

**Milper Message Number  
16-089**

**Proponent  
AHRC-EPF-S**

**Title  
SELECT-TRAIN-EDUCATE-PROMOTE (STEP) NCOPDS SCHEDULING  
PROCEDURES**

**...Issued: [29 Mar 16]...**

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- A. AR 350-1 (ARMY TRAINING AND LEADER DEVELOPMENT), 19 AUG 14.
- B. AR 600-8-19 (ENLISTED PROMOTIONS AND REDUCTIONS), 2 FEB 15.
- C. AR 601-280 (ARMY RETENTION PROGRAM), 31 JAN 06, (RAPID ACTION REVISION (RAR) 001, 15 SEP 11).
- D. AR 614-200 (ENLISTED ASSIGNMENTS AND UTILIZATION MANAGEMENT), 26 FEB 09, (RAR 002, 11 OCT 11).
- E. HQDA EXORD 236-15, ARMY-WIDE IMPLEMENTATION OF NONCOMMISSIONED OFFICER PROFESSIONAL DEVELOPMENT SYSTEM (NCOPDS).

1. EFFECTIVE IMMEDIATELY, SELECT, TRAIN, EDUCATE, AND PROMOTE (STEP) WILL TAKE EFFECT FOR JUNIOR ENLISTED SOLDIERS SELECTED FOR PROMOTION TO SGT AND SSG. STEP WILL TAKE EFFECT FOR SSG SELECTED TO SFC BEGINNING WITH THE JUN 16 SFC BOARD.

2. TRAINING REQUIREMENTS FOR THE NONCOMMISSIONED OFFICER EDUCATION SYSTEM (NCOES) AND STRUCTURED SELF DEVELOPMENT (SSD) ARE AS FOLLOWS:

PROMOTION TO	REQUIREMENT FOR RECOMMENDATION	REQUIREMENT FOR PROMOTION
SGT	SSD 1	BLC (WLC)*
SSG	SSD 2	ALC
SFC	SSD 3	SLC
MSG	SSD 4	MLC (WHEN ANNOUNCED)*
SGM	SSD 5 (AFTER MLC ANNOUNCED)	SMC

\* WARRIOR LEADER COURSE (WLC) NAME CHANGED TO BASIC LEADER COURSE (BLC)

\* MLC, MASTER LEADER COURSE, EFFECTIVE FY 18.

3. BASIC LEADER COURSE (BLC) SCHEDULING: BLC IS SCHEDULED AT THE INSTALLATION LEVEL. ONLY SOLDIERS WHO HAVE COMPLETED BLC ARE FULLY ELIGIBLE FOR PROMOTION TO SGT (REF B). ARMY COMMANDS AND ARMY SERVICE COMMANDS MUST ESTABLISH A

QUOTA MANAGEMENT PLAN TO SUPPORT BLC AND ENSURE ATTENDANCE OF FULLY QUALIFIED SOLDIERS. IN ORDER TO BE CONSISTENT WITH ESTABLISHED ARMY TRAINING PRIORITIES, COMMANDS MUST MANAGE QUOTAS TO ENSURE THAT SOLDIERS WITH THE HIGHEST PROMOTION POINTS ON AN ORDER OF MERIT LIST (OML) ATTEND BLC PRIOR TO SOLDIERS WITH LOWER PRIORITY.

#### 4. ADVANCED LEADER COURSE (ALC) SCHEDULING:

A. U.S. ARMY HUMAN RESOURCES COMMAND (HRC) WILL SCHEDULE AVAILABLE SEATS 90-120 DAYS IN ADVANCE (I.E., IN JAN, HRC WILL SCHEDULE AVAILABLE SEATS FOR THE MONTH OF APR). SOLDIERS WITH THE HIGHEST PROMOTION POINTS IN THEIR MILITARY OCCUPATIONAL SPECIALTY (MOS) WILL BE SCHEDULED FOR ATTENDANCE FIRST. SOLDIERS WILL BE SCHEDULED REGARDLESS IF THE UNIT IS ON THE PATCH CHART. IF COMMANDERS DETERMINE A SOLDIER CANNOT ATTEND TRAINING, A DEFERMENT REQUEST MUST BE SUBMITTED TO HRC IN ACCORDANCE WITH AR 350-1 AND THIS MESSAGE.

B. SOLDIERS WILL BE SCHEDULED TO ATTEND EITHER A PROPONENT SCHOOL OR AN APPROVED RESERVE COMPONENT (ARNG OR USAR) REGIONAL TRAINING INSTITUTE. EVERY EFFORT WILL BE MADE TO ENSURE SOLDIERS ASSIGNED TO OR WITH DUTY AT APPLICABLE TRAINING LOCATIONS ARE TRAINED AT HOME STATION TO AVOID EXCESSIVE TRAVEL EXPENSES. THE ONLY EXCEPTION IS WHEN THE SOLDIER'S PROMOTION DATE IS JEOPARDIZED. TRAINING TRAVEL GUIDANCE TO SUPPORT EXECUTION OF TRAVEL ORDERS CAN BE FOUND AT [HTTPS://G357.ARMY.PENTAGON.MIL/TR/TRI/ITTG/DEFAULT.ASPX](https://G357.ARMY.PENTAGON.MIL/TR/TRI/ITTG/DEFAULT.ASPX).

C. ONCE A SOLDIER IS SELECTED FOR ATTENDANCE TO ALC, THEY WILL NOT BE REMOVED FROM CLASS UNLESS THE SOLDIER NO LONGER MEETS ELIGIBILITY REQUIREMENTS OR A DEFERMENT IS APPROVED BY HRC. SOLDIERS WILL NOT BE REMOVED FROM CLASS BASED SOLELY ON OTHER SOLDIERS SUBSEQUENTLY OBTAINING MORE PROMOTION POINTS.

D. EVERY EFFORT WILL BE MADE TO SCHEDULE TRAINING FOR SOLDIERS WHO HAVE BEEN IDENTIFIED FOR DEPLOYMENT, SHORT TOUR, OR UNIT ROTATION, PRIOR TO THE EVENT, IF THE SOLDIER WOULD HAVE BEEN SCHEDULED DURING DEPLOYMENT, SHORT TOUR OR UNIT ROTATION.

E. SOLDIERS WHO ARE SERVING ON AN OVERSEAS ASSIGNMENT ARE REQUIRED TO HAVE SIX MONTHS REMAINING TO SERVE IN THE OVERSEAS COMMAND AFTER COMPLETION OF THE COURSE.

F. RE-SCHEDULING SOLDIERS WHO PREVIOUSLY WERE NO-SHOWS, DISMISSED FOR FAILING TO MEET COURSE STANDARDS, OR FOR DISCIPLINARY, MEDICAL, OR COMPASSIONATE REASONS WILL REQUIRE A WRITTEN REQUEST TO HRC WITH ENDORSEMENT BY THE FIRST GENERAL OFFICER IN THE SOLDIER'S CHAIN OF COMMAND.

#### 5. SENIOR LEADER COURSE (SLC) SCHEDULING:

A. SOLDIERS WHO ARE SELECTED BY THE CENTRALIZED PROMOTION BOARD FOR SFC WILL BE SCHEDULED TO ATTEND SLC BASED ON ASSIGNED SEQUENCE NUMBERS BY MOS. SOLDIERS WILL BE SCHEDULED REGARDLESS IF THE UNIT IS ON THE PATCH CHART. IF COMMANDERS DETERMINE A SOLDIER CANNOT ATTEND TRAINING, A DEFERMENT REQUEST MUST BE SUBMITTED TO HRC IN ACCORDANCE WITH AR 350-1 AND THIS MESSAGE.

B. SOLDIERS WILL BE SCHEDULED TO ATTEND EITHER A PROPONENT SCHOOL OR AN APPROVED RESERVE COMPONENT REGIONAL TRAINING INSTITUTE. EVERY EFFORT WILL BE MADE TO ENSURE SOLDIERS ASSIGNED TO OR WITH DUTY AT APPLICABLE TRAINING LOCATIONS ARE TRAINED AT HOME STATION TO AVOID EXCESSIVE TRAVEL EXPENSES. THE ONLY EXCEPTION IS WHEN THE SOLDIER'S PROMOTION DATE IS JEOPARDIZED. TRAINING TRAVEL GUIDANCE CAN BE FOUND AT <HTTPS://G357.ARMY.PENTAGON.MIL/TR/TRI/ITTG/DEFAULT.ASPX>.

C. SOLDIERS WHO HAVE BEEN SELECTED FOR PROMOTION BY A STAND-BY ADVISORY BOARD (STAB) WILL BE SCHEDULED ACCORDINGLY.

D. EVERY EFFORT WILL BE MADE TO SCHEDULE TRAINING FOR SOLDIERS WHO HAVE BEEN IDENTIFIED FOR A DEPLOYMENT, SHORT TOUR, OR UNIT ROTATION, PRIOR TO THE EVENT, IF THE SOLDIER WOULD HAVE BEEN SCHEDULED DURING THE DEPLOYMENT, SHORT TOUR OR UNIT ROTATION.

E. SOLDIERS WHO ARE SERVING ON AN OVERSEAS ASSIGNMENT AND ARE ATTENDING IN A TDY AND RETURN STATUS ARE REQUIRED TO HAVE SIX MONTHS REMAINING TO SERVE IN THE OVERSEAS COMMAND AFTER COMPLETION OF THE COURSE (AR 614-30).

F. BEGINNING WITH THE RELEASE OF THE FY16 SFC PROMOTION LIST, SOLDIERS WILL HAVE 18 MONTHS TO COMPLETE SENIOR LEADERS COURSE (SLC) OR BE REMOVED ON THE 1ST DAY OF THE 19TH MONTH. NCOS THAT ARE UNABLE TO COMPLETE SLC WITHIN THE 18 MONTH PERIOD, DUE TO NO FAULT OF THEIR OWN, MUST SUBMIT A REQUEST FOR A TRAINING DEFERMENT THROUGH THEIR FIRST GENERAL OFFICER (OR EQUIVALENT) TO HRC, MILITARY SCHOOLS BRANCH, [USARMY.KNOX.HRC.MBX.EPMD-NCOES-OPERATIONS@MAIL.MIL](mailto:USARMY.KNOX.HRC.MBX.EPMD-NCOES-OPERATIONS@MAIL.MIL). REQUEST MUST BE RECEIVED NLT THE 17TH MONTH FOLLOWING THE RELEASE DATE OF THE LIST IN ORDER TO REMAIN ON THE LIST AND COMPLETE SLC.

G. RE-SCHEDULING OF SOLDIERS WHO PREVIOUSLY WERE NO-SHOWS, DISMISSED FOR FAILING TO MEET COURSE STANDARDS, OR FOR DISCIPLINARY, MEDICAL, OR COMPASSIONATE REASONS, WILL REQUIRE A WRITTEN REQUEST TO HRC WITH ENDORSEMENT BY THE FIRST GENERAL OFFICER (OR EQUIVALENT) IN THE SOLDIER'S CHAIN OF COMMAND.

#### 6. NCOES DEFERMENT POLICY:

A. ALL DEFERMENT REQUESTS MUST BE SIGNED BY THE FIRST GENERAL OFFICER (OR EQUIVALENT) IN THE SOLDIER'S CHAIN OF COMMAND. DEFERMENT REQUESTS MUST PROVIDE AN ALTERNATIVE DATE(S) WHEN THE SOLDIER WILL BE AVAILABLE FOR TRAINING.

B. OPERATIONAL DEFERMENTS ARE APPLICABLE TO UNIT DEPLOYMENTS, UNIT ROTATIONS, OR A MAJOR TRAINING EXERCISE IN SUPPORT OF A UNIT DEPLOYMENT OR ROTATION. THE FIRST OPERATIONAL DEFERMENT REQUEST FOR NCOES ATTENDANCE MUST BE SIGNED BY THE FIRST GENERAL OFFICER (OR EQUIVALENT) IN THE SOLDIER'S CHAIN OF COMMAND AND FORWARDED TO HRC FOR APPROVAL. THE SECOND OPERATIONAL DEFERMENT REQUEST FOR THE SAME NCO AND FOR THE SAME NCOES COURSE MUST BE SIGNED BY THE NEXT, HIGHER-LEVEL GENERAL OFFICER (OR EQUIVALENT) IN THE SOLDIER'S CHAIN OF COMMAND AND FORWARDED TO HRC FOR APPROVAL.

C. COMPASSIONATE DEFERMENTS MAY BE REQUESTED IN EXTENUATING CIRCUMSTANCES THAT REQUIRE THE SOLDIER'S PRESENCE ELSEWHERE FOR PERSONAL REASONS. THE REQUEST MUST BE SIGNED BY THE FIRST GENERAL OFFICER (OR EQUIVALENT) IN THE SOLDIER'S CHAIN OF COMMAND.

D. MEDICAL DEFERMENTS ARE APPLICABLE WHEN A SOLDIER IS NOT MEDICALLY QUALIFIED TO ATTEND THE REQUISITE NCOES COURSE AS DETERMINED BY AN ARMY MEDICAL PROVIDER. IF AN ARMY MEDICAL PROVIDER IS NOT AVAILABLE BASED ON GEOGRAPHICAL LOCATION, SOLDIERS MUST PROVIDE DOCUMENTATION FROM ANOTHER SERVICE OR CIVILIAN PROVIDER. ALL MEDICAL DEFERMENT REQUESTS MUST BE SIGNED, AT A MINIMUM, BY THE FIRST GENERAL OFFICER IN THE SOLDIER'S CHAIN OF COMMAND.

#### 7. SCHEDULING PRIORITIES:

A. PRIORITY 1: BEGINNING 1 JAN 16, PROMOTABLE SOLDIERS WITH THE HIGHEST PROMOTION POINTS TO SSG WILL BE SCHEDULED FIRST FOR ALC AND SOLDIERS SELECTED FOR SERGEANT FIRST CLASS (CY16 LIST) WITH THE HIGHEST SEQUENCE NUMBER WILL BE SCHEDULED FIRST FOR SLC.

B. PRIORITY 2: ALL PROMOTABLE SOLDIERS IDENTIFIED FOR DEPLOYMENT, SHORT TOUR, OR UNIT ROTATION PRIOR TO THE EVENT; PROVIDED THE SOLDIER WOULD HAVE OTHERWISE BEEN SCHEDULED DURING SUCH DEPLOYMENT, SHORT TOUR OR UNIT ROTATION. IF UNABLE TO DO SO, THEY WILL BE SCHEDULED FOR TRAINING AT THE END OF THEIR STABILIZATION PERIOD OR UPON REASSIGNMENT BASED ON THEIR PROMOTION POINTS OR SEQUENCE NUMBER AND MOS.

C. PRIORITY 3: SOLDIERS IN THE LEGACY BACKLOG DEEMED AT RISK FOR QUALITATIVE MANAGEMENT PROGRAM (QMP) (37 OR MORE MONTHS TIME IN GRADE).

D. PRIORITY 4: SOLDIERS IN THE LEGACY BACKLOG WITH LESS THAN 37 MONTHS TIME IN GRADE AND SOLDIERS IN REGENERATION UNITS.

E. PRIORITY 5: TRAIN AHEAD SOLDIERS (NOT IN A PROMOTABLE STATUS) THAT CAN BE SCHEDULED FOR CLASS THAT DO NOT MEET PRIORITY 1-4 CRITERIA TO ENSURE CLASSES ARE CONDUCTED AT OPTIMIZED CAPACITY. REQUESTS TO TRAIN AHEAD WILL BE SUBMITTED THROUGH THE CHAIN OF COMMAND TO HRC. ONCE THE CHAIN OF COMMAND PROCESSES THE REQUEST, HRC WILL SCHEDULE THE SOLDIER BASED ON AVAILABILITY OF TRAINING SEATS. HRC WILL SCHEDULE SOLDIERS IN MOS' WITHOUT PROMOTABLES BY DATE OF RANK (DOR).

#### 8. LEGACY BACKLOG:

A. SOLDIERS ON THE LEGACY BACKLOG WILL BE AFFORDED ONE OPPORTUNITY TO ATTEND THEIR REQUISITE NCOES COURSE. THESE SOLDIERS ARE NOT OTHERWISE ELIGIBLE FOR FURTHER PROMOTION CONSIDERATION UNLESS THEY MEET ALL OF THE TRAINING REQUIREMENTS FOR THEIR CURRENT RANK. ADDITIONALLY, SOLDIERS (SSG AND ABOVE) ARE SUBJECT TO POTENTIAL DENIAL OF CONTINUED SERVICE THROUGH QMP (REF C) WHEN THEY FAIL TO ATTEND THE APPROPRIATE LEVEL OF NCOES FOR THEIR CURRENT RANK (ALC FOR SSG AND SLC FOR SFC).

B. SOLDIERS ON THE LEGACY BACKLOG WILL BE SCHEDULED USING EXISTING TRAINING SEATS (QUOTAS) LEVERAGING THE ONE ARMY SCHOOL SYSTEM (OASS), AND WILL BE SCHEDULED IAW THE PRIORITIES AS OUTLINED IN PARAGRAPH 7 ABOVE.

9. POINT OF CONTACT AT HRC IS MILITARY SCHOOLS BRANCH OPERATIONS, COMMERCIAL (502) 613-5916, DSN 983-5916, OR EMAIL AT [USARMY.KNOX.HRC.MBX.EPMD-NCOES-OPERATIONS@MAIL.MIL](mailto:USARMY.KNOX.HRC.MBX.EPMD-NCOES-OPERATIONS@MAIL.MIL).