ILE Enrollment Guide

🌟 FY 23 Edition 🌟


Version 1
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.

**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

**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.**

**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

**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

**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!

**HRC funds**
- Ph 1 and 3

**EBDL or Retirement points**
- Ph 1, Ph 2, Ph 3

**Apr 2022 DDE Timeline Policy**

UNCLASSIFIED

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.

**ATTRS Application Flow**

- Soldier requests PME
- Soldier’s unit submits ATRRS Application
- Unit/MSC approves under their quota source
- QS change to RR Pushed to HRC Queue
- HRC LDD verifies eligibility, seats, quotas, cost, budget
- Approves A1 application
- ATRRS generates auto notification email to Soldier
- HRC LDD emails RC PME Worksheet to Soldier
- LDD updates RDMS MILED code to graduate
- Schoolhouse updated ATRRS
- Soldier attends PME
- LDD publishes ADT order. Updates RDMS MILED code to enrolled
- Soldier fills out and returns worksheet to LDD
**FY 23 ILE CC classes in ATRRS**

**Distance Learning Phase 1, 2, and/or 3**

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<th>Course #: 701-1-250-ILE-CC (DL)</th>
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### PHASE 1 - 2 week ADT Class (HRC cuts orders)
- **Fort Dix, NJ**
  - School Code: A701
  - Report Date: 09 Oct 2022, 06 Nov 2022, 28 May 2023, 11 Jun 2023, 09 Jul 2023
  - End Date: 21 Oct 2022, 18 Nov 2022, 10 Jun 2023, 24 Jun 2023, 22 Jul 2023

### PHASE 2 - 8 months or 4 months (1 weekend/month: RST or UNPAID)

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- **Fort McCoy, WI**
  - School Code: E701
  - Report Date: 12 Feb 2023, 28 May 2023, 11 Jun 2023, 09 Jul 2023, 23 Jul 2023
  - End Date: 25 Feb 2023, 29 May 2023, 24 Jun 2023, 22 Jul 2023, 05 Aug 2023

- **Camp Parks, CA**
  - School Code: G701
  - Report Date: 15 Jan 2023, 26 Feb 2023, 11 Jun 2023, 09 Jul 2023, 06 Aug 2023
  - End Date: 28 Jan 2023, 27 Feb 2023, 10 Jun 2023, 07 Aug 2023, 19 Aug 2023

### PHASE 3 - 2 week ADT Class (HRC cuts orders)
- **Fort Dix, NJ**
  - School Code: A701
  - Report Date: 09 Oct 2022, 06 Nov 2022, 28 May 2023, 11 Jun 2023, 09 Jul 2023
  - End Date: 10 Oct 2022, 07 Nov 2022, 29 May 2023, 12 Jun 2023, 10 Jul 2023

- **Fort McCoy, WI**
  - School Code: E701
  - Report Date: 12 Feb 2023, 28 May 2023, 11 Jun 2023, 09 Jul 2023, 23 Jul 2023
  - End Date: 13 Feb 2023, 29 May 2023, 12 Jun 2023, 10 Jul 2023, 05 Aug 2023

### Hawaii/Pacific and European OCONUS
- See slide 11

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**Leadership. Energy. Execution.**
# FY 23 ILE Phase 2 A701

## Class Schedule

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<td>MO</td>
<td>64147</td>
</tr>
</tbody>
</table>

Classes that have been nonconducted or cancelled or rescheduled have been excluded.
### FY 23 ILE CC classes in ATRRS (HI and EU)

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

<table>
<thead>
<tr>
<th>PHASE 1</th>
<th>2 week ADT Class (HRC cuts orders)</th>
<th>Course #: 701-1-250-ILE-CC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grafenwoehr</td>
<td>School Code: 3747</td>
<td></td>
</tr>
</tbody>
</table>
001 16-Jul-23 |  
| Honolulu, HI | School Code: 4960 |  
001 10-Sep-23 |
| Grafenwoehr | School Code: 3747 |  
001 03-Dec-22 |  
| Honolulu, HI | School Code: 4960 |  
001 15-Oct-22 |
| 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!***

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**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 |

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**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 |

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

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Must be completed to obtain MILED B1 (100% CGSOC Graduate)

AOC Distance Learning (DL)  School: 701  Course: 1-250-C3B (DL)

AOC FY23 Courses:

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

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
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.

<table>
<thead>
<tr>
<th>DDE-STUDENT OPERATIONS ADMINISTRATIVE SUPPORT DIVISION</th>
<th>General Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plessl, Boyd</td>
<td>Chief, Student Operations Division 913-758-3357 <a href="mailto:boyd.r.plessl.civ@mail.mil">boyd.r.plessl.civ@mail.mil</a></td>
</tr>
<tr>
<td>Kilgore, Kristin</td>
<td>ATRRS Manager 913-684-2563 <a href="mailto:kristin.l.kilgore2.civ@mail.mil">kristin.l.kilgore2.civ@mail.mil</a></td>
</tr>
<tr>
<td>Avery, Tiffany</td>
<td>Lead Education Technician, AOC Enrollment POC &amp; Disenrollment POC 913-684-2471 <a href="mailto:tiffany.j.avery.civ@mail.mil">tiffany.j.avery.civ@mail.mil</a></td>
</tr>
<tr>
<td>Williams, Victoria</td>
<td>CC Graduation</td>
</tr>
<tr>
<td>Hickmon, Desiree</td>
<td>AOC Graduation, DDE Archival Records, Transcripts Requests, Retirement Points 913-758-3380 <a href="mailto:Kieshe.d.Hickmon.civ@mail.mil">Kieshe.d.Hickmon.civ@mail.mil</a></td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Rogan, Becky</th>
<th>TASS Course BN POC: 11-95th &amp; 3747 &amp; 4920 913-684-2541</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TASS Course BN POC: 10-80th and 11-108th 913-758-3390 <a href="mailto:rebecca.a.rogan.civ@mail.mil">rebecca.a.rogan.civ@mail.mil</a></td>
</tr>
</tbody>
</table>
**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:

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/](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](mailto: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