

**DEPARTMENT OF DISTANCE EDUCATION
OPERATIONAL PROCEDURES MEMO 2016-X
ADJUNCT FACULTY PROGRAM
(Effective Until Rescinded or Superseded)**

1. **PURPOSE.** To outline the responsibility, authority, and procedures for adjunct faculty members supporting the Department of Distance Education (DDE) at the Command and General Staff School (CGSS), Fort Leavenworth, Kansas.

2. **GENERAL.** The Department of Distance Education relies heavily on an Adjunct Faculty Program to grade thousands of written assignments annually. These adjunct faculty members are most often affiliated with the Army Reserve and serve as Troop Program Unit (TPU), Individual Mobilization Augmentee (IMA), and Individual Ready Reserve (IRR) Soldiers. Adjunct faculty members receive compensation based on the accrual of inactive duty for training retirement points. Retirements are granted based on time spent grading papers (one half point for each paper graded, maximum two points per day).

3. **REFERENCES.**
 - a. AR 140-1, Mission, Organization and Training 20 JAN 04.

 - b. AR 140-185, Training and Retirement Point Credits and Unit Level Strength Accounting Records, 15 MAR 16.

 - c. DoDI 1215.07, Service Credit for Reserve Retirement, Change 2, 24 May 16.

 - d. CGSC Circular 350-3, Department of Distance Education Policies and Procedures 15 FEB 11.

 - e. AR 140-10, Assignments, Attachments, Details, and Transfers, 15 AUG 05.

4. **APPLICABILITY.** The provisions of this program are applicable to adjunct faculty members categorized as Army Reserve and National Guard in a TPU, IMA, or IRR status.

5. **ADJUNCT FACULTY PROCEDURES.**
 - a. Requirements. CGSC Circular 350-3, 15 FEB 11 and Adjunct Faculty Overview (Encl. 6) list the prerequisites to serve as an adjunct faculty member.

DDE OPERATIONAL PROCEDURES MEMO 2016-X

b. Application and Acceptance Process. Prospective adjunct faculty members must complete the adjunct faculty application & biographical information form (Encl 1) for consideration as an adjunct faculty member.

(1) TPU Soldiers. TPU Soldiers must obtain approval from their unit commander prior to submitting an application to DDE. Submit memorandum from unit commander with the Adjunct Faculty Application and Biographical Form (Encl 1)

(2) IMA Soldiers. IMA Soldiers must obtain approval from their unit commander prior to submitting an application to DDE. Submit memorandum from unit commander with the Adjunct Faculty Application and Biographical Form (Encl 1)

(3) IRR Soldiers. IRR Soldiers must be brought into an “active status” in order to earn retirement credit. CGSS is the sponsoring unit for IRR Soldiers requiring attachment orders in order to grade papers. The following procedures apply:

(a) IRR Soldiers must submit a DA Form 4651 (Request for Reserve Component Assignment or Attachment) to DDE, CGSS (Encl 4). Items 1-5 of a DA Form 4651 must be completed and signed by the DDE Director or their representative. Submit DA Form 4651 with blocks 1-5 completed per the example at Encl 4. The authority for attachment orders is AR 140-10 para 3-10 (Reference e). This will allow for the attachment of IRR Soldiers to the CGSS for the grading of papers only. The comment “*grading papers for retirement points only*” must be included in the Remarks Section of the form. DDE will process and submit to HRC.

(b) IRR Soldiers must also complete and submit the Adjunct Faculty Application and Biographical Form (Encl 1) for consideration. Include the completed DA Form 4651 with the application.

(4) ARNG Soldiers. ARNG Soldiers are required to complete the Adjunct Faculty Application and Biographical Form (Encl 1) for consideration as an Adjunct Faculty member. However, Appendix C is not required as ARNG Soldiers must complete a DA Form 4187 (Personnel Action) (Encl 5) and submit it through their unit to their appropriate state JFHQ who would publish appropriate attachment orders to CGSS.

6. Reporting Completed Grading Actions and Retirement Points Submission Procedures. DDE uses a Monthly Activities Spreadsheet (Encl 4) to log and account for assignments provided to adjunct faculty for grading. This spreadsheet supports the development of a monthly DA Form 1380 (Encl 3) for submission. POC for the Monthly Activities Spreadsheet is Mr. Greg Beck DDE Common Core GMS operations and paper distributions, email gregory.t.beck.civ@mail.mil at 913-684-2912.

DDE OPERATIONAL PROCEDURES MEMO 2016-X

(1) Retirement Points Submission - TPU.

(a) It is the responsibility of the adjunct faculty member's unit to submit the DA Form 1380 (Encl 3). Instructions on completing the form can be found in AR 140-185 para 3-3 and Figure 3-1 (Reference b). Unit commanders must approve of their Soldier's performing additional duty – such as grading CGSOC assessments for point only. It is also the responsibility of the unit administrative section to upload the Soldier's DA Form 1380 in iPerms and submit the documentation to the Personnel Action Branch at HRC. Any issues with receiving retirement points must be routed through the Soldier's chain of command.

(b) TPU Adjunct faculty members must contact Mr. Greg Beck DDE Common Core GMS operations and paper distributions at (913) 684-2912 or gregory.t.beck.civ@mail.mil in order to receive their Monthly Activities Spreadsheet. The spreadsheet covers the previous month's activities. This spreadsheet is validated by DDE and used by the TPU Soldier's unit to complete the DA Form 1380 for retirement points.

(2) Retirement Point Submission - IMA.

(a) It is the responsibility of the adjunct faculty member's unit to submit the DA Form 1380 (Encl 3). Instructions on completing the form can be found in AR 140-185 para 3-3 and Figure 3-1 (Reference b). Unit commanders must approve of their Soldier's performing additional duty – such as grading CGSOC assessments for points only. It is also the responsibility of the unit administrative section to upload the Soldier's DA Form 1380 in iPerms. Any issues with receiving retirement points must be routed through the Soldier's chain of command.

(b) IMA Adjunct faculty members must contact Mr. Greg Beck DDE Common Core GMS operations and paper distributions at (913) 684-2912 or gregory.t.beck.civ@mail.mil in order to receive their Monthly Activities Spreadsheet. The spreadsheet covers the previous month's activities. This spreadsheet is validated by DDE and used by the TPU Soldier's unit to complete the DA Form 1380 for retirement points.

(3) Retirement Point Submission - IRR. IRR Soldiers will be attached to CGSS for grading as described in para 5.b.(3) of this memo. DDE will provide the administrative responsibilities for approving and signing the DA Form 1380 (Encl 3). Specific instructions on completing the form can be found in AR 140-185 para 3-3 and Figure 3-1 (Reference b). DDE will sign the DA 1380 and submit to HRC.

(4) Retirement Point Submission - ARNG. ARNG Soldiers will be attached to CGSS for grading as described in para 5.b.(4) of this memo. DDE will provide the administrative responsibilities for approving, and signing the DA Form 1380 (Encl

DDE OPERATIONAL PROCEDURES MEMO 2016-X

5) using the DDE Monthly Activities Spreadsheet. Specific instructions on completing the form can be found in AR 140-185 para 3-3 and Figure 3-1 (Reference b). DDE will sign the DA 1380 and provide them back to the ARNG adjunct faculty member. The ARNG adjunct faculty member is responsible for submitting the DA Form 1380 through their unit and state chain of command.

7. **APPLICATION SUBMISSION.** All adjunct faculty member applicants must submit complete application packages to DDE at the following address – or coordinate directly with DDE for other submission options. Send completed application to Mr. Michael Turner email michael.a.turner140.civ@mail.mil at 913-684-2083.

Department of Distance Education, CGSS
Attn: Common Core Program Manager
290 Stimson Avenue
Fort Leavenworth, KS 66027

8. **PROPONENT.** The proponent for this procedural memo is the CGSOC DDE Common Core Program Manager.

5 Encls

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| 1. Adjunct Faculty Application
& Biographical Information Form | ERIC A. ROBINSON
COL, CA
Director, Department of Distance
Education |
| 2. Adjunct Faculty Monthly
Activities Example | |
| 3. DA Form 1380 Example | |
| 4. DA 4651 Request for Reserve
Component Assignment or Attachment | |
| 5. DA Form 4187 Personnel Action (ARNG requirement) | |
| 6. Adjunct Faculty Overview | |