Table of Contents

Chapter 1: Introduction

- a. Leading from the Front—Lessons in Command
- b. On the Importance of Company Command

Chapter 2: Command Management

- a. Developing a Leadership / Command Philosophy
- b. Roles and Responsibilities
- c. Assumption of Command / Change of Responsible Officer (CORO)
- d. Company Commander First Sergeant Relationship
- e. Support Forms and Initial Counseling
- f. Command Inspections
- g. Battle Rhythm
- h. IDT Checklist

Chapter 3: Personnel and Administration

- a. Systems/Reports (IPPS-A, KRIs, FMS Web)
- b. Full-time Unit Support (FTUS)
- c. Drill Letters
- d. IDT / AT Excusal
- e. Civilian Job Requirements and Employer Support
- f. UMR Management
- g. Soldier Pay and Travel (GTC)
- h. Financial Management
- i. Retention and Recruiting Program
- j. Talent Management (Professional Development, Promotions, Experience)
- k. Good Year Participation Points
- I. Awards (Federal/State) and Recognition
- m. 4100 Promotion Process
- n. Flagging / Bar to Reenlistment / Separation
- o. AWOL Process (Recovery Process)
- p. Legal Authority and Concerns (TCMJ)
- g. Inspector General (IG)
- r. Sexual Harassment and Response Program (SHARP) / Sexual Assault Prevention and Response (SAPR)
- s. Equal Opportunity / Inclusion
- t. Soldier Death
- u. Sponsorship
- v. Unit Funds (MWR)
- w. Family Support and Family Readiness Group (FRG)
- x. Family Care Plan
- y. Army Substance Abuse Program (ASAP)
- z. ID Card Section
- aa. SIR and Reporting Procedures
- bb. Official Use of Government Vehicles

Chapter 4. Training (S3)

- a. Systems / Reports: (DTMS, AFAM, CATS, ATN, CAR, MODS, USR, MEDPROS)
- b. CO METL / MET Crosswalk / T&EO
- c. Basics of USR P, S, R, T
- d. The 8-Step Training Model
- e. Training Development / Yearly Training Plan (YTP)
- f. Developing Training Guidance
- g. Resourcing Training (Ammo, Land, Meals, Trans, etc.)
- h. Training Meetings / Schedules (Synch Matrices)
- i. SRM / Mobilization Information
- j. Schools Report / Requirements (MOSQ, PME, Troop)
- k. Individual Weapons Training System (IWTS)
- I. Physical Readiness Training (PRT)
- m. IWQ/CSW Range Checklist
- n. Convoy Requirements and Checklists (TMD Notification Procedures)
- o. Land Navigation Checklist
- p. FTX/Other Checklist
- q. OPORD Template

Chapter 5. Supply and Maintenance (S4)

- a. Systems/Reports: (GCSS-Army, OCIE/CIF Discharge Report)
- b. CHASE
- c. Command Supply Discipline Program (CSDP)
- d. Command Maintenance Discipline Program (CMDP)
- e. Commander's Driver's Training Program
- f. IDT/AT Lodging, Rations, and Transportation
- g. Organizational Clothing and Individual Equipment (OCIE)
- h. Type of Responsibilities / Property Accountability

Inventories

- i. COMET / CLRT-X
- j. Information Technology (IT) Supply and Support

Chapter 6: Medical

- a. Systems/Reports: (MEDCHART, MODS, IMR)
- b. HIPPA Certification
- c. LOD Process
- d. Mechanisms for Recovery (INCAP, ADME, RCMC, WTU)
- e. Access to Behavioral Health Resources
- f. Injury care/Insurance during IDT and Annual Training
- g. KRI (PHA and Dental) (link to SSO's FMR dates—key item Commanders loved during CBT)

Chapter 7: Safety

- a. Risk Management
- b. Deliberate Risk Assessment Worksheet (DRAW)
- c. Accident Notification and Reporting

Chapter 8: Military Support to Civil Authority/State Active Duty

- a. STAR Process / Understanding the Basics
- b. Federal/State Mission/Pay Status
- c. Mission Ready Package (MRP)
- d. MDC Role

Appendices:

- a. Critical Systems
- b. Checklists
- c. Templates
- d. Key Terms and Acronyms