



DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH INFANTRY DIVISION & U.S. ARMY HAWAII
BLDG 580 KOLEKOLE AVE
SCHOFIELD BARRACKS, HI 96857-6000

APVG-OPS

29 MAY 2026

SUBJECT: Lightning Academy Enrollment Procedures for Off-Installation Students

Purpose: This memorandum outlines the process for requesting enrollment into a Lightning Academy (LA) course for off-installation students.

Applicability: All Non 25th Infantry Division Units wishing to attend a Lightning Academy Course.

1. Enrollment Process:

- a) To request enrollment, complete the required memorandum requesting seats in designated LA classes. This memorandum is mandatory for all non-25th Infantry Division units.
 - i. Note: All enrollment documents must be submitted by the Major Subordinate Command (MSC) to the following distribution inbox: usarmy.schofield.25-id.mbx.lightning-academy-25id-outside-unit-r@army.mil
- b) Enrollment requests from below the MSC (BDE/BN/CO) will not be accepted, this is to ensure that the Chain of Command (COC) is in concurrence with the request.
- c) Once the request memo is approved, MSC's submit the following documents:
 - i. Completed LA100 Form.
 - ii. Branch Record Brief, based on service component (see Branch Specific Requirements below).

2. Routing Requirements:

- a) Once the memorandum is complete and signed by the Brigade Commander (first O6 in the chain of command). Requesting units will send the Memo to Requesting MSC for routing to 25ID at usarmy.schofield.25-id.mbx.lightning-academy-25id-outside-unit-r@army.mil
 - i. All MSC may implement their own rules or procedures prior to submission to 25ID for approval.
 - b) Once received by 25ID from the MSC, memo will be submitted to the Commanding General (CG) and Division Command Sergeant Major (DCSM) of the 25th Infantry Division for approval.
 - c) Approval Timeline: Units should plan for an approval window of 45–90 days from the date the completed packet is submitted for signature and routing.
 - i. Note: if a response is not given at the 90 Day window, reach back for a status check.

3. Reallocation Option (Not Applicable to JOTC):

- a) Any unfilled seats remaining 14 days prior to the course start date will be reallocated on a first come, first served basis.

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4. Walk On Option:

a) All Walk-on procedures will be conducted IAW the MFR: 25th Infantry Division and United States Army Hawaii Lightning Academy Allocations, Student Request and Walk-on Policy Signed 02 Feb 2026.

b) If a seat cannot be secured through the enrollment process, students may hand carry the LA100 and the appropriate Branch Record Brief (or equivalent), along with a walk on OML, on the course report date. Walk on admittance is dependent on available seats and the number of enrolled Soldiers.

c) Do not send off island personnel to Hawaii for walk on without prior coordination.

d) Students arriving without coordination will be sent home.

5. Course Availability:

a) Course availability cannot be provided prior to memorandum submission.

b) During the request process, providing primary/alternate/tertiary course dates may increase the likelihood of obtaining a seat.

6. Branch Specific Documentation Requirements:

a) Army: STP and LA100

b) Navy/Marine Corps: BTR/BIR and LA100

c) Cadets: CRB and LA100

d) Air Force: SURF and LA100

7. The Point of Contact for this Memorandum will be the 25ID and USARHAW Schools Team at the following email: usarmy.schofield.25-id.mbx.lightning-academy-25id-outside-unit-r@army.mil



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