

III CORPS & FORT CAVAZOS TROOP SCHOOL ENROLLMENT APPLICATION

For use of this form, see FC REG 350-7; the proponent agency is DPTMS

PRIVACY ACT STATEMENT

AUTHORITY: Title 5 USC Section 301; Title 5 USC Section 552a; Privacy Act of 1974; AR 340-21
 PRINCIPAL USE: To request enrollment into III Corps and Fort Cavazos Troop School courses.
 ROUTINE USES: Maintain documented requests into III Corps and Fort Cavazos Troop School courses; place Soldiers in Troop School class Enrollment Rosters; enroll Soldiers in the Digital Training Management System (DTMS).
 DISCLOSURE: Disclosure is voluntary. However, failure to provide the information may result in delay or error in processing, or may result in incorrect identification in DTMS.

1. Request for a PRIMARY ALTERNATE seat as indicated below:

Military - Permanent Duty Assigned to Fort Cavazos?
 YES NO

a. STUDENT DATA:

STUDENT STATUS: [CLICK TO SELECT STUDENT STATUS](#)

RANK	LAST NAME	FIRST NAME	MI	UNIT	BDE / MSC	
FULL SSN	PMOS	DMOS	EDPI or DOD ID #	DUTY POSITION	ETS	GT SCORE

b. COURSE DATA:

00 - FY		
COURSE NUMBER & FY	COURSE TITLE	
COURSE START DATE	COURSE END DATE	COURSE HOURS
		MON - THU 0900-1730; FRI 0900-1500
BLDG NO:	ROOM NO:	

LOCATION

c. AKO EMAIL REQUIRED FOR ALL TROOP SCHOOL CLASSES:

2. COMMANDER / FIRST SERGEANT VERIFICATION:

- a. The Soldier was counseled by _____ on the reporting time and location and will report at the prescribed time with any required equipment. The Soldier remains assigned to this unit.
- b. The Soldier is exempt from all unit duties, details and appointments for the entire period of the course. Changes or absence in attendance are made for emergency reasons only.
- c. As an **ALTERNATE**, the Soldier was informed he/she must report for the class and that he/she may be placed in a primary seat should a primary applicant not attend the course. Failure to report as an ALTERNATE will result as a reportable No-Show status.
- d. Soldier personal data is verified and the Soldier meets all prerequisites for the course or Commander grants a waiver for:
 (✓ Block as appropriate) N/A RANK TIS MOS DUTY POSITION
- e. **Commander must verify:** Has the Student received the COVID-19 vaccination? YES NO

f. CDR or 1SG
Name:

CDR or 1SG PHONE:

3. SCHOOLS NCO CHAIN OF FORWARDING:

E-MAIL		UNIT LEVEL	RANK / LAST NAME	PHONE
DATE	DISTRIBUTION			
CLICK DATE	FROM	CO/ TRP/ BTRY SCHOOLS NCO		
CLICK DATE	THRU	BN/ SQDN SCHOOLS NCO		
CLICK DATE	THRU	BDE/ REGT SCHOOLS NCO		
CLICK DATE	THRU	MSC (AS REQUIRED)		
CLICK DATE	TO	TROOP SCHOOL OPERATIONS	MS. LANE & MS. MARSHALL	254-287-1771