



DEPARTMENT OF THE ARMY
FIRST ARMY OC/T ACADEMY
3154 BLDG 104 RODMAN AVENUE
ROCK ISLAND ARSENAL, ILLINIOS 61299

AFKA-OCA

01 October 2025

MEMORANDUM FOR RECORD

SUBJECT: Welcome from the Commandant

1. Congratulations on your selection to attend the OC/T Course at the First Army OC/T Academy in Rock Island Arsenal, Illinois. You have been selected to attend this course as it comprises an important phase of the Observer Controller Trainer (OC/T) Training and Certification Program established in First Army Policy Memorandum #13, which outlines the process for OC/T training and certification within First Army. Our goal is to provide excellent academic and performance-based evaluations in an institutional-based environment to develop competent, confident, well trained, and educated OC/Ts that are crucial in the development and training progression of our First Army Partners.

2. We are committed to providing you with an excellent training experience. Our Cadre will treat all Soldiers as team members, challenge you mentally and physically, and treat you with dignity and respect. This Academy has no challenges or obstacles that students cannot achieve. We will provide you the training and motivational tools to complete this course. Our mission is to teach the core competencies required of an OC/T ensuring standardization across First Army. The OC/T Course provides a foundation to build professional development and excellent training across the force, as you train Soldiers at both home station and deployment mobilization centers.

3. This welcome packet will assist you in understanding the operation and administration of the course. The OC/T Academy delivers a 50-hour course through small group facilitation led by certified instructors. Taught throughout the course is the knowledge necessary to become an effective OC/T in First Army. Our Instructors and Staff are committed professionals, creative and adaptive, and ready to serve as the standard-bearers for all First Army teammates attending the course.

4. Again, we would like to welcome you to the First Army OC/T Academy. I encourage you to make the most of your experience at the Academy and good luck during the challenging days ahead; you will find your time here beneficial and rewarding.

SANTOS J. SOTO
CSM, USA
Commandant



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MEMORANDUM OF INSTRUCTION

SUBJECT: First Army OC/T Academy, Observer Controller / Trainer (OC/T) Course
Requirements for FY 26

1. Course Description:

a) The OC/T Course is located on Rock Island Arsenal, on the 3rd floor of Bldg. 104. The course is 50 hours and is designed to teach the basic skills necessary to perform duties as an OC/T. Instruction of the course occurs in two parts: classroom and practical exercises. The classroom portion focuses on the core competencies of an OC/T, their duties and responsibilities, the use of the Army Training Network (ATN) to plan and execute a training lane, and the conduct of an After-Action Review (AAR). The practical exercise portion gives students hands-on experience in planning, executing, and observing training on a lane, through a virtual simulated environment, which culminates with a graded AAR.

b) The Academy is open to all Active Duty, National Guard, and U.S. Army Reserve Soldiers, OC/T's, training assistants, or trainers. Soldiers will graduate with the basic skills necessary to assist units in the conduct of field training exercises and/or pre and post mobilization training at home station or at one of the First Army Mobilization Force Generation Installations (MFGIs).

2. Course Information and Prerequisites:

a) Students should be Soldiers in the rank of CPL through CSM, 2LT through COL and WO1 through WO5. Soldiers possessing a profile may attend the OC/T Academy and train within the limits of their profile; however, profiles must not prohibit full participation and be within full compliance with the course graduation requirements. Soldiers must bring a copy of their profile to the Academy.

b) **Prior to enrolling into/attending the First Army OC/T Academy**, the following online VCLASS must be completed in Joint Knowledge Online (JKO): **First Army Observer Controller Training Distant Learning**. A passing grade of 75% is required, prior to enrolling into the First Army OC/T Academy course.

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1. To enroll into the course, follow the instructions below:

- a) Go to JKO at link: [JKO LMS \(jten.mil\)](http://jko.lms.jten.mil)
- b) Login with CAC or create account
- c) Click VCLASS tab
- d) Click the 'Enter Classroom' Button
- e) On the left-hand side of screen, click on Membership
- f) Go to the Joinable sites tab
- g) Find class named 'First Army Observer Controller Trainer Distant Learning.'
- h) Click 'Join Now'.
- i) The class will show up under the tab 'My Current Sites'
- j) Complete required reading, lessons and DL test.
- k) A passing grade of 75% is required, prior to enrolling into/attending the First Army OC/T Academy course.

3. Clothing and Equipment Packing List:

a) Packing list for Academy attendance is included with this letter as well as the First Army Homepage. The packing list outlines the items necessary to conduct the Academy's required training events and reflects items not currently available for issue at the Academy. The students' respective commands are responsible for ensuring that their soldiers are within compliance with the packing list and properly outfitted with the necessary equipment. Soldiers must ensure that the following items are hand-carried and available to OC/T Academy personnel during in processing:

- 1) Valid military ID card and ID tags
- 2) Copy of any profiles or medical conditions (DA Form 3349)
- 3) Return flight information.

4. Uniforms:

a) Required standard daily uniform for garrison activities is (OCP) with patrol cap and for Physical Readiness Training is APFU. Unit PT shirts are authorized. Uniforms must comply with standards outlined in DA Pam 670-1

5. Report / Departure Dates and Times:

a) The ATRRS report date is the prescribed travel day as annotated on the course schedule located in the First Army homepage, applies to both air and ground transportation. IAW JTR Soldiers are NOT authorized to travel before the prescribed travel day. Soldiers are required to take the earliest available flight on day of travel to

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mitigate unnecessary travel disruptions. Early reporting is NOT authorized, Soldiers arriving earlier than the scheduled report date will obtain subsistence and lodging at their own expense.

b) All Soldiers arriving at the OC/T Academy will report for in processing on the 3rd Floor of building 104 Rodman Ave, Rock Island Arsenal, Illinois in OCP uniform, no later than 0830 on Day 1. Academy Headquarters Office number is 309-782-9232. Approval for exceptions to this arrival date/time will be viewed on a case-by-case basis and only for reasons outside of the Soldiers control.

c) Release of service members will be no earlier than 1700 on Day 5. Soldiers traveling by air will NOT make return air travel reservations on Day 5 IOT allow for out processing and graduation procedures.

6. Transportation:

a) Commanders will decide student mode of travel based on mission requirements and risk mitigation measures. Commanders may authorize GSA/POV or Commercial Air. Authorization of a rental vehicle or utilization of a secondary means of transportation is required. Rental vehicles are only authorized at the ratio of one vehicle for every three students attending. The First Army OC/T Academy does NOT provide transportation between the Airport, Hotels, or the Academy grounds.

7. Lodging:

a) Students are responsible for making individual lodging arrangements in DTS. Rock Island Arsenal (RIA) is as Integrated Lodging Program (ILP) site, which requires travelers to use available DoD Preferred commercial lodging. The DoD Preferred commercial rate in DTS and reimbursement will be limited to this rate if available DoD Preferred commercial lodging is not used. The DoD Preferred commercial hotels for RIA are:

- Hyatt House East Moline/Quad Cities, 111 Bend Blvd, East Moline, IL 61244
- Hyatt Place East Moline/Quad Cities, 111 Bend Blvd, East Moline, IL 61244
- Element Moline, 316 12th Street, Moline, IL 61265
- Stoney Creek Hotel & Conference Center 101 - 18th Street Moline IL 61265
- Wyndham Moline on John Deere Commons, 1415 River Dr, Moline, IL 61265

8. Post/PX/Commissary Services:

a) Students will have access to the local Post Exchange (PX) and Commissary but there are limited hours of operation. Students should bring a six-day supply of personal items and be advised that the PX has limited military clothing items.

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9. First Army OC/T Academy Point of Contact:

a) For course questions pertaining to Academy attendance, contact one of the OC/T Academy representatives listed below:

- 1) First Army OC/T Academy Operations at office at: (309) 782-9232 or at usarmy.ria.first-army-hq.mbx.oc-t-academy@army.mil.
- 2) First Army OC/T Academy Chief of Training: MSG Derek J. Gordon at (309) 782-9232 / (309) 553-1014 or derek.j.gordon8.mil@army.mil.
- 3) First Army OC/T Academy Deputy Commandant: 1SG David L. Harrell at (309) 782-9232 / (309) 553-7971 or david.l.harrell26.mil@army.mil.
- 4) First Army OC/T Academy Commandant: CSM Santos J. Soto, at (309) 782-9232 / (309) 553-0788 or santos.j.soto.mil@army.mil.

CHRISTOPHER A. PROSSER
CSM, USA
First Army Command Sergeant Major

FIRST ARMY OC/T ACADEMY

Clothing and Equipment Pack List

ACU's (OCP) complete	1 Pair
T-Shirts, Brown	5 Each
Socks, Black or Green	5 Pair
Patrol Cap, OCP	1 Each
Belt, Issued	1 Each
Boots, Combat	1 Pair
APFU Long Sleeve	3 Each
APFU SS Shirt	3 Each
APFU Shorts	3 Each
APFU Jacket (01 October-30 April)	1 Each
APFU Pants (01 October-30 April)	1 Each
Fleece Cap (01 October-30 April)	1 Each
Gloves (01 October-30 April)	1 Pair
Running Shoes	1 Each
Socks, Athletic	4 Pair
ID Card	1 Each
ID Tags w/ Medical ID Tag (if applicable)	1 Each
Prescription Medication (if applicable)	7 days
Wet Weather Gear, Top/Bottom (optional)	1 Set
Pens	2 Each
Notebook	1 Each

OC/T Academy and Rock Island Arsenal Facilities

RIA Strip Map



Rock Island Arsenal Gate Access Hours

- Moline Gate: 24 Hours, 7 Days a week
- Davenport Gate: Monday - Friday 1400-1730 (outbound only)
- Rock Island Gate: Monday - Friday 0530 - 2230
(Outbound traffic ONLY from 2230-Midnight)

Rock Island Services

- Commissary: Mon 1000-1630, Tues-Fri 0800-1830, Closed Sundays
- PX Shoppette: Mon-Fri 0830-1730, Sat 1000-1500, Closed Sundays
- Rock Island Arsenal Fitness Center: Mon-Sun 24 Hours

Note: Students wanting to use the RIAFC must register and complete a safety orientation

OC/T Academy Grounds and Parking Area





FY 26 First Army OC/T Course Version 8



Day 0	Day 1 Classroom / Academy Footprint	Day 2 Classroom / VBS3 Academy Footprint	Day 3 Classroom / VBS3 Academy Footprint	Day 4 Classroom / VBS3 Academy Footprint	Day 5 Classroom / Academy Footprint	Day 0
Travel	<p>0830-0900</p> <ul style="list-style-type: none">In-process, Class Introductions <p>0900-0930</p> <ul style="list-style-type: none">CSM in brief <p>0930-1030</p> <ul style="list-style-type: none">OC/T CompetenciesLSA1: Training ObservationLSA2: Teach and CoachLSA3: Provide Feedback and Conduct AARsLSA4: ControlLSA5: H2F <p>1030-1200</p> <ul style="list-style-type: none">Unit Training ManagementLSA1: METL CrosswalkLSA2: Data Management Overview1200-1300Lunch <p>1300-1430</p> <p>Training and Evaluation Outline</p> <p>1430-1630</p> <p>Lane Development</p> <p>Day 1 Homework: Identify CTOs(METL Crosswalk), Develop Lane Sketch</p>	<p>0630-0730</p> <p>Physical Training / Holistic Heath and Fitness</p> <p>0730-0900</p> <p>Breakfast/Hygiene</p> <p>0900-1030</p> <ul style="list-style-type: none">First Army PartnershipLSA1: ReArmmLSA 2: First Army Travel <p>1030-1200</p> <p>Mobilization</p> <p>Familiarization</p> <p>1200-1300</p> <ul style="list-style-type: none">Lunch <p>1300-1430</p> <p>Mobilization</p> <p>Familiarization(cont)</p> <p>1430-1600</p> <ul style="list-style-type: none">After Action Review <p>1600-1700</p> <ul style="list-style-type: none">Virtual Training Enablers <p>Day 2 Homework: Deliberate Risk Assessment Worksheet, AAR Slide Preparation</p>	<p>0630-0730</p> <p>Physical Training / Holistic Heath and Fitness</p> <p>0730-0900</p> <p>Breakfast/Hygiene</p> <p>0900-1000</p> <p>Comprehensive Evaluation (Exam)</p> <p>1000-1100</p> <p>Command Team Brief</p> <ul style="list-style-type: none">AAR Practical Exercise (Team 1) <p>1200-1300</p> <p>Lunch</p> <p>1300-1500</p> <ul style="list-style-type: none">AAR Practical Exercise (Team 2) <p>1600-1700</p> <ul style="list-style-type: none">Comprehensive Evaluation Re-Test <p>Day 3 Homework Review and Feedback</p>	<p>0630-0730</p> <ul style="list-style-type: none">Physical Training / Holistic Heath and Fitness <p>0730-0900</p> <ul style="list-style-type: none">Breakfast/Hygiene0900-1100AAR Practical Exercise (Team 3) <p>1100-1300</p> <ul style="list-style-type: none">AAR Practical Exercise (Team 4) <p>1300-1400</p> <ul style="list-style-type: none">Lunch1400-1500Out-processingEnd of Course SurveyComprehensive EvaluationRe-Test# 2Graduation <p>1600-1800</p> <ul style="list-style-type: none">VTX Evaluation (Team 2) <p>Day 4 Homework Due for Grade(Groups 1 and 2)</p>	<p>0630-0730</p> <ul style="list-style-type: none">Physical Training 0730-0900Breakfast/Hygiene 0900-1100VTX Evaluation (Team 3) <p>1100-1300</p> <ul style="list-style-type: none">VTX Evaluation (Team 4) <p>1300-1400</p> <ul style="list-style-type: none">Lunch1400-1500Out-processingEnd of Course SurveyComprehensive EvaluationRe-Test# 2Graduation <p>Day 5 Homework Due for Grade(Groups 3 and 4)</p>	Travel