

ARMY SCHOOL OF LOGISTICS

LOGISTICS STAFF COURSE

COURSE GUIDE

GENERAL

1. The Logistics Staff Course (LSC) is the highest professional course in the fields of Logistics and Administration conducted for the Officers of the Sri Lanka Army. The Course is conducted at Army School of Logistics (ASL) as a full time residential course for a period of one year (50 Weeks). The Student Officers who successfully complete the course will have the title "Lsc".
2. The course is accredited to General Sir John Kotelawala Defence University (KDU) to award the Master of Business Administration in Logistics Management (MBA in LM). Apart from these a comprehensive English Package for a period of three months will be conducted at KDU to ensure that the Student Officers are well prepared to meet the demanding requirements in the coming 50 weeks. Careful reading of this course guide will help you stay at ASL.

AIM

3. The aim of the course is to develop professional knowledge, skills and attitudes of the selected Student Officers of the Sri Lanka Army and to extend the same towards sister services and friendly foreign countries later on, in order to train them for being posted as senior logistics appointment holders in the Army or their respective organizations.

OBJECTIVES

4. The aim is met through the following principal objectives:
 - a. To know and be able to apply the functions and techniques on management of the logistics staff in war and peace.
 - b. To know and apply the principles and techniques involved in the employment of respective services in general, in all types of Army or joint operations.

- c. To analyse the functions of Logistics Command up to Divisional Level in the Army.
- d. To know the structure, deployment and role and tasks of the administrative units, sub units and installations of the Army and the interdependence of them within the Sri Lankan Army.
- e. To understand how the Sri Lankan military administrative and logistics policy is formulated and the relationship with military logistics doctrine.
- f. To analyse those issues of national and international importance, which influence the logistics policies and procedures of Sri Lanka and its allies.

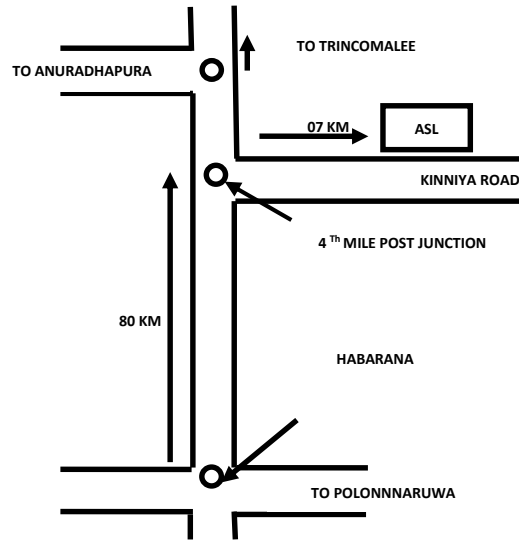
JOINING INSTRUCTIONS

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 by its courses designed to train Officers of the Sri Lanka Army to be made as competent Staff Officers at all tiers of hierarchy up to Grade 1 level.
- 6. The Logistics Staff Course (LSC) has been designed to train and prepare Majors and Senior Captains of the Army as "Professional Logistics/Administrative Staff Officers" in the future. Hence, the LSC is set as a competitive course planned to augment the knowledge of Senior Officers of all arms in all aspects of logistics.
- 7. We hope that you would enjoy your stay at the ASL while reaping optimal academic benefits out of the course.

LOCATION OF THE ASL

8. ASL is located close to the ancient city of Trincomalee where it is easily reachable by rail and road transportation. It is approximately 300 km away from Colombo and takes approximately 6 hours road journey. Route to the ASL from Habarana is as shown below:



9. Contact details. The contact details of the ASL are as follows:

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. |

PRE-COURSE PREPARATION

10. 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.

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

12. 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.

13. 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.

14. Repetition of Examination.

a. Military Study Module. 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.

b. Subjects of Master of Business Administration in Logistics Management. The decision will be held by the Board of Management, KDU.

15. Prerequisites for the LSC. 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 minimum seven 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.

16. 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.

METHOD OF STUDY

17. 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.

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

ABSENCE FROM INSTRUCTIONS

19. 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.

MAIN EVENTS OF THE COURSE

20. Duration of the course is 50 weeks and divided into four terms. Shown below is the tentative outline sequence of events:

- a. Pre Course English Package - March to June.
- b. Commencement of the Course - Second week of June.
- c. Termination of the Course - Third week of May.
- d. Overseas Study Tour - In the month of February.

RECEPTION

21. All Student Officers will be received at the ASL by under mentioned Officers:

- a. SO II (Log) - 0262233228.
- b. DS (Coord) - 0262233361.
- c. SO II (Trg SP) - 0262233321.

HOURS OF WORK

22. Student Officers are expected to do a considerable amount of study and research outside programmed times. However, except during visits and certain exercises, the normal programmed working hours are mentioned under the college routine.

23. College Routine. Working days in the ASL are from Monday to Saturday. Saturdays are considered as half working days. Sundays are generally considered as closed holidays and spared for research work. The daily routine of the Student Officers would be as follows:

- a. Physical Training - 0600 to 0645 hours.
- b. Breakfast and Readiness Time - 0645 to 0810 hours.

RESTRICTED

- c. Study Period 1 - 0815 to 0855 hours.
- d. Study Period 2 - 0900 to 0940 hours.
- e. Study Period 3 - 0945 to 1025 hours.
- f. Tea Break - 1025 to 1050 hours.
- g. Study Period 4 - 1050 to 1130 hours.
- h. Study Period 5 - 1135 to 1215 hours.
- i. Study Period 6 - 1220 to 1300 hours.
- j. Study Period 7 - 1305 to 1345 hours.
- k. Lunch Break - 1345 to 1445 hours.
- l. Study Period 8 - 1445 to 1525 hours.
- m. Study Period 9 - 1530 to 1610 hours.
- n. Recreation/Games - 1630 to 1800 hours.
- o. Individual Study - 1900 to 2000 hours.
- p. Dinner - 2000 to 2100 hours.
- q. Individual study - 2100 to 2200 hours.
- r. Retreat - 2215 hours.

ADMINISTRATIVE INSTRUCTIONS

24. Army Sch of Log (ASL) Routine. Working days in the JOLC are from Monday to Saturday. Sundays are generally considered as holidays.
25. 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.
26. Out of Bound Areas. Following areas will be out of bounds to students unless they are instructed to get in for interviews. Otherwise summoned:
- a. Commandant's Office and chalet.
 - b. Chief Instructors' Office and residence.
 - c. HQ Wing Office Complex.
 - d. Trg Wing Office.
 - e. DS Offices.
27. 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.

RESTRICTED

- 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.
28. Transport. Transport will be available on the following occasions:
- a. For official matters (within Trincomalee).
 - b. Movement of sick from ASL to MRS.
29. Services of Permanent Staff. Students under no circumstances will endeavor to obtain the services of the Permanent Staff of the ASL for private purposes.
30. 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 form of leave has to be sanctioned by the Comdt/CI and must be forwarded to the HQ ASL for record purposes.
31. 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.
32. 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.
33. 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.

34. 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.

35. 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.

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

37. 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.

38. 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.