

ENLISTED CAREER NOTES



ARMY CAREER AND ALUMNI PROGRAM (ACAP)

The Army Career and Alumni Program (ACAP) can help soldiers ease the transition from the Army to civilian life.

When soldiers are referred to ACAP, post Transition Assistance Offices (TAO) design individual transition plans to meet their needs. From financial counseling to job search skills, the office coordinates the services available both on and off post.

In addition to this office, Job Assistance Centers help soldiers write resumes, sharpen interviewing skills, and prepare for the job search. These centers have computerized databases of employers who are interested in hiring soldiers in transition.

To be sure his soldiers get full benefit from ACAP, a leader should refer them to the assistance office as soon as he knows of their plans to leave the Army. The more time they have to prepare, the easier it will be for them to find jobs or to prepare and submit college applications.

For more information about ACAP, call your local Training Assistance Office or call PERSCOM at DSN 221-2030 or commercial (703) 325-2030.

CTT TO MEASURE LEADERSHIP

Beginning 1 October 1991, noncommissioned officers who take the Common Task Test (CTT) also will be evaluated on their leadership abilities.

Soldiers in the rank of private through staff sergeant will be tested on 12 common soldier tasks. Sergeants and staff sergeants will perform two additional NCO tasks geared toward their levels of responsibility. Sergeants first class will be tested on six additional tasks.

This change was made in response to a 1989 report by the NCO Leader Development Task Force, which recommended that CTT be made more progressive and that it test each soldier at his level of responsibility. The task force was formed in October 1988 to investigate ways of improving the NCO ranks.

The common tasks for the revised test are in the Soldiers Manual of Common Tasks, Skill Level 1, dated October 1990, and Skill Levels 2 through 4, dated January 1989.

MASTER FITNESS COURSE OPEN TO AGR SOLDIERS

Active Guard/Reserve (AGR) soldiers are eligible to enroll in either the four-week Active Army component (AC) Master Fitness Trainer (MFT) Course or the accelerated two-week reserve component (RC) course. AGR soldiers are encouraged to attend the four-week AC course, if possible.

The MFT Course, by providing professional development for AGR soldiers, will ultimately improve the quality of the AGR program and the state of fitness among drill reservists.

Physical fitness is a continuing process. Individually prescribed exercise programs for drilling reserve soldiers are crucial to developing and maintaining their readiness because of the infrequency of their scheduled unit training. In addition, the MFT course is battle focused with respect to physical fitness.

A graduate of the course can develop a unit physical fitness training program that is specific to the unit's mission. Another function of the MFT is to serve as the subject matter expert to the unit commander on all doctrinal physical fitness issues.

The following are the prerequisites for the course:

- Recommendation of battalion commander or equivalent.

- All students must pass the Army Physical Fitness Test (APFT) on the first day of class.

- Students over 40 years of age must be medically cleared to take the APFT.

- Students must weigh in the first day of class and must meet the height and weight standards of AR 600-9.

- A GT score of 105 is recommended.

- Non-tobacco-users are recommended.

The MFT course is academically demanding. An intensive block of instruction includes such classes as skeletal and muscular anatomy and physiology, exercise physiology, and the cardiovascular system. Students must therefore have good reading comprehension to succeed in the course.

Applications for either course must be submitted through the appropriate chain of command to the Director, Full-Time Support Management Center (FTSMC), ATTN: DARP-AR, 9700 Page Blvd., St. Louis, MO 63132-5200, for quota allocations.

Anyone who would like additional information may call CPT Kiermaier at DSN 693-9571 or commercial (314) 263-9571.

RC NCOs NEEDED FOR NCOLP

The Army Reserve is encouraging senior NCOs who have multifunctional knowledge in logistics to apply for membership and training in the Non-commissioned Officer Logistics Program (NCOLP).

The Office of the Chief Army Reserve (OCAR) is recruiting high quality NCOs in the ranks of staff sergeant (promotable) through sergeant major in a designated NCOLP specialty. To qualify, an NCO needs five years of

logistics experience in his primary specialty.

Applicants must have outstanding military records with no court-martial or civil convictions, except minor traffic offenses. A security clearance of Secret

or higher is required, or a statement from a security manager indicating that a clearance application is being processed.

The list of designated NCOLP MOSs has been updated and is available from

MSG Larry Weese at HQDA, OCAR, ATTN: DAAR-LO, 1815 North Fort Myer Drive, Arlington, VA 22209-1805; telephone DSN 226-0274 or commercial (703) 696-0274.

SWAP SHOP



MONTHLY COUNSELING TECHNIQUE

In our unit, we use a standardized form for conducting monthly performance counseling. It is an effective method that covers all aspects of our soldiers' duty performance and covers many areas in specific detail. It is made up of two standard letter-size sheets.

Throughout the form, the counselor must place an X where applicable and fill in the blanks with bullet-type comments. The format serves many purposes:

- It is standardized for a particular unit.
- It is specific and requires a counselor to cite examples.
- It helps junior leaders become competent counselors.

• It ensures that all unit counselors are covering similar topics in accordance with the guidance of their leaders or commanders.

• It can be used without DA Form 4856 but for performance counseling only; DA Form 4856, General Counseling Form, must be used for initial, informal, and special counseling.

• It reinforces the unit chain of command.

• It helps leaders identify their soldier strengths, weaknesses, and particular training needs — fire team, squad, or platoon.

This format is only an example, but our unit has used it for the past two years and has found it effective. Other units can use it as a starting point and adapt it to their own needs.

MONTHLY COUNSELING SHEET				
Name		Rank		Month of:
Training Activities Participated in This Month:				
Special Activities:				
Evaluation of Professionalism and Performance				
Excellence	Success	Needs Improvement		
		Some	Much	
				Demonstrates initiative
				Adapts to changes
				Seeks self-improvement
				Performs under pressure
				Displays sound judgment
				Communicates effectively
				Demonstrates technical knowledge
				Individual integrity
				Demonstrates pride in unit
				Loyalty to unit & C of C
				Displays moral courage
				Self discipline
				Military discipline
				Honest in word and deed
				Team player
Bullet Comments:				
Duty Performance:				
* MOS Competency				
* Job Competency				
* Attitude toward Training				
* Weapons Qualification				
Excellence	Success	Needs Improvement		
		Some	Much	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Promotable Status: Individual is in Zone of Consideration Yes/No				
<input type="checkbox"/>				Recommend for Promotion / Not Recommended Yet <input type="checkbox"/>
Physical Fitness:				
* Maintains Fitness				
* Participates in Unit PT				
* Maintains Height/Weight				
* Attitude toward Training				
* Understands Principles of Exercise				
Excellence	Success	Needs Improvement		
		Some	Much	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Personal Conduct:	
* Wear and Appearance While in Military Uniform	
* Maintains Haircut Standards	
* Displays Enthusiasm	
* Obeys Automobile Laws	
* Maintains Personal Finances	
* Limits Substance Abuse	
* Off-Duty Conduct	
Excellence	Success
<input type="checkbox"/>	<input type="checkbox"/>
Maintenance and Accountability:	
* Maintains Weapons and Equipment	
* Accountable for Weapons/Equipment	
* Room and Personal Property Standards	
* Participates in Unit Maintenance	
* Positive Attitude toward Maintenance	
Excellence	Success
<input type="checkbox"/>	<input type="checkbox"/>
Leadership Potential:	
* Take Charge of Details	
* March and Drill Soldiers	
* Leads PT	
* Presents Instruction	
* Lead a Patrol in the Field	
* Takes Initiative in the Absence of Orders	
* Cooperates When Others Lead	
Excellence	Success
<input type="checkbox"/>	<input type="checkbox"/>
Name, Grade, Signature of Counselor	
Date	
I acknowledge having been counseled by the above individual and understand the reason for this counseling. I concur/nonconcur that the information above accurately reflects this counseling session. I nonconcur for the following reasons:	
Name, Grade, Signature of Individual Counseled	
Date	

(Submitted by LT Mark D. Butler, XO, Company C, 1st Battalion, 14th Infantry, 25th Infantry Division, and SFC Richard A. Beal, formerly Scout Platoon Sergeant of the same battalion.)

OFFICERS CAREER NOTES



CLARIFICATION OF BRANCH QUALIFICATION

"Branch qualification" is a term that is familiar to all in the Infantry community, but there still seems to be some misunderstanding as to its meaning.

Branch qualification is defined as the successful completion of company command, an officer advanced course, and at least 12 months of duty in a troop unit as a company grade officer. Branch qualification occurs only once, and that is at the rank of captain.

Officers who are branch qualified and who have demonstrated a strong overall manner of performance in many challenging positions in our infantry organizations — whether at corps, division, regiment, brigade, or battalion level — will always be the most competitive for promotion to the next higher grade.

The term itself — branch qualification — does not apply to field grade officers. At the field grade level, an officer's performance throughout his service is the focus for promotion, command, or school selection. Contrary to popular belief, there is no specific position that a major, for example, must have served in before he is considered eligible for promotion to lieutenant colonel.

USMA SOCIAL SCIENCES GRADUATE PROGRAM

The Department of Social Sciences at the United States Military Academy at West Point is looking for highly qualified company grade officers who were commissioned through ROTC or OCS in Basic Year Groups 1984 to 1991 and who are interested in civilian graduate study, followed by a teaching assignment at the academy.

The Department of Social Sciences educates cadets in the academic disciplines of Political Science (both American and International), Economics, and Management. The department's selection process is exceptionally competitive and requires early application — it is never too early to begin the application process. Under consideration now are the applications of officers who may be available to start graduate study in the summer of 1993 or later. Applications for officers in the 1992 group must be complete, including reported GRE or GMAT scores, not later than 1 March 1992.

To compete, an officer must be branch qualified by the time he intends to begin graduate school, must demonstrate strong long-term military potential, and must have an undergraduate record that indicates he can gain admission to, and successfully complete, graduate study at a top U.S. university.

For more information, anyone who is interested may write to Department of Social Sciences, United States Military Academy, ATTN: MAJ Joseph Nunez, West Point, NY 10996.

SENIOR OFFICER LOGISTICS MANAGEMENT COURSE

The Senior Officer Logistics Management Course is specifically designed to update commanders and their primary staff officers at battalion and brigade level on logistics matters.

The course encompasses maintenance, supply, and transportation procedures, and offers hands-on experience with vehicles, weapons, and ammunition, and with medical, communications, NBC, and quartermaster equipment. It is open to officers in the rank of major and above in the Active Army, Army Reserve, Army National Guard, U.S.

SOLMC SCHEDULE FY 1992

CLASS NUMBER	CLASS DATES
1	6 Oct - 11 Oct 91
2	5 Jan - 10 Jan 92
3	26 Jan - 31 Jan 92
4	1 Mar - 6 Mar 92
5	29 Mar - 3 Apr 92
6	5 Apr - 10 Apr 92
7	26 Apr - 1 May 92
8	10 May - 15 May 92
9	14 Jun - 19 Jun 92
10	20 Sep - 25 Sep 92

Marine Corps, and allied nations, and to Department of Defense civilian employees in the grade of GS-11 or above.

The one-week course is conducted ten times each fiscal year at Fort Knox, Kentucky. (See accompanying schedule for FY 1992.) Class quotas may be obtained through normal TRADOC (Training and Doctrine Command) channels.

Further information is available from CPT Hammerle, DSN 464-7133/3411 or commercial (502) 624-7133/3411.

CAS3 SCHEDULE — FY 1992

The following is the schedule of Combined Arms and Services Staff School (CAS3) classes for FY 1992:

CLASS NUMBER	CLASS DATES
1/2-92	16 Oct - 19 Dec 91
3-92	5 Jan - 6 Mar 92
4-92	12 Jan - 13 Mar 92
5-92	10 Mar - 12 May 92
6-92	18 Mar - 20 May 92
7-92	17 May - 17 Jul 92
8-92	1 Jun - 31 Jul 92
9/10-92	10 Aug - 9 Oct 92

