DEPARTMENT OF THE ARMY
WARRIOR TRAINING CENTER
6901 ROSELL ROAD BLDG 4155
FORT BENNING, GEORGIA 31905-4500

ATZB-RCG-WTC   1 November 2009

MEMORANDUM FOR RECORD

SUBJECT: Air Assault (AASLT) Course information CD

1. Purpose: This CD was developed to provide information to be used by the host unit to develop and execute a successful Air Assault Course.

2. The first step is to determine if your unit can support an AAC. Inside of the file "Host Unit Checklist" is a multiple worksheet, workbook labeled "2010 Air Assault Checklist". The first worksheet of this file is labeled "Course Coordination Log". This worksheet outlines most of the assets, you the host unit, would have to provide. Sample engineer drawings are provided in the file "Engineer Drawings" for a nine apparatus obstacle course and UH-60 Mock-Ups.

3. The second step is to determine the amount of Soldiers that you would like to attend the course and the dates. Our course maximum is 210 students. ARNG-WTC S-3, 706-544-7523, is the office to contact about available dates. Once you've determined the amount of students and dates you must send an official written request. A sample request letter is located inside of the file "AA Request Memo". This request memo needs to be sent to the WTC S-3.

4. The third step is to plan for all of the resources needed to conduct an AAC. In the file "2010 Air Assault Checklist" there are six worksheets labeled:

    a. Administrative Equipment. This describes all administrative equipment needed.

    b. Phase I Equipment. This describes all equipment needed for Phase I.

    c. Phase II Equipment. This describes all equipment needed for Phase II.

    d. Phase III Equipment. This describes all equipment needed for Phase III.

    e. Personal Request. This describes all personnel needed for the duration of the course.

    f. Vehicle Request. This describes all vehicles needed for the duration of the course.

All of this equipment must be on site four days prior to the start of the AAC for the ADVON personnel to inspect. This list can also be found inside the file "Equipment Request" and "Air Assault Condensed". Additionally inside of the file "Print Requirement FY10" is a memo "1. Printing Requirements for Benning FY10" that contains instructions for printing all of the AAC printed material.

5. The fourth step is to coordinate for feeding and aviation. The time schedule and amounts can be found inside the document labeled "2010 Air Assault Checklist" on the "Feed Plan" and "Aviation Schedule" tabs. There is a sample training schedule located in "7. Sample Training Schedule" folder.

6. The fifth step is to contact WTC S-3 and schedule a PDSS. During this PDSS two to three Cadre and one representative from Fort Benning, GA, G-3 Quality Assurance Office, will visit your site for approximately three days to inspect your site for feasibility of your plan and a physical inspection of structures and routes.

   a. Inside of the folder labeled "Pre-Deployment Site Survey"' you will find all forms used by the WTC. The file labeled "AASLT PDSS WKST" contains the checklist we use to inspect your site. It is extremely helpful for you to fill this out prior to our arrival. It can be sent to us prior to the PDSS or given to us at the site.

   b. There are two other documents labeled "Tower Ramp Inspection" and "O-Course Inspection Blank Form" in that same file. We will use these to conduct the physical inspection of the apparatus's.

   c. The TDY travel money for the PDSS will be coordinated and provided by the host unit.

   d. At the completion of the PDSS, we will leave the host unit POC with an agreed upon plan of action that will be signed by WTC and the host unit. This plan of action includes any deficiencies that may have been noted and structures to be used.

7. The sixth step is to ensure that the Composite Risk Management Worksheets are complete prior to the Pre-Deployment Site Survey (PDSS). Sample Composite Risk Management Worksheets can be found in the file named "Sample Composite Risk Management Worksheets."

8. The seventh step is to provide your perspective students with information about the course. In the file "Student Information" you will find needed documents to be forwarded to your Soldiers.

   a. The document labeled "Student MOI FY10" is the MOI and contains a course overview, packing list – ANNEX A, reporting instruction – ANNEX B, and site map – ANNEX C. ANNEX B contains reporting instructions for Fort Benning, and will have to be modified for your site.
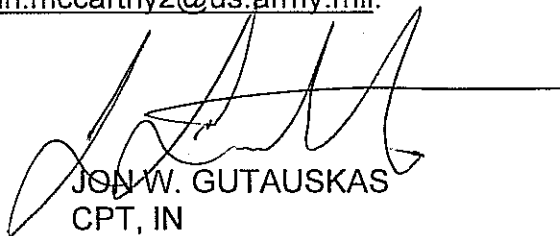
   b. The document labeled "WTC Form 100" must be signed by the Soldier, Commander, First Sergeant, and Readiness NCO (if applicable). The Soldier must have either the WTC Form 100 or a Pre-Execution Checklist with current DA Form 705 at time of in-processing.

9. There are samples of both graduation handouts and a graduation narrative in the folder "Graduation Handout and Narrative." These are samples that the host unit can add to or take away from to create a product that works for them.

10. The Point of Contact for this memorandum is the Air Assault NCOIC, SFC Brian G. McCarthy, at (706) 575-8963 or brian.mccarthy2@us.army.mil.

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