



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
102 MCNAIR DRIVE
FORT MONROE VIRGINIA 23651-1047

REPLY TO
ATTENTION OF

ATTG-X

26 July 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction for the National Title XI Training Workshop, 7-10 September 2004

1. The purpose of this memorandum is to provide instructions to all participants at the Title XI Training Workshop from 7-10 Sep 04. The Workshop is 2.5 days long. Day zero (7 Sep 04) is a travel day and registration. Title XI Soldiers may stay at the Crowne Plaza or Holiday Inn Hotel. The actual Workshop will be held at the Crowne Plaza. Workshop consists of general session and round robin training day one (8 Sep 04) and breakout sessions by proponent day two (9 Sep 04). Day three (10 Sep 04) is a half day consisting of a general session, AAR, and travel day. The National Title XI Training Workshop provides information on transformation, accreditation training, and pertinent information to changes in the Title XI Program, as well as USARC and NGB transformation. Other agenda items include training on the automated job aide for accreditation, QA Policy Memorandum, TR 350-18 (2004), laptop and CAC card issue, hand-receipt updates, computer maintenance, and Soldier support. Attendees are Title XI and TASSD Soldiers and invitees: QA Directors and select Soldiers from TRADOC, USARC, and NGB.

2. **Location:** Crowne Plaza/Holiday Inn Hotel, Atlanta-Airport 1325 Virginia Ave, Atlanta, GA. The Holiday Inn is within walking distance from the Crowne Plaza. The Crowne Plaza and Holiday Inn, Atlanta, GA, provides lodging accommodations and the Crowne Plaza all meeting facilities for the Workshop.

3. All assigned TRADOC Title XI personnel are required to attend the annual training event. Exceptions to this will be diligently managed through respective Senior TXI personnel to MAJ Otero, (757) 788-5716 (DSN 680), TASSD. Only COL Oliver may approve an absence from the training event.

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4. Concept: See the agenda at Enclosure one for more detail.

Sep 7; Travel and registration at the Crown Plaza
Sep 8; 0700-0800, last minute registration, General Session, and no-host social
Sep 9; Breakout session training
Sep 10; Panel session, wrap up and travel to HS.

5. Registration Procedures: Attendees will call the Hotel Reservations Department at **(866) 896-8937 or (404) 768-6660**, to receive the contracted rates. The attendees should identify the group as National TXI Conference or National TXI Training Workshop. DO NOT MAKE RESERVATIONS ONLINE! All reservations should be made by no later than **24 August 2004**. After this date, we will release the remainder of your guestroom block. Additional reservation requests will be honored on a space-and-rate available basis. In addition, you must register at our website www.tass.monroe.army.mil to capture all attendees.

6. Registration fee. The room rate is \$70.00 USD and conference fee \$45.00 USD.

7. Special Instructions for your orders Statement of Non-Availability number is 5095-TLA. Rental Cars are authorized only by exception from this office.

8. Transportation: There is complimentary shuttle service to and from Hartsfield International Airport. The shuttle is available 24 hours with a run schedule every 15 minutes.

9. The proposed Agenda is posted on the website www.tass.monroe.army.mil. Check our website for the latest updates.

10. POC for this memorandum is MAJ Otero, DSN 680-5716, oterovm@monroe.army.mil.

 MAJ, AD, FA49
For MARTHA A. McRAVIN-OLIVER
Colonel, GS
Director, The Army School System
Directorate

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DISTRIBUTION:

Commanding General, USARC (AFRC-OPT-I)

Chief, NGB (NGB-ART)

TRADOC, ADCSOPS&T (ATTG-ZA)

TRADOC, ODCSOPS&T-TOMA (ATOM-P/COL Lovett)

TRADOC, ODCSOPS&T-QAO

Proponent School TXI Personnel

Day, Date	Time	Item #	Who	Event	Comments
Tues, Sep 7	1500-1900	1	2	Pre-register for conference - Turn-in computer - Pick-up Nametag - Pickup conference handouts	Comments 1. Computers are returned as repaired 2. QA sessions are parallel to ours with minor overlap.
Wed, Sep 8	0600-0700	2	2	PT-Individual Responsibility	
	0700-0755	3		Breakfast and Late Registration	HRD, select TXIs
	0800-0815	4	1	Director's Welcome	COL Oliver
		5	1	Admin Comments (Day 1 Update)	MAJ Otero
	0815-0915	6	1	TASS Update (Ops and HRD)	MAJ Ezell and SFC Moore
	0915-1000	7	1	HQ, TRADOC QA Program Update	Rachel Serio
	1005-1030	8		Morning Break	
	1035-1130	9	1	TDA/Sustainment Funds and NCOES	Don Paisley and SGM Lamb
	1130-1255	10		Lunch	
	1300-1530	11	2	PAI All TXIs	HRD and all TXIs
	1300-1645	12	3	QA Breakout Session One	
	1300-1330	3		- Discussion and TXI Issues	With Director, TASSD
	1340-1410	3		- External Evaluation	
	1420-1550	3		- AUTOGEN: Update, Demonstration, Issues, Feedback, and Reports	
	1600-1645	3		- Strategic Reporting System (SRS)	
	1530-1700	13	2	TASS TXI Breakout Session	With TASSD Director and Staff
	1700-1705	14	1	Admin Comments (Day 2 Update)	MAJ Otero
	1710-UTC	15	1	Ice Breaker No Host Social (Civilian Clothes)	MAJ Otero
Thurs, Sep 9	0600-0755	16	2	PT-Individual Responsibility and Breakfast	
	0800-1155	17	1	Grp A, B, C, D - Round Robin (1,2,3,4)	(1) Accred tool, (2) QA Memo, (3) 350-18, (4) MOB Issues
	0800-0855	3		- QA Chiefs attend Round Robin 1: Accred Tool or 2: QA Policy Memo	Half the QA Chiefs attend 1 ; half attend 2.
	0900-0955	3		- QA Chiefs attend Round Robin 2: QA Policy Memo or 1: Accred Tool	QA Chiefs switch sessions.
	1000-1135	18	3	QA Breakout Session Two	
	1000-1055	3		- Automation of accreditation data collection, analysis, and reports	
	1100-1135	3		- CAC tasking actions	
	1135-1255	20		Lunch	
	1300-1655	21	1	SRTXI and TXI Breakout Session Time	SRTXI and their TXIs breakout per proponent
	1300-1655	22	3	QA Breakout Session Three	
	1300-1330	3		- Evaluator Certification	
	1340-1445	3		- TD2 Overview, QA Use/Input, and reports	
	1500-1555	3		- Panel: Issues involving HHI & application of TRADOC Accred Standards	
	1605-1655	3		- QA Program Best Practices	
	1700-1800	24		Panel Preparation (TASSD and QA Dir, SGM, USARC and NGB Rep)	
Fri, Sep 10	0600-0755	25	2	PT and Breakfast	
	0800-0820	26	1	QA CAC and AAC Update	
	0820-0840	27	1	QA MANCEN Update	
	0840-0900	28	1	QA CASCOM Update	
	0900-0930	29	1	USARC Update	
	0930-1000	30	1	NGB Update	
	1005-1200	31	1	Panel Discussion (TASSD and TRADOC QA Dir, SGM, USARC\NGB Rep)	
	1200-1210	32	1	Closing remarks	
Legend					
					1. All attendees
					2. TXIs only
					3. QA only