



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE CHIEF OF ORDNANCE**  
**SUSTAINMENT CENTER OF EXCELLENCE**  
2221 ADAMS AVENUE  
FORT LEE, VIRGINIA 23801-2102

REPLY TO  
ATTENTION OF

ATSL-PDO

3 October 2011

MEMORANDUM FOR All Military Occupational Specialty (MOS) 94EY2/94EY3

SUBJECT: Memorandum of Instruction (MOI) for Soldiers requiring enrollment for MOS 94E Radio and Communication Security (COMSEC) Repairer Transition Course.

1. **PURPOSE:** Provide information and guidance for all those Soldiers requiring the 94E Transition Course for Active duty, Army National Guard, and United States Army Reserve.

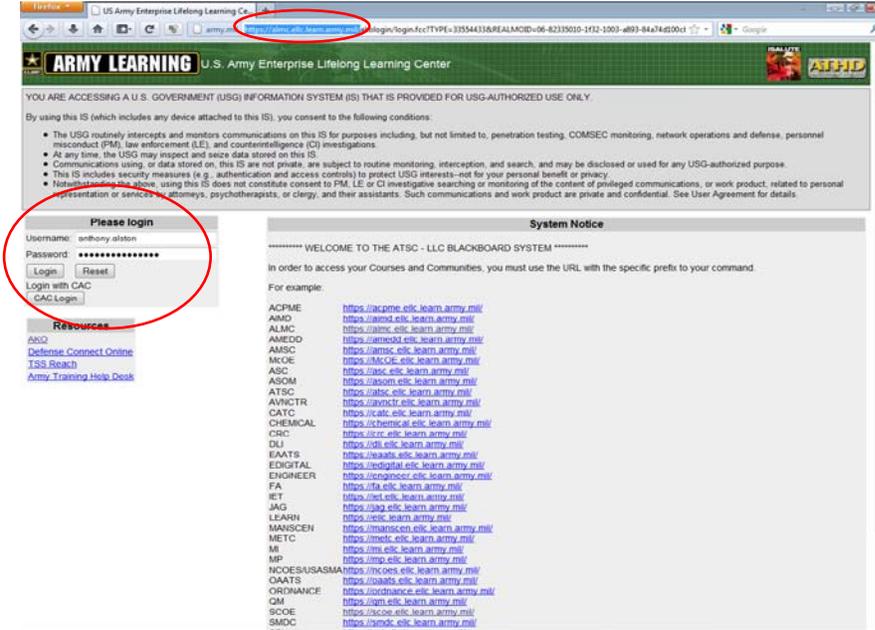
2. **GENERAL:** Soldiers will be able to access training through the Army Logistics University web page with their AKO username and password. Enrollment will be confirmed via email from the Ordnance Personnel Development Office. Follow the below instructions to complete enrollment. MOS 94EY2 will be required to enroll into the 94EY2 portion of the 94E Transition Course and MOS 94EY3 is required to enroll into the 94EY3 portion of the 94E Transition Course. Certificates of completion will be generated for those Soldiers who successfully complete the course. Upon completion of the 94E Transition Course will be verified by the Ordnance Personnel Development Office and Human Resource Command, Enlisted Personnel Management Division-Ordnance for tracking and removal of ASI Y2/3 Identifier. Soldiers should monitor their ERB for 30-60 days after completion of the course to ensure removal of "Y" Identifier and award of new MOS 94E. Soldiers will have 2 attempts to successfully complete each sub-course quiz. Failure to achieve sub-course quiz completion after 2 attempts will result in automatic lock out requiring Soldiers to provide written request from the Soldiers' chain of command to the Personnel Development Office for approval to retest. **Active Duty Soldiers will have 3 years from effective date, 1 October 2011, to complete this training and ARNG/USAR will have 4 years from the effective date, 1 October 2011, to complete this training as outlined in the Notification of Future Change (NOFC) E-1004-32 released 25 March 2010.**

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3. ENROLLMENT PROCEDURES:

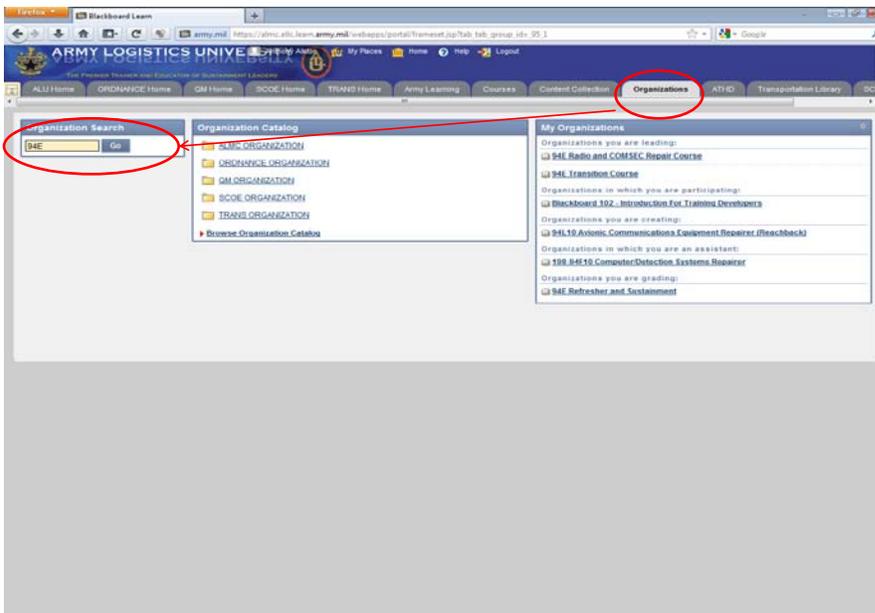
A.

Go to <https://almc.ellc.learn.army.mil> and log in with AKO credentials.



B.

Click the organizations tab and search for 94E



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C.

Click the Down arrow on the 3<sup>rd</sup> link (091\_94E\_TC\_2011\_00\_N) and click enroll.

The screenshot shows the 'Browse Organization Catalog' page on the Army Logistics University website. The page has a search bar with '091\_94E' entered. Below the search bar, there are several categories: ALU ORGANIZATION (51), ORDNANCE ORGANIZATION (191), QM ORGANIZATION (196), SCOE ORGANIZATION (64), and TRANS ORGANIZATION (54). A table lists three courses. The third course, '091\_94E\_TC\_2011\_00\_N', is circled in red. Below the course name, there is a dropdown arrow and an 'Enroll' button, both of which are circled in red.

Organization ID	Organization Name	Leader Name	Description	Telephone
091_94E_Radio_COMSEC_Repair_Course_N	94E Radio and COMSEC Repair Course	Saleh Ahmed, Edward Buckner, Truzel Deramuzj, Mary Gattman, Anthony Alston	This course is to teach the 94E to repair radio and Communication Security (COMSEC) devices at the lead and sustainment levels.	
091_94E_Refresh_and_Sustainment_Trainin...	94E Refresh and Sustainment	Truzel Deramuzj, Edward Buckner, Saleh Ahmed, Mary Gattman	This course is to be used as a refresh / sustainment training course.	
091_94E_TC_2011_00_N	94E Transition Course	Anthony Alston, Derek Barnes, Luther Kirby		

D.

After clicking enroll, you will see the screen below. Click submit.

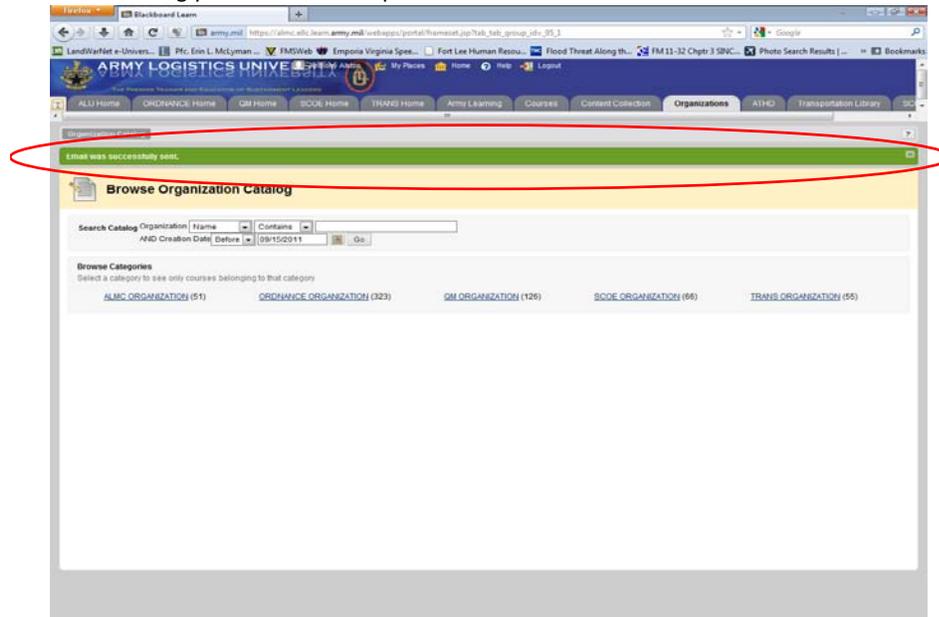
The screenshot shows the 'Self Enrollment' page. It has a yellow header with 'Self Enrollment' and 'Cancel' and 'Submit' buttons. Below the header, there are two steps. Step 1 is 'Enroll in Organization: 94E Transition Course (091\_94E\_TC\_2011\_00\_N)'. It shows the instructor as 'Anthony Alston, Derek Barnes, Luther Kirby', the description, and categories as 'Education Higher Education'. Step 2 is 'Submit'. The 'Submit' button in Step 2 is circled in red.

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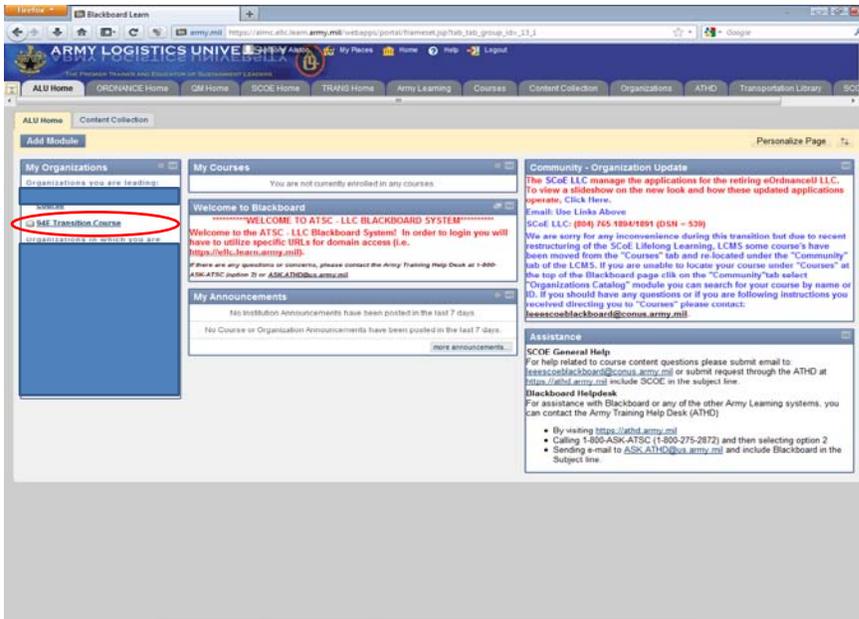
### E.

After clicking submit you will see the screen below. You will receive an email confirming your enrollment request. Wait no more than 72 hours .



### F.

When you log back into blackboard you will see your class under the My Organizations.



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4. . Points of contact are as follows: Ordnance Personnel Development Office, [leescoeordwebmaster@conus.army.mil](mailto:leescoeordwebmaster@conus.army.mil) or [LEEEAsk\\_the\\_chief@conus.army.mil](mailto:LEEEAsk_the_chief@conus.army.mil).

FOR THE CHIEF:

LOREN P. SCHRINER  
LTC, LG  
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Encls: