**BARTON COMMUNITY COLLEGE**

**COURSE SYLLABUS**

**Spring 2015**

# **GENERAL COURSE INFORMATION**

Course Number: MLTR 1029

Course Title: Unit Movement Officer Course

Credit Hours: 3-5

Prerequisite: None

Division/Discipline: Military Programs

Variable Credit: 45 hours for 3 Credits: 80 hours for 5 Credits. The 45 hours variable rate accommodates a 6 day leader’s overview of forms, reports and procedures. The 80 hours variable credit covers all the Unit Movement Officer duties and responsibilities at the operator user level.

Course Description: This course provides personnel with the knowledge and skills to perform the responsibilities for planning, preparing for and executing deployments. Also to perform required functions using the Transportations Coordinator’s Automated Information for Movement Systems II (TC-AIMS II) software and hardware. Instruction is mainly hands-on instructor-led and independent student practical exercises.

# **INSTRUCTOR INFORMATION**

# **COLLEGE POLICIES**

Students and faculty of Barton 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.

Plagiarism on any academic endeavors at Barton Community College will not be tolerated. The student is responsible for learning the rules of, and avoiding instances of, intentional or unintentional plagiarism. Information about academic integrity is located in the Student Handbook.

The College reserves the right to suspend a student for conduct that is determined to be detrimental to the College educational endeavors as outlined in the College Catalog, Student Handbook, and College Policy & Procedure Manual.

Any student seeking an accommodation under provisions of the Americans with Disabilities Act (ADA) is to notify Student Support Services via email at [DisabilityServices@bartonccc.edu](mailto:DisabilityServices@bartonccc.edu).

# **COURSE AS VIEWED IN THE TOTAL CURRICULUM**

This course is a structured learning experience designed to introduce and prepare students to understand the various requirements involved as a Military Movement Office at the organizational level. The course addresses the regulatory and technical requirements of deployment operations and procedures.

# **ASSESSMENT OF STUDENT LEARNING / COURSE OUTCOMES**

Barton Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.

Course Outcomes, Competencies, and Supplemental Competencies

1. Describe the responsibilities of the UMO.
2. Identify the UMO responsibilities and requirements
3. Interpret deployment data, movement plan and mobilization process
4. Apply certification procedures for hazardous cargo and dangerous goods.
   1. Describe what is classified hazardous cargo and dangerous goods
   2. Properly document and inspect hazardous cargo and dangerous goods
5. Create, modify and produce deployment reports and documentation using TC AIMS software.
   1. Identify system configurations and operations processes.
   2. Manage organizational equipment list and personnel rosters.
   3. Compare data for movement operations planning.
   4. Identify and understand mobile and secondary load configurations.
6. Plan and manage various modes of transportation.
   1. Plan a highway operations using convoy calculations
   2. Conduct a unit rail load operations
   3. Create an airfield operation plan
7. Identify strategic airlift requirements.
   1. Determine the requirements for airlift movements.
   2. Identify air movement restraints
   3. Demonstrate the ability to load a pallet cargo system

# **INSTRUCTOR'S EXPECTATIONS OF STUDENTS IN CLASS**

Each student is expected to attend every class session, read text or reference material as assigned, participate in group discussions, complete all practical exercises and participate in testing procedures

# **TEXTBOOKS AND OTHER REQUIRED MATERIALS**

**Software:** TC-AIMS II Build Barstow 6.3.0, Transportation Information Systems, Alexandria, VA 27 January 2012.

Unit Movement Planning, FORSCOM/ARNG Reg. 55-1, Headquarters, Department of the Army, Washington DC, March 2000.

Unit Movement Data Reporting, FORSCOM/ARNG Reg. 55-2, Headquarters, Department of the Army, Washington DC, October 1997.

Mobility, DOD Reg. 4500.9-R, website

Army Deployment and Redeployment, AR 525-93, Headquarters, Department of the Army, Washington DC, 20 November 2012

Unit Movement Operations, FM 3-35, Headquarters, Department of the Army, Washington DC, April 2010

Army Motor Transport Unit and Operations, ATP 4-11, Headquarters, Department of the Army, Washington DC, July 2013

Code of Federal Regulations, 49 CFR, Department of Transportation, Label Master, 1 October 2014

1. **REFERENCES**

Tiedown Handbook for Rail Movement, TEA Pam 55-19, Newport News, VA, September 2008

Tiedown Handbook for Truck Movement, TEA Pam 55-20, Newport News, VA, July 2008

Tiedown Handbook for Containerized Movement, TEA Pam 55-23, Newport News, VA, September 2009

# **METHODS OF INSTRUCTION AND EVALUATION**

Each topic is introduced through short lectures and selected exercises from the above references and course materials. The course will stress instructional methods that provide experiential learning where possible, consisting of simulations, and extensive practical exercises. The final grade will be based upon one exam composed of automated system procedures.

Final (Automated System) 100%

Grading Scale:

90-100=A

80-89=B

70-79=C

60-69=D

<-59= F

Students **MUST** pass final exam with a minimum score of 70%.

# **ATTENDANCE REQUIREMENTS**

Regular 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. If a student must miss a class, arrangements should be made in advance with the instructor. Instructors have the responsibility to provide the opportunity or students to make up in a reasonable and appropriate manner work missed for a school-related activity, verifiable illness, personal emergency, or death of a family member or close friend within the time frame established by the instructor. A published procedure allows you to address inequities in this policy.

According to policy if you miss more than 25% of any class, you cannot receive a passing grade. Please remember that if for any reason you need to drop a class, you are responsible for going through the proper channels to withdraw. Your instructor cannot drop you from the class.

1. **COURSE OUTLINE (80 Hours) 10 days @ 8 hours**

**(45 Hours) 6 days @ 8 hours (days 1-6)**

Day One Administration, Introduction, Overview, Pre-Test

Unit Movement Officer Duties and Responsibilities

Unit Mobilization, Deployment, Redeployment Data

Unit Movement Training Requirements

Day Two Equipment Loss and Damage Reporting

Unit Movement Plans

Movement Coordination, Preparation and Maintenance of Data

Day Four Hazardous Cargo Overview

Unit Cargo Loading and Documentation

Day Five Planning of Convoy, Rail, Sea and Air Movements

Day Six Automated Unit Movement System

Manage and Edit Unit Personnel Roster

Asset Management – Organizational Equipment List (OEL)

Day Seven Add Hazardous Equipment Information

Create a Movement Plan

Day Eight Movement Support Requests

Air and Air Lift Support

Day Nine Overview of Barcode Printer and Interrogator

Course Review

Day Ten Final Exam

Course Evaluation