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**MILPER Message Number  
20-040**

**Proponent  
AHRC-EPF-S**

**Title  
Noncommissioned Officer Education System (NCOES) Course Scheduling  
Procedures**

**...Issued: [5-Feb-2020]...**

<https://www.hrc.army.mil/Milper/20-040>

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- A. AR 350-1 (Army Training and Leader Development), 10 December 2017.
  - B. AR 600-8-19 (Enlisted Promotions and Reductions), 16 May 2019.
  - C. AR 601-280 (Army Retention Program), 16 October 2019.
  - D. AR 600-8-11 (Reassignment), (Rapid Action Revision (RAR) 18 October 2012), 1 May 2007.
  - E. AR 614-200 (Enlisted Assignments and Utilization Management), 25 January 2019.
  - F. HQDA Message Dated 27 March 2019, subject: BLC Priorities and Deferments for ALC, SLC, and MLC.
  - G. HQDA EXORD 236-15 (Army-wide Implementation of Noncommissioned Officer Professional Development System (NCOPDS)), 16 July 2015.
  - H. FRAGO 1 to HQDA EXORD 236-15 (Army-wide Implementation of Noncommissioned Officer Professional Development System (NCOPDS)), 20 October 2015.
  - I. MILPER Message 19-308, 26 September 2019, subject: Exception to Policy (ETP) for Promotion to SGT through MSG for Deferment of Professional Military Education.
1. This MILPER message will expire no later than (NLT) 4 February 2021.
  2. U.S. Army Human Resources Command (HRC) centrally manages Regular Army (RA) and U.S. Army Reserve Active Guard Reserve (AGR) Soldiers' attendance at the Basic Leader Course (BLC) (for AGR only), Advanced Leader Course (ALC), Senior Leader Course (SLC), and Master Leader Course (MLC).
  3. **BLC scheduling**: ***BLC is scheduled at installation level for RA Soldiers*** in accordance with reference F and scheduled by HRC for AGR Soldiers. Effective immediately, AGR BLC scheduling priorities are:
    - a. Priority 1. Soldiers promoted to SGT through an approved exception to policy (ETP) in accordance with reference I.
    - b. Priority 2. SPC/CPL promotable:
      - (1) Serving in a shortage military occupational specialty (MOS) as identified by the HRC AGR promotion team.
      - (2) Who met the cut off score.
      - (3) With promotion points (highest to lowest).
    - c. Priority 3. In order to fill all BLC training seats, non-promotable SPC/CPL with demonstrated leadership potential may attend BLC only when all higher order of merit list (OML) categories are exhausted.

4. **ALC, SLC and MLC scheduling priorities:**

- a. Priority 1. Soldiers promoted through an approved ETP in accordance with reference I.
  - b. Priority 2. HRC will schedule Soldiers beginning with the highest promotion points (SSG) or lowest sequence/OML number (SFC or MSG).
  - c. Priority 3. All promotable Soldiers identified for deployment, short tour, or unit rotation prior to the event provided the Soldier would have otherwise been scheduled during such deployment, short tour, or unit rotation. If unable to do so, they will be scheduled for training at the end of their stabilization period or upon reassignment based on their promotion points or sequence/OML number and MOS.
  - d. Priority 4. Soldiers in the legacy backlog deemed at risk for Qualitative Management Program (QMP) consideration. Soldiers in the legacy backlog are categorized as those Soldiers who have 37 months or more time in grade without completing the requisite Noncommissioned Officer Education System (NCOES) course for their current rank. These Soldiers will be afforded one opportunity to attend their requisite NCOES course.
  - e. Priority 5. Soldiers who were promoted without the requisite NCOES course and have less than 37 months time in grade.
  - f. Priority 6. Train ahead Soldiers are defined as those who are not in a promotable status and do not meet priority 1-5 but can be scheduled for class in order to ensure classes are conducted at optimized capacity. HRC will schedule Soldiers based on their date of rank (DOR) and availability of training seats.
- (1) Units are encouraged to submit short notice requests to HRC, endorsed by the first O5/LTC for non-promotable Soldiers for train ahead. Requests will be valid for one year from the date of receipt by HRC.
- (2) A sample DA Form 4187 can be accessed via the following link: <https://www.hrc.army.mil/content/noncommissioned%20officer%20professional%20development%20system>.

5. **Scheduling Procedures:**

- a. HRC will schedule Soldiers for ALC 90-120 days in advance (i.e., in January HRC will schedule Soldiers based on available seats for their MOS that start in the month of April). Soldiers with the highest promotion points in their MOS will be scheduled for attendance first. Once a Soldier is selected for attendance to ALC they will not be removed from class unless the Soldier no longer meets eligibility requirements or a deferment is approved by HRC. Soldiers will not be removed from class based solely on other Soldiers subsequently obtaining more promotion points.
- b. HRC will schedule Soldiers who are selected by the centralized promotion board for SFC or MSG to attend SLC/MLC based on assigned sequence/OML numbers by MOS and Army promotion requirements.
- c. HRC will schedule Soldiers who have been selected for promotion by a Stand-by Advisory Board (STAB) as close as possible in order of their sequence/OML number.

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- d. Soldiers selected for promotion to SFC or MSG must complete SLC/MLC or they will be at risk for removal from the promotion list on the 1st day of the 25th month after the selection list was approved by the Director Military Personnel Management (DMPM), Army G1. Noncommissioned Officers (NCO) that are unable to complete SLC/MLC in 18 months due to no fault of their own, must submit a request for a training deferment through their first general officer (GO) (or Senior Executive Service (SES) equivalent) with Court Martial Convening Authority (CMCA) to HRC, Military Schools Branch, [usarmy.knox.hrc.mbx.epmd-ncopds-operations@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-ncopds-operations@mail.mil). Requests must be received no later than the 18th month following the release date of the selection list in order to remain on the selection list and complete SLC/MLC.
- e. HRC will schedule Soldiers to attend either a proponent school or an approved reserve component (U.S. Army National Guard (ARNG) or U.S. Army Reserve (USAR)) regional training institute. Every effort will be made to ensure Soldiers assigned to or with duty at applicable training locations are trained near home station to avoid excessive travel expenses as long as it does not disadvantage other Soldiers. The only exception is when the Soldier's promotion date is jeopardized.
- f. HRC will schedule Soldiers on the legacy backlog using existing training seats and will be scheduled in accordance with the priorities as outlined above.
- g. HRC will not schedule Soldiers who are serving overseas unless they have six months remaining to serve in the overseas command after completion of the course.
6. Deferment Policy: Deferments may be submitted for operational, compassionate, or medical reasons. If commanders determine a Soldier cannot attend training, a deferment request must be submitted to HRC in accordance with AR 350-1, para 3-17 and this message.
- a. Deferments require a DA Form 4187 signed by the first GO (or SES equivalent) with CMCA in the Soldier's chain of command. All requests must state when the NCO is available to attend training and will be forwarded to HRC for approval.
- b. A second NCOES course deferment request for the same course must be signed by the next higher level GO (or SES equivalent) in the NCO's chain of command.
- c. **Administrative deferment procedures.** HRC conducts quality control checks 30-45 days from the report date to the NCOES course. Any Soldier who is not fully qualified to attend at that time will be administratively deferred from the course and will require a DA Form 4187 signed by the first GO (or SES equivalent) with CMCA in the Soldier's chain of command to be rescheduled.
7. Point of contact at HRC is Military Schools Branch Operations, Commercial (502) 613-5197, DSN 983-5916, or email at [usarmy.knox.hrc.mbx-ncopds-operations@mail.mil](mailto:usarmy.knox.hrc.mbx-ncopds-operations@mail.mil).