



**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

2 January 2014

MEMORANDUM FOR Students of Class SGMC 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 SGMC Class 01-14, 3- 7 February 2014

1. Welcome to the U.S. Army Force Management School (AFMS), Sergeant Major Course (SGMC) 01-14. Class begins promptly at 0800 on Monday, 3 February. Registration will be conducted from 0730 to 0800 hours at the AFMS, located in Building 247, Humphrey's Hall, Suite 1400, 5500 21st Street, Fort Belvoir, VA 22060-5923.
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.
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. All students must have at least a valid Secret clearance.
4. The purpose of the SGMC Course is to provide information for military personnel on force management functional areas and to become familiar with "How the Army Runs." The course will familiarize senior executive level Sergeant's Majors with the "how to and why" of determining force requirements and capabilities. Students will review the constitutional, statutory and regulatory basis for the force projection of the Army and the capabilities that must be sustained through management of doctrinal, organizational, and materiel change. They will become familiar with Army organizational roles, functions and missions, especially at the ACOM and Army Secretariat/Staff levels. Also, students will be exposed to established force management processes, from the determination of force requirements through the resourcing of requirements and the assessment of their utilization in order to accomplish Army functions and missions in a joint/combined environment.

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5. All TDY students attending the SGMC 01-14 are required to stay at the IHG Army Hotel, 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. Please contact the hotel at (703)704-8600 or email Savann Sing, the Operations Manager, at [savann.sing@ihg.com](mailto:savann.sing@ihg.com) to make your reservation. **We have blocked rooms for all SGMC students and have requested that students be housed in a renovated room in Knadle Hall which is currently under construction. During the hotel's renovation, not all rooms have wireless internet available. For further details on the status of internet connectivity, please contact the hotel. Please inform the reservation desk that you are attending the Army Force Management School. You should contact Knadle Hall directly to confirm that your reservation has been booked for a renovated room. Online reservations will not guarantee a remodeled room.** If you experience problems with your hotel room upon arrival or during your stay, please contact the AFMS Registrar, Ms. Eileen Houser, as soon as possible.

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 please review and complete the student data card 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. The student data card may also be accessed through the AFMS website at <http://www.afms1.belvoir.army.mil>.

8. The Army Force Management School is now using Blackboard for some aspects of the course. Log in information for your AFMS Blackboard account will be sent to you before the course start.

9. In the classrooms, each student will have a computer available for course use. 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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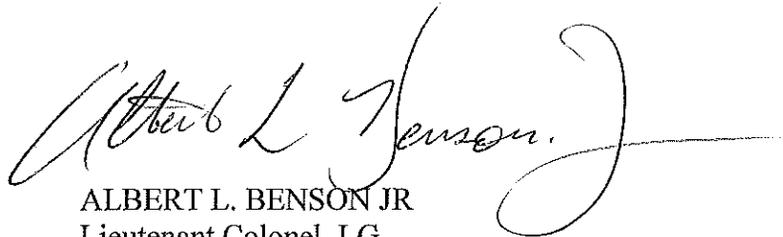
b. PPBBOS & CPP: Prior to arrival for the course, please request and obtain access to the Army Planning Programming, and Budgeting Business Operating System (PPB BOS) and the Army Cost and Performance Portal (CPP). To obtain access to PPB BOS go to <https://www.eprobe.army.mil> and follow the instructions. To obtain access to the CPP go to <https://cpp.army.mil> and follow the instructions. If at any time problems develop contact Mr. Colin Halvorson at (703) 805-3540 or DSN 655-3540. His email is [colin.o.halvosron.ctr@mail.mil](mailto:colin.o.halvosron.ctr@mail.mil).

c. 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 vary.

11. Departure at the end of the course should be scheduled to accommodate completion of the course. This includes 38 academic hours and graduation which is scheduled for approximately 1400 hours on Friday.

12. 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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