

Department of the Army
Headquarters, U.S. Army Garrison
462 Hamilton Road, Suite 120
Fort Sill, Oklahoma 73503
20 August 2009

*Fort Sill Regulation 350-3

Training
**SENIOR LEADER COURSE (SLC)/
ADVANCED LEADER COURSE (ALC) CLASSES**

Summary. This regulation prescribes policies and guidance for enrollment in the Senior Leader Course and the Advance Leader Course in accordance with Army Regulation 350-1.

Applicability. This regulation applies to all Active Army, Army National Guard and the U.S. Army Reserve Soldiers unless otherwise stated. During mobilization, the proponent may modify the policies and procedures contained in the regulation.

Supplementation. Supplementation of this regulation and establishment of the command and local forms are prohibited without prior approval from Chief, Training Division, DPTMS (IMWE-SIL-PLT), Fort Sill, OK 73503.

Suggested Improvements. Users are invited to send comments or suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Chief, Training Division, DPTMS (IMWE-SIL-PLT), Fort Sill, OK 73503

Distribution. This publication is distributed solely through the DHR, ASD Homepage at <http://sill-www.army.mil/dhr/Admin Svcs Div/Index.html>.

*This regulation supersedes USAFACFS Regulation 350-3, 21 April 2009.

**Chapter 1
Introduction**

1-1. Purpose. To establish guidance on notification procedures and programming Soldiers for attending SLC/ALC classes. This policy will ensure Soldiers selected for SLC/ALC are notified quickly and will assist Fort Sill units and leaders in the reduction of no-shows from Fort Sill. It also provides information on the types of notifications and actions taken by the chain of command and the Directorate of Plans, Training, Mobilization, and Security (DPTMS). This will ensure Soldiers are notified of selection, their reservations are confirmed or deferred, or reservations are canceled as necessary.

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

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

1-4. Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2, The Army Records Information Management System (ARIMS) and DA Pam 25-403, Guide to Recordkeeping in the Army. Record titles and descriptions are available on the Army Records Information Management System website (<https://www.arims.army.mil>).

1-5. Description.

a. The Basic Noncommissioned Officer Automated Reservation System (BARS) is the quarterly report created to schedule Soldier's for ALC class. The report consists of--

(1) Part I (Reservations). Soldiers nominated and tentatively scheduled to attend ALC.

(2) Part II (Candidates). Soldiers who are eligible to attend but are not considered best qualified to fill the limited available training seats.

(3) Part III (Exclusions). Soldiers who are ineligible for one reason or another, such as already selected, failures, no-shows, or otherwise not qualified for an ALC class. The Soldier must correct any errors on this list through the Customer Service Section, Military Personnel Division (MPD), Directorate of Human Resources (DHR).

b. Army Training Requirements and Resources System (ATRRS) messages. To fill and/or substitute students in some classes, ALC Course Managers will generate messages through electronic mail. Soldiers selected to attend ALC through these messages are selected from the candidates or exclusion list of the BARS report.

Chapter 2 Responsibilities

2-1. Directorate of Plans, Training, Mobilization and Security (DPTMS). The DPTMS, Installation Training Coordinators will--

a. Receive BARS reports 90 days prior to the next quarter's school month from DA HRC.

b. Send BARS reports to brigade school NCOs within 72 hours of receipt of the report.

c. Cancel all Soldiers no longer assigned to Fort Sill and send these names to the SLC/ALC Course Managers after units have reviewed the list.

d. Send memorandums for class attendance within 60 days of school report dates to the Brigades Schools NCOs. Units will have at least 4 weeks to reply to this memorandum.

e. Cancel all Soldiers no longer assigned to Fort Sill as well as those who are not qualified to attend ALC because of temporary profiles, an overweight/over body fat status (in accordance with AR 600-9), pregnant, have not met the Warrior Leader Course (WLC) requirement.

f. Forward confirmation messages to brigade schools NCO.

g. Review Defense Travel System (DTS) authorizations for each student 30 days prior to school report date.

h. Send out ATRRS message memorandums to brigade school NCOs within the suspense time. Some memorandums may be short notice as other deferments and cancellations are processed.

i. Notify Unit Operations Sergeant Major or School NCO when a unit fails to meet suspense.

j. Verify and review travel vouchers within 5 days of course completion and travel.

2-2. Brigades. The brigades S3/schools NCO will--

a. Review BARS reports within 30 days of receipt from DPTMS. Notify DPTMS Training Coordinators in writing (electronic mail or memorandum) with the names of all Soldiers who are not in their commands.

b. Send memorandums to subordinate commands for review within the required suspense.

c. Within 10 days from the date of memorandum, request an extension to the suspense date if required. Reasons can be field training exercises, deployments, etc.

2-3. Battalions. Battalions S3/school NCOs will--

a. Send memorandums to their subordinate units within their suspense time.

b. Request extensions to a suspense date, if necessary.

c. Send completed school packets to brigade school NCOs NLT their suspense dates.

d. Create an initial DTS authorization for Soldiers attending SLC/ALC at least 30 days prior to the commence travel date for Soldiers attend training outside of Fort Sill.

e. Ensure DTS vouchers are submitted within 5 days of course/travel completion.

f. Confirm attendance/nonattendance to ALC Course Managers after receipt of completed school packets. Packets are considered complete when all necessary documentation is present (DA Form 5500-R (Body Fat Content Worksheet), DA Form 3349 (Physical Profile), DA Form 4991-R (Declination of Continued Service Statement), or DA Form 4126-R (Bar to Reenlistment)).

2-4. Battery/Company/Detachment. Subordinate unit commanders, first sergeants, and supervisors will--

a. Review memorandums immediately and return the names of those Soldiers not assigned or not qualified to attend SLC/ALC through brigade school NCOs to DPTMS.

b. Ensure Soldiers meet minimum course prerequisites listed below:

(1) Minimum Time in Service Requirement. Soldiers must have 6 months remaining for duty after SLC/ALC graduation date.

(2) No Temporary Profiles, to include Pregnancies. Soldiers with permanent profiles must include DA Form 3349 (Physical Profile) showing alternate events, if applicable, with the school packet.

(3) Weight Standards. Battery/Company will immediately cancel Soldiers not meeting standards for overweight/body fat content. Soldiers who meet the body fat requirements IAW AR 600-9 will need a copy of the DA Form 5500-R included in their school packets. Units will not hold school packets past suspense dates because of a marginal Soldier.

c. Commanders (Lieutenant Colonel or above) may command defer a Soldier IAW AR 350-1, paragraph 3-20. Commanders will submit a memorandum through channels to DPTMS Training Branch when requesting a deferment. The commander will state a projected availability date for enrollment in the next available class. Any level of the chain of command may disapprove requests for deferments.

d. Initiate cancellation of SLC/ALC immediately following any determination of a Soldier's ineligibility for class attendance NLT 21 days prior to the class start date. Cancellation requests must contain the proper paperwork (i.e., bars to Reenlistment, flagging actions, DA Form 4991-R (Declination of Continued Service Statement), etc.) and must be submitted through the chain of command to DPTMS. DPTMS will cancel the Soldier's reservation with the SLC/ALC Branch Manager.

e. Ensure selected Soldiers attend SLC/ALC as scheduled.

f. Ensure a copy of DA Form 1059 (Academic Evaluation Report) is provided to the Soldier Actions Section, MPD, DHR for update of the Soldier's record upon completion of training.

Chapter 3 Planning Process

3-1. General.

a. Commanders, first sergeants, and supervisors must be selective and send only those NCOs who are highly motivated and thoroughly briefed on the course content, objectives, and its importance for professional development and career progression. Class dates change from time to time, so commanders must be flexible and have their Soldiers ready to attend class NLT 30 days prior to class start dates.

b. If unit leaders have Soldiers who are qualified, but have not been notified to attend SLC/ALC, contact the DPTMS, Training Coordinators for assistance. Do not contact their respective Branch Assignment Manager. Training Coordinators will coordinate with the respective SLC/ALC course managers for attendance and normally get a response from branch managers within 72 hours. Soldiers who are notified by their Branch NCOES Manager of SLC/ALC attendance will contact DPTMS, Training Coordinators with the information for verification and orders issue as appropriate.

c. Allow no Soldier to attend any SLC/ALC without going through DPTMS first. It is the Training Coordinator's responsibility to notify, confirm, cancel, and initiate orders for all Soldiers going to SLC/ALC. (Exception: The Soldier's unit administrative section will initiate attachment orders for Soldiers assigned to Fort Sill who are attending SLC/ALC at the Fort Sill NCO Academy, and process them through the MPD, DHR immediately following unit approval for class attendance.)

Appendix A References

Section I Required Publications

AR 350–1
Army Training and Leader Development

AR 600–9
The Army Weight Control Program

AR 600–100
Army Leadership

AR 621–5
Army Continuing Education System

DA Pam 600–25
U.S. Army Noncommissioned Officer Professional Development Guide

FM 21–20
Physical Fitness Training

FM 22–100
Army Leadership

Section II Related Publications

AR 140–1
Mission, Organization, and Training

AR 140–158
Enlisted Personnel Classification, Promotion, and Reduction

AR 350–10
Management of Army Individual Training Requirements and Resources

DA Pam 351–4
U.S. Army Formal Schools Catalog

FM 7–22.7
The Army Noncommissioned Officer Guide

Section III
Prescribed Forms

DA Form 705
Army Physical Fitness Test Scorecard

DA Form 1059
Service School Academic Evaluation Report

DA Form 2028
Recommended Changes to Publications and Blank Forms

DA Form 3349
Physical Profile

DA Form 4187
Personnel Action

DA Form 4991-R
Declination of Continued Service Statement

DA Form 5500-R
Body Fat Content Worksheet

Glossary

Section I Abbreviations

AG

Adjutant General

ALC

Advance Leader Course

AR

Army Regulation

ATRRS

Army Training Requirements and Resources System

ASD

Administrative Service Division

BARS

Basic Noncommissioned Officer Automated Reservation System

NCO

Noncommissioned Officer

NCOES

Noncommissioned Officer Education System

DA

Department of the Army

DHR

Directorate of Human Resources

DPTMS

Directorate of Plans, Training, Mobilization, and Security

DTS

Defense Travel System

HRC

Human Resources Command

MPD

Military Personnel Division

SLC

Senior Leader Course

WLC

Warrior Leader Course

Section II

Terms

This section contains no entries.

Section III

Special Abbreviations and Terms

This section contains no entries.

IMWE-SIL-PLT



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