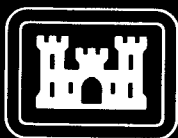


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	Civilian Personnel LOGISTICS TRAINING, EDUCATION, AND DEVELOPMENT SYSTEM (LOGTEDS)	
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Logistics **TEDS**



Training, Education and Development System



**US Army Corps
of Engineers**

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, D.C. 20314-1000

EP 690-1-700

CELD-MS

Pamphlet
No. 690-1-700

1 December 1992

Civilian Personnel
LOGISTICS TRAINING, EDUCATION, AND DEVELOPMENT SYSTEM (LOGTEDS)

FORWARD

The Directorate of Logistics Management, USACE requires each career program to structure a USACE wide plan to train and develop its personnel from entry level to senior management positions. Civilian career paths should be clearly mapped and should serve as useful references for all grade levels.

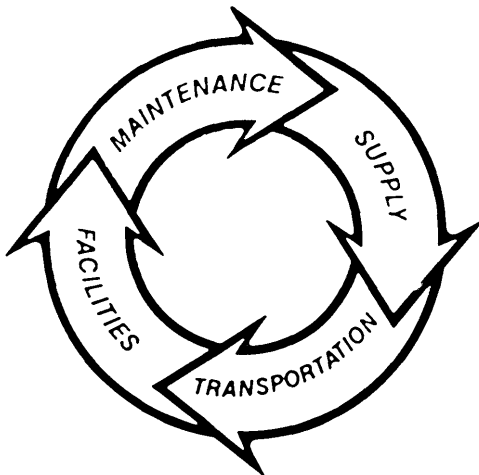
The plan referred to as LOGTEDS contained in this pamphlet serves the Logistics Management Career Program. It provides a single training and development program that covers all careerists in Logistics Functions. This pamphlet describes the formal training that builds solid logistics backgrounds. It encourages careerists to seek a variety of assignments that will prepare them for high-level logistics positions.

Supervisors, appropriate activity career program managers, and all careerists should discuss this plan and put it into operation as soon as possible.

FOR THE COMMANDER:



WILLIAM D. BROWN
Colonel, Corps of Engineers
Chief of Staff



DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, D.C. 20314-1000



LOGTEDS

EP 690-1-700
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Civilian Personnel
LOGISTICS TRAINING, EDUCATION, AND DEVELOPMENT SYSTEM (LOGTEDS)

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CHAPTER 1 - INTRODUCTION

1-1. **PURPOSE.** This is a guide for Logistics Management personnel and their supervisors, activity career program managers, and major command career program managers. It spells out the training and developmental assignments required and desirable for a successful logistics career, that may involve supply, transportation, maintenance, or facilities. Training of employees outside of logistics functions must be considered. Currently within the Corps of Engineers, employees are performing logistics functions as part of their normal duties. These people should receive the appropriate training that will enable them to accomplish their job in accordance with established procedures and in accordance with the regulations. Although the primary intent of this training plan is directed towards people within the logistics organization, parts of this plan should be used to assist in training people outside of the logistics organization.

1-2. **APPLICABILITY.** This pamphlet applies to HQUSACE/OCE elements, Major Subordinate Commands, Districts Commands, and Field Operating Activities and Laboratories that have a Logistics Office. This pamphlet is also applicable for employee development specialists in the Human Resources Offices (HRO) which service logistics management careerists.

1-3. **REFERENCES.** See Appendix A.

1-4. **OBJECTIVE.** The objective of this LOGTEDS plan is to ensure USACE logistics support of worldwide civil and military requirements.

a. The plan should provide individuals with broad skills and knowledges gained in the career development process.

b. The plan should provide training at all career levels.

c. The plan should provide managerial knowledge of organizations and missions.

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1-5. **CAREER PROGRAM STRUCTURE.** The Logistics Management Career Program (LJICP) is managed by the Director of Logistics, USACE.

1-6. **KEY POSITIONS IN LOGISTICS MANAGEMENT.**

a. Key positions in Logistics Management have significant responsibility for USACE policy formulation, implementation, execution, and oversight.

(1) Key positions are designated as all CP13, CP17, and CP24 positions at the GS/GM-12/13/14/15 level.

(2) Key positions may overlap with those designated by the Logistics and Acquisition Management Program (LOGAMP). Officials may fill these positions from a LOGAMP list of eligibles or from outside LOGAMP.

b. The goal is for USACE officials to use the central referral process based on Skills, Knowledges, and Abilities Program or Army Career Civilian Evaluation System (SKAP or ACCES) for the selection of ALL LMCP key positions.

1-7. **CAREER DEVELOPMENT.**

a. The Logistics Management Career Program covers all GS-5 through GS/GM-15 positions identified below:

GS-2001	General Supply
GS-1601	Facilities Specialist
GS-1670	Equipment Specialist
GS-2010	Inventory Management
GS-2101	Transportation Specialist
GS-2030	Traffic Management Specialist
GS-2150	Transportation Operations Specialist
GS-2161	Marine Cargo Specialist
GS-0346	Logistics Management Specialist

b. The three levels of progression within this career program are:

(1) Entry/Technician/Specialist Level. This is the primary level for accession into this career program.

(2) Specialist/Manager Level.

(3) Executive Level.

c. The Logistics Management Career Program permits employees to direct their progression through either line or staff positions, or preferably, through both. A variety of types of training and assignments during the specialist and intermediate phases enhances competitiveness for management level positions.

(1) Functional Areas. The functional areas offer many assignment possibilities, particularly at the specialist and intermediate levels. Narrow functional specialization at these levels may limit a careerist's lateral movement and promotion opportunity at the higher grade levels. Activity Career Program Managers (CPMs) should actively counsel their logistics careerists on ways to broaden their functional knowledge through permanent and temporary developmental assignments.

(2) Lateral Movement. Movement at the same grade among specialties or transition between organizational levels should be pursued as a means of individual development. Careerists should indicate availability for lateral reassignment under the referral system. Managers are encouraged to use noncompetitive detail or lateral reassignments to assist in employee development and to benefit the USACE.

1-8. **COMPETENCIES.** Certain Technical Functional Elements (TFEs) have been found in logistics intermediate and managerial positions in all series. Functional area career plans, attached as appendices, contain the appropriate TFEs. The TFEs are used in the SKAP and ACCES Programs to evaluate knowledges, skills, and abilities (KSAs). See Appendices B through F.



CHAPTER 2 - FUNCTIONAL TRAINEE TRAINING PLAN (FTTP)

2-1. **PURPOSE.** The Functional Trainee Training Plan (FTTP) for all logistics organizations within the Corps of Engineers is a comprehensive plan which outlines the requirements for advancement to the target grade. The FTTP supports noncompetitive promotion to a target grade when all requirements are met. Candidates will be selected on the basis of potential.

2-2. **RESPONSIBILITIES.** Each location will develop a Local Implementation Plan (LIP) for each trainee that uses this FTTP in conjunction with the ACTEDS as its basis. The LIP should include the portions of this FTTP that are currently applicable to the logistics functions that are being performed at the location. The development of the LIP is the responsibility of the local Logistics Director or Chief of Logistics; however, it should be developed with the assistance of the supporting Human Resources Organization. The LIP should include the specific courses and describe the On-the-Job Training (OJT). A mentoring approach could be a valuable portion of the LIP.

2-3. **FTTP PHASE 1.** Phase I consists of 52 weeks in a logistics related series. This phase will be a combination of formal courses and OJT. (See Table 2-1.)

a. The purpose of Phase I is to provide principles and fundamentals of the logistics functions within the U.S. Army Corps of Engineers.

b. The methods of instruction will include lecture, conference, practical exercises, OJT, field trips, case studies, films, guest speakers, group discussions, panel discussions, video tape lectures, incident cases, workshops, critiques, and other instructional techniques.

c. The scope of the overall program is intended to cover the entire spectrum of the Logistics function of the Corps. You are encouraged to also include the specific requirements of the location.

TABLE 2-1 Phase I Learning Objectives

<u>ACADEMIC SUBJECT</u>	<u>DURATION</u>	<u>LEARNING OBJECTIVES</u>	<u>PURPOSE</u>
1. GENERAL ORIENTATION	5 HR	<p>Upon completion of these courses the trainee will be able to:</p> <p>List and locate 3 of the major missions of the organization. And locate the major offices.</p>	To provide the intern with general knowledge and orientation of the Army, USACE, the local installation.
Worksite Orientation	2 DA	List and locate 3 of the logistics functions. To name 90% of co-workers and their assignments.	To provide an orientation of organization, purpose, mission, functions, activities, and personnel of the installation.
Orientation Trainee	2 DA	List 3 tasks within each of the 4 log functions	This orientation is a self study that trainees should receive within 30 days of assignment. It has 30 lessons to be completed in non-duty hours.
Customer Service	3 HR	Give 3 examples of how to better serve the customer	To gain knowledge of better service

TABLE 2-1 Phase I Learning Objectives (Cont'd)

<u>ACADEMIC SUBJECT</u>	<u>DURATION</u>	<u>LEARNING OBJECTIVES</u>	<u>PURPOSE</u>
2. MANAGEMENT DEVELOPMENT TRAINING			
Trainee Leadership Development	1 WK	Evaluate logistics productivity, list log short term goals, evaluate effectiveness.	Mandatory for log trainees in MTP. Space is difficult to get.
Written Communication	2 DA	To write using active voice, clear/concise sentences, to avoid use of jargon.	Incl review of principals effective writing, use of common USACE forms.
Oral Communications	2 DA	To give a 10 min brief so that 90% of audience knows what was presented.	Orientation of principals of public speaking techniques. Incl OJT given on site or local courses.
ADP	1 WK	To input log work with an 80% accuracy. To choose the correct screen.	Courses are commercially available at intro level from local colleges, OPM in-house. OJT to include VIMS or APPMS.
Internal Controls	3 DA	Marking the check list with 80% accuracy.	Introductory course in internal controls.

2-4. **F T T P P H A S E I I .** Phase II training provides basic skill development through rotational on-the-job training (OJT) in one of the four logistics functions. The overall objective of Phase II is to prepare the trainee to become fully functional in one of the logistics functions. Prior to the trainee entering Phase II, the LIP should be reviewed and, if necessary, modified to reflect the current need of the trainee and the organization. (See Table 2-2.)

a. The primary objective of Phase II is to increase the depth of skill in all of the logistics functional areas currently being performed at the location. The training plan for Phase II is flexible in terms of OJT time to accommodate the different qualifications of the interns and required length of the total program.

b. After the completion of Phase II, the trainee will be able to show attainment of the learning objectives and TFEs designated for the applicable portion of the training plan.

c. While the trainee is in Phase II training, the supervisor or other qualified journeyman will be responsible for providing very specific basic assignments and detailed instructions, guidance, and advice on all aspects of work to be accomplished in accordance with the LIP. Assistance will be given to ensure that the trainee understands assignments and that development is progressive.

d. During Phase II, the trainee will satisfactorily complete the training outlined in the following program and must achieve a satisfactory evaluation and attainment of KSAs and TFEs identified in the LIP.

e. During the development of the LIP, courses should be selected from the courses listed in APP B, APP C, APP D or APP E. Other sources can be used to help prepare the trainee for fully functional in the supply, maintenance, transportation, or facilities functions.

f. More intensive training for in-house systems is recommended during this phase. Also, advanced training in commercial software used at the location is recommended.

TABLE 2-2 Phase II Learning Objectives

<u>ACADEMIC SUBJECT</u>	<u>DURATION</u>	<u>LEARNING OBJECTIVES</u>	<u>PURPOSE</u>
1. ON-THE-JOB TRAINING (either a,b,c, or d)			
Supply	90 DA	To learn knowledges shown in ACTEDS plan for each function.	
Transportation	90 DA		
Maintenance	90 DA		
Facilities	90 DA		
Automated systems	40 HR	To be proficient in use of functional software.	
Site Visits	20 HR	To learn inspection procedures.	

APPENDIX A

REFERENCES

PL 91-190
USC TITLE 5
USC TITLE 10
USC TITLE 14
USC TITLE 20
USC TITLE 31
USC TITLE 41
USC TITLE 42
36 CFR 800
49 CFR
FPMR Title 41, Chapter 101
FPMR 101-26-205
JTR
DOD 4160.21-M
AR 1-40
AR 37-103-1
AR 37-106
AR 55-355
AR 58-1
AR 71-30
AR 310-49
AR 335-15
AR 380-5
AR 405-80
AR 420-10
AR 570-7
AR 600-55
AR 600-290
AR 690-950.1
AR 700-4
AR 700-9
AR 700-43
AR 700-126
AR 710-1
AR 710-3
AR 725-50
AR 750-43
AR 840-10
TM 738-750
ER 10-1-3
ER 56-2-1
ER 56-3-1
ER 91-1-1
ER 200-2-2
ER 700-1-1
ER 1125-2-301

APPENDIX B

SUPPLY MASTER TRAINING PLAN

SECTION I - ALPHABETICAL LISTING OF TRAINING FACILITIES

AFIT	Air Force Institute of Technology, Wright-Patterson AFB, OH
ALMC	U.S. Army Logistic Management College, Ft. Lee, VA
AMEC	U.S. Army Management Engineering College, Rock Island, IL
CAL	Center for Army Leadership, U.S. Army Command and General Staff College, Ft. Leavenworth, KS
CECOM	U.S. Army Communication-Electronics Command, Ft. Monmouth, NJ
DCSPER	U.S. Army Deputy Chief of Staff for Personnel
DODCI	Department of Defense Computer Institute
FIT	Florida Institute of Technology, Melbourne, FL
GSA	General Services Administration, Atlanta, GA
LSA	Logistics Support Analysis Offices at Major Subordinate Commands (MSCs)
OPM	Office of Personnel Management, Washington, DC
RCA	Radio Corporation of America, Boston, MA
SMPT	School of Military Packaging Technology, Aberdeen Proving Ground, MD
USATS	U.S. Army Transportation School, Fort Eustis, VA

SECTION II - LOGTETS PLAN CP 13

FUNCTIONAL AREA: SUPPLY
LEVEL: ENTRY/TECHNICAL/SPECIALIST

TRAINING	DURATION	TFES	SOURCE
Businesses/Mgmt/Self Improvement (Busi Plan, Organizing, Creative Writing)	VAR	1-5	GSA, OPM, LOCAL
Performance Work Statements	4 DA	47	ALMC
Computer Courses APPMS, VIMS, PROFESSIONAL WRITE WORD PERFECT and/or MULTI MATE	VAR	1-13	LOCAL
Correspondence Courses	VAR	10-13	ALMC, AMEC, GSA, OPM, OTHER
Logistics Management Development Ccourse	4 WK	10, 11, 14, 16, 43, 45	ALMC
Contracting Officer's Representative	3 DA	1, 2, 3, 4	ON SITE, ALMC
Leadership Education & Ddevel opment CRS, (Cvi Ldr Trn Lev II supervisors)	1 WK	2, 5, 7 (ON SITE)	CAL for new (ON SITE)
Basic Elements of Property Management	5 DA	6, 10, 11, 14, 22	GSA
Government Property Administration	5 DA	6, 10, 11, 14, 22	GSA

LOGTEDS PLAN CP 13 (CONT'D)

FUNCTIONAL AREA: SUPPLY
 LEVEL: SPECIALIST/MANAGER

TRAINING

	DURATION	TFES	SOURCE
Related College Courses to Enhance Professional Skills	VAR	1,2,3, 4,5,7, 8,9,17	COLLEGE/ UNIVERSITY
Total Quality Mgmt Overview	2 DA	1-5,8,9	GSA
Defense Hazardous Materials/ Waste Handling	5 DA	6,10	ALMC
Defense Hazardous Property Disposal	8 DA	6,10	ALMC
Defense Reutilization and Marketing basic	3 WK	6,10,11, 14,22	ALMC
Defense Scrap Management	1 WK	6,10	ALMC
Personal Property Utilization and Dsiposal	5 DA	6,10,11, 14,22	GSA
Personal Property Sales	10 DA	6,10,11, 14,22	GSA
Federal Supply Management Policies and Procedures	5 DA	11,12,14, 15,16,19	GSA
Inventory Mgmt and Economic Ordering Techniques	5 DA	11,12,15, 19,26	GSA

(C)= Correspondence Course

LOGTETS PLAN CP 13 (CONT'D)

FUNCTIONAL AREA: SUPPLY
LEVEL: SPECIALIST/MANAGER

<u>TRAINING</u>	DURATION	TFES	SOURCE
Business Mgmt/Self Improvement (Business Plan, Organizing, Creative Writing)	VAR	1-5	LOCAL
Personnel Management for Executives (PME)	8 DA	5, 44	DCSPER
Leadership Education and Development CRS (LEAD) (CIV LDR Trng Prog Level II For New Supv)	1 WK	2, 5, 7	CAL (ON SITE)
Organizational Leadership For Executives CRS (OLE)(CIV LDR Trng Prog LEV III For New Mgmt)	2 WK	2, 5, 7	OGSC
Army Management Staff College (AMSC)	14 WK	45-52	TRADOC
Army Maintenance Management	4 WK	43,	ALMC
Operating Budget Applications HUNTSVILLE For Nonfinancial Managers	8 HR	25, 46	(VIDEO)
Symposiums (Society of Log Eng)	SELF PACED	1-52	HUNTSVILLE
Structured Functional Systems Description & Design	8 DA	1, 2, 6	ALMC

LOGTEDS PLAN CP 13 (CONT'D)

FUNCTIONAL AREA: SUPPLY
 LEVEL: SPECIALIST/MANAGER

<u>TRAINING</u>	DURATION	TFES	SOURCE
FEDSTRIP	5 DA	10,12,16, 19,28	GSA
MILSTRIP	5 DA	12,16, 19,28	GSA
Storage Specialist Primary Technical	112 HR	28,31,51	ALMC (C)
Storage and Materials Handling	5 DA	28,31,51	GSA
Defense Preservation & Intermediate Protection	32 HR	30,32	ALMC (C)
Defense Packing and Unitization	32 HR	30,32	ALMC (C)
Effective Briefing Techniques	4 DA	1-5	OPM
Development Assignment To Different Functional Area	VAR	6,10	LMO

LOGTEDS PLAN CP 13 (CONT'D)

FUNCTIONAL AREA: SUPPLY
LEVEL: EXECUTIVE

TRAINING

	DURATION	TFES	SOURCES
Depot Supply Operations Mgmt	4 WK	15,19,26, 28,30,46	ALMC
Defense Packaging For Logistics Managers Seminar	1 DA	30	ALMC
Army Maintenance Management	4 WK	40	ALMC
Federal Supply Mgmt Policies and Procedures	5 DA	11,12,14, 15,16,19	GSA
Government Property Administration	5 DA	6,10,11, 14,22	GSA
Personal Property Utilization and Disposal	5 DA	6,10,11, 14,22	GSA
Supply Management Officer	125 HR	11,12,14, 15,16,19	ALMC (C)
Senior Supply Course	242 HR	11,12,14, 15,16,19	ALMC (C)
Defense Inventory Management	176 HR	11,12,15, 19,26	ALMC (C)
Defense Property Disposal System Introduction	50 HR	6,10,11, 14,22	ALMC (C)

LOGTEDS PLAN CP 13 (CONT'D)

FUNCTIONAL AREA: SUPPLY
LEVEL: EXECUTIVE

TRAINING

	DURATION	TFES	SOURCE
Business Mgmt/Self Improvement Courses (Business Planning & Organizing, Creative Writing)	VAR	1-5	OPM, GSA, LOCAL
Army Management Staff College (AMSC)	14 WK	45-52	TRADOC (DCSPER)
Logistics Executive Development Course (LEDC)	19 WK	1-52	ALMC
Writing Techniques For Supervisors and Managers	2 DA	2,3	OPM
Organizational LDR For Executive CRS (OLE) (CIV LDR Trng Prog Level III For New Mgr)	2 WK	2,5,7	OGSC

SECTION III - TECHNICAL FUNCTIONAL ELEMENTS (TFE)

FOR SUPPLY CP 13

1. Ability to analyze.
2. Ability to plan and organize.
3. Ability to communicate in writing.
4. Ability to communicate orally.
5. Human relations.
6. Knowledge of Supply ADP.
7. Time management ability.
8. Ability to innovate.
9. Ability to initiate action.
10. Knowledge of supply policies & procedures.
11. Knowledge of inventory accounting.
12. Knowledge of requisitioning.
13. Ability to enter/retrieve data via computer terminals.
14. Knowledge of logistics policy.
15. Knowledge of inventory management policy.
16. Knowledge of supply program management.
17. Knowledge of evaluation data analysis.
18. Knowledge of Micro computer.

TECHNICAL FUNCTIONAL ELEMENTS (TFE)

FOR SUPPLY CP 13 (CONT'D)

19. Knowledge of materiel distribution.
20. Knowledge of secondary item management.
21. Knowledge of major item management analysis.
22. Knowledge of equipment authorization.
23. Knowledge of secondary item/repair parts program control.
24. Knowledge of provisioning.
25. Knowledge of funds/appropriations.
26. Knowledge of distribution facilities operations.
27. Knowledge of logistics management plans.
28. Knowledge of storage facilities.
29. Knowledge of production scheduling.
30. Knowledge of packaging and storage policy.
31. Knowledge of materiel handling systems.
32. Knowledge of transportability.
33. Knowledge of the catalog system.
34. Knowledge of cataloging policies and procedures.
35. Knowledge of maintenance of catalog management data.
36. Knowledge of catalog coding.
37. Knowledge of integrated logistics support.
38. Knowledge of logistics support planning.

TECHNICAL FUNCTIONAL ELEMENTS (TFE)
FOR SUPPLY CP 13 (CONT'D)

39. Knowledge of security assistance policy.
40. knowledge of security assistance case management.
41. Knowledge of security assistance budgeting.
42. Knowledge of supply readiness.
43. Knowledge of Army maintenance.
44. Knowledge of management employee relations.
45. Knowledge of acquisition management.
46. Knowledge of resource management.
47. Knowledge of personnel management.
48. Knowledge of logistics management.
49. Knowledge of staff policy issues associated
with national security strategy.
50. Knowledge of force structure.
51. Knowledge of inventory distribution.
52. Knowledge of maintenance of equipment.

APPENDIX C

MATERIEL MAINTENANCE MASTER TRAINING PLAN

SECTION I - ALPHABETICAL LISTING OF TRAINING FACILITIES

AFIT	Air Force Institute of Technology, Wright-Patterson AFB, OH
ALMC	U.S. Army Logistic Management College, Ft. Lee, VA
AMEC	U.S. Army Management Engineering College, Rock Island, IL
CAL	Center for Army Leadership, U.S. Army Command and General Staff College, Ft. Leavenworth, KS
CECOM	U.S. Army Communication-Electronics Command, Ft. Monmouth, NJ
DCSPER	U.S. Army Deputy Chief of Staff for Personnel
DODCI	Department of Defense Computer Institute
FIT	Florida Institute of Technology, Melbourne, FL
GSA	General Services Administration, Atlanta, GA
LSA	Logistics Support Analysis Offices at Major Subordinate Commands (MSCs)
OPM	Office of Personnel Management, Washington, DC
RCA	Radio Corporation of America, Boston, MA
SMPT	School of Military Packaging Technology, Aberdeen Proving Ground, MD
USATS	U.S. Army Transportation School, Fort Eustis, VA

SECTION II - LOGTEDS PLAN CP 17

FUNCTIONAL AREA: MATERIEL MAINTENANCE
LEVELS: Entry/Technicians/Specialist

<u>TRAINING</u>	DURATION	TFES	SOURCE
Supervisor Development	40 HR	4, 33-43, 54,55	Local CPO OPM
Clear Writing	20 HR	1,3,4	Contractor, OPM
Effective Briefing	20 HR	2-4,7	Contractor, OPM
Basic Procurement	40 HR	19,28,41 59	GSA
Army Maintenance Management Course	4 WK	9,10,13 15,18,20	ALMC 8A-F3
Report Writing	20 HR	1,3,18	OPM, Contractor
Failure Factor Computation, Update & Analysis	16 HR	10	OJT
Logistics Management Development Course	4 WK	1-4,6,9-18 20,21,24, 26-35, 37-39	ALMC 8A-F16

LOGTEDS PLAN CP 17 (CONT'D)

FUNCTIONAL AREA: MATERIEL MAINTENANCE
 LEVELS: Entry/Technicians/Specialist

<u>TRAINING</u>	DURATION	TFES	SOURCE
Industrial Maintenance Management, LOG 131(JT)	3 WK	9, 10, 13, 15	AFIT
Force Modernization Management & Sustainment (Equipping the Force)	2 WK	6, 12, 18, 23 30, 32, 35, 51	ALMC-FG
Basic Statistics for Statistical Management/Analysis	2 WK	3, 60	ALMC-38-0071
Engineering Drawing Techniques	1 WK	3, 27, 61	CECOM
Management of Defense Acquisition Contracts	4 WK	19, 28, 41 47, 57, 59	ALMC (Basic)
Crane Safety	4 DA	7, 10, 12 13, 15, 18	Prospect
<u>Developmental Assignments</u>	VAR		Other logistics Functional Areas

LOGTEDS PLAN CP 17 (CONT'D)

FUNCTIONAL AREA: MATERIEL MAINTENANCE
LEVELS: SPECIALIST/MANAGER

<u>TRAINING</u>	DURATION	TFES	SOURCE
Supervisor Development	1 WK	4, 33-43 54, 55	Local CPO
Leadership Education and Development (LEAD)	1 WK	3, 4, 33-42 44, 54, 55, 58, 59	CAL
Computer Literacy for Managers	1 WK	3, 17, 37	OPM
Personnel Management for Supervisors and Managers	1 WK	4, 33, 34, 36 37, 41-43, 54	OPM
Understanding and Managing Human Behavior	3 DA	4, 34, 35 37, 42, 43	OPM
Writing Techniques for Supervisors and Managers	2 DA	1, 3	OPM
Contract Negotiations and Incentive Contracts	4 DA	1-4, 19, 28 33-35, 37 47, 57, 59	FIT
Managing Stress and Change	2 DA	4, 33-35 37-39	OPM

LOGTEDS PLAN CP 17 (CONT'D)

FUNCTIONAL AREA: MATERIEL MAINTENANCE
LEVELS: SPECIALIST/MANAGER

<u>TRAINING</u>	<u>DURATION</u>	<u>TFES</u>	<u>SOURCE</u>
Operating Budget Applications For Non-Financial Managers	1 DA	5,37,45,57	OPM
Total Quality Management Seminar	1 DA	1-4,28 33-42,44,47 48,53,60	DSMC-32 (JT)
Total Army Equipment Distribution Program	10 HR	6,18,23 26,32,51,52	ALMC-38-0022
Project Planning and Control Techniques	2 WK	7,11,14,16 28,30,33,34 37,44,48,58	AMEC SL-FI(JT)
Army Reliability, Availability and Maintainability (RAM) Requirements	2 WK	3,20,22, 58,60	ALMC-121
Logistics Management Development	4 WK	5,6,30,32- 38,44,45,51	ALMC- LMD
Energy Conservation in Existing Buildings	37 HR	53,58,59 16,21,22 51,56	ALMC
<u>Developmental Assignments</u>	<u>VAR</u>		Other Log functions

LOGTEDS PLAN CP 17 (CONT'D)

FUNCTIONAL AREA: MATERIEL MAINTENANCE
LEVEL: EXECUTIVE

<u>TRAINING</u>	<u>DURATION</u>	<u>TFES</u>	<u>SOURCE</u>
Organizational Leadership for Executives	2 WK	3, 4, 33-42 44, 54, 55 58, 59	CA
Personnel Management for Executives	64 HR	1-4, 32-43 54, 55, 58, 59	DCSPER
Executive Development Seminar	2 WK	1-4, 33-43 54, 55, 58	OPM
Automated Information Systems Management Intermediate Executive	2 WK	33-35, 37 50	DODCI-IE (JT)
Total Quality Management	1 DA	1-4, 33-42,	OPM Seminar
Associate Logistics Executive Development	10 WK	1-6, 9, 11, 14 26-24, 28-30 32-42, 44-47 50-56, 58, 59	ALMC 8A-F19
Integrate Logistics Support-Advanced	3 WK	6, 9, 11, 16, 18 19, 27, 28, 30, 32- 35, 44, 45, 47, 49	ALMC-IT
Automated Information Systems Management for Senior Executives	3 WK	33-34, 37, 50	DODCI-SE (JT)

LOGTEDS PLAN CP 17 (CONT'D)

FUNCTIONAL AREA: MATERIEL MAINTENANCE
LEVEL: EXECUTIVE

<u>TRAINING</u>	DURATION	TFES	SOURCE
Executive Excellence Program	4 WK	1-6,20,22,30 33-44,50-56 58,59	Fed Exec Institute
Army Installation Management	4 WK	3-7, 9-59	ALMC-1B-F1(AR)
Emerging Trends in Management Technology	3 DA	4,17,33-40,50 54,55,58,59	AMEC-7A-F39
Army Management Staff College	15 WK	1,6,32-42, 43-47,50-60	DA
Logistics Executive Development	19 WK	1-6,9,11,14- 24,26-30,32- 42,44-47,49-59	ALMC 8A-F17(JT)

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SECTION IV - TECHNICAL FUNCTIONAL ELEMENTS (TFE)
FOR MAINTENANCE CP 17

1. Writing.
2. Speaking.
3. Interpretive/analyzing.
4. Human relations.
5. Budgeting.
6. Manpower and force management.
7. Reading & utilizing technical source/data.
8. Mechanical principles.
9. Logistics support analysis/logistics support analysis record.
10. Repair procedures.
11. Integrated logistics support policy.
12. Maintenance skill requirements.
13. Equipment publications.
14. Provisioning.
15. Repair/overhaul facilities.
16. Configuration management.
17. Materiel maintenance management micro computers.
18. Maintenance operations.

TECHNICAL FUNCTIONAL ELEMENTS (TFE)
FOR MAINTENANCE CP 17 (CONT'D)

19. Contract administration.
20. Reliability and maintainability.
21. Maintenance work order program.
22. Safety.
23. Equipment authorization.
25. Calibration.
24. Depot maintenance work order and reporting.
26. Test measurement and diagnostic equipment/automatic test program sets.
27. Technical data package.
28. Contracting and material acquisition.
29. Production control.
30. Life cycle management.
31. Commodity Command Standard System (CCSS).
32. Organization of the Army.
33. Planning and organizing.
34. Directing and organizing.
35. Coordinating.
36. Staffing.

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TECHNICAL FUNCTIONAL ELEMENTS (TFE)
FOR MAINTENANCE CP 17 (CONT'D)

37. Decision making.
38. Delegating.
39. Time management.
40. Innovation.
41. Negotiating.
42. Professionalism.
43. Career counseling.
44. Logistics support planning.
45. Funds/appropriations.
46. Provisioning policy.
47. Price/cost data.
48. Production scheduling.
49. New equipment training policy.
50. Automatic data processing management.
51. Total Army Equipment Distribution Plan.
52. Force modernization.
53. Installation management.
54. Labor relations.

TECHNICAL FUNCTIONAL ELEMENTS (TFE)
FOR MAINTENANCE CP 17 (CONT'D)

55. Equal employment opportunity.
56. Materiel maintenance management policy.
57. Expenditure limits.
58. Interrelationships of various logistics functions.
59. Interrelationships of DOD, AMC and private industry.
60. Statistics.
61. Blueprint reading and interpretation.

APPENDIX D

FACILITIES MASTER TRAINING PLAN

SECTION I - ALPHABETICAL LISTING OF TRAINING FACILITIES

AFIT	Air Force Institute of Technology, Wright-Patterson AFB, OH
ALMC	U.S. Army Logistic Management College, Ft. Lee, VA
AMEC	U.S. Army Management Engineering College, Rock Island, IL
CAL	Center for Army Leadership, U.S. Army Command and General Staff College, Ft. Leavenworth, KS
CECOM	U.S. Army Communication-Electronics Command, Ft. Monmouth, NJ
DCSPER	U.S. Army Deputy Chief of Staff for Personnel
DODCI	Department of Defense Computer Institute
FIT	Florida Institute of Technology, Melbourne, FL
GSA	General Services Administration, Atlanta, GA
LSA	Logistics Support Analysis Offices at Major Subordinate Commands (MSCS)
OPM	Office of Personnel Management, Washington, DC
RCA	Radio Corporation of America, Boston, MA
SMPT	School of Military Packaging Technology, Aberdeen Proving Ground, MD
USATS	U.S. Army Transportation School, Fort Eustis, VA

SECTION II - LOGTEDS PLAN CP 17

FUNCTIONAL AREA: ALL SERIES FACILITIES
 LEVELS ENTRY/TECHNICIAN/SPECIALIST

<u>TRAINING</u>	DURATION	TFES	SOURCE
Supervisor Development	1 WK	4, 33-43, 54, 55	Local CPO
Clear Writing	20 HR	1, 3, 4	Contractor OPM
Effective Briefing	20 HR	2-4, 7	Contractor OPM
Basic Procurement	1 WK	19, 28, 41, 59	GSA
Army Maintenance Management Course	4 WK	9, 10, 13 15, 18, 20	ALMC 8A-F3 (AR)
Report Writing	20 HR	1, 3, 18, 33, 39, 58	Contractor OPM
Failure Factor Computation, Update & Analysis	2 DA	10	OJT
Logistics Management Development Course	4 WK	1-4, 6, 9-18, 20, 21, 24, 26- 35, 37-39, 42 48, 51, 52, 56 58, 59	ALMC 8A-F16

LOGTEDS PLAN CP 17 (CONT'D)

FUNCTIONAL AREA: ALL SERIES FACILITIES
LEVELS ENTRY/TECHNICIAN/SPECIALIST

<u>TRAINING</u>	DURATION	TFES	SOURCE
Industrial Maintenance Management	3 WK	9, 10, 13, 15 18, 20, 22	AFIT LOG 131(JT)
Force Modernization Management and Sustainment (Equipping the Force)	2 WK	6, 12, 18, 23 30, 32, 35, 51 52, 56, 58, 59	ALMC-FG
Basic Statistics for Management	2 WK	3, 60	ALMC 38-007
Engineering Drawing Techniques	1 WK	3, 27, 61	CECOM
Management of Defense Acquisition Contracts	4 WK	19, 28, 41, 47, 57, 59	ALMC Basic
Crane Safety	4 DA	7, 10, 12, 13 15, 18	Prospect

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LOGTEDS CP 17 (CONT'D)

FUNCTIONAL AREA: ALL SERIES FACILITIES
 LEVELS SPECIALIST/MANAGER

TRAINING

	DURATION	TFES	SOURCE
Supervisor Development	1 WK	4, 33-43, 54 55	CPO
Leadership Education and Development (LEAD)	1 WK	3, 4, 33-42, 44 54, 55, 58, 59	CAL
Computer Literacy for Managers	1 WK	3, 17, 37	OPM
Personnel Management for Supervisors and Managers	1 WK	4, 33, 34, 36, 37, 41-43, 54	OPM
Understanding and Managing Human Behavior	3 DA	4, 34, 35, 37, 42, 43	OPM
Writing Techniques for Supervisors and Managers	2 DA	1, 3	OPM
Contract Negotiations and Incentive Contracts	4 DA	1-4, 19, 28, 33- 35, 37, 40, 41 45, 47, 57, 59	FIT

LOGTEDS CP 17 (CONT'D)

FUNCTIONAL AREA: ALL SERIES FACILITIES
LEVELS SPECIALIST/MANAGER

TRAINING

	DURATION	TFES	SOURCE
Managing Stress and Change	2 DA	4, 33-35, 37-39	OPM
The Space Process: Programming & Layout	1 WK	61	GSA
Federal space Management Policy & Procedures	1 WK	61	GSA
Total Quality Management Seminar, DSMC-32 (JT)	1 WK	1-4, 28, 33-42, 44, 47, 48, 53, 60	DSMS
Project Planning and Control Techniques	2 WK	7, 11, 14, 16, 28, 30, 33, 34, 37, 44, 48, 58	AMEC SL-FI (JT)
Directorate of Logistics	3 WK	5, 6, 30, 32-38, 44, 45, 51, 53, 58, 59	ALMC-OT
Energy Conservation in Existing Buildings	37 HR	16, 21, 22, 51, 56	

LOGTEDS CP 17 (CONT'D)

FUNCTIONAL AREA: ALL SERIES FACILITIES
LEVEL EXECUTIVE

TRAINING	DURATION	TFES	SOURCE
Organization Leadership for Executives	2 WK	3, 4, 33-42, 44 54, 55, 58, 59	CA
Personnel Management for Executives	9 DA	1-4, 32-43, 54, 55, 58, 59	DCSPER
Executive Development Seminar	2 WK	1-4, 33-43, 54, 55, 58,	OPM
Automated Information Systems Management for Intermediate Executive	2 WK	33-35, 37, 50	DODCI IE (JT)
Total Quality Management	8 HR	1-4, 33-42, 53, 69	OPM
Associate Logistics Executive Development	10 WK	1-6, 9, 11, 14 26-24, 28-30 32-42, 44-47 50-56, 58, 59	ALMC 8A-F19
Integrate Logistics Support-Advanced	3 WK	6, 9, 11, 16, 18 19, 27, 28, 30, 32- 35, 44, 45, 47, 49	ALMC-IT

**FUNCTIONAL AREA: ALL SERIES FACILITIES
LEVEL EXECUTIVE**

<u>TRAINING</u>	DURATION	TFES	SOURCE
Automated Information Systems Management for Senior Executives	3 DA	33-34, 37, 50	DODCI SE (JT)
Executive Excellence Program	4 WK	1-6, 20, 22, 30, 33-44, 50-56, 58, 59	Fed Executive Institute
Army Installation Management	3 WK	3-7, 9-59	ALMC 1B-F1(AR)
Emerging Trends in Management Technology	3 DA	4, 17, 33-40, 50, 54, 55, 58, 59	AMEC 7A-F39
Army Management Staff College	15 WK	1, 6, 32-42, 43-47, 50-60	DA
Logistics Executive Development	19 WK	1-6, 9, 11, 14-24, 26-30, 32-42, 44-47, 49-59	ALMC 8A-F17 (JT)

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SECTION 111 - Self-evaluation and Planning

MMMCP careerists are responsible for making a self-assessment of their current career status, skills, knowledge, abilities, mobility, accomplishments, competitive standing, and their individual career goal. Careerists should consult their supervisor or their ACPM, as necessary. Employees are primarily responsible for their own career development planning - they should engage in self-development activities, strive to achieve success in their current assignments, and be available for scheduled training and developmental assignments. MMMCP careerists should understand the overall purpose of the career management system and how it functions at the MACOM level and within DA.

SECTION IV - TECHNICAL FUNCTIONAL ELEMENTS (TFE)
FOR FACILITIES CP 17

1. Writing.
2. Speaking.
3. Interpretive\analyzing.
4. Human relations.
5. Budgeting.
6. Manpower and force management.
7. Reading & utilizing technical source\data.
8. Mechanical principles.
9. Logistics support analysis/logistics support analysis record.
10. Repair procedures.
11. Integrated logistics support policy.
12. Maintenance skill requirements.
13. Equipment publications.
14. Provisioning.
15. Repair/overhaul facilities.
16. Configuration management.
17. Materiel maintenance management automatic data processing.
18. Maintenance operations.
19. Contract administration.

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TECHNICAL FUNCTIONAL ELEMENTS (TFE)
FOR FACILITIES CP 17 (CONT'D)

20. Reliability and maintainability.
21. Maintenance work order program.
22. Safety.
23. Equipment authorization.
25. Calibration.
24. Depot maintenance work order and reporting.
26. Test measurement and diagnostic equipment/automatic test program sets.
27. Technical data package.
28. Contracting and materiel acquisition.
29. Production control.
30. Life cycle management.
31. Commodity command standard system (CCSS).
32. Organization of the Army.
33. Planning and organizing.
34. Directing and organizing.
35. Coordinating.
36. Staffing.
37. Decision making.
38. Delegating.

TECHNICAL FUNCTIONAL ELEMENTS (TFE)
FOR FACILITIES CP 17 (CONT'D)

40. Innovation.
41. Negotiating.
42. Professionalism.
43. Career counseling.
44. Logistics support planning.
45. Funds/appropriations.
46. Provisioning policy.
47. Price/cost data.
48. Production scheduling.
49. New equipment training policy.
50. Automatic data processing management.
51. Total army equipment distribution plan.
52. Force modernization.
53. Installation management.
54. Labor relations.
55. Equal employment opportunity.
56. Materiel maintenance management policy.
57. Expenditure limits.
58. Interrelationships of various logistics functions.
59. Interrelationships of DOD, AMC and private industry.
60. Statistics.

APPENDIX E

TRANSPORTATION MASTER TRAINING PLAN

SECTION I - ALPHABETICAL LISTING OF TRAINING FACILITIES

AFIT	Air Force Institute of Technology, Wright-Patterson AFB, OH
ALMC	U.S. Army Logistic Management College, Ft. Lee, VA
AMEC	U.S. Army Management Engineering College, Rock Island, IL
CAL	Center for Army Leadership, U.S. Army Command and General Staff College, Ft. Leavenworth, KS
CECOM	U.S. Army Communication-Electronics Command, Ft. Monmouth, NJ
DCSPER	U.S. Army Deputy Chief of Staff for Personnel
DODCI	Department of Defense Computer Institute
FIT	Florida Institute of Technology, Melbourne, FL
GSA	General Services Administration, Atlanta, GA
LSA	Logistics Support Analysis Offices at Major Subordinate Commands (MSCs)
OPM	Office of Personnel Management, Washington, DC
RCA	Radio Corporation of America, Boston, MA
SMPT	School of Military Packaging Technology, Aberdeen Proving Ground, MD
USATS	U.S. Army Transportation School, Fort Eustis, VA

SECTION II - LOGTEDS PLAN CP 24

FUNCTIONAL AREA: TRANSPORTATION
LEVEL: ENTRY/TECHNICIAN/SPECIALIST

<u>TRAINING</u>	DURATION	TFES	SOURCE
Management of Installation Level Contracts Course	9 DA	204, 205, 206	ALMC
Installation Logisitcs Management Course	2 WK	223, 232, 246	ALMC
Defense Packing and Unitization	2 WK	239, 245	SMPT
Defense Basic Preservation and Packing	2 WK	239, 245	SMPT
Developmental Assignment to Different Functional Area	VAR		LMO
Related Colleges Course to Enhance Professional Skills incl Marketing and Customer Service	VAR	103	LOCAL COLLEGE/Un.
Preparation Of Travel Vouchers-DOD JTR, VOL II	2 DA	101, 102, 222	GSA
Temporary Duty Travel-JTR, VOL II	1 WK	101, 102, 222	GSA
Preparation GBLs and Commercial Forms	3 DA	101, 102, 222	GSA
Transportation Officer Basic Course	294 HR	100, 101, 102, 211	USATS (C)

(C)=Correspondence Course

LOGTEDS PLAN CP 24 (CONT'D)

FUNCTIONAL AREA: TRANSPORTATION
 LEVEL: ENTRY/TECHNICIAN/SPECIALIST

<u>TRAINING</u>	DURATION	TFES	SOURCE
Logistics Management Development Course	4 WK	253, 254, 256, 258, 259, 201, 242	ALMC
Performance Work Statements	4 DA	207	ALMC
Contracting Officer's Representative	9 DA	206	ALMC
Defense Advanced Traffic Management	3 WK	201, 209, 213	USATS
Effective Briefing Techniques	4 DA	101	OPM
Software: Lotus 1-2-3, DBASE, Word Processing	VAR	210	IMO
Joint Personal Property	2 WK	208, 211, 227, 228, 221, 241	USATS
Passenger Traffic Course	2 WK	224, 227, 228, 231	USATS
Shiploading and Stowage	2 WK	235, 236, 340	NTMS OAKLAND
Defense Transportation Traffic Management-Introduction	2 WK	211, 221, 224, 232	USATS
Foreign Travel	2 DA	101, 102, 222	GSA

LOGTEDS PLAN CP 24 (CONT'D)

FUNCTIONAL AREA: TRANSPORTATION
 LEVEL: ENTRY/TECHNICIAN/SPECIALIST

<u>TRAINING</u>	DURATION	TFES	SOURCE
MILSTAMP	2 WK	233	NTMS OAKLAND
Joint Planning Orientation	8 DA	211, 212	AFSC Norfolk
Integrated Logistics Support - Basic	1 WK	252, 253	ALMC
Transportation Management Introduction	1 WK	101, 102, 222	GSA
Fleet Management	3 DA	101, 102, 222	GSA
Customer Service	2 HR	103	Local
Marketing	2 DA	103	Local

LOGTEDS PLAN CP 24 (CONT'D)

FUNCTIONAL AREA: TRANSPORTATION
LEVEL: SPECIALIST/MANAGER

TRAINING

	DURATION	TFES	SOURCE
Leadership Education and Development Course	5 DA	100, 101, 102, 103	HRO
Customer Service	2 HR	103	Local
Marketing	2 DA	103	Local
Personnel Management For Supervisors	5 DA	105, 107, 108 110	HRO
Director of Logistics Course	3 WK	207, 217, 224 247, 260	ALMC
Total Quality Management and Overview	2 DA	100, 101, 102	GSA
Writing Techniques for Supervisors and Managers	2 DA	102	OPM
Position Management	3 DA	109	OPM
Development Assignment to Other Staff or Function	VAR		LMO
Long-Term Training Eligibility	6 MO	100, 101, 102	Various
University Programs; development assignment (DOD Training Agreement): Training with industry.	12 MO	249	
Army Management College			

LOGTEDS PLAN CP 24 (CONT'D)

FUNCTIONAL AREA: TRANSPORTATION
 LEVEL: SPECIALIST/MANAGER

<u>TRAINING</u>	DURATION	TFES	SOURCE
Logistics Executive Development Course	19 WK	202,204,210 216,242,247	ALMC
Operating Budget Applications For NonFinancial Managers	8 HR	100,106,215, 216	Huntsville
Transportation Officer Advanced	114 HR	100,101,102, 111	USATS (C)
Installation Traffic Management	76 HR	100,101,102, 111	USATS (C)
Transportation Movement Course	57 HR	100,101,102, 111	USATS (C)

(C) = Correspondence Course

LOGTEDS PLAN CP 24 (CONT'D)

FUNCTIONAL AREA: TRANSPORTATION
LEVEL: EXECUTIVE

TRAINING

	DURATION	TFES	SOURCE
Organizational Leadership for Executives	2 WK	100, 101, 102 103, 106	CAL
Army Installation Mangement	2 WK	216, 231, 232	ALMC
Writing Techniques for Supervisors and Managers	2 DA	102	OPM
Position Management	3 DA	109	OPM
Developmental Assignments To Other Logistics Functions	VAR		MACOM-HRO
Customer Service	2 HR	103	Local
Marketing	2 DA	103	Local
Long-Term Training Eligibility University Programs; development assignment (DOD Training Agreement): Training with industry. Army Management College	6 MO 12 MO	100, 101, 102 249	Various

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SECTION III - TECHNICAL FUNCTIONAL ELEMENTS (TFE)
FOR TRANSPORTATION CP 24

- 100. Organizing, leading, and directing.
- 101. Oral communication.
- 102. Written communication.
- 103. Interpersonal relationships.
- 104. Information/materiel security.
- 105. Career management (supervisory).
- 106. Internal control systems (supervisory).
- 107. Management-Employee relations (supervisory).
- 108. Promotion/placement (supervisory).
- 109. Position management (supervisory).
- 110. Equal employment opportunity.
- 200. Terminal/mode capability.
- 201. Transportation industry.
- 202. Data analysis/evaluation.
- 203. Hazardous material.
- 204. Acquisition process.
- 205. Procurement.
- 206. Contract administration.
- 207. Commercial activities.

TECHNICAL FUNCTIONAL ELEMENTS (TFE)
FOR TRANSPORTATION CP 24 (CONT'D)

- 208. Carrier costs and capabilities.
- 209. Carriers.
- 210. Micro computer management.
- 211. Transportation.
- 212. Joint planning and execution systems.
- 213. Joint planning and execution systems.
- 214. Regulatory agencies.
- 215. Program planning and budgeting.
- 216. Funds/appropriations.
- 217. Emergency/Mobilization plans.
- 218. Transportation systems analysis.
- 219. Publications.
- 220. Training aids.
- 221. Traffic regulations.
- 222. Travel regulations.
- 223. Operations management.
- 224. Transportation mode operations.
- 225. Transportation safety.
- 226. Safety.
- 227. Rate/Fare determination.

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TECHNICAL FUNCTIONAL ELEMENTS (TFE)
FOR TRANSPORTATION CP 24 (CONT'D)

- 228. Carrier negotiation.
- 229. Transportation discrepancy publications.
- 230. Supply policy.
- 231. Trans\supply program evaluation.
- 232. Installation-level transportation.
- 233. Freight classification.
- 234. Materiel handling systems/capabilities.
- 235. Capacity plans.
- 236. Drafting principles.
- 237. Shiploading and stowage.
- 238. Labor relations.
- 239. Transportation documentation.
- 240. Customs.
- 241. Claims.
- 242. Logistics readiness policy.
- 243. Transportation technical assistance.
- 244. Logistics management plans.
- 245. Packing policy and procedures.

TECHNICAL FUNCTIONAL ELEMENTS (TFE)
FOR TRANSPORTATION CP 24 CONT'D)

- 246. Storage/distribution facilities.
- 247. Logistics support planning.
- 248. Defense transportation doctrine.
- 249. Force structure and related doctrine.
- 250. Manpower.
- 251. Reliability, Availability, Maintenance (RAM).
- 252. ILS policy.
- 253. Fielding cost.
- 254. Major item management.
- 255. Materiel type classification.
- 256. Net regulation.
- 257. Equipment authorization.
- 258. Materiel distribution.
- 259. MMM policy.
- 260. Maintenance skill Requirements.
- 261. Test methods.
- 262. Price/cost data.

APPENDIX F

LOGISTICS MANAGEMENT SPECIALIST

SECTION I - ALPHABETICAL LISTING OF TRAINING FACILITIES

AFIT	Air Force Institute of Technology, Wright-Patterson AFB, OH
ALMC	U.S. Army Logistic Management College, Ft. Lee, VA
AMEC	U.S. Army Management Engineering College, Rock Island, IL
CAL	Center for Army Leadership, U.S. Army Command and General Staff College, Ft. Leavenworth, KS
CECOM	U.S. Army Communication-Electronics Command, Ft. Monmouth, NJ
DCSPER	U.S. Army Deputy Chief of Staff for Personnel
DODCI	Department of Defense Computer Institute
FIT	Florida Institute of Technology, Melbourne, FL
GSA	General Services Administration, Atlanta, GA
LSA	Logistics Support Analysis Offices at Major Subordinate Commands (MSCs)
OPM	Office of Personnel Management, Washington, DC
RCA	Radio Corporation of America, Boston, MA
SMPT	School of Military Packaging Technology, Aberdeen Proving Ground, MD
USATS	U.S. Army Transportation School, Fort Eustis, VA

SECTION III - TECHNICAL FUNCTIONAL ELEMENTS (TFE)
FOR LOGISTICS MANAGEMENT SPECIALIST

1. Ability to analyze.
2. Ability to plan and organize.
3. Ability to communicate in writing.
4. Ability to communicate orally.
5. Human relations.
6. Knowledge of Supply ADP.
7. Time management ability.
8. Ability to innovate.
9. Ability to initiate action.
10. Knowledge of supply policies & procedures.
11. Knowledge of inventory accounting.
12. Knowledge of requisitioning.
13. Ability to enter/retrieve data via computer terminals.
14. Knowledge of logistics policy.
15. Knowledge of inventory management policy.
16. Knowledge of supply program management.
17. Knowledge of evaluation data analysis.
18. Knowledge of micro computer operation.
19. Knowledge of materiel distribution.
20. Knowledge of secondary item management.

TECHNICAL FUNCTIONAL ELEMENTS (TFE) (CONT'D)

21. Knowledge of major item management analysis.
22. Knowledge of equipment authorization.
23. Knowledge of secondary item/repair parts program control.
24. Knowledge of provisioning.
25. Knowledge of funds/appropriations.
26. Knowledge of distribution facilities operations.
27. Knowledge of logistics management plans.
28. Knowledge of storage facilities.
29. Knowledge of production scheduling.
30. Knowledge of packaging and storage policy.
31. Knowledge of materiel handling systems.
32. Knowledge of transportability.
33. Knowledge of the catalog system.
34. Knowledge of cataloging policies and procedures.
35. Knowledge of maintenance of catalog management data.
36. Knowledge of catalog coding.
37. Knowledge of integrated logistics support.
38. Knowledge of logistics support planning.
39. Knowledge of security assistance policy.

TECHNICAL FUNCTIONAL ELEMENTS (TFE) (CONT'D)

40. Knowledge of security assistance case management.
41. Knowledge of security assistance budgeting.
42. Knowledge of supply readiness.
43. Knowledge of Army maintenance.
44. Knowledge of management employee relations.
45. Knowledge of acquisition management.
46. Knowledge of resource management.
47. Knowledge of personnel management.
48. Knowledge of logistics management.
49. Knowledge of staff policy issues associated with national security strategy.
50. Knowledge of force structure.
51. Knowledge of inventory distribution.
52. Knowledge of maintenance of equipment.

