



C Co, TSB Newcomers Brief



ONE TEAM, ONE MISSION



Platoon Sergeant



Agenda



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- Mission
- Task Organization
- Functions
- MOS / ASI Courses
- Starting Questions
- Equal Opportunity
- Important Locations
- Voting / Physical Security
- Info / Policies / Standards



Charlie Company Mission



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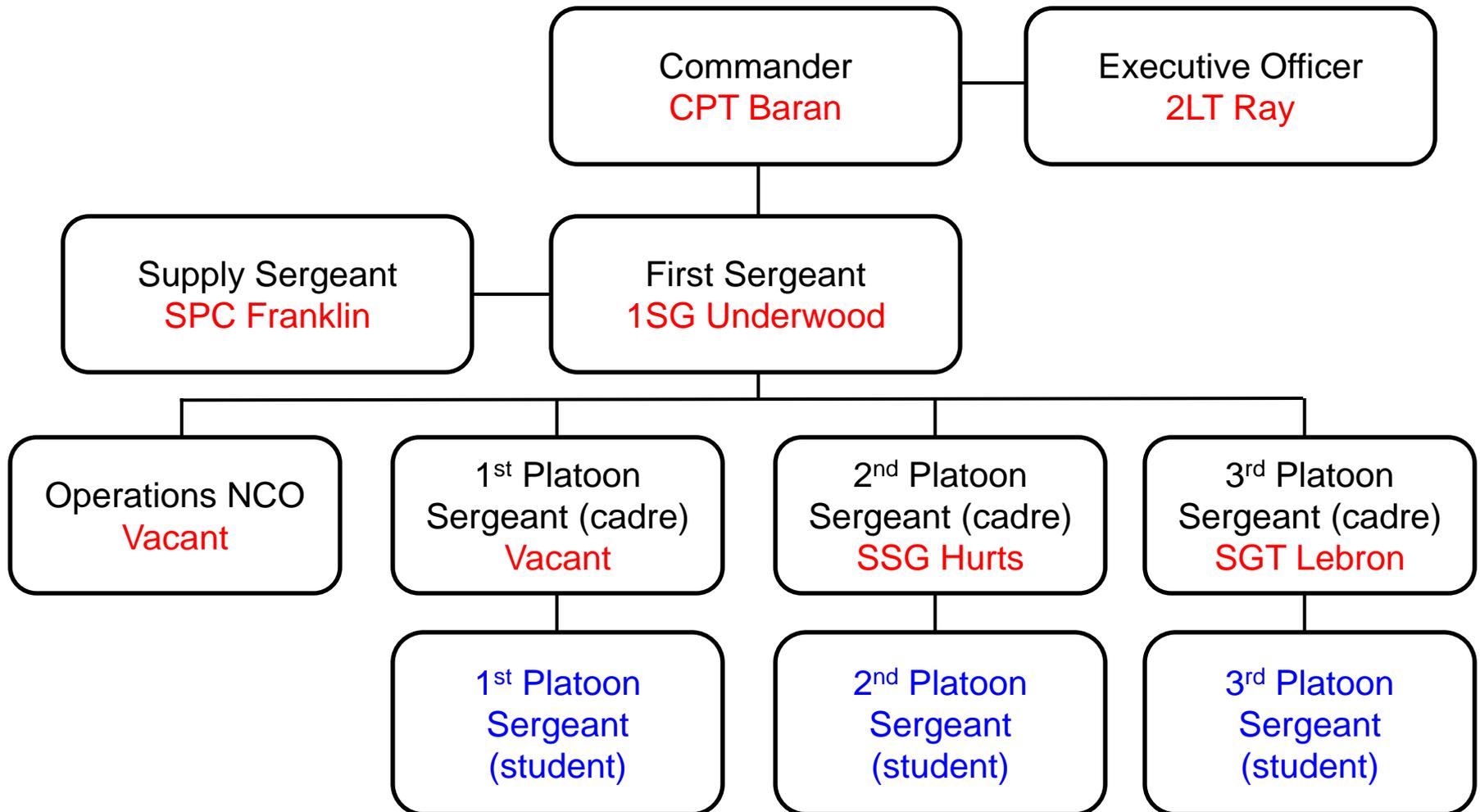
Provide command and control, conduct training, and provide sustainment operations in support of permanent party and MOS-Training Soldiers attending MOS and Additional Skill Identifier Courses assigned or attached to Charlie Company, Training Support Battalion.



Charlie Company Task Organization



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MOS / ASI Courses



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MOS

- 42F Personnel Information Systems Specialist (8 Weeks)
- 42A Human Recourse Specialist (8 Weeks, 3 Days)
- 36B Financial Management Specialist (9 Weeks)
- 56M Chaplain Assistant (6 Weeks)
- 27D Paralegal Specialist (10 Weeks, 3 Days)

ASI

- E3 Executive Administration Assistant (8 Weeks, 3 Days)
- F5 Postal Operations (5 Weeks)
- F4 Postal Supervisor (2 Weeks, 4 Days)



Starting Questions



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- Previous MOS/AIT graduate?
- Temporary Profiles?
- Previous Hot/Cold Weather injuries or allergies?
- APFT Run Times?
- Student with vehicles (parking/driving/inspection every 30 days)
- Uniforms/Proper Civilian Attire (56M grad ASU, Heat CAT adjustments, PT belts/vests)
- Weapons/Firearms?



Equal Opportunity



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- Equal Opportunity (EO): The right for all people to have the same opportunities free from biases based on race, religion, sex, and national origin.
- Sexual Harassment (Unwanted comments, gestures, acts)
 - Absolutely Zero tolerance
- Sexual Assault (Crime)
 - Preserve Evidence & call authorities
 - Restricted/Unrestricted Reporting (keep victim quiet)



Important Locations



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- FJ Map location (In dayroom)
- Sick Call (locations/hrs, see CQ 0500-0530)
- Dental/Medical/Mental Health Clinics (location/hrs)
- Strom Thurmond Bld (HR/Finance, Limitations, Action Request sheets)
- SJA/Legal Office (Locations/hrs)
- ACS/AER (Location/Hours/Programs)
- ASAP (Location/Hours)
- Chapel (Location/Hours)
- Tobacco Shop (Five Points DT Columbia) **Off limits!**



Voting / Physical Security



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- Voting (www.fvap.gov) for info/forms):
 - CDR/1SG are Voting Assistance Officers
 - See Voting Information Board
- Physical Security
 - Amnesty Program
 - Firearms
 - Money and Valuables (safes/room security)



Information / Policies / Standards



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- Open Door Policy (Leadership accessible to all)
- Policy Memorandums (Read & Familiarize by 1700 today)
- BN/Company Motto: One Team, One Mission!
- Motorcycle Riders MUST have completed advance rider course within 90 days after basic ride course; if not, NO RIDING!
- Death of a C Co, TSB Soldier (Only CAO/CNO may contact family / friends)
- Chaplains available (CH Michel / CH Mchort); EOC CH on-call on weekends/off-duty hours – contact PSG/1SG
- All Soldiers, Marines, & Sailors will get an Accident Avoidance Card immediately!
- Student Leadership / NCO Authority
 - PSG / SQD LDR
 - Accountability / Counseling / Pass Review / UCMJ & Award Recommendation



Information / Policies / Standards



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- Barracks / Surrounding are maintenance (any issues with room must be reported to Floor SGT and PSG for work orders)
- Formations / Uniform (white board, check 3 times a day; prior to 0530, between 1100-1300, and between 1630-1830)
- Curfew (school nights 2200 hours)
- Student with vehicles (parking, driving, updated paperwork)
- High Risk Events (e.g. skydiving, swimming/track and field, and field/road march/weapons ranges, etc): inform chain of CMD before conducting
- Room Standard (i.e. weekly clean up, living standards, weekly inspections, no alcohol)
- Duty Day (ends at 1500/civilians, 0900-1130 and 1400-1500 if no class must be in day room)



Information / Policies / Standards



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- 369th AG IET Soldiers off limits only class room interaction (improper relations)
- TDY (does not mean Temporarily Divorced for a Year)
- CQ Brief
- Passes (due date, attention to detail, only exception for turning passes in late, cannot be taken in barracks)
- Leave DA Form 31 (TDY en-route/ Prior Service must submit week before graduation)
- PT Belts (Yellow=general population, Red=Hot Weather Injury, Blue=Cold Weather Injury, Orange=Allergies); must sign out a PT belt from supply
- NCO leaders (PSGs & SQD LDRs) will wear reflective PT vests during PRT



Information / Policies / Standards



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- Proper authorization for lodging (statements needed)
- Inappropriate Cadence forbidden (derogatory terms/cursing)
- NO CELL PHONE USE IN CQ AREA, MAIN ENTRANCE, IN FRONT OF THE BUILDING!
 - Authorized for use in the dayroom, your room, bleachers, smoking area
- Stay off the grass



Information / Policies / Standards



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- APFT
 - Exemptions (ASIs)
 - One failure = remedial PRT; Second failure = flagged
 - Failure affects your DA 1059
- Weigh-in
 - Every Monday/Tuesday



Information / Policies / Standards



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- Fire Drill Safety Instructions
 - Take the nearest exit on each floor (2 minutes to evacuate)
 - CQ NCO will designate the first two NCOs they see to be placed at the front and back doors to direct the Soldiers to accountability location
 - All Soldiers will form up at PT location for accountability (everyone must go directly to that location)
 - Student NCOs will take charge of the formation(s) at accountability location until cadre arrives



Company Commander



Commander's Guidance



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- Policy letters. Read and adhere.
- Take direction from the cadre, they are here to help you.
- IET environment. Professional conduct is expected, fraternization is strictly prohibited.
- Live the Army Values, Soldiers Creed, and NCO Creed.
- Customs & Courtesies.
- Do not lose the respect that I have for you as a Soldier.
- Treat others with respect.
- Open Door Policy.
- Suicide Awareness.



Commander's Guidance



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- Obey the law.
- Physical Fitness is not negotiable.
- NCOs will lead, Soldiers will follow.
- Student leadership will happen.
- High Risk Soldiers.
- Your priorities are:
 1. Safety.
 2. Technical Training.
 3. Good order and discipline; professionalism.
 4. Physical Fitness.
- Military records to PSGs.



Safety



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- Vehicle & Motorcycle Inspections.
- Accident Avoidance Course.
- Prior HOT/COLD weather injuries.
- Allergies.
- Permanent profiles.
- Unit Safety SOP.
- Fire Prevention.
- 911 Procedures.
- Accident Reporting.
- Hazard Reporting (HAZCOM).
- Range Safety.
- Weapons Safety & Personal Firearms.
- Ice Sheets.
- Heater operations.
- Run routes.
- POV & GOV Safety & seatbelts.
- Motorcycle Safety.
- Speed limits & DUI avoidance.
- Water Safety.
- Post Safety Policies and Regulations.

Newcomers Safety Briefing Checklist

Last Name	First Name	Middle Initial	Rank	Date of Birth
Unit (Company)	MOS	Motorcycle	PCS / DEROS Date	
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
Initial HAZCOM Training	Hearing Exam	Respiratory Protection Program	Swimming Abilities	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Good <input type="checkbox"/> Poor <input type="checkbox"/> Non-Swimmer <input type="checkbox"/>	
I have been briefed on the following subjects:	(Signature)		Driver's Training	
			Item	Status
Briefing Topics				
Unit Safety SOP	Range Safety	POV Safety	Driver's License Status	
Unit HAZCOM SOP	Weapons Safety	GOV Safety	Expiration Date	
Fire Prevention	UXO Safety	Seatbelt usage	Military Driver's License / 348	Yes <input type="checkbox"/> No <input type="checkbox"/>
911 Procedures	Hear Injury Prevention	Motorcycle Safety	Expiration Date AAC Card	
Protective Equipment	Ice Sheets	Helmet usage	Date - Motorcycle Safety Training	
Hazard Reporting	FJ Chart 4	Speed Limits		
Accident Reporting	Cold Injury Prevention	Accident Avoidance		
SWEAP	Heater Operations	DUI Avoidance		
Post Safety Policies	Protected Run Routes	Water Safety		
Post Safety Regulations	Foot March Safety	Off Duty Safety		
Briefed By (Name / Rank / Title)	Date	Signature of Briefer		

FJSO Form 2, August 2005
Proctor Edition Obsolete



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CHARLIE ROCK!