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Headquarters
Department of the Army
Washington, DC 20310-2500
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National Guard Regulation 351-1

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Schools

INDIVIDUAL MILITARY EDUCATION AND TRAINING

Summary. This regulation covers individual military education and training for Army National Guard personnel. It is general in nature except when required to address matters not adequately covered in related publications, and adopts the term individual readiness training schools (formerly unit schools).

Applicability. This regulation applies to the Army National Guard.

Impact on New Manning System. This regulation does not contain information that affects the New Manning System.

Internal Control Systems. This regulation is not subject to the requirements of AR 11-2. It does not contain internal control provisions.

Supplementation. Local supplementation of this regulation is prohibited except upon approval of NGB. Send requests for exception, with justification, through command channels to Chief, National Guard Bureau, ATTN: NGB-ARO-E, Bldg E6814, Edgewood Area, Aberdeen Proving Ground, MD 21010-5420.

Interim changes. Interim changes are not official unless authenticated by the Executive, NGB. Interim changes will be destroyed on their expiration dates unless sooner rescinded or superseded by a permanent change.

Suggested improvements. The proponent of this regulation is the Military Education Branch, Organization and Training Division, National Guard Bureau. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Army National Guard Military Education Branch (NGB-ARO-E), Bldg E6814, Edgewood Area, Aberdeen Proving Ground, MD 21010-5420.

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Chapter 1

Introduction

Section I
General

1-1 Purpose
This regulation sets policies and procedures for Army National Guard (ARNG) personnel in the application procedure for individual military education and training (IMET).

1-2 References
Required and related publications are listed in appendix A.

1-3 Explanation of abbreviations and terms
Abbreviations and special terms used in this regulation are explained in the glossary.

Section II
Concept

1-4 Responsibilities
a. National Guard Bureau (NGB).

(1) Manages the ARNG IMET program.

(2) Manages NGB school accounts (BPs 3130, 3140.91, 3140.92) to ensure equitable resourcing for all States.

(3) Forecasts Army Service, Department of Defense (DOD or DD), Army area, and United States Army Reserve Forces (USARF) school resident requirements and obtains quotas.

(4) Processes school applications (NGB Forms 64 (Application for Training), DD Forms 1610 (Request and Authorization for TDY Travel of DOD Personnel), DD Forms 1556 (Request, Authorization, Agreement, Certification of Training and Reimbursement)), and issues authority for States to publish orders for applicants to attend requested training.

(5) Processes applications for waiver related to individual training matters.

b. States (includes Virgin Islands, District of Columbia, Commonwealth of Puerto Rico, and Territory of Guam).

(1) Manage IMET for the State.

(2) Forecast training requirements in Army service, DOD, Army area, and USARF Schools and provide this data to NGB-ARO-E.

(3) Process school applications; ensure applicant eligibility.

(4) Process waiver requests.

(5) Prepare orders directing ARNG personnel to attend schools as authorized by NGB-ARO-E; includes quota source (QS) 28 on all orders.

There are occasions when military technicians may attend a school or course listed to primarily enhance the individual's technician job; therefore, the status of attendance must be determined at State level and be in compliance with NGR 37-111.

1-5 Student evaluation
a. See AR 351-1, paragraph 1-12.

b. ARNG students attending NGB or State-conducted or -sponsored training will be evaluated in the following manner.

(1) All courses. Personnel who satisfactorily complete the course will be awarded an NGB Form 007 (NGB Certificate of Training) or DA Form 87 (Certificate of Training).

(2) Courses longer than 4 days. DA Forms 1059 (Service School Academic Evaluation Report) will be completed on each student attending all or part of the course indicating whether or not the student successfully completed the course and met course standards.

1-6 Physical fitness and weight standards
a. See AR 351-1, paragraph 1-13.

b. ARNG personnel are expected to meet the standards of AR 600-9 when reporting for resident training. Failure to meet these standards is sufficient cause for the student to be denied enrollment.

c. Individuals exceeding AR 600-9 screening table standards will have in their possession a current (completed within the previous 12 months) DA Form 5500-R (Body Fat Content Worksheet) for males or DA Form 5501-R (Body Fat Content Worksheet) for females upon reporting for resident training, however, prospective students are still subject to being denied enrollment if they exceed the standards of AR 600-9 as determined at the training site.

1-7 Medical examinations

a. Certain courses require that the applicant have taken a medical examination of the prescribed scope (e.g., initial appointment; retention; airborne) at an active military installation, medical examining and processing station (MEPS), National Guard or USAR examining station, Veterans' Administration (VA) hospital, or US Public Health Service hospital within 1 year of the class report date. When Army aviators or those whose duties require them to participate in regular and frequent flights as nonrated personnel, or when personnel apply for training leading to such designations, medical examinations must be given by qualified flight surgeons. Courses requiring medical examination within one year are listed below.

(1) Undergraduate pilot training.

(2) Flight medical aidman training.

(3) Aircraft technical inspectors.

(4) Rotary Wing Qualification Course.

(5) Army Flight Surgeon Course.

(6) Airborne training.

(7) Ranger training.

(8) Pathfinder training.

(9) Military freefall training.

(10) Special Forces training.

(11) Officer candidate training.

(12) Physician assistant training.

(13) Warrant Officer Entry Course training.

(14) Warrant Officer Entry Course Over 40 Years of Age, Medical Screening.

b. Courses which do not require medical examinations within an otherwise specified time may be attended by any applicants who have examinations of the appropriate scope that are current as defined by NGR 40-501.

c. If the course announcement document requires that a copy of a current medical examination be submitted with the school application, a copy of the SF 88 and SF 93 reflecting the results of an appropriate medical examination taken within the prescribed timeframe will suffice.

d. Before NGB-ARO-E issues a letter authorizing an applicant's attendance at a course listed in a above, the applicant's medical examination must be approved by a specific agency. This action is accomplished by the appropriate agency's reviewing the applicant's SFs 88 and 93 and any required supporting documents and stamping their determination, e.g., approved; disapproved, in the "NOTES" block of the applicant's SF 88. Courses, procedures, and reviewing agencies are indicated below:

(1) Paragraphs a(1), (2), (3), (4), and (5) above. States will forward medical records to the Aeromedical Center, Fort Rucker, AL for determination and return to the State. A copy of the approved medical examination will be forwarded to NGB-ARO-M with the applicant's NGB Form 64.

(2) Paragraphs a(6), (7), (8), (9), and (10) above. Medical records will be forwarded to NGB-ARO-E with the applicant's NGB Form 64. NGB-ARO-E will forward the applicant's medical records to either the host school or NGB-ARS for determination and return to NGB-ARO-E. As an exception, States authorized to conduct any of these courses as IRTS will be responsible for determining the applicant's medical fitness and qualification to attend the course. Applicant's medical records will be forwarded to the host State in order to accomplish this action.

(3) Paragraphs a(11), (12), and (13) above. Determination will normally be made by NGB-ARS, however, Aeromedical Center-approved medical examinations are accepted. If States do not submit NGB-ARS- or Aeromedical Center-approved medical examinations with the applicant's NGB Form 64, NGB-ARO-E will forward medical records to Army National Guard Surgeon (NGB-ARS) for determination and return to NGB-ARO-E.

1-8 Security clearance

Prior to reporting for training, students will have a security clearance equal to or higher than that required to attend the course (see course announcement document) or for award of a resulting

military occupational specialty (MOS)/ specialty skill identifier (SSI)/additional skill identifier (ASI) code. Preferably, the applicant will have the appropriate level clearance before applying for training, otherwise, authority to attend training will be withheld pending receipt of required security clearance.

1-9 Course information

DA Pam 351-4 and QUALS Report contains pertinent information about Army service school courses and should be reviewed by personnel preparing NGB Forms 64. Included is such data as course prerequisites, school location, reporting information, transportation means available, etc. In addition, documents that announce available courses often include information similar to that found in DA Pam 351-4. These course announcement documents should also be reviewed when applications are being processed for course information not otherwise available.

1-10 Service obligation

a. ARNG personnel attending Army service schools, Army area schools, USARF schools, IRTS, or civilian institutions must have the following time remaining before their mandatory removal date (MRD) or expiration of term of service (ETS). Enlisted personnel are not required to extend their enlistment until after they have been confirmed for enrollment, however, States will not publish orders directing school attendance until the prospective student's ETS meets or exceeds the standards listed below, exceptions may be granted by CNGB for cogent reasons.

(1) One year following completion of a school of less than 30 days.

(2) Two years following completion of a school of 31 to 90 days.

(3) Three years following completion of a school of 91 to 139 days.

(4) Four years following completion of a school of 140 days or more.

b. Undergraduate pilot training graduates and rotary wing qualification course graduates of the Civilian Aviator Accession Program incur a 5-year service obligation.

c. Upon completion of Phase I and Phase II of the 011A Physicians Assistant Course, graduates incur an 8-year service obligation with promotion to CW3.

d. In cases when an individual attends successive courses, the combined length of the courses will be used to determine service obligation.

1-11 Description of an FTTD day

a. For purposes of this regulation, FTTD is defined as full-time training duty, with or without pay, authorized for ARNG members under Title 32, United States Code, sections 504 and 505. This duty is performed under State jurisdiction as opposed to Federal jurisdiction, and includes attendance at the schools and courses listed in the regulation. FTTD is considered to be not less than 8 hours of duty each day of duty.

b. Attendance of ARNG personnel at IRTS or at USARF schools conducted in other than an AT/ADT status will conform to the following standards:

(1) Not less than 8 hours of POI training will be conducted on each day during the training period except that not less than 7 hours of POI training will be conducted on both the first day and the last day of training periods which are of 2 or more days' duration.

(2) For purposes of this regulation, orientations, critiques, and graduation ceremonies are considered to be legitimate POI subjects as long as none of them exceed 1 hour duration. Travel, sign-in or sign-out, issue or turn-in of equipment, administrative time, commandant's time, and time allowed for troop messing/rest periods are not considered legitimate POI subjects.

1-12 Funding

a. Courses listed below are centrally funded by CNGB:

(1) Resident senior service college courses to include fellowship programs.

(2) Resident intermediate level college courses, but only that portion of the course exceeding 20 weeks.

(3) Resident sergeants major courses.

(4) Physicians assistant training courses.

(5) Undergraduate pilot training courses.

(6) Eastern ARNG aviation training school courses.

(7) ARNG regional school RC-PLDS.

(8) ARNG centralized school RC-ANCOC.

(9) ARNG battle skills course.

(10) ARNG RC tank commanders' course.

b. Attendance at courses by personnel serving in the Active Guard/Reserve (AGR) Long-Tour Program (Title 10 AGR)-related TDY expenses are centrally funded by NGB. Applicants authorized TDY support will submit DD Forms 1610 with their NGB Forms 64. DD Forms 1610 will be completed through item 18 at the originating office, and NGB-ARO-E will complete the remaining items.

c. States entitled to receive central funding support will submit cost estimate sheets similar to that shown at figure 1-1 to NGB-ARO-E for each member attending a course listed in paragraphs a(1), (2), (3), and (4) above. Sheets for paragraphs a(1), (2) and (3) above will be submitted after the course selection has been announced. Sheets for paragraph a(4) above will be submitted with the application. Markup for students attending courses in paragraphs a(5) and (6) above are computed by NGB-ARO-E. Students attending courses listed in paragraphs a(7), (8), (9), and (10) above are funded by the USPFO of the host State. State budgets will be appropriately marked up after processing of cost estimate sheets by NGB-ARO-E.

1-13 Travel status

The following policy will be observed unless superseded by joint travel regulations (JTR).

a. When school training is conducted at a location other than the permanent duty station to which assigned, ARNG students will normally attend in temporary duty (TDY) or permanent change of station (PCS) status.

(1) Courses of 19 weeks 6 days (139 days) or less are attended in TDY status.

(2) Courses of 20 weeks (140 days) or more are normally attended in a PCS status.

b. Course length is determined by counting calendar time starting with the reporting day and ending with the close day. Normal weekend days are included in determining course length.

(1) Travel days occurring prior to the reporting day or after the close day are not included when computing course length.

(2) Federal holidays and holiday breaks (e.g., Christmas - New Year break) are not included when computing course length. Courses normally less than 20 weeks long that are extended to 20 or more weeks long because of having holidays or because holiday breaks fall within the course dates are still considered TDY courses.

c. Personnel whose training period is extended from less than 20 weeks to 20 or more weeks as a result of recycle action will not change from a TDY to PCS status. The State will amend original orders to reflect that the training period is extended in order for the student to receive additional training; e.g., "Additional period of instruction authorized", and indicate the amended close date of the extended period of instruction.

d. Personnel attending training in a PCS status who are released from the course prior to the 20th week do not change status based on early release.

e. Personnel who schedule attendance at training courses conducted on consecutive days for which the accumulative period of time equals or exceeds 20 weeks (140 days) after applying the provisions of paragraph b(2) above, will attend in a PCS status even though one or both courses would normally be attended in a

TDY status. If there is a one or more day break in training between the courses, the student will attend in accordance with a above.

f. ARNG personnel attending training courses in a TDY status will not normally be authorized more than one day of travel prior to the course report date or after the course close date regardless of the travel mode actually used. The amount of travel days authorized for PCS moves is dependent upon time, distance, and travel mode as outlined in JTR volume 1.

STATE _____

COURSE TITLE _____

NAME (last, first, MI) _____

PAY GRADE _____

PEBD _____

MARITAL STATUS _____

HOR _____

UNIT ADDRESS _____

COURSE NO. _____

REPORT DATE _____ CLOSE DATE _____

TVL TIME AUTH IN DAYS _____

NO. OF DEP TO ACCOMPANY PCS _____

	BASIC PAY	BAQ	BAS	FICA	*OTHER(1)	TRAVEL INDIV	TRAVEL DEP	**TVL(1) THINGS	QUARTER TOTAL
FY _____									
1st Qtr									
2d Qtr									
3d Qtr									
4th Qtr									
FY Total									FY
FY _____									
1st Qtr									
2d Qtr									
3d Qtr									
4th Qtr									
FY Total									FY
1st Qtr									
2d Qtr									
3d Qtr									
4th Qtr									
FY Total									FY
FY _____									
1st Qtr									
2d Qtr									
3d Qtr									
4th Qtr									
FY Total									FY

*Tuition, books, uniforms, etc.

**Includes excess baggage, auto, boat, etc.

(1) REQUIRE DETAILED LIST OF EXPENDITURES ATTACHED AS ENCLOSURE

GRAND TOTAL _____

Figure 1-1. Cost Sheet for School Training

Chapter 2

Commissioned Officer Education

2-1. Senior Service College (SSC) courses

a. The ARNG is normally allocated quotas for the following courses.

(1) U.S. Army War College (USAWC), Carlisle Barracks, PA.

(2) Naval War College (NAWC), Newport, RI.

(3) Air War College (AWC), Maxwell Air Force Base (AFB), AL.

(4) National War College (NWC), Washington, DC.

(5) Industrial College of the Armed Forces (ICAF), Fort McNair, Washington, DC.

(6) Inter-American Defense College (IADC), Fort McNair, Washington, DC.

(7) US Army War College Corresponding Studies Course (USAWCCSC).

(8) Senior Service College Fellowship Program conducted at participating civilian institutions.

b. Instructions for preparation and submission of SSC applications and nomination papers are contained in NGR 351-21. The annual suspense date for submission of SSC applications for the ensuing year is 1 October, however, applications may be submitted at any time.

c. Attendance at resident SSC courses is centrally funded by NGB. The USAWC CSC, which has two 2-week resident phases, is not centrally funded.

2-2. Intermediate college level courses

a. The ARNG is normally allocated quotas in the following resident courses annually:

(1) U.S. Army Command and General Staff Officer Course (CGSOC) and Command and General Staff Officer Course - Reserve Component (CGSOC-RC), Fort Leavenworth, KS.

(2) U.S. Navy College of Command and Staff (USNCCS), Newport, RI.

(3) U.S. Marine Corps Command and Staff College (USMCCSC), Quantico, VA.

(4) U.S. Army School of the Americas (USARSA) CGSOC, Fort Benning, GA.

(5) Armed Forces Staff College (AFSC), Norfolk, VA.

b. Instructions for preparation and submission of intermediate college level resident course applications are contained in NGR 351-10. Course dates, suspense dates for submission of applications, and other pertinent data are published annually in NGB all-States letters as soon as course dates have been announced.

c. The CGSOC-RC and AFSC resident courses are not centrally funded. The CGSOC, USNCCS, USMCCSC, and USARSA CGSOC are centrally funded to the extent that the course duration exceeds that of CGSOC-RC.

d. ARNG officers may also complete CGSOC through USARF schools or by correspondence studies. Procedures for enrollment in USARF schools to complete CGSOC are contained in chapter 6. Correspondence study course procedures are contained in part I, DA Pam 351-20.

2-3. Combined Arms and Services Staff School (CAS3)

a. CAS3 teaches students the basic elements of how to be effective staff officers. It defines staff functions and roles, trains students in common and collective staff procedures, and requires students to apply acquired skills and knowledge during a simulated garrison and tactical environments. ARNG officers who have successfully completed an officer advance course (OAC) are eligible to apply for enrollment in CAS3.

b. Course description and enrollment procedures are contained in NGR 351-30. Course dates, available quotas, and application suspense dates are normally published annually in all-States letters as soon as course dates have been announced.

2-4. Officer Advance Courses (OAC)/Officer Advance Courses - Reserve Component (OAC-RC)

a. ARNG officers may complete OAC by participating in resident courses, USARF schools, or correspondence studies.

All OAC require credit for completion of an officer basic course (OBC).

b. OAC and OAC-RC course data is contained in DA Pam 351-4. Resident course dates are announced annually in TRADOC Pam 350-1, USARF school procedures are published in FORSCOM/TRADOC (FTR) Reg 135-3, and USARF school dates are published annually in CONUSA circulars of the 135-series. Corresponding studies procedures are contained in part I, DA Pam 351-20.

c. All branch schools conduct resident OAC. The U.S. Army armor, field artillery, infantry, and Signal Corps branch schools also conduct resident OAC-RC which are 12 weeks long, and the US Army Engineer School conducts a 14-week resident OAC-RC. ARNG officers receive equal military education credit for successful completion of either course.

2-5. Officer Basic Course (OBC)/Officer Basic Course - Reserve Component (OBC-RC)

a. All branch schools conduct resident OBC. The U.S. Army armor, engineer, field artillery, infantry, and Signal Corps branch schools also conduct resident OBC-RC. ARNG officers receive equal military education credit for successful completion of either course.

(1) Each of the OBC-RC courses is 8-weeks long (the infantry OBC-RC is 9-weeks long through FY 86 then changes to 8 weeks).

(2) Except for the Signal Corps, none of the OBC-RC courses have a requirement for preparatory correspondence studies. The Signal Corps OBC-RC has a preparatory correspondence studies requirement consisting of ISO 285, SSO 009, SSO 301, SSO 302, SSO 303, and SSO 304. Follow-on courses, if required, will not exceed 120 hours of correspondence studies.

b. OBC and OBC-RC course data are contained in DA Pam 351-4. Resident course dates are announced annually in TRADOC Pam 350-1.

c. Initial officer basic branch qualification for ARNG officers must be accomplished by attending resident OBC or resident OBC-RC. The Army Correspondence Course Program (ACCP) is not an acceptable method for initial branch qualification in the ARNG.

2-6. Officer candidate schools (OCS)

a. OCS program description, prerequisites, and enrollment procedures are contained in NGR 351-5. Chapter 2 pertains to the State OCS program and chapter 3 pertains to the OCS program conducted at the U.S. Army Infantry School, Fort Benning, GA.

b. Fort Benning OCS course dates, available quotas, and application suspense dates are normally published annually in NGB all States letters as soon as course dates have been announced.

Chapter 3

Warrant Officer Education

3-1. General

a. The purpose of the Warrant Officer Training System (WOTS) is to establish and provide training at the appropriate time to develop warrant officers that are technically and tactically competent for positions in which they serve.

b. WOTS is a three-level system incorporating entry, advanced, and master level training. Career development is based on progression through the levels with functional training opportunities provided as needed.

3-2. Entry level training

a. The purpose of entry level training is to--

(1) Qualify selected ARNG personnel to be appointed as warrant officers in the ARNG and in the Reserve of the Army.

(2) Equip candidates with skills and knowledge needed for successful performance in their specialties.

b. Entry level training incorporates the check three system.

(1) Check one is the selection process centralized at the State level. Determination of eligibility, selection and boarding is accomplished during check one in accordance with National Guard Regulation 600-101.

(2) Check two is the Warrant Officer Entry Course as described in paragraphs 3-3 and 3-4 below.

(3) Check three is the Warrant Officer Technical Certification Courses as described in paragraph 3-5 below.

c. Types of programs that provide training which enable ARNG personnel to meet minimum military education requirements for a warrant officer candidate in the ARNG are as follows:

(1) Warrant Officer Entry Course (WOEC).

(2) Warrant Officer Entry Course - Reserve component (WOEC-RC).

(3) Warrant Officer Technical Certification Courses (WOTCC).

3-3. Warrant Officer Entry Course (check two)

a. The WOEC is taught at three location: Aberdeen Proving Ground, Maryland; Fort Sill, Oklahoma; and Fort Rucker, Albabma. Course length is 6 weeks, 4 days. WOEC is "check two" of the entry level training check three system.

b. Resident attendance at one of the schools listed in paragraph a above is the preferred method of training ARNG warrant officer candidates (WOC) for appointment.

c. WOEC is an MOS immaterial basic skills course which provides standardized training and evaluation to all WOC. This training is taught in a high-stress environment where candidates are evaluated by TAC (teach, advise, counsel) officers. Candidates are also evaluated by performance oriented (hands-on) and written examinations.

d. Eligibility, prerequisites and other pertinent information is contained in NGR 600-101.

3-4. Warrant Officer Entry Course - Reserve Component (check two)

a. WOEC-RC is designed for ARNG WOC who are limited by time constraints from attending WOEC. The course will be conducted at training sites as determined by NGB.

b. The WOEC-RC consists of 135 hours of correspondence courses (Phase I) which must be completed within one year followed by 134 hours of resident training (Phase II) to validate the ACCP. Phase I must be completed before applying for/ entering Phase II.

c. Course scope is the same as described in paragraph 3-3c above.

d. Eligibility, prerequisites and other pertinent information is contained in NGR 600-101.

3-5. Warrant Officer Technical Certification Courses (WOTCC) (check three)

a. WOTCC responsibilities and authority for ARNG WOC are exclusively assigned to the MOS personnel proponents identified in AR 600-3. Before appointment, WOC will be technically certified by one of the following methods.

(1) Successful completion of existing resident entry level technical certification courses.

(2) Technical certification testing using existing entry level functional examinations.

(3) Periodic technical certification boards convened under the authority of the MOS proponent and conducted at the proponent school.

b. Additional information is contained in TRADOC Reg 351-13.

3-6. Warrant Officer Professional Development

Training for warrant officers above the entry level is designed to develop individuals to their maximum potential. The two training levels involved are advanced level training and master level training.

a. Advance level training is accomplished by mandatory attendance at warrant officer advanced courses (WOAC). Advanced level training must be completed between 3 and 9 years of warrant officer service. The aim of WOAC is to refresh common skills and leadership, update technical and tactical training to keep pace with doctrinal changes, and provide additional training as determined by the proponent branch based on future requirements.

b. Master warrant officer training (MWOT) is the highest level of military training available to the warrant officers. MWOT is required to prepare warrant officers assigned to MWO positions for the expected role of systems integrator, trainer, manager, and developer. MWOT will consist of the appropriate master warrant officer course (MWOC) followed by additional master level functional training modules for specific assignments.

c. For a detailed outline of warrant officer training on an MOS basis, refer to NGR 600-101.

Chapter 4

Noncommissioned Officer Education System (NCOES)

4-1. Concept for training

a. The concept of NCOES training is outlined in chapter 6, AR 351-1 and explains career MOS training plans, individual training programs (ITP) of proponent service schools, training programs and products, soldiers manuals (SM), training guide (TG), and individual training evaluation program (ITEP).

b. Types of training that support the NCOES--

(1) Resident training taught in NCO academy/service schools.

(2) Nonresident training that may be developed by service schools to support individuals training in units.

(3) On-the-job experience (OJE) and supervised on-the-job training (SOJT) that may be used to sustain NCO training in units if organized around tasks, conditions, and standards stated in the SM and TG.

(4) ACCP developed for individual study/self-improvement. Correspondence courses will not be substituted for training available in resident modes.

c. The active component noncommissioned officer education system (ACNCOES) provides leader and MOS skill training in an integrated system of resident and nonresident training at the levels in table 4-1.

Table 4-1

Generalized ACNCOES Structure

Soldiers in Grade	NCOES Level	NCOES Level NCOES Training Available	Train to Grade Level Duty Position
E-4(P)	2	Primary	E-5
E-5(P)	3	Basic	E-6
E-6, E-6(P), E-7	4	Advanced	E-7
E-8, E-8(P), E-9	5	Senior	E-9

d. Chapter 6, AR 351-1 applies to all ARNG attending ACNCOES.

e. To apply for ACNCOES, soldiers submit NGB Forms 64 through normal channels to NGB-ARO-E.

f. NGR 351-15 outlines the procedures for the nomination, selection, and enrollment of ARNG enlisted personnel in the resident or the corresponding studies program at the U.S. Army Sergeants Major Academy (USASMA).

4-2. Reserve Component Noncommissioned Officer Education System (RCNCOES)

a. The RCNCOES is a career development program for enlisted members of the ARNG beyond entry level training.

b. NGR 351-3 establishes and prescribes procedures for conducting NCO training for ARNG enlisted personnel under RCNCOES. NGR 351-3 is applicable to all State military academies (SMA) and NGB regional NCO schools conducting RCNCOES courses.

c. The RCNCOES provides career development instruction to actual and potential NCOs of the ARNG. The RCNCOES is as follows:

(1) Reserve component primary leadership development course (RCPLDC). RCPLDC is a non-MOS specific program of instruction designed to train sergeants and prospective sergeants in leadership, NCO responsibility, training subjects, and battlefield survival skills. RCPLDC is designed to be taught in a small group environment. This method allows all students, fast or slow, to be engaged continuously in the process of receiving or giving feedback regarding course materials, personal experiences, or fellow student performance. This process also fosters team building, and provides training reinforcement based on a wide range of backgrounds and professional experiences including combat arms, combat support, and combat service support. The course requires students to demonstrate proficiency by performing tasks required to train and lead their subordinates.

★(2) RCBNCOC. RCBNCOC is a two phase course. Phase I consists of 47 hours of common leader training that builds on the leader/trainer skills taught in RCPLDC. The common leader portion of RCBNCOC was developed by the U.S. Army Sergeants Major Academy and approved by HQ TRADOC. Phase II of

RCBNCOC will consist of a series of MOS specific courses. The MOS specific portions of RCBNCOC are being developed by appropriate Army Service Schools and will be phased in as they are approved by HQ TRADOC. Milestones indicate that all MOS specific courses will be complete by FY89. RCBNCOC will be attended by staff sergeants who are PLDC graduates and sergeants who are PLDC graduates assigned to staff sergeant leadership positions. If available, Phase II (MOS Specific Training) must be completed before enrolling in the Advanced NCO Course. Reassignment to a new duty position that includes Phase II requires completion of the Phase II portion without regard to prior MOS specific BNCOC training.

★(3) RCANCOC is a two-phase course. Phase I consists of 109 hours of common leader training, including field training exercises designed to train to standards, the knowledge and skills required to become an effective platoon sergeant or senior section sergeant. Phase II of the RCANCOC consists of MOS specific courses being developed by appropriate Army service schools and will be phased into the system as they are approved by HQ TRADOC. RCANCOC will be attended by sergeants first class and staff sergeants who are graduates of RCBNCOC and occupying sergeant first class positions. If no MOS specific (Phase II) course is developed by the proponent service school, the course is complete upon graduation from Phase I. Reassignment to a new duty position that includes Phase II requires completion of Phase II without regard before ANCOC MOS specific training.

(4) Reserve component first sergeant course (RCFSC). RCFSC is a functional course designed to provide instruction on selected topics deemed to be most critical to the duties of the unit first sergeant. The objective of this course is to train soldiers that are first sergeants or assigned to first sergeant positions to be more proficient and knowledgeable in these topics. In doing so, it will enable first sergeants to perform better and more ably assist the commanders in planning, coordinating, and supervising those activities that are the key to mission accomplishment.

4-3. Objectives

The RCNCOES objectives are to provide progressive career development instruction by instilling--

a. A thorough understanding of responsibilities.

b. A willingness to assume those responsibilities.

c. Confidence to apply technical knowledge.

d. Leadership techniques that apply to duty position.

e. Personal and professional standards that must be maintained in the NCO Corps.

f. A thorough knowledge of NCO responsibilities for training and leading soldiers.

4-4. Responsibilities

a. State adjutants general, in concert with the Chief, National Guard Bureau, are responsible for conducting the RCNCOES program.

b. Training status of RCNCOES participants may be IDT, AT, or FTTD. States submitting requests for designation of individual readiness training schools (IRTS) should submit their requests in accordance with chapter 9.

4-5. Accreditation

Recommendation of accreditation will be made when RCNCOES courses meet the following standards:

a. All RCNCOES courses conducted by States and NGB regional schools will be conducted in accordance with prescribed TRADOC programs of instruction (POI).

b. RCNCOES courses are eligible for NGB accreditation when they contain the minimum POI subjects and hours as prescribed by the TRADOC-approved RCNCOES course. Core POI hours may be increased by not more than 20 percent to meet State needs.

c. The staff and faculty used to conduct RCNCOES courses will consist of qualified ARNG, United States Army Reserve, or AC NCOs. RCNCOES instructors will be selected from highly qualified, motivated, and experienced NCOs who are graduates of the course they are instructing or a higher level resident NCOES

course and certified as graduates of the appropriate approved instructor or cadre trainer course. USAR and AC instructors will be supported by resources from their respective commands.

d. Necessary facilities for conducting RCNCOES courses are the responsibility of the State and should include--

(1) Classrooms and outdoor training facilities suitable for effective instruction.

(2) Suitable facilities for storing supplies, equipment, and weapons as may be authorized. Adequate protection of Federal property must be provided.

(3) Adequate facilities or arrangements for messing.

(4) Administration facilities, including adequate secure storage for safeguarding of publication, examination and instructional materials.

e. State adjutants general that desire RCNCOES course accreditation should forward a request for course evaluation of a specific RCNCOES course (e.g., RC-PLDC, RC-RNCOC, RC-ANCOC, RC-SNCOC, RC-FSC) 60 days before course start date. The accreditation request, will be sent through command channels to NGB-ARO-E, Bldg E6814, Edgewood Area, Aberdeen Proving Ground, MD 21010-5420. Upon receiving the accreditation request, the military education branch will assign an evaluator to review the course of instruction. When the course has been reviewed and accreditation granted, NGB-ARO-E will issue to the State an NGB Form 005 (National Guard Bureau NCO School Accreditation) for the RCNCOES course that has been accreditated.

Chapter 5

Special Training Programs for Medical Personnel

5-1. Continuing health education program

The purpose of the continuing health education (CHE) program is to provide support for attendance of ARNG Army Medical Department (AMEDD) personnel at courses/conferences/seminars necessary to maintain professional competence and keep abreast of developments in their specific health occupation.

a. AMEDD personnel are provided an opportunity to attend one CHE experience of their choice each fiscal year. This experience includes attendance at a professional postgraduate short course program (PPSCP) course designated as health profession education (HPE), or attendance at an accredited seminar/conference awarding continuing medical education (CME) credits. Chapter 2, AR 40-67, is applicable to the ARNG for AMEDD personnel desiring to participate in the CHE program.

b. Applications will include a copy of the letter or brochure announcing the training. Each individual is responsible for arrangement of billeting, transportation, etc. NGB Form 64 will be submitted to NGB-ARO-E for approval subject to availability of BP 3140 funds at the State level.

5-2. Clinical Clerkship Training Program

The Clinical Clerkship Training Program (CCTP) offers medical students an opportunity to participate in training through clinical rotations at designated Army medical and dental activities. AR 601-130 provides guidance on activities designated to conduct clerkship programs. ARNG personnel are authorized to attend one clerkship per fiscal year not to exceed 60 days. Applicants will obtain a letter of acceptance from the activity they plan to attend and attach a copy to the NGB Form 64 to be submitted to NGB-ARO-E. Expenditure of BP 3130 funds is not authorized without prior approval by NGB.

5-3. Physician Assistant Program

The Physician Assistant (PA) Program offers ARNG personnel in CMF 91 an opportunity to participate in training to become a qualified PA, provided an 011A vacancy exists in the individual's unit.

a. The PA course is a phased training program affiliated with the University of Oklahoma. Individuals are awarded a bachelor's degree upon successful completion. Students enter the course as enlisted personnel and are appointed WOs upon successful completion of phase I. The WOEC must be completed before attendance at the PA course. Due to the selection process, individuals are programmed for attendance at the WOEC upon final selection of applicants for the PA course.

b. Two separate NGB Forms 64 will be submitted to NGB-ARO-E (one for the WOEC-- dates and location to be determined by NGB-ARO-E; one for the PA course). Applications will be submitted in triplicate, including all supporting documents, in accordance with the suspense date established by NGB-ARO-E and announced by message to all States.

c. Individuals desiring attendance at the PA course must meet the following prerequisites:

(1) Possess PMOS in CMF 91 with a minimum of 36 months' experience in any medical MOS.

(2) Have an ST/GT score of 100 or higher.

(3) Have sufficient time remaining on current enlistment to complete phase I of the course.

d. Allied documents will be attached with the application as indicated below:

(1) NGB Form 89. Eligible for appointment as WO in accordance with AR 135-100 and NGR 600-101.

(2) Certified copy of birth certificate. Must not have reached the

maximum age for WO appointment before completion of course and able to complete a minimum of 20 years' service before age 62.

(3) NGB Form 62. An 011A PA vacancy must be available for the individual to fill upon course completion.

(4) SF 88 and SF 93. Must meet physical requirements in accordance with chapter 2, AR 40-501.

(5) College transcripts. Completed 60 acceptable credit hours from an accredited college/university--20 must be earned credit hours in residence at a college/university; the remaining 40 hours may be derived from military service schools, correspondence courses, the college level examination program (CLEP), and other nontraditional mode training acceptable to the University of Oklahoma.

(6) Recent full length photo, class A uniform without hat.

(7) Statement indicating applicant has never been convicted by court martial or received punishment under Article 15.

(8) Statement that applicant is not a user of drugs or excessive amounts of alcoholic beverages.

(9) Agreement to remain an active member of the ARNG for a period of 6 years upon course completion or from start date of course if individual fails to complete the PA course.

(10) Letter from immediate supervisor on official letterhead stipulating applicant has 2 years' (desirable) clinical experience (civilian or military).

(11) Letters of recommendation.

(a) Letter from unit commander

(b) Letter from MC, ANC, or PA based on interview with applicant.

(c) Letter from individual in a position to evaluate applicant's professional competence and technical ability.

5-4. Patient care specialist Civilian Education Program

The patient care specialist civilian education program (CEP) expands the training base for ARNG enlisted medical personnel to become 91C MOS-qualified. Individuals are authorized to attend civilian institutions on a full-time basis to participate in State-accredited licensed practical nurse/licensed vocational nurse (LPN/LVN) programs. Upon successful completion of the CEP, completion of the general medical orientation (GMO) or 91A course, and possession of a permanent State or Commonwealth license, an individual may be awarded MOS 91C.

a. Applications will be submitted to NGB-ARO-E NLT 60 days before course start date. The effective date for tuition, books, course essentials, and pay and allowances for applications received after a student has entered the course will be the date application was approved at NGB-ARO-E. Interim academic reports (minimum of one per 6 months), consistent with the evaluation periods of the institution conducting the course, will be solicited by the State Adjutant General to monitor student progress. A copy of each academic report will be forwarded to NGB-ARO-E.

b. Upon successful completion of the course, a copy of the course completion certificate will be forwarded in order to complete the individual's file at NGB-ARO-E. All correspondence, certificates, and academic reports submitted will have the student number, as assigned in the letter of authority, paragraph 7, placed in the upper right-hand corner.

c. Individuals must meet the following requirements for enrollment in the 91C CEP:

(1) Attain an aptitude area score ST95 of 100 or above.

(2) Possess 91A MOS or complete GMO course or any 91A training program approved by the Academy of Health Sciences.

(3) Be a high school graduate or equivalent as measured by GED test.

(4) Be in pay grade E6 or below.

(5) Possess physical profile 222221 with normal color vision.

d. Documents listed below will be submitted with NGB Form 64:

(1) Letter of acceptance from State-accredited institution authorized to conduct the LPN/LVN program to include start and close dates.

(2) Statement individual meets qualifications to perform duty in MOS 91C IAW AR 611-201.

(3) Statement applicant has no aversion to blood or hypodermic needles.

(4) Statement that a 91C30 vacancy exists to which individual will be assigned upon completion of the program.

(5) A copy of the adult basic education (TABE) test score and high school transcript for verification of 10th grade proficiency in reading and math.

(6) Agreement to remain in the ARNG for a period of 4 years after course completion, unless sooner relieved for the convenience of the Government (figure 5-1).

(7) Funding statement (figure 5-2).

(8) Recoupment of funds statement (figure 5-3).

(9) Letter of recommendation from ARNG MC, ANC, or PA.

(10) Completed extension of enlistment with ETS 4 years subsequent to course completion date, if applicable.

(PN) 300-91C30 (CE)

NAME _____

RANK _____ SSAN _____

UNIT OF ASSIGNMENT _____

STATEMENT

I AGREE TO REMAIN IN THE ARMY NATIONAL GUARD OF THE UNITED STATES FOR A PERIOD OF FOUR (4) YEARS AFTER THE COMPLETION DATE OF THE REQUESTED PROGRAM AND HAVE SUFFICIENT TIME REMAINING IN THE ARNG TO MEET THE 4-YEAR OBLIGATION OR HAVE EXECUTED AN EXTENSION OF ENLISTMENT TO COVER PERIOD OF OBLIGATION (COPY ATTACHED).

_____ _____

SIGNATURE OF APPLICANT DATE

_____ _____

SIGNATURE OF WITNESSING OFFICER DATE

Figure 5-1. Statement in Connection with Participation in the Civilian Education Program for Patient Care Specialist

"I_____UNDERSTAND THAT NO FUNDS WILL BE EXPENDED PRIOR TO THE EFFECTIVE DATE OF THE LETTER OF AUTHORITY THAT IS ISSUED PLACING ME IN FULL-TIME TRAINING DUTY (FTTD) STATUS TO PARTICIPATE IN THE 300-91C30 (CE) PATIENT CARE SPECIALIST (PN) PROGRAM. THIS STATEMENT APPLIES TO PAY AND ALLOWANCES, TUITION, BOOKS, AND OTHER COURSE ESSENTIALS. IF I ELECT TO START MY TRAINING PRIOR TO THE ISSUE OF THE LETTER OF AUTHORITY FROM THE NATIONAL GUARD BUREAU, EXPENSES INCURRED WILL BE BORNE SOLELY BY ME AND WILL BE PRO-RATED FROM THE EFFECTIVE DATE OF THE LETTER OF AUTHORITY."

_____ _____

SIGNATURE OF APPLICANT DATE

_____ _____

SIGNATURE OF WITNESSING OFFICER DATE

Figure 5-2. Funding Statement

"I_____, HEREBY AGREE TO REIMBURSE THE "TREASURER OF THE UNITED STATES" THRU THE USPFO OF_____, ANY AND ALL EXPENSES, LESS PAY AND ALLOWANCES, INCURRED FOR SUPPORT OF THIS COURSE OF INSTRUCTION SHOULD I BE TERMINATED FOR ANY REASON OTHER THAN MEDICALLY OR ACADEMICALLY OR REASONS BEYOND MY CONTROL, OR SHOULD I FAIL TO COMPLETE THE 4-YEAR SERVICE OBLIGATION. I FURTHER AGREE THAT ANY AMOUNT OWED THE "TREASURER OF THE UNITED STATES" MAY BE DEDUCTED BY PAYROLL DEDUCTION ON ANY OR ALL DISBURSEMENTS, AT AN AMOUNT AGREEABLE TO ME BUT NOT MORE THAN 50 PERCENT OF ANY ONE DISBURSEMENT; I.E., INACTIVE DUTY TRAINING PAY, ANNUAL TRAINING PAY, UNLESS I MAKE PAYMENT IN FULL TO THE "TREASURER OF THE UNITED STATES" AT THE TIME OF MY TERMINATION."

_____ _____

SIGNATURE OF APPLICANT DATE

_____ _____

SIGNATURE OF WITNESSING OFFICER DATE

Figure 5-3. Recoupment of Funds

Chapter 6

Army Area, USARF, DoD, Vo-Tech, and USAF Schools

6-1. Army area schools

a. Army area schools are comprised of courses of instruction for which the CONUSA commander has proponency and which provides specialized training that enhances individual proficiency and unit readiness. Locally established schools will not be designated as Army area schools. ARNG personnel are authorized to attend Army area schools subject to availability of BP 3130 funds allocated to the State.

b. Course information.

(1) Army Area schools are announced through command publications by the CONUSA.

(2) Army area intelligence schools (ITAAS) are announced by CONUSA circular and supplemented by message from NGB.

(3) Course prerequisites are contained in each announcement.

c. Application procedures.

(1) Quotas for senior food service management course are managed by NGB. States are responsible for confirmation of quotas for attendance at other Army area schools.

(2) Individuals will attend schools in their respective Army area unless a specific course of instruction is not offered in that Army area.

(3) Application will be made on NGB Form 64 and submitted to the Army Area for approval. When approval is received the State will furnish a copy to NGB-ARO-E.

6-2. USARF schools

a. USARF schools offer RC personnel necessary military education and individual proficiency through Army service schools and college-approved POIs. When successful completion of USARF schools requires attendance at 2-week ADT phases, ARNG personnel are authorized to attend in an AT or FTTD status. Attendance at USARF schools ADT phases must be approved by NGB.

b. Course information.

(1) FORSCOM/TRADOC Reg (FTR) 135-3 establishes criteria for attendance at USARF schools.

(2) Army area circulars are published annually by each CONUSA announcing USARF school class schedules.

c. Application procedures.

(1) Quotas for USARF school ADT phases are managed by NGB.

(2) Students will attend courses in their respective Army area unless a specific course of instruction is not offered in that Army area.

(3) Copy of approved NGB Form 64 will be provided NGB-ARO-E.

(4) NGB Form 64, item 35, will include a statement similar to the following: "This is a USARF school as announced in (indicate Army Circular number)."

6-3. Expanded support of ARNG participation in USARF schools

a. ARNG personnel are authorized enrollment in USARF school courses of instruction during inactive duty training periods. Personnel are authorized to participate as instructors provided the majority of students are ARNG members, and the USARF school has exhausted all means to secure a qualified instructor. The expanded support program places emphasis on MOS qualification as opposed to officer career progression.

b. Funding. See paragraph 1-12.

(1) A portion of BP 3130 funds are reserved at the beginning of each fiscal year for each State to support attendance in this program. Use of BP 3130 funds is not authorized without prior approval by NGB.

(2) Expenditure of BP 3130 funds in excess of initial allocations is not authorized without prior approval by NGB.

c. To participate in the USARF school expanded support program, individuals will submit completed NGB Form 64 through channels to NGB-ARO-E. Applications will indicate whether applicant is a student or an instructor. States will ensure the cost of training is annotated on the application in the remarks block.

6-4. Department of Defense schools

a. Policy, guidance, and description of courses offered by DOD are contained in DOD 5010.16-M.

b. Each of the courses conducted under the Defense Management Education and Training Program is under the sponsorship of one of the military departments. A user component does not have to reimburse a sponsor department for tuition costs; however, pay, allowances, per diem, and travel are funded by the using component.

c. Application requirements. Students applying for any course of instruction listed in DOD 5010.16-M will submit nominations to NGB-ARO-E using NGB Form 64 and DD Form 1556. Detailed instructions for preparation of DD Form 1556 are contained on the reverse of the form and in DOD 5010.16-M.

6-5. United States Air Force (USAF) schools

The USAF conducts schools at various Air Force bases throughout CONUS. The details are contained in AF Manual 50-5, vol 1, USAF Formal Schools Catalog (Policies) and AF Manual 50-5, vol 2, USAF Formal Schools catalog (Scope & prerequisites).

a. No reimbursement is necessary by user components.

b. Nomination is accomplished by submitting NGB Form 64 through normal channels to NGB-ARO-E.

6-6. Vocational technical (Vo-Tech) schools

a. Vo-Tech schools have made a significant contribution in the MOS qualification of ARNG patient care specialists. In addition, there are several on-going initiatives wherein Vo-Tech schools adjacent to AC installations support AC MOS qualification efforts.

b. States are encouraged to contact their State director of vocational training to determine if any programs are available or can be developed to contribute to solving the MOS qualification problem, particularly in the arena low density or relatively technical MOS or where there is a shortage of training aids or qualified instructors.

c. Authorization from NGB-ARO-E must be obtained before start of instruction. Letter of request for Vo-Tech schools must contain the following information:

(1) Course title and MOS for which training is being conducted.

(2) Class schedule to include dates.

(3) POI used by school (must conform to military POIs).

(4) Number of students to be trained.

(5) Copy of any agreement between USPFO and Vo-Tech institution.

(6) Cost of training (include tuition, books, materials, etc).

(7) Statement that individuals will be awarded an MOS upon successful completion of training.

d. NGB-ARO-E approval of ARNG participation in Vo-Tech schooling will authorize ARNG personnel to attend the program in either an IDT or AT status. If the State wishes for its personnel to attend the program in an FTTD status using BP 3130 funds, NGB Forms 64 will be required from each soldier to attend in that status.

Chapter 7

Selected additional qualification training courses

7-1. Ranger training

a. Ranger training is conducted by the U.S. Army Infantry School, Fort Benning, GA. Its purpose is to develop leadership skills necessary for conducting effective small unit operations. Commissioned officer graduates will receive an AST; enlisted graduates will receive an SQI.

b. Eligible personnel who desire ranger training and are in a position requiring ranger qualification will be given first priority. Second priority will be given to personnel programmed to be assigned to positions requiring ranger qualification or otherwise seek the training provided by this course as an individual skill proficiency enhancement program.

c. Application.

(1) NGB Forms 64 will be submitted through normal channels to NGB-ARO-E NLT 90 days before course start date.

(2) All personnel must possess a medical examination dated within one year of their reporting date. Medical examinations will be accomplished IAW AR 40-501. A set of these medical records will be forwarded to NGB-ARO-E with the NGB Form 64.

7-2. Airborne training

a. Airborne training is conducted by the U.S. Army Infrantry School, Fort Benning, GA. Its purpose is to qualify volunteers in the use of the parachute as a means of deployment, and to develop leadership, self confidence, and aggressive spirit. Graduates will receive an appropriate SQI.

b. To be elibible, personnel must be in an airborne unit or a unit with a designated position requiring airborne status.

c. Application.

(1) NGB Forms 64 will be submitted through normal channels to NGB-ARO-E NLT 90 days before course start date.

(2) All personnel must possess a medical examinaiton dated within 1 year of their reporting date accomplished IAW AR 40-501. A set of these medical records will be forwarded to NGB-ARO-E with the NGB Form 64.

7-3. Equal opportunity training

a. The Defense Equal Opportunity Management Institute at Patrick AFB, FL conducts a 16-week resident equal opportunity course and a resident/nonresident five-phased course. Phases I and V are 2-week resident phases at Patrick AFB, phase III is a 2-day weekend resident phase at Patrick AFB, and phases II and IV are accomplished by correspondence studies with the institute. Each phase must be successfully completed before the student will be allowed to progress to the next phase. Students are provided with skills and knowledge needed to assist the commander in increasing unit effectiveness and efficiency through improved racial harmony and equal opportunity. Personnel who successfully complete this training are awarded the appropriate ASI and SQI.

b. Prerequisites.

(1) Assigned or programmed for assignment to duties requiring knowledge and skills essential to function as equal opportunity staff or instructor personnel.

(2) Officers. 1LT or above (waiverable).

(3) Enlisted. SGT, SSG, or SFC (waiverable).

c. Enrollment procedures.

(1) Resident course. Submit NGB Form 64 through normal channels to NGB-ARO-E.

(2) Resident/non-resident course. NGB Forms 64 will be submitted to NGB-ARO-E for each of the resident phases; i.e., phases I, III, and V. Enrollment in phases II and IV are accomplished as part of completing phases I and III.

7-4. Air assault training

a. Air assault training is conducted at Ft Campbell, Kentucky; Ft Rucker, Alabama; Ft Hood, Texas; and Schofield Barracks, Hawaii. This is a 10-day course which teaches air assault skills, techniques, and procedures to be used by units and individual soldiers during air

assault operations. Applications should be submitted to the closest training site.

b. Prerequisites.

(1) Applicants must have passed the Army physical fitness test with a minimum of 45 push-ups, 45 sit-ups, and completion of the two-mile run in 16 minutes or less.

(2) Student must be qualified with assigned individual weapon.

(3) Student must have no record of disciplinary action and be MOS qualified.

c. Course data is available in Fort Campbell (CAM) Circular 350-3. Although CAM Cir 350-3 pertains exclusively to training conducted at that site, the information contained therein is generally appropriate at the other sites. CAM Cir 350-3 can be obtained upon request from HQ, 101st Airborne Division (air assault), ATTN: AFZB-DPT-T, Fort Campbell, KY 42223-5000.

7-5. Army National Guard aviation training site

a. The Army National Guard aviation training sites (eastern and western) are chartered to conduct individual aviation training courses not available at the U.S. Army Aviation Center but essential to the readiness of ARNG units. Attendees are selected by the Aviation Operations Branch (NGB-AVN-O) and centrally funded by NGB-ARO-E. Course descriptions, scopes, prerequisites, and application instructions are contained in NGB Pam 95-3.

b. The Eastern ARNG Aviation Training Site (EAATS) located at Ft Indiantown Gap, Pennsylvania, offers 29 different courses that provide additional aviator skills such as night vision goggle qualification; or to qualify aviators to operate aircraft--the CH-54 for example--that are unique to the UH-1 and AH-1 (in FY 88) flight simulators.

c. The Western ARNG Aviation Training Site (WAATS) located at Marana, Arizona, will begin attack helicopter and aeroscout training during FY 1987. The WAATS will also offer training in the AH-1 flight and weapons simulator in FY 1988.

7-6. Aviation training

a. Initial flight training. The purpose of the initial flight training program is to prepare selected members of the Army National Guard in rotary wing aviation techniques and to qualify successful graduates as helicopter pilots for combat and civil aircraft operations. There are two separate and distinct courses under which a member can qualify for this type of training: one is reserved for officers/warrant officers and the other for enlisted personnel. Complete course scope and prerequisite criteria are provided as follows:

(1) Officer/warrant officer rotary wing aviator course scope. Designed to provide ARNG officers with the necessary skills and knowledges leading to qualification as a combat aviator in a specified aircraft system (UH-1 or OH-58). Training includes physical and mental skills and information objectives for accomplishments of basic rotary wing flight maneuvers, flight planning, instrument flight, combat skills day and night, tasks, and safety. Applicants desiring selection for this course must meet the following prerequisites.

(a) Be a commissioned or warrant officer. Commissioned officers must have completed aviation officer basic course unless already a graduate of any branch officer basic course.

(b) Meet height and weight standards as prescribed in AR 40-501.

(c) Have successfully completed the flight aptitude selection test (FAST).

(d) Have successfully completed class 1A medical examination.

(e) Be no more than 27.5 years old at the time application arrives at NGB.

(2) Warrant officer entry/warrant officer rotary wing aviator course scope. Academic instruction and practical application to provide warrant officer candidates with the knowledge of military subjects essential to performance as a warrant officer. This course qualifies warrant officer candidates in primary rotary wing flying techniques and helicopter use. It also provides knowledge of instrument and academic subjects required to operate rotary wing aircraft. Applicants desiring selection for this course must meet the following criteria: (See AR 611-110 or AR 611-85)

(a) Be an enlisted personnel.

(b) Have completed basic training.

(c) Be a high school graduate.

(d) Meet height and weight standards in accordance with AR 40-501.

(e) Have no military or civil court convictions or adjudication as a juvenile offender.

(f) Have successfully completed the FAST.

(g) Have successfully completed class 1 physical examination.

(h) Be no more than 27.5 years old at the time application arrives at NGB-ARO-E.

b. Other aviation career development training. In addition to the initial flight training program, ARNG aviator personnel must attend a variety of career development courses at the US Army Aviation Safety Center at Ft Rucker, Alabama, and the Aviation Logistics School at Ft Eustis, Virginia. A comprehensive list of courses conducted at these training sites can be found in DA Pamphlet 351-4.

Chapter 8

Army Training Requirements and Resource System (ATRRS)

8-1. General description

Policy, responsibility, and procedures for the Army training requirements and resources system (ATRRS) are set forth in AR 350-10. It is applicable to the Total Army. ATRRS consists of a centralized training management data base with interactive terminals at Army training major commands or agencies, school system headquarters, and selected school and training centers. Information is contained in ATRRS data base on all courses taught by or for Army personnel.

8-2. Responsibilities

a. NGB. Establish policy and procedures for the development of the ARNG training requirements at formal resident courses.

b. NGB-ARO-E.

(1) Develop the ARNG in-service training requirement program.

(2) Identify ARNG input to alternate training by phase, gender, and MOS.

(3) Manage seats allocated to ARNG to ensure maximum seat fill.

(4) Review ARNG input on graduate and attrition data for courses conducted by ARNG schools and academies.

(5) Participate in and provide input as required to the Structure Manning Decision Review (SMDR) and the Training Requirement Arbitration Program (TRAP).

8-3. Army training requirements and resource system subsystems

a. Army Program for Individual Training (ARPRINT).

(1) The ARPRINT identifies projected individual training requirements and programs for the Total Army, other services, civilians, foreign military, and selected DOD agencies. The published ARPRINT usually includes 5 years of projected training requirements.

(2) The ARPRINT addresses formal courses of instruction conducted by TRADOC, Health Services Command (HSC), FORSCOM, Materiel Development and Readiness Command (DARCOM), The Judge Advocate General (TJAG), Defense Information School (DINFOS), Defense Systems Management College (DSMC), and other military services.

(3) The ARPRINT is the primary document showing valid training requirements. It serves as the basis for designing class size and frequency, and is used by the school system to allocate its resources.

b. Quota management system (QMS).

(1) The QMS provides for the allocation, control, and use of training quotas. It works like an airline reservation system in that an agency determines where spaces are available and reserves them by using a person's name, grade, SSN, gender, quota source code, and home address. This data is then immediately available to schools, school systems, DA, and all other users of ATRRS.

(2) Training managers at all national levels are able to determine the location of training spaces through QMS. Using agencies are required to turn in unused spaces 45 days before class start dates allowing schools and training centers to fill unused spaces. The QMS may also be used to update the enlisted or master personnel file at MILPERCEN.

(3) Once seat allocations are loaded into ATRRS, significant reallocation of seats between components cannot be accomplished without HQDA approval.

8-4. Development of training requirements

a. Individual training requirements will be developed and programmed based on the following factors:

(1) Current authorization documents.

(2) Army policy.

(3) Current manpower inventory.

(4) Projected gains and losses.

(5) Training attrition rates.

(6) Availability of resources.

(7) Previous year's usage.

(8) Solicitation process.

b. Data collected will be entered directly into ATRRS according to procedures described in AR 350-10 and the ATRRS operators manual.

c. This collected data is then presented in May-Jun at the structure manning document review (SMDR). The SMDR is the procedure by which requirements, resources, and equipment are allocated to train the force. Overages and shortages of manpower, equipment, and facilities are identified. Any course lacking sufficient resources to train its full training requirement is then constrained and the training requirements are adjusted.

d. The purpose of the training requirement arbitration program (TRAP) is to review policy and changes that impact on established training programs. It is the only method by which training requirement changes can be accomplished for the current fiscal year.

Chapter 9

Individual Readiness Training Schools

9-1. General

Units may conduct individual readiness training schools (IRTS) which prepare ARNG personnel to perform their duties and to promote the highest standards of professional military competence.

9-2. Procedure for requesting individual readiness training schools

a. Unit commanders may conduct IRTS in an FTTD status within BP 3130 funds available at the State level which will round out individual training requirements and provide training oriented to specific missions, organization, and equipment. Training which will qualify the individual for present or planned military assignments or will increase the military proficiency of the individual's unit may be conducted. IRTS must be approved in advance by NGB. Requests to establish IRTS will be submitted through command and State channels to arrive at NGB-ARO-E not later than 45 days before the starting date of the proposed instruction.

b. IRTS that provide training of the following types may be submitted for approval:

(1) Training in methods of instruction.

(2) MOS specific skills.

(3) Critical MOS training for hard skill or low density MOS training.

(4) Correction of individual training deficiencies.

(5) Initial training requirements for new equipment or displaced equipment programs.

(6) Leadership training.

c. IRTS will meet the following criteria.

(1) IRTS will be MOS-producing, MOS-enhancing, or provide training in a required skill or speciality, and be individual- or unit mission-related.

(2) The school must have a documented POI and a training schedule showing daily and hourly training.

(3) IRTS will normally be at least 2 days in length. Travel time will be computed IAW JTR volume I.

(4) IRTS of at least 8 hours long, excluding non-POI time, may be conducted when appropriate justification is submitted to and approved by NGB. (See paragraph 1-11b(2) for activities considered to be legitimate POI subjects.)

d. Accredited RCNCOES courses may be conducted as IRTS subject to prior approval by NGB.

e. IRTS conducted over a period spanning elements of 2 or more successive calendar weeks will not include intervening weekend days or holidays as part of the training period unless 8 hours of POI training is scheduled each day. See paragraph 1-11.

f. IRTS requests will be submitted in the following number of copies:

(1) Basic letter--original and 2 copies.

(2) Endorsements--original and 2 copies.

(3) Enclosures--1 copy.

g. See appendix B for format.

Appendix A

References

Section I
Required Publications

AR 40-67	(AMEDD Continuing Health Education Program and Professional Speciality Recognition of AMEDD). Cited in para 5-1.
AR 40-501	(Standards of Medical Fitness). Cited in para 7-1, 7-2, and 7-6.
AR 600-9	(The Army Weight Control Program). Cited in para 1-6 and D-2.
AR 601-130	(The Army Clinical Clerkship Training Program). Cited in para 5-2.
AR 611-201	(Enlisted Management Fields and Military Occupational Specialities). Cited in para 1-11.
NGR 40-501	(Medical Examinations for Members of the Army National Guard). Cited in para 1-7.
NGR 350-1	(Army National Guard Training). Cited in para 1-11.
NGR 351-3	(Noncommissioned Officer Education System). Cited in para 4-2.
NGR 351-5	(State Military Academies). Cited in para 2-6.
NGR 351-10	(Command and General Staff College). Cited in para 2-2.
NGR 351-15	(United States Army Sergeants Major Academy). Cited in para 4-1.
NGR 351-21	(Senior Service Colleges). Cited in para 2-1.
NGR 351-30	(Combined Arms and Services Staff School). Cited in para 2-3, 3-3, 3-4, and 5-3.
NGR 600-101	(Warrant Officer - Federal Recognition and Personnel Actions). Cited in para 3-3, 3-4, and 5-3.
FTR 135-3	(US Army Reserve Forces Schools). Cited in para 2-4 and 6-2.
DA Pam 351-4	(Army Correspondence Course Program Catalog). Cited in para 2-2 and 2-4.
NGB Pam 95-3	(Course Catalog ARNG Aviation Training Sites (AATS). Cited in para 7-5.
TRADOC Pam 350-1	(Schedule of Classes, Officer and Enlisted Courses, US Army Service Schools and Army Training Centers). Cited in para 2-4, 2-5, and D-2.
DoD Manual 5010.16	(Defense Education Management and Training). Cited in para 6-4.

JTR Volume 1	(Joint Travel Regulation). Cited in para 1-13.

Section II
Related Publications

AF Manual 50-5 (Volume 1)	(USAF Formal Schools Catalog (Policies))
AF Manual 50-5 (Volume 2)	(USAF Formal Schools Catalog (Scope and Prerequisites))
AR 135-100	(Appointment of Commissioned and Warrant Officers of the Army)
AR 350-10	(Management of Individual Training Requirements and Resources)
AR 351-1	(Individual Military Education and Training)
AR 600-3	(The Army Speciality Proponent System)
AR 611-85	(Selection of Enlisted Volunteers for Training as Army Aviation Warrant Officers)
AR 611-110	(Selection and Training of Army Aviation Officers)
CAM Cir 350-3	(Candidates for the Air Assault School)
FORSCOM Reg 350-3	(Specialized Training in FORSCOM, Active Army, and Reserve Component Units)
NGB Pam 600-2	(Warrant Officer Professional Development for the ARNG)
TRADOC Reg 351-13	(Warrant Officer Training System)
Unnumbered Pub	(QUALS Report)
Unnumbered Pub	(The Military Education Guide, 1 May 85)

Appendix B

Individual Readiness Training School Request Format

B-1. IRTS requests will be submitted using the following format:

UNIT HEADING

DATE

SUBJECT: Individual Readiness Training School (IRTS)

THRU: (Channels, e.g,)BN (line out endorsements acceptable)

BDE

DIV

TO: State (Recommendation endorsement required - See para B-2)

1. Request authority to conduct the following IRTS:

a. Designation of Army National Guard Host Unit (Must have assigned U.I.C.)

b. Type of IRTS (See para 9-2b), NGR 351-1).

c. Statement as to why this training cannot be accomplished as part of IDT or AT.

d. Statement that the course is MOS producing, enhancing, provides training to correct deficiencies disclosed during ITEP, ARTEP, or AT, or provides training in a required skill or speciality.

e. Number of student personnel to attend. Indicate officer and enlisted by category AGR, FTTD, IDT, AT, or other.

f. Number of staff/faculty/support personnel to attend. Indicate officer and enlisted by category AGR, FTTD, IDT, AT, or other.

g. Number of student mandays required. Indicate officer and enlisted by category FTTD, IDT, AT, or other.

h. Number of staff/faculty/support personnel man-days required. Indicate officer and enlisted by category FTTD, IDT, AT, or other.

i. Estimated expenditure of BP 3130 funds only.

	Students	Staff/Faculty/Support	AGR
P&A	_____	_____	_____
Per Diem	_____	_____	_____
Travel	_____	_____	_____
Totals	_____	_____	_____

j. Location and dates of proposed IRTS.

B-2. POI. See enclosure 1. (Include a copy of the POI which includes the scope of the subject and training objectives. The POI is not required if the request is identical to a previously approved school and the POI is currently on file at NGB-ARO-E.)

B-3. A statement that adequate BP 3130 funds are available in the State to conduct such training will be included on the State plans, operations and training officer (POTO) endorsement to NGB-ARO-E. If adequate funds are not available in the State, POTO should indicate course conduct will be predicated upon availability of funds.

TRAINING UNIT:

COURSE:

TRAINING SITE:

DATE	HOURS FROM-TO	SUBJECT

Figure B-1. ITRS Training Schedule Format

Appendix C

Army National Guard School Training other than at Army Service Schools (RCS-ARNG-49-R2) Report

C-1. The ARNG-49-R2 report is designed to account for ARNG personnel participating in school training at courses other than those listed in Department of Defense, Army, Navy, and Air Force schools catalogs. The report includes the course title, duration in days, number of officers and enlisted personnel who participated in the course, and the number of officer and enlisted man-days used to accomplish the training (see figure C-1).

C-2. Activities to be reported are listed below.

(1) Army area schools.

(2) New or displaced equipment training.

(3) USARF schools.

(4) Recruiting and retention schools.

(5) Aviation specialized training (include those authorized as IRTS).

(6) IRTS (include RCNCOES courses conducted under State control; do not include aviation specialized training).

(7) Graduate tactical training program (include individual and staff refresher courses and precommand courses).

(8) Regional RCNCOES courses (include RC-PLDC, RC-ANOC, RC tank commanders course, and battle skills course).

(9) Other (include NGB sponsored courses; e.g., TAC officer course, direct appointment orientation course).

C-3. The report is due not later than the 10th working day following the close of each fiscal quarter to ARNG Operating Activity Center, NGB-ARO-E, Bldg E6814, Edgewood Area, Aberdeen Proving Ground, MD 21010-5420.

C-4. Report format. See figure C-1.

STATE: _____ PERIOD: QTR _____ FY _____

ARNG School Training at other than Army Service Schools (RCS-ARNG-49-R2) Report

Course	Duration (Days)	Number Off	Number Enl	Man-days Off	Man-days Enl
ARMY AREA SCHOOLS					
Intel & Security	14	3	3	42	42
Total		3	3	42	42
NEW EQUIPMENT TRAINING					
155 MM Howitzer (M198)	15	0	2	0	30
Total			2		30
USARF SCHOOLS					
C&GSC Ph IV	13	2	0	26	0
CBR Off/NCO Course	14	2	14	28	196
REGIONAL RCNCOES					
RC PLDC	15		4		60
RC ANCOC	10		1		10
BSC	15		2		30
Total			7		100
OTHER					
TAC Off Crs	3	2		6	
DAOC	5	2		10	
Total		4		16	

Figure C-1. School Training Report Format

Appendix D

Preparation of NGB Form 64, Application for Training

D-1. Description. NGB Form 64 (1 Mar 81) is a 6-part form used to request school training by an individual soldier. It is prepared at the soldier's unit, processed through command channels to the State POTO, then forwarded for approval to NGB-ARO-E. After processing at NGB-ARO-E, the NGB Form 64 is returned to the State POTO, thus becoming the letter of authority (LOA) for approved applications or for providing information about why nonapproved applications have been returned.

D-2. Completing NGB Form 64.

Item #	Entry
Upper left corner	applicant's State of assignment
1 thru 7	Self-explanatory
8	Include ASI, SQI, SSI.
9	Duty MOS
10	Self-explanatory.
11	Indicate applicant's current status. (M-day personnel will answer No.) Full-time support personnel will answer Yes. If answered "Yes" show type - e.g., Title 10; Title 32 Military Technician
12	Age last birthday.
13 & 14	Meet criteria of AR 600-9. Submit a current DA Form 5500-R5501-R (Body Fat Content Worksheet) with NGB Form 64 if weight exceeds screening table in AR 600-9.
15	Officers show commissioned service in months.
16	Officers: Date of permanent Federal recognition; enlisted: date of rank.
17	Indicate status in which applicant is requesting to attend training.
18	Indicate number of months spent in each category.
19	Applicant must possess the higher of the two security clearances required for course and MOS (see para 1-8).
20	Qualification test scores must equal or be higher than shown in DA Pam 351-4 or other course announcement documents.
21	MRD (off) or ETS (enl) must be sufficient to cover requirement as stated in chapter 1.
22	Self-explanatory.

23	Indicate years completed and type certificate awarded; i.e. "12 Diploma", "16 BS in Ed", etc.
24	Self-explanatory.
25	Refer to DA Pam 351-4, TRADOC Pam 350-1, or other course announcement documents.
26	Must be spelled out or abbreviated exactly as shown in DA Pam 351-4 or other course announcement document.
27	Must be spelled out or abbreviated exactly as shown in DA Pam 351-4 or other course announcement document (include ZIP code).
28, 29, 30	Use TRADOC Pam 350-1 or other course announcement document for report date and close date. Dates will be indicated by day, month (3-letter abbreviation), year; e.g, 11 Dec 86.
31	The latest report date an individual will accept. It may be later than the 3d choice report date, but will not normally extend beyond the end of the following fiscal year.
32	Self-explanatory.
33	Show prerequisite courses completed. Include course title and date completed.
34	For individual, unit, or State use. For Army area schools the following remark is to be entered: "Army Area School confirmed (Date)", when the quota source is other than the Military Education Branch. For USARF schools: "This is a USARF school as announced in (indicate circular and date)."
35	Signed and dated by applicant.
36	Signed and dated by approving authority at unit of origin.
37, 38	Approval and date by intermediate headquarters.
39	Completed by State before forwarding to NGB-ARO-E.

D-3. NGB Forms 64 should be submitted to arrive at NGB-ARO-E not later than 60 days in advance of the course start date unless otherwise specified in the course announcement document. Applications received after the suspense date will not necessarily be considered for the requested course date.

D-4. NGB Forms 64 are normally processed upon receipt at NGB-ARO-E unless constrained by the selection process or administrative processing time. Approval and notification to the States are normally handled as follows:

a. When applications are approved and the course report date is more than 30 days in the future, the approved NGB Form 64 is mailed to the State.

b. When the course report date is less than 30 days in the future, one of the following methods is used:

(1) NGB-ARO-E action officer telephones the State and gives the authority directly to the schools program manager. This is followed by the approved NGB Form 64 forwarded to the State by mail.

(2) When telephonic communication cannot be established, NGB-ARO-E sends a message by electronic means, ATTN: POTO or Schools Program Manager of the State, granting authority to publish orders. This is followed by the approved NGB Form 64 forwarded to the State by mail.

D-5. There are four different types of authorizations issued by NGB-ARO-E in connection with the publication of service school orders. Each type coincides with the status of the individual as indicated below:

a. The most common approved NGB Form 64 is that issued for non-AGR personnel attending a course of instruction in FTTD status using BP 3130 funds allocated the State to support pay and allowance, travel, and per diem costs (if any).

b. AGR personnel get the same approved NGB Form 64, except that their entitlement is only for travel and per diem from BP 3130, since they receive pay and allowances under another budget document code. See paragraph 1-12 for guidance pertaining to TDY support for Title 10 AGR personnel. TDY support for Title 32 AGR personnel is provided by the State to which assigned.

c. USPFOs, Air Guard, and civilian personnel receive a quota reservation letter from NGB-ARO-E, however, they must coordinate all other aspects required for attending the course. ARNG BP 3130 funds are seldom involved.

d. Officers who are temporarily federally recognized receive a special authority that indicates if for any reason permanent Federal recognition is denied, he/she will be returned to home station.

D-6. Special instructions are furnished as an attachment to the approved NGB Form 64 to issue school orders. These are instructions from the school that will aid the student upon reporting, special equipment required for the course, attachment instructions when the student is to be attached to another unit for billeting and/or pay, and various other items relating to the course and the student. It is of utmost importance that these instructions be followed so as not to create a hardship on the student and undue turbulence when the student arrives at the training site.

D-7. If an individual cannot attend a course of instruction for which an approval has been issued, NGB-ARO-E will be immediately notified so that the school quota can be reallocated to a State with an available applicant.

D-8. Applications are returned to States for many reasons. The most common, as shown on the reverse of the NGB Form 64, are by stamp number as follows:

a. Class dates are filled and individual will not attend a later class.

b. No quotas available for the remainder of the fiscal year.

c. Application returned per State request.

d. Applicant does not meet prerequisites for requested course as indicated in DA Pam 351-4 or other course announcement document.

(1) Qualification test score too low, not entered, or wrong category.

(2) Grade either too low or too high.

(3) Does not meet pre-entry training requirements/does not possess proper feeder training for course, or is in the wrong MOS.

(4) Other - this covers all cases not indicated above, i.e., see surgeon's remarks, send completion certificate for PH I, etc.

(5) In categories not covered above, applications are returned annotated with the reason.

Glossary

Section I
Abbreviations

AC	Active component
ACCP	Army Correspondence Course Program
ADT	Active duty for training
AF	Air Force
AFB	Air Force Base
AFSC	Armed Forces Staff College
AGR	Army Guard/Reserve
AMEDD	Army Medical Department
AMSUS	Association of Military Surgeons of the United States
ANC	Army Nurse Corps
ANOCC	Advanced Noncommissioned Officer Course
ASI	additional skill identifier
AR	Army Regulation
ARNG	Army National Guard
ARPRINT	Army Program for Individual Training
ARTEP	Army Training and Evaluation Program
AT	annual training
ATRRS	Army Training Requirements and Resource System
AWC	Air War College
BP	Budget Program
CAS3	Combined Arms and Services Staff School
CCTP	Clinical Clerkship Training Program
CEP	Civilian Education Program
CGSOC-RC	Command and General Staff Officer Course - Reserve Component
CHE	continuing health education (see CME)
CLEP	College Level Examination Program
CME	continuing medical education (see CHE)
CMF	career management field
CONUS	Continental United States
CONUSA	Continental United States Army
CSC	corresponding studies course
DA	Department of the Army
DARCOM	Department of the Army Materiel Development and Readiness Command
DD, DOD	Department of Defense
DET	Displaced Equipment Training
DINFOS	Defense Information School
DMOS	duty military occupational speciality
DSMC	Defense Systems Management College
EAATS	Eastern Army National Guard Aviation Training Site
ETS	expiration of term of service
FSC	First Sergeants Course
FTR	FORSCOM/TRADOC regulation
FTTD	full-time training duty
FORSCOM	United States Army Forces Command
GED	general educational development
GMO	general medical orientation
HPE	health profession education
HSC	Health Services Command
IADC	Inter-American Defense College
ICAF	Industrial College of the Armed Forces

IDT	inactive duty training
IMET	individual military educational training
IRTS	Individual Readiness Training School
ITAAS	Army area intelligence schools
ITEP	Individual Training and Evaluation Program
ITP	Individual Training Program
LOA	letter of authority
LPN	Licensed Practical Nurse
LVN	Licensed Vocational Nurse
MC	Medical Corps
MEPS	Medical Examining and Processing Station
MILPERCEN	United States Army Military Personnel Center
MOS	military occupational speciality
MRD	mandatory removal date
NAWC	Naval War College
NCO	noncommissioned officer
NCOES	Noncommissioned Officer Education System
NET	new equipment training
NGB	National Guard Bureau
NGB-ARO-E	Military Education Branch, Organization and Training Division, Army Directorate, National Guard Bureau
NGB-ARS	Office of the Army Surgeon, National Guard Bureau
NGR	National Guard regulation
NWC	National War College
OAC	officer advanced course
OBC	officer basic course
OCS	officer candidate school
OJE	On-the-job experience
PA	Physicians Assistant
Pam	pamphlet
PCS	permanent change of station
PEC	National Guard Professional Education Center
PLDC	Primary Leadership Development Course
PMOS	primary military occupational speciality
POI	program of instruction
POTO	plans, operations, and training officer
PPSCP	Professional Postgraduate Short Course Program
QMS	Quota Management System
QS	quota source
RC	Reserve component
RCS	Reports Control System
SF	Special Forces; Standard Form
SM	Soldiers Manual
SMA	State military academy
SMDR	Structure Manning Decision Review
SNOC	Senior Noncommissioned Officer Course
SOJT	supervised on-the-job training
SQT	skill qualification test
SSC	Senior Service College
SSI	speciality skill identifier
SSN	Social Security number
TABE	the adult base education
TAC	teach, advise, counsel
TAG	The Adjutant General, State Adjutant General

TDY	temporary duty
TG	training guide
TJAG	The Judge Advocate General
TRADOC	United States Army Training and Doctrine Command
TRAP	Training Requirement Arbitration Program
USAF	United States Air Force
USAR	United States Army Reserve
USARF	United States Army Reverve Forces
USARSA	United States Army School of the Americas
USASMA	United States Army Sergeants Major Academy
USAWC	United States Army War College
USAWCCSC	United States Army War College Corresponding Studies Course
USMCCSC	United States Marine Corps Command and Staff College
USNCCS	United States Navy College of Command and Staff
USPFO	United States Property and Fiscal Officer
VA	Veterans' Administration
VO-TECH	vocational-technical
WOAC	Warrant Officer Advanced Course
WOC	warrant officer candidate
WOEC	Warrant Officer Entry Course
WOEC-RC	Warrant Officer Entry Course-Reverve Component
WOSC	Warrant Officer Senior Course
WOTCC	Warrant Officer Technical Certification Course

By Order of the Secretary of the Army:

HERBERT R. TEMPLE, Jr.
Lieutenant General, USA
Chief, National Guard Bureau

Official:

HARRY M. LESLEY
Colonel, USAF
Executive, National Guard Bureau

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