

## **TABLE OF CONTENTS**

### **VI. MISCELLANEOUS**

Equal Opportunity Representative Course (EORC)	Page 2
Force Protection Unit Advisor/Instructor Level II	Page 3
Fort Riley Fire Marshall Course	Page 4
Fort Riley Noncommissioned Officer Course	Page 5
Public Works Self Help Class	Page 6

## **EQUAL OPPORTUNITY REPRESENTATIVE COURSE (EORC)**

1. **LOCATION:** To Be Announced
2. **LENGTH:** 2 weeks, 80 hours, 0900-1700, Mon, Tue, Wed, Thu and 0900-1600 Fri.
3. **PURPOSE:** To train qualified officers and NCOs as Equal Opportunity Representatives (EORs) who will advise and assist commanders in the implementation and assessment of their EO programs.
4. **COURSE DESCRIPTION:** Equal Opportunity Representatives (EORs) assist commanders at battalion-level and below in carrying out the Equal Opportunity Program within their units. Race, ethnicity, or gender should not be a driving factor in selecting an EOR for attendance at this course. Students will be issued handouts and note taking guides.
5. **PREREQUISITES:**
  - a. Have a minimum of one year remaining at Fort Riley upon completion of the course.
  - b. Be in grade of SSG or above.
  - c. Be motivated and capable of performing EO duties.
  - d. Possess strong leadership qualities and good communication skills.
6. **ADMINISTRATIVE INSTRUCTIONS:**
  - a. The number of students will not be less than 15 or more than 30 in each class.
  - b. Units in 1BCT, 3BCT, or 937 En Grp must forward an FR Form 900-E, Request for On-Post School Space, and a copy of the soldier's additional duty appointment orders through their respective Bde EO Advisors to the Installation Equal Opportunity Office, Building 307, NLT 10 working days prior to the start of the class. All other units forward paperwork directly to the Installation Equal Opportunity Office. Requests can be faxed to 239-6193.
7. **POINT OF CONTACT:** 1BCT 239-9003, 3BCT 239-4006, 937 EN GP 239-4430, or Installation EO 239-8433/2928.
8. **FY 03 COURSE SCHEDULE:**

<u>CLASS#</u>	<u>DATES</u>
04-1	20-31 OCT 03
04-2	01-12 MAR 04
04-3	17-27 MAY 04
04-4	17-24 JUL 04

**FORCE PROTECTION UNIT ADVISOR/  
INSTRUCTOR LEVEL II**

1. **LOCATION:** Bldg 7285, Digital Training Facility.
2. **LENGTH:** Course is five days (40 hours).
3. **PURPOSE:** To provide information and assign responsibilities for the conduct of Force Protection Unit Advisor/Instructor Level II Certification Course.
4. **REGULATORY:**
  - a. AR 525-13, requires that all military personnel and DA civilians receive Level I antiterrorism awareness training within twelve months prior to deploying or traveling outside the United States/Territories from a certified instructor. A certified instructor is someone who has successfully completed Level II Force Protection.
  - b. AR 525-13 also requires each unit down to battalion level, to have both a certified Force protection Level II Unit Advisor to advise the commander on Force protection/Antiterrorism (FP/AT) issues, and a Level II certified instructor who conducts Level I Antiterrorism Awareness training for soldiers in their unit. These two functions may be performed by the same individual.
5. **PREREQUISITES:** E5(P) to grade O4 and DA Civilians in the grade of GS-5 and above who are assigned to a Force Protection Position. Must have a minimum of one year remaining at Fort Riley upon completion of the training.
6. **QUOTAS: 30 Spaces**

1<sup>st</sup> BCT 8 spaces, 3D BCT 8 spaces, 937<sup>th</sup> Eng Gp 7 spaces, 3 Bde, 75<sup>th</sup> Div 4 spaces, MEDDAC, USAG and 78<sup>th</sup> CID will receive one space each.
7. **POINT OF CONTACT:** Larry Duch, 239-6303, G3 or Anti-Terrorism Officer, 239-6044.
8. **FY04 SCHEDULE:**

CLASS	DATES
001	01 DEC – 05 DEC 03
002	24 MAY – 28 MAY 04

## **FORT RILEY FIRE MARSHALL COURSE**

1. **LOCATION:** Digital Training, Bldg 7285, Fort Riley Kansas
2. **LENGTH:** Class start at 1330 hours and last until approximately 1500.
3. **PURPOSE:** Training is required IAW AR 420-90 for all Unit/Activity Fire Marshall. To train Area, Battalion, Company, and or Building Fire Marshals as per AR 420-90, Chapter 6 in Fire Prevention. This training could be utilized to reduce the possibility of loss of life and property.
4. **CONCEPT:** The course consists of all applicable paperwork and the use of correct forms, how to conduct a Fire Inspection, Interfacing of the Fire Marshall Program and the Command Inspection Program (CIP), proper Regulations and Fire Safety/Fire Department Overview. This knowledge can be passed to soldiers/employees for the betterment of the Fort Riley Community.
5. **PREREQUISITES:** Personnel must have been appointed on orders, as Area, Battalion, Company and/or Building Fire Marshall.
6. **FREQUENCY:** Class is conducted monthly.
7. **INPUT:** Contact the Fire Prevention Branch, at 239-4257 for future information and scheduling.
8. **FY04 CLASS SCHEDULE:**

### DATES

27 Oct 03  
24 Nov 03  
22 Dec 03  
26 Jan 04  
23 Feb 04  
22 Mar 04  
26 Apr 04  
24 May 04  
28 Jun 04  
26 Jul 04  
23 Aug 04  
27 Sep 04

## **FORT RILEY NCO COURSE (FRNCOC)**

1. **LOCATION:** Enroll in Building 210, 1<sup>st</sup> Replacement Company front desk, after Week 1 of in-processing. Classroom is located on the other side of Custer Ave., in the Main Post Education Center, Bldg 217, Room 210.
2. **LENGTH:** 5 day, 40-hr course Mon – Fri; 0730 till COB. Graduation (and ship out to new units) is 1430 hrs. every Friday. (Graduation is on Thursday when Friday is a Training Holiday)
3. **PURPOSE:** A mandatory 40-hour leadership refresher/orientation course attended by all in-processing Sergeants through First Sergeants. To refresh and inform all incoming E-5s through E-8s on current regulations, changes, Division policies, Counseling Techniques and to reiterate basic leadership and basic rifle marksmanship skills. Tuesdays the class receives Range Safety Class and test, obtains Range certification card. Acclimate soldiers to Fort Riley and the surrounding area. Three College credit hours will be given upon completion.
4. **UNIFORM:** Garrison uniform daily.
5. **POINT OF CONTACT:** Sr. Instructor, FRNCOC, 239-6305/2119.
6. **SCHEDULE:** Conducted weekly, approx 44 weeks a year. Classes start **every** Monday. No course is held **AFTER** a 4-Day weekend. The course is held before a 4-Day weekend.
7. **SPECIAL INSTRUCTIONS:** During Week 1 of inprocessing, obtain certified copy of your ERB (your career-to-college-evaluation will be completed before you graduate). Upon enrollment (See #1) NCOs will turn in ERB/In-processing packet. They are then enrolled in the next class.

## **PUBLIC WORKS SELF HELP CLASS**

1. **LOCATION:** Building 307, Carter & Holbrook, Main Post, Fort Riley, Kansas.
2. **LENGTH:** 1 week.
3. **PURPOSE:** To qualify service members in proper administration for obtaining self-help supplies, proper procedures and techniques necessary in the performance of building self-help maintenance and upkeep. Course includes administrative requirements and procedures on use of military forms and unit self-help records, basic tools, nails, screws and bolts (their uses and size), fasteners for solid and hollow walls, limited masonry repair, proper use of building materials, carpentry, nominal and actual lumber measurements, glazing aluminum and steel sash windows, replacing aluminum screen wire, door maintenance and related door hardware, standard door lock maintenance, limited electrical maintenance/replacement and safety, minor plumbing maintenance/replacement, methods for painting (oil and latex base), vinyl baseboard, minor sheet rock repair, ceiling tile replacement, and floor tile maintenance.
4. **PREREQUISITES:** Service member should have some basic knowledge of tools and repair and have at least one year of duty remaining at Fort Riley upon completion of the training or student will be returned to unit.
5. **ADMINISTRATION:**
  - a. All service members (primary and standby) must be pre-enrolled and on the class roster. Request must be submitted at least 14 days in advance. Service members shall have 1 year of active duty service left at Fort Riley.
  - b. Service members must be exempt from unit duties and details which might interfere with course participation to ensure that they will receive the full block of instruction and successfully complete the written examination.
  - c. Students that successfully complete the course, are present for all class instruction, and have a test grade of 70 or higher will receive a Certificate of Training.
  - d. No more than two personnel per company/battery sized unit should enroll in the course at any given time. This is necessary to afford all troop units the opportunity to participate. Depending on space availability more personnel will be accepted from each unit.
6. **POINT OF CONTACT:** Ed Kozlowski, Public Works Self Help School, Phone: 239-3757.
7. **FY03 COURSE SCHEDULE:**

20-24 October 03	19-23 April 04
17-21 November 03	10-14 May 04
08-12 December 03	21-25 June 04
26-30 January 04	19-23 July 04
23-27 February 04	09-13 August 04
15-19 March 04	20-24 September 04