

# ENLISTED CAREER NOTES



## ATTEND COLLEGE FULL TIME

Infantrymen should be aware of a new re-enlistment option that will give them an opportunity to attend college or technical or trade school on a full-time basis for up to two years.

The new educational option is now available to qualifying first-term and mid-career soldiers who re-enlist for four, five, or six years in all MOSs. Soldiers enrolled in a program that will result in a baccalaureate degree are limited to two years of schooling; other soldiers are limited to one year.

To receive 12 months or less of schooling, a soldier must re-enlist for at least four years; to receive 12-18 months of schooling, he must re-enlist for five years; and to receive 18-24 months, 6 years.

This option supports the Servicemembers Opportunity College Associate Degree (SOCAD) and Bachelor Degree for Soldiers (BDES) Programs by providing opportunities for soldiers to complete the programs' residence requirements.

Soldiers who are selected to participate must agree to pay all expenses incurred in connection with the schooling, including tuition, fees, and books. Although tuition assistance may not be used for this purpose, the GI Bill, other accrued educational benefits or grants, and scholarships obtained by the soldier may be used. Soldiers on two-year enlistments must complete their enlistments before being eligible to draw on their Army College Fund accounts.

Futher details are available from local education offices.

## SOLDIERS NEEDED IN CMF 18

The recent approval of Special Forces as a separate career branch reinforces the Army's efforts to strengthen its special

operations forces. In support of these efforts, MILPERCEN is looking for high-quality enlisted soldiers to enter career management field (CMF) 18, Special Operations.

Because of the emphasis on Special Forces, pre-printed application packets are now available from the CMF 18 recruiting team at the U.S. Army John F. Kennedy Special Warfare Center. Interested soldiers may write Commander USAJFK-SWC, ATTN: ATSU-SP-R, Fort Bragg, NC 28307-5000, or call AUTOVON 239-1818/5083, commercial (919) 396-1818/5083.

Since Special Operations is a non-accession CMF, all openings are filled by soldiers already in the Army who apply for reclassification from their original CMFs.

To be eligible, a soldier must meet the following criteria:

- Be a specialist four or higher for MOS 18D (special operations medical sergeant); or be a sergeant or higher for special operations MOSs 18B (weapons sergeant), 18C (engineer sergeant), or 18E (communications sergeant).

- Be a Primary Leadership Development Course graduate.

- Have a General Test (GT) score of 110 or higher.

- Complete the swim test.

- Pass the Army Physical Fitness Test with 17-21 age group standards.

- Not be on levy for overseas assignment.

For more information on CMF 18 and the types of assignment available to Special Forces soldiers, refer to AR 614-200, or contact MSG Hennix, MILPERCEN's CMF 18 professional development NCO, at AUTOVON 221-8340; commercial (202) 325-8340.

## NCOES CODES ON RECORDS

One way for infantrymen to improve

their chances for promotion is to make sure their correct noncommissioned officer education system (NCOES) codes are on their records.

Recent Army policy changes have made NCO education sequential, progressive, and mandatory and have linked some levels of education to promotion. Because of these changes, NCO education codes on the SIDPERS data base and the Enlisted Master File (EMF) have become more important.

Some of the codes now in use have become meaningless as the Enlisted Personnel Management System has evolved over the years, and soldiers' records often contain codes that do not accurately reflect their highest professional development training.

The use of standard codes should correct the lack of good information about NCOES. These codes will ensure that soldiers are considered for promotion and NCOES courses at appropriate times.

The only valid NCO education codes are these:

A—Sergeant Major Academy graduate (resident and nonresident).

C—Sergeant Major Academy nongraduate (resident and nonresident)—was enrolled in but failed to complete one of these programs.

D—Sergeant Major Academy declinee (resident and nonresident).

F—Sergeant Major Academy selectee (resident and nonresident).

M—Advanced NCO Course nongraduate (resident only)—was enrolled in this program but failed to complete it.

S—Advanced NCO Course graduate (resident and nonresident).

T—Advanced NCO Course selectee (resident only).

W—Basic NCO Course graduate—includes all basic NCO courses and basic technical courses.

Z—Primary NCO Course graduate—includes graduates of Primary Leadership, Primary NCO, and Primary

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Leadership Development Courses conducted at NCO Academies; and resident NCO Academy graduates before 1 October 1976.

0—Has not completed any level of NCOES course and codes T, M, F, D, or C do not apply.

Since these codes were announced late last year all invalid NCO education codes should have been changed by 1 March. But NCOs need to check their records to see that the right codes are listed. And whenever their NCOES level changes, they need to make sure their codes are changed too.

Personnel records and SIDPERS clerks also need to make sure the records they handle have correct NCO education codes, because these codes will be an item of interest for Personnel Management Assistance System team visits.

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### LETTERS TO PROMOTION BOARDS

A noncommissioned officer who writes a letter to a promotion board may be wasting his time if he does not follow some simple rules.

Any NCO who is in the zone of consideration for promotion or school and wants to communicate with a selection board must prepare a letter and address it to the president of the specific board, c/o Commander, USAEREC, ATTN: PCRE-BA, Ft. Benjamin Harrison, IN 46249-5301.

The letter may not come from or be endorsed by a third party, and it may not contain information that is critical of or reflects on the character, conduct, or motives of any individual. If it does, it will not be seen by the board.

Any documents enclosed with the letter will not be used to update the soldier's official military personnel file, since the letter and all enclosures to it become a permanent part of the board's records. Unauthorized enclosures such as Individual Soldier Reports, Enlisted Evaluation Reports, and any third-party written communications (such as letters of recommendation or reference) are withdrawn.

Some authorized enclosures include

awards, citations, diplomas, transcripts, training certificates, civilian community awards, athletic achievements, and official photographs. An official photograph that is forwarded with a letter will be withdrawn and processed through normal channels to update the soldier's current photographic file.

Guides to preparing a proper letter are in paragraph 7-38c, AR 600-200, and in the MILPERCEN message announcing the zone of consideration for a particular board. Personnel service companies should have copies of both documents

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### DRILL SERGEANT TOURS

Recent changes in permanent-change-of-station policy have not altered or extended tour lengths for drill sergeants.

Drill sergeant duty is still a four-year tour with the option to request an extension or an additional 12 months, but PCS changes *have* affected how long a drill sergeant will be assigned to the same location.

Soldiers completing two- or three-year drill sergeant tours should expect to remain at their current installations, filling other positions once their drill sergeant tours are over, until they have completed 48 months on station.

Reassignment overseas is an exception to PCS policy and does not require 48 months on station.

AR 614-200, paragraph 8-22(b), which provides assignment policy for drill sergeants who have completed three-year tours, is being reviewed, however, and commanders will be notified once this policy is clarified.

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### EOA DUTY

Infantrymen with previous experience as platoon sergeants or first sergeants who are interested in serving as Equal Opportunity Advisors (EOAs) should contact their career advisors at the Infantry Assignment Branch.

EOA duty is a single-tour detail with duties in SQI "Q," limited to senior NCOs (SFC/PSG and above), with soldiers being selected by MILPERCEN

from all CMFs. A single tour for most EOAs is at brigade and higher levels.

This is a unique and sensitive duty. It is demanding, and its successful performance reflects superior leadership, communication, and administrative skill. NCOs selected for this duty are screened for previous experience as platoon sergeants or first sergeants.

Promotion boards are briefed about the duties of EOAs and are aware that there are many soldiers who may not have had an opportunity for recent experience in leadership positions such as platoon or first sergeants.

Soldiers nominated for this duty will be scheduled to attend the 16-week EOA Course held at the Defense Equal Opportunity Management Institute at Patrick Air Force Base, Florida. Soldiers who successfully complete the course will proceed to their gaining commands for principal duty as Equal Opportunity Advisors.

The telephone numbers to call at Infantry Assignment Branch are AUTOVON 221-8056; commercial (202) 325-8056.

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### EER APPEALS

Infantrymen are urged to make full use of the Army's appeal system when they believe they have been rated inaccurately or unfairly.

AR 623-205, Chapter 4, provides guidelines for preparing an appeal, and Appendix G of that regulation has been added recently to provide more definitive guidance. Staff judge advocate offices and local personnel service centers have people who can also help.

For additional information concerning appeals:

- Active duty NCOs should write to Commander, U.S. Army Enlisted Records and Evaluation Center, ATTN: PCRE-RE-A, Ft. Benjamin Harrison, IN 46249-5301.

- Army Reserve NCOs should write U.S. Army Reserve Personnel Center, ATTN: DARP-PRE-A, 9700 Page Blvd., St. Louis, MO 63132-5200.

- Army National Guard NCOs should write Chief, National Guard Bureau, ATTN: NGB-ARP-E, Washington, DC 20310-2500.

# OFFICERS CAREER NOTES



## IOAC HOUSING PLANS

Forty sets of on-post quarters are now being set aside at Fort Benning for each Infantry Officer Advanced Course class. Each officer's welcome packet will include a letter from 1st Battalion, The School Brigade, on the housing policy, a questionnaire to be filled out by the student, floor plans of the on-post quarters, and a self-addressed envelope in which to return the questionnaire.

The goal is to notify students 45 days in advance as to whether they will be assigned on-post quarters or will have to live off post.

Any student who does not receive a welcome packet or a questionnaire 60 days before his IOAC class start date should contact 1st Battalion at AUTO-VON 835-1962/1043; commercial (404) 545-1962/1043.

## CGSC SELECTION BOARD

A Department of the Army board will convene on 1 September to consider officers managed by the Officer Personnel Management Directorate for selection to attend a resident command and staff college in academic year 1988-89.

To be eligible for consideration, an officer must:

- Be a promotable captain, major, promotable major, or lieutenant colonel on the board's convening date.
- Have completed fewer than 14 years (168 months) of active federal commissioned service on 30 September 1987.
- Be a graduate of an officer advanced course or the Combined Arms and Services Staff School (CAS<sup>3</sup>), or be a Phase I CAS<sup>3</sup> enrollee or graduate. (Officers who have completed the nonresident Command and General Staff College program are eligible for selection to attend a resident course.)
- Not have attended or declined to

attend a U.S. command and staff college or an equated foreign staff college in residence.

Reserve Component officers on extended active duty who are otherwise eligible will remain eligible for command and staff college consideration if they will not reach their mandatory release dates from active duty, or retire, before the board convenes.

Evaluation reports must arrive at MILPERCEN's Evaluation Reports Branch (DAPC-MSE-R) by 1 September. Only originals will be accepted, because machine-reproduced and electronically transmitted copies cannot be microfiched.

Eligible officers may write letters to the board on matters they believe are important to the consideration of their records. Letters should be addressed to President, 1987 Command and Staff College Selection Board, ATTN: DAPC-MSB, 200 Stovall St., Alexandria, VA 22332-0400. Letters must arrive by 1 September and must include complete social security numbers.

Letters to the board president should not be used to update Official Military Personnel Files, because letters and enclosures become part of the board record and are *not* filed in OMPFs.

Officers who are eligible for consideration should review their records to make sure they are correct and up to date. Each officer's record should contain a current report of physical examination and a photograph. The selection board will review photos in hard copy.

Officers can get copies of their Official Military Personnel Files and Officer Record Briefs at no cost by writing to Commander, USA MILPERCEN, ATTN: DAPC-MSR-S, 200 Stovall St., Alexandria, VA 22332-0400. Social security number and current mailing address must be included.

MILPERCEN has established a special processing unit to handle OMPF updates for eligible officers. OMPF additions

and corrections should be submitted as soon as possible to Commander, USA MILPERCEN, ATTN: DAPC-MSR-S (Special Processing Unit), CSC Board, 200 Stovall St., Alexandria, VA 22332-0400.

## AWCCSC APPLICATIONS

Infantry officers should be aware that the 1987 Senior Service College Selection Board will meet 21 July to select officers to attend various senior service colleges and also to identify officers who are eligible to apply for the nonresident Army War College Corresponding Studies Course (AWCCSC).

Officers who are interested in taking the AWCCSC must apply to their assignment managers by 15 December 1987. Chain of command endorsement is not required.

To be eligible for selection, an officer must:

- Have completed at least 16 years (192 months) but not more than 23 years (276 months) of active federal commissioned service as of 1 October 1988.
- Hold the rank of lieutenant colonel or colonel on the board's convening date.
- Be a graduate of or have credit for completion of a command and staff level college.
- Not have attended, received credit for attendance, or declined to attend in residence a senior service college or an equated foreign school as specified in AR 351-1, Individual Military Education and Training.

Reserve Component officers on the active duty list who are otherwise eligible will remain eligible for consideration as long as they will not reach their mandatory release from active duty dates before the board convenes.