

ENLISTED CAREER NOTES



VOLUNTEERS NEEDED FOR SERVICE SCHOOLS

Soldiers need education to get ahead in the Army—education can affect promotions and assignments. But many soldiers do not know how selections are made for Army schools or that they may apply for most schools without waiting to reenlist or to be selected by the Department of the Army.

The official source of information on formal courses offered at Army schools and training centers is DA Pamphlet 351-4, the Formal Army Schools Catalog. In addition to describing each Army course, the pamphlet also describes interservice and Department of Defense courses.

Eligibility and submission procedures are explained in AR 614-200, Selection of Soldiers for Training and Assignment, and DA Pamphlet 600-8, Management and Administrative Procedures. Soldiers should visit their battalion operations sections, personnel administration centers (PACs), or post libraries to look at these references.

A soldier's request for a service school must be submitted on DA Form 4187, Request for Personnel Action. If the regulations show that he needs documentation to support his eligibility for a course, it must be forwarded with his DA Form 4187.

An application for a service school course should be initiated at the PAC. The PAC supervisor should then get the commander's recommendation and forward the request to MILPERCEN.

If the application meets the prerequisites and a quota is available, the application is forwarded to the soldier's career branch. The branch reviews it to be sure the Army needs for the soldier to have that training and makes sure he is qualified for it on the basis of his assignments and experience.

Soldiers may apply for schooling

whether assigned in the United States or overseas. Overseas requests for a service school are accepted not more than 12 months nor less than five months before the date a soldier is eligible to return from overseas.

If qualified soldiers with the required MOSs, additional skill identifiers (SSIs), or skill qualification identifiers (SQIs) are not available through normal overseas replacement, however, soldiers may be selected for training on a temporary duty basis and then returned to their overseas commands.

Temporary duty for training can work two ways. If a soldier has assignment instructions, his request will be considered for attendance on temporary duty enroute to his new assignment. If the request is approved, his report date to his new assignment may have to be adjusted to fit with the class graduation date.

For a soldier not on assignment instructions, his request will be considered for TDY and return to his parent unit. It is possible, however, that a soldier who is not on assignment instructions when he submits his request will be by the time MILPERCEN receives it.

The cost of TDY-and-return training is usually paid for by the soldier's installation. The Department of the Army provides funds for all TDY-enroute training and for all NCO professional development courses, whether TDY-and-return or TDY-enroute.

If a soldier is to attend a school enroute to a new assignment, the Personnel Service Center ensures that school instructions are included on permanent-change-of-station orders. If he is going to school in a TDY-and-return status, the installation G-3 office issues the orders.

It must be emphasized that once a soldier has been approved to attend a school, he is committed. If something happens that will prevent his attending the school, he should notify his PAC supervisor as soon as possible. Then the quota can be

filled with another soldier, and the Army's training money will not be wasted.

NCOPD ASSIGNMENT PROCEDURES

Changes have been made in the procedures for NCO assignments. Enlisted career advisors at MILPERCEN are now putting two professional development assignment recommendations for each NCO in the Centralized Assignment Procedure (CAP III) special instructions.

The new procedures, being tested Army-wide under a pilot program, will be limited at first to the assignment of sergeants first class and master sergeants.

The CAP III special instructions will show the career development needs of each NCO. The two recommendations for each will conform to standard duty titles for the NCO's MOS. The special instructions will also include whether the NCO should be considered for duty in a TOE unit or a TDA unit and will recommend a level of responsibility, such as major command, division, or battalion.

Putting professional development recommendations in CAP III should give the strength management officers in gaining commands more management tools to help them pre-assign soldiers. In the past, there was no way for the gaining command to know a soldier's career development needs in advance. As a result, decisions were often limited to matching the MOS and rank of an NCO with a known or projected vacancy. With these new procedures, strength managers will be aware of an NCO's career development needs and can consider them during the pre-assignment process.

Since the final assignment is often determined at battalion level, professional development recommendations should be sent through each management level that makes assignment decisions.

Commanders or their command sergeants major need to have this information.

An NCO should be assigned to one of the duty positions shown in the CAP III special instructions. Because of unit readiness requirements, however, an NCO may have to be assigned to another duty position. The unit commander will continue to have the final say on assignments.

The goal is to use the assignment system to recommend to commanders the types of assignments that will expose NCOs to the full range of duty responsibilities in their MOSs. This will improve MOS competency and job proficiency.

In support of this initiative, NCOs should make sure their personnel qualification records are accurate. They should also have current enlisted preference statements that reflect their assignment wishes on file at MILPERCEN.

SERE TRAINING

MILPERCEN is seeking applications from active Army enlisted soldiers for survival, evasion, resistance, and escape (SERE) training, which teaches soldiers about the Code of Conduct and techniques to support it. The Code provides behavior guidelines for members of the Armed Forces in combat or captivity.

The SERE High-Risk Training Course (3A-F38/012-F27), trains soldiers who require Level C SERE training. Level C training in peacetime is for soldiers who, because of their assignments or missions, have a high risk of being taken hostage by terrorists or of being detained by hostile governments. This includes soldiers assigned to Special Forces A teams, Ranger battalions, and long-range surveillance unit reconnaissance patrols. It also includes aviators and crew members in operational flying assignments in support of special operation forces, and Intelligence and Security Command soldiers with top secret or higher clearances who are susceptible to capture or exploitation.

The course, conducted at the U.S. Army John F. Kennedy Special Warfare Center at Fort Bragg, is three weeks and three days long and is given about once a month.

Soldiers should apply for SERE training on DA Form 4187, Request for Personnel Action. Applications must be completed in accordance with DA Pamphlet 600-8, procedure 3-10, and must be accompanied by DA Forms 2A and 2-1. Forms should be forwarded through the chain of command to MILPERCEN, ATTN: DAPC-EPT-F, 2461 Eisenhower Avenue, Alexandria, VA 22331-0400.

ENLISTMENT ELIGIBILITY ACTIVITY

The Enlistment Eligibility Activity (EEA) is a MILPERCEN field operating agency under the control of the Director of Enlisted Personnel. Its mission is to process waiver requests from people who must have them to enlist or reenlist in the Regular Army.

Reenlistment waiver and personnel actions processed by the EEA under provisions of AR 601-280 include:

⇒ AWOL or time lost in excess of 30 days.

- Court martial convictions.
- Field bars to reenlistment (18-20 years of service).
- Erroneous enlistment determinations.
- Officer grade determinations.
- Withdrawal or declination of continued service statements.
- Cancellation of extensions.
- Second grade waivers.

Recruiting actions processed under AR 601-210 include:

- Hardship discharges.
- Time lost over 15 days.
- Adult felonies.
- Grade determinations (sergeant first class through sergeant major).
- Grade and service waivers.
- Medical disqualifications or discharges.
- Other administrative waivers.

Requests for waivers and other personnel actions regarding enlistment eligibility are *personal* personnel actions. Each request is considered individually under the "whole person" concept. This includes the information submitted with the current action and a review of the individual's overall military service record (active Official Military Personnel File or

prior service records, as appropriate).

Final action by a DA agency ensures that only the most meritorious applicants or soldiers are granted waivers of disqualification and given a chance to serve or continue serving in the United States Army.

MAINTAINING MOS PROFICIENCY

Skill qualification tests have confirmed that many second term and career soldiers have trouble maintaining proficiency in all aspects of their MOSs. This is especially true for those in the adjutant general and the finance career fields.

There is a tendency to use these soldiers in positions in which they have had previous experience. This denies them a chance to work and train in the complete spectrum of their MOSs. Then, in future assignments, they will not have the expertise to perform other tasks that are within the scope of their MOSs.

Personnel service centers and replacement companies can help bridge this training gap by rotating newly arrived soldiers between TOE and TDA duty assignments, consistent with local needs.

Commanders and division chiefs can do their parts, too. Rotating or cross-training soldiers among the duty positions of their MOSs is one way to help solve the problem. Providing dedicated sustainment training time can also help soldiers remain proficient in all areas of their MOSs. (Sustainment training recommendations appear in the MOS training section of the Soldier's Manual.)

Some methods, such as supervised on-the-job training and informal, supervisor or expert-led classes, require more time or coordination than the use of self-paced Training Extension Course materials. These materials are normally available through education centers or battalion training education libraries.

Finally, commanders and supervisors must ensure that all training is performed to Soldier's Manual standards. Any local deviations based on approved local practices or standing operating procedures should be clearly defined as such.

LANGUAGE SKILLS

As authorizations for linguists continue to grow in the Army enlisted force, it becomes even more important to track the language skills of soldiers. Because of recent changes in regulations, however, many soldiers are confused as to who must test and how often.

Soldiers must take the Defense Language Proficiency Test (DLPT):

- If they have received language training at government expense. This includes those who were trained at the Defense Language Institute, Foreign Service Institute, J.F.K. Center, and various service schools and academies.

- If they are serving in a language-dependent MOS (97E or 98G).

- If they hold a Special Qualifications Identifier of "L."

These soldiers must be tested annually, but may not take the test within six

months of their previous DLPT in the same language.

Soldiers with language abilities who are not included in the above categories are also asked to take the test, but are not required to do so.

MILPERCEN provides each local personnel service center (PSC) with a semi-annual roster of linguists who are overdue for testing. The PSC must either submit current test results on each soldier, or have the soldier scheduled for testing through the local test control officer.

Recent increases in linguist authorizations have also caused critical shortages in MOS 98G (Early Warning Special Intelligence Voice Interception) in Russian, Korean, Spanish, and Arabic. Several incentives are offered for those who reclassify into this MOS:

- They are given an opportunity to receive language training at an accredited institute.

- MOS 98G has historically had high Selective Reenlistment Bonus rates, and continues to have them.

- MOS 98G may be attained under the Bonus, Extension, and Reenlistment (BEAR) Program for the Russian, Korean, Arabic, and German languages. This program allows qualified soldiers (private-sergeant, non-promotable) to postpone their reenlistments until they have acquired MOS 98G, and then to reenlist and receive the bonus as it was when they entered the BEAR program.

Soldiers who already speak one of these four languages, and are not currently serving in an MOS for which there are authorizations in them, are the Army's greatest linguistic potential.

Interested soldiers should consider 98G as an option, either through normal reclassification or through the BEAR program.



OFFICERS CAREER NOTES



CGSC NONRESIDENT STUDENT SERVICES

Each officer enrolled in the U.S. Army Command and General Staff College's nonresident programs is now served by single team member who will be responsible for him as long as he is enrolled.

The Extension Training Management (ETM) Directorate of the Command and General Staff College (CGSC) manages the nonresident programs of the Command and General Staff Officer Course (CGSOC), Phase I of the Combined Arms and Services Staff School (CAS³), the Functional Area 54 Qualification Course, and the CGSOC Refresher Course.

The team-member concept, part of a reorganization in the Student Services Division of the ETM Directorate, has changed the way the directorate does business. No longer will a student be referred to different sections to learn the results of his examinations, the status of his writing requirements, and the status of his examinations. Now his assigned team member will be responsible for helping him in all the nonresident programs in which he is enrolled. The person who answers his telephone call will also handle his records, grade his papers, process his exams, and correspond with him. This relationship is intended to make the team member more sensitive to the student's needs, resulting in increasing student service and in reducing turnaround time for student submissions.

The Student Services staff has been reorganized into four 7-person teams. At the same time, telephone lines have been increased from two to 12, with 23 people instead of two available to answer them.

This reorganization was necessary because of unmanageable backlogs in the past and should prevent such backlogs in the future.

Each of the more than 28,000 students currently enrolled in ETM's nonresident programs have been assigned a team member to handle his records. Assignments are alphabetical by last name, as follows:

	LAST NAME	AUTOVON 552- COM (913) 684-
1st Group	A - C	5584
2nd Group	D - J	5615
3rd Group	K - P	5618
4th Group	Q - Z	5407

Additionally, instructors and others involved with administering the U.S. Army Reserve Force School option of the nonresident CGSOC may call these same numbers as follows:

1st Group	First Army schools
2nd Group	Second Army schools
3rd Group	Fourth and Fifth Army schools
4th Group	Sixth Army schools and overseas

Regardless of which telephone number a student calls, however, he will be transferred to the proper team.

TRAINING WITH INDUSTRY

The Training With Industry (TWI) program provides training to Army officers in industrial procedures that is not available through the military service school or civilian university systems.

The program has several objectives:

- To provide a nucleus of officers trained in managerial techniques and the relationship of specific industries to various Army functions.
- To improve the capability of officers to perform the Army's special program activities.

- To serve as a source of information concerning innovations in industrial management practices and techniques.

- To teach officers how major defense contractors and other firms do business, and to have them use the information to the Army's advantage upon their return.

Officers who participate in TWI are

assigned to civilian industries for one year of training. Then they serve a three-year utilization tour in a position that requires interaction with civilian industry.

Army officers annually enter TWI in the following functional areas:

15T	Aviation Logistics
25	Communications-Electronics
31	Physical Security
44	Finance
46	Public Affairs
49	Operations Research/Systems Analysis
51	Research and Development: Test and Evaluation
53	Systems Automation
91	Ordnance
92	Quartermaster
95	Transportation
97	Procurement

To qualify, an officer must have an academic record, educational tests, and other indicators that reflect an aptitude for further schooling. An applicant must also have a military performance record that demonstrates a potential for a highly successful career.

No tuition costs are associated with the program. Officers receive full pay and allowances and are authorized permanent-change-of-station moves. Participants do not receive academic degrees as a result of their training.

Interested officers may submit applications, with their personal resumes, at any time using DA Form 1618-R, Application for Detail as Officer Student at a Civilian Education Institution or at Training with Industry. (See AR 621-1, paragraph 3-4, for information on preparation and submission.)

SINGLE TRACKING

The revised Officer Personnel Management System (OPMS) provides two career patterns for officer development: single tracking and dual tracking. Many questions are still in the minds of officers in regard to single tracking in branch or functional areas.

A single-tracked officer has only one career field—either a branch or a functional area, while a dual-tracked officer has two career fields—both a branch and a functional area.

Single-tracking is permitted in all branches and functional areas, except functional areas 18 (Special Operations), 48 (Foreign Area Officer), 50 (Force Development), and 54 (Operations, Plans and Training). The proponents for these functional areas have determined that branch experience, through dual tracking, is vital to professional development and, therefore, single tracking in these areas is not permitted.

Combat arms officers may single track in their branches, but this is generally discouraged because of assignment limitations, authorizations, and inventory requirements.

Some officers are concerned that single tracking will limit them in future assignments, and it will, in that an officer will receive assignments only in the career field for which he single tracks and in immaterial positions.

An officer who single tracks in a functional area is eligible for assignments to that functional area and to branch immaterial positions.

DA Pamphlet 600-3, Commissioned Officer Professional Development and Utilization, provides help in deciding upon the best course of action. A videotape on OPMS is also available through local Training Aid Support Center film libraries under reference number TVT 12-9.

All officers in year groups 1966-1979 who want to single track in a branch or functional area should read the pamphlet to see whether they meet the stated criteria. If so, they may submit their re-

quests to MILPERCEN, ATTN: DAPC-OPD, 200 Stovall Street, Alexandria, VA 22332-0400. A single-track board meets every six months to review applications.

Officers in later year groups (1980-1986), may apply at their seventh year of service before their formal functional area designation process begins. Officers in year groups earlier than 1966 will be handled on an individual basis.

VOLUNTARY BRANCH DETAIL

The Voluntary Branch Detail (VBD) program is a plan to end the involuntary change of an officer's branch. Such changes have occurred in the past because of the requirement to realign the Army's company grade force structure at the captain promotion point.

VBD will be offered to officers as they come into the Army, and Year Group 1987 officers will be the first to be affected. ROTC cadets were briefed on the program at their advanced camps last summer.

The program applies to cadets who want combat support or service support basic branches, but who also want to serve in combat arms branch details until they are selected for promotion to captain.

A volunteer for VBD indicates his desired basic branch and detail branch on his cadet active duty preference statement.

The ROTC Selection Board will receive both branch choices of each cadet in November each year. If approved for both, a cadet will be assigned to a detail branch upon graduation and to a guaranteed basic branch after about four years of active military service.

Qualified ROTC cadets selected for the detail program can be appointed in the Regular Army. The opportunity to participate in VBD will be extended to U.S. Military Academy cadets as well.

The officers selected will be distributed against Table of Organization and Equipment (TOE) positions. They will remain in their detail branches until they attend their basic branch advanced courses or are promoted to captain.

The VBD program will broaden the background and experience and increase the flexibility of officers selected for active duty. It will also help meet the needs of the Army through voluntary action and will eliminate the need for mandatory rebranching.

USAR SENIOR OFFICER MANAGEMENT

Selected senior Army Reserve Officer management functions now come under the Office of the Chief, Army Reserve (OCAR) with the support of the Army Reserve Personnel Center (ARPERCEN). The Senior Officer Management Office (SOMO), working directly for the OCAR, will combine the functions of the General Officer Management Office, ARPERCEN; the Active Guard/Reserve Colonels Management Branch, ARPERCEN; and the GOMO, OCAR.

SOMO's new location is at the Pentagon in Room BE774. The new telephone number is AUTOVON 227-0922; commercial (202) 697-0922. An administrative element remains at ARPERCEN in the former GOMO location using AUTOVON 693-7550; commercial (314) 263-7677.

