

ARMY COURSE CATALOG INTRODUCTION (SI)

DA PAM 351-4 INTRODUCTION

- 1-1. Purpose: The Army Formal Schools Catalog is the official source of information on formal courses of instruction offered at active U.S. Army Schools and Training Centers. The catalog also describes interservice training courses and selected Department of Defense Courses for Army personnel. The catalog is a reference for individuals who are responsible for selecting students to attend formal courses; for Army military and civilian personnel who desire to attend a formal course; and for men and women not in the Army who want to learn about training opportunities in the Army.
- 1-2. Explanation of Terms:
 - a. Formal school course: A course operated to support Army-wide requirements as distinguished from a course operated by a major command for the benefit of that command. All courses described in DA Pam 351-4 are formal courses.
 - b. Reserve Component Configured Course (RC3): An exportable course configured from resident courses to fit time, equipment and facility constraints of the Reserve Component (RC) training environment and is taught at Reserve Component Training Institutions (RCTIs). This training material supports MOS qualification (MOSQ), Noncommissioned Officer Education System (NCOES), officer and warrant officer technical training and professional development, and functional areas, e.g., additional skill identifier (ASI). The RC3 program also provides sustainment and transition courses for presentation in Regional Training Sites-Maintenance (RTS-M) and Regional Training Sites-Medical (RTS-Med). The RC3 course contains tasks the proponents deem critical to prepare the reservist for mobilization. These courses must train to the same standards as their counterpart TRADOC school resident courses.
 - c. Total Army Training System (TATS) course: A course designed to train the same military occupational specialty, area of concentration, additional skill identifier, language identifier code, skill qualification identifier, or skill identifier within the Total Army. The course ensures standardization by training all course critical tasks to task performance standard. It may be trained at different sites and may involve use of different media/methods to train the various phases/modules/lessons.
 - d. Interservice training course: A formal course used by two or more military services that present a curriculum developed by the participating services and administered by one service. The faculty may be multiservice (AR 351-9).
 - e. Quota course: A formal course used by two or more military services that presents a curriculum developed and administered by the host service. The faculty normally consists of personnel from the host service. The host service allocates quotas to other services on a space available basis.
 - f. Consolidated course: A course consisting of a curriculum developed by two or more services. The course faculty may be multiservice and the curriculum may be common throughout or consist of a common core plus service unique tracks. Training policies, directives, and materials are determined by mutual agreement between the services involved.
 - g. Collocated course: A course used by one or more services on another service's installation with shared classroom facilities and equipment. Training policies and curriculum are determined by the tenant service.
 - h. School: As used in this pamphlet, the term "school" refers to college, service school, training center, or hospital which conducts formal courses.

- 1-3. Class schedules: Class schedules should be consulted to determine when particular courses described in DA Pam 351-4 are being conducted. Class schedules are published in TRADOC Pam 350-1 (courses in Chapter 2); Army Medical Department Center & School (AMEDDC&S Circular 350-3); DA Circular; and other appropriate media. If class schedules are not available, information may be obtained by contacting the quota control headquarters listed in the course description. Class schedules are also available in the Army Training Requirements and Resources System (ATRRS).
- 1-4. Who may attend Army formal school courses:
- a. AR 351-1 governs eligibility to attend Army schools and Defense Schools operated by the Army. In accordance with this regulation, the following categories of personnel are eligible to attend Army formal school courses:
 - (1) Active Army personnel.
 - (2) Active duty personnel of other services.
 - (3) Personnel of the Reserve Components of all services.
 - (4) Military students from foreign countries participating in the security assistance program, or from other friendly foreign countries when such training is determined to be in the best interest of the United States.
 - (5) Civilian personnel employed by the services and by other U.S. local, states and federal governmental agencies, on a space available basis.
 - (6) Civilian personnel of industrial or research organizations under contract of the U.S. government when such training is not otherwise available and is deemed essential for fulfillment of the contract.
 - b. Army personnel must meet the prerequisites for the course stated in the Army Formal Schools Catalog unless a waiver is obtained. In addition, Army personnel must satisfy applicable provisions of AR 135-200, AR 350-100, AR 351-1, AR 351-5, AR 614-200, NGR 351-1, DA Pam 600-3, DA Pam 600-11, other pertinent Army regulations of the 350-600, and 611 series; or 690-400 for Army civilian personnel.
 - c. Air Force, Marine Corps, and Navy personnel and personnel of other governmental agencies selected for attendance at Army formal school courses should have qualifications equivalent to course prerequisites for Army personnel.
 - d. In selecting individuals to attend particular courses, consideration will be given to their military and civilian training and experience. It will be noted that the stated prerequisites represent the minimum qualifications. The term "qualified" used in the course prerequisites does not mean that an individual must necessarily be classified in a particular specialty to be eligible for course attendance, but that, by means of either military or civilian training and experience, the individual possess skills equivalent to those outlined in DA Pam 611-21 for the appropriate specialty. Personnel responsible for selection will choose for school training the best qualified individuals available.
 - e. Members of the Armed Forces of other nations are authorized to attend courses at Army schools as provided for in pertinent regulations. Courses attended by foreign nationals must be selected with a view toward maximum utilization of the knowledge to be gained upon return to the parent country. Explanation must be made to each prospective student, prior to his nomination for attendance, that most courses taught in Army schools contain certain hours of classroom instruction which he will not be permitted to attend. In selecting individuals for nomination, consideration must be given to their military and civilian training and experience and their ability to meet as closely as possible the stated prerequisites for the course.
- 1-5. How to use the U.S. Army Formal Schools Catalog: The catalog is organized to facilitate ready reference to course and school information. All courses conducted at a particular

school are grouped together in the paragraph. General information about the school is included in the same paragraph with descriptions of the school's courses. Courses are grouped numerically by type of training in both appendixes and school paragraphs.

- 1-6. School information: The first part of a school paragraph contains general information of interest to students and personnel processing students for attendance at the school. The information includes availability of quarters, mess and transportation; uniform requirements; reporting guidance; and sources from which additional information can be obtained.
- 1-7. Course descriptions: Course descriptions follow the school general information paragraph. The content of each course is listed below:
 - a. Scope: This portion provides a brief summary of instructions presented in the course.
 - b. Prerequisites: This portion states qualifications which personnel must have to attend the course. These qualifications are in addition to any prescribed by other applicable directives (para 1-4B). Qualifications stated in the prerequisites may include the following: active duty or reserve component (RC) status; grade: aptitude area score for enlisted personnel; MOS evaluation score for enlisted personnel; other test scores as applicable; qualification in a particular MOS or experience; special physical requirements; time required in service or in a particular assignment; service remaining requirements (para 1-11); obligated service (para 1-12); security clearance (para 1-13); and other security requirements as applicable. The prerequisites portion may also contain special information section stating additional requirements which must be met before a student reports for the course.
- 1-8. Course title and number: The course title reflects the MOS, duty position, or level of training presented in a course. It is frequently expressed in terms which identify the subject matter. The similarity between titles of certain courses, particularly those at different skill levels within a career field, makes it important to include the course number as well as the title in all requests for attendance at courses. Course numbers are related to the DOD officer and enlisted occupational codes described in DA Pam 611-21 and are constructed as indicated below:
 - a. MOS courses: First part of number is the DOD Occupational Code; second part is the MOS trained in the course, e.g., 4H-441A; or 121-24C10.
 - b. Identifier and functional courses: First part of number is the DOD Occupational Code; second part consists of the letter "F" plus a number assigned arbitrarily to identify a specific course, e.g., 2C-F22; 244-F5.
 - c. Basic and advanced courses: First part of number is the DOD Occupational Code; second part indicates branch or career management field. Third part consists of the letter "C" plus a number assigned arbitrarily to identify specific type of course.
 - d. Compound course numbers: Courses which train more than one category of student have compound course numbers. For example, the Food Service Management Course provides officer AOC, warrant officer MOS and enlisted functional training. The course number is 8E-92G/8E-922A/800-F8. Requests for attendance at courses with compound course numbers should include the entire number.
- 1-9. Military occupational specialty (MOS) training in a course: The MOS trained in a course is stated in the course description. When no specific MOS is trained, the course description indicates 'MOS'. Additional information about commissioned officers, warrant officers, or enlisted personnel is available in DA Pam 611-21.
- 1-10. Quota control: When Headquarters DA is shown as quota control, quotas normally are obtained from Personnel Command (PERSCOM). Additional information about quotas is available in AR 351-1.
- 1-11. Service remaining requirements:

- a. Commissioned and warrant officers: See paragraph 1-12, obligated service.
- b. Enlisted personnel on active duty: AR 614-200, Chapter 11, prescribes minimum service duty enlisted personnel attending courses of various lengths. The length of service time remaining will be computed from completion date (graduation) to the individual's ETS date. In cases where an individual is selected for attendance at two successive courses, the combined length of the two courses upon graduation will be added to obtain the total service time remaining requirement in months.
- c. Enlisted personnel not on active duty. Service requirements for Army National Guard and Army Reserve enlisted personnel not on active duty are governed by NGR 351-1 and AR 135-200.

1-12. Obligated service:

- a. Army commissioned and warrant officers: Under provisions of AR 350-100, commissioned and warrant officers may incur a service obligation by attending a school course.
 - (1) Officers on active duty attending any school course of 20 weeks or more and certain courses of less than 20 weeks, incur an active duty service obligation for the duration of the course, plus a minimum of 1 year and a maximum of 4 years. An obligated tour of active duty service is computed from the date of course completion or termination of attendance there at, whichever is earlier. Where more than one service obligation has been incurred, the total obligated service generally will not exceed the maximum of 4 years. Service while attending subsequent course of instruction will not be credited towards the obligated service incurred by attendance at the initial course. Compounded obligation will be served consecutively up to the maximum of 4 years.
 - (2) Officers not on active duty must meet obligated service requirements in accordance with AR 135-200 and AR 350-100.
- b. Civilian personnel: Under provisions of AR 690-400, a civilian employee of Department of the Army selected for training of 6 weeks or longer duration in a government facility must indicate in writing a willingness to continue in employment with the Army or with some other component of Department of Defense for a period of time equal to three times the length of the time spent in training, or for such portion of this period as his services may be required.

1-13. Security clearance:

- a. Course: The security requirement for attendance at a course is normally based upon the highest classification of instruction presented. Students must possess at least the security clearance stated for the course in order to attend. Interim security clearances as authorized by AR 604-5 are acceptable unless a requirement for a final security clearance is indicated in the security portion of each course description in the following manner: None; CONFIDENTIAL; SECRET (Interim); SECRET; TOP SECRET; TOP SECRET w/SBI, etc.
- b. Military occupational specialty (MOS): In some cases, the security clearance required for a MOS differs from that required for attendance at the course in which the MOS is trained. Security clearances required for MOS are listed in DA Pam 611-21.
- c. Responsibility: It is the responsibility of the parent command to which the prospective student is assigned to ensure:
 - (1) That the individual possesses the proper clearance for the course of instruction (DA Pam 351-4).
 - (2) The investigation process is completed if a higher level of clearance is required for the awarding of a MOS (DA Pam 611-21).

- (3) Movement orders reflect the highest clearance required based on (1) and (2) above.

1-14. Clothing and equipment:

- a. Commanders sending personnel to school are responsible for ensuring that these personnel are properly clothed and equipped.
- b. General uniform requirements for attendance at a school are described in the first part of the school's paragraph in the catalog. Special clothing and equipment requirements which apply to a specific course are included as special information in the course description. Additional information about clothing requirements for military and civilian personnel is available in AR 614-200; AR 700-84; AR 710-2 and CTA 50-900.

1-15. Funding:

- a. The funding of the cost of student attendance at any course is governed by the travel status of the student. In connection with student travel, the various types of travel status are defined as follows:
 - (1) PCS - The transfer of place of duty and assignment from one permanent duty station to another. The new permanent duty station is the school location where assigned.
 - (2) PCS with TDY En route - The transfer of place of duty and assignment from one permanent duty station to another, with temporary duty at one of several locations before reporting for duty at a new permanent duty station.
 - (3) TDY - Temporary duty at a school location other than the permanent duty station to which assigned. Upon completion at temporary duty, the student returns to the same permanent duty station from which he departed.
 - (4) TDPFO - The transfer of place of duty and assignment from one permanent duty station to another, with temporary duty at a school location, when ultimate permanent duty station is not known.
- b. Students will be assigned in a PCS or TDY status in accordance with the course lengths shown in class schedules (para 1-3). Courses of less than 20 weeks are attended in TDY status and courses of 20 weeks or more are normally funded by the command to which the student is permanently assigned. Cost of student attendance at a course in PCS, PCS with TDY en route, and TDPFO are normally funded by Headquarters DA from open allotment funds.
- c. The cost of attendance of reserve component personnel on active duty for training only (USAR, NG) are borne as follows: costs of transportation, travel, pay and allowances of USAR personnel are borne by the appropriate major command headquarters.
- d. Under the provisions of CPR 400, Chapter 410, training of a civilian employee of the Department of the Army in a government facility normally will be conducted on official time and will be considered as part of the employee's assigned duties. All costs incident to the training will be borne by the Department of the Army.
- e. The course costs of attendance of Navy, Air Force, Marine Corps, or other students who are not members of the Army are funded by the service or agency to which the personnel are assigned.
- f. Army Medical Department Schools are funded as follows:
 - (1) Army Medical Department Schools budget funds required to pay travel and per diem for active Army students who attend numbered courses in a straight TDY status.

- (2) Funds required to pay travel and per diem for active Army students who attend Army Medical Department Schools in a TDY status in connection with PCS are budgeted by U.S. Army Medical Command.
 - (3) Funding for students who attend courses in a TDPFO status is a responsibility of DA.
- 1-16. Application for attendance at formal schools courses:
 - a. Army military personnel will apply for attendance at formal schools courses through appropriate channels in accordance with the following regulations.
 - (1) Active Army officers - AR 351-1.
 - (2) Active Army enlisted personnel - AR 614-200.
 - (3) Army reserve officers and enlisted personnel - AR 135-200.
 - (4) Army National Guard officers and enlisted personnel - NGR 351-1, Chapter 14-8.
 - b. Clearance from the appropriate career management agency is required for all active officers and warrant officers except as indicated below:
 - (1) For officers who are not on active duty.
 - (2) For officers who will attend the branch officer basic course of their basic branch within the first 90 days after entry on active duty.
 - c. Air Force, Marine Corps, Navy personnel of other governmental agencies should make application in accordance with applicable regulations of their services and agencies.
 - d. Personnel responsible for the approval of applications will ensure that students meet eligibility requirements in paragraph 1-4 of this catalog and that the best qualified individuals are selected to attend courses.
- 1-17. Waivers:
 - a. General: Waivers of prerequisites will be considered only when the individual shows promise of being able to complete the course successfully.
 - b. Active Army officers: Appropriate officer assignment agencies, Department of the Army, may waive prerequisites when a branch clearance is required (para 1-16b). When a clearance is not required, the Commandant of the school conducting the course may waive prerequisites. The authority to grant waivers for all flight courses conducted at the United States Army Aviation Center is retained by the commander.
 - c. Active Army enlisted personnel: AR 614-200 governs waivers for active Army enlisted personnel.
 - d. Army National Guard: Request for waivers will be forwarded through channels to the Commander of the appropriate major command, who will make the final determination after considering the recommendation of the Commandant of the school conducting the course.
 - e. Civilian personnel: The Commandant of the school conducting a course may waive prerequisites for civilian personnel.
- 1-18. Student travel orders: AR 310-10 specifies the content and distribution of student travel orders. Additional information about travel orders for officers, enlisted personnel, and civilian personnel is available in AR 351-1, Chapter 11, AR 614-200; and Joint Travel Regulations, Volume 2.
- 1-19. Responsibility for Army Formal Schools Catalog: Preparation of the Army Formal Schools Catalog is the responsibility of the Commander, U.S. Army Training and Doctrine Command, ATTN: ATOM-P, Fort Monroe, VA 23651-5000.