



DEPARTMENT OF THE ARMY  
U.S. ARMY SHARP ACADEMY  
U.S. ARMY COMBINED ARMS CENTER AND FORT LEAVENWORTH  
809 HARRISON DRIVE, BLDG 465  
FORT LEAVENWORTH, KANSAS 66027-2302

ATZL-CSA (RN 350-1p2)

17 May 2021

MEMORANDUM FOR RECORD

SUBJECT: SARC/VA Career Course Seat Allocation Procedures

1. The method for allocating seats for SARC/VA Career Course attendance is now a combination of both a quota-based model (ACOM allocations) and a priority-based model (Academy OML) beginning with class 21-002 (4 January 2021). All civilian SARC/VAs, USARC and ARNG personnel, and Officers will be inputted into ATRRS by the Command's Quota Source Manager (QSM) based on established class quota allocations. The Academy will manage and seat all enlisted (WDs) submissions. The Academy enlisted (WD) OML will be prioritized as follows.

- a. Deploying Soldiers. Deploying soldiers are afforded attendance priority over others based upon their deployment date.
- b. SHARP Instructors/Trainers. Instructors/Trainers who require attendance at a SARC/VA Career Course as a prerequisite to attending a follow-on SHARP Trainer course.
- c. Full-time SARC/VAs. Priority given based upon their command selection date.
- d. All others. Individuals filling SHARP Professional positions, but not in a current validated authorization, will be afforded seats on a space available basis only.

2. ACOM/ASCC PMs must prepare and submit an enlisted student Order of Merit List (OML) using SHARP Academy provided template, no later than eight weeks prior to the start of a course.

3. Six weeks prior to the scheduled course start date, SHARP Academy Student Services and the Registrar will finalize the student roster. The course roster will be locked two weeks prior to the start of the scheduled course start date.

4. POC for this memorandum is Mr. Robert Tapia, robert.a.tapia4.civ@mail.mil, 913-684-7843.

LAWRENCE M. BURNS  
COL, SC  
Director