

## APPENDIX D

### INTERN TRAINING CURRICULUM

#### A-1. Common Core Subject Matter

##### a. Classroom Training.

(1) *Orientation (5 days, CLCMO)*. The interns are provided information on federal employment, standards of conduct, security requirements, career management, and performance expectations.

(2) *Introduction to Army Logistics (5 days, ALU)*: This curriculum provides an introductory picture of Army Logistics. The instruction addresses the specific logistics functions of Supply, Maintenance, Transportation, and Services as they fit into the context of the three levels of war-Strategic, Operational, and Tactical.

(3) *Major Item Management (4 days, ALU)*. This curriculum concentrates on materiel management functions related to the management of major items. Special emphasis is placed on computation of wholesale requirements and the distribution process using existing databases. At the end of the module, the interns should be able to explain how the Army determines a major item versus a secondary item and define the responsibilities of various DoD, HQDA, and Army Materiel Command organizations that provide policy, guidance, or assistance in the execution of the various logistics functions required to establish and maintain the readiness of Army weapons systems and weapons support systems.

(4) *Army Secondary Item Management (10 days, ALU)*. This course of study focuses on materiel management functions relative to the management of secondary items at the national level. The subjects covered range through the entire cycle of materiel systems. Special emphasis is placed on computation of wholesale requirements and the distribution process using existing databases and financial management. Forecasting techniques and logistics terminology are presented to provide a common basis for understanding the integrated materiel manager's role in weapons system management. The application of management skills and practices, problem-solving, and decision-making techniques appear throughout the course.

(5) *Fundamentals of Defense Supply Chain Management (1 day, ALU)*. The module focuses on the integration of key principles, concepts, and business processes of supply chain management, including supply chain management in the private sector, the DoD supply chain management model, and a simulation of supply chain activities.

(6) *Joint Logistics (1 day, ALU)*. This class focuses on theater-level joint logistics operations by preparing military and civilians to function in assignments that involve joint logistics planning, inter-service and multinational logistics support and joint logistics in a theater of operations. This course integrates component functional skills and knowledge through the study of strategy, doctrine, theory, programs, and processes. The opportunity for interns to develop the attributes, perspectives, and insights necessary to manage logistics at the operational level of war is provided.

(7) *Multinational Logistics (1 day, ALU)*. This session familiarizes interns with logistics strategy, doctrine, theory, programs, and processes in a multinational environment. It provides the opportunity to develop the perspectives and insights necessary to perform effectively and efficiently as logistics managers in an alliance or coalition at the operational level of war.

(8) *Defense Distribution Management (10 days, ALU)*. This course provides interns with the knowledge of management and operational aspects of the DoD wholesale supply and distribution systems, with emphasis on the major depot functions of receipt, storage, care, distribution, and control of materiel. The relationship of these functions to other logistic functions is considered for application to an association with the integrated wholesale logistics system.

(9) *Quantitative Applications (20 days, ALU)*. This program is an introduction to the techniques of collection, analysis, interpretation of data and problem-solving that is useful for managerial decision-making (Decision Analysis, Risk Analysis, and Statistics). Interns will learn to make more informed decisions, based on an analytical foundation with an understanding of the trade-offs involved. Qualitative techniques for risk analysis are reviewed in detail to include the identification of risk events. The topics covered are collective, using workshops and cases that include real-world logistics problems.

(10) *Logistics Modernization Program Overview (1 day, ALU)*. This class introduces the interns to the major functions performed at each major subordinate command, their importance, and how the functions inter-relate. The material stresses the interfaces among functional areas and with other logistics systems. It also defines major functional duties and responsibilities and identifies the type of data stored and manipulated, including key reports and outputs.

(11) *Strategic Deployment Planning Course (10 days, ALU)*. This is a two-week resident course whose target audience is the movement planner from battalion/brigade to Corps and installation level. Focus is on strategic deployment planning. Interns learn concepts and key factors involved in deliberate and crisis action planning. Discuss requirements and capabilities of strategic mobility triad and support operations at Ports of Embarkation (POE) and Ports of Debarkations (POD). They are provided an overview of Joint Operations Planning and Execution System (JOPES), Transportation Coordinator-Automated Command and Control Information System (TC-ACCIS), Mobilization Movement Control (MOBCON), and learn essentials of mobilization and redeployment. Interns participate in a variety of deployment planning exercises. This course employs a variety of teaching methods, with an emphasis on active learning and higher-level thinking.

(12) *Tactical Supply and Maintenance System (3 days, ALU)*. This course covers general retail supply and maintenance policy and procedures, a description of the force structure tasked to provide support to the combat forces, and provides a description of the various Combat Services Support (CSS) Standard Army Management Information Systems (STAMIS) (including selected management reports) used to provide CSS.

(13) *Army Maintenance Management (7 days, ALU)*. This training provides detailed instruction, covering maintenance policies and programs from the development of the item's maintenance concept to the demilitarization requirement necessary to remove the system. The life-cycle management model serves as a frame of reference. This training provides an overview of the Army logistics system. The life-cycle management model is the common thread of the module. It is used to highlight the more significant considerations of research, development test, and evaluation, distribution, contracting, inventory management, maintenance and disposal of Army materiel. Management skill instruction includes basic statistical and probability to improve decision-making abilities by providing knowledge of the techniques and considerations involved in logistics policy.

(14) *Contracting Officer's Representative (5 days, ALU)*. This module is designed to develop and increase the knowledge and understanding of the contracting process within the DoD and to provide eligibility for certification.

(15) *Planning, Programming, Budgeting, and Execution System (10 days, Finance School)*. The interns learn resource management organizations and functions, budgeting review and analysis, Resource, Development and Acquisition management, special appropriations management, commercial activities, cost analysis, economic analysis, installation management programs, Product Improvement Program/Productivity Capital Investment Program, commitment and obligation principles and rules, manpower and force structure management, internal controls, and auditing.

(16) *Program Management (1 day, ALU)*. The module focuses on the integration of key principles, concepts and business processes of program management, including the role of the program manager, organizational structures, and management functions.

(17) *Basic Freight Traffic Course (10 days, ALU)*. Interns will gain knowledge of Transportation Operating Agencies; Installation Transportation Office functions; motor, rail, water, and air carrier industries; tariffs/tenders, routing, and freight documentation, transportation security, hazardous cargo, loss and damage, detention and demurrage, and carrier performance program, and fundamentals and operation of the TC-ACCIS freight module.

(18) *Introduction to Defense Transportation (5 days, ALU)*. This module examines the broad spectrum of transportation in deployment, sustainment, and re-deployment. The curriculum addresses the Defense Transportation System and its role in providing support to the war-fighter. All modes of transportation are addressed.

(19) *Military Standard Transportation And Movement Procedures Course (MILSTAMP) (5 days, ALU)*. The intern will receive an introduction to MILSTAMP, activity address directories, transportation account codes, shipment planning, Transportation Control & Movement Document preparation, ocean cargo and air terminal documentation, address marking, shipment tracing, and in-transit data reporting.

(20) *Conflict Management (1 day, ALU)*. Interns learn strategies and techniques that will empower them to be accountable for their actions by helping them defuse anger and emotions, giving and taking criticism, working through personality differences, and settling conflicts quickly and effectively. With these newly developed skills, team members learn to respect coworkers' personal and cultural differences, and encourage one another to strive for success.

(21) *Time Management (1 day, ALU)*. Interns will identify and learn to overcome the barriers to effective management issues. Interns will learn time management and prioritizing skills to determine how much time, energy and resources are needed to managing multiple priorities, while maintaining focus and vision. This course provides strategies, techniques and tips to set priorities and manage the daily pressures of meeting important and urgent commitments.

(22) *Presentation/Briefing Techniques (3 days, ALU)*. The interns are taught how to package and present the results of a technical study for ready understanding by non-technical decision makers. They will learn briefing skills, media selection, organization and timing of presentations, analysis of the information needs of decision-makers, and data analysis.

(23) *Communicative/Writing Skills (2 days, ALU)*. Interns will study communication models, grammar, and writing styles designed to improve abilities in writing required documentation. Interns will learn the fundamentals of clear, concise writing including the use of the active voice, parallel structure, appropriate tone, and brevity. Both individual and group exercises are utilized to emphasize these and other basic principles.

(24) *Team Building (1 day, ALU)*. Interns will learn the process and interpersonal skills needed to facilitate, motivate and lead. They will learn how a team functions together and how to make decisions and accomplish tasks. Participants assess personality styles and more accurately predict the behavior of peers, subordinates, and managers.

#### *b. Distance Learning.*

(1) *Action Officer Development Course (24 hours online, Army Institute for Professional Development)[AIPD]*. The interns learn to apply the functions of management to tasks as follows: anticipate requirements and take initiative, manage time and priorities, conduct an interactive meeting, prepare completed staff work, communicate effectively (listening, responding, and persuading), write to Army standards, prepare and coordinate a decision paper, present an information briefing, and uphold Army core values through ethical behavior.

(2) *Introduction to Six Sigma (2 hours, Army E-learning)*. Six Sigma is an integrated, disciplined proven approach for improving business performance. This course is designed to help business leaders gain a basic understanding of the methodologies, share case studies from different industries and learn what it takes to get started with a Lean or Six Sigma deployment. The interns learn the practical and literal translations of Six Sigma and Lean and their evolution into modern business: proper time and usage of tools for optimal results; functional options for deployment models, effectively organizing a

deployment plan and what the roadmap for deployment looks like, how to build stakeholder support, and obtaining results.

(3) *ACQ 101 - Fundamentals Of Systems Acquisition Management (26 hours online, Defense Acquisition University [DAU])*. This course provides a broad overview of the DoD systems acquisition process, covering all phases of acquisition. It introduces the Joint Capabilities Integration and Development System and resource allocation processes, the DoD 5000 series documents governing the defense acquisition process, and current issues in systems acquisition management.

(4) *LOG 101 - Acquisition Logistics Fundamentals (24 hours online, DAU)*. This course presents a synopsis of the role of acquisition logistics in the system acquisition life-cycle and system engineering process. Modules cover the logistics-relevant aspects of requirements identification, life-cycle estimates, integrated product and process development, sustainment logistics, supportability analysis, product support, contracting, and contractor support.

(5) *LOG 102 - Systems Sustainment Management Fundamentals (30 hours, DAU)*. This course illustrates the role of the life-cycle logistician during the sustainment phase of a weapons system's existence.

(6) *LOG 103 – Reliability, Availability, & Maintainability (30 hours online, DAU)*. The course addresses the cross-disciplinary actions of Program Management, Systems Engineering, Test and Evaluation and both acquisition logistics and sustainment to evaluate the impact of reliability and maintainability decisions.

(7) *Hazardous Materials Handling (7 hours online, AIPD)*. This course concentrates on recognition of material handling markings, identification of loading and storage groups, recognition of hazard class labels and the consequences of a hazardous material being accidentally released. In addition, segregation of various classes of hazards according to the published compatibility charts for loading in trucks, railcars, and aircraft; neutralization and clean up of minor spills, emergency measures in case of minor incidents, and the recognition and proper disposition of damaged hazardous material containers is highlighted.

(8) *CES Foundation Course (57 hours online, Civilian Human Resources Training Application System [CHRTAS])*. Interns in this course will develop an understanding of the Army including its composition, ranks, structure, customs, traditions, and values and how it fits into the Department of Defense; the basics of Army leadership doctrine, leadership styles, and Army ethical standards; group development theories, strategies for dealing with conflict, and basics of communication including Army communication types, and the skills of listening, providing feedback and the basics of oral and written communication.

(9) *Continuous Learning Logistics (CLL) 008 - Designing For Supportability In DoD Systems (3 hours online, DAU)*. A comprehensive overview and introduction to incorporating the principles of systems engineering throughout the system life cycle to design, develop, produce, and sustain operationally reliable, supportable, and effective systems.

(10) *CLL 011 - Performance Based Logistics (3 hours online, DAU)*. This module focuses on the use of PBL support strategies to incentivize and drive high reliability during weapon system design and development, designing for life cycle supportability, and using a variety of metrics, performance agreements, and incentives to hold Product Support Integrators accountable for system performance.

(11) *CON 100 - Shaping Smart Business Arrangements (20 hours online, DAU)*. Interns will learn about the various DoD mission areas and the types of business arrangements and procurement alternatives commonly used to support each area. Information systems, knowledge management, as well as recent DoD acquisition initiatives will be introduced in the course. The overarching business relationships of government and industry, and the role of politics and customer relationships will be addressed.

(12) *CON 110 - Mission Support Planning (23 hours online, DAU)*. This training introduces interns to the contracting field to their role as a business advisor in the acquisition process. It focuses on the interns' role in understanding their customers' mission and their ability to plan successful mission-support strategies based upon their knowledge of the contracting environment and their customers' needs.

(13) *CON 111 - Mission Planning Execution (12 hours online, DAU)*. This class is the second of three online Level I contracting courses. It focuses on executing the acquisition planning through soliciting industry and awarding a contract and provides interns with the knowledge necessary to execute an acquisition that optimizes customer mission performance.

(14) *CON 112 - Mission Performance Assessment (14 hours online, DAU)*. This class is the final of three online courses. This course builds on the foundation established in CON 110 and CON 111 and provides interns with the knowledge necessary to identify and utilize appropriate performance metrics when evaluating contractor performance.

## **A-2. Functional Training**

*a. Supply Management (CP 13). Quartermaster Basic Officer Leader Course Phase III (16 weeks, Quartermaster School).*

(1) *Common Core Training*. This training teaches the interns to apply the theory and principles of battle focused common core training. In addition, it teaches war fighting skills required to lead a squad to command sized element into combat; train interns to fight and survive on a modern battlefield; develop and maintain discipline; supervise maintenance activities; property accountability; and war-fighting skills required to lead a squad/section-sized element into combat. The training helps current and future interns acquire the leadership, technical, and tactical skills needed to lead squad to command size units in both a field and garrison environment. It is non-Military Occupational Specialty (MOS) specific. Interns learn the skills specific to their career fields during phase two with their peers.

(2) *Unit Supply*. Provides the interns a basic understanding of unit supply operations.

(3) *Tactical Logistics*. Trains the interns to identify CSS units that provide tactical logistics support within a Theater of Operations.

(4) *Communicative Skills*. Instructs the interns on effective oral and written communication, Army writing program standards, and preparation of a military briefing.

(5) *Unit Functions*. Equips the interns with the general company level skills and knowledge base required of platoon leaders.

(6) *Leadership*. Trains the interns with skills and knowledge relative to Army leadership doctrine.

(7) *Supply Support Activity Procedures*. Provides an overall working knowledge of the procedures for managing a supply activity for supported units below the wholesale level. The interns will receive instruction on storage operations and the automated systems used to facilitate retail level supply management. The interns will also receive an overview of Standard Army Retail Supply System (SARSS) 2A-Objective supervisory training, systems interface, and STAMIS to support units below the wholesale level.

(8) *Delivery/Field Services/Sling-load*. Demonstrates instruction on basic principles of airdrop operations, laundry and shower operations, clothing renovations, and light textile repair services provided by the Quartermaster Field Service Company, direct support and modular. Instruction also includes the sling load inspection certification course.

(9) *Petroleum and Water Operations*. Provides instruction on petroleum and water operations.

(10) *Subsistence*. Illustrates a basic knowledge of subsistence supply operations to prepare the interns to serve as a Class I platoon leader in both garrison and tactical environments.

(11) *Mortuary Affairs*. Familiarizes the interns with the Mortuary Affairs Program.

(12) *Field Training Exercise (FTX)*. Provides the interns with the opportunity to perform selected tasks while assigned as a platoon leader and staff officer in a tactical situation during a multi-echelon field training exercise.

*b. Materiel Maintenance Management (CP17). Ordnance Basic Officer Leader Course Phase III (17 weeks, Ordnance School).*

(1) *Common Core Training*. This training teaches the interns to apply the theory and principles of

battle focused common core training. In addition, it teaches war fighting skills required to lead a squad to command sized element into combat; train interns to fight and survive on a modern battlefield; develop and maintain discipline; supervise maintenance activities; property accountability; and war-fighting skills required to lead a squad/section-sized element into combat. The training helps current and future interns acquire the leadership, technical, and tactical skills needed to lead squad to command size units in both a field and garrison environment. It is non-MOS specific. Interns learn the skills specific to their career fields during phase two with their peers.

(2) *Leadership*. Provides interns with the knowledge and skills needed to lead and manage in a small unit environment, including supervising unit administrative and financial readiness actions, understanding Army organizations and staff functions, identifying the steps utilized in training management, and taking action to implement equal opportunity and prevent sexual harassment.

(3) *Unit Movement*. Equips interns with the knowledge and skills to lead and manage in small unit environment while identifying steps utilized in training management and implementing unit movement.

(4) *Communications/Military History*. Provides interns with a basic understanding of military writing and briefing techniques along with fundamental writing and briefing skills. In addition, interns will be instructed in battle analysis and the importance of history to the profession of arms.

(5) *Maintenance and Supply*. Trains interns with the knowledge and skills needed to execute the field maintenance company mission; includes maintenance doctrine and structure, unit and direct support maintenance operations; unit supply operations, Class IX direct support unit actions, and operation of Unit Level Logistics System-Ground, Standard Army Maintenance System (SAMS), and SARSS computer systems.

(6) *Conventional Munitions*. Instructs interns on the fundamentals of conventional munitions and conventional munitions materiel management. Training includes identification, ammunition supply activity operations, accountability, and munitions oriented practical exercises that require interns to demonstrate their ability to perform the critical tasks.

(7) *Digital Battlefield*. Illustrates an overview of the key digitization concepts which will enhance the communication and logistic capabilities of commanders.

(8) *Metal Working*. Trains interns with the knowledge and skills required to supervise the Service Section.

(9) *Automotive Maintenance*. Provides the interns with the knowledge and skills needed to perform and supervise materiel management, Preventive Maintenance Checks and Services, and diagnostic test equipment involving wheel and track vehicles.

(10) *Recovery Principles and Application*. Provides the basic knowledge of recovery principles, equipment and application.

(11) *Automotive/Armament Maintenance of Combat Systems and Small Arms*.

Equips interns with the basic knowledge and professional development skills to manage the unit, field and sustainment maintenance of automotive and armament systems.

(12) *Ordnance MOS Overview*. Prepares interns with the basic knowledge of preventive maintenance indicators on ground support equipment and an overview of the Electronic Maintenance section.

(13) *FTX*. Provides the interns with the opportunity to perform selected tasks while assigned as a platoon leader and staff officer in a tactical situation during a multi-echelon field training exercise.

c. *Transportation and Distribution Management (CP 24)*. *Transportation Basic Officer Leader Course Phase III (16 weeks, Transportation School)*.

(1) *Common Core Training*. This training teaches the interns to apply the theory and principles of battle focused common core training. In addition, it teaches war fighting skills required to lead a squad to command sized element into combat; train interns to fight and survive on a modern battlefield; develop and maintain discipline; supervise maintenance activities; property accountability; and war-fighting skills required to lead a squad/section-sized element into combat. The training helps current and future interns acquire the leadership, technical, and tactical skills needed to lead squad to command size units in both a field and garrison environment. It is non-MOS specific. Interns learn the skills specific

to their career fields during phase two with their peers.

(2) *Prepare for Unit Move.* To provide the interns the basic knowledge to effectively deploy and redeploy a unit. This block provides the necessary skills and knowledge set to become a Unit Movement Officer at the unit level. Specifically, the intern will gain knowledge on rail operations, highway operations, air movements and the automation equipment used to plan, deploy and track the movement of personnel and equipment. This block also incorporates training on handling, shipping and documentation of Hazardous Material.

(3) *Strategic Mobility.* To provide the interns the basic knowledge of strategic lift, equipment available within the Army pre-positioned inventory and terminal operations. This block will provide the interns with knowledge on the types of ocean vessels available to move unit personnel and equipment. Interns will gain an understanding of Army operations at port facilities to include Logistics Over-the-Shore Operations and the watercraft involved.

(4) *Moving the Force.* To provide the interns the basic knowledge of the procedures used to manage movement of personnel and equipment within a theater of operations. Specifically, interns will learn movement control, highway regulation as it pertains to units moving along a road network and motor transport planning. Interns should be able to plan movement of personnel and cargo and understand how it applies to the overall operational planning.

(5) *Tactical Transportation Operations.* To provide the interns the basic tools to plan, organize, defend, and conduct convoy operations as the convoy leader. Additionally, the interns will learn to occupy an area of operations and learn the necessary tasks to conduct transportation operations from a field environment.

(6) *How to Lead.* To provide interns with the skills required to lead a modern diverse professional force, to include: Military Leadership and Ethical Decision Making, Decision Making, Planning and Implementation, Managing Stress, and Force Protection.

(7) *How to Maintain.* Provide interns with skills and knowledge to effectively manage a unit maintenance program. Discuss the components of a command maintenance program. Identify required vehicle maintenance based on technical manuals and local guidance. Summarize the Army's Maintenance System standards to include the four levels of maintenance; the correct terms for critical maintenance functions; and critical considerations in planning for maintenance support.

(8) *Force XXI Battle Command.* Operate and identify the functions of the Force XXI Battle Command Brigade-and-Below system.

(9) *FTX.* To exercise the interns through culminating events based on knowledge received during all classroom instruction and practical exercises. Specifically, these exercises will challenge the abilities of the interns to plan, organize and execute any mission related to the transportation field.

### **A-3. On-the-Job Training (OJT)**

*a. Army OJT (8 weeks).* By the end of the training period, the intern will understand the various Supply, Maintenance, and Transportation functions for which the Army has responsibility.

(1) *Logistics Plans and Operations Division.* The interns will understand the Mobilization and Demobilization supporting plans and other contingency plans. They will recognize that the key role of this division is to integrate and synchronize actions that cross functional lanes and will acquire situational awareness of and an appreciation for the complexity of the various funding streams affecting operations. Interns will be familiar with the STAMISs and will also provide support for all internal control and management reviews.

(2) *Supply and Services Division.* Interns will understand life-cycle management of the supply system and how to provide the best support to the customer within available resources. They will learn to manage and operate a Central Issue Facility, Central Initial Issue Point, Continental United States Replacement Center, Alternative Fuels Infrastructure and Class III Bulk Distribution Site, Ammunition Supply Point, garrison dining facility, Central Receiving Point, and a supply warehouse. They will become skilled at packing and crating services, handling of reparable items, and providing retail supply

support services. The interns will be able to understand warehousing operations. They will learn and provide food service support for the Soldiers and provide support in the Troop Issue Subsistence Activity when necessary. The intern will gain knowledge of the automated logistics supply systems and information warehouses. They will learn about the installation status report and Army Installation Management Headquarters Information model and how they affect garrison funding, the sections of a contract and how to write an effective and efficient performance work statement. Additionally, the interns will learn the difference between mobilization stations and power generation platforms and how they will be required to support the mobilizing and deploying units.

(3) *Maintenance Division.* The interns will understand the logistics base operations for tactical and non-tactical end-item maintenance (backup unit/organizational and Direct Support/General Support level maintenance). They will recognize the acceptable standard of quality for maintenance performed. The intern will learn to input required information for the Standard Army Maintenance System (SAMS) Monthly reporting system. They will learn the Corrosion Prevention Control Program/Chemical Agent Resistant Coating programs and to properly identify materiel classification codes for serviceability.

(4) *Personal Property.* Interns will be familiar with pertinent regulations and how to apply them. The interns will understand all methods of personal property movement available and should be able to determine the most economical methods of storage of property. The interns will be able to advise personnel on entitlements for movement and storage and damage claims, know how to process applications for shipment and storage, use a distribution roster, and determine cost and travel time. They will understand carrier quality evaluation programs. They will be able to advise personnel on receiving inbound household goods, unaccompanied baggage and on damage claims procedures.

(5) *Passenger Movements.* Interns will understand responsibilities of the military services, Surface Deployment and Distribution Command, and carriers in arranging for passenger travel. They will be able to counsel personnel on routings, port calls, and required documents. The interns should know procedures for issuing government travel requests and arranging transportation for Soldiers, DA civilians, dependents, human remains, personal baggage, and small groups.

(6) *Freight Movements.* Interns will be trained in receipt and shipment of government-owned freight. They will attain a basic knowledge of issuing, reviewing, obtaining bills of lading; converting commercial bills of lading to government bills of lading and learn freight classification, rating and routing, carrier selection and tonnage distribution, the coordination process for overages, shortages and damage; the preparation of discrepancy reports/reports of survey, and inspection of inbound/outbound freight shipments. The interns should also become familiar with applicable regulations.

(7) *Motor Pool Operations.* Interns will be taught motor pool administration, operations, and maintenance procedures. They will learn vehicle supply, repair parts supply, and procurement and inspection of non-tactical vehicles. The dispatch system and preparation of accident reports and investigations will also be addressed.

(8) *Unit Movements.* The interns will learn to arrange group travel by commercial charter, military air, and commercial bus and how to prepare travel requests and other official documents for the unit moves. They will acquire knowledge of the basic principles of unit movement plans and Computerized Movement Planning and Status System (COMPASS) and Automated Unit Equipment List (AUEL) reports. They should also understand preparation of documents and clearance from state, county, or local governments for movement of convoys and oversized vehicles.

*b. Non-Army OJT. Defense Logistics Agency, Navy Depot, Marine Depot, Air Force Aerial Port, Army & Air Force Exchange Service, etc. (8 weeks).* The intern will successfully complete a Non-Army OJT assignment to understand the various supply, maintenance and transportation functions of the agency or organization.

(1) *Transportation Management.* The interns will be familiarized in freight operations, freight rate, routing of freight concepts and procedures in operating a freight terminal. Interns will learn when to use Government Bill of Ladings, how to prepare them, and understand how the forms act as "contracts" to acquire transportation services, receipts for goods, and as evidence of ownership of goods

under transport. Interns will be familiar with regulations for shipping and handling hazardous and sensitive materials, proper labeling and learn how to research compatibility of hazardous items.

(2) *Supply Operations*. Management and distribution of all classes of supplies managed will be studied.

(3) *Maintenance Operations*. The management of all maintenance operations will be addressed.

(4) *Contract Management*. The interns will become familiar with the full spectrum of base contracting or general contracting support requirements.