

**MILPER Message Number
22-375**

**Proponent
AHRC-EPF-S**

**Title
Noncommissioned Officer Education System (NCOES) Course
Scheduling Procedures**

...Issued:[10/3/2022 1:24:08 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 - G. MILPER Message Number 21-131, 4 May 2021, subject: *****Superseded*****
Temporary Promotions (Sergeant through Sergeant Major).
 - H. MILPER Message Number 21-314, 21 August 2021, 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 30
September 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 research for scheduling along with the scheduling priorities outlined in this MILPER.

a. BLC: RA Soldiers are scheduled by their respective organizations' installation OML. 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).

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 attend 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 attend 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 October 2022, 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: Soldiers deferred for failure to meet course standards or for disciplinary reasons.

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.

6. Short Notice Requests: Short notice requests will be utilized to ensure classes are conducted at optimized capacity. Soldiers temporarily promoted or train aheads are authorized to submit a short notice request. Short notice requests must be endorsed by the first O5/LTC in the Soldier's chain of command. They 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. 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 that 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.epmd-ncoes-reserve-schools@army.mil for USAR AGR Soldiers.

9. It is highly recommended and encouraged that Soldiers update their personal records to ensure their information is correct in ATTRS. Upon enrollment into a course, Soldiers will receive an automated email from ATTRS. If the email address is not updated, they will not receive notification of being scheduled for school.

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.epmd-ncoes-reserve-schools@army.mil.