



**DEPARTMENT OF THE ARMY**  
OFFICE OF THE DEPUTY CHIEF OF STAFF G-3/5/7  
400 ARMY PENTAGON  
WASHINGTON DC 20310-0400

REPLY TO  
ATTENTION OF

DAMO-FMS

28 October 2013

MEMORANDUM FOR Students of Class NGBC 01-14, Attending the Army Force Management School at 5500 21<sup>st</sup> Street, Suite 1400, Fort Belvoir, Virginia 22060-5923

SUBJECT: Welcome Package for NGBC Class 01-14, 2-13 December 2013

1. Welcome to the U.S. Army Force Management School (AFMS), National Guard Bureau Course (NGBC) 01-14. Class begins promptly at 0800 on Monday, 2 December. Registration will be conducted from 0745 to 0800 hours at the AFMS, located in Building 247, Humphrey's Hall, Room 1607, 5500 21st Street, Fort Belvoir, VA 22060-5923. Graduation on Friday, December 13<sup>th</sup> is at 1200. Please plan your departure for no earlier than 3 to 4 hours post-Graduation depending on which local airport you are using.
2. The purpose of the AFMS is to provide professional development for both Army military and civilian personnel serving in or selected for future assignments in the force management functional area. This course provides the initial Force Management training for all officers and non-commissioned officers assigned to force management positions in the 54 States, Territories, and the District of Columbia. The course is primarily focused on the duties and responsibilities of Force Integration Readiness Officers, but also addresses the roles and functions of Mobilization Readiness Officers, Mobilization and Force Development Non-Commissioned Officers, and Management Analysts. Please come prepared to discuss force management related issues concerning your State during the course opening on Monday.
3. Uniform for military personnel is "utility" or ACU for Army students. Uniform for Civilians is business casual. Please note that if you expect to be in the Pentagon on any given Friday, the duty uniform is ASU.
4. In accordance with DOD Directive 4515.14, personnel working within the National Capitol Region (NCR) commuting area are not authorized TDY. The local commuting area for the NCR includes the following states/counties:
  - a. Maryland: Anne Arundel, Baltimore, Calvert, Carroll, Charles, Frederick, Harford, Howard, Montgomery, Prince George's, St. Mary's and Washington.
  - b. Virginia: Albemarle, Arlington, Clarke, Culpeper, Fairfax, Fauquier, Greene, King George, Loudoun, Madison, Orange, Prince William, Spotsylvania, and Stafford. Pennsylvania: County of Adams

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5. Those students attending in TDY status should follow your organization's policies and procedures for DTS and travel orders. On Post lodging is available at IHG Army Hotels, Fort Belvoir lodging (Knadle Hall) ([www.ihgarmyhotels.com](http://www.ihgarmyhotels.com)). Knadle Hall is located in building 470, 9775 Gaillard Road, Fort Belvoir, VA 22060. You may contact Knadle Hall by calling (703) 704-8600. If you choose to stay at Knadle Hall please inform the reservation desk that you are attending the Army Force Management School. Please do not reserve your room online. Either call the hotel at (703)704-8600 or email Savann Sing, the Operations Manager, at [savann.sing@ihg.com](mailto:savann.sing@ihg.com).

6. The enclosed Welcome Packet contains a pamphlet entitled: "Army Force Management School Administration and Logistics Policy and Procedures Guide." It provides instructions for your use in planning your attendance to this course as well as additional administrative and logistical support available to you.

7. All students must have a valid security clearance. We may verify through JPAS prior to your arrival.

8. All students please review and complete the registration forms included in this email and return using the "Send Email" button at the bottom of the form or print it and return it by fax to Ms. Eileen Houser at DSN 655-5946 or commercial (703) 805-5946 or email to: [Eileen.Houser.ctr@mail.mil](mailto:Eileen.Houser.ctr@mail.mil) as soon as possible (sometimes this works better if you cut and paste from email to the desk top). A copy of the form can also be found at the Army Force Management website at <http://www.afms1.belvoir.army.mil/index.htm>.

9. In the classrooms, each student will have a computer available for course use. Please provide your AKO account information for accessing AKO prior to your arrival to the school. Some class exercises require the use of AKO. If you do not have an AKO account, please have one created prior to arrival. The following sites will require access and registration:

a. FMSWeb: As a student of force management, you will need the ability to access a number of information systems. One of these systems is FMSWeb, formally called WebTAADS. Before you report to the Army Force Management School, you will need to have an account with FMSWeb. Registering for and obtaining an account is relatively easy and can be done on-line. First, you must access the USAFMSA site by going to URL <https://fmsweb.army.mil>. At the FMSWeb site, click on the FMSWeb header and you will be taken to a login page. At this page you will log in using your AKO login and password. On the screen are instructions on how to proceed to request your FMSWeb account. The administrative and security section of USAFMSA will notify you when your account has been created or if they require further information or action.

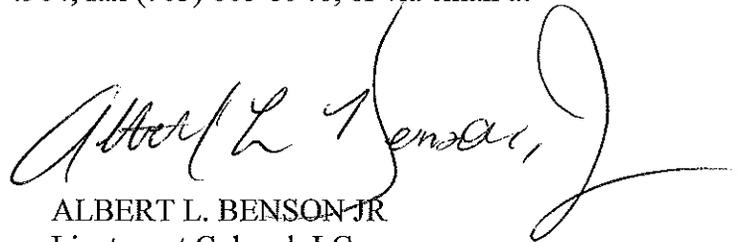
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b. Email: We understand that many attending students require access to their email. Our IMO does not have the information regarding your duty address. To gain email access back to your unit/organization, you must make sure that it is available via the Internet. Contact your IMO/G6/S6, prior to departure, for the web address or CITRIX portal that will allow you access back to your email via our system using our credentials provided. Only use our login, password, and domain that will be provided. Initial log on to our system with your CAC is prohibited and will void you the necessary access to resources for the course you are attending. After you have logged into our system with the credentials provided, only then can you use your CAC card and go to authorized web sites.

10. Due to current events, Fort Belvoir is at FPCON "A", which requires proper identification as you enter the installation. If you drive your own vehicle and have a CAC Card, you should not experience any major delays entering the installation. However, minimal gate delays should be expected during 0700 and 0800. If you are renting a vehicle, you **MUST** have all required documentation to secure a temporary pass (**ONLY at the Tulley Gate**). Documentation is proof of insurance, a rental agreement, and a valid driver's license. Procedures and conditions may vary.

11. We look forward to your safe arrival at the U.S. Army Force Management School. If you have further questions or concerns regarding your attendance, please contact: Ms. Eileen Houser at DSN 655-4904/commercial (703) 805-4904, fax (703) 805-5946, or via email at [Eileen.Houser.ctr@mail.mil](mailto:Eileen.Houser.ctr@mail.mil).



ALBERT L. BENSON JR  
Lieutenant Colonel, LG  
Deputy Commandant, AFMS

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