OHIO MILITARY RESERVE

201.00

Standing Operating Procedure

U.S. ARMY CORRESPONDENCE COURSES

Headquarters, Ohio Military Reserve
Deputy Commander - Operations
1000 Lawrence Road
Camp Perry Training Site
Port Clinton, Ohio
43402-2921

01 January 1998

OHMR-DC (Opns)   01 Jan 98

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Correspondence Courses, SOP 201.00

1. REFERENCE
        OHMR TC 350-3,4,5
        OHMR R 672-1

2. GENERAL
        This SOP establishes the policy and procedures for enrollment, completion, recording
and awards for U.S. Army Correspondence Courses.

3. PURPOSE
        The purpose of this SOP is to provide uniform procedures and standards for application
to correspondence course programs to ensure that personnel achieve the maximum benefit of
training; that they receive credit for their accomplishments and to enable monitoring to prevent
misuse or non-completion of programs.

4. SCOPE
        This SOP is applicable to all personnel under the command or control of the Ohio
Military Reserve and all personnel who utilize the OHMR's facilities for correspondence course
enrollment.

5. RESPONSIBILITY
        The S-3 at each level, or his designate, will be responsible for all correspondence course
activities. It is the responsibility of commanders at all levels to see that these guidelines are
followed.

6. ENROLLMENT
        a. Students may enroll in any course which is oriented toward our mission and toward
their specific job. To make this easier, the G3 Section will periodically update a shortened list of
courses which are recommended for individuals. Enrollments are not limited to that list. The
U.S. Army Correspondence Course Catalog, DA Pam 351-20, may also be used as a reference.
        b. At battalion level and below, enrollment form DA 145 will be completed at the unit
level and forwarded to the Bn Opns/Tng NCO for approval and processing. Unless otherwise
advised within seven days, units may assume that all enrollments are approved. At brigade
level, completed form will be forwarded to the Bde Opns/Tng NCO.
        c. The following blocks of the DA 145 will be filled in when applying for enrollment:
1, 2, 6, 7 (COMM), 9, 10, 11, 19 thru 25 -- see reverse of DA 145 for details.
        d. Block 17 will be completed by inserting "W80KAA" for the unit identification number.
        e. Block 20 will have the following address inserted:
                Army Institute for Professional Development
                U.S. Army Training Support Center
                Newport News, VA 23628-0001

f. When entering unit information in blocks 21 or 22, include *only* unit designation (i.e, "431st MP Co" or "HHD, 51st MP Bn") *do not* include component (i.e. "OHMR" or "Ohio Military Reserve").

g. Student's birth date -- month and day -- will be placed in the RYE DATE boxes (block number 11).

h. Enlisted students will enter "10" in block number 10; officer students will enter "08".

i. The completed form will be photocopied for the student's file in the S-3 Section and the original mailed to the address in paragraph 6e above.

j. Students may enroll in up to five individual sub-courses or one course at one time.

k. Although the school permits one year for completion of an enrollment, students must be encouraged to complete courses received as quickly as possible. Experience has shown that the likelihood of completion diminishes further with each week that passes after receipt of the booklet.

l. The S-3 Section which approved the enrollment will maintain a record of all current enrollments. A manila folder will be started for each enrollee into which will be placed the photocopy of the DA 145. If the enrollment is for a course, rather than individual sub-courses, attach a copy of the complete list of subcourses in the course to the DA 145 copy for future reference.

7. COMPLETION, RECORDING AND AWARDS

a. Upon receipt of each course or subcourse completion notice, *it is the responsibility of the student to provide a photocopy of the notice to the S-3 Section at the level where his enrollment was approved.* Failure to do so will result in failure to receive credit for the course or subcourse. The student will retain the original for his records.

b. Upon receipt of the completion notice, the S-3 Section will file it in the student's manila folder and check off the corresponding sub-course (or course) on the DA 145 copy.

c. The approving S-3 Section will periodically update the Consolidated Correspondence Course Record, Form 43-93-2512 (Annex C) in the Individual Training Record Jacket (ITRJ) file (SOP 202.00) and will forward updated copies to the Corps MPRJ file and to the individual. The CCCR will constitute the official record of courses and subcourses completed. See Annex D for a completed sample CCCR.

d. The approving S-3 Section will monitor credit hours accumulated and will submit award recommendations through channels as they are earned in accordance with OHMR-R 672-1. The completion notices filed in the manila folder will be forwarded as proof of completion.

e. When all sub-courses or courses noted on the DA 145 copy in the student's manila folder have been completed, the DA 145 copy may be discarded. Proof of completion notices not yet submitted for award recommendations will be retained until sufficient hours have been accumulated for submittal.

8. MONITORING

a. Each S-3 will monitor his company level units for active participation and percentage of completion. Progress reports for each company will be submitted to the battalion commander every six months and will be used as a component in evaluation of company commander leadership and developmental skills. Report periods will follow the Training Year. The first period will be October through March and the second period April through September.

b. Copies of the same reports are due from battalions to brigades 45 days after the end of the period. The Brigade S-3 will consolidate the reports to a single brigade report and forward a copy to ACS-Tng NLT 60 days after the end of the period. Form 4-95-3004 will be used for all reports (see Annex A).

c. Following the September report, Brigade S-3s will evaluate the performance of companies during the preceding year and award one company in each brigade the Correspondence Course Achievement streamer for the unit's guidon (see Annex B). This should

be presented at an appropriate ceremony by the Brigade Commander. Critical factors for evaluation are:

      (1) Number of persons enrolled
      (2) Total number of hours completed
      (3) Average number of hours per person completed
      (4) Number of incomplete courses

Streamers will be procured locally by brigades and will conform to the specifications in Annex B.

ANNEXES
A - Semi Annual Correspondence   Brigadier General, OHMR
     Course Progress Report   Deputy Commander, Operations
B - Correspondence Course Achievement
     Streamer Diagram
C - Consolidated Correspondence Course
     Record, Form 43-93-2512
D - Sample Completed CCCR, Form 43-93-2512

DISTRIBUTION:
Corps SOP Binder
All Bde Cdrs
All Bn Cdrs

SEMI-ANNUAL
CORRESPONDENCE COURSE
PROGRESS REPORT

Unit reporting: _____   Date: _____

_____

_____

_____

prepared by: _____   reviewed by commander _____

1. Number of persons enrolled in or who have completed correspondence courses
during the past six months: _____

    This is the total number of persons within the unit who have completed
    courses or have enrciled in courses during the past six months.
    Do not count anyone more than once.

2. Number of credit hours of correspondence courses completed by all members
of the unit during the past six months: _____

    This is the total number of credit hours of courses completed, reported
    and verified by all persons within the unit during the past six months.

3. Percentage of persons enrolled in courses or who have completed courses in
the past six months related to total number of persons on the unit Form 1 today: _____

    This percentage is arrived at by taking the answer from question #1
    and dividing it by the total number of persons on the unit Form 1 today.

4. Average number of credit hours completed in the past six months by students
who were, or who are, enrolled: _____

    This figure is arrived at by dividing the answer from question #2 by the
    answer from question #1.

5. Average number of credit hours completed in the past six months by the
average unit member: _____

    This figure is arrived at by dividing the answer from question #2 by the
    total number of persons on the Form 1 today.

6. Number of courses which expired as incomplete in the past six months: _____

    This is the number of courses which were terminated by AIPD during the
    past six months because they had exceeded the allowable work time from
    date of enrollment without having been completed by the student.

Correspondence Course Achievement Guidon Streamer

CORRESPONDENCE COURSE ACHIEVEMENT - 1995
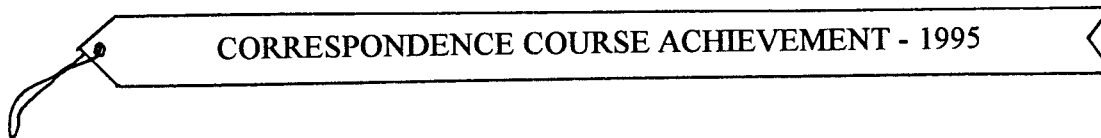
Description: 2 1/2" x 24" ribbon, folded to a point at one end and fitted with a grommet and small gold colored cord, the other end cut in a pennant shaped tail.

Lettering: 1" high, all capitals

Color: Ribbon to be maroon in color with golden yellow printing

CONSOLIDATED CORRESPONDENCE
COURSE RECORD

NAME:
SSN:

Number	Title	Start	Finish	Score	Hours

CONSOLIDATED CORRESPONDENCE
COURSE RECORD

NAME: SMITH, James A.
SSN: 235-83-4737

Number	Title	Start	Finish	Score	Hours
IS 1701	Command and Staff Procedures	27May87	26Aug87	094/EXC	10
MP 1000	Physical Security Planning	18Oct87	10Dec87	086/EXC	12
MP 1001	Installation Security	18Oct87	10Dec87	082/SAT	12
MP 1002	Area Security	18Oct87	10Dec87	096/SUP	13
IN 0402	Unit Leadership	13Mar89	20Apr89	084/SAT	04
FEMA	HS-2 Emergency Preparedness USA	05Mar89	28May89	pass	08
IN 0400	Fundamentals of Leadership - Part I	13Mar89	02May89	097/SUP	05
IN 0401	Fundamentals of Leadership - Part II	13Mar89	02May89	092/EXC	08
IS 1803	Basic Principles of Military Justice	03Oct89	06Jan90	085/EXC	04
IS 1802	Basic Course in Geneva/Hague Convention	03Oct89	06Jan90	090/EXC	04
MP 1021	Search and Seizure	03Oct89	06Jan90	092/EXC	04
IS 0281	Tactical Signal Communications	09Apr90	01May90	092/EXC	10
IT 0466	Military Intelligence Law	09Apr90	26Nov90	088/SAT	06
SM 0449	Oscilloscope Principles	09Apr90	26Jan91	081/SAT	03
AIPD	Electronic Technology Course	10Sep94		(ref subcourses)	
MM07027	Basic Electricity, Mathematics	10Sep94	19Dec94	93%	05
MM07038	Basic Electricity, Part I	10Sep94	19Dec94	100%	15
MM07017	Transistors and Semiconductors	10Sep94	02Oct95	86%	28
MM07047	Basic Electricity, Part II	10Sep94	02Oct95	90%	12
MM07055	Electronics, Part I	10Sep94	02Oct95	92%	19

Total Hours   182