



Army Reserve Careers Group (ARCG)

Career Management Office (CMO)

ILE Enrollment Guide



FY 23 Edition





Intermediate Level Education Explained

The Command and General Staff Officer Course (CGSOC) is the Army's graduate-level curriculum and instruction for field grade officers and is commonly referred to as Intermediate Level Education (ILE). It is the next required professional military education course to be completed after Captains Career Course. ILE Educates and trains leaders to conduct Decisive Action in a JIIM environment and advances the art and science of the profession of arms to support the operational requirements of the Army. It is comprised of two parts:

[ILE Common Core \(CC\)](#)

Course Scope: Reason critically; analyze impact of threats, challenges and opportunities in international security environment; formulate a strategic course of action; argue effectively; explain value of competency-based leadership; evaluate considerations in developing future leaders; decision-making and problem solving; analyze strategic logistics; analyze joint doctrine; evaluate strategic and operational courses of action; analyze multinational, combatant command, interagency, and strategic organizations and leadership; recommend a strategic course of action; formulate a strategic estimate; and value military history as a tool for critical reasoning.

Per AR 350-1, paragraph 3-37 b, ILE is attended by CPT(P) or MAJs who are CCC graduates.

[Advanced Operations Course \(AOC\)](#)

Course Scope: Develops military professional officers adept at problem-solving and critical-thinking within the spectrum of conflict in Joint, Interagency, and Multinational Operations. Blocks of instruction consist of: History (Military Innovation in Peace and War, Roots of Today's Operational Environment); Leadership (Leadership Applied); Campaign Planning; Force Generation; Division Full Spectrum Operations; Brigade Stability Operations.

52-week cohort-based distance learning course.

Per AR 350-1 grants MEL4 and JPME 1 certification



Military Education Requirements for Promotion

MAJ to LTC

Board Requirements:

MEL code C1 / 50% *Command and Staff College*

- ILE Resident 10-month course (board selected/ MEL B1)**
- ILE-CC Resident 15-week satellite course (board selected)**
- ILE-Common Core (CC) (Phases 1-3)

MEL code C1 are not eligible for SSC (War College) and APDE courses

LTC to COL

Board Requirements:

MEL code B1 / 100% *Command and Staff College*

- ILE Resident 10-month course**
- ILE-CC Resident 15-week satellite course**
AND
AOC 52-week course or FA or DA G3/5/7
AOC Constructive Credit Memo
- ILE-CC (Phases 1-3) AND + AOC 52-week
course
or FA or DA G3/5/7 AOC Constructive Credit
Memo

MEL code B1 are eligible for SSC, APDE courses, and O6 Promotion consideration

**As of FY19, only CPTs selected for promotion to MAJ will be boarded for resident and satellite ILE opportunities. All other officers must complete via TASS or DL.

PME Regulations

[AR 350-1](#) Army Training and Leader Development

[AR 135-155](#) Promotion of Commissioned Officers, Warrant Officers and Other Than General Officers



ILE Common Core Options

Boarded Resident ILE

10 month Resident (CGSOC)

- at Ft Leavenworth
- ILE CC and AOC complete
- MILED-B1

10 month Resident (WHINSEC)

- at Ft Beginning
- Western Hemisphere Institute for Security Cooperation ILE (WHINSEC) Requires DLPT in Spanish
- MILED-B1

15 week Satellite

- at Ft Dix, Ft Gordon, Ft Belvoir, Ft Lee & Redstone Arsenal
- ILE CC only
- MILED-C1

HRC funds

HRC funds
Ph 1 and 3

EBDL or
Retirement
points

Non-Resident ILE

Total Army School Systems (TASS)

- (CONUS) Ft Dix, Ft McCoy and Camp Parks; (OCONUS) Grafenwoehr and Honolulu
- Ph 1: 2 weeks (ADT orders)
- Ph 2: either 8 months at 2 days a month (8x2) or 4 months at 4 days a month (4x4) (IDT)
- Ph 3: 2 weeks (ADT orders)

Distance Learning (DL)

- Ph 1, Ph 2, Ph 3
- Remain "active" in the ILE-CC course to not be administratively dropped; i.e. complete an assignment every 60 days

Notes:

1. DL and TASS options can be mixed and matched!



Apr 2022 DDE
Timeline Policy



Special Circumstances

What about Sister Service schools?

Per AR 350-1, 3-29.j, “Officers will **not** enroll *in other than Army schools* without written approval of HQDA, DCS, G–3/5/7 Director of Training. Request for enrollment in other than Army schools should be forwarded through the HRC (AC and USAR officers) or the NGB (ARNG officers) for recommendation before forwarding to HQDA DCS G–3/5/7 for decision. If approved for enrollment, officers successfully completing other Services’ Intermediate Staff Colleges and SSCs accredited in accordance with CJCSI 1800.01D will be awarded JPME credit accordingly **upon fulfilling Army JPME requirements**. For example, Army officers completing sister service non-resident ILE **must complete CGSOC Advance Operations Course (AOC)** to receive JPME 1 MEL 4 credit.”

What about officers who are Federal government civilians and attend resident courses?

Per AR 350-1, 3-37.e, Government Civilians **may** attend resident or non-resident CGSOC on a space available basis. If the individual is also an Army basic branch officer and completes the 10-month resident CGSOC, **the individual will receive JPME I/MEL 4 credit**. If a functional area or special branch officer attends the 10-month resident CGSOC as a Civilian, the individual must also complete the functional area or special branch credentialing course to receive JPME I/MEL 4 credit. Additionally, government Civilians who are also Army basic branch officers and complete resident Sister Service ILE will receive JPME I/MEL 4 credit. If a functional area or special branch officer attends resident Sister Service ILE as a Civilian, the individual must also complete the functional area or special branch credentialing course to receive JPME I/MEL 4 credit. Government Civilians who are Army officers and complete resident or non-resident CGSOC Common Core must also complete their respective ILE credentialing course to receive JPME I/MEL 4 credit. Request to enroll in resident or non-resident CGSOC should be submitted to TRADOC for approval.



ILE Commentary

ILE is Soldier-driven!

CMOs are **not** in the application or approval process. Your unit ATRRS operator will submit your application.

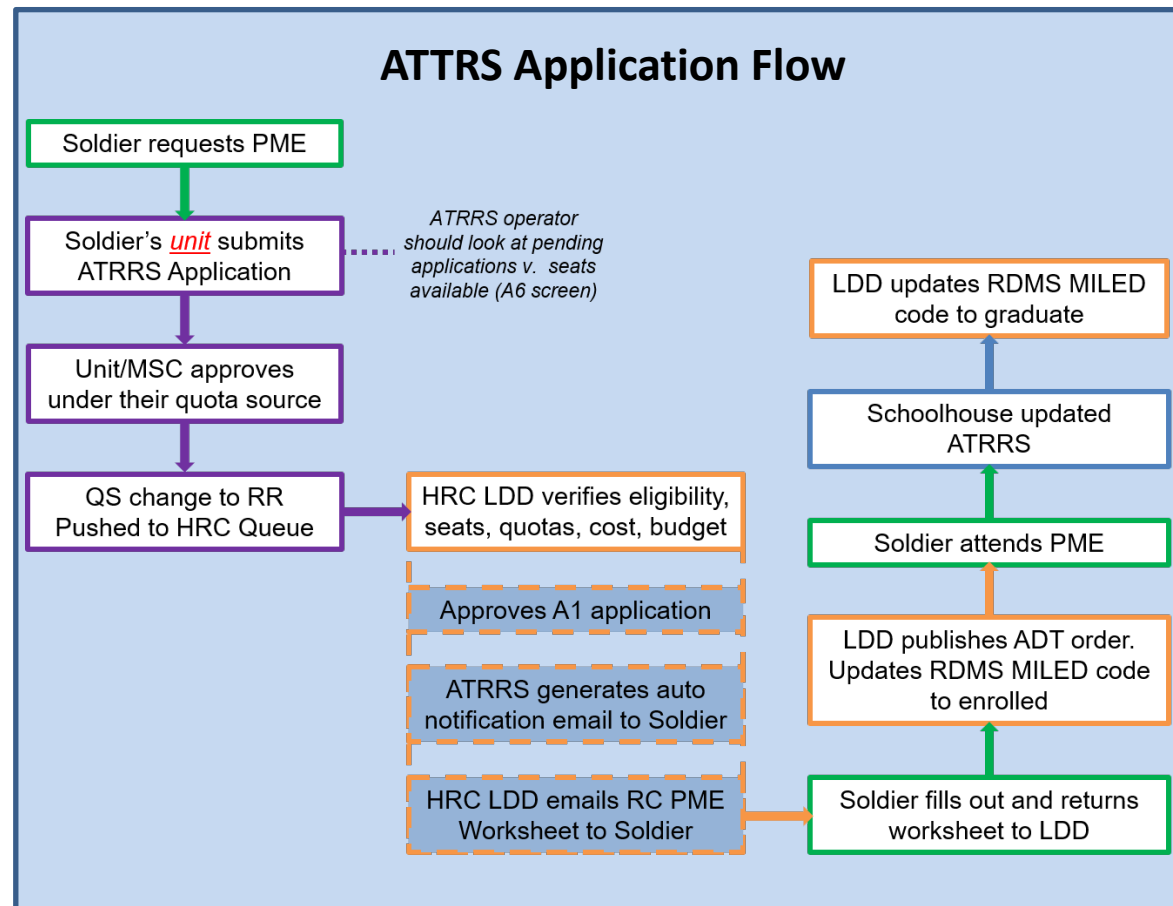
Once a phase has begun, **ONLY** the CGSSS Cadre can assist with school work or withdrawal request.

You must complete the phases sequentially. You will only be enrolled in the following phase if you're marked as a "G"raduate in the last course you completed in ATRRS

HAVE A PLAN: select a start date, keep on target, and complete the course on time.

~45% of USAR Majors ARE NOT CONSIDERED for LTC promotion for failing to complete ILE on time*.

* Based off FY18 LTC APL PSB promotion board analysis completed December 2018 by ARCD CMO.





FY 23 ILE CC classes in ATRRS

Distance Learning Phase 1,2, and/ or 3 School Code: 701 Course #: 701-1-250-ILE-CC (DL)

PHASE 1 2 week ADT Class (HRC cuts orders) Course #: 701-1-250-ILE-CC

Fort Dix, NJ School Code: A701

Report Date	Start Date	End Date
09 Oct 2022	10 Oct 2022	21 Oct 2022
06 Nov 2022	07 Nov 2022	18 Nov 2022
28 May 2023	29 May 2023	10 Jun 2023
11 Jun 2023	12 Jun 2023	24 Jun 2023
09 Jul 2023	10 Jul 2023	22 Jul 2023

Fort McCoy, WI School Code: E701

Report Date	Start Date	End Date
12 Feb 2023	13 Feb 2023	25 Feb 2023
28 May 2023	29 May 2023	10 Jun 2023
11 Jun 2023	12 Jun 2023	24 Jun 2023
09 Jul 2023	10 Jul 2023	22 Jul 2023
23 Jul 2023	24 Jul 2023	05 Aug 2023
06 Aug 2023	07 Aug 2023	19 Aug 2023

Camp Parks, CA School Code: G701

Report Date	Start Date	End Date
15 Jan 2023	16 Jan 2023	28 Jan 2023
26 Feb 2023	27 Feb 2023	11 Mar 2023
28 May 2023	29 May 2023	10 Jun 2023
09 Jul 2023	10 Jul 2023	22 Jul 2023
06 Aug 2023	07 Aug 2023	19 Aug 2023

PHASE 2 - 8 months or 4 months (1 weekend/month: RST or UNPAID) Course: 701-1-250-ILE-CC

School Code: [A701](#)
Check slide 8 for details.

School Code: [E701](#)
Check slide 9 for details.

School Code: [G701](#)
Check slide 10 for details.

PHASE 3 2 week ADT Class (HRC cuts orders) Course #: 701-1-250-ILE-CC

Fort Dix, NJ School Code: A701

Report Date	Start Date	End Date
09 Oct 2022	10 Oct 2022	22 Oct 2022
06 Nov 2022	07 Nov 2022	18 Nov 2022
28 May 2023	29 May 2023	10 Jun 2023
11 Jun 2023	12 Jun 2023	24 Jun 2023
09 Jul 2023	10 Jul 2023	22 Jul 2023

Fort McCoy, WI School Code: E701

Report Date	Start Date	End Date
12 Feb 2023	13 Feb 2023	25 Feb 2023
28 May 2023	29 May 2023	10 Jun 2023
11 Jun 2023	12 Jun 2023	24 Jun 2023
09 Jul 2023	10 Jul 2023	22 Jul 2023
23 Jul 2023	24 Jul 2023	05 Aug 2023

Camp Parks, CA School Code: G701

Report Date	Start Date	End Date
12 Mar 2023	13 Mar 2023	25 Mar 2023
28 May 2023	29 May 2023	10 Jun 2023
09 Jul 2023	10 Jul 2023	22 Jul 2023
06 Aug 2023	07 Aug 2023	19 Aug 2023
20 Aug 2023	21 Aug 2023	02 Sep 2023

Hawaii/Pacific and European OCONUS [see slide 11](#)



FY 23 ILE Phase 2 A701

Class Schedule

FY: 2023 School: A701 Course: 701-1-250-ILE-CC Phase: 2 Course Length: 2 Weeks 2.0 Days
 Course Title: INTERMEDIATE LEVEL EDUCATION COMMON CORE
 Class Maximum: 32 Class Optimum: 16 Class Minimum: 10

Class	Prereqs	Report Date	Start Date	End Date	Capacity	Class Type	Street	City	State	Zip
101	View	15 Oct 2022	15 Oct 2022	07 May 2023	16	Inactive Duty/IDT	3155 BLACKHAWK DR STE 701	FORT SHERIDAN	IL	60037
102	View	22 Oct 2022	22 Oct 2022	07 May 2023	16	Inactive Duty/IDT	TBD	CAMP SMITH	NY	12110
103	View	01 Oct 2022	01 Oct 2022	07 May 2023	16	Inactive Duty/IDT	3411 MARTIN LUTHER KING JR BL	LANSING	MI	48906
104	View	01 Oct 2022	01 Oct 2022	07 May 2023	32	Inactive Duty/IDT	401 NORTH YEARLING RD	COLUMBUS	OH	43213
105	View	22 Oct 2022	22 Oct 2022	07 May 2023	32	Inactive Duty/IDT	675 QUEENSTOWN STREET	FORT DEVENS	MA	01434
106	View	22 Oct 2022	22 Oct 2022	07 May 2023	32	Inactive Duty/IDT	1515 W CENTRAL RD.	FORT BELVOIR	VA	22060
107	View	08 Oct 2022	08 Oct 2022	07 May 2023	32	Inactive Duty/IDT	MEMPHIS AVE BLDG 5506	FORT DIX	NJ	08640
108	View	15 Oct 2022	15 Oct 2022	07 May 2023	16	Inactive Duty/IDT	FT INDIANTOWN GAP, BLDG 19-76	ANNVILLE	PA	17003
110	View	29 Oct 2022	29 Oct 2022	07 May 2023	16	Inactive Duty/IDT	DPTMS TC 8452 ZIMBORSKI AVE	FORT MEADE	MD	40755
601	View	04 Feb 2023	04 Feb 2023	16 Sep 2023	64	Virtual	5506 SEVER RD BLDG 5515	FORT DIX	NJ	08640
602	View	04 Feb 2023	04 Feb 2023	16 Sep 2023	144	Virtual	5506 SEVER RD BLDG 5515	FORT DIX	NJ	08640

Classes that have been nonconducted or cancelled or rescheduled have been excluded



FY 23 ILE Phase 2 E701

Class Schedule

FY: 2023 School: E701 Course: 701-1-250-ILE-CC Phase: 2 Course Length: 2 Weeks 2.0 Days
 Course Title: INTERMEDIATE LEVEL EDUCATION COMMON CORE
 Class Maximum: 192 Class Optimum: 16 Class Minimum: 10

Class	Prereqs	Report Date	Start Date	End Date	Capacity	Class Type	Street	City	State	Zip
201	View	22 Oct 2022	22 Oct 2022	07 May 2023	16	Inactive Duty/IDT	800 LAKESHORE DRIVE	BIRMINGHAM	AL	35229
202	View	22 Oct 2022	22 Oct 2022	07 May 2023	32	Inactive Duty/IDT	1020 CENTRAL AVE, BLDG 998	PATRICK AFB	FL	32925
203	View	22 Oct 2022	22 Oct 2022	07 May 2023	32	Inactive Duty/IDT	1000 HALSEY AVE SE	MARIETTA	GA	30069
204	View	22 Oct 2022	22 Oct 2022	07 May 2023	16	Inactive Duty/IDT	1051 RUSSELL CAVE RD	LEXINGTON	KY	40505
206	View	22 Oct 2022	22 Oct 2022	07 May 2023	32	Inactive Duty/IDT	4520 KNOX STREET	FORT BRAGG	NC	28310
208	View	22 Oct 2022	22 Oct 2022	07 May 2023	32	Inactive Duty/IDT	10100 LEE RD.	FORT JACKSON,	SC	29202
209	View	22 Oct 2022	22 Oct 2022	07 May 2023	16	Inactive Duty/IDT	3041 SIDCO DR	NASHVILLE	TN	37204
211	View	22 Oct 2022	22 Oct 2022	07 May 2023	16	Inactive Duty/IDT	7400 LEAKE AVENUE	NEW ORLEANS	LA	70118
604	View	03 Dec 2022	03 Dec 2022	16 Jul 2023	64	Virtual	NAVAL STATION MAYPORT BLDG 1	JACKSONVILLE	FL	32227
605	View	03 Dec 2022	03 Dec 2022	16 Jul 2023	192	Virtual	500 WILSHIRE AVE. SW	CONCORD	NC	28025

Classes that have been nonconducted or cancelled or rescheduled have been excluded



FY 23 ILE Phase 2 G701

Class Schedule

FY: 2023 School: G701 Course: 701-1-250-ILE-CC Phase: 2 Course Length: 2 Weeks 2.0 Days
 Course Title: INTERMEDIATE LEVEL EDUCATION COMMON CORE
 Class Maximum: 32 Class Optimum: 16 Class Minimum: 10

Class	Prereqs	Report Date	Start Date	End Date	Capacity	Class Type	Street	City	State	Zip
301	View	22 Oct 2022	22 Oct 2022	07 May 2023	16	Inactive Duty/IDT	11751 WESTERN AVE	GARDEN GROVE	CA	92841
302	View	22 Oct 2022	22 Oct 2022	07 May 2023	16	Inactive Duty/IDT	CAMP PARKS BLDG 306	DUBLIN	CA	94568
303	View	22 Oct 2022	22 Oct 2022	07 May 2023	16	Inactive Duty/IDT	5136 EAGLE DRIVE	COLORADO SPRINGS	CO	80840
304	View	22 Oct 2022	22 Oct 2022	07 May 2023	16	Inactive Duty/IDT	1640 NORTH 2200 WEST	SALT LAKE CITY	UT	84116
305	View	22 Oct 2022	22 Oct 2022	07 May 2023	32	Inactive Duty/IDT	11577 41ST DIVISION DR	JBLM	WA	98433
306	View	22 Oct 2022	22 Oct 2022	07 May 2023	16	Inactive Duty/IDT	506 ROEDER CIRCLE #5	FORT SNELLING	MN	55111
307	View	22 Oct 2022	22 Oct 2022	07 May 2023	16	Inactive Duty/IDT	AZ NG RTI 5636 E. MCDOWELL RD	PHOENIX	AZ	85027
308	View	15 Oct 2022	15 Oct 2022	07 May 2023	16	Inactive Duty/IDT	CAMP MABRY BLDG 8	CAMP MABRY	TX	78731
309	View	22 Oct 2022	22 Oct 2022	07 May 2023	16	Inactive Duty/IDT	BROOKS ARMY MEDICAL CENTER	SAN ANTONIO	TX	78234
310	View	15 Oct 2022	15 Oct 2022	07 May 2023	16	Inactive Duty/IDT	24 DAVIS STREET JEFFERSON BRK	SAINT LOUIS	MO	63125
311	View	22 Oct 2022	22 Oct 2022	07 May 2023	16	Inactive Duty/IDT	BLDG 50, ROOM 106	FORT MCCOY	WI	54656
312	View	15 Oct 2022	15 Oct 2022	07 May 2023	16	Inactive Duty/IDT	AFRC 420 S. CEDAR SPRINGS LAN	MUSTANG	OK	73064
313	View	22 Oct 2022	22 Oct 2022	07 May 2023	16	Inactive Duty/IDT	AFRC 1860 N SUMMIT AVE	DALLAS	TX	75206
314	View	22 Oct 2022	22 Oct 2022	07 May 2023	16	Inactive Duty/IDT	24 DAVIS STREET JEF-FERSON BK	ST LOUIS	MO	63125
315	View	22 Oct 2022	22 Oct 2022	07 May 2023	16	Inactive Duty/IDT	100 STIMSON AVE	FORT LEAVENWORTH	KS	66027
607	View	05 Nov 2022	05 Nov 2022	21 May 2023	32	Virtual	15303 ANDREWS RD	KANSAS CITY	MO	64147
608	View	05 Nov 2022	05 Nov 2022	21 May 2023	64	Virtual	15303 ANDREWS RD	KANSAS CITY	MO	64147
609	View	05 Nov 2022	05 Nov 2022	21 May 2023	64	Virtual	15303 ANDREWS RD	KANSAS CITY	MO	64147

Classes that have been nonconducted or cancelled or rescheduled have been excluded



FY 23 ILE CC classes in ATRRS (HI and EU)

*****ONLY FOR THOSE IN HAWAII or ASSIGNED OCONUS in EUROPE!*****

Distance Learning Phase 1,2, and/ or 3

School Code: 701

Course #: 701-1-250-ILE-CC (DL)

PHASE 1 2 week ADT Class (HRC cuts orders)

Course #: 701-1-250-ILE-CC

Grafenwoehr School Code: 3747
001 16-Jul-23

Honolulu, HI School Code: 4960
001 10-Sep-23

PHASE 2 – (Germany: 2 parts (9 days in Dec and 9 days in Feb/Mar) (Hawaii: 8 Months) RST or UNPAID Course: 701-1-250-ILE-CC

Grafenwoehr School Code: 3747
001 03-Dec-22

Honolulu, HI School Code: 4960
001 15-Oct-22

PHASE 3 2 week ADT Class (HRC cuts orders)

Course #: 701-1-250-ILE-CC

Grafenwoehr School Code: 3747
001 30-Apr-23

Honolulu, HI School Code: 4960
001 11-Jun-23

*****ONLY FOR THOSE IN HAWAII or ASSIGNED OCONUS in EUROPE!*****



Advanced Operations Course (AOC)

- Must be completed to obtain MILED B1 (100% CGSOC Graduate)
- AOC Distance Learning (DL) School: 701 Course: 1-250-C3B (DL)
- AOC FY23 Courses:

Class Schedule										
FY: 2023		School: 701		Course: 1-250-C3B (DL)		Phase:		Course Length: 6 Weeks 0.0 Days		
Course Title: INTERM LVL EDUC - ADVANCED OPERATIONS										
Class Maximum: 9999 Class Optimum: 1100 Class Minimum: 1										
Class	Prereqs	Report Date	Start Date	End Date	Capacity	Class Type	Street	City	State	Zip
001	View	16 Jan 2023	23 Jan 2023	15 Jan 2024	418	Internet				
002	View	08 May 2023	15 May 2023	13 May 2024	418	Internet				
003	View	11 Sep 2023	18 Sep 2023	16 Sep 2024	434	Internet				
Classes that have been nonconducted or cancelled or rescheduled have been excluded										

- Alternates for AOC completion:
 - Approved Functional Area DA1059 (see PPT next slide)
 - Approved Special Branch Schools or Programs (see PPT next slide)
 - DA G3/5/7 AOC Constructive Credit Memorandum



AOC Alternate Credentialing

Functional Area Title

Training Course Title

FA26A	Cyber Space Network Engineer	Qualification Course
FA26B	Cyber Space Information Systems	Qualification Course
FA30	Information Ops Officer	Qualification Course
FA40	Space Operations	Space Ops Off Qual Course
FA46	Public Affairs Officer	Public Affairs Qual Course
FA47	USMA Permanent Professor	USMA ACS
FA48	Foreign Area Officer	ACS/Language Training/In-Country
FA49	Ops Research/Sys Analysis	Qualification Course
FA50	Force Management	Force Mgmt. Officer Course
FA51	Acquisition	Int Qual on Acq. Leadership
FA52	Nuclear and Counter Proliferation Officer	Nuclear and Counter Proliferation Officer Course
FA59	Strategic Plans	Qualification Course
<i>FA29</i>	<i>Electronic Warfare</i>	<i>As of FY19 FA29 is 17B base branch</i>
<i>FA34</i>	<i>Strategic Intel Officer</i>	<i>Come FY20 FA34 will be 35B base branch</i>

All FAs MUST HAVE A DA1059 or Certificate/ Diploma

IOT receive AOC constructive credit, you MUST have constructive credit memo from DA G3/5/7

Per Army Directive 2019-19: all alternate credit courses must be completed by DEC2020 IOT count for AOC Alt Credit



ILE Enrollment Resources

YOU MUST have a previous phase marked as “G”raduated in ATRRS BEFORE Applying for the subsequent phase, or it will be disapproved.

<https://partis.leavenworth.army.mil/cgsc/DDE/SitePages/Home.aspx> (use AKO login)

<https://partis.leavenworth.army.mil/cgsc/DDE/StudentOps/SitePages/enroll.aspx> (use AKO login)

Phase 1 Reservation (AFTER ATRRS Application is in a “R”eservation status)

Click on Enrollment and follow instructions

Contact 913-758-3502 or DSN 585-3502 for questions

Phase 2 Reservation (AFTER ATRRS Application is in a “R”eservation status)

Call 913-684-2541 for access to course material

Phase 3 Reservation (AFTER ATRRS Application is in a “R”eservation status)

Call 913-758-3502 for access to course material

Additional Student Operations POC’s:

ATRRS Inquiries: 913-758-3339

Common Core Graduations: 913-684-9330

ALL THINGS ILE and time line extensions:

➤ Mr. Bruce Hatcher at 913-758-3502



ILE Resources

Administrative, Enrollment, and Graduation Support

DDE Educational Technicians will assist students with all course administrative inquiries and actions, including eligibility verification, course or ATRRS assistance, Blackboard enrollment, extension requests, modality transfers (TASS and DL), graduation verification, diplomas, DA 1059's, and transcript requests.

DDE-STUDENT OPERATIONS ADMINISTRATIVE SUPPORT DIVISION			
General Administration			
Plessl, Boyd	Chief, Student Operations Division	913-758-3357	boyd.r.plessl.civ@mail.mil
Kilgore, Kristin	ATRRS Manager	913-684-2563	kristin.l.kilgore2.civ@mail.mil
Avery, Tiffany	Lead Education Technician, AOC Enrollment POC & Disenrollment POC	913-684-2471	tiffany.j.avery.civ@mail.mil
Williams, Victoria	CC Graduation		
Hickmon, Desiree	AOC Graduation, DDE Archival Records, Transcripts Requests, Retirement Points	913-758-3380	Kieshe.d.Hickmon.civ@mail.mil
Common Core-Distance Learning (DL) Course Contacts			
Hatcher, Bruce	CC-DL Phase 1 Eligibility and Enrollment	913-758-3502	bruce.a.hatcher.civ@mail.mil
Rodriguez, Lisette	CC-DL Phase 2 & 3 Eligibility and Enrollment	913-758-3388	lisette.rodriguez8.civ@mail.mil
Common Core-TASS Course Contacts			
	TASS Course BN POC: 11-95th & 3747 & 4920	913-684-2541	
Rogan, Becky	TASS Course BN POC: 10-80 th and 11-108 th	913-758-3390	rebecca.a.rogan.civ@mail.mil



ILE Additional Resources

Registrar Documentation - Form 1002 for Retirement Points

Students seeking retirement point credit for completion of Common Core may print their Form 1002s from the CGSC official Student Management System (SMS), and submit to Human Resource Command (HRC) for processing. Use Firefox to access the internet. Instructions for printing the Form 1002 are as follows:

1. Log into the Student Management System at <https://cgsc2.leavenworth.army.mil/index.asp>
2. Select and open "View Grades"
3. Select and open a specific block, such as "C100 Foundations"
4. Select and open "View 1002"
5. Save/Print as desired
6. Repeat for each block of instruction completed

Official Document Requests

AR 350-1 states all official course documentation will be prepared and transmitted to the appropriate branch authority within 90 days of completion. Please prepare accordingly if you anticipate a promotion board upon completion of the course. Students should contact student Operations NLT 60 days prior to anticipate graduation date to request board-related documentation. Requests for expedited documentation will be reviewed on a case-by-case basis only and cannot be guaranteed.

How to Request a Copy of Your Transcript

- ✓ Students must use this web site: <http://www.cgsc.edu/>
- ✓ A quarter of the way down on the page, click the "Resources" tab.
- ✓ Then click on the "Request Transcript" link.
- ✓ Select "Transcript Request Form" within the third paragraph.
- ✓ This is what is used for DL or TASS, or any other CGSC course.
- ✓ Complete the blocks listed, focusing on those with asterisks.

Common Core Graduation / ATRRS Record

Contact the CC Graduation POC (as indicated in the above table) to ensure that your mailing address and administrative information (for production of your 1059) is up-to-date. Contact information is Jessica.e.mantick.civ@mail.mil



CGSOC References

Refer to:

- ✓ AR 350-1 (OES Requirement)
- ✓ see AR 350-1, 3-37.i
- ✓ AR 135-155, dated 13 JUL 04 (Educational Promotion Requirement)
- ✓ DA Memo 600-4, dated 9 FEB 04
- ✓ US Army CGSC Memo, dated 1 MAY 20
- ✓ <http://usacac.army.mil/organizations/cace/cgsc/cgss>
- ✓ <http://usacac.army.mil/organizations/cace/cgsc/cgss/contact>