

**Training**

**Military and Civilian Personnel Training and Development**

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This UPDATE printing publishes a new Change 1, which is effective 31 October 1993. The strikethrough and underscore method is used for the portions of the text that are revised.

For the Commander:

STEWART K. MCGREGOR  
*Colonel, GS*  
*Chief of Staff*

Official:

ROGER H. BALABAN  
*Director, Information Management*

**Summary.** This regulation provides policy and procedures to Headquarters, United States Army Recruiting Command and subordinate units for forecasting, requesting, and otherwise providing training and education to enhance individual job performance while assigned to the United States Army Recruiting Command. This training and/or education may be provided by Government agencies, Department of Defense, and Department of the Army level schools or civilian vendors and training institutions.

military and civilian personnel assigned to the United States Army Recruiting Command.

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

**Supplementation.** Supplementation of this regulation is prohibited.

**Suggested improvements.** The proponent agency of this regulation is the Office of the Director of Training and Plans. Users are invited

to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC (RCTNP), Fort Knox, KY 40121-2726.

**Distribution.** Distribution of this issue has been made in accordance with USAREC Pam 25-30, distribution C. This regulation is published in the Recruiting Brigade and Battalion Operations UP-DATE.

**Applicability.** This regulation is applicable to all

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viding training and education to enhance individual job performance while assigned to the United States Army Recruiting Command (USAREC). This training and/or education may be provided by Government agencies, Department of Defense (DOD), and Department of the Army (DA) level schools or civilian vendors and training institutions.

and development programs and are encouraged and supported in their own efforts for self-development, regardless of race, color, creed, sex, national origin, physical handicap, or age. While employees' desires should be given due consideration, management needs and budgetary limitations are the primary consideration.

**Appendixes**

- A. References
- B. Obtaining School Allocations and Quotas for Military Schools
- C. Army Correspondence Course Program
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- E. Programming, Budgeting, and Funding (Military)
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- I. Defense Information School Courses

**2. References**

For related publications and blank forms see appendix A.

**3. Explanation of abbreviations**

Abbreviations used in this regulation are explained in the glossary.

**4. General policy**

a. Military. Commanders at all levels must ensure their personnel are trained in the skills necessary to effectively perform their assigned duties and accomplish the command mission. In no case will training be requested for purely personal reasons.

b. Civilian. HQ USAREC requires affirmative action by all responsible individuals in the accomplishment of an effective employee development program, which will result in a high degree of competence at all levels of the work force, be responsive to the mission of this command, and the U.S. Army. All employees will have equal opportunity to participate in job-related training

**5. Military responsibilities**

a. The Director of Training and Plans will:  
(1) Serve as program manager for military programs.

(2) Forecast training requirements, and obtain training allocations as required for the United States Total Army Personnel Command (PERSCOM); Headquarters, United States Army Training and Doctrine Command (HQ TRADOC); Headquarters, United States Army Management Engineering Training Activity (HQ AMETA); United States Army Logistics Management Center (ALMAC); and Defense Information School (DINFOS) courses.

(3) Recommend funding levels sufficient to accomplish the command's overall individual training goals for HQ USAREC personnel and subordinate units to the Commanding General.

b. Recruiting brigade (Rctg Bde) commanders, HQ USAREC directors, HQ Commandant (HQ USAREC), and the United States Army Recruiting Support Command (RSC) Commander will:

(1) Submit forecasts for training allocations at

**Glossary**

**1. Purpose**

This regulation provides policies and procedures to Headquarters, United States Army Recruiting Command (HQ USAREC) and subordinate units for forecasting, requesting, and otherwise pro-

\*This regulation supersedes USAREC Regulation 350-8, 24 January 1986.

those institutions listed in a(2) above upon request from the Director of Training and Plans.

(2) Screen personnel records to ensure personnel requesting attendance meet course prerequisites as outlined in applicable references (app A).

(3) Ensure adequate budgetary resources are planned, programmed, and allocated to support individual training.

(4) Ensure appropriate orders for course attendance are issued.

(5) Return unused quotas in a timely manner for reallocation to HQ USAREC (RCTNP), DSN 464-8920, no later than 45 days prior to class start date.

c. Recruiting battalion (Rctg Bn) commanders will:

(1) Submit attendance requests for appropriate courses to Rctg Bde headquarters within 14 working days of receipt of allocations.

(2) Ensure adequate budgetary resources are requested for individual training.

(3) Submit requests for approval for military personnel training to Rctg Bde headquarters within 14 working days of class start date (see fig 1).

d. The Director of Information Management will approve and fund all information services training in accordance with matrix at table 1 before any commitments are made with commercial vendors and/or training facilities. Such training funded by the Director of Information Management should be forecasted as part of the yearly budget process to ensure funding.

**6. Civilian responsibilities**

a. The Director of Civilian Personnel will:

(1) Provide the Director of Training and Plans recommended funding levels for civilian training.

(2) Provide staff assistance and advice regarding civilian training and development policies and procedures.

(3) Conduct program evaluation of civilian training and development, and provide analysis to managers and supervisors.

(4) Monitor all intern civilian training, education, and development (CTED) training requests (see app G).

(5) Monitor long-term training requests.

b. HQ USAREC directors and special staff section chiefs, Rctg Bde commanders, Rctg Bn commanders, and the RSC Commander will:

(1) In conjunction with the servicing civilian personnel office (CPO) conduct an annual training needs survey.

(2) Submit forecast for training at those institutions in paragraph 5a(2) to HQ USAREC (RCTNP), Fort Knox, KY 40121-2726, and furnish HQ USAREC (RCTNP) with copies of the completed training needs surveys and approved training plans upon request.

(3) Ensure adequate budgetary resources are planned, programmed, and allocated to support civilian training.

(4) Approve and fund civilian personnel training.

(5) Ensure all job-related training received through nongovernment facilities is fully justified and documented.

(6) Maintain close coordination with the serv-

icing CPO on all matters pertaining to employee training and development.

c. Servicing CPO through intraArmy and intraagency servicing agreements will:

(1) Provide assistance to managers and supervisors in administering the USAREC Civilian Training and Development Program.

(2) Include USAREC employees in training and development programming actions and reports.

(3) Verify that applicants meet published course prerequisites.

(4) Maintain applicable reference material for use by USAREC managers and supervisors.

(5) Conduct an annual survey of civilian training needs. While local forms and procedures may be utilized, all training needs will be categorized within the following priorities:

(a) Priority I: Training essential to mission accomplishment or directed by higher authority, which must be accomplished in the current fiscal year (FY) to avoid direct adverse affect upon the mission or organization.

(b) Priority II: Training to provide for systematic replacement of skilled employees as required by planned development programs, which, if deferred beyond the current FY, will have an adverse affect on the mission or organization.

(c) Priority III: Training required to increase employee efficiency and productivity, not in the Army's or the public's interest to defer beyond the current FY.

d. Career program managers will:

(1) Provide advice and assistance on perti-

**Table 1  
Information training matrix**

TYPE TRAINING	APPROVED BY	FUNDED BY
All Computer Programming	Director of Information Management	Director of Information Management
Communications (Voice and Data)	Director of Information Management	Director of Information Management
Audiovisual	Director of Information Management	Director of Information Management
Mini and Mainframe Computer: Operations Executive/System Software Productivity Tools (Like, S2K, Mapper Spreadsheets, Graphics, etc.)	Director of Information Management Director of Information Management Director of Information Management	Director of Information Management Director of Information Management Director of Information Management
Commercial Time-Sharing Systems Use	Director of Information Management	Director of Information Management
Standard DA Systems Use	Director of Information Management with functional proponent recommendation	Director of Information Management
Micro Computer: Use/Operation Productivity Tools (Like, dBase III/Lotus I, 2, 3, etc.) USAREC Standard	Initial - Rctg Bde Information Management Officer  Subsequent - Local Unit	Local Unit
Nonstandard	Director of Information Management	Local Unit

ment career programs, training, and/or development requirements to managers and supervisors.

(2) Provide employee career counseling regarding training and development when required or as requested using the Army Civilian Training, Education, and Development System.

e. Military and civilian supervisors will:

(1) Maintain close contact with the servicing CPO to plan training and to remain informed on changes, trends, and developments in the respective technical, professional, managerial, and administrative fields. Supervisors will continually review and appraise the training and development needs of subordinate employees and nominate them for appropriate training, including basic supervisory training, which is required for all new military and civilian supervisors.

(2) In coordination with the servicing CPO, review and study existing training and development programs provided by the Army, other Government agencies, and Government-sponsored and nongovernment agencies to determine applicability of existing training programs to the needs of their employees.

(3) Encourage all employees in their self-development efforts, and provide guidance and direction in training areas which are convergent with career goals and performance needs. Establish on-the-job training programs and schedules for developing and increasing technical competency and efficiency of subordinates.

(4) Ensure the employees for whom course quotas have been obtained do attend the scheduled courses, subject only to budget limitations.

(5) Establish training and development requirements at the beginning of each rating period on the individual development plan (IDP) portion of the the job performance worksheet and monitor the IDP to ensure training is completed, and updated as requirements change. Document failure or success of the IDP during the appraisal of each employee's annual performance.

f. Employees will make training needs and desires known to their supervisors.

## **7. Procedures**

This regulation has been prepared in a modular format. Appendixes B through I contain policy and guidance for particular training programs. With the ever changing requirements, this will allow appropriate changes to be published without disturbing other portions of this regulation.

Appropriate Letterhead

RCSW-KC

MEMORANDUM FOR Commander, U.S. Army 5th Recruiting Brigade (Southwest), P.O. Box 8277,  
Wainwright Station, San Antonio, TX 78208-0208

SUBJECT: Approval for Military Personnel Training

1. I have personally interviewed SFC John Doe, 111-11-1111, concerning his attendance at the (give name of course). He is knowledgeable of the impact this will have on his military career and desires to attend.
2. SFC Doe is not pending any personnel or administrative actions that would interfere with his completing the course.
3. SFC Doe meets all height and weight standards in accordance with AR 600-9.

Rctg Bn Commander's  
Signature Block

**Figure 1. Sample request for approval for military personnel training**

**Appendix A**  
**References**

**Section I**  
**Related Publications**

**AR 37-100-XX**

The Army Management Structure (AMS).

**AR 350-1**

Army Training. (Prescribes DA guidance for managing and conducting military training.)

**AR 350-17**

Noncommissioned Officer Development Program. (Describes the evaluation of the individual soldier in relationship to what he or she must know and how he or she must perform common soldier tasks and military occupational specialty (MOS) specific tasks.)

**AR 351-1**

Individual Military Education and Training.

**AR 600-9**

The Army Weight Control Program.

**AR 621-5**

Army Continuing Education System (ACES). (Sets Army continuing education system policy. It is intended for use primarily by unit commanders and by educational training personnel.)

**AR 621-108**

Military Personnel Requirements for Civilian Education. (Prescribes the procedures for establishing, validating, and securing fill for positions requiring officer personnel with graduate education and enlisted personnel with civil schooling (baccalaureate degree and below) in specialized areas beyond the high school level.)

**AR 690-400**

Employee Performance and Utilization.

**AR 690-500**

Position Classification, Pay and Allowances.

**AR 690-950**

Career Management.

**DA Pam 351-4**

Army Formal Schools Catalog. (Contains information on courses of instruction offered at active U.S. Army schools and training centers.)

**DA Pam 351-20**

Army Correspondence Course Program Catalog.

**FM 21-20**

Physical Fitness Training. (Provides commanders, supervisors, and soldiers with guidance on the planning, conducting, and evaluating of physical readiness training.)

**FPM 400**

Federal Personnel Manual.

**STP 12-OOR25-SM-TG**

Soldier's Manual and Trainer's Guide, MOS, OOR, Recruiter/Retention NCO Skill Levels 2/3/4/5.

**USAREC Cir 37-1**

Budget, Accounting, and Management Categories for Fiscal Year 1994.

**Section II**  
**Related Forms**

**DA Form 2302-R**

Civilian Career Program Qualification Record.

**DA Form 5398**

Civilian Performance Rating.

**DD Form 1556**

Request, Authorization, Agreement, Certification of Training and Reimbursement.

**SF 50**

Notification of Personnel Action.

## **Appendix B Obtaining School Allocations and Quotas for Military Schools**

### **B-1. General**

Quotas for military service and functional schools are allocated to HQ USAREC by PERSCOM, HQ TRADOC, HQ AMETA, ALMAC, DINFOS, and other major commands based upon forecasts submitted to them by the Training and Plans Directorate, HQ USAREC.

### **B-2. Quota forecasts**

Training and Plans Directorate receives from the agencies listed in paragraph B-1 requests for forecasted training current and outyears. Upon receipt of the request, Training and Plans Directorate will prepare a memorandum or message addressing the subject, staffing it to the directorates, special staff sections, and Rctg Bdes requesting their input. Directorates, special staff sections, and Rctg Bdes will be required to respond within a given time period. Training and Plans Directorate will consolidate all training requests and submit the consolidated list to the appropriate agency. Forecasts will be submitted by name and/or position based upon projected vacancies.

### **B-3. Quota distribution**

a. The agencies listed in paragraph B-1 issue quotas to HQ USAREC for the upcoming FY. Supervisors will be responsible for obtaining a training seat allocation from Training and Plans Directorate for HQ AMETA, DINFOS, ALMAC, and HQ TRADOC courses. Supervisors will ensure that DD Form 1556 (Request, Authorization, Agreement, Certification of Training and Reimbursement) is forwarded to the above mentioned vendors 60 days prior to course start date. The director and/or special staff section chief for each directorate and/or special staff section has the authority to sign block 27 of DD Form 1556 for military personnel requesting training. DD Form 1556 pertaining to civilian personnel requesting to attend training will continue to be submitted through the servicing CPO for certification. DD Form 1556 will be required to go through the Training and Plans Directorate for certification.

b. Rctg Bde commanders will establish internal procedures for obtaining allocations and submitting DD Form 1556 for coordination, approval, and funding.

### **B-4. Unused quotas**

Quotas which are not used will be turned back to HQ USAREC (RCTNP) not later than 45 days prior to course start date to be reissued.

**Appendix C**  
**Army Correspondence Course Program**

**C-1.** This program is open to both military and DOD civilian personnel. These courses should be used to improve or maintain MOS or job proficiency. Correspondence course offerings and the specific enrollment procedures are contained in DA Pam 351-20.

**C-2.** Military and civilian personnel will submit applications in accordance with DA Pam 351-20 through their immediate supervisor to the U.S. Army Institute of Professional Development, U.S. Army Training Support Center, Newport News, VA 23628-0001.

**Appendix D**  
**Noncommissioned Officer Education System**

**D-1.** The Army Noncommissioned Officer Education System (NCOES) is an integrated system to provide Army noncommissioned officers (NCO) job-related training throughout their careers.

**D-2.** Selection for NCOES is accomplished under the guidance contained in AR 351-1 at two levels:

- a. Headquarters, Department of the Army (HQDA) selection boards for all advanced NCO courses.
- b. Rctg Bn level selection procedures for basic NCOES courses.

**D-3.** Guidance received by HQDA is:

- a. Cadre recruiters and support soldiers will attend Basic Noncommissioned officers' course (BNCOC) and Advanced Noncommissioned officers' course (ANCOC) when scheduled.
- b. Detailed recruiters will attend as follows:
  - (1) Staff sergeants with 33 months time in USAREC and who have not attended BNCOC may be curtailed from their detailed recruiting tour to attend BNCOC while on temporary duty (TDY) enroute to their next duty station. Staff sergeants with less than 32 months time in USAREC and who have not attended BNCOC may attend BNCOC on TDY and return.
  - (2) Sergeants first class with 33 months time in USAREC and who have not attended ANCOC may be curtailed from their detailed recruiting tour to attend ANCOC while on TDY enroute to their next duty station. Sergeants first class with less than 32 months time in USAREC may attend ANCOC on TDY and return.
- c. Detailed recruiters in a space imbalanced MOS will attend BNCOC or ANCOC enroute to their next duty station after completion of 24 months in USAREC.
- d. Detailed recruiters who are in the Transitional Training and Evaluation Program period will not be allowed to attend BNCOC or ANCOC.
- e. If a soldier is unable to attend BNCOC or ANCOC as scheduled, the Personnel Directorate must be notified in writing at least 30 days in advance.

**D-4.** The Director for Personnel will maintain selection rosters of personnel in the command who are selected for an NCOES course and provide attendance instructions to the individual at the time he or she is selected to attend the OOR course or for the noncareer recruiter prior to departure from the command.

## **Appendix E Programming, Budgeting, and Funding (Military)**

### **E-1. General**

a. Director of Training and Plans will exercise overall supervision for programming, budgeting, and funding of programs supporting the individual training program. This program includes all training conducted at formal military and civilian institutions attended by members of this command.

b. Director of Training and Plans will, in coordination with the USAREC CPO, review USAREC budget submissions to ensure that funding levels agree with stated training requirements.

c. Activity directors will ensure that all planning, programming, budgeting, and funding is accomplished using the Army management structure codes (AMSCO) contained in AR 37-100-XX.

d. Requests for nonscheduled or unprogrammed training will be submitted off-line as an exception to policy, must be need oriented, and must be fully justified. Training and Plans Directorate, as the USAREC staff training proponent, will review and/or coordinate each request for unprogrammed training for which additional funds are requested.

e. During the budget review process, activity directors and program managers will review expenditures to ensure:

(1) That proper AMSCO are charged in accordance with USAREC ~~Suppl 1 to AR 37-100-XX~~ Cir 37-1.

(2) That obligation plans are compared with actual obligations.

(3) That analysis of the actual rates of expenditure and necessary adjustments are accomplished. When it appears that programs were approved at funding levels higher than required, action must be accomplished to reprogram or turn in excess funding.

(4) Since this program is partially supported by ~~P8132~~ funds which cannot be reprogrammed for purposes other than formal military training, all funding in excess of training allocations or projections will be immediately identified by program managers at all levels for return to HQDA.

### **E-2. Training forecasts**

During the annual command operating budget process each Rctg Bde, Rctg Bn, and the RSC will prepare training forecasts for the budget years. Forecasts must include OMA ~~P8132~~ and OMAR P53 funding requirements. Forecasts must be based on annual training requirements and include both formal schools and recruiter training activities. Detailed cost estimates will be forecasted in conjunction with the quarterly budget execution review process.

## Appendix F Procedures for Requesting Civilian Training

### F-1. General

a. The following types of civilian training are covered under this appendix. Requests for civilian training not covered under this appendix will be forwarded to HQ USAREC (RCCS-CPO), Fort Knox, KY 40121-2726, for review and approval.

(1) Mission and/or job-related training sponsored by the U.S. Government.

(2) Training at nongovernment facilities.

(3) Training at military schools.

b. All training requests will be submitted on DD Form 1556 in accordance with AR 690-400, paragraph 410.

c. Each activity will develop internal procedures for processing DD Forms 1556. Procedures will conform to the guidance in this regulation regarding approval and coordination.

d. All new military and civilian supervisors of civilian employees must complete the Phase I Supervisory Development Correspondence Course and Phase II Leadership Education and Development Course. This requirement is a result of a Chief of Staff, Army, mandate to provide standardized progressive and sequential leadership core training for Army civilian leaders. Military personnel who supervise civilian employees must complete both Phase I and Phase II within 6 months (but no later than 12 months) after their assignment to a position where they are required to supervise civilians for the first time. Newly appointed civilian supervisors must complete this two-phase training program within 6 months after assignment to their first supervisory position.

e. Before authorizing training at a nongovernment facility, the servicing CPO will determine that no adequate or reasonable available resource or facility exists within DOD or within another Federal agency, for meeting the training need. Government resources may be considered not reasonably adequate to meet training needs if:

(1) The department lacks the facilities and resources to provide its own training.

(2) A program cannot be developed in time to meet the need.

(3) The desired training is not available elsewhere in the Government.

(4) It would be more expensive in terms of time, distance, and other factors to use Government resources.

f. Nominations will meet the requirements of FPM 400, chapter 410, and will be forwarded, with the activity commander's recommendations, for approval to the servicing CPO for review and final processing. To the extent authorized in FPM 400, chapter 410, paragraph 6-2, all costs of training in nongovernment facilities will be done by the command when training is directly related to the employee's performance in his or her present assignment, or for a planned future assignment. Such training must, however, be approved prior to enrollment. After the

fact approvals are not authorized under any circumstances. Employees who enroll in nongovernment training facilities without prior approval assume personal liability for costs incurred. This command is not authorized to pay the costs of training in nongovernment facilities where such training is undertaken by the employee as part of his or her own plan of self-development, for the express purpose of raising his or her general education level.

### F-2. Procedures

a. DD Form 1556 should be initiated by the employee's supervisor in accordance with the employee's IDP, mission requirements, budgetary constraints, and/or direction from higher authority. Normally, at HQ USAREC, authorizing or approving officials will be the director or deputy director or the chief of special staff sections. The authorizing or approving official at Rctg Bde level will usually be the chief of staff and at Rctg Bn level the commander or executive officer. DD Forms 1556 for civilian employees must be processed through the servicing CPO for certification by the training officer. Those courses which require Army Training Requirements and Resources System input should be coordinated with HQ USAREC (RCTNP) prior to DD Form 1556 submission to servicing CPO. If uncertain as to which courses need Army Training Requirements and Resources System input contact HQ USAREC (RCTNP).

b. Civilian training at military schools will be processed in accordance with appendix B.

c. Quotas for DINFOS courses are centrally managed by the USAREC public affairs and communications media (PACM) career program manager. DD Form 1556 should be prepared only after receipt of a quota. Appendix I details procedures for requesting a DINFOS quota.

## **Appendix G**

### **Intern Training**

#### **G-1. Purpose**

To provide a systematic process for planning and accomplishing intern training.

#### **G-2. Scope**

The responsibilities and procedures outlined herein are applicable to all CTED and local interns assigned to USAREC.

#### **G-3. Responsibilities**

a. Director of Civilian Personnel will:

- (1) Serve as program manager.
- (2) Monitor and approve recommended funding level for the program.
- (3) Ensure all intern funds are properly allocated in accordance with existing laws and regulations.
- (4) Approve all requests for intern training and monitor funds expended for such training.
- (5) Periodically evaluate program progress and success based on established goals, objectives, and HQDA requirements.
- (6) Provide feedback, advice, and assistance to managers regarding program policies and procedures.
- (7) Maintain consolidated files on all interns in order to properly monitor programs (e.g., IDP, SF 50 (Notification of Personnel Action), appraisals, current funding).

b. Supervisors of interns will:

- (1) Ensure IDP is finalized not later than 30 days after intern enters on duty.
- (2) Ensure training requests are submitted as early as possible but not later than 15 days prior to beginning of training.
- (3) Provide copies of intern IDP and other related documentation to USAREC CPO upon request.
- (4) Ensure required training is requested in accordance with established IDP and this regulation.
- (5) Review IDP periodically to ensure training requirements are current.

c. Career program managers will:

- (1) Assist supervisors in identifying intern training requirements as required.
- (2) Advise supervisors on appropriate training sites for projected training.
- (3) Assist USAREC CPO in evaluating intern training goals and objectives.

d. Commanders and top management will:

- (1) Support the intern training program to the maximum extent possible within overall mission.
- (2) Alert USAREC CPO to probable shortfalls in meeting intern training requirements.

## **Appendix H Programming, Budgeting, and Funding (Civilian)**

### **H-1.General**

a. Director of Training and Plans, in coordination with USAREC CPO, will exercise overall supervision for programming, budgeting, and funding of the civilian training program.

b. Director of Training and Plans, in coordination with USAREC CPO, will review USAREC budget submissions to ensure that funding levels agree with stated training requirements.

c. Director of Training and Plans will provide civilian training programming and budgeting instructions to Director of Resource Management and Logistics prior to each budget submission.

d. HQ USAREC directors and special staff section chiefs, Rctg Bdes, Rctg Bns, and the RSC will ensure that all planning, programming, budgeting, and funding is accomplished using the AMSCO contained in USAREC ~~Suppl 4 to AR 37-100-XX~~Cir 37-1.

e. During the budget review process, officials identified in d above will review expenditures to ensure:

(1) That proper AMSCO are charged in accordance with USAREC ~~Suppl 4 to AR 37-100-XX~~Cir 37-1.

(2) That obligation plans are compared with actual obligations.

(3) That analysis of the actual rates of expenditure and necessary adjustments are accomplished. When it appears that programs were approved at funding levels higher than required, action must be accomplished to reprogram or turn in excess funding.

### **H-2. Training forecasts**

During the annual command operating budget process, HQ USAREC directors and special staff section chiefs, Rctg Bdes, Rctg Bns, and the RSC will prepare training forecasts for the budget year. Forecasts must include P53 and P8733 funding requirements. Forecasts will be based on annual training requirements (detailed cost estimates will be consolidated into forecasts in conjunction with the quarterly budget execution review process).

## Appendix I Defense Information School Courses

### I-1. Background

DINFOS is a joint-service school located in Gates-Lord Hall, Fort Benjamin Harrison, Indiana. Army seats in DINFOS courses are controlled by HQ TRADOC. Each year this command receives an allocation for the courses listed in a(1) below. Allocations are generally known in June for the following FY.

#### a. Courses.

(1) While there are a number of public affairs courses available at DINFOS, this policy applies primarily to the three most requested courses:

(a) Basic Journalist (BJ) Course (570-71Q10), 10 weeks, 2 days.

(b) Public Affairs Officer Course (PAOC) (7G-46A), 9 weeks, 3 days.

(c) Senior Public Affairs Officer Course (SPAOC) (7G-F1), 5 days.

(2) Other courses available at DINFOS include:

(a) Newspaper Editor Course (570-F2), 3 weeks.

(b) Intermediate Photojournalism (570-ASIJ8), 7 weeks.

(3) Courses designated "7G" are for officer level personnel, while courses designated "570" are for enlisted level personnel.

(4) There is no tuition for DINFOS. Nominating offices are responsible for funding TDY and per diem for attendees.

(5) The Advanced Army Public Affairs Course held each summer at the University of South Carolina is not a DINFOS course. Attendees for that course are selected by HQDA annually (generally in February) for that summer's course. HQDA Public Affairs Office (PAO) will announce application procedures.

#### b. SPAOC.

(1) This course is a seminar for senior PAO, with the topic changing each year. There are no examinations.

(2) Quotas are very limited for this course. USAREC will have three or four seats in each of the two classes. One class is held in October and one in March or April. Only individuals who meet the criteria may attend:

(a) Must be GS-11 and above.

(b) Must have completed PAOC or equivalent.

(c) Must not have previously attended.

(3) Rctg Bdes may nominate not more than three individuals for SPAOC attendance. Nominees will be evaluated on the basis of their performance appraisals, previous training, and supervisor's endorsement.

#### c. PAOC.

(1) This course serves as the introduction to public affairs policy for officers from all Services who will be serving in that capacity. It is an accredited college-level course for which a graduate can receive nine credit hours from Ball State University in Muncie.

(2) USAREC receives seats for each of the five classes held annually. Classes begin ap-

proximately 1 October, 2 January, 15 March, 20 May, and 1 August.

(3) First priority will be given to DA centrally funded PACM career interns. Priority for other seats will be given to:

(a) GS-11 at Rctg Bdes, RSC, and HQ USAREC.

(b) GS-11 advertising and public affairs chiefs with limited Army PAO experience.

(c) GS-9 who have indicated their mobility by registering in the PACM career program.

(d) GS-5/7/9 local interns and upward mobility positions for which PAOC and/or BJ is an integral part of the IDP.

(4) The primary purpose of this course is to develop PAO.

#### d. BJ Course.

(1) This course is attended by junior enlisted from all Services who will be serving in public affairs. Army enlisted earn MOS 71Q by attending this course. This is a good training course for upward mobility positions with no college background and persons who are not expected to attain a supervisory position in the next few years.

(2) Priority will be given to GS-5/7/9 upward mobility positions and local interns for which BJ and/or PAOC is an integral part of the IDP.

### I-2. Procedures

#### a. Application.

(1) Applicants must complete application and submit it with an endorsement from their supervisor through their Rctg Bde advertising and public affairs office to arrive at USAREC PAO before 1 August of the FY for which training is sought.

(2) Applications from Rctg Bde and RSC personnel require endorsement by the Rctg Bde and/or RSC chief of staff or commander.

(3) Command endorsements need only say that the applicant will be released from duties for the period of the course if selected. Additional comments may be provided to elaborate on special circumstances. Rctg Bde advertising and public affairs chiefs may address the relative merits of their applicants if they desire.

#### b. Selection.

(1) Applications will be reviewed by a three-member board, comprised of one person from HQ USAREC Advertising and Sales Promotion Directorate, one from HQ USAREC PAO, and one from a Rctg Bde advertising and public affairs. HQ USAREC CPO will provide an observer to ensure that applicable guidelines are followed. The board will determine an order of merit for course attendance and will publish the results in August.

(2) The board will ensure that there is fair geographic representation.

(3) Affirmative action guidelines will be followed to ensure that there is no adverse impact on projected groups.

c. At figure I-1 is a sample application. Attach the following and only the following to your application:

(1) DA Form 2302-R (Civilian Career Program Qualification Record).

(2) Endorsement from your commander stating that you will be released to attend if selected.

(3) Most recent appraisal (DA Form 5398 (Civilian Performance Rating)).

d. Instructions for completing DA Form 2302-R.

NOTE: This is not an essay contest.

(1) Part I, Experience. Do not complete the description of work section, simply list each position you have held. For example: Wilmington Rctg Bn A&PA Chief, GS-11.

(2) Part II, Education. Put your college and graduate work here.

(3) Part III, Training. List Army, Office of Personnel Management courses, other DINFOS here.

(4) Part IV, Awards. Exceptional Performance Appraisals, Sustained Superior Performances, Quality Step Increases, etc., during the last 5 years should be listed here. Don't list letters of appreciation or commendation.

NOTE: The selection panel does not require your social security number, home address, or home telephone number. If selected, you will be required to provide that information to DINFOS.

RCSW-A

MEMORANDUM FOR

SUBJECT: Application for Defense Information School

1. Name: John Doe.
2. Series/Grade: GS-1035-\_\_\_\_\_ .
3. SSN: 000-00-0000.
4. Current Assignment: HQ USAREC with duty at U.S. Army 5th Recruiting Brigade (Southwest).
5. Business Address: 210 South Milwaukee, Dallas, TX 27111-2111.
6. Home Address: 618 N. Street, Dallas, TX 27111-2111.
7. Office Telephone: (272) 000-0000.
8. Home Telephone: (272) 000-0001.
9. School Applying For: (Enter applicable school (i.e., Senior PAO Course, PAO Course, BJ Course)).
10. Class Date Preference and Reason: (Many people have a preference for summer classes because of their childrens' school schedules. If you can only attend in the summer, let the panel know so that arrangements can be made.)

Atch

Signature Block of  
Person Requesting Course

**Figure I-1. Sample application for DINFOS**

## **Glossary**

### **ALMAC**

United States Army Logistics Management Center

### **AMSCO**

Army management structure code

### **ANCOG**

Advanced Noncommissioned officers' course

### **BJ**

basic journalist

### **BNCOC**

Basic Noncommissioned officers' course

### **CPO**

civilian personnel office(r)

### **CTED**

civilian training, education, and development

### **DA**

Department of the Army

### **DINFOS**

Defense Information School

### **DOD**

Department of Defense

### **FY**

fiscal year

### **HQ AMETA**

Headquarters, United States Army Management Engineering Training Activity

### **HQ TRADOC**

Headquarters, United States Army Training and Doctrine Command

### **HQ USAREC**

Headquarters, United States Army Recruiting Command

### **HQDA**

Headquarters, Department of the Army

### **IDP**

individual development plan

### **MOS**

military occupational specialty

### **NCO**

noncommissioned officer

### **NCOES**

Noncommissioned Officer Education System

### **PACM**

public affairs and communications media

### **PAO**

public affairs office(r)

### **PAOC**

Public Affairs Officer Course

### **PERSCOM**

United States Total Army Personnel Command

### **Rctg Bde**

recruiting brigade

### **Rctg Bn**

recruiting battalion

### **RSC**

United States Army Recruiting Support Command

### **SPAOC**

Senior Public Affairs Officer Course

### **TDY**

temporary duty

### **USAREC**

United States Army Recruiting Command