



USAR OFFICER PROFESSIONAL MILITARY EDUCATION (PME) NEWSLETTER



HRC OPMD Leader Development Division, USAR Officer Military Schools Branch

FY2022 USAR Officer Professional Military Education Panel / Boards

Panel / Boards	MILPER #	Panel / Boards Dates
APDE Panel	TBD	26-30 September 2022
Senior Service College (SSC) Board	22-043	20-30 June 2022
ILE Board	22-068	20-30 June 2022

Current HRC Policy: As of October 2020, Non-AGR officers who do not return their Request for Orders (RFO) Worksheets will be CANCELLED from PME courses to prevent officers from attending courses without orders and requiring requests for backdated orders.

Army Reserve Pre-Requisites for PME:

Unit Commanders will ensure that all students enrolled in training are eligible, meet all course prerequisites, and are in compliance with Army standards to attend Army institutional training. Officers requesting training must have a current APFT, height/weight, HIV Testing, PHA (IAW AR 40-501), and a Security Clearance. **Officers cannot attend school on a temporary profile.**

Note: ACFT requirements are suspended until further notice.

The ATRRS Operator for TPU and Talents Managers/Career Advisors for AGR, IMA, and IRR will verify that the officer meets the eligibility requirements before submitting the application.

Mobilized and Deployed Officers/Warrant Officers (WO)

Officers/Warrant Officers must request an Exception to Policy (ETP) to attend PME. Requests are submitted to the email below:

usarmy.usarc.usarc-hq.list.g37-leader-development-division@army.mil

HRC USAR Military Schools Branch is responsible for funding PME and select Additional Skill Identifier (ASI) courses. Due to limited quotas, students are encouraged to select a primary and alternate date in case the first choice is not available. **Students who dis-enroll for academic failure who would like to re-enroll must seek unit funding.**

HRC WILL NOT PUBLISH ORDERS FOR OFFICERS WHO WALK ON TO A COURSE WITHOUT AN ATRRS RESERVATION. Officers must have a valid ATRRS reservation and orders prior to attending any course.

Fourteen Edition, March 2022

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U.S. ARMY HUMAN RESOURCES
COMMAND
ATTN: MILITARY SCHOOLS
US ARMY HUMAN RESOURCES
COMMAND
1600 SPEARHEAD DIVISION AVENUE
FORT KNOX KY 40122-5208



How to enroll into PME



ATRRS is the Army system of records for individual training. **AGR** Officers and **AGR** Warrant Officers will receive a DTS Line of accounting (LOA) memo via email which covers associated Temporary Duty Travel (TDY) costs. **Troop Program Unit (TPU)/ Individual Mobilization Augmentee (IMA)** Officers and **TPU/IMA** Warrant Officers will receive an Active Duty Training (ADT) order from HRC to fund basic pay, entitlements and associated TDY costs. **Students should not be directed to use personal funds to travel to and from PME courses.**

Three Ways Officers/Warrant Officers Can Enroll In PME:

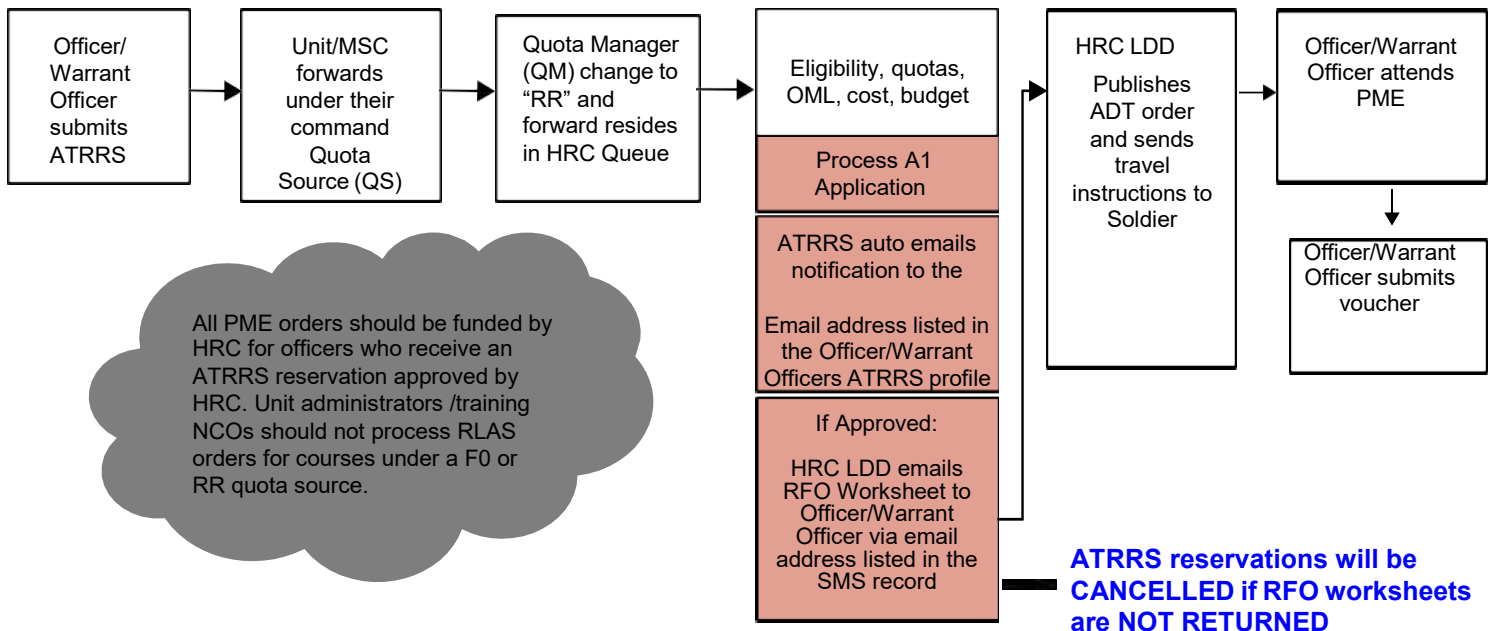
- AGR Officers and AGR WO submits DA 4187 through designated Assignment Officer (AO). <https://www.hrc.army.mil/content/Officer%20Management%20Division%20Landing%20Page>
- Individual Ready Reserve (IRR) /IMA Officers and IRR/IMA WO submits DA 4187 and ATRRS application through designated Career Manger. usarmy.knox.hrc.mbx.rpmd-omd-irr-ima-branch@army.mil or phone: 502-613-6300.
- TPU Officers and TPU WO submits ATRRS application at the unit level through the ATRRS operator. (see chart below)

Travel Reimbursements:

- AGR Officers submits DTS voucher in DTS.
- TPU Officers process the DD 1351-2 through the Unit Administrator.
- IRR/IMA Officers process the DD 1351-2 through DFAS. <http://www.dfas.mil/dfas/pcstravel/wheretosubmit.html>

The DA G357 publishes ALARACT messages which establish per diem rates for PME courses and authorizes rental cars for select PME courses. If a rental car is not authorized on your orders, you can request authorization and funding from your unit.

TPU Officer/Warrant Officer PME Process:



TPU Officer and Warrant Officers **MUST** return the RFO worksheet for HRC to generate the ADT order NLT 14 calendar days of receiving the RFO worksheet, unless specified on the email. For example, if the Officer receives the RFO worksheet on 1 November then the suspense date is 15 November.

Cancellations:

Cancellations made within 14 days of the report date must be approved in writing by the first Lieutenant Colonel in the Soldier's chain of command. If a cancellation occurs within 72 hours of the course report date, the officer will automatically receive a 'No Show'. A reservation or wait cannot be cancelled on or after the report date.



RC Officer PME Guidance



Cancellations:

All cancellations must be submitted on the ATRRS Student Substitution / Cancellation request form and be received from the Soldiers unit.

Warrant Officer Training:

Unit ATRRS Managers are responsible for scheduling Warrant Officer training to include: CW2 and CW3 attendance to the Warrant Officer Advanced Course (WOAC), CW3 and CW4 attendance to Warrant Officer Intermediate Level Education (WOILE) (and WOILE Follow On Courses if applicable), and CW4 and CW5 attendance to Warrant Officer Senior Service Education (WOSSE) (and WOSSE Follow On courses if applicable). WOAC Common Core (DL) can either be routed to quota source RR for approval or can be approved locally under the TU quota source. Warrant Officers enrolling in WOSSE must have a Phase 2 request at HRC in order to obtain an approved Phase 1 reservation and both requests must be at HRC prior to 90 days of the Phase 2 report date as both phases must be approved at the same time (these courses are married up so that the Phase 1 DL class is conducted together with the same students that will be in the resident Phase 2 class).

RC Officer PME Guidance:

Reserve Component Captains Career Course (RC-CCC)

Army Reserve Officers should begin their military education requirement as soon as possible. CCC is a prerequisite for attendance to any course that produces military education level four (MEL) 4. Promotable First Lieutenants are authorized to enroll in the first DL phase of their respective CCC IAW AR 350-1.

The Army restructured the process of Reserve Captains Career Course (RC-CCC). Effective 1 OCT 19 RC-CCC branch schools implemented the Reserve Captain's Career Common Core (RC-CCC) DL course which is now available for registration through ATRRS under the course number 9-00-C23 (DL). The process to apply for CCC is as follows: Officers must register for the course through their unit training manager in order to be DL complete before attending resident RC-CCC. Once registered, students will conduct 75 hours of online instruction on the Army Learning Management System (ALMS) and will have a year from their report date to complete. After students complete the DL course, they will have the ability to register for their designated branch-specific phase of the RC-CCC through their unit training managers. Officers must put an A1 application in ATRRS through your Unit ATRRS Operator. After application is entered ATRRS ensure your Higher Echelon is aware of the application and approves your Application in a timely manner.

AGR officers assigned to deploying units, Ready Force units, or recently assessed officers will be allowed to request an exception to policy (ETP) to enroll and complete the Reserve Component version of CCC.

Intermediate Level Education (ILE)

The ILE selection board is a one-look merit-based (best qualified) selection board, and automatically considers all eligible USAR Captains identified for promotion to the rank of Major to attend residence programs and blended learning venues, CGSOC-CC and CGOSC-AOC. **Please read HQDA EXORD 083, published 16 FEBRUARY 2021, Implementation of a Tailored, Talent-Based Military Education Level-4 (TTBM4) Strategy in ILE Officer Professional Military Education.** This introduces the closure of Ft. Lee and Ft. Gordon 15 week satellite courses and introduces a resident Advanced Operators Course (AOC). Officers completing resident AOC must complete ILE- Common Core via Distant Learning. The resident AOC will be offered annually from January - April. All Officers attending resident courses must be selected by the PME board.

USAR Officers selected to attend a resident ILE venue, who do not wish to attend, will be given the option to request a change of venue to Distance Learning (DL)/Total Army School System (TASS). Officers not selected for a resident venue will be required to complete ILE through DL or TASS.



RC Officer PME Guidance cont.



Senior Service College (SSC)

The US Army Reserve SSC Selection Board automatically considers all eligible USAR LTCs and COLs for both resident SSC opportunities and the Army War College Distance Education Program (AWCDEP). USAR LTCs must have at least one year time in grade (TIG) prior to the board convene date. Officers may elect to opt-out without prejudice before the convene date of the selection board. Opt-out procedures will be published in the annual MILPER message.

The USAR SSC Selection Board application window typically opens for eligible officers **90 days** prior to the board convene date. Results are released approximately **90 days** after the board recesses and selected officers are slated to specific schools **60 days** after the results are released. This is subject to change. Please monitor your enterprise email for the SSC MILPER message.

Additional Professional Development Education (APDE)

This program consists of a myriad of broadening opportunities for Army Reserve Officers. APDE selections are conducted by an annual selection panel process. The MILPER message outlines the programs, as well as eligibility requirements and application procedures. The MILPER is published annually; normally after Independence Day. Since this is a selection panel and not a board, no board file will be available for officers to view/validate so it is imperative that Officers who wish to be considered, ensure that their military records are up-to-date and permed.

USAR Officers, Warrant Officers and Senior Enlisted Soldiers, in the competitive categories of AGR, TPU, IMA, MILTECHS, and IRR Soldiers are eligible to be considered. **Officers must have a valid CAC to compete.** Officers with a valid CAC will submit preference(s) through the Command Preference Designation (CPD) website. Apply at HRC website (<https://www.hrc.army.mil/>) select TOOLS/Apps tab, go to ASSIGNMENTS, select "Personal Preferences Centralized Selection Processes", select Reserve Component Function Designation, and APDE courses appear. <https://preferences.hrc.army.mil/HTDocs/>

COVID-19 Update

Personnel attending Professional Military Education (PME) and functional training courses are required to be vaccinated for COVID IAW DOD guidance NLT 16 December 2021 (Active Component) or NLT 01 January 2022 (USAR and ARNG Components). Personnel pending a COVID vaccine exemption will not travel to training attendance until their exemption is adjudicated. Unvaccinated Soldiers/students should not travel for training attendance, unless an exemption for travel has been approved by the Undersecretary of the Army. Fully vaccinated personnel who are symptomatic should not be permitted to travel for training. Soldiers/students must show proof of vaccination (Vaccination Card/MEDPROS) upon arrival for training when signing in at the school. Fully vaccinated personnel will be tested at the training location if symptomatic. Fully vaccinated personnel testing positive at the training location may be returned to home station (CoE/school have ROM/isolation procedures before returning to home station).

USAR Leader Development / Branch Development Addresses:

USAR Military School Orders Mr. Mark Bowen: usarmy.knox.hrc.mbx.opmd-idd-rc-atrrs@army.mil

APDE Actions Mr. Russell Guzman: usarmy.knox.hrc.mbx.opmd-idd-military-schools@army.mil

SSC Actions Mr. Robert Jenkins: usarmy.knox.hrc.mbx.opmd-pde-ssc@army.mil

ILE Actions Mr. Ronald Bradford: usarmy.knox.hrc.mbx.opmd-pde-ile@army.mil

Reserve Warrant Officer PME Mr. Luis Alvarez: usarmy.knox.hrc.mbx.rc-warrant-officer-pme@army.mil

Contact information:

USAR Military Schools Branch Orders: 502-613-6730

USAR Military Schools Boarded Actions: 502-613-9035

ATTENTION: When submitting request to the team box please add to the subject line the school associated with the email, i.e. CCC, ILE, WOAC, WOILE etc.

Enterprise Email is the preferred and default method used for all communications, so please check your "ARMY.MIL" email regularly to avoid missing critical and often time sensitive communications from ATRRS, Schools, and HRC. Please note that encrypted emails cannot be viewed in an Enterprise team mailbox. To send an encrypted email, please inquire to the appropriate team box for an individual mailbox to submit it to.



Frequently Asked Questions?



1. Are APDE courses deferrable?

No. The APDE program is an opt-in process. Candidates selected can decline without prejudice. No ETPs or deferments are permitted.

2. If Officers are mobilized or deployed can they attend an APDE course?

No. If a USAR Officer is mobilized or deployed they cannot attend an APDE course during that academic year. Officers serving in or scheduled for areas of operation(s) in theaters that are combat related in nature that are located/situated (OCONUS) will not be eligible to attend APDE training in the academic year they "opted in" for. All Officers must be available upon selection.

3. If a USAR Officer is flagged can they attend an APDE course?

No. USAR Officers must remain in a favorable status to attend an APDE course.

4. What is the APDE selection process?

- It starts with the publishing of the annual MILPER message which prescribes the eligibility criterion for all the APDE courses that may be offered during the academic year.
- Followed by the "opt in window" which typically takes place in June and July of that year.
- The Selection Panel normally takes place during the third week of September.
- Course slating takes place in October.
- Principals are notified in November.
- The official academic year starts in December and ends the following November. Each course varies in length from 1 week to 9 months per the annual APDE course catalog.

5. Are eligibility requirements able to be waived for APDE?

No. The APDE eligibility requirements will not be waived.

6. How many APDE courses can a USAR Officer take in an academic year?

USAR Officers are permitted to take one APDE course per academic year, if selected.

7. Is DTS authorized?

Yes, DTS is authorized for AGR Soldiers only. TPU/IRR/IMA soldiers must submit a DD 1351-2 to unit administrators/DFAS for travel reimbursements.

8. When will I receive orders for class?

NLT 30 days prior to the course report date.

To view and print your order, please follow the below instructions:

- Log onto <http://www.hrc.army.mil/>
- Click on "Self Service" in the middle of the page.
- Click on "Interactive Personnel Electronic Record Management (iPERMS)" on the left of the page.
- Login to your iPERMS

9. Where do I submit my USAR 25-R Form and orders for pay processing?

TPU/IMA Officers: Unit administrators/JPAC are required to send USAR 25-R's along with orders to the pay team at Fort McCoy. IRR Officers: Submit USAR 25-R and orders to USAR pay team Knox/ usarmy.knox.hrc.mbx.g8-reserve-pay@mail.mil

10. When do I file my travel voucher and who do I file it to?

NLT 5 days after the course ends. Non AGR Officers should process the DD 1351-2 through your unit administrator or <http://www.dfas.mil/dfas/pcstravel/wheretosubmit.htm> DFAS Travel Customer Care Center at 1-888-332-7366. Then listen and select appropriate prompts.

11. What is the difference between a Talent Manager, Career Advisor, and Career Manager?

Talent Managers are assigned to HRC and manage AGR Officers. Career Advisors are assigned to HRC and manage IRR and IMA Officers. Career Managers are assigned to the Army Reserve Careers Group (ARCG) and advise TPU Officers.

12. When are the ATRRS applications approved?

6 months prior to the report date of the course.

13. Where can I locate a list of PME courses and dates offered?

The PME course catalog is located at <https://www.atrs.army.mil/atrscc/>

14. Am I authorized a rental vehicle?

No, unless authorized in the HQDA 357 ALARACT. HRC does not reimburse unauthorized rental vehicles. If you wish to have one, your unit may authorize and pay for it.



Frequently Asked Questions? Continued



15. Where can I find information about obtaining constructive credit for AWC?

Information about Constructive Credit can be found in AR 350-1 Army Training and Leader Development, Chapter 3–20. Course credit. Request should be routed as follows: usarmy.knox.hrc.mbx.opmd-pde-ssc@army.mil MEMORANDUM THRU Leader Development Division, Officer Personnel Management Directorate (ATTN: LTC Chalas), Army Human Resources Command, 1600 Spearhead Division Drive, Fort Knox, KY 40122 FOR Office of the Deputy Chief of Staff, G-3/5/7 (ATTN: DAMO-TRL), 400 Army Pentagon, Washington, DC 20310-0400

16. How do I enroll in ILE DL or TASS courses?

You submit an A-1 apps thru your unit ATRRS operator to a class that meets your work/ family schedule.

17. Do I have to graduate one phase of ILE to enroll in the next?

If you enroll into any phase of ILE DL you must show a G in ATRRS before moving to the next phase. Now if you enroll in a Phase 2 8x2 or 4x4 I will approve your phase 3 apps along as you're in good standing (no academic probation) and set to graduate at the end of the course.

Notes:

1. DL and Tass options can be mixed and matched.
2. As of 1 June 2020, CGSC has reinstated the 18-month ILE-CC DL completion timeline.
3. Just because your unit submits an A-1 apps, doesn't guarantee a confirmed seat for the course.