

ARNG - SQI4 - Student Orientation
805B-PJA9TS01 / Version 3.1
Effective Date Not Assigned

SECTION I. ADMINISTRATIVE DATA

**All Course
Masters/POIs
Including This
Lesson**

Courses				
<u>Course</u>	<u>Version</u>	<u>Title</u>	<u>Phase</u>	<u>Status</u>
None				
Number				
None				
<u>Task Number</u>		<u>Task Title</u>		
None				
<u>Task Number</u>		<u>Task Title</u>		
None				

**Task(s)
Taught (*) or Supported**

<u>Knowledge Id POIs</u>	<u>Title</u>	<u>Taught</u>	<u>Required</u>	
<u>POI Number</u>	<u>Version</u>	<u>Title</u>	<u>Phase</u>	<u>Status</u>
805B-K-00001		Basic Admin Functions/Programs	Yes	Yes
805B-K-0014		Know Microsoft Office Suite	Yes	Yes
805B-K-0040		Know Windows Operating Systems	Yes	Yes
805B-K-0047		Know Information Security	Yes	Yes
805B-K-0101		Know ARNG Unit SOP	Yes	Yes
805B-S-0083		Access Reference Army Publications	Yes	Yes
805B-S-0033		Maintain Equipment and Supply Accountability	Yes	Yes
805B-S-0057		Navigate the Learning Management System (LMS)	Yes	Yes
805B-S-0007		Operate A Computer	Yes	Yes
805B-S-0002		Use A Keyboard	Yes	Yes
805B-S-0017		Utilize General Office Supplies	Yes	Yes
S2030		Navigate the Internet	Yes	Yes

Reinforced Task(s)

Knowledge

805B-S-0001	Operate General Office Equipment	Yes	Yes
805B-S-0062	Perform Analysis of Information	Yes	Yes

**Administrative/
Academic
Hours**

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

Skill	<u>Skill Id</u>	<u>Title</u>	<u>Taught</u>	<u>Required</u>
	Academic	Resident Hours / Methods		
	Yes	3 hrs	0 mins	Conference/Discussion
Total Hours:		3 hrs	0 mins	

Test Lesson(s)

None

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

**Prerequisite
Lesson(s)**

**Training
Material
Classification
Foreign
Disclosure
Restrictions**

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

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>
None		

Student Study Assignment

None.

Instructor Requirements

SMTC Qualified Instructor(s)

Support Personnel Requirements

Coordination must be made with the ARISS Support Team to ensure computers are available for incoming students.

Additional Support

<u>Name</u>	<u>Student</u>	<u>Man</u>
None		

Personnel Requirements

<u>ID - Name</u>	<u>Student Ratio</u>	<u>Instructor Ratio</u>	<u>Spt</u>	<u>Qty</u>	<u>Exp Hours</u>
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Equipment Required for Instruction

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	0:0	No	0	
7520-01-186-3605 - Marker Assortment, Tube Type	1:1	5:1	No	0	Yes
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:

1. Recruiter Work Station (RWS)
2. Course Syllabus
3. Training Schedule
4. Individual Student Assessment Plan (ISAP)
5. PEC Student Guide
6. PEC's Network Utilization Agreement Form
7. Initial Counseling Form (DA Form 4856)
8. Platoon Sergeant Counseling Form (DA Form 4856)
9. Flashlights
10. Road Guard Vests
11. Water Jug and Cups

12. Platoon Contact Roster
13. Student Academic Record Checklists
14. Class Advisor Folder Checklist
15. PowerPoint Slides
16. PEC Policy Letters
17. NCO Creed Handouts
18. Platoon Sergeant Binder
19. Visitor Binder
20. Orientation Web Site Handout
21. PRT Assignment Roster

Student Materials:

1. Recruiter Work Station (RWS)
2. Course Syllabus
3. Training Schedule
4. Individual Student Assessment Plan (ISAP)
5. PEC Student Guide
6. PEC's Network Utilization Agreement Form

**Classroom,
Training Area,
and Range
Requirements**

ID - Name	<u>Quantity</u>	<u>Student Ratio</u>	<u>Setup Mins</u>	<u>Cleanup Mins</u>
Classroom, Multipurpose, 1600 Square Feet, 40 Students				
<u>DODIC - Name</u>	<u>Exp</u>	<u>Student Ratio</u>	<u>Instruct Ratio</u>	<u>Spt Qty</u>
None				
17120-M-1600-40		1:25	10	10

Ammunition

**Requirements
Instructional**

Guidance

NOTE: Before presenting this lesson, instructors must thoroughly prepare by studying this Lesson and identified reference material.

1. Instructor needs to be familiar with RWS, the PowerPoint presentation, PEC Policy Letters, SMTC SOP, uniform guidance, and the information contained within Student Guide.
2. The instructor must ensure that current Operational Environment (OE) is infused throughout where appropriate.
3. Prior to student's arrival, the classroom must be set up with laptop computers. As part of the orientation process, the SMTC Automation team will conduct a briefing and inform students of the PEC Network protocol, and collect hand receipts. It is the Class Advisor's responsibility to make this coordination prior to beginning this block of instruction. Use the chain of command to make this coordination. Additionally, always consult with your Team Chief before execution of this LP.

4. Prior to class, ensure the room is set up IAW SMTC SOP and Army Learning Module (ALM).

Retrieve initial and Platoon Sergeant counseling statements from Blackboard / SharePoint. Retrieve labels and Student Folders from the Operations section prior to the class start date. Coordinate with Operations to verify that the ATRRS roster reflects the students showed up.

5. Class size, and other considerations, may dictate duty positions such as a Platoon Sergeant, which is explained in the SMTC SOP. Check with the chain of command prior to class to ensure you know which positions will be used.
6. Verify that the weekly CSM meeting is held at 1145 every Tuesday in Concord Hall prior to class. Platoon Sergeants should attend.
7. Consult your chain of command for any recent policy changes as it relates to student conduct.
8. Ensure you understand the intent and process of student room inspections so you are prepared to explain it in detail if questions are asked. Consult your chain of command if you have any questions.
9. Ensure all required documents (PEC Policy letters, leave/pass policy, etc.) are posted on the classroom bulletin board. Ensure all documentation is current by going to the PEC shared folder.
10. Verify student sick call procedures within the SMTC SOP.

11. Ensure the Student Platoon Sergeant binder and Visitor's binder is current and complete prior to class.
12. 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 (1:25/0)
Time of Instruction: 5 mins
Instructional Strategy: Large Group Instruction

Motivator

Show VU#1: Title Page

Show VU #2: Welcome to SMTC

Use this time to welcome the class to SMTC and briefly introduce yourself. You will formally introduce yourself later on. Share your position as Class Advisor, and give the students an overview of your experience and the experience they will have with one another. Say the following: *“I'd like to welcome you to SMTC located at the Lavern E. Weber National Guard Professional Education Center. It is important that you understand and follow the information contained in this lesson. This lesson is intended to lay the foundation for the rest of the course. Failure to comply with the established policies and procedures for this school could result in dismissal from the course”.*

Terminal

Show VU#3: Terminal Learning Objective. Inform the students of the following terminal learning objective requirements.

Learning Objective

NOTE. Inform the students of the following Terminal Learning Objective requirements.

At the completion of this lesson, you [the student] will:

Action:	Determine the requirements to successfully complete the ARNG Recruiting and Retention Course.
Conditions:	In a classroom environment, given a Recruiter Work Station (RWS)
Standards:	Complete all requirements for graduation.

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 DA Form 7566 Composite Risk Management Worksheet during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (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 SGT Young Hall, the designated storm shelters are: all latrines and GuardX Rooms.

**Risk Assessment
Level**

Low - Power cords and network 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: Locate fire extinguisher(s) and first aid kit(s) and ensure they are functional.

Low - Inclement Weather

Assessment: Tornadoes or other adverse weather 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

It is our job to provide you with the tools for success in the field. We also want to provide you with the tools to succeed while here for training. For the next 3 hours we will prepare you to make the most of your time spent here.

SECTION III. PRESENTATION

TLO - LSA 1. Learning Step / Activity TLO - LSA 1. By the end of this activity, students will have the knowledge of their issued Laptop / Networks / Security Briefing / Functions Checks

Method of Instruction: Conference/Discussion

Instr Type (I:S Ratio/Qty): 79T Certified Instructor (1:25/0)

Time of Instruction: 25 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#4: Computer Checks

a. Students will be signing for a laptop, lock/key, and a power supply. All items will be issued before students arrive and will be located on their desk. Inform students to lock their computers to their desks using the supplied lock and key. Students may take the laptop to/from class as desired, but must maintain possession of the key at all times, and bring it to class with them daily.

Show VU#5: PEC Internet Security

b. Issue and explain the PEC Network Utilization Agreement, and ensure each student signs for the laptop computer using a hand receipt. Always close out programs not in use to save bandwidth. No thumb drives are authorized. No personal computers can be brought to class. Students are not allowed to utilize instant

messaging applications on these computers (such as AIM, Skype, or Yahoo chat) although AKO chat is authorized. The PEC network is constantly being monitored and those students who access unauthorized web sites may face disciplinary consequences.

Show VU#6: Update Student Information

c. Instruct the students to power up their computers and explain login procedures. Once logged into their laptops, students will check for connectivity by opening Internet Explorer.

NOTE: If possible, coordinate to have a Blackboard representative (see Team Chief) to be present during this next portion of Student Orientation to answer any questions or handle any Blackboard login issues.

NOTE: Verify Students have enrolled in the Blackboard course. If not, have students access the file named 'ELLC & Blackboard' on SharePoint. This file will explain to students how to register for Blackboard. Have students log into Blackboard, and verify each student is enrolled in the course. Have students update their Blackboard profile, if needed. Once complete have students half-mast their computers and await further instructions.

NOTE: There are additional web sites that students must register for (DPRO, GIMS, AUVS, Unit Explorer, etc.) Students should open the 'Orientation Website' file located in SharePoint and begin to request access to all of the web sites. These web sites should be saved to the 'Favorites' for easy access in the future.

d. Instruct students to 'like' the SMTC Facebook page. Have students log into milBook and join the RRNCO Basic Course (SQI-4) milBook page. A file called 'milBook Instructions' is located on SharePoint and will tell the student how to login.

e. When laptops are not being used, they should be half-masted with monitor(s) turned off.

Check on Learning:

Question: When not in use, what should you do with your computer?

Answer: Half-mast the laptop and turn off the monitor.

Review Summary:

We have talked about laptops and what you are allowed and not allowed to do with your assigned computer. Is there anyone who hasn't signed for their equipment or doesn't have a key for their laptop? Now let's find out who you are.

TLO - LSA 2. Learning Step / Activity TLO - LSA 2. Students will identify each other through Class Introductions

Method of Instruction: Conference/Discussion

Instr Type (I:S Ratio/Qty): 79T Certified Instructor (1:25/0)

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.

Show VU#7: Class Introductions

NOTE: Have students stand and state their name, the state they are representing, how long they have been in recruiting, and what characteristics they possess that will make them a good recruiter. The instructor has the liberty to adjust or customize the introductions as they see fit. Keep in mind introductions should be limited to one minute per student.

a. Student introductions

b. Instructor introduce the following individuals: Class Advisor, assistant instructors, and support team, i.e. Senior Instructor, Team Chief, Blackboard Administrators etc.

Check on Learning:

Did we miss anyone? Do we need to reintroduce anyone?

Review Summary:

As you can see, we have people here from all over the country. Welcome to each of you. Let's learn more about Camp Robinson and PEC.

TLO - LSA 3. Learning Step / Activity TLO - LSA 3. By the end of this lesson, students learn about SMTC facilities

Method of Instruction: Conference/Discussion

Instr Type (I:S Ratio/Qty): 79T Certified Instructor (1:25/0)

Time of Instruction: 2 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 #8: Evacuation Routes

NOTE: Explain the evacuation routes in case of fire. Explain location of exits, bathrooms, and smoking area. Inform the students that they are not allowed to cross over into the "Instructor only" side of the building.

NOTE: If class is being conducted at Saratoga Hall or Roosevelt Hall, inform students of appropriate evacuation procedures.

TLO - LSA 4. Learning Step / Activity TLO - LSA 4. Explain the Chain of Command / Classroom Conduct to the students

Method of Instruction: Conference/Discussion

Instr Type (I:S Ratio/Qty): 79T Certified Instructor (1:25/0)

Time of Instruction: 5 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 #9: Leadership / Positions in the Classroom

NOTE: Explain to students that you will designate a Platoon Sergeant (PSG) for the class. The PSG will be formally counseled of their duties / responsibilities (counseling of other Soldiers, weekly Concord Café meeting, etc.). If desired, you can change the seating positions in the classroom, to seat the PSG in the rear of the classroom.

a. The Professional Education Center's policy states that the student PSG will meet with the PEC CSM every Tuesday at 1145 in Concord Café VIP section. The purpose of this is to exchange information about issues and activities here at PEC (not SMTC). Issues may include student behavior, billeting, food service, gym, or any problems that may surface. PSG's will rotate this responsibility weekly. PSG's should make sure they coordinate with other PSG's prior to the meeting.

NOTE: There is a coffee pot available for student use while attending SQI4. However, it is the responsibility of the class to maintain/clean the coffee pot and area around it daily. It will be the responsibility of the Platoon Sergeants to make sure the area is cleaned daily. The platoon that has Class Leader luncheon assignment for the week has the duty to clean the coffee pot and area daily. Example, week one, 1st Platoon has Class Leader Luncheon assigned, that means they also have coffee pot and area cleaning responsibility. There is a daily fee for coffee.

NOTE: Remember to counsel your PSG of their duties/responsibilities. A copy of the counseling can be found on SharePoint.

NOTE: Hand out Platoon Contact Roster and pass around to students to fill out. A copy of the Platoon Contact Roster can be found on SharePoint.

b. The Platoon Contact Roster is a list that both SMTC and your PSG can use in case you must be reached off duty hours or for a Red Cross message. Fill the form out completely. A copy must be kept by the Class Advisor and given to the PSG. Should you desire, you can provide a copy of the roster to all students.

Show VU #10: Creed of the Noncommissioned Officer. Refer students to their copy of the NCO Creed located on SharePoint.

c. Before the class convenes each morning, the NCO Creed will be recited. Show the Platoon Sergeant how to turn on the projector and monitors during a break.

TLO - LSA 5. Learning Step / Activity TLO - LSA 5. Review the PEC Student Guide with the students

Method of Instruction: Conference/Discussion

Instr Type (I:S Ratio/Qty): 79T Certified Instructor (1:25/0)

Time of Instruction: 10 mins

Instructional Strategy: Large Group Instruction

Media Type: Student Guide

Other Media: Unassigned

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

NOTE: For the sake of time it may be conducive to briefly cover the Student Guide, hitting the hot points; alcohol, passes, student conduct etc. Have the students to read this on their own and refer to the PSG and/or Class Advisor if they have questions.

Show VU #11: Student Guide. Explain to students that although we will not read every paragraph, they are responsible for all information contained within the Student Guide. Should a student have any questions, they should consult their Student Guide first.

NOTE: Refer students to Section One of the Student Guide (Student Administration) located on Blackboard. Briefly discuss each paragraph. Let students know that our student guide is based on many PEC policy letters and that those policy letters are posted in the back of the room.

a. Para 1-1 Messages

b. Para 1-2 Mail

c. Para 1-3 Emergency (Red Cross procedures)

d. Para 1-4 Religious Services - Chaplain

e. Para 1-5 Financial Matters - (Arkansas Federal Credit Union in MWR building)

NOTE: Refer students to Section Two of the Student Guide - General policies

f. Briefly discuss each paragraph with the students. Place extra emphasis on paragraphs dealing with alcohol, sick call, classroom conduct, fraternization, leave & pass policy, & billeting. Reiterate that the TMC sick call is only available Monday through Friday and begins at 0700. A student wishing to use sick call will inform their chain of command, and report to sick call at 0700 in ACUs. Should a student get sick during off duty hours, they should report to the Staff Duty Officer (SDO) at Independence Hall for further direction. Remind students that missing too much class time is grounds for dismissal from the course.

NOTE: Inform students of SMTC weekend pass policy. Any student travelling less than 150 miles will not require a pass. Students travelling between 150 and 300 miles will require a DA Form 31, printed directions to and from the final destination (including mileage and address of final destination), and a risk assessment using the Army TRIPS system. Students travelling over 300 miles will require a DA Form 31 and round trip airfare. Students are not authorized to drive more than 300 miles. All passes must be turned in by 1200 hours the Wednesday prior to the pass start date. A sample DA Form 31 is located on the bulletin board in the rear of the classroom.

NOTE: Refer students to Section Three of the Student Guide - Leadership

g. Discuss Para 3-1 & 3-2 (Student Chain of Command) with students.

h. Discuss Para 3-3 with Class Leader/Platoon SGT individually during a break.

i. Have students review Annex A on their own.

j. PEC Policy Letters are posted in the back of the classroom.

Check on Learning:

Question: Where will you find PEC policy letters?

Answer: They are posted in the back of the classroom.

Review Summary:

On Blackboard and SharePoint, you found a Student Guide. This guide gives you the information you need while you are

here at PEC. Any questions should be directed to your Platoon leader. Other information about materials, rules, and safety is next.

TLO - LSA 6. Learning Step / Activity TLO - LSA 6. Explain Student Materials / Classroom Rules

Method of Instruction: Conference/Discussion

Instr Type (I:S Ratio/Qty): 79T Certified Instructor (1:25/0)

Time of Instruction: 10 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 #12: Student Materials. Refer students to the following references to briefly review and discuss how to read and use each one. These references are located in their 'Training Documents' folder on SharePoint and/or Blackboard.

a. Training Schedule: Review Day 1 of the training schedule to familiarize students with its content and layout. Have students tell you the date/time of their first test. A copy of the training schedule can be found on SharePoint and/or Blackboard.

b. Course Syllabus: The Course Syllabus gives the students a day-by-day, detailed breakdown of what will be covered in class that day. It informs students of the regulations that will be needed so they can prepare for class. Furthermore, it outlines any homework assignments that are due. It is the student's responsibility to turn in homework assignments on time without reminders. A copy of the Course Syllabus can be found on SharePoint and/or Blackboard.

c. Training materials are subject to change based on mission and situational requirements.

d. At the SMTC we encourage teamwork. This implies having study groups or being a peer instructor to help a classmate meet the standard. Sometimes you will need to carry a peer; sometimes they will carry you.

e. One key to becoming a graduate of this course is getting organized. Even though it may have been a while since you have been in an academic setting, you need to organize your notes and establish good study skills. Digital referencing will be taught later in this lesson.

NOTE: Inform students that they will be required to write APA papers during this course. SMTC has an Education team willing to provide APA workshops to those

students wishing to get assistance for these papers. Coordination should be made through the Educators, Senior Instructor, and the Chief of Training Development.

f. Individual Student Assessment Plan (ISAP): The ISAP is a consolidated list of all the tests, and exam length. It is what you must do academically in order to graduate. Briefly cover the retest policy, counseling, disenrollment and appellate procedures. Additionally, inform students they will receive a DA Form 1059 at the conclusion of the course. Show students the awards that will be given at the end of the course (Iron Man, Honor Grad, etc.). A copy of the ISAP can be found on SharePoint and/or Blackboard.

NOTE: Discuss with the students that they can pass the course with a 70% academic average or higher but they will receive a “Marginally Achieved Course Standards” on their DA Form 1059. They are required to have an 80% or higher academic average to receive an “Achieved Course Standards” on their DA Form 1059.

Show VU #13: Items Not Permitted During an Examination - This is discussed during orientation so students prepare properly for the academic hurdles.

g. Although using regulations are permitted during all examinations, the following items are **NOT** permitted:

(1) Cell phones

NOTE: Cell phones may only be used during non-testing hours. However, cell phones can only be used outside the building during breaks and lunch. When in the classroom, cell phones must be silenced (not on vibrate). Always remember, you cannot walk and talk on your cell phones!

(2) Web surfing / toggling

(3) Mass produced notes. Personal notes are authorized

(4) Materials from another student

(5) Practical exercises

NOTE: Refer students the classroom rules poster hanging on the wall. Explain all ten classroom rules. Add additional rules if necessary.

Question: What is the ISAP (Individual Student Assessment Plan)?

Answer: It is a list of all the tests, and exam length. It is what you must do academically in order to graduate.

TLO - LSA 7. Learning Step / Activity TLO - LSA 7. Explain Digital Referencing to the students

Method of Instruction: Conference/Discussion

Instr Type (I:S Ratio/Qty): 79T Certified Instructor (1:25/0)

Time of Instruction: 12 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.

a. Organization is crucial for you to be successful in this course. Learning how to organize electronic publications can be challenging for the uninformed. With paper publications, you are limited in what you can do- tab and highlight. However, with electronic publications, not only can you tab and highlight, but you can do so much more. We have created a resource which shows you how to reference electronic publications.

Show VU #14: Digital Referencing. Refer students to the “Using Electronic Publications” video on Blackboard Welcome Page. Allow students to watch the video and practice briefly on some of the pubs. Encourage students to create a “cheat sheet” which they can use so they don’t have to memorize all of the commands.

b. Students will learn the following features/shortcuts:

(1) Pages Tab

(2) Hot Keys / Shortcuts

(3) Bookmarks Tab

(4) Hyperlinks

(5) Sticky Notes

(6) Help Feature

(7) CTRL+F (Find Feature)

NOTE: It is imperative that the Instructor is familiar with digital referencing in case the link or video does not work. Should this occur, Instructors will conduct a live demonstration.

Review Summary: You will be writing papers and researching material during this course, you will find the digital referencing tips to be a valuable time saver. We have covered everything you need to know about this class, the facilities, and what is expected of you during your time here. This course is demanding and will require you to spend your time wisely.

TLO - LSA 8. Learning Step / Activity TLO - LSA 8. Gifts or Gratuities from Student

Method of Instruction: Conference/Discussion

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

Time of Instruction: 2 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.

Students will learn about providing gifts to instructors and/or SMTC

Show VU#15: Gifts

Check on Learning:

Can a student make a gift to The Strength Maintenance Training Center?

Yes, see slide

TLO - LSA 9. Learning Step / Activity TLO - LSA 9. Conduct Reception and Integration Counseling

Method of Instruction: Conference/Discussion

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

Time of Instruction: 10 mins

Instructional Strategy: Large Group Instruction

Media Type: No Media Selection Required

Other Media: Unassigned

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

a. Have students fill out and secure the label on the upper-left corner of their folder. Provide Platoon and Class numbers to the students.

b. Have students fill out Part I (Administrative Data) of the counseling form. Review the counseling form with the students. Review the information once more, although this information was already covered during previous Learning Activities. Instruct students to fill out the 'Session Closing' section by checking/initialing agree or disagree, signing, and dating the form. Have students place the counseling form in their folder, and return it to the Class Advisor for accountability.

Check on Learning:

Question: Where are you to place the label on your folder?

Answer: Upper left-hand corner.

Review Summary:

This folder will be used to store all your information while you are here and will be kept here for one to two years depending on the situation.

TLO - LSA 10. Learning Step / Activity TLO - LSA 10. By the end of this lesson, students learn about PEC Facilities and Support Services

Method of Instruction: Conference/Discussion

Instr Type (I:S Ratio/Qty): 79T Certified Instructor (1:25/0)

Time of Instruction: 14 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 #16-18: PEC Slides – Agenda, Mission and Vision

Show VU #19-20: Camp Robinson Map and PEC Campus - Explain lay-out of the campus and highlight areas of importance to students: Concord Café, Freedom Hall (gym), DEERS/ID Card office, Post Chapel, Arkansas MWR complex, and Troop Medical Clinic. PEC facilities and hours of operation are located on SharePoint.

Show VU #21: PEC Support Services – Explain that the following services are available and will be discussed: Transportation, Billeting, Concord Café, Medical Support, Chaplain Support, EO, Sexual Assault Response Coordinator, Public Affairs, Recreation, MWR Facilities, Messages/Mail, Camp Robinson Gates and Security.

Show VU #22 Transportation: A PEC shuttle is available for students without transportation who would like to go off-post. The PEC Shuttle makes stops at McCain Mall, the River Market area, and west Little Rock. A copy of the PEC Shuttle transportation schedule is located on SharePoint. POC for the PEC transportation is the front desk at Independence Hall.

Show VU #23-24 Billeting: Inform students that there is no reasonable expectation of privacy as it relates to billeting. Should a report be filed for a “dirty room” by housekeeping staff, SMTC reserves the right to conduct a barracks inspection. Report any problems with your billets to the registration desk at Independence Hall (Phone Number: 501-212-4700). Barracks quiet time is from 2200 – 0600 daily. Dependents and guests are not authorized to remain overnight and doors must remain open when a guest is in your room. There is no smoking in your rooms. Sensible drinking is authorized in your rooms, common areas, organized sporting events, and at Shiloh Pavilion. Do not disable smoke alarms. Always keep your room neat and clean. When departing, checkout time is at 1000 hours unless coordinated otherwise.

Show VU #25 Concord Café

Show VU #26: Medical Support on Post: Sick call is conducted Mon-Fri at 7:00AM at the TMC. All students must show up to PT formation for accountability purposes. The Platoon Sergeant will issue the Soldier a sick call slip and the student will report to the TMC in ACUs at 0700. Should an emergency arise after duty hours, students should call the Staff Duty Officer (501212-4700) at Independence Hall for transportation to the local hospital. Soldiers will not abuse sick call. Malingering is a crime punishable under UCMJ.

Show VU #27 Medical Support off Post

Show VU #28: Chaplain Support

Show VU #29 Equal Opportunity Team

Show VU #30 Sexual Assault Response Coordinator

NOTE: Ensure that students understand that Sexual Harassment of any kind will not be tolerated at SMTC/PEC.

Show VU #31 Public Affairs

Show VU #32-33 Recreation

Show VU #34 MWR Facilities

Show VU #35 Messages and Mail

Show VU #36 Camp Robinson Gates

Show VU #37 Camp Robinson Security

Check on Learning:

Question: What are the quiet time hours in the Barracks (Billeting)?

Answer: 2200-0600

Review Summary: In this lesson you have learned about PEC Facilities and Support Services, does anyone have any questions?

TLO - LSA 11. Learning Step / Activity TLO - LSA 11. By the end of this lesson, students learn about PEC Policy and Guidelines

Method of Instruction: Conference/Discussion

Instr Type (I:S Ratio/Qty): 79T Certified Instructor (1:25/0)

Time of Instruction: 10 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 #38 Policy/Guidelines

Show VU #39 Appearance and Bearing

NOTE: Explain while in uniform, there are no "no hat, no salute" areas.

Show VU #40: PT Uniform Guidelines

NOTE: Discuss Physical Training - Explain the physical training requirements of the RRNCO Course

- a. Students will conduct an APFT on Day 2 and Day 3 (if 4 platoons) Day 3 only if 3 platoons, of the course.
- b. Physical training information (time, date, location, weather, and uniform) will be provided to you by your Class Advisor.
- c. Soldiers with profiles must carry a copy of their profile at all times. Any students requiring braces/supports must have it annotated in their profile or they will not be allowed to wear it in uniform.
- d. Students must have their complete IPFU. Everyone will be in the same uniform!
- e. Socks must be worn IAW AR 670-1, and must be calf-length or ankle-length plain white socks with no logos.
- f. Reflective belts must be worn correctly around the waist. Reflective belts must be worn while running / walking either in IPFU or civilian attire. If your belt is unserviceable or missing, see front desk at Independence Hall.
- g. No water bottles allowed at PT, and nothing should be carried in your hands. Water jugs will be available at Physical Training.

- h. Armband ID card holders and civilian headgear are not authorized while in the IPFU uniform. Mixing of military uniforms (civilian and military) is not authorized.
- i. Electronic devices will not be attached to the body while in uniform. When in civilian attire, headphones are only authorized for wear inside of the gym or on the track.
- j. Always have at least two road guards in front and two road guards in the rear of formation. Flashlights and vests will be provided by the Class Advisor.
- k. Running groups: Group 1 (14:30 and below), Group 2 (14:31 – 16:30), Group 3(16:31-18:30), and Group 4 (18:31 and up)

Show VU #41: Running on Post

Show VU #42: Army Professionals

Show VU #43: Every Soldier is a Sensor (ES2)

Show VU #44-45: Alcohol Policy: Discuss Consumption Guidance, Prohibition, Blood Alcohol Content (BAC) and Enforcement

NOTE: The legal alcohol limit for the State of Arkansas is .08 BAC. The legal BAC on post is .05 BAC. If you have one alcohol-related incident (whether driving or not), you will automatically be disenrolled from this course. Barracks Policy: No drinking in the hallways, see Student Guide paragraph 2-5

Show VU #46 Off-Limit Establishment

Show VU #47 Off Duty Sign-Out

Check on Learning:

Question: Who will provide you information about physical training (time, date, location, weather, and uniform)?

Answer: Your Class Advisor.

Review Summary:

In this lesson you have learned about PEC Policies and Guidelines, does anyone have any questions?

TLO - LSA 12. Learning Step / Activity TLO - LSA 12. By the end of this lesson, students learn about Safety Guidelines and Procedures

Method of Instruction: Conference/Discussion

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

Time of Instruction: 10 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 #48-49: General Safety Guidance– Safety is an individual, as well as, a command responsibility. Promoting safety conscious habits and complying with safety policies is a student responsibility.

NOTE: Discuss Basic Guidelines

- (1) Drink plenty of water
- (2) Pay attention to the traffic and pot holes while running on the roads. Freedom Hall (the gym) has a map of all approved running routes. In addition, there are trails around the lakes and a track for running
- (3) When you leave Camp Robinson, remember there is always safety in numbers
- (4) The Camp Robinson police officers are here for your safety. They will enforce traffic laws. They will check your ID at the gate. If you leave post and someone plans to be drinking, use a designated driver because they will be checking at the gate. There are only a few taxi companies allowed on post. Their business cards can be found in the lobby of Independence Hall. Ensure you have one with you whenever you go off post- in case of an emergency
- (5) Help each other out while you are here. If you see an unsafe act, or something about to occur, step in and make the correction. The number for Camp Robinson Police is 501-212-5280

Show VU #50 POV Operations: Students must park at the billeting area only, (behind Patriot Hall) and are not authorized to park in designated Staff parking areas. **DO NOT DRIVE TO CLASS.** In parking lots, the speed limit is 5 MPH. The post-wide speed limit is 35 MPH. In Arkansas, seatbelts are mandatory. If your windshield wipers are on due to rain or snow, then your headlights must also be turned on. On post, you

must use a hands-free device while talking on your cell phone. It is also against the law in Arkansas to text while driving.

Show VU #51 Motorcycle Safety

Show VU #52 Bicycle Safety

Show VU #53 Weather Safety: North Little Rock is located in Pulaski County

Show VU #54 Emergency Action Plan (Severe Weather): Discuss Hazardous Weather as appropriate for the season. Students will be notified when a weather alert is issued for hazardous weather conditions. If you hear a siren, move to a designated shelter-in place area. Await for further instructions from PEC or SMTC Staff. Keep in mind that hazardous weather may occur after duty hours. Students should frequently monitor weather conditions

Show VU #55 Shelter in Place Signs

Show VU #56 Emergency Action Plan (Active Shooter): Evacuate, Hide Out (Lock Down) and Take Action (last resort)

Show VU #57 Electronic Bulletin Boards

Show VU #58 Survey

Show VU #59 Questions

Check on Learning:

Question: What action should you take if it is not possible to evacuate an active shooter situation?

Answer: Hide out

SECTION IV. SUMMARY

Method of Instruction:	Conference/Discussion
Instr Type(I:S Ratio/Qty):	79T Certified Instructor (1:25/0)
Time of Instruction:	5 mins

Instructional Strategy:	Large Group Instruction
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SECTION V. STUDENT EVALUATION

**Testing
Requirements**

There are no formal testing requirements for this lesson.

**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 - SQI4 - Student Orientation
805B-PJA9TS01 / Version 3.1**

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-PJA9TS01 Version 3.1

Appendix D - Student Handouts

**ARNG - SQI4 - Student Orientation
805B-PJA9TS01 / Version 3.1**

Sequence	Media Name	Media Type
0	PowerPoint Slides	PPTX
0	PEC Network Utilization Agreement Form	PDF
0	Initial Counseling Form (Da Form 4856)	XFD
0	Platoon Sergeant Counseling Form (Da Form 4856)	XFD
0	PEC Student Guide	PDF
0	NCO Creed (Handout)	PDF
0	PEC Shuttle Schedule	PDF
0	PEC Approved Running Routes	PDF
0	PEC Facilities Hours of Operation	PDF
0	Platoon Tracking Roster	XLSX
0	Accessing Guard University	EXE
0	MilBook Login Instruction Sheet	PDF
0	Platoon Contact Roster	XLSX
0	Using Electronic Publications	EXE
0	Student Orientation Web Sites	PDF
0	PEC Policy Letters	ZIP
0	Individual Student Assessment Plan (ISAP)	PDF
0	FY-15 Risk Assessment (SGT Young Hall)	XFD
0	Course Syllabus	PDF
0	Platoon Sergeant Binder	ZIP
0	Visitor Binder	ZIP
0	NCO Creed	PPT

Appendix E - TRAINER'S LESSON OUTLINE

ARNG - SQI4 - Student Orientation

805B-PJA9TS01 / Version 3.1

DRAFT

1. The importance of this lesson: (Why)

Determine the requirements to successfully complete the ARNG Recruiting and Retention Course.

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

Complete all requirements for graduation.

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>
None		

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
7520-01-186-3605	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.