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ARMY SCHOOL OF LOGISTICS

JUNIOR OFFICERS' LOGISTICS COURSE

COURSE GUIDE

GENERAL

1. The Army School of Logistics (ASL) is the premier logistics training establishment of the Sri Lanka Army where all tiers of Officers are trained in the fields of Logistics. The ASL also conducts a tailored logistics training course for Senior Non Commissioned Officers, which is not conducted at any other training institution in the Sri Lanka Army.

2. It has been observed that, there is a considerable deterioration in the skills and knowledge of Junior level Officers in the fields of Logistics. Hence, the Junior Officers' Logistics Course (JOLC) has been designed to overcome the said issue. Therefore, JOLC is set as a competitive course planned to augment the knowledge of Junior Officers of all arms, in all aspects of logistics. Careful reading of this course guide will help you during your stay at ASL.

AIM

3. To educate and train Officers in basic techniques and functions in the fields of logistics at the Junior Officers' level.

OBJECTIVES

4. The aim is met through the following principal objectives:
- a. To make Officers professionally sound and competent in the fields of logistics.
 - b. To groom Officers to be professional 'Logistics Staff Officers'.

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- c. To develop the skills and desire to learn by the Officers at junior level.
- d. To create conditions for Officers to explore their talents and inherent abilities to the maximum.
- e. To enhance their military knowledge with other relevant essentials.
- f. To groom Officers to share their thoughts and views among the other arms Officers and build the unity and cooperation.
- g. To prepare the Officers to appear for selection examinations of the Staff College and Logistics Staff Course.
- h. To groom Officers in military traditions and social etiquettes.

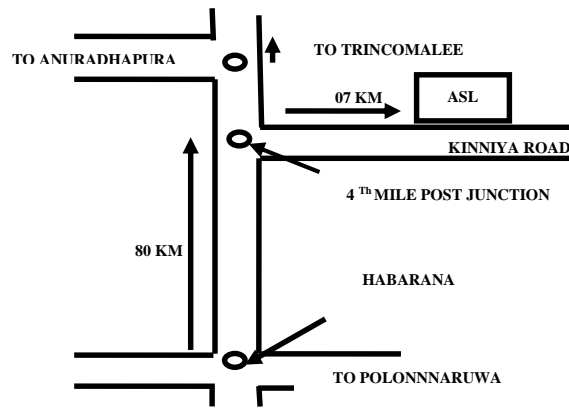
JOINING INSTRUCTIONS

GENERAL

- 5. The Army School of Logistics (ASL) is the premier training establishment of the Sri Lanka Army, where Officers of all arms are trained in the fields of Logistics. Its courses are tailored to train Officers of the Sri Lanka Army to be competent Staff Officers at all tiers of hierarchy up to Grade I level.
- 6. We hope that you will enjoy your stay at the ASL while reaping optimal academic benefits out of the course.

LOCATION OF THE ASL

- 7. ASL is located in Eastern Sri Lanka, near the ancient city of Trincomalee where it is reachable by rail and road transportation very easily. It is approximately 300 Km away from Colombo and taking 6 hours road journey. Route to the ASL from Habarana is as shown below:



8. Contact Details. The contact details of the ASL are as follow:

- a. Postal. Army School of Logistics, Clappenburg, Trincomalee.
- b. E Mail. schoflog@gmail.com, logschtco@army.lk
- c. Important Telephone Numbers.

(1)	Chief Instructor	- 0113288589.
(2)	Senior Instructor	- 0262233360.
(3)	SO II (Coord)	- 0262233373.
(4)	Adjutant	- 0262233372.
(5)	SO II (Log)	- 0262233228.
(6)	DS (Coord)	- 0262233361.
(7)	SO II (Trg SP)	- 0262233321.

PRE-COURSE PREPARATION

9. Background Knowledge. Student Officers are expected to join the course with adequate pre - course training as the conduct of the course is through discussions and not only by lectures.

10. Computer Literacy. Nominated Student Officers are expected to be computer literate. The Student Officers must be conversant with Microsoft Word, Power Point, Excel and other latest computer programmes. Student Officers are also advised to bring their laptops and printers. However, no

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computers will be used during conduct of SMDs/TEs and instead Student Officers are required to use hand written palm cards for presentation purposes.

11. Proficiency in Map Marking. During the conduct of Tutorial Exercises (TEs), Individual Exercises (IEs) and Sand Model Discussions (SMDs), the Student Officers are advised to practise the rules, conventional colours and symbols governing map marking. Therefore, Student Officers are advised to acquaint themselves well with the expertise of map marking. This will avoid a lot of hiccups during the course.

12. Past Student Officers' Corrected Solutions. You should not bring past Student Officers' solutions for the course. Any reference made to such solutions during the course will invite severe disciplinary measures.

13. Repetition of Examination. No Student Officer will be allowed to resit the examinations and tests of the module for the purpose of improving the grade in the modules. Any other exception will be on the decision of the Commandant ASL.

14. Plagiarism. Plagiarism is a very serious offence in ASL. The Commandant of the ASL may impose all or any of the following penalties on a Student Officer found guilty of plagiarism:

- a. Expulsion from the ASL.
- b. Deem the submission null and void.
- c. Deduct up to 50% of marks allocated for the submission.

15. Prerequisites for the JOLC. It is a responsibility of RHQs to prepare their Officers well in advance before sending them to ASL for the course and Officers should have a considerable capacity to command in English language and they should have completed three to ten years of service in the Army. Further they should not have low Medical Categories and should be required to be qualified in PULHEEMS. They must carry three Photographs (3.5 cm x 4.5 cm) in No 06 uniform.

METHOD OF STUDY

16. Training would be conducted in the form of Lectures, Discussions, Exercises, Class Room Discussions, Sand Model Discussions and Training Films. Distinguished resource personnel from military as well as civil sector would attend as guest speakers to deliver lectures/presentations on subjects of national/international significance. Visits to various organizations/institutions will also be conducted to enhance the professional outlook.

17. Training Programmes and Student Preparation Guides (SPGs) will be issued well in advance.

ABSENCE FROM INSTRUCTIONS

18. A Student Officer who misses seven consecutive days of instructions will be withdrawn from the course. You are therefore advised to ensure that your personal affairs are well organised before the commencement of the course.

ADMINISTRATIVE INSTRUCTIONS

19. Army Sch of Log (ASL) Routine. Working days in the JOLC are from Monday to Saturday. Sundays are generally considered as holidays.

20. Discipline.

a. Punctuality. All Officers must be punctual for all activities as per the training programme. Any Officer not attending for scheduled training without prior permission from Comdt/CI or without a proper medical disposal is liable for disciplinary action.

b. Dress Code. All Officers must be in possession of all dresses as per the Army Dress Regulations. Dress no: 6 will be worn for syndicate room work. Dress will be stipulated for other outdoor activities together with instructions for such work/exercises. Unauthorized shoes, badges, and wearing of trinkets and jewellery will be strictly prohibited.

21. Out of Bound Areas. Following areas will be out of bounds to students unless they are instructed to get in for interviews. Otherwise summoned:

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- a. Commandant's Office and chalet.
- b. Chief Instructors' Office and residence.
- c. HQ Wing Office Complex.
- d. Trg Wing Office.
- e. DS Offices.

22. Accommodation. Due to the nature of the course, it is essential that all Student Officers to live in throughout the Course. Any Officer who wishes to walk out will submit his request on the 'Walking out Register' by 1330 hrs through the Course Senior to CI for approval on the same day.

- a. Handing / Taking Over. Handing taking over of the accommodation and stores must be done in the presence of Mess / Q (Quartering) Staff. All Officers are advised to take over each item carefully and ensure that all existing breakage / damages are noted in the documents.
- b. Breakages / Damages. All Officers are expected to pay for any breakage or damage of any fitting/fixture or stores/equipment due to negligence or bad maintenance.
- c. Officers' Mess. All Student Officers will deposit a refundable sum of Rs 5000/= before the end of the first week of the 1st term.

23. Transport. Transport will be available on the following occasions:

- a. For official matters (within Trincomalee).
- b. Movement of sick from ASL to MRS.

24. Services of Permanent Staff. Students under no circumstances will endeavor to obtain the services of the Permanent Staff of the ASL for private purposes.

25. Leave. Officers may proceed on leave during the period of breaks. No leave will be granted during training periods except on extreme compassionate grounds. Students Officers should first obtain authority from the Syndicate DS and then formally apply in writing at least 48 hours in advance. Any

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form of leave has to be sanctioned by the Comdt/CI and must be forwarded to the HQ ASL for record purposes.

26. Medical. The ASL Medical Center remains open for 24 hrs with a medical orderly/nursing assistant on duty. Any serious patient will be evacuated to the MRS 22 Div.

27. Banking Facilities. The PRI of the ASL cannot cash the cheques for Student Officers. They must make their own arrangements to get cash. Payment of Mess bills will be on cash basis.

28. Orderlies. Student Officers are authorized to employ an orderly. The ASL will provide them with accommodation. All such personnel must report to HQ ASL on a movement order. Their movements must be recorded in the register of the RP section at the ASL Guard room. Orderlies will not walk around the ASL premises in civil attire during working hours. A duty orderly would be nominated daily for coordinating related administration duties of the JOLC.

29. Guests. Officers may entertain their guests in the Officers' Mess with the prior permission of the PMC. No guests will be allowed in accommodation areas.

30. Gifts and Parties to Directing Staff. Student Officers or their families are prohibited from offering gifts of any nature to the DS. It is also incorrect to invite the DS for private parties or functions.

31. Sports. The JOLC has limited sports facilities such as Cricket, Basketball, Badminton and Volleyball. The Students may utilize above facilities during the stipulated times.

32. Other Facilities. Following facilities will be available for Student Officers:

a. Canteen. A canteen is established to cater for daily requirements of Officers/ORs which are preformatted for Student Officers too.

b. Barber. A barber service will be arranged from ASL barbershop.

c. Laundry. Laundry facilities are available in the ASL laundry. Officers can obtain this service on payment basis.

33. Stationery. Officers are required to buy their own requirement of special stationery during the Course. However, the students on payment could obtain the following facilities subjected to recommendation by the CI when the Trg Wing staff is not utilizing the equipment:

- a. Photo Copying.
- b. Scanning of Documents.
- c. Computer Print outs.