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MS 401.01: The Army Officer - Roles and Responsibilities

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**DEPARTMENT OF MILITARY SCIENCE
THE UNIVERSITY OF MONTANA
MISSOULA, MONTANA 598112-1033**

ATOD-AMT-UM

3 September 2001

MEMORANDUM for MSIV Cadets, Grizzly Battalion

SUBJECT: Syllabus MS401, The Army Officer: Roles and Responsibilities

1. PURPOSE: The purpose of this correspondence is to provide students with an understanding of the requirements for initial entry into the United States Army as a Second Lieutenant (2LT). To achieve this outcome, students will plan, conduct and evaluate training events, plan and prepare appropriate correspondence using the Army writing style (counseling forms, support forms, and related memorandums), coordinate staff actions, and plan and conduct social events for the entire ROTC department.

2. OUTCOME: Upon completion of this course, the student will: possess the confidence and ability to plan, execute and assess training events; prepare and coordinate correspondence and staff actions; and plan and conduct social events in accordance with the grade of 2LT.

3. LIST OF SUBJECTS: See enclosed class schedule.

4. REFERENCES:

- a. FM 25-100, Training the Force
- b. FM 25-101, Battle Focused Training
- c. TC 25-30, A Leader's Guide to Company Training Meetings
- d. FM 22-100, Army Leadership
- e. Cadet to Lieutenant Transition Handbook

5. ADDITIONAL ASSIGNMENTS: There are five written requirements. Each MSIV cadet will prepare and submit a DA Form 67-9-1 (OER Support Form), a DA Form 67-9-1A (Junior Officer Self Development Form), a counseling form, a military letter and an NCOER.

6. GRADING REQUIREMENTS: Grading will reflect the dynamic requirements a 2LT will encounter in the assigned unit. These requirements, although generic in the classroom, are similar to those of a platoon leader assigned to one of the divisions in the US Army. The environment will require a mature individual capable of employing a keen attention to detail, accomplishing multiple tasks simultaneously, and displaying the intellectual capacity to respond appropriately to changing missions with minimal stress and little or no emotion.

Grading requirements are:

APFT:	-10%
Battalion Activities	-20%
Writing Requirements	-20%
Info Brief Presentation	-15%
Final	-25%
Class Participation	-10%

- a. PT Score: based on effort, attitude and performance. Attendance is required; therefore, unexcused absences will adversely affect the grade. Remedial PT (T/TH) will be required for MSIV cadets scoring below 240 or 75 in any of the three events.
- b. Battalion Activities: includes preparation, execution and evaluation (as required) for leadership labs as a PI or AI, STXs, FTXs, carrying out cadet staff duties and participation in all battalion functions.
- c. Writing Requirements: complete five short written requirements (DA Form 67-9-1 with 67-9-1a, NCOER, counseling form, and military letter) during the semester (5% for each).
- d. Presentation: conduct an “Information Brief” on a military leadership-related topic of your choice. The briefing will last between 8 and 10 minutes in powerpoint format. Identify and coordinate leadership topic with advisor NLT **21 Sep 01**; e-mail coordination is encouraged.
- e. Final: complete a comprehensive final will be conducted on material covered during the course of the semester, to include critical information presented during the information briefs conducted by the other MSIV cadets.
- f. Class Participation: based on quantity and quality of active involvement in written and oral in-class presentations and other requirements generated by the Chair of the Military Science Department. Additional requirements may be generated by current affairs and evolving issues in the Department of Defense or the United States Army such as: Army Values and Consideration of Others (CO2) Program; the role of the Military Spouse; etc.
- g. Attendance is mandatory; wear of the BDU is required for class and appropriate physical training attire is required for physical fitness classes (M/W/F 0630). The US Army Physical Fitness Uniform is required for monthly APFT sessions.

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MS401 Class Schedule

<u>PER</u>	<u>Date</u>	<u>Subject</u>	<u>Reference/Assignment</u>
01	9/04	Introductions/Class Admin/LDP	Syllabus & Calendar
02	9/06	PMS Time (i.e., Terri's Time - Accessions Pkgs, etc.)	
R-01	9/07	Welcome Back Picnic (Bonner Park Pavillion)	
03	9/11	The Military Organization: Roles & Responsibilities Lab - Land Navigation support (as required)	FM 101-5
04	9/13	Adv Camp AAR w/MSIIs (CPT Carozza);	
05	9/18	OPMS Overview Lab – Battle Drills (1400 – UTC)	
06	9/20	Types of Military Briefings	
R-02	9/21	Suspense: Info Brief Topic via e-mail	
07	9/25	Combined Lab – Land Navigation (Pattee Canyon)	
08	9/27	The Military Writing Style #1	
09	10/02	Combined Lab – Squad STX #1	
10	10/04	The Military Writing Style #2 (-1s/-1As/correspondence)	
R-03	10/06	Ranger Challenge – Boise State Univ	
11	10/09	Introduction to Operational Graphics Combined Lab – Night Land Nav (Blue Mtn 2000-2400)	
12	10/11	The Role of the NCO/NCOER Case Study	
R-04	10/11	OER Support/JOSDF Forms due to PMS	
13	10/16	Information Briefings	
R-05	10/18	Turn in NCOER Writing Rqmt	
14	10/18	PCC; OPOD Brief to MSIIs; final prep for FTX	
R-06	10/20-21	Fall FTX (Lubrecht Forest)	
15/16	10/23/25	Information Briefings (cont)	
17	10/30	Combined Lab – Squad STX #2	
18	11/01	Complete Intro Briefs and Conduct an AAR	
R-07	11/01	Suspense for NCOER Writing Rqmt	
19	11/06	Maintenance Review Board Exercise (MAJ Webster)	
20	11/08	Rules and Etiquette of the Dining In/Out	
R-08	11/09	Veterans Day Dining Out (UC Commons Ballroom)	
22	11/13	Counseling Subordinates #1	
23	11/15	Counseling Subordinates #2 & Case Study	
R-09	11/16	Counseling Writing Rqmt	
24	11/20	Army Values/CO2 Program Overview	
25	11/21	MSIV Counseling w/PMS	
	11/23	Thanksgiving (No class)	
26	11/27	Intro to AFTB and Family Support Groups – Guest Spkrs	
R-10	11/27	Suspense for “Counseling” writing requirement	
27	11/29	The Army (w/CPT K and MAJ K)	
28	12/04	US Army Operations	FM 3-0
R-11	12/04	Suspense for military letter to sponsor	
29	12/06	Joint & Combined Operations	Joint Pub Library
30	12/11	Training the Force	FM 25-100/101
R-12	12/13	Suspense for completed -1	
31	12/13	Training the Force & “Final” Review	FM 25-100/101
32	TBP	Final	

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