



**DEPARTMENT OF THE ARMY**  
**JOINT BASE MYER-HENDERSON HALL**  
**HEADQUARTERS COMMAND BATTALION**  
**239 SHERIDAN AVE, BLDG 417**  
**FORT MYER, VIRGINIA 22211-1199**

REPLY TO  
ATTENTION OF

IMMH-BN

20 January 2016

MEMORANDUM FOR all Soldiers Assigned and Attached to Headquarters Command Battalion, Joint Base Myer-Henderson Hall, VA 22211-1199

SUBJECT: Headquarters Command Battalion School Process Requirements - Policy Memorandum #17

1. Reference: HQ CMD BN Military Schools SOP (20 Jan 2016).
2. This Policy establishes the minimum requirements for implementation of administrative actions and the responsibilities of staff and personnel requesting a school and or course. Additionally, this Policy reinforces how the Headquarters Command Battalion (HQ CMD BN) expects schools process to be conducted.
3. School Requests.
  - a. Requests for military education will be submitted on a DA Form 4187 that is signed by their company commander and a DA Form 4187-1 signed by the HQ CMD BN Commander, along with required documents IAW the HQ CMD BN Military Schools SOP and appropriate school and academy requirements.
  - b. Requests will be submitted immediately upon determining the need for training or upon notification that the Soldier has a slot for an upcoming NCOPDS or Professional Military Education (PME) course.
  - c. Packets will be submitted at a minimum of 60 calendar days prior to course attendance.
  - d. All requests will be screened and completed by the appropriate company prior to the request being submitted to BN S-3 section.
4. NCOPDS Briefings.
  - a. The Company 1SG will brief and counseling all Soldiers attending NCOPDS schools. The counseling must be completed prior to the CSM brief. The HQ CMD BN CSM will brief every Soldier before their school report date. The CSM's brief is held monthly on the third Wednesday at 1430 in the HQ CMD BN Conference Room. Sponsors will attend the CSM brief with their Soldiers. No exceptions.

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b. Agency NCOICs will schedule the 1SG Counseling.

c. BN S-3 Schools will schedule the CSM brief.

d. Packets must be completed and turned in to BN S-3 Schools no later than five (5) working days prior to the CSM's brief.

5. Cancellations and Deferments.

a. All cancellations and deferments must be submitted NLT 15 working days before the report date. Requests for cancellation or deferments will be submitted on a DA Form 4187 that is signed by their company commander and a DA Form 4187-1 signed by the HQ CMD BN Commander.

b. Company First Sergeants will ensure they notify BN S3 immediately upon receiving a cancellation or deferment request to allow enough time to process the paperwork and remove Soldier from ATRRS.

c. All cancellations and deferments require justification memorandums with supporting documents. All justifications will be filed IAW AR 350-1 (dated 19 August 2014) and in conjunction with the appropriate school and academy requirements. The justification memorandum must be endorsed by the Agency CSM. Agencies without CSMs, the Agency SEA can sign the justification memorandum.

d. There will be no cancellation requests for Senior Leader Course or Advanced Leader Course only Deferments will be processed. Cancellations or Deferments will be processed for Basic Leader Course; there by allowing Soldiers on "wait" status to fill the vacant slots.

e. All cancellations or deferments will be routed through the HQ CMD BN CSM.

6. Army Physical Fitness Test. IAW FM 7-22, Soldiers must pass an APFT. The APFT will be administered by the HQ CMD BN, within 30 calendar days of attending any course. The only exception to this is if the Soldier is located outside the NCR. The Soldier will have a Verification Memo sign by the Agency CSM or SEA stating they verify the Soldiers APFT score and meet HT/WT standards. Soldiers who fail to achieve 70 points or higher in any event must be counseled by the first line supervisor and Company 1SG. The purpose of this counseling is to ensure that the Soldier understands the ramifications if they fail the APFT at school.

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7. Height and Weight. IAW AR 250-1, Soldiers must complete a weigh in and if necessary a tape test ICW the above mentioned APFT administered by the HQ CMD BN. Soldiers who are within 2% of their maximum allowed body fat will be counseled by their first line supervisor and by the Company First Sergeant. The purpose of this counseling is to ensure that the Soldier understands the ramifications if they fail to meet the standards of AR 600-9 at school. Soldiers who fail to meet the standard of AR 600-9 will not attend any school.

8. Profiles. Soldiers cannot attend NCOPDS on a temporary profile. Soldiers on temporary profile who have a confirmed seat in a NCOPDS course must submit a request for deferment no later than 15 working days from school start date. Soldiers can attend NCOPDS with a permanent profile. Soldiers attending non-NCOPDS courses on profile must check with the course requirements in ATTRS.

9. The point of contact for this policy is the HQ CMD BN S3 section at 703-696-3131.

  
JOHNATHON M. KUPKA  
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Commanding