

ENLISTED CAREER NOTES



PROFESSIONAL DEVELOPMENT AND CAREER MANAGEMENT

The professional development of Infantry noncommissioned officers (NCOs) is an Infantry career advisor's primary responsibility. But he is also responsible for managing each NCO's career, as well as performing other duties that affect the total force.

For instance, a career advisor nominates NCOs for duty as recruiters, drill sergeants, observer-controllers, and other special management assignments. In addition, he acts as a consultant to the civilian assignment manager and is instrumental in making the final preparations for NCO assignments.

A career advisor ensures the professional development of his NCOs by seeing that they receive varied assignments and increased responsibility. He also identifies NCOs who require special training for their next assignments and ensures that they receive that training, usually on a temporary duty basis en route to those assignments. Two of the more common sources of this training are the Observer-Controller Course and the First Sergeant Course.

A career advisor has two ways of establishing an accurate picture of an NCO's qualifications and career progression. One is from the personnel data base, the other from the career management information file (CMIF). If an NCO's CMIF contains DA Forms 2A and 2-1, Personnel Qualification Record (PQR), an updated official photograph, and correct copies of his most current DA Form 2166-7, NCO Evaluation Report, the advisor can get a true assessment of the NCO's career. As a result, the NCO will be more competitive for nominative assignments or school selections.

Although career management is the responsibility of the career advisors at

PERSCOM, career development begins with the individual soldier. The soldier is responsible for making sure the information on his PQR is correct during the annual records update conducted by his local personnel service center.

OBSERVER-CONTROLLER ASSIGNMENTS

Infantry Branch at the Total Army Personnel Command (PERSCOM) is continually seeking top NCOs in CMF 11 to fill assignments as observer-controllers (OCs) at the Joint Readiness Training Center (JRTC) and the National Training Center (NTC).

To qualify for these assignments, NCOs must have outstanding performance records and competitive schooling records. Sergeants first class must have served at least two years as platoon sergeants in TOE units; staff sergeants must have served at least two years as squad leaders in TOE units. All NCOs must have GT scores of 100 or more with no physical profiles (except for glasses).

The JRTC is now authorized 11M J3s (Bradley infantry fighting vehicle crewman, with master gunner qualifications). Only the top 10 percent of NCOs are assigned to these tough but rewarding positions.

If you are interested in one of these assignments and meet these standards, submit DA Form 4187, your NCO-ER form, DA Forms 2A and 2-1, and your most recent DA photo through your chain of command.

TRANSFERRING ARTICLE 15s FROM PERFORMANCE RECORD

One of the most serious setbacks for an NCO in relation to promotions is the

presence of an Article 15 in the performance portion of his official file. Before a soldier enters the zone of consideration for promotion, he should make every effort to have the Article 15 removed and transferred to his restricted file.

This action will not guarantee that a soldier will be selected for promotion, nor will it cause a reconsideration of his previous nonselection. But failing to take action to move the Article 15 will send a negative message to the promotion board.

NCOs in the rank of staff sergeant and above may request the transfer by petitioning the Department of the Army Suitability Evaluation Board. These NCOs should refer to AR 27-10 for detailed information on how to file such a petition. NCOs in the ranks of sergeant and below may request the transfer under the provisions of AR 15-185. A board considers each petition and then makes a decision.

Soldiers who have Article 15s in their records should seek help from their personnel staff NCOs and legal clerks in preparing and submitting petitions.

EXCEPTIONAL FAMILY MEMBER PROGRAM

Some Infantry soldiers who have family members with special medical or educational needs run into problems when they are reassigned. Specifically, these problems arise when soldiers who are not enrolled in the Exceptional Family Member Program (EFMP) receive assignment instructions for overseas duty and apply for family travel. Some of these requests are being disapproved because the gaining unit does not have the proper facilities to care for an exceptional family member.

Faced with the prospect of a two-year family separation, these soldiers call PERSCOM and request either a change of assignment to a short tour or deletion from overseas assignment. Deletions and deferments from assignment instructions will not be granted solely for the purpose of enrollment in the EFMP.

Since 1 August 1986, Infantry soldiers with assignment instructions for duty outside the continental United States (OCONUS) have been required to have family members medically and educationally screened and, if there is a special need, enrolled in the program.

It is to the advantage of the soldier and his family to enroll in the program before he receives assignment instructions. Then, when he is nominated for assignment, PERSCOM will coordinate with the gaining command to determine whether the needed services are available.

Soldiers who indicate on DA Form 4187, Reassignment Processing, that their family members require special services, should know that decisions on OCONUS family travel will not be made final unless they are enrolled in the program or complete and forward information on their special needs to the gaining OCONUS command.

Infantry soldiers may enroll through their local Army medical treatment facilities. Questionnaires (DA Form 5291-R series) or a Functional Medical Summary Sheet are completed by the sponsor and verified by the attending medical or educational specialist. The questionnaires or summary sheets are forwarded to the regional EFMP coding team, which converts the information to coded booklets. This process is mandatory and must be revalidated every three years.

EFMP information is not maintained in local or DA-level files that are viewed by promotion or school selection boards.

CMIF UPDATE

A soldier's career management information file (CMIF) is a tool his assignment manager and professional development NCO use in considering his assignments and career development.

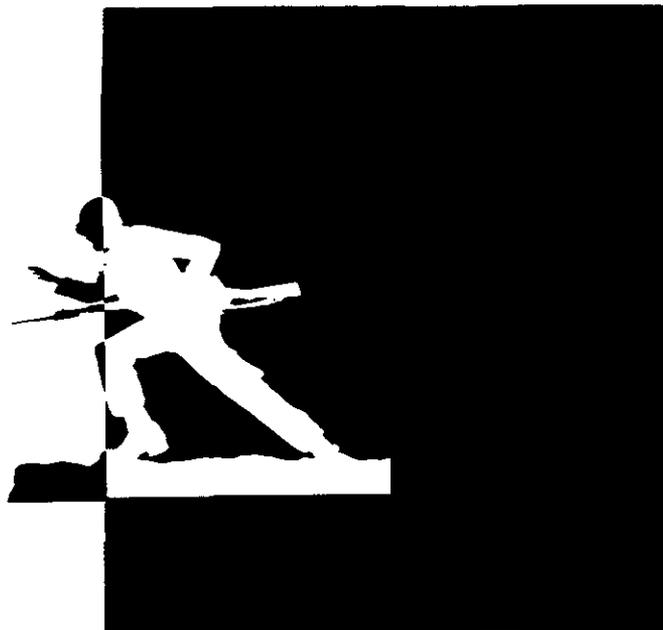
The soldier's CMIF is not to be confused with his official military personnel file (OMPF), although it often includes a microfiche copy of his OMPF. It also contains hard copies of the soldier's DA Form 2A (Personnel Qualification Record Part I) and 2-1

(Personnel Qualification Record Part II), academic evaluation reports, enlisted evaluation reports, and correspondence to and from the soldier. The CMIF does not represent the soldier before any boards, such as DA decentralized promotion boards; hardcopy enlisted evaluation reports are sometimes requested by Fort Benjamin Harrison when there is a need to complete or reconstruct an OMPF.

A soldier's CMIF is created when he is promoted to staff sergeant and his assignment manager requests copies of his DA Forms 2A and 2-1. The file steadily grows, accumulating assignment and career development transactions, correspondence to and from the soldier, and documents that detail the soldier's abilities and performance during periods of service.

A soldier can make sure the most accurate data represents him by forwarding copies of his DA Forms 2A and 2-1 at least every two years. This information also helps his assignment officer match his desires with the needs of the Army.

The mailing address for sending updated DA Forms 2-1 is Commander, PERSCOM, ATTN: TAPC-EPK-I, 2461 Eisenhower Avenue, Alexandria, VA 22331-0452.



OFFICERS CAREER NOTES



INFANTRY OFFICER ADVANCED COURSE, RESERVE COMPONENT

The three-phase Infantry Officer Advanced Course-Reserve Component (IOAC-RC) is no longer offered. Effective 1 October 1992, students enrolling in IOAC-RC now come under the new two-phase program.

Students already enrolled in the old three-phase program are provided the following guidance:

- Students who complete Phase I resident, Phase II CAS³, and Phase II-B (Branch Specific) will be declared graduates upon verification of all requirements.
- Students who complete Phase I and some of the correspondence phases must complete the correspondence portion by 30 September 1993 to be declared graduates.
- Students who complete Phase III and some or all of the correspondence portion must attend one resident phase and complete the correspondence portion by 30 September 1993.
- Students who have not completed any resident or correspondence portion must complete Phase I of CAS³, Phase II-B, and one resident phase by 30 September 1993.
- Students who do not complete these requirements by 30 September 1993 will be dropped from the program.
- Portions of the old three-phase program that a student has completed will not be transferred to the new program.

The new two-phase program consists of 120 hours of correspondence and one two-week resident phase. Completion of the correspondence phase is a prerequisite for the resident phase. The two-phase program must be completed within two years of initial enrollment. A one-year extension may be granted by the proponent.

JOINT DUTY CREDIT FOR DESERT SHIELD/STORM

Officers who served in the Persian Gulf combat zone may be granted credit for full or partial joint-duty tours. They must have served in the Persian Gulf combat zone in positions that provided significant experience in joint matters during the period beginning 2 August 1990 and ending 28 February 1991.

The new provision of the National Defense Act, which went into effect on 23 October 1992, is not designed to set aside the previous joint officer requirements; it is intended to provide credit only for cases in which an officer truly gained significant experience involving the integrated employment of land, sea, and air forces during Operations DESERT SHIELD or DESERT STORM.

Once the criteria have been established and published to the officer community, officers will probably be given 30 days to submit their requests. The request format will require the following information: Officer's name, rank, Social Security number, branch or occupational specialty, dates of service in the combat zone, position duty title during the service, type of credit requested (full or partial), and narrative justification indicating the position served in, supported by factual evidence such as letters of recommendation, awards, officer evaluation reports, and the like.

ADVANCED CIVIL SCHOOLING (ACS)

Each year, Infantry Branch identifies about 50 branch-qualified captains to attend advanced civil schooling (ACS) during their senior company-grade years. Officers selected to pursue mas-

ter's degrees as full-time students are typically linked to gaining qualification in a technical functional area, or to an instructor assignment at the United States Military Academy.

Selection for ACS has become increasingly competitive in recent years. Understandably, manner of performance is the crucial discriminator in the selection process. Undergraduate academic records are also important in predicting an officer's acceptance and success in graduate school.

The assignment officers at Infantry Branch are looking for applicants with above-average files and undergraduate grade-point averages above 2.5 on a 4-point scale. Career timelines must also support and protect the opportunity to get each officer back to a troop assignment in time to stay competitive for future promotion and command.

The time for an officer to begin examining an ACS option is when he assumes command. Infantry Branch normally begins filling ACS quotas (by functional area) eight to ten months before the start of the upcoming academic term (normally August of each year), so applications should be submitted by October of the preceding year.

A branch-qualified captain who wants to apply should submit a complete packet that includes DA Form 1618-R, Application for Detail as Student Officer at a Civilian Educational Institution; a copy of his undergraduate transcripts; and the results of his recent Graduate Record Examination (GRE) or Graduate Management Admissions Test (GMAT) scores.

Most applicants have to study before taking one of these tests. During the officer advanced course is probably a good time to prepare for and take the test. The cutoff score for applicants is 500 in each area.

Most important, an officer who is

interested in ACS or who has additional questions should call his branch representative early and often to make sure he is not missing anything. Officers in Functional Area 39 have excellent opportunities for ACS slots and need to call as soon as possible to pursue this opportunity.

ACADEMIC TRANSCRIPTS, YEAR GROUP 1988

Officers in Year Group 1988 should send a copy of their civilian institution academic transcripts to Infantry Branch to be placed in their career management information files (CMIFs). These transcripts are used to assess potential for advanced civil schooling, functional area designation, Army Acquisition Corps accession, and numerous nominative assignments.

Additionally, officers interested in attending fully funded graduate school should maintain a current copy of their GRE scores in their CMIFs. These scores remain valid for five years.

NONRESIDENT COMMAND AND GENERAL STAFF COLLEGE

An officer who is not selected to attend the resident Command and General Staff College after first eligibility should sign up for the nonresident course immediately.

An officer has several good reasons for finishing a command and staff course on his own:

To be eligible for an assignment to a troop location as a major. In the past, the assignment of officers who are not qualified in Military Educational Level (MEL) 4 to troop duty increased the frequency of second-string jobs and poor OERs.

To increase his competitiveness for a sister service resident CSC.

To qualify for a wide variety of high-speed assignments that require MEL 4.

To improve his promotion potential. All of the majors in the primary zone last year who were not MEL-4

qualified were passed over for promotion.

An officer can take nonresident CGSC by correspondence, by classroom instruction given by the U.S. Army Reserve (USAR) schools, or by participating in a combination of USAR school and correspondence. (AR 351-1 contains the details on how to sign up.)

The CGSC nonresident course is structured into six sequential phases with each phase consisting of a number of sub-courses. An officer must complete all course requirements in sequence, and within 48 months of the enrollment date.

ARMY ACQUISITION CORPS ACCESSION BOARD

Infantry Branch is looking for 22 outstanding officers from Year Group 1986 to become members of the Army Acquisition Corps. The accession board to select these officers will convene in October 1993.

The Army Acquisition Corps is a dedicated pool of highly qualified military and civilian acquisition specialists. These specialists are trained and developed to fill designated critical acquisition management positions throughout the Army and the Department of Defense.

To be eligible, an officer must be branch qualified, have the academic background and potential to excel in all required military and civil schooling, and have a demonstrated manner of performance that indicates a higher-than-average potential for advancement.

Infantry Branch is looking for officers who have the following qualifications:

- A solid manner of performance as an infantryman with center-of-mass command reports or better; someone who has done well in various jobs; a team player.

- An academic background suitable for advanced civil schooling; a cumulative grade-point average (GPA) of 2.7 or better, 3.0+ preferred; a good record in "hard science" courses.

- The academic potential to get into

graduate school; Graduate Record Exam (GRE) score of 500+ in each area.

To make an informed decision, an officer should learn as much as he can about the program and seek the advice of his battalion commander. Captain Larese, AAC accession officer, at DSN 221-6354, can answer specific questions.

Applications and test dates for the GRE are available at local education centers. No officer should take the GRE "cold"; he should first take the practice tests found in study guides.

The application packet should contain the following:

- A memorandum or DA Form 4187 requesting accession into the Army Acquisition Corps.

- Copies of all undergraduate and graduate transcripts.

- A copy of GRE or GMAT scores.

The request packet must reach Infantry Branch by 30 September 1993. At that time, an updated copy of the applicant's officer record brief and microfiche will be ordered for the board in October.

In summary, we are not looking for officers who cannot make it as infantrymen. Rather, we are looking for a few good men who excel as infantrymen and have a special interest in making their future contribution to the Army in the acquisition field. We are sending only high-quality officers into the AAC, because we owe high quality to the infantrymen of the next century.

SENIOR OFFICER LOGISTICS MANAGEMENT COURSE

The Senior Officer Logistics Management Course is a one-week, multi-functional course specifically designed to provide an update for battalion and brigade commanders, primary staff officers, and Department of the Army civilians working in the logistics field.

The course encompasses maintenance, supply, and transportation, as well as hands-on experience with vehicles, weapons, and ammunition, as well

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as medical, communications, NBC, missile, and quartermaster equipment. It is open to officers of all branches in the rank of major or higher from active Army, Reserve component, U.S. Marine Corps, and allied nations. DA civilians in the grade of GS-9 or higher are also eligible to enroll.

The one-week course is conducted 12 times each fiscal year at the U.S. Army Armor School, Fort Knox, Kentucky. Class quotas can be obtained through normal Training and Doctrine Command channels. Potential students must

enroll through their G-3 or civilian training offices.

More information is available from the course staff, DSN 464-3411/8152 or commercial (502) 624-3411.

USMA TEACHING ASSIGNMENTS

The United States Military Academy's Department of Social Sciences is looking for company grade

ROTC or OCS officers who are interested in teaching political science or economics. The Academy is now considering the applications of officers who may be available to start graduate study in the summer of 1994 or later.

Officers from basic year groups 1986-1990 who are interested in civilian graduate study followed by a teaching assignment at West Point should write to Department of Social Sciences, United States Military Academy, ATTN: Personnel Officer, West Point, NY 10996.

