CHAPTER 1
GENERAL ADMINISTRATIVE INFORMATION

1-1. WELCOME AND OVERVIEW OF THIS PUBLICATION

a. The Command and General Staff College Staff and Faculty congratulate you on your selection to attend the resident Command and General Staff Officer Course (CGSOC) and look forward to your arrival at Fort Leavenworth. The Command and General Staff School (CGSS) curriculum addresses the contemporary operating environment and provides instruction addressing the full spectrum Army Joint, Interagency and Multinational environment. You will find the courseware challenging, thought provoking, and interesting. Upon graduation you will find yourself better prepared to operate across the broad spectrum of operations demanded of today’s field grade officer. Throughout this circular the words "he" and "his" represent both the masculine and feminine genders unless otherwise specifically stated.

b. This circular and the forms linked below are the only administrative information you will receive from CGSC prior to your arrival. Accurately complete the On-line Student Record Form, NLT 16 November 2007. If you are unable to fill out the Student Record Form on line, you may contact the US Student Division at 913-684-7313 or email kathryn.wills@conus.army.mil. Instructions found in Chapter 2 and information throughout this circular will facilitate completion of the Student Record Form. Failure to complete your Student Record Form will delay your in processing, and/or staff group assignment. Deployed Service Members spouses may complete the Student Record Form. If your spouse is deployed and you have questions, you may contact the Student Division at 913-684-7313 or email kathryn.wills@conus.army.mil.

c. This circular is organized into seven chapters and serves as your guide to prepare you for your move to Fort Leavenworth and CGSC. Each chapter includes links to the CGSC and Fort Leavenworth Web sites for obtaining additional information.

- Reporting, start, and end dates (Key Dates) for the preparatory courses, CGSOC Core Curriculum, and the Advanced Operations and Warfighting Course (AOWC) are linked at the first page of the Student Record Form.

- Chapter 1 provides essential information to your arrival and in processing at Fort Leavenworth and your transition into CGSC as the Class of 2008-02. Read this chapter thoroughly. If you have any questions, please contact the applicable points of contact.

- Chapter 2 provides the required instructions for completing the Student Record Form. Note: Officers currently assigned to Fort Leavenworth and slated for CGSOC must also complete the Student Record Form.

- Chapter 3 addresses both on- and off-post housing.

- Chapter 4 provides important transportation information for your household goods delivery.

- Chapter 5 is a summarized version of the post regulations you need to be familiar with upon your arrival at Fort Leavenworth. Additional regulations and policies will be provided to you during installation in processing.
• Chapter 6 summarizes major facilities, services, and organizations available to you and your family during your tour of duty at Fort Leavenworth.

• Chapter 7 covers both on- and off-post schools, public and parochial, and home schooling information.

d. Individuals added to the original ATRRS CGSOC slating after the 16 November 2007 deadline, must complete their online Student Record Form in coordination with the Student Activities Program Manager at 913-684-7313 or email to kathryn.wills@conus.army.mil.

e. If you are at an OCONUS location, include your commercial telephone number and e-mail address on any faxes or correspondence.

f. Additional information about CGSC will be issued to you during in processing and can be found on the Internet by using your Army Knowledge Online (AKO) account at https://cgsc2.leavenworth.army.mil.

1-2. REPORTING INSTRUCTIONS

a. USAF, USN, USMC, and USCG officers. Your PCS orders will reflect your required reporting date. Detailed reporting instructions will be mailed to you by your respective service element. You will attend your service specific Indoctrination Course, followed by the 8-day CGSOC Preparatory Course, prior to the start of school for the core class.

(1) Sister Service officers must pick up textbooks and CDs from Warehouse 341, On 23 or 24 January 2008, between 0730 to 1200 and 1230 to 1500.

(2) Centralized in processing is scheduled from 29 January through 1 February 2008, and is by group appointment. Sign up sheets are posted outside of room 4537 in the Lewis and Clark Center beginning 15 January 2008.

b. US Army Special Branch officers (AMEDD, JAG, Chaplains). The reporting window is NET 15 Jan 08 and NLT 1700, 22 Jan 08. Report to the US Student Division, Lewis and Clark Center, room 4537, upon arrival during the duty day, or if arriving after duty hours, the next duty day by 0800 to sign in and begin your installation in processing. Uniform is ACU.

(1) You will be issued an abbreviated in processing form, a CGSOC Preparatory Course schedule, and instructions on picking up necessary course materials. The abbreviated in processing form will allow you to visit the Headquarters Command S1, housing, and transportation. During centralized in processing, you will complete the remainder of your in processing.

(2) You will attend the 8-day CGSOC Preparatory Course, 28 January through 6 February 2008, prior to the CGSOC Core Curriculum and AOWC.

(3) Centralized in processing is by group appointment, and is scheduled from 29 January through 1 February 2008. Sign up sheets are posted outside of room 4537 in the Lewis and Clark Center beginning 15 January 2008.
Physicians, Physician Assistants, and Nurse Practitioners should have their Credentialing representative send a transfer brief and copy of their credentials packet to:

Edith Cotton, 550 Pope Avenue
Fort Leavenworth, KS 66027
FAX number is 913-684-6208

Special Branch must pick up textbooks and CDs from Warehouse 341, on 23 or 24 January 2008, between 0730 to 1200 and 1230 to 1500.

c. Reserve Components

(1) **US Army Reserve Officers.** The reporting window is NET 15 January and NLT 1700, 18 January 2008. You must report to the RC Program Director’s office located in the Lewis and Clark Center, room 2532. They will direct you to room 4537, (US Student Division) to begin your installation in processing. Uniform is ACU.

(a) Army Reserve Component officers will attend the 8-day CGSOC Preparatory Course from 28 January through 6 February 2008, followed by centralized in processing.

(b) Centralized in processing is scheduled from 29 January through 1 February 2008, and is by group appointment. Sign up sheets are posted outside of room 4537 in the Lewis and Clark Center beginning 15 January 2008.

(c) Army Reserve officers must pick up textbooks and CDs from Warehouse 341, on 23 or 24 January 2008, between 0730 to 1200 and 1230 to 1500.

(2) **Army National Guard Officers.** The reporting window is NET 29 January and NLT 1700, 29 January 2008. You must report to the RC Program Director’s office located in the Lewis and Clark Center, room 2533. They will direct you to room 4537, (US Student Division) to begin your installation in processing. Uniform is ACU.

(a) Army National Guard officers will NOT attend the 8-day CGSOC Preparatory Course.

(b) Centralized in processing is scheduled from 29 January through 1 February 2008, and is by group appointment. Sign up sheets are posted outside of room 4537 in the Lewis and Clark Center beginning 15 January 2008.

(c) Army National Guard officers must pick up textbooks and CDs at Warehouse 341 from 29 January through 1 February 2008, between 0730 to 1200 and 1230 to 1500.

d. US Army Competitive Category Officers.

(1) The reporting window is NET 29 January through 30 January 2008, NLT 1700. Upon arrival, during the duty day or, if arriving after duty hours, the next duty day by 0800, report to the US Student Division, Lewis and Clark Center, room 4537 to sign in. Centralized in processing (29 January through 1 February) is by group appointment. Sign up sheets are posted outside of room 4537 in the Lewis and Clark Center beginning 15 January 2008. Uniform is ACU.
(2) US Army Officers Requesting Early Reporting. Officers must receive written permission to sign in to CGSC prior to the NET reporting date specified in this circular, regardless of the NET reporting date on your PCS orders. To request early reporting, you must submit a written request, (via email) to the Combined Arms Center and Fort Leavenworth Officer Strength Management Section. Requests must include the following information: Name, Rank, Branch, SSN, ILE class date, requested report date, current duty station and mailing address, DEROS (if applicable), current phone number and rationale for requesting early report. Each request is evaluated on an individual basis.

Reporting early subjects you to duty with an activity located at Fort Leavenworth as directed by the Commander, Combined Arms Center. For additional early arrival information, contact the Deputy Officer Strength Manager, at commercial 913-684-2005 or DSN 552-2005. Requests should be emailed to sunny.graves.1@us.army.mil.

(3) Officers reporting to Fort Leavenworth, KS, must have a current Human Immunodeficiency Virus (HIV) test. HIV tests are required every 24 months in accordance with AR 600-110. All personnel without proof of current HIV testing must be tested prior to starting classes.

(4) Active Component officers must pick up textbooks and CDs at Warehouse 341 from 29 January through 1 February 2008, between 0730 to 1200 and 1230 to 1500.

1-3. CENTRALIZED IN PROCESSING (ALL US OFFICERS)

(1) Centralized in processing is 29 January through 1 February 2008, 0800 to 1600, excluding lunch periods (1130 to 1230). In processing uniform is ACUs.

(2) Centralized in processing for CGSOC is scheduled in the Lewis and Clark Center, first floor. Signs at the main entrance will direct you to the starting point. In processing stations will shut down promptly at 1600 on 1 February 2008, the last day of in processing. Officers arriving at the end of the reporting window must start their in processing NLT 0800 on 30 January 2008. Ensure completion of all in processing requirements on the same day.

(3) To reduce the waiting time during in processing, you must sign-up for an in processing appointment. The sign-up system is used to ensure a smooth and orderly in processing and minimize wait time. Sign up sheets are posted outside of room 4537 in the Lewis and Clark Center beginning 15 January 2008.

(4) Installation agencies represented during in processing include Headquarters Command, S1; Adjutant General (AG); Finance; On- and Off-Post Housing; Provost Marshal; Dental Clinic; Munson Army Health Center; Veterinary Clinic; Army Community Service; Transportation; Government Travel Card; US Student Division; and others. Ensure you meet all in processing requirements during this time.

(5) Munson Army Health Center will conduct an in-depth health screening during in processing. You will receive a health assessment from Preventive Medicine, vision screen, talk to a physician, and review any family health concerns.

If you are in the Post Deployment Health ReAssessment (PDHRA) window, you must complete the on-line DD2900 form (Post Deployment Health ReAssessment) accessible through your AKO account WITHIN 5-DAYS OF YOUR IN PROCESSING APPOINTMENT.
Your AKO account will be verified and you will be issued your network login, and CGSOC Handbook (CGSC Circular 350-5). You will also be given the schedule for textbook issue and advised when to return for CGSOC Registration.

In processing can take up to two days to complete and may involve some waiting at various stations. Do not bring your family to the in processing site unless there is no other option (i.e., you are a single parent and your child(ren) is (are) too small to leave in a hotel room). If you must bring your family, there is a small unsupervised waiting area set up for family members. Do not leave your family in the car while you in process – leaving unattended children under the age of 9 in your car is prohibited.

After in processing, unless you will be leaving the Fort Leavenworth area, you are not required to sign out on leave. The US Student Division will process leaves and passes on a case by case basis.

In processing documents. Some chapters in this circular discuss specific items you should bring to in processing. Refer to paragraph 5-1f for examples of supporting documents. Each officer’s situation is different, but you should plan on bringing the following documentation, as appropriate, with you when reporting:

- Identification card and tags.
- Medical records for you and your family members. You will turn in records for you and your family. You will also turn in your dental records. You will not turn in dental records for family members.
- Exceptional Family Member Program (EFMP): You will be required to complete the Exceptional Family Member Program Screening Worksheet (linked on the front page of application). It is mandatory for all service members whether you have family members or not.
- Military Personnel Records to include back-up documents (award orders, OER’s, documentation of deployments, TCS, etc.) for any items that need to be added to their ORB. Also, make sure you have up to date addresses and phone numbers for anyone listed on your DD Form 93, (Record of Emergency Data) and the SGLV 8286, (Service Member’s Group Life Insurance Election and Certificate). Your DA Form 31 (Request and Authority for Leave) (if you have not previously signed in) and multiple copies of your orders assigning you to CGSOC.
- The finance packet provided from your losing installation to include any termination of quarters, advance travel pay, or other finance-related documents. Also, copies of leases or documentation for mortgage payments necessary to request basic allowance for housing (BAH).
- Family Care Plan. During in processing the S1 will assign a suspense date for documents that need updating.
- Government Travel Card.
- Necessary documents to register your vehicle and/or weapons on Fort Leavenworth

The S1 will provide the DD Form 2494 (Enrollment for Dependent’s Dental Plan) for enrollment or supplemental enrollment of family members.

The Post Locator will be at the S1 station and will provide DA Form 3955 (Change of Address and Directory Card). If you do not have a current mailing address during in processing, complete the card at the US Student Division as soon as you have a mailing address.

Updates or changes to the Defense Enrollment Eligibility Reporting System (DEERS) may be accomplished at the AG, ID card section, located in building 193. Officers must provide documents
supporting any changes. You may also update your address on line thru the Defense Manpower Data Center (DMDC) at https://www.dmdc.osd.mil/swg/owa/dmdc.home; select DEERS address on the left side of screen. Any questions pertaining to DEERS should be addressed to the AG, ID card section at 913-684-4452.

1-4. CGSOC REGISTRATION

**CGSOC REGISTRATION IS MANDATORY FOR ALL US OFFICERS.** During centralized in processing the US Student Division will inform students where registration (5 and 6 February 2008) will take place. To minimize waiting time, you will be given a starting time. During registration you will be issued staff group assignments, security cards, have your photo taken, receive academic schedules for weeks 1 and 2, given branch information, (US Army only), attend a SAEDA briefing, take English and reading diagnostic tests, and complete various other tasks. Also, lockers with locks will be issued. The duty uniform is ACUs or service equivalent. **REGISTRATION IS MANDATORY.**

Do not schedule household goods for delivery during registration unless your spouse can sign for your household goods without your presence.

1-5. PHYSICAL FITNESS/WEIGHT CONTROL

a. US Army Active and Reserve Component officers will take the APFT during October and April. You will be weighed in conjunction with these APFTs. All Army officers exceeding the AR 600-9 screening table standards are subject to body fat taping.

b. USAF, USN, USMC, and USCG officers must meet the physical fitness and height/weight standards of their respective service to enroll and graduate. Enrollment for these officers is determined as the date in which they accomplish formal in processing with their CGSC service element.

1-6. UNIFORMS

a. All Army officers will arrive at Fort Leavenworth with complete sets, ready to wear. Dress Blues, Class As, Class Bs, Army Combat Uniform (ACUs), and improved physical fitness uniforms (IPFUs). Sister service officers will have the equivalent to these Army uniforms.

b. Additionally, all US ARMY OFFICER STUDENTS WILL WEAR THE COMBINED ARMS CENTER (CAC) SHOULDER SLEEVE PATCH AND REGIMENTAL CREST.

c. The Commandant’s Reception uniform requirement is to be determined. **The uniform is Class A or service equivalent for opening day ceremonies.** Sewing shops in the area are limited so its highly recommended students arrive with the CGSC patch and crests already on their uniform.

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1-7. LEAVES AND PASSES

a. Ordinary Leave is not normally granted during regularly scheduled class session. Passes are not normally granted except for CAC scheduled three- or four-day holidays. The summer break is scheduled from 30 June 2008 through 11 July 2008.

DO NOT PURCHASE AIRLINE TICKETS OR MAKE TRAVEL PLANS FOR ANY LEAVE OR PASS COMMENCING AFTER YOU REPORT TO FORT LEAVENWORTH UNTIL YOU HAVE AN APPROVED “REQUEST FOR ABSENCE” FORM IN YOUR POSSESSION.

b. Emergency and Time-Sensitive Leaves.

(1) To qualify as leave under emergency conditions, the situation must be an emergency and involve an immediate family member of the officer or the officer's spouse as defined by AR 600-8-10.

(2) Situations that are obviously serious or time sensitive but are not criteria for emergency leave include pregnancy of a spouse and childbirth (unless a severe life-threatening situation is documented); marital problems (unless a severe life-threatening situation is documented); court hearings to resolve financial problems; psychoneurosis based on separation (unless soldier's presence will prevent institutionalization); settling an estate; and situations involving a relative not in loco parentis and not the only living blood relative (grandparent, aunt, uncle, cousin, niece, or nephew), a friend, or a fiancée. Emergency or ordinary leave will not automatically be granted for any of the above situations. Each case will be considered separately. However, do not wait for Red Cross verification of an emergency. Contact the Chief, USSD or Operations Officer, USSD to report your situation and receive approval to take leave.

c. Absences related to gaining unit requirements. CGSS does not generally allow absences from class for duties related to your upcoming assignments.

d. Information on additional absences from class is published in the CGSOC Circular 350-5 Student Handbook issued during in processing.

1-8. STUDENT CHAIN-OF-COMMAND LEADERSHIP SEMINAR

The US Student Division will conduct a mandatory leadership seminar for the Class President, Vice-President, Section Leaders, Staff Group Leaders, and their spouses on 8 February 2008 in Marshall Hall, Lewis and Clark Center, from 1300 to 1500. Spouses of the leaders will be asked to serve as section or
staff group spouse representatives and are HIGHLY encouraged to attend. Students selected for leadership positions will receive written notification in their in processing folder.

1-9. INTERNATIONAL MILITARY STUDENT (IMS) AMBASSADOR PROGRAM

   Student Ambassador Program. Each IMS is assigned a Student Ambassador. Student Ambassadors are CGSOC students, usually Special Forces (SF), Civil Affairs (CA), and Physops (PO) Officers. The alignment of an SF, CA or PO student with an IMS is based on regional orientation or linguistic ability/qualification. Student Ambassadors provide assistance to their assigned IMS on matters pertaining to academics and the staff group. Personal matters such as financial, medical or housing issues are directed to the IMSD. Other officers may volunteer to be a student ambassador and will be assigned as needed.

1-10. PARKING

   Parking is extremely limited at CGSC and there is limited student parking in the vicinity of Lewis and Clark Center or Eisenhower Hall. You must observe the posted signs and park only in authorized student parking areas. We urge you to bicycle, motorcycle, car pool, or walk to help alleviate the parking challenge throughout the year. We take parking seriously. If the Military Police issue you or your family members three traffic tickets (to include warnings) on Fort Leavenworth (parking, speeding, failure to yield, etc.) in a 6-month period, you may lose your Fort Leavenworth driving privileges. Please observe the rules and discuss this matter with your family members who drive. Military sponsors are responsible for the actions of their family members. Additional information is provided during in processing.

1-11. SECURITY CLEARANCE

   a. Attendance at CGSOC requires a current SECRET security clearance. Certain Advanced Application Program courses (electives) require a TOP SECRET or a TOP SECRET Sensitive Compartmented Information (SCI) clearance.

   b. Officers requiring TOP SECRET (TS) clearances must complete all paperwork to initiate or update their clearance prior to departure from their current installation. Contact your local personnel security officer for assistance as soon as possible. Because of the time required to conduct an investigation (TS SCI takes approximately 8+ months to complete after the investigation is opened), any delay will prevent you from being eligible for attendance at classified instruction.

   c. The following courses require TOP SECRET clearance with eligibility for access to SCI, based on a current Single Scope Background Investigation (SSBI) or SSBI Periodic Reinvestigation (SSBIPR) as appropriate:

   A339 Advanced Intelligence Seminar
   A543 Space Operations
   A544 Information Operations

   d. The Fort Leavenworth Security Office will only be responsible for checking the status of submitted investigations. Time constraints involved in processing a TOP SECRET investigation do
not warrant an initial submission after in processing at CGSC to attend the TS/SCI electives. The Fort Leavenworth Security Office will do initial submission or periodic resubmission of a TOP SECRET clearance only when it is required by Branch or in the follow-on assignment and stated in the RFO.

e. CGSC students DO NOT need to transfer their SCI clearances “in status”. Students must be read off from their SCI billet before departing current station. Fort Leavenworth SSO will not transfer any students “in status”.

1-12. CLASS ORGANIZATION, LEADERS, AND POSITIONS

a. Class Organization. The Chief, US Student Division (USSD) organizes the CGSOC class. The students are divided into sections and further subdivided into 4 staff groups per section. Each staff group has representatives from most branches or categories of branches. All staff groups will also have students from another US service and one or two international military students. Each section will have no more than 64 students.

b. Class Leadership. The Chief, USSD selects a student chain of command prior to the start of class. Officers are selected for the positions of Class President, Section Leaders, and Staff Group Leaders.

c. Class Positions. Prior to the start of class, numerous other class, section, and staff group positions must be filled. In coordination with the USSD staff, the class president performs a vital role in the final organization to ensure proper management of class activities. Organizing the class for various class projects, the class president uses representatives from all sections to form an operational staff. A list of these class positions with a brief description follows. An asterisk (*) indicates the position receives elective credit. If you want to be considered for one of them (other than president, section leader, or staff group leader), please check the appropriate blocks on your online registration form. You will be notified upon your arrival or at in processing if you have been selected for one of these positions. You will be required to attend a short meeting during the week of registration.

*Class President. The class president serves as the spokesperson for the class and assists the USSD staff in matters pertaining to the class. The class president guides and directs participation in class projects as well as social, athletic, community, and post activities.

*Section Leader. A section leader is the spokesperson for the section and guides and directs the section’s participation in class projects, and social, athletic, community, and post activities. The section leader is the primary link between the Class President and the CGSOC students (in essence, a company commander). The Section Leader is dual-hated as the Staff Group Leader for his staff group.

*Staff Group Leader. Staff group leaders function under the section leader in the class chain of command. They are key leaders in ensuring daily personnel accountability and in the execution of both academic and extracurricular activities. They work closely with their staff groups to maintain the morale and welfare of officers and their families and coordinate assistance in times of family emergency or other special needs. Staff group leaders are the platoon leaders of the class and perform a vital role because the majority of instruction is at the staff group level. As such, staff group leaders are first-line student leaders for most officers in the class.

* Class Adjutant. The class adjutant provides general administrative support to the class president. He serves as the conduit for actions between the USSD staff and section adjutants.
Class Legal Advisor. The legal advisor provides legal guidance to the class leadership, class committees, and private organizations formed by the CGSOC class.

Class Auditor. The auditor oversees and audits the financial accounts managed by two class nonprofit, private organizations formed by the CGSOC class.

Class Public Affairs Officer. The public affairs officer coordinates closely with the Fort Leavenworth LAMP for inclusion of articles about CGSOC students, intramural sports, and various class events. The public affairs officer is expected to write a few articles for publication in the LAMP and to review articles written by classmates. A FA 46 (Public Affairs) officer is preferred for this position, although not required. Good writing and editing skills are essential.

Information Management Officer (IMO). The IMO serves as the conduit for general information management support between students and the Directorate of Educational Technology (DOET). Training is given on the e-mail system, Web access, and the network configuration. The IMO must have an in-depth knowledge of hardware and software operating systems.

*Class Athletic Director. The athletic director serves as the coordinating agent for the class intramural sports program. He establishes and maintains communication with the Fort Leavenworth Adult Sports Program Office. The class athletic director supervises the sports commissioners in scheduling activities, requisitioning awards, and other recognition items as available. The class athletic director coordinates with the Chief, USSD for funding.

Intramural Sports Commissioners (Soccer, Volleyball, Basketball, Softball, Bowling). These positions serve the Class Athletic Director as the coordinator for each intramural league sport. He establishes and maintains close contact with the Fort Leavenworth Adult Sports Program Office. He plans and executes all aspects of league play to include rules, bylaws, scheduling, meetings with coaches, training of officials, monitoring of league play, playoffs and championship, and procurement of awards.

*Triathlon Director. The triathlon director is the overall coordinator for the May CGSC/MWR Triathlon. He oversees all logistical support, establishes the course, coordinates all outside agency support, and works closely with the Morale, Welfare, and Recreation (MWR) Office.

Golf Commissioner. This position serves the Class Athletic Director as the coordinator for the Fall CGSOC Golf Tournament. He establishes and maintains close contact with the Pro at the Trails West Golf course and in conjunction, plans and executes all aspects of the tournament to include rules of play, scheduling, advertising, processing of entries, organization of teams (foursomes), procurement of awards, conduct of tournament and awards ceremony.

*Bell Yearbook Editor-in-Chief (EIC). Establishes and leads an editorial staff to produce the CGSOC yearbook, a major publication of 500 to 600 pages. The staff includes a primary staff (described below) and individual representatives in each CGSOC staff group. The Editor-in-Chief works with private contractors to publish the book and is responsible for the contracting of services, the conduct of the staff, and the accountability of all funds. The EIC is responsible to the Chief, USSD and the CGSOC Chain of Command for the quality of the final yearbook product and the efficiency of the yearbook operation.
*Bell Yearbook Managing Editor. Primarily manages the production of pages for the book. This includes constructing the ladder (defining what will be on each page), supervising the production of page layouts for timeliness and quality, and ensuring that section editors receive the necessary support (photographs, artwork, etc.) to complete their pages on time. Supervises section editors and ensures they meet the publisher’s production schedule. Serves as the “XO” to the editor-in-chief.

*Bell Yearbook Business Manager. As the comptroller/resource manager for the yearbook, the business manager administers all financial aspects of the book. The business manager supervises yearbook sales, advertising support, and money collection for the book. Establishes and manages appropriate accounts with financial institutions. Coordinates with a civilian accountant to ensure required tax information and business reports for nonprofit corporations are submitted to the State of Kansas.

*Bell Yearbook Photography Editor. Supervises and coordinates all photography support to meet the needs of the section editors. Works in close coordination with the managing editor to ensure photo support meshes with production requirements. Coordinates with private contractors, arranges for a formal portrait to be taken of each staff group, and every individual CGSOC student and his family. Supervises and supports the efforts of staff group photographers.

*Bell Yearbook Information Management Officer/Office Manager. Operates and maintains the Yearbook network and all computer workstations within the yearbook office. Coordinates the technical requirements to support all yearbook activities to include page production, financial management, and photography support. Ensures adequate supplies (paper, pens, disks, etc.) are available in the yearbook office to support the yearbook staff. Coordinates as necessary with the Class IMO. Coordinates student information database support with the USSD.

*Bell Yearbook Section Editor (Multiple Positions). Responsible for the production of all pages within a defined section of the book. The sections from past books have included: Chain of Command/Staff & Faculty, Student Section, Class Activities, Family Life, and Advertising. The Student Section Editor normally supervises the staff group representatives who will produce the pages for their staff group, which are included in this section. Apports the appropriate number of pages to each activity based on the overall allocation of pages to the section by the EIC/Managing Editor. Coordinates photo support with the photo editor. Assistant Section Editors may be established at the discretion of the EIC, in coordination with the Chief, USSD.

*Class Gift Chairman. The chairman is responsible for the selection, production, and distribution of the class gift. He establishes a staff as outlined below. He has coordinating responsibility for class gift representatives of each section.

*Class Gift Chairman Assistant. The assistant chairman aids the chairman in the selection, production, and distribution of the class gift. He aids the chairman in establishing a staff as outlined below. He aids the chairman in coordinating responsibility of class gift representatives for each section.

*Class Gift Finance Officer. Responsible for all monies involving the class gift. Principal signatory for the class gift fund account. Maintains a record-keeping ledger of all class gift monies, provides bimonthly financial updates, distributes receipt books, and maintains an updated roster for the gift committee section representatives. Coordinates with the gift committee chairman and artist/publisher on contracts.
*Class Gift Marketing Manager. Responsible for “marketing” the class print to the class. Coordinates student donations with the section representatives, contacts the post newspaper for free ads, and coordinates the use of the main gate marquee. Develops a class interest plan (print give-away). Maintains a spreadsheet and ensures each prepaid individual is aware of when and where distribution occurs.

*Class Gift Distribution Manager. Coordinates with the Gift Chairman, USSD, and the publisher for dates and times of distribution. Coordinates with USSD and College staff on the presentation date of the gift to the College. Coordinates all logistical support prior to and throughout distribution to include MWR contracts.

Class Health Care Representative. Coordinates the CGSOC blood drives and a bone marrow registry drive. Interfaces between class and Munson Army Health Center on health care related matters.

d. Section Positions. In addition to the above class positions, section level positions must be filled. These personnel work for the section leader.

*Adjutant Soccer Coach (1) and Officials (2)  
Athletic Coordinator Volleyball Coach (1) and Officials (2)  
Class Gift Representative Basketball Coach (1) and Officials (2)  
Information Management Officer Softball Coach (1) and Officials (2)  
*Bell Yearbook Representative Triathlon Support Representative

e. Staff Group Positions. In addition to the above class and section positions, staff group positions must be filled. These personnel work for the staff group leader.

*Adjutant Information Management Officer  
*Bell Yearbook Photographer Class Gift Representative  
Bell Yearbook Representative Social Coordinator

f. Spouse Organization. The CGSOC student chain-of-command activities also include a spouse organization. The Class Spouse Representative, ideally the Class President’s spouse, leads this organization. In concert with the student organization, this communication network performs a vital function in organizing and conducting numerous student and family-related programs. The contribution of the spouses to the total Armed Forces family significantly enhances your stay at the CGSC. Spouses are encouraged to indicate their desire to volunteer by checking the appropriate blocks on the CGSC Form 1017 (page 6 of the on-line registration form)

Section Spouse Representatives 4 or 5 total  
Staff Group Spouse Representatives 16 or 20 total  
Secretary May also serve as Section/Staff Group Spouse Rep  
Newsletter Editor May also serve as Section/Staff Group Spouse Rep

g. Spouse Council and Board Representatives:

Army Community Service (ACS) Volunteer Board  
Child/Youth Services Parent Advisory Board  
Commissary Advisory Council  
Community Wide Information Exchange  
Health Council  
Installation Volunteer Advisory Council  
Fort Leavenworth Spouses’ Club  
Post Exchange Advisory Council
Friends of the Frontier Army Museum

**h. Additional Spouse Volunteer Opportunities:**

- Army Family Action Plan (AFAP)
- Army Family Team Building (AFTB)
- American Red Cross
- Boy/Girl Scouts
- Catholic Parish Council
- Child & Youth Services Coaches
- DIS/Army Community Service Meeting
- English as a Second Language (ESL) Program
- Fort Leavenworth Schools
- Golf Advisory Council
- Human/Animal Bond Volunteer
- Military Family Member Scholarship Fund
- Post Housing Mayor’s Program (ACS)
- Protestant Parish Council
- The Ft Leavenworth Community Chorus
- Volunteer Income Tax Assistance (VITA)
- Victim Advocate Volunteer Program (ACS)

1-13. **HELPFUL REFERENCES**

You should retain this information as well as the following publications throughout the school year. They contain the answers to the most frequently asked questions.

**a.** CGSC Circular 350-1, *Command and General Staff College Catalog*, is available on the CGSC Web site: [https://cgsc2.leavenworth.army.mil/DCS/registrar/pubs/index.asp](https://cgsc2.leavenworth.army.mil/DCS/registrar/pubs/index.asp). It addresses all academic offerings and requirements as well as providing detailed information on the CGSOC curriculum. Information on the Advanced Applications Program (AAP) (electives), the Master of Military Art and Science (MMAS) Degree Program, and civilian university studies are published under separate cover and distributed after your arrival.

**b.** Each student receives a *Command and General Staff Officer Course Student Handbook* (CGSC Circular 350-5) during centralized in processing. It covers general information, policies, conduct of instruction, library services, administrative matters, physical fitness, weight control, and athletics. It also summarizes major facilities, services, and organizations available to you and your family during your tour of duty at Fort Leavenworth.

**c.** There are required readings for the CGSOC ILE Core Curriculum (approximately February to June) and the Advanced Operations Warfighting Course (AOWC) (approximately July to December). Each student must have a copy of these publications for class. There will be adequate quantities of these publications for purchase at the AAFES Bookstore. Students may purchase these books prior to in processing. "The CARL Library has a limited quantity of these books reserved for use by CGSOC students."


(1) The required book purchases for the **Core Curriculum** are:


(2) The required book purchases for the **Advanced Operations and Warfighting Course (AOWC)**.
