

STATE OF WEST VIRGINIA
ADJUTANT GENERAL'S DEPARTMENT
CHARLESTON, WEST VIRGINIA 25311-1085

Series 86

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10 February 1988

SUPERVISED ON THE JOB TRAINING (SOJT) PROGRAMS

1. REFERENCES:

- a. Message, NGB-ARP-E, dtd 1020417 Jun 87, Supervised-On-The-Job-Training (SOJT) Policy.
- b. AR 611-201, Enlisted Career Management Fields and Military Occupational Specialities, 31 Apr 86.
- c. AR 350-37, Individual Training Evaluation Program, 15 Oct 83, w/change 29 Jan 86.
- d. NGR 600-200, Enlisted Personnel Management, 15 Sep 86.
- e. 1A Reg 135-2, ARNG and USAR Enlisted MOSC Qualification Training Programs, 28 Apr 86.

2. PURPOSE:

This regulation provides guidance for the development, approval, and administration of Supervised On The Job Training (SOJT) programs within the WVARNG.

3. RESPONSIBILITIES:

- a. The Assistant Adjutant General (ARMY) is responsible for final approval of all SOJT programs developed for MOSC qualification. The DCSPORT is delegated staff responsibility to approve SOJT programs prepared by subordinate commands and to ensure all procedures for MOS qualification are properly adhered to.
- b. Group and battalion level commanders are responsible to ensure that soldiers not qualified are enrolled in an approved training program. They will ensure that their units employ proper administrative procedures for the administration of MOS qualification programs and that training progression records are maintained, current and accurate.

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c. Company and detachment level commanders are responsible to identify all soldiers who require MOSC qualification training for the duty position they occupy.

(1) Ensure that formal training programs are established for all unit soldiers not MOS qualified for the duty position they occupy.

(2) Ensure that actions are initiated to award the appropriate MOSC as each soldier successfully completes formal training or becomes otherwise MOS qualified.

(3) Ensure that all unit supervisory personnel are actively involved in MOS qualification and that they are following guidelines established by 1A Regulation 135-2.

4. GENERAL:

a. Current Army and NGB policy on MOS qualification requires formal schooling, e.g., Army Service Schools, US Army Reserve Forces Schools, Army National Guard Academies or NGB approved Individual Readiness Training Schools. Supervised On-The-Job Training will be used only as a last resort if formal schooling, correspondence courses, contract training, or other TRADOC approved MOS producing courses are unavailable.

b. HQ, WVARNG will periodically distribute a listing of currently available TRADOC approved Reserve Component configured MOS producing courses.

c. Unit commanders must utilize professional development, MOS transition courses, refresher courses, and all other available courses to build an effective SOJT program. Such programs must be included within the SOJT program. SOJT programs that are not supplemented by such training programs may not be considered complete or valid for implementation.

d. All SOJT programs established after 1 March 1988 will be submitted to this headquarters for approval in accordance with administrative guidelines established by this regulation.

e. All current SOJT programs established prior to 1 March 1988 will not require review or approval by this headquarters unless the soldier remains not qualified in DMOS after 30 August 88.

f. Soldiers currently being trained for award of an MOSC by SOJT, who will not complete training by 30 August 88, will require program review and approval by this headquarters. All required documentation as outlined by this regulation will be prepared and forwarded NLT 30 April 88.

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5. PROGRAM DEVELOPMENT: A review of references outlined by paragraph one is necessary to determine the requirements for the award of an MOS and to ensure the soldier meets the prerequisites for the MOS prior to developing a training program.

a. If the unit commander determines that formal schooling, correspondence courses, vocational/technical college courses, contract training, or other TRADOC approved MOS producing courses are unavailable, SOJT will be selected as the primary program for MOS training until an RC-configured course is developed by TRADOC for the MOS being trained.

b. SOJT program development will follow the guidelines established by Appendix A, 1A Reg 135-2.

c. Trainers Guides, used in conjunction with Soldier Manuals, Skill Levels One through Four, provide the basis for selecting, training, and evaluating the tasks which are to be accomplished to qualify for award of an MOSC.

d. All SOJT programs developed after 1 March 88, or programs requiring review as outlined in paragraph 4f, will be prepared in the format specified by Appendix 1, this regulation.

e. A TRADOC approved JOB BOOK may be utilized as a component task list of the SOJT, if available.

(1) Tasks not required to be trained, as outlined by Appendix A, 1A Reg 135-2, will be marked out in the JOB BOOK and annotated N/R (Not required).

(2) MOS specific tasks which the soldier can perform based upon previous military or civilian training received will be marked as CONSTRUCTIVE TRAINING CREDIT. Such determination by the unit commander is a judgement call that may be later confirmed through formal evaluation.

f. If an approved JOB BOOK is not available from TRADOC, the unit will develop a training task list in the format outlined by Appendix 2, this regulation.

(1) Only those tasks extracted from the Trainers Guide or Soldiers Manual requiring training will be listed.

(2) Tasks selected for training will follow the guidelines set forth by Appendix A, 1A Reg 135-2.

g. Training tasks selected for training will be supplemented by other formal means of instruction.

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6. PROGRAM ADMINISTRATION:

a. An SOJT program, if appropriate, will be developed and forwarded for approval within 30 calendar days of the date the soldier becomes assigned a DMOS in which he/she is not qualified.

b. The SOJT program will be prepared in the format specified in Appendix 1 and forwarded for approval as specified by Appendix 3, this regulation.

(1) One copy of the SOJT program and associated transmittal correspondence will be retained by the unit until receipt of the approved program from WVAR-PO-O.

(2) The file copy retained, pending receipt of the approved program, will serve as documentation that a training program has been initiated.

c. When the unit receives the approved training program back for implementation, it will not be carried away from the unit armory by the individual soldier or first line supervisor. The program will remain available for review at all times to ensure that all training is progressing as planned and that the program is current for administration.

d. Upon notification from the program supervisor that the soldier has completed all training requirements, and after review of all pertinent records related to the program, the unit commander will request award of the new MOS within five days of receipt of the completed program.

(1) The completed training program will be retained for a period of one year after award of the MOS.

(2) A copy of all related correspondence course completion certificates and a copy of other pertinent training certificates will be retained on file with the completed SOJT program.

e. The program supervisor will certify completion of the training program as specified in Appendix 1. Without certification, the SOJT program is not considered completed.

7. PROGRAM EVALUATION: Following the completion of training, an evaluation will be conducted to determine training effectiveness by measuring soldier performance against the Soldier Manual standards. Evaluation of the soldier during each phase of SOJT training remains a critical part of the training process.

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a. Methods of evaluation selected and tasks requiring evaluation will be outlined within the SOJT program.

b. Results of the evaluation will be recorded in either the JOB BOOK or the Training Task List.

8. SUMMARY: The use of SOJT is restricted and will be used only as a last resort if formal schooling, correspondence courses or other TRADOC approved MOS producing courses are unavailable.

FOR THE GOVERNOR:



JOHN A WILSON, III
Major General, WVANG
The Adjutant General

Appendices:

1. SOJT Program Outline
2. SOJT Task List
3. Transmittal Request

DISTRIBUTION: A

SUPERVISED ON-THE-JOB TRAINING PROGRAM

DEVELOPED FOR: _____ (Name, Rank, SSN)

UNIT OF ASSIGNMENT:

CURRENT MOS/TITLE:

MOS/TITLE FOR WHICH SOJT IS BEING CONDUCTED:

START DATE OF TRAINING PROGRAM:

EXPECTED COMPLETION DATE OF TRAINING:

PRIMARY SOJT TRAINER:

PROGRAM COMPONENTS:

NO _____ YES _____ Army Correspondence Course Program.
(List required subcourses to be completed)

NO _____ YES _____ USARF School Program (Provide name of
school, dates of training to be completed)

NO _____ YES _____ Vocational/Technical Courses (Provide name
of school/courses to be completed)

NO _____ YES _____ Other military or civilian training for
which soldier has received training credit
(Provide copy of DD 214 for prior service
soldiers or other applicable course
certificates)

NO _____ YES _____ Tailored Job Book (Used as a component of
the SOJT Program) Provide copy. (Skill
Levels 1 and 2 only).

NO _____ YES _____ Training Task List (Required when a TRADOC
approved Job Book is not available for the
MOSC being trained or when additional tasks
from SM Skill Level 2, 3, and 4, as
appropriate, must be added to Skill Level
One tasks) Provide copy.

Name _____
SSN _____
Unit _____

SUPERVISED ON-THE-JOB TRAINING PROGRAM (Cont'd)

METHODS OF EVALUATION

Identify the primary method(s) to be used to determine that the soldier can perform critical SM tasks to prescribed training standards.

METHOD

TASKS FOR EVALUATION

Commander's Evaluations:

Results of SQT:

Results of correspondence training:

Results of USARF/other school formal training:

PROGRAM APPROVAL

Review/Approval by Unit Commander

Signature _____

Name _____

Date _____

Review/Approval by Organization Commander

Signature _____

Name _____

Date _____

Approval/Disapproval WVAR-PO

Signature _____

Name _____

Date _____

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NAME _____
SSN _____
UNIT _____

SUPERVISED ON-THE-JOB TRAINING PROGRAM (Cont'd)

SUPERVISOR/TRAINER COMPLETION CERTIFICATION

I certify that the soldier has completed all training tasks identified for SOJT and that the soldier can perform tasks to prescribed Soldiers Manual standards.

Signature _____

Name _____

Date _____

SUPERVISED ON THE JOB TRAINING TASK LIST

TASK NO. TITLE	METHOD FOR TRAINING	SKILL LEVEL OF INITIAL TRAINING	TRAINING STATUS GO NO GO	DATE CERTIFIED	BY
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(Unit Heading)

(Date)

MEMORANDUM THRU: Channels

FOR: The Adjutant General, State of West Virginia, ATTN:
WVAR-PO, 1701 Coonskin Drive, Charleston, WV 25311

SUBJECT: Request for Approval of SOJT Program: (RANK, NAME, SSN)

1. It is requested that the above listed soldier be authorized to participate in the SOJT program provided at Enclosure One in order to become MOS qualified in presently assigned duty position. Formal service school training is not required by AR 611-201 and there are no TRADOC approved MOS producing courses available for award of MOSC.

2. The SOJT program was developed IAW instructions contained in 1A Regulation 135-2.

(UNIT CDR)

ENCL