# **Defense Logistics Agency Instruction**



DLAI 7604
Effective February 10, 2003
Certified Current November 7, 2011
DLA Human Resources,
Military Personnel and Administration

# **Military Education and Training**

References: Refer to Enclosure 1.

- 1. <u>PURPOSE</u>: This DLA Instruction establishes and implements policies, processes and procedures necessary to the effective, efficient, and economical conduct of official Agency business. It establishes policy and procedures for the education and training of Armed Forces members assigned to DLA.
- a. The output of this instruction is a well trained and educated military personnel assigned to DLA. The focus for the activities conducted during execution of Military training and education process is to ensure that the Military Member receives the right item (training and education) at the right time.
- b. The intent of this instruction is to provide instructions and guidance to military members on how education and training requests are processed by DLA.
- 2. <u>APPLICABILITY</u>: This Instruction applies to all Headquarters DLA and DLA Primary Level Field Activities (PLFAs).

#### 3. POLICY:

- a. This instruction provides guidance and instructions to military members on how Service specific education and training requests are processed by DLA while member is assigned outside of his/her parent Service.
- b. Military members assigned to DLA will normally be scheduled for undergraduate or postgraduate schooling before or following duty with DLA. Requests for attendance at short courses of instruction conducted by either Military Service Schools or civilian institutions will be evaluated on an individual basis. Attendance will be limited to courses directly related to job knowledge and the requirement to better qualify the individual to perform assigned duties.
- c. Acquisition career field training will be limited to mandatory and assignment-specific courses required to certify the military member at the acquisition level called for by the assigned position. Exceptions will be considered when the parent Military Service regards the training as

essential to the individual Member's career progression and agrees to fund temporary duty expenses.

- d. Requests for changes or cancellation of training courses once the quota has been obtained will not be favorably considered except in emergency situations. Workload or mission requirements are not sufficient justifications to cancel scheduled training. Written justification is mandatory for all course cancellations.
- e. Educational services (tuition assistance for off-duty education, applications for Veteran Administration education benefits, and educational counseling) will be provided to DLA military personnel by nearby educational assistance offices of the respective Services.
- f. Funding will only be approved for training that is required for military members to perform their assigned duties at DLA. Use of DLA funding is not authorized for programs and courses designed strictly for leadership, professional, or career enhancing development, as this is the responsibility of the respective Service.
- g. DLA will not be responsible for establishing or maintaining aircrew initial flight qualification training programs.
- 4. <u>RESPONSIBILITIES</u>: DLA Human Resources Services, Military Personnel and Administration will provide Headquarters J codes and PLFAs with timely information on available professional military training programs under the purview if this Instruction.
- 5. PROCEDURES: Refer to Enclosure 2.
- 6. <u>EFFECTIVE DATE</u>: This Instruction is effective immediately.

Director, DLA Support Services February 10, 2003 Deputy Director, Human Resources November 7, 2011

2 Enclosures

Enclosure 1 – References

Enclosure 2 – Procedures

### References Enclosure 1

- 1. Department of Defense (DOD) Directive 5000.52, Defense Acquisition, Technology and Logistics Workforce Education, Training and Career Development, January 2005, <u>DOD</u> Issuances Website: The Official DoD Website for DoD Issuances
- 2. AR 350-1, Army Training and Education, April 2003, APD Home Page
- 3. AR 350-10, Management of Army Individual Training Requirements and Resources, September 19 90, <u>APD Home Page</u>
- 4. Naval Education and Training Command Internet Guide, NETC Homepage
- 5. United States Air Force Acquisition Career Management, APDP Web Guide, <u>Air Force Acquisition Career</u>
- 6. Army Training Requirements and Resource System, ATRRS Course Catalog
- 7. Air Force Education and Training Course Announcements, <u>ETCA COURSE</u> ANNOUNCEMENTS
- 8. United States Air Force Registration System for Acquisition Training: <u>Air Force Registration System for Acquisition Training ACQ NOW</u>
- 9. United States Army Training Requirements and Resources System (ATRRS): www.atrrs.army.mil/channels/aitas
- 10. United States Navy, eDACM
- 11. United States Marine Corps, www.atrrs.army.mil/channels/registernow
- 12. DOD Forms Management Program: http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm
- 13. eWorkplace folder for this process can be found at <a href="https://eworkplace.dla.mil/sites/prg/pages/oneBook.aspx#m">https://eworkplace.dla.mil/sites/prg/pages/oneBook.aspx#m</a>
- 14. DLA Strategic Plan FY 2010 FY 2017 http://www.dla.mil/director/Documents/DLAStrategicPlan.pdf

## Enclosure 2 Procedures

- 1. DLA Human Resources Services, Military Personnel and Administration (DLA HR Svcs-M) provides the J codes and Primary Level Field Activies (PLFAs) information on available professional military training programs under the purview of this Instruction.
- 2. The Air Force solicits nominations for attendance in Intermediate Developmental Education and Senior Developmental Education. This is an opportunity for the Air Force Majors/Major Selects and Lieutenant Colonels/Lieutenant Colonel Selects to self-nominate their preferences for upcoming developmental education. The 3849 database (located on the Air Force Secure Website) is open from 1 March through 31 March. This database allows eligible Air Force officers to self-identify their training intentions and select schools of their preference. It also allows supervisors to make comments and senior raters to nominate or not nominate an officer for the training. DLA HR Svcs-M will review the database to ensure all eligible members are included and monitor the database for completion in a timely manner. Once the selection announcement is released, DLA HR Svcs-M notifies the Commander/Chief of Staff/Personnel Technicians of their officer selections.
- 3. The Air Force is the only service that solicits nominations for Joint Professional Military Education II (JPME II). Upon receipt of JPME II information from the Air Force Personnel Command (AFPC), DLA HR Svcs-M does an initial scrub to identify officers who meet the basic criteria for JPME II. The roster is then forwarded to the J code and PLFA Personnel Technicians for dissemination to their eligible officers. The Personnel Technicians are responsible for consolidating and forwarding nominations to DLA HR Svcs-M for processing and submission to AFPC. Once the selectees are announced, DLA HR Svcs-M notifies the J codes and PLFAs of their officer selections.
- a. Army and Marine Corps personnel desiring to attend JPME II must complete and submit memorandum request through their chain of command to DLA HR Svcs-M for processing.
  - b. Navy personnel must contact their Detailers for JPME II information.
- 4. When the Air Force selects members for training courses including the Noncommissioned Officer Academy, Senior Noncommissioned Officer Academy, Squadron Officers School, Advanced Logistics Officers Readiness Course, Intermediate Logistics Officers Readiness Course, and Commander's Courses, either the Joint Base Anacostia-Bolling Military Personnel Flight (MPF) or Joint Base Andrews MPF will suspense DLA HR Svcs-M with a training Record of Individual Personnel (RIP) for the member selected to attend the course. The RIP requires signatures of the Commander, supervisor, and member. DLA HR Svcs-M forwards the RIP to the Military Personnel Technicians to obtain signatures. It is also DLA HR Svcs-M responsibility to ensure that the signed RIP is returned to the MPF for processing. Approximately 2 weeks prior to course start date, DLA HR Svcs-M ensures that travel orders have been completed and delivered to the member.