

**BARTON COUNTY COMMUNITY COLLEGE  
FORT RILEY CAMPUS  
07 APRIL, 2000**

**SYLLABUS IN ACCORDANCE WITH THE STATE PLAN FOR KANSAS  
COMMUNITY COLLEGES COURSE GUIDE (PAGE 44)**

**I. GENERAL COURSE INFORMATION**

Course Number:       TRAD 2768  
Course Title:       Occupational Materials & Process Seminar I  
Credit Hours:       2  
Division/Disciplines: Technical Education Division

Course Description: Individual reports and group discussion of the materials and processes current to the student's field of occupation emphasis.

**II. CLASSROOM POLICY**

Student and faculty of Barton County Community College constitute a special community engaged in the process of education. The college assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense and respect for others both within and outside the classroom.

The College reserves the right to suspend a student for conduct that is detrimental to the College's educational endeavors as outlined in the College Catalog.

Plagiarism on any academic endeavors at Barton County Community College will not be tolerated. Learn the rules of, and avoid instances of, intentional or unintentional plagiarism.

Anyone seeking an accommodation under provisions of the Americans with Disabilities Act should notify Instructor or program coordinator.

**III. COURSE AS VIEWED IN TOTAL CURRICULUM**

This course serves as an introduction to the Unit Level Logistic System family sharing commonality with Unit Level Logistic System-Ground (ULLS-G) and Unit Level Logistic System-Air (ULLS-A) units on similar processes. ULLS provides automation to the mid-level supervisor, logistician who will benefit from using a quality database to support day-to-day operations. It is very important to remember that ULLS does not change supply principles or regulations, but due to automation, ULLS may require you to make changes in procedures and unit Standard Operating Procedures (SOPs). Students will be introduced to the functional area and system information of Unit Level Logistic System-S4 (ULLS-S4) that applies to all operators and managers of ULLS-S4. Students will ultimately provide unit level input to the Combat Service Support Computer System through the Standard Tactical Army Management Information System (STAMIS) interface. Students will learn how ULLS provides the unit commander with automation needed to accomplish his/her logistical mission while providing higher commands improved visibility of logistic assets and capabilities. Our students will learn how to use the different functions of the ULLS-S4 through lectures and practical exercises and cover the functions such as these: Embedded Training, Property

Features, Property Functionality, Supply Features, Supply Functionality, and Telecommunication.

#### **IV. COURSE COMPETENCIES:**

- ❑ Students will demonstrate an understanding of supply management processing to ensure compliance with applicable regulatory requirements.
- ❑ Identify if supply personnel are assigned to supply positions (AR 710-2, para B-8b).
- ❑ Demonstrate an understanding of Property Authorization Documents (AR 710-2)
- ❑ Demonstrate an understanding of methods used for Requesting and Receiving supplies (AR 710-2, and 735-5)
- ❑ Demonstrate an understanding of knowing the Disposition of the unit's Property (AR 710-2, & DA Pam 710-2-1)
- ❑ Demonstrate an understanding of assignment of Property Responsibility (AR 710-2 & DA Pam 710-2-1)
- ❑ Demonstrate an understanding of Maintain Organizational Clothing and Individual Equipment (OCIE) and Personal Clothing Records (AR 700-84, DA Pam 710-2-1 and FR PAM 710-2)
- ❑ Demonstrate an understanding of the requirements to conduct Inventories, Adjustments for Lost, Damaged or Destroyed Property (AR 710-2, FR PAM 710-2, AR 735-5, & DA Pam 25-400-2)
- ❑ Demonstrate an understanding of unit Storage Areas requirements (AR 700-84 and AR 735-5)

#### **V. INSTRUCTOR EXPECTATIONS OF STUDENTS IN CLASS**

Regular attendance is important to student success. If a student chooses not to attend classes, it is the student's responsibility to make up the work without placing undue expectations on the instructor. The instructor will make reasonable accommodations to help the student make up the work but the primary responsibility lies with the student. Instructors may set their own parameters for acceptance of late work and test make up. Students should schedule doctor appointments, dental appointments and other such appointments to avoid missing their scheduled classes.

Respect is shown when one arrives to class on time thus avoiding disruptions in the classroom. Students further show respect by being attentive in the classroom and by remaining until the end of the class period. Lastly, respect is shown by following appropriate classroom behavior. Visiting with other students while a lecture is presented, or the use of electronic devices in the classroom such as cellular phones, a pager, or a portable tape or CD player is not appropriate. Each student is expected to attend every class session. Because of the "hands-on" nature of the course, make-up sessions are very limited and sometimes impossible. Every effort will be made by the College to provide a classroom environment that is conducive to learning. This includes providing adequate equipment and supplies, well lighted, heated/cooled and ventilated rooms, and rooms that are clean and safe. No food or drink is allowed in computer classrooms. In addition to the physical surroundings, the College seeks to provide a harassment free environment. Violations of the harassment policies of the College can result in suspension from the College.

## VI. TEXTBOOKS AND OTHER REQUIRED MATERIALS

Army Regulations, ULLS-S4 Commanders Guide, and additional text that will be picked by the Instructor.

## VII. METHODS OF INSTRUCTION AND EVALUATION

<u>Activity</u>	<u>Points</u>
Practical Exams	30%
Examination	70%

A combination of two exams will be given written and automated. These two must combine with a score that is equivalent to 70%.

The amounts of PEs, are subject to change at the discretion of the instructor.

### Grading Scale

A	90 - 100%
B	80 - 89%
C	70 - 79%
D	60 - 69%
F	0 - 59%

**MAKE-UP EXAMINATIONS:** If it is necessary to miss an exam you should inform the instructor in advance if possible to make arrangements for the exam. A limit of one make-up exam per student is allowed. Check with the Instructor or program coordinator.

## VIII. ATTENDANCE REQUIREMENTS

Attendance in class is an obligation assumed by each student at the time of registration. It is the student's responsibility to fulfill all the requirements of a course as prescribed by the instructor. Class roll will be taken every day. This course is a 30-hour course. Students are only allowed to miss no more than 25% of class time to be able to complete the course. If a student must miss a class, arrangements must be made in advance.

## IX. COURSE OUTLINE

Day 1	Time	Instruction	Type	L/T	Ref
	0900-0950	Inprocessing and Introduction Course Outline	L	1	
	0950-1000	First Break	N/A	0.1	
	1015-1050	Publications and Overview of Unit Supply Operations	L	1	
	1050-1100	Break	N/A	0.1	
	1100-1150	Organizational Clothing and Individual Equipment (OCIE) and Personal Clothing	L/C	1	AR 700-84; DA Pam 710-2 FR PAM 710-2
	1150-1300	Lunch	N/A	1	
	1300-1350	Maintaining OCIE / Personal Clothing Records	L/C	1	AR 700-84; DA Pam 710-2 FR PAM 710-2
	1350-1400	Break	N/A	0.1	
	1400-1450	OCIE accountability statements on file for E-5's and above. DA Form 3078 Clothing records from soldiers on file for all soldiers with less than six months or who have yet receive all initial issue items.	L/C	0.1	AR 700-84, para 5-2b(2) DA PAM 710-2-1, para 10-8b(1)
	1450-1500	Break	N/A	0.1	
	1500-1550	Accountability of Absentee baggage, Inventories, Disposition, and Storage	L/C	1	AR 700-84, para 12-12, 12-13, 12-14 12-14b(3), 12-12a(2) , 12-12c and FR PAM 710-2 CH.1
	1550-1600	Break	N/A	0.1	
	1600-1650	Class discussion Accountability of property	C	1.0	
Day 2	0900-0930	General Information, Are supply personnel being assigned to supply positions, Reports of supply constraints. Property Authorization Documents.	L/C	1	AR 710-2,- 735-5 and AR 71-13
	0930-0950	Required publications are on hand or on order and are current.	L	0.3	AR 710-2, para 2-4
	0950-1000	Break	N/A	0.1	
	1000-1050	Unit has all pertinent authorized documents on hand MTOE, CTA, TDA. Authorized allowances are reconciled annually with authorization documents. The commander or designated representative acknowledged to the reconciliation in writing and a copy is filed in front of the property book.	L/C	1	AR 710-2, para 2-4b, AR 710-2, para. 2-4a
	1050-1100	Break	N/A	0.1	

1100-1150	Requesting and Receiving supplies. All equipment authorized by MTOE, TDA, etc., is on hand or on a valid requisition. (AR 710-2, para 2-6a). DA Form 1687 are properly completed and forwarded to the SSA for receipt of expendable and durable items. (DA Pam 710-2-1, para 2-32b).	L/C	1	AR 710-2, - 735-5
1150-1300	Lunch	N/A	0.1	
1300-1350	Unit conducting monthly reconciliation. Unit initiates action to cancel items on request, which are no longer required. Unit property maintains a due-in status file. Document status is posted property on the document register.	L/C	1	DA Pam 710-2-1, para 2-31e. DA Pam 710-2-1, para 2-29. DA Pam 710-2-1, para 2-25.
1350-1400	Break	N/A	1	
1400-1450	Disposition of Property. All unserviceable or damaged items are tagged and secured. Turn-in actions are initiated 10 days of the time the item is identified as excess. Component shortages are validated on a shortage list for property turned in. Items discovered in a unit that are not on accountable records are turned in through the PBO as "found on installation" property.	L/C	1	AR 710-2 table B-1-D-3 . AR 710-2, table B-1-D-4. DA Pam 710-2-1, para 3-5. AR 710-2, para 2-2d. AR 710-2, para 2-1.
1450-1500	Break	N/A	0.1	
1500-1510	Disposition of Property.(cont)	H/O	1	ULLS-S4 Automation System. Property Features.
1510-1550	Property Origin Maintenance	H/O	40	S4-PE-D1 S4-PE-D2 S4-PE-D3
1550-1600	Break	N/A	0.1	
1600-1610	Class Discussion	C	1.0	
1610-1650		H/O	30	S4-PE-D4 S4-PE-D5

Day 3

0900-0950	Property Responsibility. All property is accounted for on sub-hand receipts down to the user level. All installation property book items are accounted for on hand receipt to the user level. All hand receipts are updated within six months of the latest change document.	L/C	1	AR 710-2, table B-1-E-4. AR 710-2, table B-1-E-4 DA Pam 710-2-1, para 5-3
0950-1000	Break	N/A	0.1	

1000-1010	Property Responsibility (cont)	H/O	1	ULLS-S4 Automation System. Property Features.
1010-1050	Assign Sub-Hand Receipt Property		40	S4-PE-F3
1050-1100	Break	N/A	0.1	
1100-1150	Supply Procedures for Adjustments for Loss, Damaged or Destroyed Property. Reports of survey are being prepared according to AR 735-5, figure 13-4 and presented to the Approving/appointing authority with in 15 days of the date discovering the discrepancy entered in box 11.	L/C	1	AR 735-5, figure 13-4, AR 735-5, para 13-7, 13-8, 13-9a(3)
1150-1300	Lunch	N/A	1.0	
1300-1350	Related reports of survey are cross-referenced. Depreciation is allowed on all property.	L/C	1	AR 735-5, Appendix B. app. B 2(b)
1350-1400	Break	N/A	0.1	
1400-1450	Statements of charges are property prepared.	L/C	0.75	AR 735-5, figure 12-5
1450-1500	Break	N/A	1	
1500-1550	Adjustments for Loss (cont) Follow up action has been taken if acknowledgment of receipt for the Statement of Charges is not received from finance within 20 days.	L/C	0.75	AR 735-5, para 12-2(7)(d)
1550-1600	Break	N/A	0.1	
Day 4				
0900-0950	Commanders investigates circumstances concerning property damaged through other than fair wear and tear, and reports the appearance of unlawful conduct to law enforcement authorities	L/C	0.75	AR 735-5, para 12-1(b)
0950-1000	Break	N/A	0.1	
1000-1050	Adjustment actions are initiated for items, which are unserviceable due to reasons other than fair wear and tear.	L/C	0.75	AR 710-2, para 2-12e, 2-13b, AR 735-5, Chapter12
1050-1100	Break	N/A	0.1	
1100-1150	Initiate DD Form 362 to account for lost, damaged or stolen property for which liability is admitted.	L/C	0.75	AR 735-5, para 12-2
1150-1300	Lunch	N/A	0.1	

1300-1350	When a report of survey is appropriate, initiate DA Form 4697 within established time limits.	L/C	1	AR 735-5, para 13-7
1350-1400	Break	N/A	0.1	
1400-1450	Commander sign a memorandum for record to authorize adjustments for hand tool losses up to \$100 per incident when no negligence or misconduct is involved	L/C	1	AR 735-5, para 14-25a
1450-1500	Break	N/A	0.1	
1500-1530	Commander provides copies of hand tool memoranda, as enclosures to a summary memorandum, to the report of survey approving authority for review on a quarterly basis	L/C	1	AR 735-5, para 14-25c
1530-1550	Budget Account Code Maintenance	H/O	20	S4-PE-G2 / S4-PE-G4
1550-1600	Break	N/A	0.1	
1600-1630	Test Review		0.75	

Day5

0900-1150	Test	H/O	2	IAW MOS Training School Requirements
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