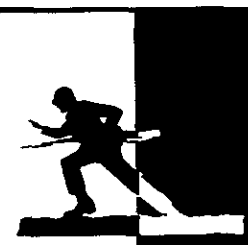
ENLISTED CAREER NOTES



REVIEW DA FORMS 2A AND 2-1

Frequently, outdated DA Forms 2A and 2-1 are found in the soldiers' career management individual files (CMIF) maintained in the Infantry Enlisted Branch at PERSCOM. Too many soldiers neglect to make sure their forms are updated until they are required to go to their personnel services centers for birth-month reviews or upcoming promotion boards. Unfortunately, soldiers may miss their birth-month reviews for various reasons such as deployment, priority training, and the like, and never make them up.

These forms are important for promotion purposes, but they are also critically important to the assignment process. Assignment managers must have the most accurate information possible in order to make logical, professionally correct assignments. Commanders must therefore stress the importance of these documents to their soldiers and make sure they are kept up to date.

Soldiers in the ranks of sergeant through master sergeant should send their updated DA Forms 2-1 to PERSCOM, ATTN: TAPC-EPK-I, 2461 Eisenhower Avenue, Alexandria, VA 22331-0452. Soldiers who have questions concerning how to read either form should see their personnel services NCOs.

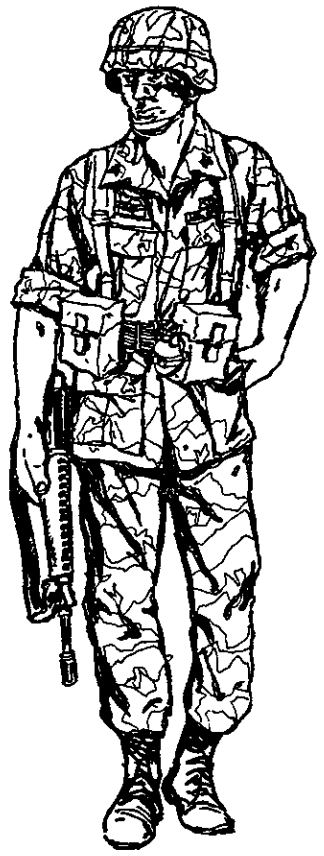
AWARD OF ADDITIONAL SKILL IDENTIFIERS (ASIs)

Soldiers who attend schools that produce additional skill identifiers (ASIs) should make sure orders are published by their personnel service centers (PSCs) upon their return to home station. These orders will trigger updates in the personnel data base at PERSCOM, and a copy of the document will be placed in each soldier's CMIF.

The enlisted master file update is important to the overall infantry career management field, because it helps assignment managers maintain an accurate ASI inventory and meet training requirements.

ASSIGNMENT PREFERENCES

A soldier lets his assignment manager or professional development NCO know his assignment preferences by



submitting a DA Form 4187, Personnel Action Form. This form originates in the battalion personnel action center (PAC) and is further processed at the personnel service center (PSC).

On this form, a soldier should include at least one location in the continental United States (CONUS) and three locations outside CONUS. He should be as realistic as possible in making his selections; this means choosing locations where there are positions in his military occupational specialty (MOS) and skill level.

His personnel service center will process his preferences, which will appear on his DA Form 2A in Section IV, Items 19 and 20. These preferences will then show up on the computerized enlisted master file (EMF) at PERSCOM, which assignment managers use in making assignments.

A key in making assignments is updated DA Forms 2A and 2-1, which should be sent to infantry branch at least every two years. The mailing address is PERSCOM, ATTN: TAPC-EPK-I, 2471 Eisenhower Avenue, Alexandria, VA 22331-0452.

Although the needs of the Army take priority over all other considerations, sometimes a soldier's assignment preferences can be allowed to determine his next assignment. When this occurs, assignment managers look at the soldier's preferences and try to get him as close as possible to the location he prefers.

Before submitting a request for assignment preferences, a soldier should see his personnel action center or personnel service center representatives to clarify any questions he may have.

OFFICIAL DA PHOTOGRAPHS

Effective April 1984, all Department of the Army centralized promotion boards are provided a hardcopy photograph, if it is available, of each infantry soldier being considered for promotion. This photograph represents the soldier whose official military personnel file is

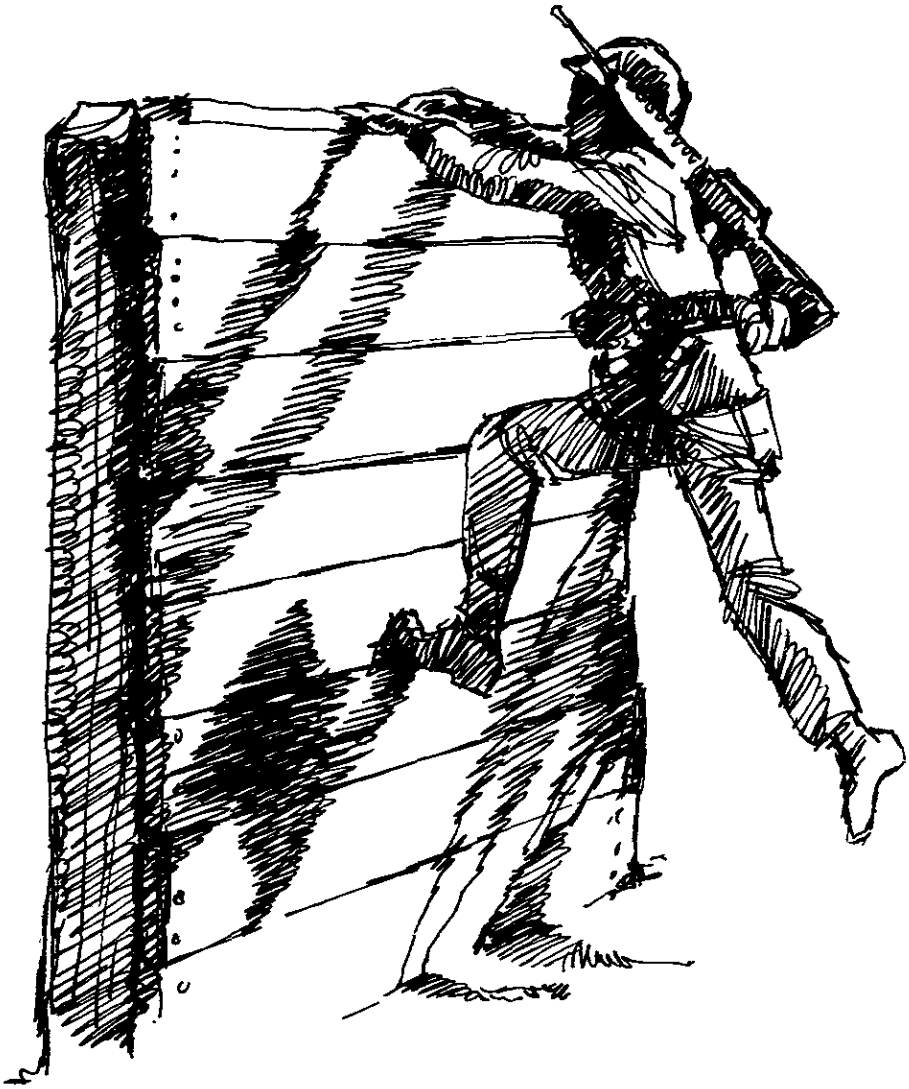
being reviewed. It is usually influential in the decision making processes of the board members who see it. One previous board member called the photograph "the soldier's personal statement of professionalism to the board."

If there is no photograph at all in a soldier's file, the board members may be misled and believe that he does not care or is trying to hide an unfavorable appearance. Leaders should therefore ensure that their soldiers have color photos taken and then should review them.

After having a photograph taken, a soldier should view it with concern for several things: making sure the photograph is sharp, his image does not blend in with the background, and the menu board has been assembled accurately. A sloppy or overweight appearance or unauthorized awards and decorations, for example, could adversely affect the soldier's opportunity for selection. The leaders in the soldier's NCO chain of command should also review the photo and offer their opinions.

When the soldier accepts the photograph as suitable for insertion in his official military personnel file, he should make sure his servicing PSC sends one copy to the U.S. Army Enlisted Records and Evaluation Center, ATTN: PCRE-BA, Fort Benjamin Harrison, IN 46249-5301; and one copy to Commander, ATTN: TAPC-EPK-I, 2461 Eisenhower Avenue, Alexandria, VA 22331-0452.

Although Army Regulation 640-3 requires that a photograph be taken every three years and in color, a new one may be sent at any time. If an infantry soldier has lost weight, has been promoted, has earned new awards or decorations, or has bought a better fitting uniform since his last photograph, then it is advisable to send an updated photograph.



OFFICERS CAREER NOTES

JUNIOR OFFICER INTERNSHIPS

The Army offers two internship programs, the Joint Staff (JS) program and the Office of the Secretary of Defense (OSD) program. Both seek to familiarize junior officers with the operations and decision making processes of these agencies.

The officers selected for the JS program are assigned to the Office of the Joint Chiefs of Staff (OJCS), where they work on actions intended to support training objectives and are given broad experience in staff operations.

Officers selected for the OSD program are usually assigned to the major military manpower and personnel policy directorates of the Office of the Secretary of Defense.

Tour length for both internships is one year. The Army is allotted 12 slots in the Joint Staff program and 6 in the OSD program.

These programs are highly competitive. To be nominated, an officer must meet the following requirements:

- Be a captain who will not be promoted during the one-year assignment.
- Have an outstanding record of performance throughout his career. (Clear above-center-of-mass officer evaluation reports make an officer competitive.)
- Have successfully commanded a company.
- Be able to obtain a Top Secret security clearance.
- Meet the standards of AR 600-9, and have a current DA photo on hand at his branch assignment office.

Officers who meet these criteria may request nomination. Those who are nominated by their Branch must then be approved by the Total Army Personnel Command (PERSCOM) and the gaining organization (either OJCS or OSD).

Upon completion of the internship, these officers must remain in the Washington, D.C., area long enough to satisfy time-on-station requirements before permanent change-of-station (PCS) moves.

Openings in these programs are expected in the summer of 1994, and interested officers should plan accordingly.

RECRUITING COMPANY COMMAND

Recruiting company command assignments are now for 24 to 36 months. In most cases, officers are available for reassignment upon completion of their command tours.

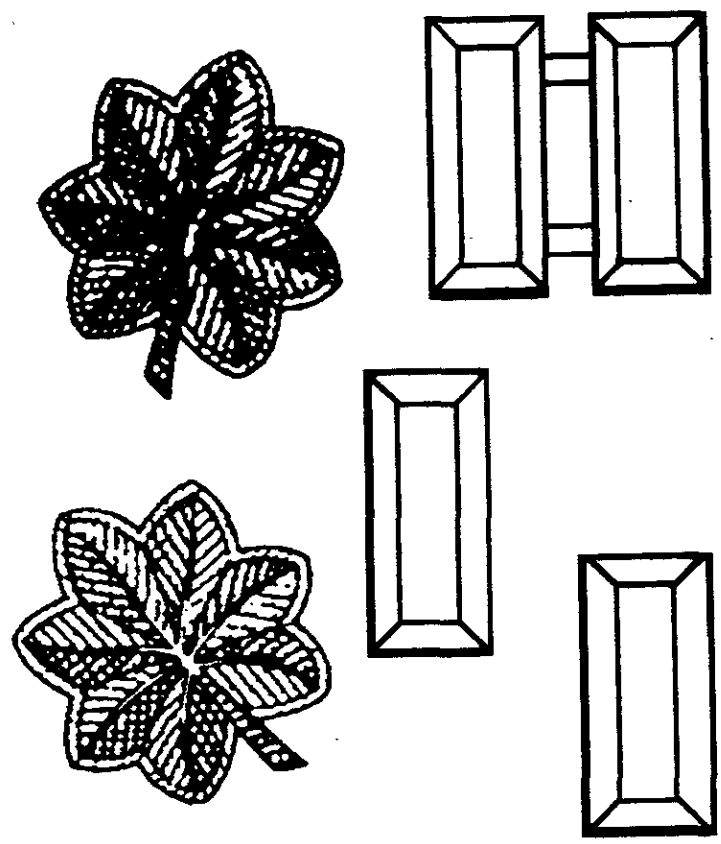
Universally accepted as a tough job, recruiting company command is an ideal way to pursue additional command opportunities. Officers with solid performance records who would like to command again should call Infantry Branch for an update on available commands.

HARVARD FELLOWSHIPS

The Office of the Deputy Chief of Staff for Operations and Plans (ODCSOPS) hosts a fellowship that sends two Army captains each year to Harvard University's Kennedy School of Government. Upon completion of their one-year course of study, these officers return to ODCSOPS to apply the lessons they have learned.

To be nominated, an officer must meet the following requirements:

- Be a branch-qualified captain.



• Have an outstanding record of performance.

• Have a solid academic background.

Once nominated by Infantry Branch, candidates' career management individual files are staffed for approval through PERSCOM channels and sent to ODCSOPS for approval.

Any officer who is interested and meets the requirements should call Infantry Branch.

USMA/ACS

Infantry Branch is well into the nomination process for assignments to the U.S. Military Academy and advanced civil schooling for Fiscal Year 1994. For infantry officers who will be available for reassignment in the summer of 1995 and are interested in one of these assignments, these are the requirements:

• Read AR 621-1, Chapter 3.

• Ensure that Infantry Branch has a copy of your academic transcripts.

• Send us a completed DA Form 1618-R.

• Successful command reports must be at Infantry Branch for final approval.

• Send us a copy of your GRE/GMAT scores.

• Ensure that we have your current DA photo.

Officers interested in USMA assignments should already have contacted the Academy. Those who have not should write to Superintendent, United States Military Academy, ATTN: (Desired Faculty Department), West Point, NY 10996-1985.

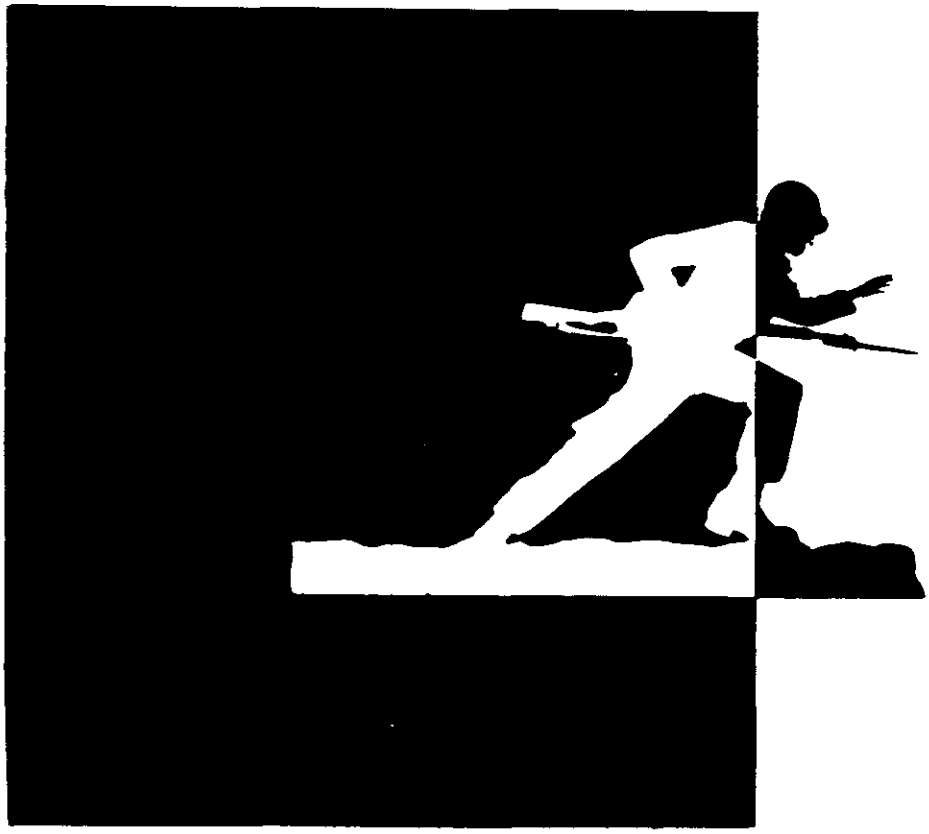
From the beginning of the process, these assignments can take up to a year before a request for orders is issued.

ROTC ASSIGNMENTS

Infantry Branch is working on assignments for assistant professors of military science. Qualifications include an outstanding manner of performance, an undergraduate grade-point average of 2.5, and successful company command. At a few schools, master's degrees are also required.

Officers who meet these criteria and have been on station for at least 24 months should call Infantry Branch.

PROJECT JUMPSTART

JUMPSTART is a U.S. Army Forces Command (FORSCOM) initiative to reassign officers from FORSCOM troop units to CONUSA Readiness Group positions. All captains will be officer advance course graduates, successful company commanders, and have served from 24 to 30 months at a FORSCOM troop installation. Officers selected will be assigned to a Readiness Group for an additional 24 to 30 months.

Assignments to CONUSA Readiness Groups are important. We expect to see an increase in the number of officers going to these groups over the next year.