



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY COMBAT READINESS CENTER  
FORT RUCKER, ALABAMA 36362-5363

CSSC-T

15 July 2020

MEMORANDUM FOR AVIATION SAFETY OFFICER (ASO) STUDENTS

SUBJECT: Aviation Safety Officer Course (ASOC) Welcome Letter

1. Welcome to ASOC. This course provides graduates with the basic knowledge, skills, abilities (KSAs), and competencies required to manage a company or battalion level Aviation Safety Program. Our primary objective is to produce safety officers with the skills, knowledge, and confidence to fully support the Commanders tactical objective in the field.

2. **Phase 1 (Restricted Movement/Distance Learning)**: Personnel traveling to Fort Rucker must adhere to the mandatory 14-day restricted movement requirement and Ft. Rucker General Order 4 (see enclosure). Please ensure to plan you travel to arrive before noon on report date. Upon arrival, please report to Bldg. 315 (see BLDG 315 Enclosure), with copies of orders in hand, for initial medical screening. Afterwards, you will be restricted to assigned lodging for the duration of your restricted movement. All Meals are provided during your restricted movement period via controlled delivery. USACRC will issue Student Surface Pros, on the morning of the start date, to be utilized throughout the duration of training for those students who cannot bring their own device for this phase. Verizon Mifis will be issued on the start date in the breakfast area of the IHG to facilitate internet capabilities during restricted movement to all students. Training will be conducted during this phase via Microsoft Teams and Blackboard.

Due to COVID-19 parameters/limitations the educational outcomes for this phase is to develop an application level of understanding of doctrine as the building block for resident training. This is an instructor-facilitated prerequisite to attend the follow-on resident training. Normally, a self-pace course, this online course will be conducted in a blended learning environment with mandatory scheduled instructor-to-student interaction. The interactions will consist of open forum discussions on select topics and to clarify any misconception of course content. **These interactions will be conducted in Microsoft Teams** It is a mandatory requirement to install Microsoft Teams and have your email registered through MS Teams. I recommend you become very familiar with using Teams prior to the course start date. Additionally, you will be assigned to a group with an instructor assigned as a Small Group Leader (SGL). The course work will be submitted and graded individually, but small group interaction is highly encouraged. Each SGL will provide guidance and instruction to assist each group members' navigation through the course.

- a. Accessing the course- Please login into Blackboard with your Common Access Card (CAC) with this link <https://crc.elic.learn.army.mil>.
- b. Once the course begins, please select the Unit Safety Officer Course (USOC)

option. You can navigate through the course by using the menu options located on the left side on the homepage.

c. Each SGL will ensure module assignments are submitted before allowing group members to access the next module. Everyone will maneuver through the course at different speeds, but the expectation not to exceed the two week restricted movement date.

3. **Phase 2 (Resident Training)** : This phase will consist of four weeks of training to include Aviation Safety, OSHA and Mishap Investigation hands-on training.
4. **Commitment** - You must be fully engaged in the course and adhere to the schedule (see enclosure). Additionally, you must possess the discipline to work independently and successfully achieve course requirements. This is very similar to taking an online college course (you get out of the course what you put into the course).
5. **Computer** – You must have access to a computer with CAC capability and strong internet connection. Google Chrome, Microsoft Edge, and Internet Explorer will be utilized in all phases of training. Please ensure your computer has operational speakers and microphone. We recommend you bring a headset with a microphone for ease of communication.
6. Attendance prerequisites have been in effect since January 2008 and are posted to the Army Training Requirements and Resource System (ATRRS) and DA PAM 611-21. All officers must have completed the following computer based training prior to attendance:

**Additional Duty Safety Course V2 (2G-F95-DL)**

<https://safety.army.mil/TRAINING-COURSES/Online-Training>

7. All officers holding an aeronautical designator must have completed a minimum of 50 hours pilot-in-command (PC) time prior to course attendance. Acceptable documentation to verify PC time included a copy of the individual's DA Form 759 or a memorandum from the **Battalion Commander** stating that the prerequisite has been met.
8. Submit the following prerequisite documents via **Blackboard** at least **(1) week prior** to the first day of class (Failure to do so will result in student being dropped from the class):
  - ADSO Certificate or copy of ATRRS Unofficial transcript showing complete
  - Signed DA 759 (showing 50 Hours of pilot-in-command (PC) time)
  - IT Docs (found in Blackboard): AUP, DD2875, Cyber Awareness Certificate
9. All students will be issued a Microsoft Surface Pro to utilize during course attendance. You will sign for your Surface, and be able to take this with you at night and weekends to get homework completed. Any delay in receiving signed AUP, IA Certificates, etc. will cause a delay in your ability to utilize the equipment. No personal or outside government computers will be permitted in class.
10. Fort Rucker Institutional Training Travel Guidance: The Aviation Safety Officer Course falls under the ODCS, G-3/5/7 Institutional Training Division Fort

Rucker Training Travel Guidance memo dated 14 August 2017 and directs:

- a. Soldiers must utilize on-post government provided lodging. Book your hotel reservation for post quarantine lodging prior to travel at (334) 598-5216.
- b. Soldiers attending ASOC will have meals provided five days per week at no cost with full meal per diem on weekends and federal holidays. Ensure your unit S1 uploads the Meal Entitlement Certificates to your CAC prior to your departure from homestation. Failure to do so will cause you to pay for meals out of pocket.
- c. Sending commands are encouraged to authorize rental cars.
- d. In and around mileage for POV usage may be authorized by the Order Issuing Official and must be annotated on the traveler's orders.

11. IAW HQDA EXORD 164-20 Height and Weight will not be conducted. Soldier's last height and weight will remain current until COVID-19 restrictions are lifted.

12. The duty uniform for military personnel is the OCP. Civilian personnel attending the course are required to wear business attire (slacks and dress shirt, no blue jeans or collarless shirts). The Aviation Safety Officer Course is taught in our main facility which is shared with our Commanding General and his staff. Therefore, we encourage students to present themselves accordingly. We do not conduct regularly scheduled physical fitness (PT) training. However, if you wish to conduct PT on your own, you must wear your Army PT uniform if you wish to utilize the Fort Rucker facilities during the hours of 0530-0730, Monday – Friday.

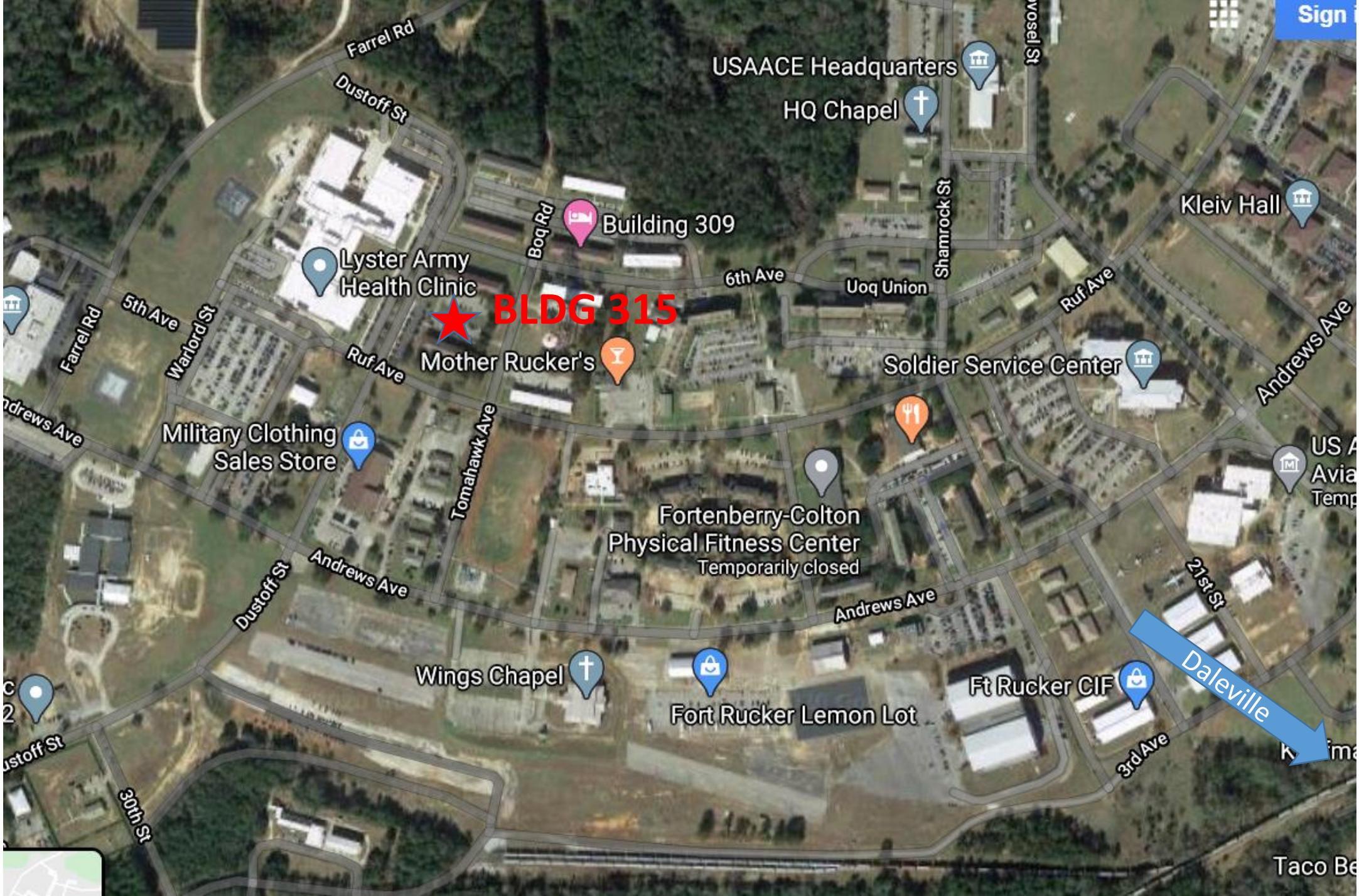
13. The ASOC graduation ceremony is scheduled to take place at 1130 on the last day of the course. Students should not make any travel arrangements that conflict with scheduled training.

14. Point of contact is CW4 Jason Burke. Chief, Aviation Safety Training Division at DSN 558-3833, Commercial 334-255-3833, or email Jason.l.burke4.mil@mail.mil.

Encls

1. BLDG 315 Map
2. MS Teams Instructions
3. G.O. 4

*Jason L Burke*  
JASON L. BURKE  
CW4, SOHTED  
Chief, ASTD



**BLDG 315**

Daleville

### Encl 3: Microsoft Teams (CVR)

Step one: Did you get an email with the subject “[TEAMS GENERATED] Welcome to Dept of Defense Telework Teams Environment”? If you did follow the directions in that email and sign up for an account. If it says your account is locked call CVR support at 1-866-335-2769 to get your account unlocked.

Step two (If you did not receive that email): Ensure that your MilConnect profile is up to date and correct - be sure to specify your current installation assignment. Please note - it can take up to 48 hours to populate that information across the various other government databases.

Step three: After updating your MilConnect profile, you will need to email CVR support directly at: [support@cloud.mil](mailto:support@cloud.mil) and request a user account . Please note - they do not provide 24/7 support & it can take approximately a week to receive your official CVR / MS Teams account info email.



DEPARTMENT OF THE ARMY  
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ATZQ-CG

15 JUL 2020

## GENERAL ORDER NUMBER 4

**TITLE:** Prohibited Activities for Fort Rucker Personnel

**1. PURPOSE.** This General Order identifies prohibited conduct that is prejudicial to the good order, discipline, health, and safety of all personnel within the USAACE and Fort Rucker Senior Commander area of responsibility. The purpose of this order is to protect the force, families, the mission, and our local communities by restricting movement and personal contact to mitigate the spread of COVID-19.

**2. AUTHORITY.** 10 U.S.C. Chapter 47 (Uniform Code of Military Justice); DOD Instruction 6200.03, Public Health Emergency Management (PHEM) Within the DOD, 28 March 2019; AR 600-20, Army Command Policy, 6 November 2014; Interim AR 27-10, Military Justice, 1 January 2019.

**3. APPLICABILITY.** This General Order applies to all individuals who are subject to the military authority of the Senior Commander at Fort Rucker, Alabama. Family Members, Department of the Army Civilians, and Contractors (hereinafter "Civilians") are requested and strongly encouraged to abide by the above restrictions. Failure to abide by this request may result in denial of access to the installation.

**4. SUPPRESSION.** General Order #3, published 11 June 2020, is hereby rescinded.

**5. STATEMENT OF MILITARY PURPOSE AND NECESSITY.** Due to the spread of COVID-19, aggressive prevention and mitigation measures are necessary to reduce the transmission of the disease. Restrictions on certain activities are essential to preserving the health of Soldiers, Civilians, and Family Members.

### 6. FUNDAMENTAL RULES:

a. Any individual who feels sick, believe that they are exhibiting symptoms consistent with COVID-19, or suspect that they have been exposed to someone with COVID-19, will self-quarantine at their residence and contact their supervisor. Supervisors will notify the chain of command. Service Members will comply with all requests from the Fort Rucker Trace Team as we continue to respond to the threat posed by COVID. Furthermore, Civilians and Family Members are strongly encouraged to comply with all requests from Fort Rucker Trace Teams.

b. Personnel will not travel outside of one hundred (100) miles straight line radius from Fort Rucker without an exception to policy IAW the Fort Rucker Local Area and Leave Directive, dated 13 July 2020, and will comply with all DoD and HQDA travel

restrictions.

c. Visitors are authorized, however any visitors displaying symptoms consistent with COVID-19, or believe that they came in contact with someone with COVID-19, will be reported to the chain of command immediately.

d. Social distancing requirements:

(1) Maintain a separation of six (6) feet distance from all other personnel who are not members of the same household at all times both indoors and outdoors.

(2) A face covering will be worn at all times in all off post, non-residential facilities regardless of whether physical separation of six (6) feet can be maintained from other personnel.

(3) A face covering will be worn at all times by all individuals over the age of 2 entering on post facilities with the following exception: any employee that can maintain 6' separation from other personnel in a private office, cubicle, work space, conference room or classroom.

e. Access to individual barracks rooms is restricted to the assigned occupants and any individuals designated by the command to conduct an assigned task, such as an inventory or health and welfare inspection. At no time will more than three (3) military personnel be present in a single barracks room.

## **7. PROHIBITED AND OFF LIMITS LOCATIONS.**

a. Due to the high risk of infection, personnel will not visit off post bars, night clubs, dance clubs, movie theaters, spas, massage parlors, tattoo parlors, and seating areas of restaurants, both indoor and outdoor, regardless of changes to State and local policies.

b. This list is not all-inclusive and other locations may become off-limits due to force protection reasons if the local situation warrants further action.

## **8. HYGIENE, QUARANTINE AND ISOLATION:**

a. **Hygiene.**

(1) All personnel should wash their hands often with soap and water for a minimum of 20 seconds, or use an alcohol based hand sanitizing gel.

(2) All personnel should to disinfect high touch areas, such as desks, light switches and door handles, no less than twice daily.

b. **Quarantine / Isolation.** Military personnel will adhere to directives from medical personnel including taking a COVID-19 test or entering into quarantine or isolation.

(1) Personnel arriving to Fort Rucker on PCS or TDY orders, or as directed, will be placed in administrative quarantine under Restriction of Movement in designated on post facilities, their on post residence, or their off post residence pending test results.

(2) Quarantined personnel must immediately inform their Chain of Command and/or medical personnel if they exhibit any medical symptoms associated with COVID-19.

(3) Personnel confirmed positive or exhibiting symptoms sufficient for medical personnel to make a reasonable determination of COVID-19 diagnosis will be placed in isolation under Restriction of Movement at a designated location until cleared to return to duty by medical personnel.

(4) All quarantined or isolated personnel must cooperate with the directives of the Garrison Commander, his designees, and medical personnel, including any directives concerning the virus monitoring process. The GC's directives will be in accordance with all applicable laws, regulations, and public health and safety policies.

(5) Personnel quarantined or isolated in on post facilities will follow all directives concerning conduct within the facility, to include any limitations concerning contact with other quarantined or isolated personnel.

(6) All other personnel aside from those quarantined or isolated are prohibited from entering on post quarantine or isolation facilities, except personnel assigned duties by order of the GC or his designee.

**9. EXCEPTIONS:**

a. Emergency situations involving possible loss of life, limb, or eyesight should be handled as such and do not require prior approval.

b. Official travel directed by the chain of command is not affected by this order.

**10. INDIVIDUAL DUTY.** Persons subject to this General Order have the individual duty to know and understand the prohibitions contained herein. They have a further duty to become familiar with and respect the laws and regulations of the state and local authorities regarding COVID-19 prevention. Violations of state and local laws and regulations may result in criminal punishment or adverse administrative action.

**11. UNIT COMMANDER RESPONSIBILITY.** Unit commanders shall ensure their personnel are briefed on the prohibitions and requirements of this order.

**12. WAIVERS AND AMENDMENTS.** Requests for waivers or amendment of any provision of this General Order must be submitted through the chain of command to me for decision.

**13. ENFORCEMENT.** The provisions of this General Order are punitive. Through this General Order, all active duty members assigned to Fort Rucker, Department of the Army Civilians, and non-DA civilians present on Fort Rucker who violate the provisions of this Order, and/or any other future lawful order consistent with a military commander's Emergency Health Powers as described in DODI 6200.03, may be subject to administrative or disciplinary action as available to enforce this Order.

**14. EFFECTIVE DATE.** This General Order is effective immediately. It will remain in effect until rescinded by me.



DAVID J. FRANCIS  
Major General, USA  
Commanding