CHAPTER 2

COMMAND AND GENERAL STAFF OFFICER COURSE
701-1-250-C3 ILE, ATRRS Phase I, II or III
To enroll in the web-based option, use the NRS Home Page on-line enrollment application.

1. MISSION

The mission of the Command and General Staff Officer Course (CGSOC) is to educate officers in the values and attitudes of the profession of arms and in the conduct of military operations during peace, conflict, and war, with emphasis at the division and corps levels.

2. GOALS

The goals of the CGSOC are to develop officers who:

--Display tactical and technical combined arms proficiency.

--Understand joint force employment at the operational and tactical levels of war.

--Can prepare, fight, and sustain forces across the spectrum of conflict.

--Can apply the perspectives of military history.

--Embody the principles, attitudes, and values of military leadership.

--Can solve complex problems systematically and under pressure.

--Understand the role of the military in a free society.

--Communicate effectively in a variety of media.

--Confidently accept higher levels of responsibility.

3. CGSC PROGRAM FOR JOINT PROFESSIONAL MILITARY EDUCATION (JPME PHASE I)

a. Background.

(1) The Army has long recognized that its forces would not undertake any major operation without the other Services. Accordingly, the CGSOC curriculum has an increased emphasis on joint operations. In the resident and non-resident courses, students receive a thorough joint education through the CGSC Joint Professional Military Education (JPME) program.

(2) The requirement for JPME stems from the Goldwater-Nichols DOD Reorganization Act of 1986 and the subsequent hearings on joint education conducted by the Congressional House of Representatives Armed Services Committee Panel led by the Honorable Ike Skelton, D-MO. The special program requirements are contained in CJCSI 1800.01C, Officer Professional Military Education Policy, 22 December 2005.
(3) JPME is conducted in two phases. Phase I is integrated into the existing curriculums of the intermediate and senior service schools. Successful completion of these schools initiates qualification of officers for joint specialty officer (JSO) designation. Phase I qualified officers must complete a Phase II TDY course at the Armed Forces Staff College, Norfolk, VA. Upon completion of both Phases I and II and a joint duty assignment, officers are fully qualified for JSO designation by their service.

(4) In December 1987, the Army’s Chief of Staff approved a plan to implement a joint specialty officer education program at CGSC. The College implemented the program in Academic Year 1988-89 using a combination of core courses and electives taught in the resident CGSOC. Officers who graduated from the initial program satisfied all education requirements needed to become a JSO. The following year (Academic Year 1989-90), CGSC began JPME Phase I. The program differed from the previous year in that electives were not included and credit was not given for completing both phases of the JPME education process. In 1991, the College expanded JPME Phase I to include the non-resident CGSOC.

(5) Advanced joint Professional Military Education (AJPME) at Joint Forces Staff College (JFSC) is a Reserve Component (RC) course similar in content, but not identical to, the in-residence JFSC Phase II course. AJPME students shall be JPME Phase I graduates.

b. Purpose of CGSC JPME.

(1) Ensure CGSOC students are knowledgeable in joint matters.

(2) Prepare CGSOC students for joint duty assignments.

(3) Satisfy educational requirements for Phase I Joint Specialty Officer qualification.

(4) Ensure CGSOC students are instilled with joint attitudes and perspectives.

c. JPME Accreditation.

(1) JPME programs must undergo reaffirmation of accreditation every six years. CJCSI 1800.01C provides policy and procedures related to the accreditation process.

(2) The Chairman, Joint Chiefs of Staff conducts accreditation through the Process for Accreditation of Joint Education (known as PAJE). PAJE is guided by the accepted standards and practices of civilian accreditation bodies. The joint staff, however, tailored the PAJE process to best serve the military education system.

(3) On 1 MAR 2004, the Chairman certified the non-resident programs and ILE Core. On 25 August 2005, the Chairman also certified the TASS Battalion instructor taught “M” course as meeting all requirements and authorized CGSC to grant JPME1 to CGSC Non-Resident graduates of the “M” course. This certification is valid for two years.

d. At CGSC, JPME Phase I is taught in the CGSOC resident and non-resident core curriculums. CM1800.01C provides five learning areas and twenty-six learning objectives that CGSC must teach in JPME Phase I. All objectives must be taught at the comprehensive level of learning or higher. The five areas and objectives are as follows:

**Learning Area 1.** National Military Capabilities, Command Structure and Strategic Guidance
a. Comprehend the capabilities and limitations of US military forces to conduct the full range of military operations against the capabilities of 21st century adversaries.

b. Comprehend the organizational framework within which joint forces are created, employed and sustained.

c. Comprehend the purpose, roles, functions, and relationships of the President and the SecDef, National Security Council (NSC), Chairman of the Joint Chiefs of Staff, Joint Chiefs of Staff, combatant commanders, Joint Force Commanders (JFCs), Service Component Commanders, and combat support organizations.

d. Comprehend how joint force command relationships and directive authority for logistics support joint warfighting capabilities.

e. Comprehend how the US military is organized to plan, execute, sustain, and train for joint, interagency and multinational operations.

f. Comprehend the strategic guidance contained in the national security strategy, national military strategy and national military strategy for the global war on terrorism.

**Learning Area 2.** Joint Doctrine.

a. Comprehend current joint doctrine.

b. Comprehend the factors and emerging concepts influencing joint doctrine.

c. Apply solutions to operational problems using current joint doctrine.

d. Comprehend the interrelationship between service doctrine and joint doctrine.

**Learning Area 3.** Joint and Multinational Forces at the Operational Level of War.

a. Comprehend the considerations of employing joint and multinational forces at the operational level of war.

b. Analyze how theory and principles of war pertain to the operational level of war.

c. Analyze a plan for employment of joint forces at the operational level of war.

d. Comprehend the relationships among national objectives, military objectives and conflict termination, as illustrated by previous wares, campaigns and operations.

e. Comprehend the relationships among strategic, operational, and tactical levels of war.

f. Comprehend the relationships between all elements of national power (diplomatic, informational, military and economic) and the importance of interagency and multinational coordination in these elements, including homeland security and defense.

**Learning Area 4.** Joint Planning and Execution Processes.
a. Comprehend the relationship among national objectives and means available through the framework provided by joint planning processes.

b. Comprehend the effect of time, coordination, policy changes, and political development on the planning process.

c. Comprehend how the defense planning systems affect joint operational planning and force planning.

d. Comprehend how national, joint and Service intelligence organizations support JFCs and their Service component commanders.

e. Comprehend the fundamentals of campaign planning.

f. Comprehend the roles that factors such as geopolitics, geostrategy, society, culture and religion play in shaping planning and execution of joint force operations across the range of military operations.

Learning Area 5. Information Operations, Command and Control (C2) and Battlespace Awareness.

a. Comprehend how information operations are integrated in support of national and military strategies.

b. Comprehend how information operations are incorporated into both deliberate and crisis-action planning processes at the operational and JTF levels.

c. Know how C2 and battlespace awareness apply at the operational level of war and how the support operations conducted by a networked force.

d. Comprehend how increased reliance on information technology throughout the range of military operations creates opportunities and vulnerabilities.

4. DESCRIPTION

a. Relationship of non-resident and resident courses.

(1) There are two resident CGSOC courses conducted each school year at Fort Leavenworth, KS. The Resident ILE Course, which starts in August, is a 41-week course divided into two terms. Term One is the ILE core curriculum and Term Two is the Advanced Operations and Warfighting Course (AOWC). The Reserve Component Course (for selected Reserve Component officers) is Term One of the 41-week course. It is 19 weeks in duration.

(2) The non-resident course parallels, as closely as possible, the ILE Common Core curriculum of the 41-week resident course. It is a three-phase course and students have a maximum of 18 months to complete all ILE-CC requirements. The non-resident instruction is based on the resident curriculum and revised as needed. The TASS BN classroom option ILE-CC course began in every region in the summer of 2005. The web-based ILE-Common Core option began on 1 Oct 05. The curriculum and course material presented to non-resident students enrolled in the “M” and “S” courses use the same terminal learning objectives (TLO) and enabling learning objectives (ELO) as those used in the resident course, differing only in the modality of delivery. Students can transfer between the two courses at phase breaks, if desired, but must remain in the same academic year.
(3) Enrollment, disenrollment, or graduation from the non-resident ILE does not preclude active duty officers from selection for the resident courses. Graduation from the non-resident ILE does preclude reserve component officers from selection for the resident course. Reserve Component officers will continue to be considered by selection boards for resident ILE attendance. Officers not selected for resident attendance should enroll in the non-resident studies option.

(4) Completion of ILE-CC results in an administration designation of Military Education Level-4 (AC), or 5A (RC) being annotated to the officer's personnel file. Officers are considered Professional Military Education (PME) complete at the completion of ILE-CC and a credentialing course.

b. Course Organization

(1) COMPLETION OF ALL REQUIREMENTS WITHIN THE TIME LIMIT IS REQUIRED OR STUDENTS MAY BE PERMANENTLY DISENROLLED. Voluntary disenrollments are considered based on compassionate reasons. Any student enrolled in a particular curriculum will not be allowed to transfer to another curriculum. The eligible student will be allowed to change options (Battalion classroom or web-based), within the confines of his time limit and curriculum track.

(2) The non-resident CGSOC is offered in two options:

(a) The Non-Resident Studies (NRS) ILE-Common Core (CC) “S” course is a web-based course. Students have 18 months to complete this course. This course is composed of three phases, and the phases must be completed sequentially. Students enroll in the “S” course on-line via the Non-Resident Studies website, https://cgsc2.leavenworth.army.mil/nrs. Students are assigned an NRS counselor that assists the student throughout the duration of the course.

(b) The Non-Resident Studies (NRS) ILE “M” course is a 13-month classroom-style program taught by reserve component officers assigned to Professional Development Brigades arrayed in nine TASS Battalions located throughout the world. This course is taught in three phases. Phase I and III are each taught in two-week Active Duty for Training (ADT) blocks during the summer months, May through August. Phase II is taught October through May in an Inactive Duty Training (IDT) format, taught during weekend or evening courses. The “M” course school year begins in May of each year and ends the following summer. Students enroll in the “M” course through the Army Training Requirements and Resources System (ATRRS). Students are assigned an NRS counselor that assists the student throughout the duration of the course.

(c) Students have the option of switching between the “M” and “S” course at phase breaks as required due to mobilization, deployment, work conflict, etc., but must remain in the same academic year. Students must inform their NRS counselor prior to switching between phases. Students have 18 months from their initial enrollment to complete ILE-CC.

--Inactive Duty Training. Inactive duty training (IDT) begins 1 October of each year and lasts until all instruction is complete but not later than 30 May. ILE-CC Phase II is taught during the IDT period of instruction. If there are not enough students by 15 November of the Training Year, the students have a choice (depending on their time limit) of completing their CGSOC via the web-based course for that phase or waiting until next training year to join the classroom option (if their curriculum track fits). Instructional material is sent for each viable class. IDT instruction is presented in 4-hour blocks called
assemblies, at a rate of about one assembly per week or four assemblies over one weekend a month. Times
and locations are specified by the regional brigade.

--Active Duty for Training. Active duty for training (ADT) is a 2-week period of
instruction presented by PD Brigades at locations specified by the U.S. Army Reserve Command
(USARC). Class schedules are on ATRRS by 1 Jan of the Training Year. ADT sessions are conducted
from late May through the end of August. Phases I and III are taught during ADT.

(3) It is especially important that students note the requirement to complete satisfactorily one
phase before another phase commences. All graded requirements from a preceding phase must be
satisfactorily completed and posted to the student's record before they can start the next phase (e.g., before
the first day of ADT, or 1 Oct for IDT, no exceptions). DNRS will notify brigades and battalions of
ineligible students. Ineligible students will receive no credit for any classes attended in an ineligible status.

(4) CGSOC battalion students enjoy the benefits of a classroom environment with an instructor
and other students with whom lessons can be discussed. Instructional materials are distributed by battalion
instructors. Most requirements are graded by the battalion instructors. All scores are reported to DNRS,
who maintains the student's academic record. If the student does not complete all the requirements during
ADT/IDT periods, the student will be deemed incomplete and may be disenrolled from the course.

5. CRITERIA FOR ENROLLMENT

a. In accordance with the CGSOC Program of Instruction (POI), every student must have access to a
multi-media computer. Recommended minimum required computer to access should be a Pentium II, 128
MB RAM, 20 GB Hard Drive, 16 Bit Audio, 352x240 at fps Graphic performance video playback, 17”
monitor and access to the Internet, with Windows operating system and Internet Explorer 5.0 or higher.

b. Army officers must meet the height/weight standards IAW AR 600-9, TR 350-18 (Schools--Total
Army School System (TASS)), 26 May 00 and DA Message 01 11 081650Z, Mar 95. Any officer who
does not meet the table weight, but meets the body fat standards must provide DA Forms 5500 or 5501
with their enrollment for
m. Overweight officers will not be enrolled.

c. All Army (Active and Reserve Component) students must have a current passing score on their
APFT. IAW TRADOC policy and AR 350-1, non-resident (distributed learning or classroom option)
students must pass the APFT within 6 months (active component, reserve component IMA, TPU,
IRR and active duty reserve component (AGR)) or within 12 months (National Guard) of their
CGSOC enrollment date. Officers must submit a copy of their current passing APFT. If a temporary
or permanent profile is superseding the APFT, the profile must be provided along with the last passing
APFT. Students deployed to a region in which they are entitled hazardous duty pay and not able to take the
APFT will include a copy of the last record APFT with their enrollment application. Per ALARACT MSG
163/2003, upon return from deployment, Soldiers will be administered a record APFT no earlier than 3
months for AC and 6 months for RC soldiers. Officers will not receive course completion documentation
(transcript/diploma) until the student's counselor receives a current record APFT.

d. YG 94 and after ACC officers must have between 8 and 12 years of officer service, and have less than
14 years of Active Federal Commissioned Service (AFCS) to enroll in a non-resident program of ILE-CC.
Reserve Component officers must have between 9 and 18 years of commissioned service (includes IRR
time) to enroll in a non-resident program of ILE. The guidelines of DA Pamphlet 600-3 will be followed.
Exceptions will be considered on a case-by-case basis, with mobilization and deployments being one of the main considerations in waiving enrollment timeline requirements.

(1) Must be CCC complete. If constructive credit has been granted, a copy of the documentation (usually a DA Form 1059) awarding credit IAW AR 350-1 must accompany the application prior to material being sent or attending a Phase I class.

(2) All officers must successfully complete the Captain’s Career Course (CCC) in order to be educationally eligible for enrollment in ILE.

(a). Officers of various branches and year groups fall into several different categories due to the termination of the Combined Arms Service and Staff School (CAS3) and the implementation of the Combined Arms Exercise (CAX) course.

(b). The below information serves as a guide in determining ILE eligibility.

(1). Active Duty officers completing a Resident CCC are educationally eligible for ILE upon completion of their CCC and selection for promotion to major.

(2). Reserve Component (RC) officers are CCC complete and educationally eligible for ILE via several different means.

(a) An RC officer who completed a Resident CCC after JUL04 is educationally eligible for ILE. An RC officer who completed a Resident CCC prior to JUL04 must show completion of either CAS3 or CAX or receive constructive credit for serving in a primary staff position while deployed in support of OIF/OEF to be educationally eligible for ILE. The process for requesting constructive credit is governed by AR 350-1. The applicant sends a constructive credit request, containing a DA Form 4187 and supporting documentation through his or her chain of command, through the 84th USARRTC (as the proponent), through HRC-STL as the personnel command, to DA G/3/5/7 for final approval/disapproval.

(b) An RC officer who completed an RC Officer Advanced Course (OAC) must complete CAS3 or CAX, or receive constructive in order to be educationally eligible for ILE.

(c) Select branch CCC’s (RC) now include CAS3 requirements. Upon successful completion of these CCCs, officers are educationally eligible for ILE. Currently these branches are FA, AG, MI, CH, AMEDD, and JAG. Neither CAS3 nor CAX are required following a CCC(RC) to be educationally eligible for ILE. To determine if a student completed the new CCC(RC) or the legacy course review the student’s ORB. If the ORB states CCC, then the student is educationally qualified to enroll in ILE.

(3) Captains with a minimum of 3 years Time-In-Grade and Majors that have not completed their 7th year Time-In-Grade.

(4) The above criteria includes officers in AMEDD series 67J, 70 A,B,C,D,E,F,H, & K.

f. Special branch active and reserve component officers (AMEDD, JAG, and Chaplains).
(1) Must be OAC complete. If constructive credit has been granted, a copy of the documentation (usually a DA Form 1059) awarding credit IAW AR 350-1 must accompany the application.

(2) Do not have to be SPC/CAX complete, although it is highly recommended for NON-OPMD captains.

(3) Must hold the rank of at least a Captain (P) or Major (Captain (P) must provide a copy of selection letter (ARNG and/or USAR) or sequence number (active component). ARNG officers’ selection letter must be promotion by Federal Recognition Order.

g. Officers that have already graduated from CGSOC are not eligible. However, a student who has completed the CGSOC "equivalent" from another service, either resident or non-resident, is eligible to enroll in non-resident CGSOC. (Note that completion of the non-resident "equivalent" course of another service does not credit an Army officer with a Military Education Level-4 (MEL-4) designation. See AR 350-1 for further instructions.)

h. Commissioned officers, Active or Reserve Component of the Navy, Marine Corps, or Air Force, who obtain approval through their command, may enroll. A letter of approval must accompany the officer's enrollment form (CGSC Form 59-R). Applicants should possess qualifications equivalent to those of Army officers and must be eligible to enroll in their own service course. The Army encourages officers from our sister services to enroll in the Brigade school to produce a learning environment that develops joint perspectives and fosters a confident and positive attitude toward joint operations. Sister service officers enrolling in the web-based course must establish an AKO account prior to enrollment.

i. Civilian employees of the Department of Defense, GS-11 or above, whose duties require knowledge of the subject matter in the curriculum, may enroll. Due to a 1992 DA ruling in conjunction with OCAR, TRADOC and FORSCOM, civilians may only enroll in the distributive learning option.

(1) Civilians also having military status must remember that their military status takes precedence over their civilian status. If an individual is eligible to enroll in both a civilian and military status, the individual will be enrolled in a military status.

(2) If the student is eligible to enroll as a civilian, a letter of justification from the person (military or civilian) in charge of the activity where the applicant is employed must accompany the enrollment form. Civilian students do not receive Academic Evaluation Reports, but will receive a diploma. Upon completion, if civilians wish credit attributed to their personnel file, they must complete a DD Form 1556 and contact their Civilian Personnel Office.

j. Warrant officers, retired military personnel, and defense contractors, are not eligible for CGSOC.

k. International military personnel must obtain prior approval from their own military service and through the U.S. Army's Training and Doctrine Command (TRADOC).

l. Student that were previously disenrolled from the legacy course or ILE for failure to meet time limits are not automatically eligible for enrollment/re-enrollment in the non-resident ILE course.
(1) Applications from international military personnel are submitted through the U.S. Military Assistance Advisory Group (MAAG) or through the Defense Attaché to the U.S. Embassy in their countries. These activities will forward requests to--

Commander
ATTN: Security Assistance Training Field Activity (SATFA) (ATFA R)
US Army Training and Doctrine Command
Fort Monroe, VA 23651-5267

(2) TRADOC determines whether the course is critical to the officer's function in his or her military position. If determined critical, funds are approved. If determined noncritical, then the country of origin must fund the course. Telephone numbers for TRADOC’s SATFA are DSN 680-3632/3634 or Commercial 757-788-3632/3634.

m. Specific procedures for applying for CGSOC enrollment are described in the following paragraphs of this chapter. Before applicants submit the enrollment application, they should become familiar with program content, expected participation, and administrative requirements as specified in this catalog. Students have 18 months from their initial enrollment date to complete the ILE-CC course. Student also have 18 months to complete the NR-AOWC (6 months to complete the history and leadership prerequisites and 12 to complete W100, W200, or W300). No disenrollments are allowed. Students are responsible for monitoring their own progress. Students that do not complete the course in the required time may be permanently disenrolled. Exceptions to policy are considered on a case-by-case basis.

6. APPLICATION PROCEDURES FOR THE CORRESPONDENCE OPTION

a. The student may use the electronic application on the Directorate of Non-Resident Studies home page at https://cgsc2.leavenworth.army.mil/nrs.

b. The student may submit a paper application. Information should be mailed to--

Directorate of Non-Resident Studies
280 Gibbon Avenue
Fort Leavenworth, KS 66027-2314

- or faxed to (913) 758-3402/3403. See paragraph 5 of this chapter for enrollment eligibility and enrollment information requirements.

7. APPLICATION PROCEDURES FOR THE CGSOC BATTALION OPTION

a. It is the responsibility of the CGSOC Battalion, the student’s chain of command, and student to read the eligibility criteria in this catalog. If there is a question concerning eligibility, the student and/or Battalion point of contact should call DNRS (telephone numbers on the Non-Resident Studies’ home page) to resolve the issue. Never assume that an eligibility requirement is going to be waived. A request for an exception to policy is “a request”; not an approval of the request.

b. Application for enrollment in ILE Phase I in the CGSOC battalion is a two-step process.

(1) ATRRS Registration. ATRRS REGISTRATION IS ONLY FOR THE CLASSROOM OPTION. Students enroll in the web-based ILE option on-line via the NRS website: https://cgsc2.leavenworth.army.mil/nrs
(a) Eligible students request through their unit, TAPA, AR-PERSCOM, or NGB or their state headquarters a reservation on ATRRS. The ATRRS person for the personnel agency is found in Appendix B.

(b) DNRS will provide CGSC Form 59s to the CGSOC Battalion Commanders for distribution to the CGSOC instructors. The CGSOC instructors will provide forms to the students for completion and will screen the applications to ensure all student eligibility requirements are met. The battalion instructors will then send completed forms to DNRS.

(c) DNRS confirms with the CGSOC Battalion instructor that the students listed on ATRRS with completed 59Rs are eligible, the class size is met, and that a certified instructor is teaching the class. If the class is approved, material is provided for the class to the battalion.

(2) CGSC Form 234 (Class Roster), CGSC Form 59 (Application) and NRS Form 11 (Acknowledgement of Ethics Standard)

(a) Eligible students complete CGSC Form 59 and NRS Form 11 (Acknowledgement of Ethics Standard).

(b) The CGSOC instructor and / or battalion commanders consolidate the Enrollment Application (CGSC Form 59) and Acknowledgement of Ethics Standard (NRS Form 11) together with a class roster (CGSC Form 234) and send completed forms to DNRS within 3 days of starting class.

(c) Mark Sense Answer sheets (CGSC Form 207) will not be graded unless a NRS Form 11 is on file for each student enrolled in the Battalion Option for each Phase.

(d) DNRS confirms with the CGSOC Battalion instructor that the students on the CGSC Form 234 are eligible, the class size is met, and that a certified leader is teaching the class. If the class is approved, material is provided for the class through the battalion.

c. When students are approved, a Notice of Enrollment is mailed to the student. Disapproved students are also notified by letter and a copy of the letter is sent to the instructor and the Battalion Commander. The instructor or his representative will be notified by phone.

d. Attending a Battalion class does not constitute automatic enrollment in the CGSOC. A student is not enrolled until a student application or ATRRS application has been approved by CGSC and the student receives an enrollment notice from DNRS. STUDENTS WILL ENSURE THAT THEY MEET ALL ELIGIBILITY CRITERIA BEFORE ATTENDING A CGSOC BATTALION CLASS. If a student desires to have constructive credit granted for an OAC or SPC/CAX, the credit will be approved IAW AR 350-1 prior to 1 May. NO CREDIT IS GIVEN FOR COURSE WORK ATTEMPTED WHILE ATTENDING IN AN INELIGIBLE STATUS. Enrollments for a Training Year end three days into the training period. If an eligibility problem has not been resolved or a class has not been approved by the third day, the student and/or class will have to take the distributive learning option or wait until the next Training Year.

e. Submission of a new CGSC Form 59-R is not required at the beginning of subsequent phases, only NRS Form 11. However, students must be eligible for the next phase. It is the student's and Battalion's responsibility to contact DNRS and make sure the student is eligible for the next phase. Eligibility means satisfactory scores have been posted to the student's record for the previous phases and
the student is in the correct curriculum track. During phase II, instructors must submit student grades NLT 15 days after an examination is administered or a writing requirement is completed. Failure to do so results in delays in submission and posting of grades and determining Phase III eligibility. Students can not enroll in Phase III until grades are posted and eligibility is determined. Instructors are encouraged to mail student material to NRS as soon as possible throughout the Phase II period of instruction in order to avoid unnecessary delays which could prevent students from enrolling in Phase III.

f. To obtain an ATRRS quota for any phase of CGSOC, the eligible TPU and IMA officer submits a “Request for Training” form to his unit ATRRS operator. Ask the personnel manager or USAR/ARNG unit ATRRS operator for the electronic “Request for Training” form.

g. The IRR officer works directly with their ARPERCEN PMO or ATRRS section at 314-592-0672.

h. The eligible ARNG officer obtains an ATRRS quota through his state HQs and the NGB at 703-607-7349.

i. The eligible AC officer who wants an ATRRS quota contacts PERSCOM ATRRS at (703) 325-3159.

8. APPLICATION FOR SWITCHING OPTIONS

a. Students wishing to transfer from distributive learning option to Battalion classroom option will contact their academic counselor. Students may transfer at phase breaks only. The only exceptions to transferring during a phase will be for students requesting to transfer from TASS Battalion course to the ADL course due to deployments. These requests for transfer will be considered on a case-by-case basis.

b. Students do not need to contact DNRS to continue under the same option. DNRS assumes the student is taking the next phase under the same option unless a change request is received.

c. Students planning to enroll or continue in the Battalion option should coordinate with the point of contact at the Battalion to determine correct class schedules and provide other information required by the school to plan instruction for the next phase.

d. If a student selects the classroom option, he must attend the classes. If the student misses 10% of the phase classes, he will be disenrolled from the classroom option.

9. ENROLLMENT NOTICE AND DATE OF ENROLLMENT

Each student is provided a Notice of Enrollment when enrolled in the course. This notice indicates the official date of enrollment. Officers who enroll in the CGSOC Battalion option receive an enrollment date of their scheduled first class meeting. For officers who enroll in Phase I in the distributive learning option, the enrollment date is the date the student is enrolled into the official database. TASS Battalion commanders are responsible for verifying students meet all enrollment criteria and eligibility requirements prior to class instruction beginning.

10. TIME LIMITS FOR COMPLETION

a. Once enrolled, a student has 18 months to complete the ILE-CC course and 18 months to complete NR-AOWC (6 months for the history and leadership pre-requisites and 12 for W100, W200, or W300 – applies to Operations Career Field Officers). The time between finishing ILE-CC and beginning NR-
AOWC does not count nor will time remaining for the completion of one course be added to the time for the other. There are NO EXCEPTIONS to the prescribed time limit. Disenrollments may be permanent for failure to progress within the stated time limit. If there are reenrollment requests, the requests are approved or disapproved on a case-by-case basis.

b. The CGSOC is a phase-sequential course of instruction. Submission of exams out of phase sequence is not allowed. Counselors are unable to post grades out of sequence. Students planning to take a phase through a battalion class must have satisfactorily passed all requirements from the previous phase three days prior to the start date of IDT or ADT.

c. DNRS is under no obligation to hasten administrative processing time and are unable to effect change in various processing areas. Ensure that you adhere to the below guidelines in relationship to completion of course and promotion boards.

(1) No student is issued a diploma or AER until all requirements in all three phases are satisfactorily completed.

(2) Students should keep in mind the 60 plus day turnaround time required for grading and recording of subjective examinations. Students need to calculate additional time for rewrites.

(3) Promotion Boards – For planning purposes, students need to have their final Phase requirements into Non-Resident Studies at least 120 days in advance of the convening of their Promotion Board.

11. ACADEMIC STANDARDS

a. General.

(1) All course requirements must have a passing score posted to the student's record to complete CGSOC. A subcourse is considered completed when the student earns 70 percent or better on the examination and the score is posted to their CGSC nonresident academic record. Students must obtain a grade of "C" or higher on all subjective requirements. Subjective and objective requirement grades are reflected in the student’s grade point average.

(2) Students have at least two attempts in each requirement to pass unless the student fails the same requirement three times.

b. Objective Examination Requirements.

(1) Students must score 70 percent or higher on each examination to complete the subcourse. This is true for all examinations, except for the 920 series exams. Of the five exams, all exams require a score of 85%, except for the Map and Symbology, which requires a score of 90%. In ILE-CC, 920-series exams are completed in Phase II.

(2) If a student scores below 70 percent on their initial examination, they must study the failed block of instruction and retake the examination. Distributive learning students retake the examination online and CGSOC Battalion students are sent a similar examination and answer sheet for a failed examination. CGSOC Battalion Students have 60 days to take the second exam and mail it to DNRS. If students need more than 60 days to return a retake exam, contact DNRS.
(3) The highest score recorded for a retake examination is 70 percent, regardless of the score actually achieved.

(4) If the student fails to achieve 70 percent or better on the first retake examination (student's second attempt at the same subcourse material), the student is in academic jeopardy. The student may pass the exam on the third attempt, however, the student will not be allowed to have a third attempt on a subsequent requirement. If the student needs a third attempt, they are permanently disenrolled as an academic failure. (See fig. 2-1)

(5) To avoid permanent disenrollment with subsequent exam failure, do not send all your exams in at the same time. Wait until you know you have a passing score on one exam before sending in another exam.

(6) A student is permanently disenrolled as an academic failure if they do not pass the same subcourse requirement after three attempts. No subsequent exams are involved in this situation.

(7) The objective exams of the CGSOC Battalion class student will be graded by the instructor. The instructor will report the student's grade to DNRS.

CGSOC ACADEMIC FAILURE (AF)

<table>
<thead>
<tr>
<th>CGSC REQMT (Must Score 70% or Above)</th>
<th>1st Attempt</th>
<th>2d Attempt (1st Retake)</th>
<th>3d Attempt (2d Retake)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subsequent CGSC REQMT</td>
<td>1st Attempt</td>
<td>2d Attempt</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FAIL</td>
<td>FAIL</td>
<td>PASS FAIL</td>
</tr>
<tr>
<td></td>
<td>FAIL</td>
<td>FAIL</td>
<td></td>
</tr>
</tbody>
</table>

*Student may continue subsequent requirement will not get a third attempt
*Academic Failure (AF) - PERMANENT DISENROLLMENT

Fig. 2-1

c. Subjective requirements.

(1) Several subcourses contain subjective requirements.
Distributive learning students' written requirements are submitted to DNRS for grading by adjunct faculty members.

CGSOC Battalion student's written requirements are graded by the battalion instructor who then forwards grade results on a CGSC Form 207 (Mark Sense Answer Sheet) to DNRS.

Whether the subjective requirement is graded by the battalion instructor or the adjunct faculty member, students must ensure completed CGSC Form 207, evaluation checklist sheets, and a signed Statement of Authorship or Ownership (forms included in the phase box) are attached on top of their papers before they are mailed. If the signed statement is not included, a Statement of Authorship is sent to the student to sign and to resubmit. Grades are not posted on submitted papers until a signed Statement of Authorship or Ownership is provided.

Battalion instructors report the grades for the written requirements on CGSC Form 207.

DNRS forwards the written requirements of the distributive learning students to adjunct faculty members located throughout the United States for grading. DNRS is the final determiner as to who will grade the paper, not the student. Grading turn-around time for these papers is approximately 60 plus days from receipt at Fort Leavenworth to the day graded papers are returned to the students.

If a "C" or higher grade is not achieved on the first submission, a notice is sent to the student with the graded subjective requirement and grader's critique sheets. The student must revise his or her subjective requirement and return the revised requirement along with the original graded papers and critique sheets for re-grading. Whenever possible, the resubmitted papers are forwarded to the original grader. The highest grade recorded for a resubmitted paper is "C".

Students may request a "reevaluation" of their subjective requirement. Resubmit two clean copies of your original submission plus provide the original graded paper and evaluation sheets. Provide a cover memorandum explaining why you think your paper should be reevaluated. Your paper will be given to another adjunct faculty member to evaluate. If there is a large discrepancy in the grade assignments by the adjunct faculty, the grade will be resolved by the course author.

If a "C" grade is not achieved after one failed resubmission, the student is in academic jeopardy. If the student fails to receive a "C" grade after three attempts, they are declared an academic failure and permanently disenrolled.

If a student had to have three attempts on a previous exam or written requirement to pass, and does not receive a 70 percent or higher on a second attempt of any subsequent exam or written requirement, the student is permanently disenrolled as an academic failure. (See Figure 2-1)

d. Grades (Scores)

Achieved grades for objective and subjective requirements are sent directly to students. For each distributive learning or classroom examination submitted, a Student Evaluation Report is mailed to the student providing the results of the exam. If the exam was administered by a battalion school, the battalion reports the grade to DNRS, the official record holder of the CGSC non-resident program.

The grade point average (GPA) is the weighted average of all requirements. The weighted averages are calculated by multiplying the examination score by the number of credit hours the subcourse
covers to yield a total weight for that examination. The sum of the total weights for all requirements divided by the total number of credit hours equates to the GPA. A sample calculation is shown below:

<table>
<thead>
<tr>
<th>Exam</th>
<th>Credit Hours</th>
<th>Score</th>
<th>Total Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>M123</td>
<td>22</td>
<td>X</td>
<td>92%</td>
</tr>
<tr>
<td>M456</td>
<td>12</td>
<td>X</td>
<td>87%</td>
</tr>
<tr>
<td>M789</td>
<td>47</td>
<td>X</td>
<td>100%</td>
</tr>
<tr>
<td>M234</td>
<td>18</td>
<td>X</td>
<td>75%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>99</td>
<td></td>
<td>91.18</td>
</tr>
</tbody>
</table>

GPA: 92.10% (91.18 divided by 99)

e. Remediation.

(1) When a distributive learning student fails an examination, course authors are available for consultation. Students are welcome to call the course author on their own, however, in some instances, students need to call DNRS' Counselors to arrange the transfer of the answer sheet to the author. If you have access on World Wide Web or the Internet-E-Mail system, you may contact the course author. The address for the CGSC home page is https://cgsc2.leavenworth.army.mil/nrs.

(2) Although the telephone numbers are published, course authors are not always available, because they do have to teach. However, leave a message for the course author and/or perhaps someone else in the teaching department may be able to assist you.

(3) No NRS personnel are authorized to provide students the correct responses.

12. CRITERIA FOR GRADUATION

a. No student will receive a diploma or Academic Evaluation Report until all requirements are completed satisfactorily.

b. All requirements must have been satisfactorily completed in the prescribed time limit.

c. All Army (Active and Reserve Component) students must meet the height/weight standards in accordance with Army Regulation 600-9 and have a current passing score on their APFT card. Officers must submit a copy of their current passing APFT during their final phase. If a temporary or permanent profile is superceding the APFT, the profile must be provided along with the last passing APFT. If applicable, please add a copy of Tape Test. See paragraph 5.c of this chapter for APFT requirements for deployed students.

d. Students must ensure that DNRS has their correct personal data and mailing address prior to graduation. A data verification form is sent to all students. Please send any changes prior to the last examination in the last phase. Students must ensure that personal data and mailing addresses for their diplomas are correct.

13. TRANSCRIPTS, DIPLOMAS, EVALUATION REPORTS, AND COMPLETION CERTIFICATES

a. A transcript is issued for completion of CGSOC. An official transcript is not issued for partial completion of CGSOC.

(1) DNRS issues transcripts by student request.
(2) For all graduates after 1987, the non-resident transcript can display all the requirements (Detailed Transcript) or only the merged grades for the subcourses (Merged Transcript).

(3) For graduates prior to 1987, the non-resident transcript will confirm the student’s graduation date, provide the overall grade earned for the entire course based on the student’s grade point average, and equate the number of academic credit hours to graduate level semester hours based on the American Council on Education guide. Course descriptions will be provided. No individual grades for individual subcourses or disciplines will be provided.

(4) Although the Command and General Staff College is accredited by the North Central Association of Colleges and Schools (NCA) as a master's degree granting institution, the non-resident Command and General Staff Officer Course (CGSOC) is not a masters' degree producing program. However, up to eight hours of graduate credit may be transferred from CGSC to other institutions. APPROVAL LIES WITH THE RECEIVING INSTITUTION. Credits transferred vary due to different configurations of courses offered based on which year the student was enrolled. The amount recommended by CGSOC is shown on the transcript. This amount is based on completion of the non-resident CGSOC; no credit is provided for partial completion of the course.

(5) Transcripts for resident courses (41-week and 19-week courses) are issued by the Office of Academic Records (ATZL-SWO-R), (Bell Hall).

(6) If a student later attends and graduates from the resident CGSOC or ILE (or equivalent), the AER issued from that course takes precedence in official personnel files over the AER issued for the non-resident CGSOC or ILE.

b. Identical diplomas are issued to all graduates of the CGSOC/ILE-CC whether resident or non-resident. The Directorate of Non-Resident Studies prepares and mails diplomas to non-resident students. Students must ensure that DNRS has the correct data (name, rank, branch) on file prior to graduation.

c. An Academic Evaluation Report (DA Form 1059) is issued upon graduation from CGSOC/ILE.

(1) Regardless of which option the student chooses or how many times the student switches from one option to another, the Directorate of Non-Resident Studies issues the AER for the non-resident student.

(2) Whether the student took the course by correspondence, distributive learning, or the classroom option in the field or at Ft Leavenworth, Block 13 (the Performance Summary) is marked “Achieved Course Standards.”

(3) Block 14, a. (Written Communication, Oral Communication and Leadership Skills) is determined by the student’s overall grade point average. If the student achieves a GPA of 93.00 or above (approximately 10% of the non-resident graduates), then the first three abilities are marked “Superior.” If a student has a GPA of 92.99 or lower, the “Satisfactory” block is marked.

(4) CGSC does not issue an adverse AER for academic failure, the loss of eligibility, or other failure to complete the course. CGSC does issue a negative AER to non-resident students who are disenrolled due to violation of academic ethics or their misconduct.

d. Completion Certificate/Fifty Percent Certificate is issued upon the grading and processing of all Phase I and II requirements (Legacy Course) to RC officers only.
(1) Correspondence Courses routinely take 30-60 days to process papers. Fifty Percent Certificates will not be issued prior to the date of final processing and the date of the Fifty Percent Certificate will be the date of final processing. The graduation AER will be issued in the same manner as the Fifty Percent Certificate with the date of graduation as the final date of processing.

(2) Brigade School/TASS Option routinely submits results of classes to Non Resident Studies within one to two weeks. Fifty Percent Certificates and Graduation Certificates will show the date of processing at Non-Resident Studies. This paperwork cannot be back dated.

(3) The Student needs to take this planning factor into consideration. If it is necessary to have completion by a certain date, you will need to go to class earlier, or complete the correspondence materials earlier.

14. ACADEMIC CREDIT HOURS AND RETIREMENT/PARTICIPATION POINTS

a. The following information applies only to Army Reserve officers.

b. "Academic credit hours" are computed for the purpose of reporting and awarding retirement/participation points. These hours are determined based on the average time required to complete all lessons, exercises, and examinations of a subcourse.

(1) Correspondence/Distributive Learning students:

(a) Academic credit hours are awarded on the date that the student SATISFACTORILY completes each requirement of a subcourse, and grades are posted to the student's academic record.

(b) It is the responsibility of the student to retain their paper or electronic grade report which indicates the academic credit hours and report or provide a copy of the notice to ARPERCEN or NGB. Determination of the number of points assigned and the posting of points to the officer's record is accomplished by ARPERCEN. Traditionally, ARPERCEN awards one point for three academic credit hours.

(c) Students desiring to earn points for a particular retirement year must ensure that requirements arrive at DNRS NLT 120 days prior to their RYE date.

(2) CGSOC Battalion School students:

(a) Retirement/Participation

1. Students enrolled in the Battalion School option receive retirement/participation points for attending IDT assemblies and ADT. Battalion commanders are responsible for reporting participation points earned for IDT and ADT attendance to the agency responsible for the student's personnel records.

2. No participation points are awarded to students ineligible to receive instruction or to personnel not enrolled in the course.

3. Students receive retirement/participation points by IDT and ADT attendance, or by points awarded for academic credit hours for the correspondence option. The only exception is if a student transfers from the Battalion school to correspondence during the phase.
4. The term "academic credit hour" is for retirement/participation points only. There is no relationship between "academic credit hours" and "semester hours," "quarter hours," or other similar terms to determine equivalent civilian collegiate credit.

(b) Attendance

1. Requirement. **Students cannot be absent more than 24 approved hours per phase (any combination of weekend or weeknight classroom hours totaling 24 hours).** The Brigade Commander and the Director, Non-Resident Studies, approves absences as outlined in this policy. A student with more than 24 hours of unapproved or approved absences is subject to dismissal after review of the individual’s situation by the Chain of Command and the Director of Non-Resident Studies.

2. Responsibilities. The Battalion Commander is responsible for managing the Attendance Policy and maintaining the standards in the non-resident course, classroom option. The following steps will be taken to ensure timely processing of appropriate documentation regarding absences:

   a One - The site instructor(s) will notify the Battalion Commander when a student is in danger of being disenrolled due to excessive absences (i.e., the student has missed 8 or more hours of instruction).

   b Two – The Battalion Commander or site instructor will notify DNRS via phone call or Email of a pending disenrollment.

   c Three – The Battalion Commander or site instructor will notify DNRS in writing indicating the student has been dropped from the Classroom Option because of a failure to meet minimum attendance requirements.

3. The Chain of Command will review each case separately. Even a student with authorized absences and approved waivers is subject to dismissal from the course pending review by the Chain of Command and the Director, NRS. Battalion Commanders and Senior Instructors are responsible for ensuring ALL students and instructors understand the guidelines of this policy clearly upon enrollment in the classroom option. Emphasis should be made on the course demands for higher cognitive learning and the necessity of group inter-active work in order to achieve the higher cognitive levels.

4. Authorized Absences. The following conditions must apply to justify an authorized absence:

   a Deployments

   b Family Emergencies

   c Civilian Employment Requirements

5. Approving Authorities

   a The on-site instructor may approve up to 8 hours authorized absences per phase.

   b The Battalion Commander may approve up to 8 additional hours absence per phase.
The Brigade Commander may approve up to 8 additional hours of authorized absence, under the same conditions as above, and based upon the students’ previous record of attendance, class contribution, and adherence to a make-up policy and the student’s overall potential for success in the course. Notification of this additional 8 hours will be made to DNRS NLT one week following the approved absence.

6. Exceptions to Policy. Exceptional cases, to include absences in excess of the hours approved by the Chain of Command (i.e., more than 24 hours), that warrant continued participation by the student in the classroom option must be approved in writing by the DNRS office within one week of the absence that exceeds the standard, or the student will not receive credit for that phase. The student will initiate the Request for Waiver, or Exception to Policy, through the instructor, the Battalion Commander, the Brigade Commander, to the Director of Non-Resident Studies. Final approval authority is the Director of Non-Resident Studies.

NOTE: Waivers must clearly document the dates of absences, the conditions which justified the absences, and the Instructor and Battalion Commander Assessments of the students performance record of attendance, class contribution, make-up plan/policy in effect, and the students overall potential for success in the course. Failure to have the appropriate documentation may result in a review by TASS and NRS and possible referral to the Dean of Academics for possible dismissal.

7. Make-up Guidelines. Battalion Commanders are responsible for developing, managing and enforcing a make-up policy, that ensures the student who has been absent from a class receives a similar educational experience as those who attended, and that he/she can attain the appropriate cognitive level of the lessons(s) missed. Students who miss the Small Group Instruction (SGI) of the Classroom Option are unlikely to achieve the same standards as their peers if left to learn through independent study. Battalion Commanders will, in concert with the instructor and the student, make every reasonable effort to ensure that the student has the opportunity to attend make-up class that incorporates the SGI experience appropriate to the missed block of instruction within 30 DAYS following the absence. Some additional guidelines must be considered:

--A make-up class/lesson conducted with another staff group may be considered as actual class attendance and thus not counted against the hours of authorized absences.

--Knowledge and Comprehension Level Classes: Classes that have a Cognitive Level of Knowledge and Comprehension may be made-up through one-on-one instructor-student instruction. A student may also be able to gain the appropriate level of learning through a written requirement covering the subject material/lesson, or through sub-grouping with peers outside of the classroom.

--Application through Evaluation Level Classes: Classes with a Cognitive Level of Application or higher require more intense instructor involvement in the student’s learning. Allowing the student to learn through self-study and coordination with other students for salient points of a lesson is very unlikely to enable him/her to achieve the learning standards. Commanders must attempt to get the student into another small group, when feasible, for make-up of the classes missed, or have the students lead group Practical Exercises, during the scheduled classes. Otherwise, instructors must develop a detailed plan, combining individual written requirements and presentations to the class, or sub-group sessions separate from regularly scheduled classes, to ensure appropriate learning is achieved.
8. Bottom Line. The Battalion Commander is ultimately responsible for providing the student every opportunity to learn. The Student is responsible for meeting the standard. The Site Instructor must assure the Battalion Commander that the student has achieved the respective standards for every class attended and missed. The Chain of Command must make missing a class less desirable and do everything possible to avail the student with the means for success.

15. NOTICES AND/OR REPORTS

a. Notices and/or reports will be sent to students through the U.S. Post Office or by electronic mail. It is the responsibility of the students to get the notice or report into their unit personnel file and/or official military personnel file.

b. The Academic Evaluation Report (AER) will be sent to the students’ personnel agency, however when students receive their AER, they are welcome to send on their own a copy to their personnel manager.

c. A summary of reports prepared and distributed to CGSOC students follows:

<table>
<thead>
<tr>
<th>REPORT</th>
<th>HRC-STL</th>
<th>HRC-AL</th>
<th>NGB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notice of Enrollment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Evaluation Reports</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Credit Hour Report**</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fifty Percent Completion Certificate X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Status Notice***</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disenrollment Notice</td>
<td>XX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diploma</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Evaluation Report****</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Transcript (Sent Upon Request)</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

NOTES:
* Sent to student's home address or E-mail address.
** Prepared only for Army Reserve officers who enroll as adjunct faculty.
*** This notice (12 month) is sent to students who are 12 months away from their end date.
**** Becomes a permanent part of OMPF. Submitted for graduation or disenrollment for academic ethics violations.

16. DISENROLLMENT

a. DISENROLLMENTS MAY BE PERMANENT.

b. A student is PERMANENTLY disenrolled from CGSOC for the following reasons:

(1) A student is declared an academic failure and is permanently disenrolled if they fail a subcourse objective or subjective requirement after three attempts (See Figure 2-1).

(2) A student is declared an academic failure and is permanently disenrolled if they need three attempts on one subcourse requirement before passing and fail a subsequent requirement two times (See Figure 2-1).
(3) A student retires from the military service (including civilian employees who leave DOD employment). This may not be a permanent disenrollment, only a change in status.

(4) Student is selected for attendance at the resident course and wishes to disenroll. The student must notify DNRS of his or her attendance at the resident course.

(5) Student fails to complete the course within the prescribed time limit.

(6) Student fails to comply with the standards of academic ethics set forth in Chapter One.

(7) Student found to have enrolled based on providing false information.

c. **THERE ARE NO TEMPORARY DISENROLLMENTS.**

d. A student will be dismissed from the CGSOC Battalion (classroom) option when he fails to attend the classroom option. Students cannot be absent for more than 24 hours per phase. A student who misses more than 24 hours will be dismissed from the CGSOC Battalion classroom option. The Battalion Commander or instructor must notify DNRS in writing or via E-mail indicating the student has been dropped from the course because of a failure to meet minimum attendance requirements. Exceptional cases that warrant continued participation by the student in the classroom option must be approved in writing or via E-mail by the DNRS office within one week of the absence that exceeds the standard or the student will not receive credit for that phase. Once the waiver has been approved a corrected class roster or memorandum indicating the student has been dropped from the course, because of lack of attendance, must be sent to DNRS.

e. A Professional Development brigade commander in conjunction with the CGSOC battalion commander have the authority IAW TR 350-18 and DA Message 01 11 081650Z to not enroll or graduate non-physically fit students.

f. Notification of impending disenrollment for nonacademic reasons.

(1) The purpose of this notification is to inform the student that actions or circumstances have been discovered that could place them at risk of permanent disenrollment.

(2) The commander will not punish or make judgments against the student, but will officially notify the student that the circumstance warrant further investigation or inquiry, in accordance with applicable Army Regulations, TRADOC Regulations, CGSOC Regulations and Policies and Non-Resident Studies Directives and Policies.

(3) If the commander decides removal of the student from class is necessary to maintain a positive learning environment, order and discipline, the Director, NRS must be notified.

(4) The below procedure will be followed:

(a). The TASS BN Commander identifies the potential problem and gathers available evidence to determine whether an investigation is necessary.

(b). The Appointing Authority, the Professional Development Education (PDE) Brigade Commander, appoints an AR15-6 investigating officer. The rank of the investigating officer must be senior to student suspected.
(c). The AR15-6 officer investigates the incident, obtains legal advice [from Division Institutional Training (DIV (IT)) SJA office] if necessary.

(d). The AR15-6 investigating officer investigates and completes DA Form 1574 with exhibits and makes findings and recommendations. The standard of proof for adverse finding is that the preponderance of the evidence supports the finding.

(e). If the investigating officer finds misconduct or violations of UCMJ, Regulations, or policies, the AR15-6 investigating officer may recommend:
   (1). Dismissal from course with no opportunity to complete the course by any means
   (2). Dismissal from the course with the opportunity to re-enroll
   (3). Initiation of a GOMOR signed by the Deputy Commandant (or Commandant) with recommended filing instructions.
   (4). Any less severe action deemed appropriate

(f). The AR15-6 investigating officer provides the student a complete copy of investigation regardless of recommendation. The student will receive findings and recommendations and all exhibits.

(g). The student will be given a “reasonable time” to consult with legal counsel and submit any statement and/or additional matters for the AR15-6 investigating officer’s consideration. The appointing authority determines what time period is reasonable. Generally 30 days is considered reasonable time to respond. The student may request extension for mitigating circumstances. Generally, a 30 day extension is granted upon written request and approval by appointing authority.

(h). The AR15-6 investigating officer reviews the student’s response and may modify findings and/or recommendations (re-starts the legal review and student opportunity to respond process) or attach the student matters without modifications and forward to DIV(IT) SJA for legal review.

(i). The DIV(IT) SJA provides written legal review and forwards to the Appointing Authority.

(j). The appointing authority takes action per Section VIII of DA Form 1574 and annotates:
   i. “Approved”
   ii. “Disapproved”
   iii. “Approved with following exceptions/substitutions”
   iv. Returned to IO for further proceedings or corrective action

(k). The Appointing Authority then forwards entire report of investigation

TO: Deputy Commandant, CGSC, THRU: Commander, DIV(IT)

(l). The CGSC Registrar receives packet, forwards entire packet to OSJA (Ft. Leavenworth) for a final legal review.

(m). The Registrar attaches final legal review and forwards entire packet TO: Deputy Commandant, THRU: Dean of Academics then THRU: Assistant Deputy Commandant

(n). The Deputy Commandant (DC), by authority of the Commandant, has the final decision and approval authority for all recommendations other than dismissal. The final decision and approval authority is not bound or limited by the investigating officer’s findings and recommendations.
Example: Issuance of a General Officer Memorandum of Reprimand (GOMOR):

a. The DC issues GOMOR and filing intent statement to student
b. The student has opportunity to respond
c. The DC makes final filing determination on GOMOR

(o). If the investigating officer recommends dismissal and the DC approves the recommendations, the DC forwards the complete AR15-6 investigation to Commandant for his final approval.

(p). The Commandant of the CGSC is the final decision authority regarding student dismissal.

g. If a student is disenrolled, he may request an exception to policy to be reenrolled. Approval or disapproval depends on the individual circumstances of the case. Failure to complete because of academic problems is not approved. Failure to complete the course in the time limit, may be approved once. Third enrollments are limited to TASS Battalion enrollments only. A CGSC Form 59-R with a memorandum explaining why the student should be reenrolled is submitted. The memorandum must have their rater’s endorsement.

h. A student who is disenrolled and then allowed to reenroll may lose credit for some or all the material previously completed. A case-by-case determination by CGSC is made based on the student's academic record, length of time since earlier phases were completed and subsequent changes to the curriculum, examination scheme, or other academic standards.

17. RETURN OF PUBLICATIONS AND OTHER INSTRUCTIONAL MATERIAL

a. Eighty percent (80%) of the material is in an electronic format—Internet or on a CD.

b. Students retain all printed materials issued until completion of the course. Some materials issued in an earlier phase are needed (but not reissued) during a later phase. However, correspondence students should return any duplicate issues of printed texts, publications, etc. Return material duplicates by Fourth Class mail to the following address:

   USA ATSC AIPD
   ATTN: ATIC IPM, BLDG 3306
   FT EUSTIS, VA  23604-5121

c. DNRS highly recommends that students avoid using express or certified mail for material return.

18. AWARDS

a. On an annual basis, awards are presented for outstanding performance by non-resident students in recognition of their professional skill, academic excellence, and dedication. Selection occurs at the end of the academic year.

b. General John J. Pershing Award.

   (1) Each academic year a DISTINGUISHED GRADUATE is designated for each service component (AC and RC) from resident graduates and also from non-resident graduates. The designees are those students within their component with the highest academic standing.
(2) These students are awarded the General John J. Pershing Award. The award is a gold plated medallion encased in a wooden plaque, engraved with the name of the Distinguished Graduate. The award is forwarded through command channels for presentation to the student. The names of the recipients are engraved on the General John J. Pershing Award Plaque displayed in Bell Hall, Fort Leavenworth, KS.

c. Recognition for academic excellence is given to graduates of the non-resident courses in accordance with Army Regulation 623-1. Selection is based on a student's entire academic record, regardless of option or combination of options used to complete the course.

19. DISPATCH OF PHASE MATERIAL. Distributive learning students will receive a packet of material which contains certificates of authorship, ethics statements, assessing writing sheets and return envelopes for each of the three ILE-CC phases. Students will receive the P920 prep course CD upon completion of phase I, to be completed during phase II.