



DEPARTMENT OF THE ARMY
HEADQUARTERS FIRST ARMY
1 ROCK ISLAND ARSENAL BUILDING 68
ROCK ISLAND ILLINOIS 61299-8100

AFKA-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #13, Certification Standards for Observer, Coach/Trainers

1. Purpose. First Army trains, certifies, and re-certifies Soldiers assigned as Observer, Coach/Trainers (OC/Ts) to establish a uniform methodology to enhance training proficiency and set baseline standards. Brigades will augment this policy with established training strategies for advanced training standards.

2. General. ***OC/T Readiness is the # 1 Priority in First Army.*** Commanders and all leaders will prioritize the training and certification of their Soldiers before serving as OC/Ts. First Army's OC/Ts directly enable Reserve Component (RC) readiness posture through partnership and training units ranging from Division Headquarters through Company, Troop, Battery, and Detachments. First Army OC/Ts fulfill a unique and valuable role by observing training and providing RC leaders and commanders feedback during and after training events. The OC/Ts are masters in facilitating After Action Reviews (AAR), experts in Unit Training Management (UTM), and proficient in applying Army doctrine during collective training events.

3. Applicability. This policy applies to all Soldiers of all components assigned or attached to First Army serving in an OC/T (TDA Coded 'YM') position, including Soldiers assigned to the 85th Army Reserve Support Command (ARSC) and Army National Guard Operations Group Wolf.

4. Definitions.

- a. Certified OC/T: a Soldier assigned to 1st Army who has completed the two-phase process of training, validation, and credentialing by a Battalion Commander.
- b. Senior OC/T: a certified OC/T with at least one year in position who is selected by the Battalion CSM to train and validate a non-certified OC/T or recertify an OC/T.
- c. Recertification: the annual process of training, validation, and credentialing. Additionally, recertification is required following decertification of an OC/T.

5. Responsibilities:

- a. The First Army Command Sergeant Major has overall responsibility for the OC/T Certification Program, advises the Commanding General on certification, and reviews

Phase I, II, and III tasks and standards every 180 days. The CSM spot checks the OC/T certification packet (Encl 6) during battlefield circulation.

b. The Division CSM (DCSM) is the approval authority to exempt Active Duty and Active Guard Reserve Soldiers from attending the First Army OC/T course within 90 days of unit assignment. DCSMs will continuously spot check OC/T certification packets (Encl 6), evaluate the certification process, observe OC/Ts conducting their duties, and provide feedback to the First Army CSM on the effectiveness of the certification process.

c. Brigade commanders prioritize certification, provide training guidance, set training objectives, sub-allocate resources, and reduce training detractors and unit turbulence. Brigade Commanders are the recertification authority for those OC/Ts are decertified. Brigade Commanders also develop advanced training programs (Encl 8).

d. Brigade CSMs verify and inspect certification activities on a regular basis, including spot-checking certification packets (Encl 6) kept on file at the battalion level. They will prepare enclosure 5 when a Soldier in their brigade is reported as a no-show to the 1st Army OC/T Course. Brigade CSMs will manage personnel actions and ensure alignment to the TDA of OC/Ts.

e. Battalion Commanders ensure Soldiers train and maintain required Soldier's task proficiency and allocate resources to OC/T training and certification. Battalion Commanders are the authority to certify and annually recertify an OC/T.

f. Battalion CSMs approve Senior OC/Ts to serve as mentors and trainers to an aspiring OC/T. They also approve training and certification plans and validate timely certification task completion. Battalion CSMs maintain certification packets IAW enclosure 6.

g. The First Army Inspector General (IG) conducts annual inspections of OC/T certification across the command during unit visits. The IG will submit observations, lessons learned, best practices, and provide recommendations on training and certification processes to unit leaders following a unit visit. The IG will also inspect certification packets as needed.

6. Certification Standards. The OC/T Certification process in First Army starts with onboarding and is a continuous process until validated by the Battalion CSM and certified by the Battalion Commander. All First Army Soldiers will attend the First Army OC/T Course facilitated by the First Army OC/T Academy and complete Phase II to be considered a Certified OC/T. Soldiers arriving from other OC/T positions (CTCs, MCTP, etc.) are required to complete both phases of certification. Soldiers who are not certified will not conduct OC/T duties without a certified OC/T present.

7. Recertification Standards. Phase III is conducted annually, prior to the anniversary of the OC/Ts original certification date. Commanders and CSMs verify that the tasks are

conducted to standard. Leaders may give constructive credit for certain tasks that are routinely conducted by the recertifying OC/T and observed by a Senior OC/T or Battalion CSM.

8. Decertification Standards. Divisions and Brigades will determine the standards for decertification and the appellate process for reinstatement of an OC/Ts certification credentials in writing. OC/Ts who are decertified will have the PDSI (Para. 11) removed until recertified.

9. Certification Process.

a. Purpose. The First Army OC/T training and certification program is a doctrinal process utilizing a three-phase progressive and near-simultaneous system. There is no requirement to complete Phase I prior to Phase II training and validation.

b. Timelines. Active-Duty Soldiers (including mobilized reservists) will be certified within 90 days of reporting to their unit. Soldiers on assignment to a First Army unit may attend the First Army OC/T Academy prior to reporting (TDY and return or TDY enroute). Non-mobilized reservists assigned to the 85th ARSC or Ops Group Wolf will complete OC/T certification within 365 days of assignment to their unit. Brigades will track certifications for all battalions (Active and Reserve).

c. Phases:

(1) Phase I. First Army OC/T Academy. The First Army OC/T Academy is located at Rock Island Arsenal, IL. Phase I Certification consists of two portions – Distance Learning Common Core online training and institutional training at either a Mobile Training Team (MTT) or at the First Army OC/T Academy, Rock Island Arsenal, IL. First Army OC/T Academy common core online training requirements information is available on the First Army portal at <https://intelshare.intelink.gov/sites/firstarmy/Academy/SitePages/FirstArmy-OCT-Academy.aspx> (CAC enabled).

(2) The Distance Learning Common Core tasks are:

- (a) OC/T Duties, Responsibilities, and Standards Video.
- (b) Army Doctrine and First Army Terms Video.
- (c) Lane Development Video.
- (d) Basic Risk Management Course # 2G-F97_DL (Register in ATRRS, complete in ALMS).
- (e) Army Training Network (ATN) online courses:
 - i. Unit Training Management (UTM)
 - ii. Training and Evaluation Outlines (T&EO)
- (f) Read and be familiar with ATP 3-21.8, Appendix A and FM 7-0.

(3) The OC/T Academy graduation certificate is given to the graduate for upload into DTMS and placement in the Certification Packet (Encl 6).

(4) First Army OC/T Academy No Shows: Brigade CSMs will submit a Reply by Endorsement (RBE) email formatted IAW enclosure 5 to the respective Division CSM and First Army CSM for all OC/T Academy No-Shows no later than two days after a class start date. This includes no shows for Soldiers in USAR TSBNs.

(5) The Mobile Training Team (MTT) is a resource primarily available in support of Training Support Battalion activations. Divisions are responsible for the timely submission of MTT request(s) and securing resources to facilitate the MTT OC/T course. Divisions will submit request form(s) through the NCO Support Channel for processing to HQ, First Army, ATTN: Commandant, OC/T Academy (Encl 7). Request(s) are due for staffing **no later than two years prior** from projected Fiscal Year training date to ensure programming and resources are allocated. Minor adjustments to MTT dates are coordinated directly with the First Army OC/T Academy Commandant.

(6) Phase II. Organizational Training and Certification. This phase can be completed prior to or after attendance to the OC/T Course. This phase begins upon arrival of an OC/T to the unit. Battalion CSMs will identify senior OC/Ts to assess an OC/T candidate's abilities to complete the operational phase requirements and record results on the Certification Checklist (Encl. 3). Battalion CSMs will verify completion of all training requirements before Battalion Commanders fully certify an OC/T. Below are the Phase II minimum requirements for certification:

- (a) Training Aids, Devices, Simulators, and Simulations (TADSS) training conducted by the installation Training Aid Support Center (TASC).
- (b) Tactical Combat Casualty Care (TC3) - Combat Lifesaver (CLS) Certification.
- (c) High Mobility Multipurpose Wheeled Vehicle (HMMWV) Driver's Training and Licensing (Day and Night) - including NODs.
- (d) Facilitate an AAR.
- (e) Build, develop, resource, and brief a training lane.
- (f) Conduct right seat ride(s).
- (g) Conduct left seat ride(s).
- (h) Complete Brigade and Battalion Commanders' Requirements.

(7) Phase III - Recertification. An OC/T's recertification is a yearly requirement facilitated by a senior OC/T to reevaluate technical and tactical abilities to continue performing OC/T duties. Recertification will also be required if an OC/T is reassigned to another brigade or is decertified. The recertification assessment is recorded on the Recertification Checklist (Encl. 4) and only accounted for in the Certification Packet (Encl 6). Phase III documents are not uploaded into DTMS. Below are the recertification requirements:

- (a) Combat Lifesaver date validated through the next year.

AFKA-CG

SUBJECT: Policy Memorandum #13, Training and Certification of Observer,
Coach/Trainers

- (b) HMMWV driver's sustainment training and check rides (AR 600-55).
- (c) Brigade / Battalion specified requirements.

10. Recordkeeping. All OC/T Certification Packets are maintained until a Soldier departs the organization. An OC/T Certification Packet is an inspectable item that is part of the Organization Inspection Program (OIP). First Army Battalions (including the 85th ARSC and OPS Group Wolf) will identify a staff section responsible for maintaining accurate rosters, projecting certification phases, and maintaining information of each OC/T in their organization. The official system to record and report OC/T certification is DTMS. Units are responsible for recording certification phases information in DTMS and reporting to the Division staff agency accountable for OC/T certification rosters through command channels. The following documents will be considered source documents in DTMS:

- a. Phase I. The Certificate of Completion generated by the First Army OC/T academy.
- b. Phase II. Battalion Commander certification and memorandum (Encl 1).

11. Personnel Development Skill Identifier (PDSI) C1D (Observer Coach Trainer) standards. The PDSI will be awarded to Soldiers who successfully complete the below requirements:

- a. Must be assigned to an Observer Coach Trainer position.
- b. Complete First Army OC/T certification.
- c. Meet body composition requirements in AR 600-9.
- d. Have a current passing ACFT score.

9. PDSI Processing and Implementation. Battalions will submit PDSI "C1D" request(s) to their Brigade S3s for verification of requirements using DTMS as the system of record. Upon verification of requirements completion, the S3 will submit the PDSI requests to the Brigade S1 for certification. The Brigade S1 will certify the request(s) and add the PDSI to the Soldier's Talent Profile record in the Integrated Personnel and Pay System - Army.

10. The point of contact for this policy memorandum is the First Army G3, Attn: G3 SGM, commercial (309) 782-9359 or DSN 793-9359.

7 Encls

- 1. OC/T Phase II Certification Memo
- 2. OC/T Phase III Recertification Memo
- 3. Phase II Certification Checklist
- 4. Phase III Recertification Checklist
- 5. Reply-By-Endorsement Email Template

LANDES.MARK.H
AMILTON.11065
43816

Digitally signed by
LANDES.MARK.HAMILTON.1
106543816
Date: 2023.12.05 21:08:30
-05'00'

MARK H. LANDES
Major General, USA
Acting Commander

AFKA-CG

SUBJECT: Policy Memorandum #13, Training and Certification of Observer,
Coach/Trainers

6. OC/T Certification Packet Standards
7. OC/T Course MTT Requests
8. Example OC/T Training Strategy

DISTRIBUTION:

Deputy Commanding Generals
Commanding General, Division East
Command Sergeant Major, Division East
Commander General, Division West
Command Sergeant Major, Division West
Commanding General, 85th ARSC (DS w/TRA)
Command Sergeant Major, 85th ARSC (DS w/TRA)
SRAAGs
First Army Brigade Command Teams
Commander, Operations Group Wolf
Directors, General and Special Staff Agencies
Commander, HHD, First Army
Commandant, First Army OC/T Academy
Commander, First Army USAR Support Command