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**MILPER Message Number
21-314**

**Proponent
AHRC-EPF-S**

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

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<https://www.hrc.army.mil/Milper/21-314>

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- A. 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 601-280 (Army Retention Program), 16 June 2021.
 - D. AR 600-8-11 (Reassignment), (Rapid Action Revision (RAR) 18 October 2012), 1 May 2007.
 - E. AR 614-200 (Enlisted Assignments and Utilization Management), 25 January 2019.
 - F. AR 614-30 (Overseas Service), 22 December 2016.
 - G. MILPER Message Number 20-331, 8 October 2020, subject: FY21 NCO Promotion Pin-On Eligibility.
 - H. MILPER Message Number 20-394, 24 November 2020, subject: Temporary Promotions (Sergeant through Sergeant Major).
 - I. MILPER Message Number 21-161, 21 May 2021, subject: Noncommissioned Officer Education System (NCOES) Course Scheduling Procedures.
1. This MILPER message supersedes MILPER Message 21-161 and will expire no later than 31 August 2022.
 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 also manages Basic Leader Course (BLC) attendance for the USAR AGR only.
 4. **Scheduling Methodology:** Soldiers are scheduled for training based on priorities and their current standing based upon promotion points or order of merit list (OML).
 - 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 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 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, 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).

5. **Scheduling Priorities:**

a. Priority 1. Soldiers who have been temporarily promoted after 1 January 2021 without required professional military education (PME) (see Reference H). This does not include exception to policy (ETP) promotions prior to 1 January 2021.

(1) Soldiers in Priority 1 previously deferred for operational, compassionate, or medical reasons.

(2) Temporary promotions after 1 January 2021 are Priority 1 due to having a set timeframe to complete PME or face a reduction in rank.

b. Priority 2.

(1) Specialist (SPC)/Sergeants (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.

(3) Soldiers in Priority 2 previously deferred for operational, compassionate, or medical reasons.

c. Priority 3. Soldiers promoted as an ETP. These Soldiers are required to complete PME prior to entering the primary zone of consideration to the next rank.

d. Priority 4. Soldiers deferred for failure to meet course standards, no-shows, or disciplinary reasons.

e. Priority 5. Train ahead Soldiers (not in a promotable status or on an OML) who can be scheduled for class that do not meet priority 1-4 criteria or when there are not additional Soldiers with an OML number.

6. **Short Notice Requests:** 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. 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. A sample DA Form 4187 can be accessed via the following link: <https://www.hrc.army.mil/content/noncommissioned%20officer%20professional%20development%20system>.

a. Soldiers promoted to SGT (USAR AGR only) and SSG thru MSG through either a temporary promotion or under an exception to policy are eligible to submit short notice requests for scheduling ALC, SLC, and MLC.

b. Soldiers not on an OML or not promotable are authorized to submit a short notice request.

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- c. As short notice seats become available, Soldiers will be scheduled based on the above priorities and their date of rank.

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. In all cases, Soldiers cancelled, operationally or administratively deferred, or removed from a course 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/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. Point of contact at HRC is Military Schools Branch Operations, Commercial (502) 613-5196, DSN 983-5916, or email at usarmy.knox.hrc.mbx-ncopds-operations@mail.mil.