



DEPARTMENT OF THE ARMY

Basic Leader Course, 168th Regiment (RTI)
8721 Frank Baldwin Road, Building 9121
Fort Carson, Colorado 80913

NGCO-RTI-BLC

10 May 2023

MEMORANDUM FOR RECORD

SUBJECT: Notice of Army Policies MILPER 22-489, and Army Directive 2021-17, pertaining to the denial of entry for non-promotable students.

1. PURPOSE: In accordance with current Army policy, the 168TH Regiment, RTI is unable to accept active duty, or USAR Specialists that are not recommended for promotion to Sergeant.

2. BACKGROUND: In accordance with MILPER 22-489 Paragraph 4.a. BLC: RA Soldiers are scheduled by their respective organizations' installation OML based on Army Directive 2021-17.

a. In accordance with Army Directive 2021-17 Paragraph 5.c. Effective 1 June 2022 for RA and USAR AGR Soldiers and 1 October 2022 for USAR (less AGR) Soldiers, eligibility to attend the BLC requires that an SPC be first recommended for promotion to the rank of SGT.

3. PROCEDURES: Soldier's promotion status is verified through their Soldier Talent Profile, IPPS-A Promotion Point Worksheet with the selection for promotion annotated, or board proceeding memorandums IAW AR 600-8-19 Fig. 3-1, Fig 3-2, signed by the appropriate authorities. Soldiers not in compliance with Army guidance will be denied enrollment to the Basic Leader Course.

MICHAEL T. HERNE
1SG, USA
Deputy Commandant

Encls.
MILPER 22-489
Army Directive 2021-17
AR 600-8-19 Fig. 3-1, 3-2

MILPER Message Number

22-489

Proponent

AHRC-EPF-S

Title

Noncommissioned Officer Professional Development System (NCOPDS) Course Scheduling Procedures

...Issued:[12/13/2022 2:08:36 PM]...

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- A. AR 350-1 (Army Training and Leader Development), 10 December 2017.
 - B. AR 600-8-11 (Reassignment), (Rapid Action Revision (RAR) 18 October 2012), 1 May 2007.
 - C. AR 600-8-19 (Enlisted Promotions and Reductions), 16 May 2019.
 - D. AR 601-280 (Army Retention Program), 16 June 2021.
 - E. AR 614-30 (Overseas Service), 22 December 2016.
 - F. AR 614-200 (Enlisted Assignments and Utilization Management), 25 January 2019.
 - G. Headquarters, Department of the Army Memorandum, DAPE-ZA, 1 November 2021, subject: Consolidated and Updated Application of Noncommissioned Officer Temporary Promotions.
 - H. MILPER Message Number 22-375, 3 October 2022, subject: Noncommissioned Officer Education System (NCOES) Course Scheduling Procedures.
 - I. Army Directive 2021-17 (Lateral Appointment to Corporal and Eligibility for Basic Leaders Course) 21 May 2021.
 - J. ALARACT 50/2021 (Lateral Appointment to Corporal and Eligibility for Basic Leaders Course) 071457Z June 2021.

1. This MILPER message supersedes reference H and will expire no later than 13 December 2023.

2. This message applies to the Regular Army (RA) and U.S. Army Reserve Active Guard Reserve (USAR AGR).

3. The U.S. Army Human Resources Command (HRC) centrally manages RA and USAR AGR Soldiers' attendance at the Advanced Leader Course (ALC), Senior Leader Course (SLC), and Master Leader Course (MLC). HRC only manages the Basic Leader Course (BLC) attendance for the USAR AGR.

4. Scheduling Methodology: Soldiers are scheduled for training based on Army priorities and their current standing based upon promotion points or order of merit list (OML). The most current OML approved by Army G1 will be used as the primary resource for scheduling along with the scheduling priorities outlined in this MILPER message.

a. BLC: RA Soldiers are scheduled by their respective organizations' installation OML based on Army Directive 2021-17. USAR AGR Soldiers are scheduled by HRC 90-120 days prior to class start date based on the highest number of promotion points and Army promotion requirements by military occupational specialty (MOS) in accordance with Army Directive 2021-17.

b. ALC: Soldiers are scheduled 90-120 days prior to class start date based on the highest promotion points by MOS and by the course with the earliest graduation date. In those cases where multiple MOSs attends the same course, Soldiers are scheduled based on promotion requirements and then promotion points of the MOSs.

c. SLC: Following the approval of the Staff Sergeant (SSG) evaluation board, Soldiers are scheduled 90-120 days prior to class start date by priority (see para 5), current OML and MOS. In those cases where multiple MOSs attends the same course, Soldiers are scheduled based on promotion requirements of the MOSs.

d. MLC: Following the approval of the Sergeant First Class (SFC) evaluation board, Soldiers are scheduled 90-120 days prior to class start date by current OML based on Army promotion requirements (i.e., 11B4 #210 on the OML may be scheduled to attend MLC prior to 42A4 #2 on the OML based on Army promotion requirements for Master Sergeant (MSG)).

e. When an MOS OML is exhausted for SLC and MLC, Soldiers will be scheduled based on date of rank. HRC will utilize short notice requests to ensure classes are conducted at optimized capacity (see paragraph 6 below).

f. Effective 1 Oct 22, Soldiers attending a FY23 ALC/SLC course are now required to complete the new virtual learning (VL) phase prior to attending the follow-on resident phase. There are few exceptions where there is no VL course. Soldiers will be scheduled in the ALC/SLC resident phase which will trigger a reservation in the VL phase. It is mandatory that Soldiers complete the VL phase. Soldiers will be cancelled from the resident phase if the VL phase is not complete first.

5. Scheduling Priorities:

a. Priority 1: Soldiers who have been temporarily promoted without the required PME (see Reference G).

b. Priority 2:

(1) Specialist (SPC)/Sergeant (SGT) on a promotion recommended list: Highest promotion points to SGT or SSG are scheduled first for their respective BLC or ALC.

(2) SSG/SFC on an OML stemming from an approved Noncommissioned Officer (NCO) Evaluation Board: Scheduled for SLC and MLC, respectively, by OML number.

c. Priority 3:

(1) Soldiers who are deferred from a reserved course for failure to meet course requirements/standards or for disciplinary reasons.

(2) Soldiers who, upon arrival to the course, fail to meet course standards and are not entered as "GRADUATED" in the Army Training Requirements and Resources System (ATRRS) (i.e., removed for failure to comply with course height/weight standards, derogatory issues, failure to meet academic standards, etc.).

NOTE: Soldiers dismissed from the course due to compassionate, medical, and/or operational reasons will be rescheduled based on their current priority without regard to their previous dismissal.

d. Priority 4: Train ahead Soldiers (not in a promotable status or on an OML) who can be scheduled for class that do not meet priorities 1-3 criteria. This paragraph does not pertain to RA or USAR AGR BLC; they are scheduled in accordance with Army Directive 2021-17.

6. Short Notice Requests: Short Notice requests only pertain to ALC, SLC, and MLC. Short notice requests will be utilized to ensure classes are conducted at optimized capacity. Short notice requests must be endorsed by the first O5/LTC in the Soldier's chain of command. Requests are valid for one year from date of receipt by HRC and allows Soldiers to report to school with as little as two weeks advance notice of being scheduled for training (this includes completion of the mandatory VL course prior to attending the resident course). Soldiers in this group will be selected to attend PME based on the scheduling priorities listed in paragraph 5 above. A sample DA Form 4187 can be accessed via the following link: <https://www.hrc.army.mil/asset/19232>.

7. Deferment Policy: Deferments may be submitted for operational, compassionate, or medical reasons. If commanders determine a Soldier cannot attend training, a deferment request must be submitted to HRC in accordance with AR 350-1, paragraph 3-17 and this message. A sample DA Form 4187 can be accessed via the following link: <https://www.hrc.army.mil/asset/19233>.

a. In all cases, Soldiers cancelled, deferred, or removed require a DA Form 4187 signed by the first General Officer (GO) (or SES equivalent) in the Soldier's chain of command to be rescheduled. All requests must state when the NCO is available to attend training and forwarded to HRC for approval. A second Noncommissioned Officer Education System (NCOES) course deferment request for the same course must be signed by the next higher-level GO (or SES equivalent) in the NCO's chain of command.

b. Administrative deferment procedures. HRC conducts quality control checks 30-45 days from the report date to the NCOES course. Any Soldier who is not fully qualified to attend at the time of screening is administratively removed from the course. Soldiers require a GO memorandum to be rescheduled.

c. Soldiers who have been deferred, removed, or cancelled will be rescheduled for training based on the above priorities and their current promotion points or OML standing at the time they are rescheduled.

8. No-Show Removal Procedures: Requests for no-show removals will be processed on a case-by-case basis for those Soldiers who, due to no-fault of their own were coded as a no-show for PME (i.e., if a Soldier was flagged and that was the cause of the no-show, their no-show will not be removed). Commanders must submit a DA Form 4187 signed by the first O6/GS15 in the Soldier's chain of command with supporting documents and justification that explains the circumstances that prevented the timely submission of the deferment request to Military Schools Branch in accordance with HQDA policy established in chapter 3, AR 350-1. To prevent no-shows, commanders should submit deferment requests when they first become aware Soldiers will not or cannot attend training. Please send all requests to usarmy.knox.hrc.mbx-ncopds-operations@army.mil for RA and usarmy.knox.hrc.mbx.rpmd-ord-ncoes-reserve-schools@army.mil for USAR AGR Soldiers.

9. Training POCs are encouraged to verify and update Soldiers' email addresses in ATRRS as soon as possible. Upon enrollment into a course, Soldiers will receive an automated email from ATRRS. Soldiers' email addresses in ATRRS are also used by the schoolhouses to correspond with Soldiers. If the email is incorrect Soldiers will not receive pertinent school correspondence. Civilian emails are only allowed if Soldiers do not have an Army 365 (army.mil) or enterprise (mail.mil) email address.

10. Important information about military schools and scheduling procedures can be found on the [Enlisted Military Schools Branch Directory](#) website. Please be sure to check out the site.

11. Points of contact at HRC:

a. For RA inquiries, please contact Military Schools Branch Operations at commercial (502) 613-5916, DSN 983-5916, or email at usarmy.knox.hrc.mbx-ncopds-operations@army.mil.

b. For USAR AGR Soldiers, please email inquiries to usarmy.knox.hrc.mbx.rpmd-ord-ncoes-reserve-schools@army.mil.



SECRETARY OF THE ARMY
WASHINGTON

21 MAY 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Directive 2021-17 (Lateral Appointment to Corporal and Eligibility for Basic Leaders Course)

1. References.

a. Army Regulation (AR) 350-1 (Army Training and Leader Development), 10 December 2017

b. AR 600-8-19 (Enlisted Promotions and Reductions), 16 May 2019

c. AR 614-200 (Enlisted Assignments and Utilization Management), 25 January 2019

2. Purpose. This directive announces a change in policy in eligibility for lateral appointment to corporal (CPL) and Basic Leaders Course (BLC) attendance for enlisted Soldiers.

3. Applicability. The provisions of this directive apply to the Regular Army (RA) and U.S. Army Reserve (USAR).

4. Background. Corporals form the foundation of the noncommissioned officer (NCO) ranks. Established in 1775, the CPL rank is bestowed on Soldiers who serve as the leaders of the smallest U.S. Army units—principally, as team leaders. CPLs are charged with the care, training, education, and readiness of their team while also maintaining and enforcing Army standards. This directive establishes that the CPL rank will be worn only by Soldiers who are recommended for promotion by a unit board and who have graduated from the BLC. The CPL rank will visually signal that the Soldiers who wear it have transitioned from the junior enlisted ranks to become members of a professional NCO corps, the backbone of our Army. This effort reinforces “This Is My Squad” throughout our NCO corps and forms a key component to a comprehensive junior leader development program.

5. Policy.

a. Not later than 30 June 2021 for RA and USAR Active Guard Reserve (AGR) and 30 September 2021 for USAR (less AGR):

SUBJECT: Army Directive 2021-17 (Lateral Appointment to Corporal and Eligibility for Basic Leaders Course)

(1) Any CPL who has not been recommended for promotion by a unit promotion board and has not graduated from the BLC will be laterally appointed to specialist (SPC).

(2) All SPCs who are recommended for promotion by a unit promotion board and also have graduated from the BLC will be laterally appointed to the rank of CPL.

b. Effective 1 July 2021 for RA and USAR AGR and 1 October 2021 for USAR (less AGR):

(1) The CPL rank will be worn only by Soldiers who are both recommended for promotion by a unit promotion board and graduates of the BLC, regardless of the grade of position to which they are assigned.

(2) Mandatory list integration to sergeant (SGT) (RA and USAR AGR Soldiers).

(a) Paragraphs 1–9c(5) and 3–1c(3) of reference 1b, as they pertain to the integration of SPCs onto the SGT recommended list, are hereby rescinded.

(b) All references to mandatory list integration to the rank of SGT in reference 1b, tables 3-1 and 3-3, are hereby rescinded.

(3) Command list integration to SGT (USAR less AGR Soldiers).

(a) Paragraphs 1–9c(4), 3–1c(5), 3–23a, and 3–23c of reference 1b, as they pertain to integration of SPCs onto the SGT recommended list, are hereby rescinded.

(b) All references to command list integration to the rank of SGT in reference 1b, tables 3–2 and 3–4, are hereby rescinded.

c. Effective 1 June 2022 for RA and USAR AGR Soldiers and 1 October 2022 for USAR (less AGR) Soldiers, eligibility to attend the BLC requires that an SPC be first recommended for promotion to the rank of SGT. On graduation from the BLC, the SPC will be laterally appointed to and will wear the rank of CPL until promoted to SGT, or until removed from the promotion recommended list consistent with current policies (requiring lateral appointment to SPC).

6. Proponent. The Deputy Chiefs of Staff (DCSs), G-1 and G-3/5/7, are the proponents for this policy, with responsibilities for incorporating the provisions of this directive into AR 350–1, AR 600–8–19, and AR 614–200 within 2 years from the date of this directive. The DCS, G-1 will provide follow-on guidance in a Military Personnel message for RA and USAR AGR Soldiers to facilitate implementation. The U.S. Army Reserve Command will provide implementing instructions for USAR (less AGR) Soldiers.

SUBJECT: Army Directive 2021-17 (Lateral Appointment to Corporal and Eligibility for Basic Leaders Course)

7. Duration. This directive is rescinded on publication of the revised regulations.



John E. Whitley
Acting

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DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Office Symbol)

(Date)

MEMORANDUM FOR Commander, XXX Infantry Battalion, Fort Pentagon, Washington DC 20310

SUBJECT: Promotion Board Proceedings for Promotion to Sergeant and Staff Sergeant

1. The XXX Infantry Battalion Enlisted Promotion Board convened at 0800, 27 November 2011, in accordance with AR 600-8-19, chapter 3, to consider Soldiers for promotion recommendation to SGT and SSG.

2. The following members were present:

CSM (Name) – President

1SG (Name) – Member

1SG (Name) – Member

SGT (Name) – Recorder without vote

3. Of those considered for promotion, the majority of board members recommend the following Soldiers for promotion list integration:

<u>Name</u>	<u>Last 4 (SSN)</u>	<u>Recommended Rank</u>	<u>Recommended MOS</u>
(Name)	x-8888	SSG	11B
(Name)	x-9999	SSG	11B
(Name)	x-7777	SGT	11B
(Name)	x-4444	SGT	54B
(Name)	x-6666	SGT	11B

4. The board considered but did not recommend (by a majority vote) the following Soldiers for promotion list integration:

<u>Name</u>	<u>Last 4 (SSN)</u>	<u>Primary MOS</u>
(Name)	x-2222	11B

5. The board adjourned at 0945, 27 November 2011.

6. Recommend integration of the Soldiers identified in paragraph 3 into the promotion recommended list.

AUTHORITY LINE:

(NAME)
CSM, USA
Promotion Board President

Figure 3–1. Sample format for promotion board proceedings—Regular Army



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Office Symbol)

(Date)

MEMORANDUM FOR Adjutant (*or appropriate Promotion Work Center*)

SUBJECT: Promotion Board Proceedings for Promotion to Sergeant and Staff Sergeant

1. Reference (*Office Symbol*) Promotion Board Proceedings for Promotion to SGT and SSG dated (ddmmmyyyy) (enclosed).
2. Approved (or disapproved).

Encl
as

(NAME)
LTC, IN
Commanding

Figure 3–2. Sample format for board approval

3–5. Special promotion categories

a. Special Forces. Soldiers (SPC and/or SGT) in CMF 18, provided otherwise qualified in accordance with paragraph 1–11, are eligible for promotion as indicated:

(1) Upon successful completion of the Special Forces Qualification Course (SFQC), SPC and/or CPL will be automatically promoted to SGT, without board appearance. Forward a copy of the SFQC graduation certificate, MOS orders and promotion orders to Commander, U.S. Army Human Resources Command (AHRC–PDV–PE), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5407 or email usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil for inclusion into TAPDB (do not integrate through the promotion point worksheet). Each of these documents must be web uploaded to iPERMS per AR 600–8–104. The promotion authority for promotion in this paragraph is the CDR, Army John F. Kennedy Special Warfare Center and School. Effective date of promotion to SGT will be the date the Soldier meets both of the following:

- (a) SFQC graduate.
- (b) Award of MOS 18B, 18C, or 18E.

(2) A SPC and/or CPL who is programmed to MOS 18D will be automatically promoted to SGT upon successful completion of the special operations combat medic (SOCM) portion of the SFQC without board appearance. Soldier must have completed SSD/DLC 1 to qualify. If SSD/DLC 1 is completed at a later date, the promotion will be effective the 1st day of the following month that SSD/DLC 1 is completed. Otherwise, the promotion is effective the date the Soldier completes SOCM portion of the SFQC. Forward a copy of the SOCM completion of training and promotion orders to Commander, U.S. Army Human Resources Command (AHRC–PDV–PE), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5407 or email usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil for inclusion into TAPDB (do not integrate through the promotion point worksheet). Each of these documents must be web uploaded to iPERMS per AR