

Headquarters
Department of the Army
Washington, DC 20310-2500
31 December 1986

National Guard Regulation 351-30

Effective 12 January 1987

Schools

COMBINED ARMS AND SERVICES STAFF SCHOOL

Summary. This regulation outlines the procedures for nominating, selecting, and enrolling Army National Guard officers in the Combined Arms and Services Staff School.

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 subject to the requirements of AR 11-2. It does not contain checklists for conducting internal control reviews. These checklists are being developed and will be published at a later date.

Supplementation. Local supplementation of this regulation is prohibited except upon approval of NGB. Send requests for

exception, with justification, through command channels to NGB-ARO-E, ARNG Operating Activity Center, Bldg E6814, 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 Interim changes will be destroyed on their expiration dates unless sooner rescinded or superseded by a permanent change.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 ARNG Operating Activity Center, ATTN: NGB-ARO-E, Bldg E6814 (Edge-wood Area), Aberdeen Proving Ground, MD 21010-5420.

Purpose

This regulation describes the U.S. Army Combined Arms and Services Staff School (CAS3) course and establishes the policies and procedures for enrolling in CAS3.

2. Responsibilities

a. National Guard Bureau (NGB).

(1) Manages CAS3 program for the Army National Guard (ARNG).

(2) Forecasts resident phase requirements and obtain quotas.

(3) Processes NGB Forms 64 (Application for Training) for resident phases.

(4) Processes requests for waivers of prerequisites.

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

(1) Manage State CAS3 program.

(2) Determine resident phase requirements and submit data to NGB.

(3) Process CAS3 enrollment applications; ensure applicants are eligible.

(4) Process NGB Forms 64 requesting the CAS3 resident phase; ensure applicants are eligible for resident phase II.

(5) Process waiver requests.

3. School information

a. Location. The CAS3 is located at the Combined Arms Center, Fort Leavenworth, Kansas.

b. Jurisdiction. The CAS3 operates under the control and supervision of the Commander, U.S. Army Training and Doctrine Command (TRADOC).

4. Mission

a. The mission of CAS3 is to train officers in the Active and Reserve components to function as staff officers in battalion, brigade, division, and installation level organizations.

The CAS3 faculty will--

(1) Teach what staffs are by defining and tracing the development of staffs and staff roles.

(2) Teach what staffs do by training students in common and collective staff procedures and skills.

(3) Teach how staffs perform by requiring students to apply acquired skills and knowledge.

b. CAS3 provides the staff officer training in common functions, specifically, in how to--

(1) Provide information.

(2) Make estimates.

(3) Make recommendations.

(4) Prepare plans and orders.

(5) Supervise their execution.

(6) Improve students oral and written communication skills.

(7) Analyze, and select specific courses of action as a staff officer.

(8) Develop the products of staff actions.

5. Course description

a. Phase I is accomplished by self-paced correspondence study. It is comprised of 15 modules of about 140 hours of study and a final qualifying examination. Phase I should be successfully completed before being eligible for phase II.

b. Phase II is a 9-week resident phase conducted at Fort Leavenworth.

6. Course prerequisites

a. Phase I.

(1) Be in the grade of first lieutenant, captain, or major.

(2) Have successfully completed a branch advanced course.

(3) Not currently enrolled in or a graduate of the U.S. Army Command and General Staff Officer course (CGSOC) or equivalent.

(4) Have a final SECRET clearance.

b. Phase II.

(1) Have successfully completed phase I.

(2) Have at least 6 years of commissioned service before phase II class reporting date.

(3) Have at least 2 years of service remaining before mandatory removal date upon graduation of phase II.

(4) Meet the height and weight standards of AR 600-9.

(5) Be physically qualified for general service (AR 40-501).

7. Mandatory requirement

a. Effective 1 October 1986, all ARNG full-time (AGR Title 10, Title 32 and military technician) captains between 6 and 10 years of commissioned service who have completed their branch advanced course are required to complete CAS3 as a prerequisite for subsequent enrollment in CGSOC or an equivalent course. (Those full-time captains with less than 10 years of commissioned service who were enrolled in CGSOC, any version, as of 1 August 1986 are exempt from this requirement.)

b. Later promotion to major or advancement beyond 10 years of commissioned service does not eliminate this requirement once established; only termination of full-time status will remove this requirement.

c. Additionally, all new full-time captains either promoted or hired after 1 October 1986 are also affected by this requirement unless otherwise exempt by the exception in a. above.

d. All full-time officers who are required to complete CAS3 are expected to complete the course in no more than 3 years from date of initial enrollment.

e. Those officers affected by this requirement may complete CAS3 either through the correspondence/resident course mode or through the correspondence U.S. Army Reserve Forces School mode, when implemented.

8. Enrollment procedures

a. Phase I. Officers enrolling in CAS3 apply for phase I by completing DA Form 145 (Army Correspondence Course

Application) and forwarding it through command channels to the Extension Training Management Division, U.S. Army Command and General Staff College (ATZL-SWE-TM), Fort Leavenworth, KS 66027-6940. Submit documentary evidence of officer advanced course completion with the DA Form 145. Applications for officers requiring a waiver of prerequisites will be forwarded from State through NGB-ARO-E to Fort Leavenworth; applications without waivers will be forwarded from State directly to Fort Leavenworth.

b. Phase II. Upon completion of phase I officers enroll in phase II by completing NGB Form 64 and forwarding it through channels to NGB-ARO-E not later than 45 days before the scheduled class reporting date. The following documents will accompany the NGB Form 64:

(1) SF 88 and SF 93 reflecting results of current final type physical examination taken at an active military installation, medical examination and processing station (MEPS), National Guard or USAR medical examining station, VA hospital, or US Public Health Service hospital.

(2) Evidence of CAS3 phase I completion.

9. Selection procedures for the resident phase

a. CAS3 phase II applications (NGB

Forms 64) are processed at NGB-ARO-E upon receipt, and letters of authority are issued to the State upon determination that the officer is eligible and qualified to attend the resident phase.

b. If available, a quota will be authorized in the first choice class. If there is no available space a space will be allocated for the next available requested class.

c. If there are more qualified applicants than there are quotas, applications will be retained at NGB until the date indicated in item 31, NGB Form 64 or one year following date of receipt, whichever is sooner.

d. If there are less qualified applicants than there are quotas, unused quotas will be relinquished 30 days before the class reporting date.

10. Funding

a. All ARNG officers except AGR Title 10, who are selected to attend CAS3 will be supported from budget program 3130 funds available to their respective State.

b. NGB-ARO-E will centrally fund travel and per diem expenses for AGR Title 10 tour officers selected to attend CAS3. Applications for these officers will include a DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) with items 1 through 18 completed.

By Order of the Secretary of the Army:

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