



# LOUISIANA NATIONAL GUARD

PROTECT WHAT MATTERS<sup>SM</sup>

J3-TRAINING / SCHOOLS



## THE SCHOOLS PROCESS

1. Priority of Schools:
  - DMOSQ/BOLC/WOBC
  - OES/WOES/NCOPDS
  - Functional courses (Battle Staff/EEO/ASI/PEC, etc.)
  - All other schools (Combatives/Small Arms Gunner, etc.)
2. Priority of NCOPDS Seats:
  - Approved ETP promotion (ASCO P7)
  - ASCO code of U5
  - OML IAW TY22 EPS List
  - Stagnant (over 36 months TIG without required PME for current grade)
  - SMs not on EPS List (requires ETP approved by DRU CSM and J3 SEA)
3. J3 School Policy Timelines:
  - ATRRS applications – 45 days prior to report
  - DAMPS school orders – 30 days prior to travel
  - DTS authorizations – 14 days prior to departure
  - Any DAMPS RFO or DTS authorization not approved on or before the report date of a course will require an after the fact memo signed by the SM's first O5 in their Chain of Command



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# THE SCHOOLS PROCESS

## PRIOR TO REPORTING



## THE SCHOOLS PROCESS

1. Identify the requirement
2. Select a school and date (with 1S or NB quotas)
3. Verify that the Soldier qualifies for the requested school
  - APFT
  - HT/WT
  - ASVAB Scores
  - Medical Requirements
  - Pre-Requisites
  - Rank
4. Input the Soldier's application into ATRRS (45 days prior to report)
5. While in ATRRS, verify the Soldier's logistical requirements (billeting available, meals available, rental authorized, in-and-around miles, etc.)
6. Verify the Soldier has a GOVCC



## -----ONCE THE SOLDIER ROLLS RESERVED-----

7. Input the Soldier's pay order into AFCOS
8. Activate the GOVCC starting on the 1<sup>st</sup> day of travel and ending on the last day of travel. Also ensure the Soldier's available balance will cover all travel expenses
9. Input a DTS authorization ensuring all required and AUTHORIZED entitlements are requested and all information is accurate (correct airport, all connecting flight times make sense, the Soldier will arrive prior to the report DTG, etc) – **14 days prior to report date**
10. If an APFT or HT/WT is required, test and weigh the Soldier NET 60 days but NLT 30 days prior to the report date
11. Counsel the Soldier on the report DTG, airline departure time, transportation to and from all airports, BLDG# to report to once they arrive, report with all required documentation/equipment/uniforms, and Unit POC information of FTUS in the event they have an unforeseen problem



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# THE SCHOOLS PROCESS

## WHILE ATTENDING THE SCHOOL



## THE SCHOOLS PROCESS

1. If the school is longer than 30 days, the Soldier must request split disbursements on their DTS authorization in order to pay against their GOVCC
2. If the Soldier fails to meet a standard, the unit must be notified immediately
3. Soldiers will NEVER leave a school on their own terms without contacting their unit first
4. Soldiers will never make changes to their itinerary without approval through the Chain of Command (**any increase in price must be approved by J3-T; Commanders do not have authority to allocate J3 funds**)
5. The approval authority for any rental vehicle for a school is the State QSM
6. Under no circumstance is a Soldier allowed to finish the order period if school ends early. The order must be amended to end the day the SM returned from school.



# THE SCHOOLS PROCESS

**Once Soldier Returns From  
School**





## THE SCHOOLS PROCESS

### -----**WITHIN 5 DAYS OF SOLDIER'S RETURN**-----

1. Soldier reports to unit to submit DA Form 1059
2. Soldier submits DTS voucher (JTR states NLT 5 days after Tvl Completed)
3. Unit uploads DA Form 1059 into iPERMS and updates MILED code
4. Unit submits request for promotion and requests to remove U5 code (if applicable) to the EPS Manager
5. Unit submits MOSQ packet to Enlisted Branch (if applicable)
6. Once Soldier's MILED code is updated, the unit submits a request to the State QSM for the SM's next required level of DLC

-----**MISSION COMPLETE**-----



## THE SCHOOLS PROCESS

### Lessons Learned

- It is NOT ok for a unit to contact a school without contacting the QSM first
- DO NOT contact NGB for any reason. Work all issues through the J3
- Ensure Soldiers receive and READ Welcome letter from the school
- Soldier should always plan to arrive 2 hours prior to flight departure time
- Always activate a Soldier's GOVCC once any travel requirements are identified
- Trust but verify that all requirements have been validated prior to sending a Soldier to school
- NEVER EVER change travel itinerary without prior approval
- When submitting a Soldier's DTS voucher, verify the balance of the GOVCC and ensure the appropriate funds are applied toward the balance