>	<u>Title</u>	<u>Phase</u>	<u>Status</u>
	805B-79T4 (SLC)	2.2	ARNG Recruiting and Retention SLC (Draft)	N/A	Analysis
	POIs				
	<u>POI Number</u>	<u>Version</u>	<u>Title</u>	<u>Phase</u>	<u>Status</u>
	805B-79T4 (SLC)	2.2	ARNG-SLC-Senior Leader Course Draft 31jan14	0	Analysis
Task(s) Taught(*) or Supported	<u>Task Number</u>		<u>Task Title</u>		
	None				
Reinforced Task(s)	<u>Task Number</u>		<u>Task Title</u>		
	None				
Knowledge	<u>Knowledge Id</u>	<u>Title</u>	<u>Taught</u>	<u>Required</u>	
	K1452	Know Waiver Procedures	Yes	Yes	
	K1390	Know Microsoft Office Suite	Yes	Yes	
	K1414	Know Recruiting Doctrine	Yes	Yes	
	K1501	Knowledge of Graphical Accessions Mapping Analysis Tool (GAMAT)	Yes	Yes	
	K1495	Know Windows Operating Systems	Yes	Yes	
	K1502	Knowledge of Leader Zone	Yes	Yes	
	K1415	Know Recruiting Operational Environment	Yes	Yes	
	K1504	Knowledge of RMZ	Yes	Yes	
	K1505	Knowledge of RZ Calendar	Yes	Yes	
	K1511	School Zone (SZ)	Yes	Yes	
	K1298	Know ARNG Strength Maintenance Objectives	Yes	Yes	
	K1283	Know Army National Guard (ARNG) Programs and Options	Yes	Yes	
	K1411	Know Recruiter Zone Application	Yes	Yes	
	805B-K-0079	Know Guard Incentive Management System (GIMS)	Yes	Yes	
	K1286	Know Army Physical Readiness Training	Yes	Yes	
	K1273	Know After Action Review process	Yes	Yes	
	1409	Know Recruit Sustainment Program (RSP)	Yes	Yes	
	K1433	Know State Marketing Plan	Yes	Yes	
	K1293	Know ARNG Career Planning	Yes	Yes	
K1410	Know Recruiter Temporary Reservation System (RTRS) application	Yes	Yes		

Skill	<u>Skill Id</u>	<u>Title</u>	<u>Taught</u>	<u>Required</u>
	805B-S-0007	Operate A Computer	Yes	Yes
	S2030	Navigate the Internet	Yes	Yes
	S0372	Navigate the Defense Travel System (DTS) System	Yes	Yes
	S0393	Perform Coaching	Yes	Yes
	S0389	Perform Analysis of Information	Yes	Yes
	S0396	Perform Goal Setting	Yes	Yes
	S0398	Perform Organizational Skills	Yes	Yes
	S0390	Perform Army Writing Skills	Yes	Yes
	S0392	Perform Capturing Data	Yes	Yes
	S0402	Perform Problem Solving	Yes	Yes
	S0388	Perform After Action Review	Yes	Yes
	S0355	Navigate Computer Software	Yes	Yes
	S0434	Utilize Active Listening	Yes	Yes
	S0404	Perform Research Skills	Yes	Yes
	S0376	Navigate the Report Management Zone (RMZ)	Yes	Yes
	S0364	Navigate Leaders Zone	Yes	Yes

**Administrative/
Academic
Hours**

The administrative/academic hours required to teach this lesson are as follows:

<u>Academic</u>	<u>Resident Hours / Methods</u>		
Yes	0 hrs	10 mins	Conference/Discussion
No	2 hrs	40 mins	Conference/Discussion
<hr/>			
Total Hours:	3 hrs	0 mins	

Test Lesson(s)

<u>Hours</u>	<u>Lesson Number Version</u>	<u>Lesson Title</u>
None		

**Prerequisite
Lesson(s)**

<u>Hours</u>	<u>Lesson Number Version</u>	<u>Lesson Title</u>
None		

**Training
Material
Classification**

Security Level: This course/lesson will present information that has a Security Classification of: U - Unclassified.

**Foreign
Disclosure
Restrictions**

FD5. This product/publication has been reviewed by the product developers in coordination with the SMTC-RRS foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

References

<u>Number</u>	<u>Title</u>	<u>Date</u>
FM 7-22	Army Physical Readiness Training (Change 001 05/03/2013 8 Pages	26 Oct 2012

**Student Study
Assignment**

No study assignment

**Instructor
Requirements**

SMTC Qualified Instructor(s) each instructor must be familiar with the Interactive MOBI learner system.

Support Personnel Requirements

None

Additional Support Personnel RequirementsNameStudent RatioQtyMan Hours

None

Equipment Required for InstructionID - NameStudent RatioInstructor RatioSptQtyExp

6130-01-C12-1514 - Power Supply Assembly, TYX: Battery Back Up UPS APC

1:5

1:1

No

0

No

6730-01-C07-0756 - Projector, LCD/DLP: ELP7200 Epson

0:0

1:1

No

0

No

6730-01-C13-1784 - Screen Projection, Rear/Fixed or PT: 980S Quartet

0:0

1:1

No

0

No

702101C056576 - COMPUTER, PERSONAL WORKSTATION

0:0

1:1

No

0

No

702101C161319 - COMPUTER MICRO LAP TOP PORTABLE AC

1:1

0:0

No

0

No

7025-01-559-1352 - Display Unit: Smartboard White 64

0:0

1:1

No

0

No

7520-00-138-7981 - Marker Assortment, Tube Type

1:1

5:1

No

0

No

7520-01-C12-6434 - Easel, portable with/without Access TY SZ AA: QRT500TE Quartet

1:5

1:1

No

0

No

7730-01-C09-7569 - Television Large Screen, with Stereo Speakers: Regza 42RV530U Toshiba

0:0

2:1

No

0

No

*(Note: Asterisk before ID indicates a TADSS.)***Materials Required***Instructor Materials:*

Instructor will need, all regulation, powerpoint slides, Rubric, and Checklist.

Student Materials:

Student will need, all regulation, Rubric, and Checklist.

Classroom, Training Area, and Range RequirementsID - NameQuantityStudent RatioSetup MinsCleanup Mins17120-M-1600-40
Classroom, Multipurpose, 1600 Square Feet, 40 Students

1:16

10

10

Ammunition RequirementsDODIC - NameExpStudent RatioInstruct RatioSpt Qty

None

**Instructional
Guidance**

NOTE: Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.
Instructors must ensure the Operating Environment (OE) is addressed throughout the lesson.

**Proponent Lesson
Plan Approvals**

<u>Name</u>	<u>Rank</u>	<u>Position</u>	<u>Date</u>
None			NO DATA

SECTION II. INTRODUCTION

Method of Instruction: Conference/Discussion
Instr Type (I:S Ratio/Qty): 79T Certified Instructor (1:16/0)
Time of Instruction: 5 mins
Instructional Strategy: Small Group Instruction

Motivator

Show VU 1: Title Slide

I'd like to welcome you to the Recruiting and Retention NCO Academy located here at the Lavern E. Weber National Guard Professional Education Center (NGPEC). It is important that you understand and follow the information contained in this lesson. Failure to comply with the established policies and procedures for this school, or failure to maintain a professional appearance or attitude could result in dismissal from the course.

Terminal Learning Objective

NOTE. Inform the students of the following Terminal Learning Objective requirements.
At the completion of this lesson, you [the student] will:

Action:	Students receive an overview of course contents and expectations.
Conditions:	Given Student publications and materials.
Standards:	Identify the course requirements

Safety Requirements

In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil consideration, (METT-TC).

No food or drink is allowed near or around electrical equipment (CPU, file servers, printers, projectors, etc.) due to possible electrical shock or damage to equipment. Exercise care in personal movement in and through such areas. Avoid all electrical cords and associated wiring. In the event of an electrical storm, you will be instructed to power down equipment. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

In the event of a tornado, or other adverse weather, designated storm shelters provide protection. In Saratoga Hall, the designated storm shelters are: all latrines.

Risk Assessment Level

Low - Power and Data Cables on the floor.

Assessment: Power cords and data cables may cause a potential tripping hazard.

Controls: Tape or secure cables to the floor.

Leader Actions: Inspect classroom prior to training. Periodically remind students to look down before they move their feet.

Low - Food or drink near computer and electrical equipment.

Assessment: Food or drinks may spill into electrical equipment and cause an electrical shock and damage equipment.

Controls: Do not allow food or drink around electrical or computer equipment.

Leader Actions: Inspect classroom prior to training. Identify and correct violations.

Low - Electrical storm

Assessment: During an electrical storm, surges of electricity can be passed through electrical equipment and can pose a hazard to equipment users.

Controls: Power down all electrical equipment.

Leader Actions: Conduct exterior inspection of building to ensure no tree limbs are in contact with the building. Locate fire extinguisher(s) and first aid kit(s) and ensure they are functional.

Low - Inclement Weather

Assessment: Tornadoes, hurricanes or other tropical storms can pose a huge safety risk.

Controls: In an emergency, move towards designated storm shelters.

Leader Actions: Identify storm shelters in the building and brief students.

Environmental Considerations

NOTE: Instructor should conduct a Risk Assessment to include Environmental Considerations IAW FM 3-34.5, Environmental Considerations {MCRP 4-11B}, and ensure students are briefed on hazards and control measures.

Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

It is the responsibility of all Soldiers and DA Civilians to protect the environment from damage.

Instructional Lead-in

Imagine having all the time in the world, what would you do? Who would you see? Where would you go? Do you have a bucket list that you want to complete before you die? Do you have a family that you enjoy spending your off time with? Do you have hobbies, educational, or other pursuits that beckon for your time outside of the Guard? This is why time management is so important. Having the time to do everything you want to do while getting your mission complete is the ultimate goal.

SECTION III. PRESENTATION

TLO - LSA 1. Learning Step / Activity TLO - LSA 1. Student Materials/ Examination Protocol/
Student Guide

Method of Instruction: Conference/Discussion

Instr Type (I:S Ratio/Qty): 79T Certified Instructor (1:16/0)

Time of Instruction: 10 mins

Instructional Strategy: Small Group Instruction

Media Type: PowerPoint Presentation

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a
Security Classification of: U - Unclassified.

Show VU 2: Welcome slide (CW3 Runyan)

Instructor Note: Make sure to divide the students up at their tables, to separate know
peers to enhance the diversity and discussion of the class.

Show VU 3: Examination Policies

a. The following items are not allowed to be used during an examination:

- (1) No cell phones allowed.
- (2) No mass produced notes.
- (3) No materials from another student.
- (4) No practical exercises.

Check on Learning:

1. True or False: Students are allowed to use mass
produced notes?

Answer: False

2. True or False: Student are allowed use dip (tobacco
products) in the designated smoking area?

Answer: True

Review Summary:

Summarize the learning activity.

TLO - LSA 2. Learning Step / Activity TLO - LSA 2. General Policies and Procedures

Method of Instruction: Conference/Discussion

Instr Type (I:S Ratio/Qty): 79T Certified Instructor (1:16/0)*

Time of Instruction: 30 mins

Instructional Strategy: Large Group Instruction

Media Type: PowerPoint Presentation

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a
Security Classification of: U - Unclassified.

Note: Marked as (*) is derived from the parent learning object

Show VU 4: General Policies and Procedures

NOTE: Refer the students to Student Guide para. 2-12 and discuss classroom conduct.

b. Discuss the following policies from the Student Guide:

- (1) Classroom rules listed.
- (2) Use of tobacco products in classroom.
- (3) Use of food or drinks in the classroom.
- (4) Coffee Soldier.
- (5) Did anyone bring a weapon?
- (6) Designated smoking areas.
 - (a) Head gear is worn at all times.
 - (b) Stay off walkways and remain under pavilion at all times.

c. Discuss marching movement to and from training with students. Inform the class they are being watched! Remind them we are in a NCO Academy and it is part of our curriculum not a punishment.

- (1) Ensure nothing is in the right hand.
- (2) Backpacks must be IAW AR 670-1 and all pertinent ALARACTS. (While in formation everyone must have a backpack or they will be carried in their left hand).
- (3) Motivation – sounding off; you will be evaluated on your motivation.
- (4) Motto used when PLT is called to attention.

NOTE: Students are to collectively decide on the Class Motto. Student 1SG will provide the Class Motto to the SGL for approval; this will be done by COB day 2.

NOTE: VU #5 Through VU #14 are self explanatory. However you will need to infuse examples where you see fit to ensure that each policy or procedure is fully understood by the student.

Show VU 5: Parking and Traffic (Identify the Parking Area and the Traffic)

Show VU 6: Alcohol Use (Slide #1)

- State Arkansas Law = .08 BAC
- Post Policy = .05 BAC
- Alcohol Incident = DISENROLL FROM COURES!!!!

Show VU 7: Alcohol Use (Slide #2)

NOTE: Ensure Student understand the PEC Policy is not the same as home state policies and procedures and each student must adhere to the policies set forth by this installation.

Show VU 8: Chaplain Support PEC POC (Chaplain: MAJ Paul Douglas)

- The Command Chaplain is available to you 24 hours a day, 7 days a week. (You may call or text)
- CH (MAJ) Paul Douglas
- Location: Patriot Hall (Bldg. 3500-F118)
- Office Number (501) 212-4254, Cell Number (501) 413-3765, DSN 962-4254
- Email: paul.n.douglas.mil@mail.mil

Show VU 9: Sexual Assault Response Coordinator PEC SARC POC (MAJ Burke Sorenson)

- 24/7 personal assistance is available to you here at Camp Robinson if you believe you have experienced a sexual assault you can talk through options and resources available to you.

- SARC: MAJ Burke Sorenson

- Location: Patriot Hall (Bldg. 3500-G1)

- Office Number (501) 212-4667, Cell Number (501) 554-4810, DSN 962-4667

- DoD Helpline: (877) 995-5247

- Email: burke.d.Sorenso.mil@mail.mil

Show VU 10: Army Professionals

- Military Expertise – Our Ethical Application of Landpower

- Honorable Service – Our Noble Calling to Service and Sacrifice

- Trust – The Bedrock of our Profession

- Stewardship of Profession – Our Long Term Responsibility

Show VU 11: Every Soldier is a Sensor (ES2)

- Know your Operational Environment

- Soldier provide concise and accurate reports

- Leaders collect, process and disseminate information

- Feedback and assessment mechanism improvement

- Intelligence is every one's responsibility

Show VU 12: Policy Letters – Policy Letter are posted in the student break area.

Show VU 13: Emergency Action Plan Active Shooter

- Evacuate - (Use slide for details)

- Hide Out - Lock Down (Use slide for details)

- Talk Action -last resort (Use slide for details)

Show VU 14: General Safety Guidance

- Hydrate yourselves

- Authorized running routes

- Safety in numbers

- Designated drive/Authorized taxis
- Camp Robinson Police
- Hazardous weather

Check on Learning: What is the post Policy on BAC level?

Answer .05 BAC

Review Summary: Summarize the learned activity and clear up any misunderstandings.

TLO - LSA 3. Learning Step / Activity TLO - LSA 3. Uniforms/Inspections

Method of Instruction: Conference/Discussion

Instr Type (I:S Ratio/Qty): 79T Certified Instructor (1:16/0)

Time of Instruction: 20 mins

Instructional Strategy: Large Group Instruction

Media Type: PowerPoint Presentation

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Show VU 15 and VU 16: Uniforms/Inspections:

a. Uniforms are worn IAW AR 670-1 and all ALARACTS, which means you will not have un-authorized items on your uniforms. If you have any question about this issue, please go through your Chain of Command.

b. The IPFU must be complete and the following items are noted:

- (1) Shorts must be worn when wearing pants.
- (2) White sock with no logos.
- (3) No logo on gloves or caps.
- (4) No Logos on spandex; undergarments must not be seen unless they are black or gray.

Note: Freedom Hall Policy and Procedure

1. Military in uniform will not mix the IPFU uniform with civilian attire.
2. No ponytails while in uniform.
3. While in uniform, no earrings or piercings.
4. No head gear indoors (fleece cap).
5. While off duty, no cut off shorts, revealing clothing, or short shorts inside the gym.

c. The SGL may perform health and welfare inspections of the student rooms.

NOTE: Refer students to para 2-16 and discuss Billeting and what is not tolerated and upkeep of rooms.

d. If you need to have your ASU altered or any items sewed on. it is highly recommended to turn them in as soon as possible. They must be ready prior to graduation.

Check on Learning: True or False: Students can wear logo on spandex with logos as can be seen?

Answer: False

Review Summary: Summarize the learning activity.

TLO - LSA 4. Learning Step / Activity TLO - LSA 4. Sick Call/ Emergencies/Profiles/Policy Letters/Safety

Method of Instruction: Conference/Discussion

Instr Type (I:S Ratio/Qty): 79T Certified Instructor (1:16/0)

Time of Instruction: 20 mins

Instructional Strategy: Large Group Instruction

Media Type: PowerPoint Presentation

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Show VU 17: Sick Call/Emergencies/Profiles, refer students to the student guide and discuss the following paragraphs:

All students will follow established policies concerning Sick Call, Emergencies, Pass and Safety.

- a. Para 2-7 Sick call – Students must report to Physical Readiness Training (PRT), and then proceed to the Troop Medical Clinic (TMC). Sick call starts at 0700.
- b. Emergencies – The American Red Cross procedures will be used in the event of an emergency. You must contact the Class Advisor (refer to information on white board).
- c. Comply with safety policies at all times.
- d. Pass Policy, passes are not authorized during this course.
- e. Students missing required items will be given until 1200 hours on the third day of class to obtain them. Students not in compliance at this time will be referred by their Class Advisor through the chain of command to the Chief Instructor for further action.

NOTE: Inform the students of the Policy Letter(s) (located on the clip board in the back of the classroom). Some policy letters are in the student handouts.

Check on Learning: None

Review Summary: None

TLO - LSA 5. Learning Step / Activity TLO - LSA 5. Physical Training/Running on Post/PT Uniform Guideline

Method of Instruction: Conference/Discussion

Instr Type (I:S Ratio/Qty): 79T Certified Instructor (1:16/0)

Time of Instruction: 15 mins

Instructional Strategy: Large Group Instruction

Media Type: PowerPoint Presentation

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Show VU 18: Physical Training

Note: Inform students of the physical training requirements. Discuss PT test and retest. We will conduct Army Physical Readiness Training (PRT) during this course. Orientation for PRT will begin on Wednesday. You need to review the FM 7-22 before Friday. If you have a profile that limits your ability to do any of these exercises, it is your responsibility to refer to Chapter 6 in the FM 7-22 to identify the exercise that you can conduct within the limits of you profile. If you do not understand the exercises get with you SGL for guidance.

Show VU 19: Running on Post - NOTE: Ensure you clearly point out the routes to the students.

Show VU 20: PT Uniform Guidelines

- No mixing of civilian and military PT uniforms.

- Civilian head gear is not authorized with the IPFU
- No walk-mans/iPods/headphones/radios when wearing IPFU or when on running trails in civilian PT attire.

- Walk-mans/IPods/headphone, radio Only authorized inside the gym or when on the track in civilian PT attire.

Check on Learning: None

Review Summary: None

TLO - LSA 6. Learning Step / Activity TLO - LSA 6. Leadership Positions/Dining Facility/NCO Creed/ Student Material

Method of Instruction: Conference/Discussion

Instr Type (I:S Ratio/Qty): 79T Certified Instructor (1:16/0)*

Time of Instruction: 15 mins

Instructional Strategy: Unassigned

Media Type: Unassigned

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Note: Marked as (*) is derived from the parent learning object

Show VU 21, Leadership Positions

Note: Review the leadership choices for the class. Class leader meeting is Tuesday. The SGL's may decide if they want to take volunteers or appoint the student 1SG and Platoon SGT's. Point out that the 1SG will select the Squad leaders for the class, along with the Road Guards. 1SG will provide the SSGL an Excel Spreadsheet listing by Squad with Bldg information (Liberty, Patriot, etc., room and telephone number) by

COB on the first day of class. The spreadsheet will be emailed to the student 1SG by their SGL. The 1SG will meet with the PEC CSM every Wednesday at 1200. Report NLT 1150.

Show VU 22, Dining Facility

Concord Hall Café – Militia Hall

- Daily Meal Times:
Breakfast----0600-0800
Lunch-----1100-1300
Dinner-----1630-1830
- No partial uniforms.
- Operated by a private contractor.

Show VU 23, NCO Creed

Provide a copy of the NCO Creed and explain that it will be recited before class begins each morning.

- a. Strength Maintenance Ethics is living by the Creed of the Noncommissioned Officer and with the guidelines of prescribed Army Values is the only acceptable way to conduct business.
- b. Students will read a citation from a Medal of Honor recipient after reading the NCO Creed. The class will be at the position of attention while the citation is being read.

Show VU 24, Student Materials

Note: Go into detail when covering b (1) thru (5) to ensure each student understands how each document is used during the course.

Note Say: Because of the fast pace in the World to Today, changes may occur and requires us to update the course materials at a moment's notice. Be prepared to insert new information into your study materials.

(1) Training Schedule (Student Materials)

(2) Course Syllabus

(3) Individual Student Assessment Plan (ISAP)

(4) Grading Rubric's

(5) Introduce students to the electronic publications. Show Soldiers the layout of the

student disk, Sharepoint, and Blackboard. Show the disk on the screen and show the students how to navigate the disk (Each lesson plan is a folder with all materials/regulations included).

Check on Learning: None

Review Summary: Review the learned activity

TLO - LSA 7. Learning Step / Activity TLO - LSA 7. Plagiarisms/Sexual Harrassment

Method of Instruction: Conference/Discussion

Instr Type (I:S Ratio/Qty): 79T Certified Instructor (1:16/0)

Time of Instruction: 15 mins

Instructional Strategy: Large Group Instruction

Media Type: PowerPoint Presentation

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Show VU's 25-29: Plagiarism, Cover each slide thoroughly and clear up any misunderstanding. Also inform the student the informational slides of Plagiarism can be found in the job-aid under student orientation for review throughout the course.

Show VU 26: What are some Examples of Plagiarism

Show VU 27: Avoid Plagiarism

Show VU 28: Tips for Honest Writing

Show VU 29: To Cite or Not to Cite

Show VU 30: Sexual Harassment,

Note Say: We maintain a zero tolerance policy for harassment of any kind. We expect you to act as a professional at all times, and to expect that from other Soldier as well. Think before you act.

Check on Learning: None

Review Summary: None

TLO - LSA 8. Learning Step / Activity TLO - LSA 8. Computer Checks

Method of Instruction: Conference/Discussion

Instr Type (I:S Ratio/Qty): 79T Certified Instructor (1:16/0)

Time of Instruction: 15 mins

Instructional Strategy: Large Group Instruction

Media Type: PowerPoint Presentation

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Show VU 31, Computer Check

a. We are about to perform some very important tasks concerning the Recruiter Work Station (RWS).

- (1) Check connectivity.
 - (2) Ensure Student ID & password are working.
 - (3) Identify inoperable computers.
- b. We will access Blackboard where you can update your personal information while here at the Strength Maintenance Training Center. At this time, connect your computer to the network cable, power it up and bring up Windows Explorer.

Show VU 32, ELLC Login Instructions (Spend more time in this area).

NOTE: Ensure students understand the functionality of ellc.

- (1) Type the following web address, <https://ssi.ellc.learn.army.mil> , in the URL and press "Enter."

Save the web page to your favorites.

- (2) Have students log-in and then click "courses".
- (3) Select "SMTC Courses".
- (4) Select Senior Leader Course under "Course ID", and then select "Enroll".
- (5) Enter the Access Code, click "Submit", and then "OK" and you will be taken inside the course.
- (6) Familiarize students with the Menu Options on the left side of the screen.

NOTE: Show VU 33: PEC Internet Security. Share your personal experiences while discussing PECs Internet Security.

c. In every class, someone gets in trouble by not adhering to the Internet Security Policy as set forth by the National Guard Professional Education Center. The network is constantly being monitored, and those who access unauthorized sites will have their laptops taken away. Cover the major points below as noted on the slide:

- (1) No web surfing on your RWS.
- (2) No Chat Software of any kind: IM, Yahoo Chat, etc.
- (3) No file sharing of any kind, i.e., Napster, etc.
- (4) Don't go to unauthorized sites on the PEC Training Network.
- (5) Violation of policy will result in your computer being taken and reformatted.

NOTE: Introduce the National Guard Professional Education Center Network Utilization Agreement Form. Explain the form in detail and remind the students that there will be major consequences for those who don't adhere to the rules and regulations noted within this document. Have the students sign and collect the forms.

Show VU 34, Evacuation route for the building.

Show VU 35, PEC Campus layout of each Training Center.

Show VU 36, Student Introductions

NOTE: Pass out initial counseling , review the information, and have all students sign and return the form.

Show VU 37, Questions?

Check on Learning: None

Review Summary: None

SECTION IV. SUMMARY

Method of Instruction:	Conference/Discussion
Instr Type(I:S Ratio/Qty):	79T Certified Instructor (1:16/0)
Time of Instruction:	5 mins
Instructional Strategy:	Small Group Instruction

Check on Learning

Conduct a Check on Learning at the end of each LSA.

Review/Summary

Summarize the learning activity.

SECTION V. STUDENT EVALUATION

Testing Requirements

Refer student to the Individual Student Assessment Plan (ISAP).

Feedback Requirements

Schedule and provide immediate feedback in context to the material presented. Answer students' questions, correct misunderstandings, and provide remedial training as needed.

Appendix A - Viewgraph Masters

**ARNG-SLC - Student Orientation
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Sequence	Media Name	Media Type
None		

Appendix B - Test(s) and Test Solution(s)

Appendix C - Practical Exercises and Solutions

PRACTICAL EXERCISE(S)/SOLUTION(S) FOR LESSON 805B-PCB9T001 Version 2.1

Appendix D - Student Handouts

**ARNG-SLC - Student Orientation
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Sequence	Media Name	Media Type
0	Student Orientation	PPT
0	Practical Exercise	PDF

Appendix E - TRAINER'S LESSON OUTLINE

ARNG-SLC - Student Orientation

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DRAFT

1. The importance of this lesson: (Why)

Students receive an overview of course contents and expectations.

2. What we want our Soldiers to Achieve: (Outcomes/Standard)

Identify the course requirements

3. Tasks to be taught

<u>Task Number</u>	<u>Task Title</u>	<u>Task Type</u>
None		

Additional Non-Standard Tasks

None

4. References:

<u>Reference Number</u>	<u>Reference Title</u>	<u>Date</u>
FM 7-22	Army Physical Readiness Training (Change 001 05/03/2013 8 Pages	26 Oct 2012

Additional Non-Standard References

None

5. Resources

TIME: Time of Instruction: 3 hrs 0 mins

LAND: Classroom, Training Area, and Range Requirements

<u>Id</u>	<u>Name</u>
17120-M-1600-40	Classroom, Multipurpose, 1600 Square Feet, 40 Students

AMMO: Ammunition Requirements

<u>DODIC</u>	<u>Name</u>
None	

MISC: Materiel Items and TADSS Requirements

<u>Id</u>	<u>Name</u>
6130-01-C12-1514	Power Supply Assembly, TYX: Battery Back Up UPS APC
6730-01-C07-0756	Projector, LCD/DLP: ELP7200 Epson
6730-01-C13-1784	Screen Projection, Rear/Fixed or PT: 980S Quartet
702101C056576	COMPUTER, PERSONAL WORKSTATION
702101C161319	COMPUTER MICRO LAP TOP PORTABLE AC
7025-01-559-1352	Display Unit: Smartboard White 64
7520-00-138-7981	Marker Assortment, Tube Type
7520-01-C12-6434	Easel, portable with/without Access TY SZ AA: QRT500TE Quartet
7730-01-C09-7569	Television Large Screen, with Stereo Speakers: Regza 42RV530U Toshiba

(Note: Asterisk before ID indicates a TADSS.)

Additional Non-Standard Resources

None

6. A possible technique to achieve the outcome:

None

7. Conduct AAR with Soldier and Cadre.

None

NOTE: Before presenting this lesson, Instructors must be thoroughly prepared by studying the appropriate lesson plan and identified reference material.

