

# ENLISTED CAREER NOTES



## BRANCH CHIEF'S COMMENTS

One of our goals at Infantry Branch is to match the requests and needs of the individual soldier to the mission requirements of the Army and to match them at the appropriate time. This calls for an extremely delicate balance of all three factors, and a balance that is ever changing. Every soldier must therefore become involved in his own professional development.

There are several things you can do to be involved:

First, send for a copy of your OMPF (it is free), and keep it up to date. And see that the soldiers who work for you send for theirs. No matter how good you are, it is your OMPF that represents you before school and promotion boards. The better you take care of it, the better it will take care of you.

Keep your preference statement up to date, too; it is considered before every assignment is made. And remember that people, not computers, manage your career. The CAP (Centralized Assignment Procedures) III System only nominates an individual; an assignment manager, working with a professional development NCO, actually makes the assignment instructions final.

Keep in touch with Infantry Branch. Make your needs and requirements known to your assignment manager and your professional development NCO. The best ways to do this are:

- Write to your branch with as many details as possible on your situation. Do not wait until you are within a month of DEROS or until you already have orders in hand.
- Call if you have a specific question or want to talk directly with an assignment manager or a profes-

sional development NCO.

- Visit MILPERCEN. We are available during normal duty hours for one-one-one interviews.

- Submit a DA Form 4187, Request for Personnel Action, and make sure you include all considerations in the "Remarks" section when requesting a specific assignment.

The Infantry School has published a very good guide to professional development — ST7-1, Infantryman Professional Development, dated April 1983. Copies of it should be requested the same way as other Infantry School publications. Read it and use it!

**LTC Ronald A. Green**

## TOLL-FREE NUMBER CHANGED

The 24-hour commercial toll-free telephone number given in INFANTRY, January-February 1985, page 43, has now changed. The number to call for personnel assistance is 1-800-255-ARMY.

This toll-free number is available for enlisted soldiers to use in calling the Information and Assistance Office at the Enlisted Personnel Management Directorate at MILPERCEN.

## RC/ROTC DUTY

One of the most challenging and rewarding assignments available to an Infantry NCO is a three-year tour of duty as an ROTC instructor or a Reserve Component (RC) Advisor. Assignment managers and professional development NCOs are often asked how a soldier is nominated and selected for assignment to one of these duty positions. Unfortunately, there seems to be a great deal of confusion about the selection process and even

more about the exact nature and scope of duties these NCOs perform.

Contrary to popular belief, neither type of duty is easy. The NCOs assigned to these positions are challenged daily by many complex responsibilities. And they put in some long hours. A Reserve Component advisor, for example, spends most of his duty days on the road to and from the reserve unit armories in his region. Many of his weekends, too, are tied up with unit meetings and training.

The duties of an RC NCO advisor include those of an operations NCO, a training NCO, an evaluation NCO, and an instructor. And only a few Regular Army NCOs are assigned to advise a fairly large number of units. An NCO charged with these responsibilities must therefore be the best the Regular Army has to offer.

NCOs assigned to ROTC duty must be of the same high caliber; they represent, to tomorrow's company and battalion commanders, the entire U.S. Army NCO corps.

The basic prerequisites for both kinds of position can be found in AR 614-200. Many soldiers meet these prerequisites, but only the best qualified of them will be chosen.

How do assignment officers decide which soldiers of those who volunteer are best qualified?

One of the chief determining factors is a soldier's previous assignments. The most desirable NCO for either ROTC or RC duty is the one who has had "recent or current" TO&E leadership experience as SSG, or platoon sergeant experience as SFC/PSG. ("Recent or current" is defined as being within the past two years.)

An NCO who has had extensive instructor experience or staff time during this period, or who is otherwise not performing in his primary MOS, does not have enough experience to per-

## ENLISTED CAREER NOTES

form satisfactorily in an ROTC or a Reserve Component environment. In other words, an NCO who has not performed in all facets of his PMOS in the past three years is definitely behind the NCO who has. After all, Reserve Component units need to be kept abreast of all changes to doctrine, tactics, and new equipment in the Army. And freshman platoon leaders in ROTC units have the same urgent need.

Rater and Indorser comments on Senior Enlisted Evaluation Reports (SEERS) are another important source of information upon which to base an assignment decision. An NCO with a consistent record of poor performance (relief for cause or failing APRTs, for example) will not be assigned to such a high visibility assignment.

Aside from a strong TO&E assignment background and favorable SEER comments, other factors also play an important role in assignment decisions.

To serve on ROTC or RC duty, an NCO must be eligible for such an assignment on the basis of his last date of return from overseas (DROS). If that date places him within eligibility guidelines for another overseas assignment, then he is not likely to be assigned to ROTC or RC duty instead. Ideally, any soldier who wants to volunteer for such an assignment should submit an application on DA 4187 six to eight months before his date of return from an overseas assignment.

A soldier with a large family is not assigned to this kind of duty, regardless of his qualifications. Seldom are such duty locations near a military installation and the family-related benefits it has to offer — such as commissaries, PX facilities, and medical facilities — and the lack of such benefits may place a financial burden on a large family. Few NCOs can perform at peak proficiency if they are preoccupied with such difficulties.

A volunteer for ROTC and RC duty must understand that these assignments are three-year, stabilized tours. Even if he later would like to get out of the assignment, he has to stay through

a complete tour, or until relieved for cause.

It is not our intention here to discourage NCOs from volunteering for ROTC or RC assignments. In fact, we hope to encourage outstanding soldiers to submit their volunteer applications. But they must be soldiers who feel that they have an obligation to both the Army and themselves to accept the challenge that such duties offer to the truly professional Infantryman.

Additional information is available from professional development NCOs here at the Infantry Branch.

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### NO REELISTMENT BOARDS

The Army, after reviewing the reenlistment program and recommendations from the field, has eliminated all reenlistment screening boards.

This decision does not mean that the Army has lowered its quality standards for first-term soldiers. The boards were important at a time when many first-term soldiers did not meet the prerequisites for an Army of excellence. Now, however, other factors — such as the reenlistment awards program and the higher quality of Army enlistees since 1980 — fill that need.

In order to ensure that all soldiers are treated equally, optional local boards will not be held.

More information is available from MILPERCEN — AUTOVAN 227-5341, or commercial (703) 697-5341.

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### PROMOTION WORKSHEET

The recently revised Promotion Point Worksheet (DA Form 3355) for promotion to sergeant and staff sergeant is scheduled for implementation in May and June. It emphasizes physical fitness, self-discipline, professional competence, and a commitment to self-improvement and achievement.

The commander's recommendation for promotion will be a part of the new

form; no separate correspondence will be required.

Duty performance points, awarded by the commander, have been increased from 150 to 200. Promotion board points have been decreased from 250 to 200.

Points for Skill Qualification Test (SQT) have increased from 150 to 200. (Soldiers will not earn points for SQT scores of 59 or below.)

Points for military and civilian education will be awarded in two separate categories. Soldiers can now earn up to 150 points for military education and up to 100 for civilian education. Formerly, the combination of military and civilian education was worth up to 200 points.

Points for military training, which consists of individual weapon qualification and the Annual Physical Readiness Test, have been added to the form. Military training will earn up to 100 points.

Time-in-service and time-in-grade, worth 100 points each on the old form, have been eliminated. Soldiers will not earn points for on-the-job experience or for high school completion.

Awards and decorations will earn 50 points on the new form, just as they did on the old one.

For more information, write to MILPERCEN, DAPC-MSP-E, 200 Stovall Street, Alexandria, VA 22332-0400, or call AUTOVON 221-9020.

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### ENLISTED PREFERENCE STATEMENT

The October 1984 UPDATE edition of AR 614-200, Selection of Enlisted Soldiers for Training, includes a new enlisted preference statement, DA Form 2635 (August 1984).

The new form contains items about the Married Army Couples Program, the Exceptional Family Member Program, and spouse employment considerations.

MILPOs should use the new form as soon as they exhaust their supplies of the March 1976 version.

For more information, write to MILPERCEN, DAPC-EPZ-H, 200 Stovall Street, Alexandria, VA 22332-0400, or call AUTOVON 221-8765.

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## OFFICER CANDIDATE SCHOOL

Sending qualified soldiers to the Officer Candidate School (OCS) at Fort Benning, Georgia, is essential in maintaining the strength of the officer corps. Every commander, staff officer, and NCO is responsible for identifying soldiers who meet the qualifications and then for encouraging them to apply.

To be eligible for OCS, a soldier must:

- Be a U.S. citizen with a favorable National Agency Check (NAC) or entrance NAC.
- Be an enlisted soldier or warrant officer on active duty. Enlisted soldiers must have completed Advanced Individual Training.
- Pass the Army Physical Readiness Test.
- Meet the height and weight standards in AR 600-9, The Army Weight Control Program.
- Have a minimum GT score of 110 if tested on or before 31 December 1975, or after 1 October 1980. Soldiers who were tested between 1 January 1976 and 30 September 1980 who have not taken a retest must achieve a GT score of 115 or higher. All applicants must also score 90 or higher on the Officer Selection Battery, Subtest 2.
- Have completed at least 60 semester hours (90 quarter hours) of college study, except for a Medal of Honor or Distinguished Service Cross recipient.
- Achieve a score of 80 or higher on the English Comprehension Level Test if the applicant's primary language is other than English.
- Be of good moral character.
- Have no convictions by civil or military courts, except for minor traffic violations with a fine of less than \$100. An applicant must not have been adjudged a juvenile offender.

- Have not been previously disenrolled from OCS.

- Be at least 18 and less than 30 years old at the time of enrollment.

- Accept a three-year service obligation upon graduation.

- Meet the standards listed in AR 40-501 (Standards of Medical Fitness), Chapter 2 and Paragraph 7-19.

Applicants for OCS who are assigned overseas will not be permitted to make a PCS move to attend the course until they have completed at least five-sixths of a normal tour. Tour assignments of less than 24 months must be completed before a PCS move.

Soldiers should contact their MILPOs to find out whether they are eligible to apply under AR 351-5, U.S. Army Officer Candidate School.

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## NO HANDS-ON TASKS

Soldiers who appear before promotion boards for sergeant or staff sergeant will not be required to perform any hands-on tasks. The boards will limit themselves to a question-and-answer format.

In addition, AR 600-200, Chapter 7, prohibits units from adding their own promotion criteria to that required by the regulation. Pre-screening boards to determine eligibility for promotion are also prohibited. The only authorized board is the actual promotion board that determines whether a soldier is to be added to a recommended list.

The soldiers who appear before a promotion board should be fully trained in their MOSs before they are recommended. A commander's recommendation for promotion means that the soldier is fully trained and MOS-qualified, and that the soldier would be promoted immediately if the commander had the authority.

In determining whether a soldier is qualified to hold the next higher rank, a commander can use duty performance, the Common Task Test, the Skill Qualification Test, the Army

Physical Readiness Test, and weapon qualification. Promotion board members can use results of these evaluations when comparing soldiers who are competing for promotion.

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## WARRANT OFFICER SELECTION

Local selection boards no longer screen applications for warrant officer appointments. Instead, the applications are processed through the individual's chain of command to the next higher headquarters. Then the installation or area commander forwards it with his recommendations to MILPERCEN.

Anyone interested in applying can now refer to DA Circular 601-84-4, Warrant Officer Procurement — FY 85, for guidance.

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## RC WARRANT OFFICERS NEEDED IN SHORTAGE MOSs

There are plenty of "shortage" MOS warrant officer positions to be filled, both in Army Reserve units and in the Individual Ready Reserve (IRR).

Enlisted Army Reservists who are interested and eligible are invited to apply for a warrant officer appointment. There are two major references to be used in applying: AR 135-100, Appointment of Commissioned and Warrant Officers of the Army, and RCPAC Pamphlet 135-100, Information Pamphlet, The Direct Appointment Program for Procurement of Commissioned Officers, United States Army Reserve.

Unit members can obtain information and application packets from their respective Army headquarters and should submit applications to those same headquarters through their unit commanders.

IRR members can obtain information and application packets from USARPERCEN, ATTN: DARC-AD, 9700 Page Blvd., St. Louis, MO 63132, and can apply directly.

# OERs RECORDS

## OFFICER RECORDS

Each year as selection boards prepare to convene, it becomes apparent that many officers are still not sure what should be in their records or how it should get there. The following is therefore intended to help you understand your records (whether you're facing a selection board or not) and what you need to do to keep them up to date.

Your records include the following:

- Field 201 File — Military Personnel Record Jacket (MPRJ). Your MPRJ is the local file you hand-carry on each PCS move. It is maintained by your local MILPO for use by the unit personnel office.

- Career Management Individual File (CMIF). Your CMIF (or branch file) contains a record of all your hard-copy OERs and AERs and your past assignment history. Although it does contain portions of your official file, such as a copy of your performance microfiche and a copy of your Officer Record Brief (ORB), it is not an official document. The CMIF is maintained by Infantry Branch as an operating document and is used for assignment actions and professional development.

- Official Military Personnel File (OMPF). Your OMPF contains your official records in microfiche form. This file, maintained in MILPERCEN by the Records and Services Branch of the Management Support Division, is the file selection boards use.

The microfiche record of your OMPF is in three parts: Performance (P), Service (S), and Restricted (R). Briefly, the contents and the use of these parts are as shown on the accompanying chart.

Selection boards review and consider the following items:

- A copy of your OMPF performance fiche.
- A copy of your ORB.
- Your hard-copy DA photo.
- Any recently received official items that have not yet been put on the performance fiche of your OMPF.
- Any letters addressed to the President of the Board.

You need not make a special trip to MILPERCEN to check your OMPF. You can obtain a free copy of it and of your most current ORB by writing to DA, MILPERCEN, ATTN: DAPC-MSR-S; 200 Stovall Street, Alexandria, VA 22332-0400.

You may not see your latest OER on your copy of the performance fiche, because it normally takes anywhere from four to six months for an OER to be fully processed and included. If an OER is received for processing as of the convening date of a selection board, it is included in your board folder and viewed as a hard-copy document. OERs that have an end-date of 61 days or more before the convening date of the board are regarded as mandatory

reports and are considered even if they arrive after the convening date.

To make corrections to your records, you are encouraged to visit your MILPO and submit changes through your personnel officers. Make sure you have the appropriate documents with you to substantiate any changes. You may give a copy of any missing documents to a records specialist at your servicing MILPO.

Examples of authorized documents are:

- Army branch service school certificates (U.S. Army Infantry School, for example).
- Orders and citations for individual awards (excluding badges and tabs).
- Certificates of achievement.
- Letters of appreciation or commendation. (Your name must appear in the basic correspondence and the letter must state that it is to be filed in your OMPF.)
- Active duty report, DD Form 220 (USAR officers only).

Since your ORB is your resume, it is in your best interest to see that it is as complete as possible. Several items in the ORB that you should be

FICHE	CONTENTS	USES
P	Evaluation reports, awards, decorations, letters of commendation, Article 15s, courts-martial, letters of reprimand, course completion, transcripts, etc.	Selection boards, career managers, Army Board for Correction of Military Records (ABCMR), other personnel actions.
S	Accession package, promotion orders, extension of service agreements, RA appointments, and other data required for service computation.	Career managers, ABCMR, service computation. Not normally seen by selection boards.
R	Denied OER appeals, courts-martial with no finding of guilty, wholly set aside courts-martial or Article 15s, ABCMR case documents. (Not all OMPF's will have an "R" fiche.)	Individual concerned. ABCMR. Not released to selection boards or other agencies without special permission or written request from individual concerned.

sure to keep up to date are physical (height and weight) data, civilian education level and degrees, military education level, assignment history, and awards and decorations.

Finally, don't forget your official photograph. New photos are required within 60 days of promotion to first lieutenant, upon promotion to every subsequent rank, and every four years. When you go to have your photo taken, make sure your uniform fits well and is well pressed; that you don't need a haircut or a mustache trim; and that your uniform does not violate the specific instructions outlined in AR 640-30. (Wearing regimental infantry brass, infantry blue cords, and leadership tabs, for example, are not prescribed for official photos.) Then go a step further and ask your photo facility to show you a copy of the photo before forwarding it to MILPERCEN.

If you want to visit MILPERCEN to review your records, you should call Infantry Branch 72 hours before your visit so that your official file can be made available to you. (The number to call is AUTOVON 221-0207, or commercial 202/325-0207.) No appointment is necessary for you to visit Infantry Branch or to review your CMIF.

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## POST-OAC ASSIGNMENTS

Officers who attend advanced courses this year should know by their 10th week of training not only where they are going next but what their new jobs will be. Previously, officers learned of their projected assignment locations between two and four months before arriving for the course but did not know the type of unit they would be going to or their duty position.

Because of the recent revision of officer advanced courses (OACs), it is important that an officer's next assignment be projected earlier than in the past.

When the schools begin to add branch-specific modules to the ad-

vanced courses, some officers will stay in school longer than others. The newly revised course is 20 weeks long, followed by from one to six weeks of intensive, job-specific, follow-on training afterward.

Under the new policy, about six months before an advanced course begins, the officers scheduled to attend will be asked to tell the Army where they would like to be assigned after the course. Then, about two months before the course begins, assignment managers will write to the officers about their tentative assignments.

The branch assignment managers who visit within the first two weeks of each class will talk with the officers and make any necessary changes to their original assignments.

Shortly thereafter, requests for orders will be sent to gaining commands, which will decide the type of unit and the duty position for each officer. The schools will then decide what follow-on training each officer will need, if any, to do his new job.

For more information, officers should visit their local military personnel offices or contact MILPERCEN, ATTN: DAPC-OPD-M, 200 Stovall Street, Alexandria, VA 22332-0400. The telephone numbers are AUTOVON 221-7883 or 7884; commercial 202/325-7883 or 7884.

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## ORB POCKET GUIDE

A new pocket-sized guide to the Officer Record Brief (ORB) has been sent to all Army officers at their home addresses. It is DA Pamphlet 640-1, The Officer's Guide to the Officer Record Brief.

The guide explains the ORB and its importance, and it tells what each data element on it means and how to correct any errors that may appear on it. The pamphlet is important to an officer because his career often depends on his understanding of his ORB and on how well he keeps it up to date.

The guide has also been dis-

tributed in units down to battalion level. Officers who have not received it by now should see their publications control officers about getting a copy, or contact MILPERCEN, ATTN: DAPC-OPZ-IM, 200 Stovall Street, Alexandria, VA 22332-0400; AUTOVON 221-8140.

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## NEW WARRANT OFFICER MOS

MOS 750A, Operations Research/Systems Analysis, is being developed for Army warrant officers. Those who are selected for this MOS may receive up to 18 months (24 months in exceptional cases) of full-time graduate education paid for by the Army.

The new program will expand the Army's ability to provide its decision-makers with highly skilled analytical support. Operations research analysts gather data and design mathematical models and simulations of military operations. They use these models and simulations to conduct analyses of costs and resources.

To be selected for the new MOS, a warrant officer must hold a bachelor or master of science degree and must have an exemplary record.

Applications should be submitted as outlined in AR 621-1, paragraph 3-3. Additional information can be obtained from the Warrant Officer Professional Development Branch at MILPERCEN: AUTOVON 221-7843.

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## USAR OERS

Commissioned and warrant officers have a personal responsibility to see that officer evaluation reports (OERs) are prepared on them for a period of duty and forwarded to HQ, ARPERCEN within 90 days of the closing date of the report.

When making inquiries about reports, rated officers should be aware of the date the report was dispatched to ARPERCEN and whether or not the report was returned to the MUSARC or agency for correction.