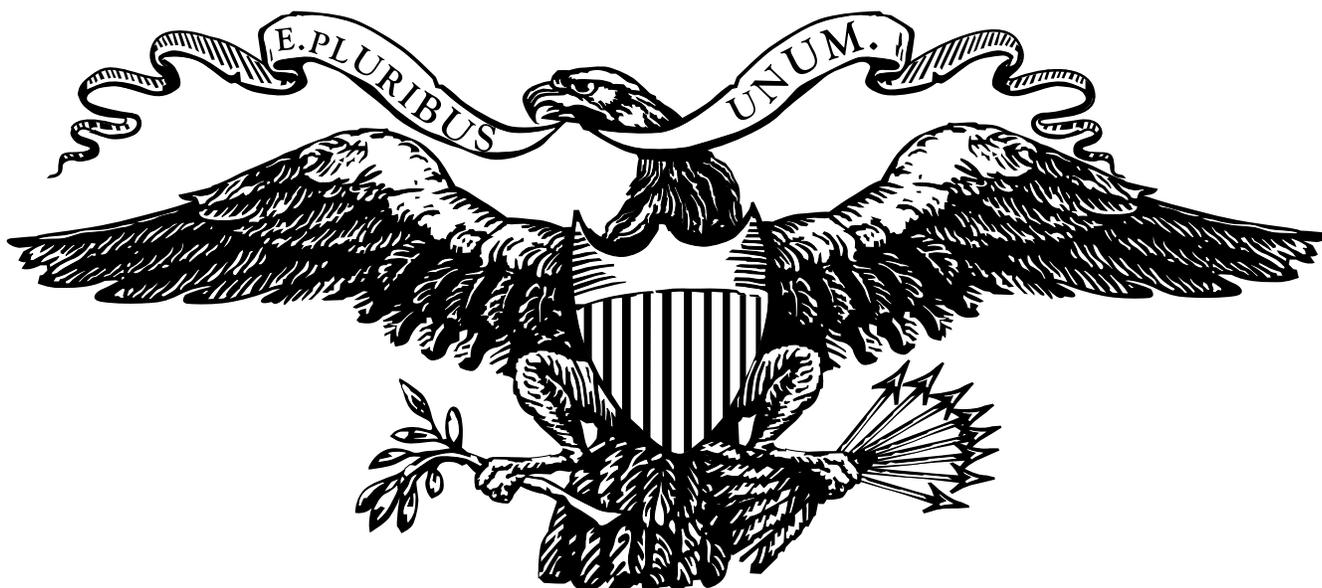


US Army Reserve Military Technician Career Guide



Career and Leadership Development for Military Technicians Of the United States Army Reserve

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Military Technician Career Guide

Summary: The draft Military Technician (MT) Career Guide outlines career and leader development for military technicians of the US Army Reserve and is published as an unofficial reference.

Applicability: This guide applies to Army Reserve MTs.

Changes to this guide will be published when required. They are not official unless authenticated. Users will destroy changes on their expiration.

Suggested improvements: Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms). Please send your recommendation directly to: Headquarters, US Army Reserve Command, ATTN: AFRC-PRC-M, 1401 Deshler Street SW, Fort McPherson, GA 30330-2000.

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Chapter One—Introduction

Congratulation on your selection and acceptance into the Army Reserve MT Program. You have been selected into one of the most rewarding, challenging, and fulfilling career fields within the Federal Government. Now let's start planning your career.

Purpose

This guide is for YOU, the MT of the Army Reserve. The guide provides information about the MT program and can be used as a reference for the development of your career. The information in the guide is based on available information as of the date of publication.

The MT Career Guide also provides guidance to commanders, proponents, and personnel managers for the development and career management of USAR MTs. The MT career guide is not an official publication. The governing regulation for the guide is AR 140-315, Employment and Utilization of Army Resrve MTs.

The guide describes common career considerations that may be unique to MTs. As a part of the introduction, Chapter 1 provides an overview and discusses the career development process, the pillars of career development, and leader development principles. Then—

- Chapter 2 addresses career planning.
- Chapter 3 discusses training, its impact on career progression, and the key elements that should be used to assess future potential.
- Chapters 4 through 8 provide specific information for technicians in the fields of Personnel, Administration, Logistics, Supply, Training, Resource and Information Management, and Maintenance.
- Chapter 9 discusses how to create your own career plan.

Conditions of employment

It is extremely important that you understand your Conditions of Employment and remain in compliance with them throughout your entire MT Career. Failure to comply with your Conditions of Employment will result in termination from the MT Program. An outstanding source for continually updated information is the MT Newsletter and the Voice of the Double Eagle.

- **MTs initially hired before 1 Sep 1970.** MTs are not required to maintain military membership to hold a civil service MT position, unless the MT attained dual status after 1 Sep 1970. Those MTs attaining dual status after 1 Sep 1970 are subject to conditions of employment criteria identified for those hired on or after 1 September 1970. Loss of unit or SELRES status, as appropriate, for reasons outside their control will not be grounds for removal.

- **MTs initially hired on or after 1 Sep 1970 and before 1 Dec 1995.** MTs may meet their unit of assignment conditions of employment by being assigned to the unit in which they work as a MT or any unit they are employed to support as a MT. MTs employed in support activities need only be members of the Selected Reserve (SELRES.) Loss of unit or SELRES status, as appropriate, for reasons outside their control will not be grounds for removal.
- **MTs initially hired on or after 1 Dec 1995 and before 10 Feb 1996.** MTs are required to maintain membership in a Army Reserve unit by which employed or in a unit they are employed to support except that MTs employed in support activities need only be members of the SELRES. Loss of same unit membership for any reason for those assigned to troop program units (TPUs) will result in loss of the civil service MT position. Loss of SELRES membership for any reason for those assigned to a support activity will result in loss of the civil service MT position.
- **MTs initially hired on or after 10 Feb 1996.** MTs are required to maintain membership in a TPU by which employed or in a unit they are employed to support except that MTs employed in support activities need only be members of the SELRES. All MTs hired on or after 10 Feb 1996 are also required to hold military and civilian positions with compatible skills. Loss of same unit membership or compatibility for any reason for those assigned to TPU's will result in loss of the civil service MT position. Loss of SELRES membership or compatibility for any reason for those assigned to a support activity will result in loss of the civil service MT position.

NOTE: Prior to 17 Nov 1976, the factor that determined a MT's Army Reserve membership requirement was the date the individual was appointed to a MT position. MTs who leave the MT program on or after 18 Nov 97 and later reenter a MT position must then meet all of the conditions of employment in effect on the later date of hire. Employees should refer to their copy of the SF 50, Notification of Personnel Action or conditions of employment form to verify their conditions.

The Following Policy Memorandums Provide more in-depth clarification:

- OCAR Memorandum dated 06 February 1998, Subject: MT Program. Outlines process for exceptions to maximum years of service (MYOS), mandatory removal date (MRD), Qualitative Retention Board (QRB) & Selective Retention Board (SRB) and TPU reinstatement.
- USARC Memorandum dated 12 March 1998, Subject: MT Program. Clarifies all categories of conditions of employment and OCAR, 6 February 1998, policy changes in a question and answer format.
- OCAR Memorandum dated 21 August 1998, Subject: Future of the Army Reserve MT Program. Clarifies same unit definition and compatibility.
- OCAR Memorandum dated 1 February 2001, Subject: Military Technician (MT) Assignment and Promotion Policy Based on "Same Unit" and Compatibility Requirements further clarifies same unit definition, supported unit and compatibility and promotion of MTs within the definition.

For further clarification, utilize your Chain of Command. However, if additional information or clarification is needed, contact your Military Technician Branch at the following telephone numbers: (404) 464-9417 or (404) 464-9036.

Leader Development Overview

The Army is committed to developing its future leaders (commissioned officers, warrant officers, noncommissioned officers, military technicians and civilians). It accomplishes this by providing opportunities to develop the skills, knowledge, and abilities required to meet the challenges of an increasingly complex, volatile, and unpredictable world.

This commitment is realized through a process known as leader development. Through the leader development process, the Army develops successful leaders, trainers, role models, and standard bearers both today and in the future. Simply put, well-developed leaders are the result of the progressive education, training, and experience that they receive throughout their careers.

The purpose and goal of leader development is always the same: To develop leaders who are capable of maintaining a trained and ready Army in peacetime to deter war, and when the need arises have the required competence and confidence to successfully engage and defeat an enemy in battle.

Throughout America's Army, leader development is executed through the three pillars of leader development:

- Institutional training.
- Operational assignments.
- Self-development.

Career Development Process

The leader career development process is a continuous cycle of education, training, experience, assessment, feedback, and reinforcement. Throughout leader development, the cycle should occur in a logical and progressive sequence. The needs of the Army and the demonstrated potential of its leaders are always kept sharply in focus and should be balanced at all times. Army leaders include officers, noncommissioned officers, civilians and military technicians. The objective of leader development is to promote competent and confident leaders who understand and exploit the full potential of Army doctrine.

Pillars of Career Development

Institutional Training

Institutional training is the "schoolhouse" training and education that military technicians receive. It is here that they train to perform critical tasks by learning the skills, knowledge, and abilities that are essential to high quality leadership.

When these same skills, knowledge, and abilities are tested, reinforced, and strengthened by follow-on operational assignments and meaningful self-development programs, military technicians attain and sustain competency in their profession. Institutional training establishes the solid foundation upon which all future development rests. It provides the progressive, sequential education and training required to develop technical competency as well as common core leadership skills. For military

technicians, institutional training includes officer and NCO professional education and specialized technician training.

Operational Assignments

Operational assignments constitute the second pillar of leader development. Upon completion of most institutional training, military technicians ideally are assigned to operational positions. This operational experience provides them the opportunity to use, hone, and build on what they learned through the formal education process.

Experience gained through on-the-job training in a variety of challenging assignments prepares military technicians to assume additional responsibility. The unit commander or leader plays a significant and instrumental role in this area. They plan and establish individual development programs, explain both unit and individual performance standards, and provide periodic assessments and feedback.

Self-Development

Institutional training and operational assignments alone do not ensure the competency needed to successfully perform the mission. Self-development should interrelate with each of the other two areas of military technician development. The term self-development is defined as a planned, progressive, and sequential program followed by individuals to enhance and sustain their technical and military competencies.

Self-development consists of individual study, research, professional reading, practice, and self-assessment. It also includes college education and professional certification. This key aspect of individual qualification solidifies the Army leader development process.

Development Principles

Six principles have been established as tenets of Army leader development and career management. These principles serve as a frame of reference for the individual.

First, leader development is doctrinally based, with FM 100-1 providing the springboard for our war-fighting doctrine. It spells out the constitutional and legal basis for our being, the national security objectives, the spectrum of warfare, and our beliefs concerning the profession of arms to include the professional Army ethic and values. FM 100-5 is our keystone war-fighting doctrine for subordinate and tactical level doctrine, professional education, and individual and unit training. FM 25-100 tells us how we should train, including the senior leader's role. FM 22-100 and FM 22-103 combined complete this doctrinal foundation. They provide the immediate link between leadership and leader development, that is, developing competent, confident leaders who at the junior level have the necessary leadership experience to move into positions of greater responsibility where they create the conditions for sustained organizational success.

Second, leader development programs should be responsive to the environment. This includes law, policy, resources, force structure, the world situation, technology, and professional development. Development plans must be revised on a continuing basis to meet these changing conditions. Programs, which are not modified to reflect changes, will probably fail.

Third, success should be measured in terms of contribution. Professional goals are the key to the definition of success, as a professional. Individual performance on the job is the single most important element in achieving goals and improving promotion potential.

Fourth, high-quality soldiers and civilians deserve high-quality leaders. This principle is the heart of leader development and breathes life into all aspects of the Army fundamental imperatives - training, force mix, doctrine, modern equipment and leader development. MTs must be high-quality leaders as both civilians and as officers or NCOs.

Fifth, we recognize as a philosophy that leaders can be developed. While a principle in itself, it is inextricably linked to the philosophy of shared responsibilities between the individual MT, the technician's commander, and the institutional schoolhouses.

Sixth, development is cooperative and holistic. The leader development system helps achieve this affect by combining the institutional training, operational assignments, and self-development. The three pillars and the six principles of leader development work together as a foundation for preparing soldiers and civilians to assume ever-increasing levels of leadership. MTs, who grasp how these elements combine with their own individual potential and duty performance, can visualize their path to career development, satisfying work, and future potential.

ARMY VALUES

Loyalty: Bear true faith and allegiance to the U.S. Constitution, the Army, your unit, and other soldiers.

Duty: Fulfill your obligations.

Respect: Treat people as they should be treated.

Selfless-Service: Put the welfare of the nation, the Army, and your subordinates before your own.

Honor: Live up to all the Army values.

Integrity: Do what's right, legally and morally.

Personal Courage: Face fear, danger, or adversity (Physical or Moral).

You hold the keys to your career success.

Chapter Two—Career Planing

A career in military service can last a few years or it can span most if not all of an individual's productive work years. Many of today's career soldiers and MTs originally joined the Army with the idea of serving a few years and then returning to civilian life. Often they found the challenges and the rewards of the Army worthwhile and at some point decided to make the Army a career.

As a MT, you have made the decision to devote a large part of your life to the Army Reserve as a civil servant and as a reservist. You have the unique task of simultaneously planning two careers. It is easy enough to simply do your job and hope for the best. However, most of you realize that career planning is a must to succeed in your chosen career.

Career planning is the blueprint for a successful work life, which will lead and aid you in achieving your maximum career potential. Just as a builder would not build a home without plans, you must also put in the time and effort to lay out a plan for your career. Difficult as this might be, the rewards far outweigh the investment.

The analogy of the builder's blueprint is helpful in at least two ways. First, most builders realize that blueprints are rarely if ever followed exactly. Changes to the plans have to be made throughout construction as unforeseen situations occur. Career plans also must be modified periodically when dictated by new opportunities, changing family needs, or unknown roadblocks. Expect these changes, as they are a part of life. Your career plan will still be the single most important tool you have to map out your future and your success.

Second, blueprints have a set of common characteristics that make them easy to understand. Successful career planning also shares a number of common ingredients. The following list of guidelines should help you lay out a plan uniquely tailored to your potential, goals, and your experience.

Ingredients For Successful Career Planning

1. **Self-analysis.** Individual MTs should conduct an honest assessment of their personalities, desires, level of motivation, etc. in order to proceed with a valid career plan. It is helpful to list these on paper and then show them to a trusted colleague or mentor for their comments.
2. **Seek good advice.** Each individual should continually seek advice from those people who have been successful. Pay particular attention to those who have excelled in your particular career area.
3. **Ask for direction.** Individuals should ask themselves where it is they want to go with their careers. Seek direction from people who can provide valuable insight into how they can achieve their career goals. This should include leaders who are in your chain of command. Another outstanding source of information is the MT Branch at the United States Army Reserve Command (USARC).
4. **Plan.** Like anything else, planning a career is just as important as attempting to achieve success. There are many individuals who have desire to achieve, and who are hard workers, but who will fail to achieve success in a career. To achieve success you need specific career goals and a detailed plan describing how and when you will achieve those goals.

5. **Find a mentor.** In every organization and career field there are people who have proven themselves successful. Find a mentor and pattern your career after that person. Seek his or her advice. Learn how to avoid the pitfalls and how to take advantage of challenging opportunities.

6. **Invest your time.** There are few shortcuts to success. The investment of your time is the most important thing you can do to develop your career. Attend training courses. Read constantly. Join professional groups. Volunteer to go the extra mile to achieve excellence for your work group. Further your education.

7. **Continually evaluate your situation.** Do not accept the status quo. Assess and reassess your goals to ensure that you are adequately developing your career. Career development is an evolving process.

8. **Be Disciplined.** Every individual needs to be patient in developing his or her career. Career advancement is a time consuming, slow process. Make self-development a routine part of your career.

9. **Performance is critical.** How you work with others and your personal contribution to the unit's mission success is the key to future advancement. Don't accept or give anything less than your best.

Responsibilities For Career Planning

Every Military Technician who desires promotion potential must:

- Perform assigned duties successfully.
- Remain true to values and ethics.
- Keep informed of opportunities for training and advancement.
- Determine potential for advancement in appropriate job series and MOS.
- Set individual career goals and meet them.
- Effectively communicate orally and in writing.
- Demonstrate to the chain of command your capacity for growth.
- Periodically assess your progress and make adjustments as required.

Military technicians are required to maintain a high level of proficiency in their civilian occupational specialties. As soldiers, you are also expected throughout your careers to pursue increasing job responsibilities based upon your skill level, military grade, and previous position assignments. DA Pam 611-21 is utilized as the Army's basic career guide for military leader development. Each military technician should understand the applicable regulation as it applies to his or her military career.

Military Leadership Development: NonCommissioned Officer, Warrant Officer and Commissioned Officer leadership development training has been established to ensure soldiers complete specific levels of leadership courses throughout their careers.

For NCOs, the leadership development courses are:

- Primary Leadership Development Course (PLDC)
- Basic NCO Course (BNCOC)
- Advanced NCO Course (ANCOC)
- Sergeants Major Academy (USASMA)

For Warrant Officers, the leadership development courses are:

- Warrant Officer Basic Course (WOBC)
- Warrant Officer Advance Course (WOAC)
- Warrant Officer Senior Course (WOSC)

For Officers, the leadership development courses are:

- Officer Basic Course (OBC)
- Officer Advance Course (OAC)
- Combined Arms Staff Service School (CAS-3)
- Command & General Staff Officer College (C&GSOC)
- Senior Service College (SSC)

Civilian Leadership Development: The Army policy for development of civilian leaders identifies several courses (listed below) to ensure that civilian leaders receive solid training in Army leadership competencies. The first four courses listed are also recommended as developmental opportunities for those not serving as leaders or supervisors.

- Supervisor Development Correspondence Course (ST-5000)
- Leadership Education and Development (LEAD) Course
- Management Development Correspondence Course (ST-6000)
- Action Officer Correspondence Course
- Sustaining Base Leadership and Management (SBLM)
- Organizational Leadership for Executives (OLE)

- Seminar for New Managers
- Personnel Management for Executives (PME)
- PMEII

Factors Impacting On Dual Status Careers

MTs must simultaneously develop both their military and civilian careers. The factors listed below should be considered in career planning:

- Some restrictions apply whether MTs may attend certain training based upon their occupational series as a civilian or Military Occupational Specialty (MOS) as a soldier.
- Time spent away from a civilian job to perform required military training or missions could sometimes be a problem.
- Funding constraints (Annual Training/Active Duty for Training or mission/school funds) can limit opportunities to attend institutional training.
- Priorities, including unit-training requirements, cross leveling displaced and over strength soldiers, reorganization and restructuring efforts, and force development changes often effect career development.
- Possessing mobility to accept either a civilian or military position assignment due to the dual status conditions of employment is a continuing challenge.
- Finally, it is important to recognize the link between the MT position and the reserve position that an individual occupies. Career progression is related to simultaneous development and advancement of both military and civilian careers.

Each of these factors is challenging; however, none of them have prevented successful military technicians from achieving most, if not all, of their career goals. Be aware of the challenges, but do not let them stop your progress.

Merit Placement and Promotion

The Merit Placement and Promotion Plan provides a systematic process for filling positions that are not covered by established career programs. This plan incorporates both the laws and the guidance set forth by the Office of Personnel Management (OPM).

The plan provides the policy and procedures to fill positions on the basis of merit and fitness from among the best-qualified candidates available. It also assures employees have an opportunity to develop and advance to their full potential according to their capabilities. The plan further specifies that consideration for placement and promotion is made on a fair and equitable basis, without regard to political, religious, or labor affiliations or non-affiliations, marital status, race, color, sex, national origin, non-disqualifying handicap, or age.

To be eligible for promotion in a General Schedule (GS) position in competitive service, you must meet minimum time-in-grade requirements as specified in each vacancy announcement.

Qualified employees are encouraged to apply for position vacancies announced under the plan. The level of your experience and the skills necessary for a specific position vacancy is a primary factor in determining how well you will compete with other qualified candidates. If you are registered in a career program (CP) you will also be considered for vacancies in the field in which you are registered.

For Wage Grade (WG) positions, candidates should refer to the specific qualifications for each job vacancy.

The North Central Region, Civilian Personnel Operations Center (CPOC), at Rock Island, Illinois, recruits for vacancies within the USARC Headquarters, subordinate activities, and the MT Program. Accessing the North Central Region, CPOC, Regional Home Page at www.cpol.army.mil will provide a list of vacancy announcements and application procedures.

Chapter Three -- Training

Employee Training and Development

Commanders and supervisors are responsible for assisting each MT in their development. This is achieved by determining the areas where training is needed, helping to develop a plan for improving skills and abilities, and providing training opportunities that will meet the needs of the organization and assist in the individual's personal development. Even though management must make the final determination regarding the need for training, you should stay involved and let your supervisor know when you have training and development needs.

While the commander or supervisor is responsible for assisting, each MT is responsible for his or her own development. The desire for development and the physical and mental effort necessary to increase your knowledge and skills in any training rests with you. Regardless of how effective and well prepared the instructor or supervisor may be, you must be receptive to the material presented if the training is to be successful.

A great deal of training, which you will receive, will be on-the-job training given by your supervisor or an experienced co-worker. If you have a supervisory position, you will be given mandatory correspondence and classroom training in supervisory responsibilities. This training will aid you in training employees under your supervision, in orienting new employees, and in developing an efficient, well-motivated work group. Off-the-job training opportunities may also be made available to you.

In addition, many opportunities are available to you for self-development. Self-development efforts are indicative of an employee's initiative, ability to learn, and desire to improve. Each military technician is encouraged to seek continuous self-development as circumstances and time permit.

Civilian Career Development Training

Recent OPM amendments to the Government Employees Training Act (signed 31 March 1994) were designed to reduce restrictions on civilian training. These amendments:

- Allow managers to focus on the organizational mission.
- Take advantage of the available training courses from private industry as well as government.
- Ease the employee's efforts to become adept at all skills they need as empowered workers and leaders.

Employees who are supervisors need to have additional training opportunities in order to be able to successfully supervise other employees. These include, Supervisor Phase I & II Training courses, Army Leadership Development course, etc.

- Training opportunities for civilians include:
- On-the-job training.

- Formal training courses or institutional training.
- Correspondence courses.
- Functional workshops/seminars.
- College courses.

Some common resources for training and self-development are:

- **US Army Reserve Readiness Training Center (ARRTC).** The ARRTC courses are designed to provide military and civilian personnel who enter full-time support to the Army Reserve with the knowledge and skills necessary to perform their assigned duties in the pre-mobilization environment. The ARRTC is located at Fort McCoy, Wisconsin. Courses are identified in USARC Regulation 351-1. Currently, the MT Branch has the responsibility to schedule all newly hired MTs to attend the Army Reserve Technician Entry Training Course (ARTET) which is taught at the ARRTC. The MT Branch also has the responsibility to schedule Unit Administrators for the Unit Administrator Basic Course (UABC), the Unit Records Administration/Automation Course (URAAC), and the Unit Pay Administrator Course (UPAC). All other appropriate follow-on functional training for MTs may be scheduled at the ARRTC.
- **Senior leader training.** There are many training programs that focus on leader development that are offered by several government agencies. These include LEAD, OLE and other supervisors' courses, Office of Personnel Management (OPM) courses for GS-12 and higher executives, and the SBLM. Civilians may be selected to attend the Army Command and General Staff Officers' Course, the Army War College, or similar level courses offered by Air Force, Navy, and Department of Defense.
- **Education services specialists** are available at the regional support commands and active duty installations. These individuals are knowledgeable concerning the full range of training and educational opportunities. They have specific information regarding financial assistance that is available and they are aware of current training courses that may be offered in your area. Contact your command education specialist to see how they can help you reach your professional goals.
- **The Army Training Requirements and Resource System (ATRRS) POCs** are located in most units. The POCs have access to the Army's professional development and NCOES courses available through ATRRS. They can help you determine the availability of training seats and obtain quotas in these courses.
- **Correspondence courses.** Courses are offered through the Army, Navy, and Air Force, by universities, and through other training organizations. You are eligible to enroll in the Army correspondence courses (DA Pam 350-59) at no expense. Courses from other sources may involve a cost and must be job related. Your organization may be able to assist you in meeting some expenses.
- **Colleges and technical schools.** Most institutions of higher learning offer courses in the evening for the convenience of individuals who work a regular job. Some also offer weekend seminars. Financial assistance may be available from these schools or you may be eligible for the GI Bill or tuition assistance from the Army.

- **City libraries.** These facilities contain many excellent books and periodicals well suited for self-development. The library personnel will gladly assist you in identifying appropriate materials. The following library services may be of special interest:
 1. Microfiches of college catalogs.
 2. Preparation material for most major tests such as CLEP, SAT, ACT, GRE, LSAT, etc.
 3. Self-study books in areas such as language and basic math.
 4. Computer listing of careers and requirements needed.
 5. Reference books on scholarships and grants.
- **Army schools.** DA Pam 351-4 is a catalog listing courses of instruction available through Army schools and training centers. Nomination for attendance is made at the organizational level and quotas are available through ATRRS.
- **Non-government training.** Private vendors can supplement in-service and self-development activities. Payments of certain costs of non government training may be paid by the initiating organization if funds are available and the training is job related.

Training and Educational Planning

With so many opportunities for training and education, each MT will have to determine which courses are most important to his or her development. Training courses must be balanced against mandatory military professional development courses for NCOs and officers.

Individual MTs must also weigh the value of furthering their education in seeking one or more college degrees. A college degree is often a key ingredient to enhancing your performance on the job and to increase your potential for further advancement.

In today's rapidly changing world that is ever more dependent on advanced technology, education and training must be a life long pursuit. There is not enough time to take advantage of every opportunity so it will be to your advantage to map out a training development plan as a critical part of your personal career planning.

One way to do this is to list the years of your career. Once you have laid out this time line, then plot onto it your required officer or NCO training courses. Next review the functional training courses that you will need to take at the ARRTC for your military technician career field. Many of these courses are listed in the career models (chapters 4 through 8). Finally, review the education you believe will be necessary for your future advancement and overlay a plan to get a degree. Please see Chapter 9, Creating Your Career Plan, for more information on how to plan for training and career development. All of this is important if you wish to achieve your full potential. Good training and educational planning are essential for increased job performance and promotion competitiveness.

Chapter Four -- Personnel and Administration Careers

Progression within the field of personnel and administration is focused on succeeding higher levels of responsibility at the company, battalion, brigade or group, and at major support command headquarters. Entry level positions are GS-04/05 Military Personnel Clerks and USAR Unit Administrative Technicians.

Unit Administrators at the GS-05 through the GS-07 grades offer career progression. Specialization in facilities management is receiving more emphasis and MTs in these positions should take advantage of opportunities for training and education to increase their knowledge, skills, and abilities.

As MTs move up the career ladder they will find opportunities for promotion as Supervisory Staff Administrators or Military Personnel Management Specialists (GS-09 through GS-12). Additional positions are found as Military Personnel Officers through the grade of GS-13. MTs should also consider other career fields such as training and logistics to increase their career options.

The MT Career Template gives approximate guidance on available courses of instruction at the ARRTC. The order of these courses is not meant to give either a timeline or a specific sequence to follow. You and your chain of command will determine the best courses to attend and the most appropriate sequencing based on your experience and the needs of the chain of command.

It must be noted that attendance at these courses does not ensure that an individual is ready for promotion or that there will be an opportunity for promotion. Because of the competitive nature of the MT positions, those wanting to compete for vacancies should be actively engaged in personal development throughout their careers. The key to success and promotion potential has always been individual performance and mobility.

Personnel and Administration

MT Career Template

GRADES	OPERATIONAL ASSIGNMENTS
GS-05/07	Company Unit Administrator
GS-07	Company Unit Administrator, SAA
GS-08/09	BN SAA, BDE SAA, MPMS
GS-10/11/12	BN/GP/BDE SSA, RSC MPMS
GS-13	RSC MPO
GS-13/14	CXO

ARRTC INSTITUTIONAL TRAINING

Army Reserve Technician Entry Training Course (ARTET)
Unit Administration Basic Course (UABC)
Unit Pay Administration Course (UPAC)
Unit Records Administration Automation Course (URAAC)
Basic Computer/CLAS Course (BC3)

Personnel and Administration

MT Career Template

Continued

USAR Basic Supply Course (BSC)

ATTRS Basic Operator Course (ABOC)

Facility Manager Course (FMC)

USAR Personnel Management Course (PMC)

Other ARRTC Course that may apply to your specific organization needs

NCO DEVELOPMENT

NCO RANKS, OPERATIONAL ASSIGNMENT AND NCO INSTITUTIONAL DEVELOPMENT

SPC	SGT	SSG	SFC	MSG	SGM
	Tm. Leader	Asst. Sec NCOIC	PMNCO	Per Mgt Supv. Div Pers	SGM
	Pers. SGT	Pers. Supv.	PSNCO	1SG	Commandant
			PAC Supv.		
PLDC	BNCOC	ANCOC	Battle Staff		USASMA
			1SG Course		

NCO SELF DEVELOPMENT

Prior to attending PLDC complete: English Composition, Basic Mathematics, and Computer Literacy

Prior to attending BNCOC complete: Communications, Personnel Supervision, and Behavioral Science

Prior to attending ANCOC complete: Principles of Management, Organization Behavior, Information Management System, and Technical Writing

Prior to attending USASMA complete: Research Techniques and Human Resource Management

RECOMMENDED Career Management Field (CMF)-RELATED COURSES AND ACTIVITIES

Skill Level 10: Fundamentals of English, Intro. to Data Processing, Business Math, Army Career Correspondence Program (ACCP) for 71C, L, ACCP for 75B, H, F, and Z

Skill Level 20: English Comp II, Intro to Business, Algebra, Principle of Mgt., Fundamentals of Education, ACCP: Basis Level Sustainment Training Course

Skill Level 30: Speech, Supervisory Management, Computer Programming, Algebra, Educational Psychology, Psychology of Learning, ACCP: Advanced Level Sustainment Training Course

Skill Level 40: Statistics, Applied Management, Creative Writing, DataBase Mgt., Political Science, Office Automation, World Geography

Skill Level 50: Behavioral Science, Public Relations, Business Communications, Organizational Effectiveness and Logic

RECOMMENDED CMF-RELATED CERIFICATION OR DEGREE GOAL

By your 10th year of service:

AA or AS in one of the following: Liberal Arts, Management or Business (Any Specialty), English, Computer Science, Public Relations, Economics, Marketing, Behavioral Science, Educational System Technology.

By your 16th year of service:

BA or BS in one of the following: Liberal Arts, Management or Business (Any Specialty), English, Computer Science, Public Relations, Economics, Marketing, Behavioral Science, Educational System Technology.

Personnel and Administration

MT Career Template

Continued

OFFICER DEVELOPMENT

OFFICER RANKS, OPERATIONAL ASSIGNMENT AND INSTITUTIONAL DEVELOPMENT

2LT/1LT	CPT	MAJ	LTC	COL
Chief Pers Act XO, S1/ADJ	Chief Off Mgt Chief Enl Mgt	DISCOM/GRP S1 Cdr PSC	G1/BN/Cdr/PS Cmd Dep Cdr Pers Svc	RSC, USAR, OCAR Staff
Postal Off	Ops Off CO	S3/XO Dep G1, Sep	Div Pers GRP	
Tm Chief Repl Det	RSC Staff	BDE Chief Str Mgt	RSC, USAR, OCAR	
Tng Officer	S1/ADJ, XO /S3	Chief Pers Op Br RSC, USAR, OCAR Staff	Staff	

OBC Must be completed by 3d year of service.

OAC Must be completed by 14th year of service.

CAS3 Must be completed for promotion to Major.

CGSOC Must complete 50% for promotion to Lieutenant Colonel.

SSC Must be completed for promotion to BG.

OBC OAC CAS3 50% CGSOC CGSOC SSC

OFFICER SELF DEVELOPMENT

Lieutenant Phase (years 1- 6) Seek troop unit staff and command assignment.

Captain Phase (years 7-13) Seek troop unit staff and command assignments.

Major Phase (years 14-21) Seek assignment in command and staff position at USAR Major Support Commands or other Headquarters.

Lieutenant Colonel and Colonel Phase (years 22-30) Seek assignment in MSC, RTU or IMA command and staff positions.

Chapter Five -- Logistics and Supply Careers

Progression within the field of logistics and supply is focused on succeeding higher levels of responsibility at the company, battalion, brigade or group, and at major support command headquarters. Entry level positions are GS-04/05 Maintenance Administration Clerks and Supply Clerks.

Supply technicians at the GS-05 through the GS-07 grades and positions in related jobs offer career progression. Specialization in food services offers possible career positions for a limited number of MTs in the grades 07 through 11.

MTs will find advancement possibilities as logistics management specialists or facility management specialists (08 through 11). Additional positions are found as Equipment Concentration Site (ECS) managers and supervisory equipment specialists through the grade of 12.

The largest number of GS-13 graded positions are as supervisory logistics management specialists. MTs should also consider qualifying for other fields to increase the number of positions for which they can compete.

The MT Career Template gives approximate guidance on available courses of instruction at the ARRTC. The order of these courses is not meant to give either a timeline or a specific sequence to follow. You and your chain of command will determine the best courses to attend and the most appropriate sequencing based on your experience and the needs of the chain of command.

Other courses should be considered for more senior managers. This includes courses available through Army Logistics Management Center (ALMC) at Fort Lee, Virginia. Contact ALMC for the most current course information and class availability.

It must be noted that attendance at these courses does not ensure that an individual is ready for promotion or that there will be an opportunity for promotion. Because of the competitive nature of the military technician positions, those wanting to compete for vacancies should be actively engaged in personal development throughout their careers. The key to success and promotion potential has always been individual performance and mobility.

Logistics and Supply

MT Career Template

GRADES	OPERATIONAL ASSIGNMENTS
GS-05/07	Supply Clerk and Maintenance Administrator Technician
GS-07	Supply Technician and Maintenance Administrator Technician
GS-08/09	BN/GP/BDE Logistic Management Specialist
GS-10/11/12	BN Supervisor Equipment Specialist and Log Management Specialist
GS-13	RSC Supervisor Management Specialist
GS-13/14	CXO

Logistics and Supply

MT Career Template

Continued

ARRTC INSTITUTIONAL TRAINING

USAR Basic Supply Course (BSC)

Property Book Course

Basic Computer/CLAS Course (BC3)

Maintenance Course (MC)

Logistics Management Course (LMC)

Facility Managers Course (FMC)

Unit Movement Officer Course (UMOC)

Other ARRTC Course that may apply to your specific organization needs

NCO DEVELOPMENT

NCO RANKS, OPERATIONAL ASSIGNMENT AND NCO INSTITUTIONAL DEVELOPMENT

SPC	SGT	SSG	SFC	MSG	SGM
	Squad Leader	Ops Sergeant	Plt Sergeant	1SG	SGM
PLDC	BNCOC	ANCOC	Battle Staff 1SG Course		USASMA

NCO SELF DEVELOPMENT

Prior to attending PLDC complete: English Composition, Basic Mathematics, and Computer Literacy

Prior to attending BNCOC complete: Communications, Personnel Supervision, and Behavioral Science

Prior to attending ANCOC complete: Principles of Management, Organization Behavior, Information Management System, and Technical Writing

Prior to attending USASMA complete: Research Techniques, Human Resource Management and Senior Supply Service Sergeant Course (ACCP or Resident Course)

RECOMMENDED CMF-RELATED COURSES AND ACTIVITIES

Skill Level 10: Fundamentals of English, Intro to Data Processing, Business Math

Skill Level 20: English Comp II, Intro to Business, Algebra, Role of the Military, Human Growth & Development
ACCP: QM 2063-9

Skill Level 30: Speech, Supervisory Management, Computer Programming, Counseling Principle, Algebra, Contemporary Moral Issues, Stress & Crisis Management, ACCP: QM 0311-5 Word Processing Database Management

Skill Level 40: Statistics, Accounting I, Finance, Personnel Finance, Principles of Business, Economics

ACCP: QM3401-9, 3402/5

Skill Level 50: Behavioral Science, Public Relations, Business Communications, Organizational Effectiveness and Logic, ACCP: QM 0197-5,3404-A

Chapter Six – Training/Operations Careers

Progression within the field of training is limited to job series 301, 303, and 1702. These jobs are found primarily at the battalion, brigade or group, and at major support command headquarters.

Staff Operations and Training Specialist (SOTS) and Total Army School System (TASS) Battalion Unit Administrators at the GS-09 grade offer career progression. MTs should take advantage of opportunities for training and education to increase their knowledge, skills and abilities. MTs may want to consider seeking jobs in other career areas if they see restricted upward mobility.

As MTs move up the career ladder they may find possibilities for promotion as SOTS/STS/SOTO/STO (grades 09 through 12). The SOTO GS 13 positions are the highest graded positions in this career area.

The MT Career Template gives approximate guidance on available courses of instruction at the ARRTC. The order of these courses is not meant to give either a timeline or a specific sequence to follow. You and your chain of command will determine the best courses to attend and the most appropriate sequencing based on your experience and the needs of the chain of command.

It must be noted the attendance at these courses does not ensure that an individual is ready for promotion or that there will be an opportunity for promotion. Because of the competitive nature of the military technician positions, those wanting to compete for vacancies should be actively engaged in personal development throughout their careers. The key to success and promotion potential has always been individual performance and mobility.

Training/Operations

Military Technician Career Template

GRADES	OPERATIONAL ASSIGNMENTS
GS-07/09	USAR School Technician, Staff Training Assistant, or Operations and Training Technician
GS-08/09	Staff Administrative Assistant
GS-09-12	Staff Operations and Training Specialist
GS-10/11/12/13	Supervisory Staff Administrator
GS-11-12	Staff Operations Officer, Staff Training Officer, or Supervisory Staff Operations and Training Officer
GS-13	Staff Operations and Training Officer

ARRTC INSTITUTIONAL TRAINING

Training Management Course (TMC)
Company Trainer Course
ATRRS Basic Operator Course (ABOC)
ATRRS Manager Course (AMC)
Basic Computer/CLAS Course (BC3)
Security Manager Course (SMC)
Physical Security Basic Course (PSBC)
Facility Manager Course (FMC)
USAR Mobilization Planners Course (UMPC)

Training/Operations

MT Career Template

Continued

Other ARRTC Courses that may apply to your specific organization needs

NCO DEVELOPMENT

NCO RANKS, OPERATIONAL ASSIGNMENT AND NCO INSTITUTIONAL DEVELOPMENT

SPC	SGT	SSG	SFC	MSG	SGM
	Tm. Leader	Recruiter/Drill Sgt	Platoon Sgt	1SG	SGM
		Squad Leader	Ops Sgt		

PLDC	BNCOC	ANCOC	Battle Staff	USASMA
			1SG Course	

NCO SELF DEVELOPMENT

Prior to attending PLDC complete: English Composition, Basic Mathematics, and Computer Literacy

Prior to attending BNCOC complete: Communications, Personnel Supervision, Behavioral Science and Stress Management

Prior to attending ANCOC complete: Principles of Management, Organization Behavior, Information Management System, and Technical Writing

Prior to attending USASMA complete: Research Techniques and Human Resource Management

RECOMMENDED CMF-RELATED COURSES AND ACTIVITIES

Skill Level 10: Land Navigation, Effective Writing, Infantry Weapons Specialist Course

Skill Level 20: Maintenance Management, Records Management Interpersonal Communication and Computer Literacy

Skill Level 30: Principles of Instruction and Training Methodology, Performance Appraisals, Contemporary Social Problems, Political Science and Battalion Intelligence and Operations Course

Skill Level 40: Organizational Management, Interpersonal Relations, Political Science/International Relations, Group Dynamics, Long Range Surveillance, and Leaders Course

Skill Level 50: Leadership and Management and Problem Solving

RECOMMENDED CMF-RELATED CERIFICATION OR DEGREE GOAL

By your 10th year of service:

AA or AS in the following: General Studies

By your 16th year of service:

BA or BS in the following: Management

Training/Operations

MT Career Template

Continued

OFFICER DEVELOPMENT

OFFICER RANKS, OPERATIONAL ASSIGNMENT AND INSTITUTIONAL DEVELOPMENT

2LT/1LT	CPT	MAJ	LTC	COL
Chief Pers Act XO, S1/ADJ	Chief Off Mgt Chief Enl Mgt	DISCOM/GRP S1 Cdr PSC	G1/BN/Cdr/PS Cmd Dep Cdr Pers Svc	RSC, USAR, OCAR Staff
Postal Off	Ops Off CO	S3/XO Dep G1,Sep	Div Pers GRP	
Tm Chief Repl Det	RSC Staff	BDE Chief Str Mgt	RSC, USAR, OCAR	
Tng Officer	S1/ADJ,XO /S3	Chief Pers Op Br RSC, USAR, OCAR Staff	Staff	

OBC Must be completed by 3d year of service.

OAC Must be completed by 14th year of service.

CAS3 Must be completed for promotion to Major.

CGSOC Must complete 50% for promotion to Lieutenant Colonel.

SSC Must be completed for promotion to BG.

OBC OAC CAS3 50% CGSOC CGSOC SSC

OFFICER SELF DEVELOPMENT

Lieutenant Phase (years 1- 6) Seek troop unit staff and command assignment.

Captain Phase (years 7-13) Seek troop unit staff and command assignments.

Major Phase (years 14-21) Seek assignment in command and staff position at USAR Major Support Commands or other Headquarters.

Lieutenant Colonel and Colonel Phase (years 22-30) Seek assignment in MSC, RTU or IMA command and staff positions.

Chapter Seven -- Resource and Information Management Careers

Progression within the field of resource and information management is limited at the battalion, brigade or group, and at major support command headquarters. Positions in this area are few, but tend to be higher graded because of the level of expertise.

The vast majority of information and resource management jobs are located at General Officer headquarters. Entry level positions for some positions may be developmental/trainee at the GS-05 through GS-07 grade levels. Grades within these series, at the full performance levels, range from GS-09 to GS-12 and some positions progress to the managerial level.

Progression within the resource management field may be developmental from Budget Analyst GS-7 to GS-9/11/12. Another opportunity within this field is developmental Management Analyst GS-07 to Management Analyst, grades GS-9/11/12. Resource Management positions offer a wide range of potential, from GS-11 to GS-13. These positions generally require specialized experience in the field or closely related experience/education.

The MT Career Template gives approximate guidance on available courses of instruction at the ARRTC. The order of these courses is not meant to give either a timeline or a specific sequence to follow. You and your chain of command will determine the best courses to attend and the most appropriate sequencing based on your experience and the needs of the chain of command.

It must be noted that attendance at these courses does not ensure that an individual is ready for promotion or that there will be an opportunity for promotion. Because of the competitive nature of MT positions, those wanting to compete for vacancies should be actively engaged in personal development throughout their careers. The key to success and promotion potential has always been individual performance and mobility.

Resource and Information Management Military Technician Career Template

GRADES	OPERATIONAL ASSIGNMENTS
GS-05/07	Budget Assistant and Computer Assistant
GS-08/09	Budget Analyst, Computer Specialist, or Programmer Management Analyst
GS-10/11/12	Management Analyst, Budget Analyst, and Information Management Officer
GS-13	Resource Management Officer and Information Management Officer
GS-13/14	CXO

ARRTC INSTITUTIONAL TRAINING

USAR Budget Management Course (BMC)
Basic Computer/CLAS Course (BC3)
RPA Financial Management Course
OMAR Financial Management Course
Information Management Course
Other ARRTC Course that may apply to your specific organization needs

Resource and Information Management

MT Career Template

Continued

NCO DEVELOPMENT

NCO RANKS, OPERATIONAL ASSIGNMENT AND NCO INSTITUTIONAL DEVELOPMENT

SPC	SGT	SSG	SFC	MSG	SGM
	Tm. Leader	Recruiter/Drill Sgt	PLT Sergeant	1SG.	SGM
		Squad Leader	Opns Sergeant		Commandant
PLDC	BNCOC	ANCOC	Battle Staff		USASMA
			1SG Course		

NCO SELF DEVELOPMENT

Prior to attending PLDC complete: English Composition, Basic Mathematics, and Computer Literacy.

Prior to attending BNCOC complete: Communications, Personnel Supervision, and Behavioral Science.

Prior to attending ANCOC complete: Principles of Management, Organization Behavior, Information Management System, and Technical Writing.

Prior to attending USASMA complete: Research Techniques, Human Resource Management, and World Geography.

RECOMMENDED CMF-RELATED COURSES AND ACTIVITIES

Skill Level 10: Intro. to Business, Accounting, Communications ACCP: Finance Course, Military Accounting Course.

Skill Level 20: Algebra, Principle of Mgt., Computer Operations, Computer Hardware, ACCP: Programming & Budgeting Specialist Course, Intro. to Disbursing Opns, Basic Level Tech Sus Course.

Skill Level 30: Speech, Supervisory Management, Computer Programming, Algebra II, Problem Solving, Human Relations, Decision Making, Psychology, ACCP: Advanced Level Sustainment Training Course.

Skill Level 40: Statistics, Applied Management, Planing, Organizing, Stress Tolerance, Interpersonal Skills, Office Automation, World Geography.

Skill Level 50: Behavioral Science, Public Relations, Business Communications, Organizational Effectiveness and Logic

RECOMMENDED CMF-RELATED CERIFICATION OR DEGREE GOAL

By your 10th year of service:

AA or AS in one of the following: Accounting, Finance Management or Business (Any Specialty), Marketing, Mathematics, Banking, Public Relations, Economics, Statistics, Information System, Computer Science, Personnel Administration

By your 16th year of service:

BA or BS in one of the following: Accounting, Finance Management or Business (Any Specialty), Marketing, Mathematics, Banking, Public Relations, Economics, Statistics, Information System, Computer Science, Personnel Administration

Resource and Information Management

MT Career Template

Continued

OFFICER DEVELOPMENT

OFFICER RANKS, OPERATIONAL ASSIGNMENT AND INSTITUTIONAL DEVELOPMENT

2LT/1LT	CPT	MAJ	LTC	COL
Branch Assignment	Branch Developmental Assignments			FA 45/54 Assignment
	FA 45/53 Development Assignments			Branch Assignments
	USAR Advisor	BN XO/S3	BN Command	Bde Command

OBC Must be completed by 3d year of service.

OAC Must be completed by 14th year of service.

CAS3 Must be completed for promotion to Major.

CGSOC Must complete 50% for promotion to Lieutenant Colonel..

SSC Must be completed for promotion to BG.

OBC OAC CAS3 50% CGSOC CGSOC SSC

OFFICER SELF DEVELOPMENT

Lieutenant Phase (years 1- 6) Seek troop unit staff and command assignment.

Captain Phase (years 7-13) Seek troop unit staff and command assignments.

Major Phase (years 14-21) Seek assignment in command and staff position at USAR Major Support Commands or other Headquarters.

Lieutenant Colonel and Colonel Phase (years 22-30) Seek assignment in MSC, RTU or IMA command and staff positions.

Chapter Eight-- Maintenance Careers

Maintenance related series encompass a wide variety of GS and Federal Wage Service (FWS) positions. At Area Maintenance Support Activities (Ground), AMSA (G), it is possible to find FWS series 5823, 5803, 6904, 6610, 2604 and a few other non typical FWS job series related to the specific mission. At the next echelon of maintenance, which may be an Equipment Concentration Site (ECS) it is possible to find series 5823, 5803, 5703, 3809 and numerous other series. In general, the manager of an ECS is a GS-1601. In many instances there is a change in the complexity of work performed at each of the levels of maintenance; therefore, there is typically an increase in the grades of positions which perform the more complex types of work.

AMSAs (Marine) have an entirely different scope of work to be performed which is related to sea-going equipment. The level of complexity is typically very high at these AMSAs. The predominate series in these organizations is 5334 and with a few 5786.

Air Support Facilities (ASFs) range of work is on various aircraft (rotary wing & fixed) and also multiple levels of maintenance on these aircraft. As with AMSAs, the work is performed at varying levels and may involve a higher skill requirement for job completion; therefore, the higher skill requirements may call for a different grade assignment. The predominate series in ASFs for maintenance is 8852, although numerous other series are required to support the mission.

It is important to recognize that career progression is possible through the maintenance field, and you do not have to remain as an FWS employee but may change to a GS employee in many instances. It is possible to proceed from the lowest grade FWS employee in an AMSA to the Regional Support Command (RSC) level as a Supervisory Equipment Specialist, to the Supervisory Logistics Management Specialist who is in charge of all Logistics, Supply and Maintenance within the RSC, to the position of Command Executive Officer.

The charts do not reflect the primary tracks of the maintenance area. These include air, ground, and marine types of positions. The maintenance tracks tend to channel progression within each track. It is, therefore, unusual to find marine maintenance personnel switching to a mobile equipment repair position. Please bear this in mind as you review the charts.

The MT Career Template gives approximate guidance on available courses of instruction at the ARRTC. The order of these courses is not meant to give either a timeline or a specific sequence to follow. You and your chain of command will determine the best courses to attend and the most appropriate sequencing based on your experience and the needs of the chain of command. It must be noted that attendance at these courses does not ensure that an individual is ready for promotion or that there will be an opportunity for promotion. Because of the competitive nature of the military technician positions, those wanting to compete for vacancies should be actively engaged in personal development throughout their careers. The key to success and promotion potential has always been individual performance.

Maintenance

MT Career Template

GRADES OPERATIONAL ASSIGNMENTS

WG-05/07	Materials Handler or Tool and Parts Attendant
WG-07	Heavy Mobile Equipment Repairer or Automotive Worker or Aircraft Worker
WG-08/09	Heavy Mobile Equipment Repairer or Automotive, Aircraft, or Marine Mechanic,
WG-10/11/12	Heavy Mobile Equipment or Aircraft Inspector or Electronics Mechanic
WG-13	Heavy Mobile Equipment Repairer Supervisor

ARRTC INSTITUTIONAL TRAINING

Army Reserve Technician Entry Training Course (ARTET)
USAR Maintenance Course (MC)
USAR Basic Supply Course (BSC)
Property Book course
Facility Managers Course (CTC)
USAR Logistics Management Course (LMC)
Other ARRTC Course that may apply to your specific organization needs

NCO DEVELOPMENT

NCO RANKS, OPERATIONAL ASSIGNMENT AND NCO INSTITUTIONAL DEVELOPMENT

SPC	SGT	SSG	SFC	MSG	SGM
	Tm. Leader	Recuiter	Platoon Sergeant	1SG	SGM
		Drill Sergeant	Operations Sergeant		
		Squad Leader			
PLDC	BNCOC	ANCOC	Battle Staff		USASMA
			1SG Course		

NCO SELF DEVELOPMENT

Prior to attending PLDC complete: English Composition, Basic Mathematics, and Computer Literacy
Prior to attending BNCOC complete: Communications, Personnel Supervision, and Behavioral Science
Prior to attending ANCOC complete: Principles of Management, Organization Behavior, Information Management System, and Technical Writing
Prior to attending USASMA complete: Research Techniques and Human Resource Management
RECOMMENDED Career Management Field (CMF)-RELATED COURSES AND ACTIVITIES
Skill Level 10: Fundamentals of English, Intro. to Data Processing, Business Math, Army Career Correspondence Program (ACCP): QM0113, 0141, 0115, 0116,. Fundamentals of Elec.(44, 45), Basic of Electrical Wiring (45), Principles of Auto Engines (52)

Skill Level 20: English Comp II, Intro to Business, Algebra, Principle of Mgt., Main. Enhance Mgt., ACCP: OD1640,1641, 1642 (44); MM0707 (52). Basic Hydraulics (45), Basic Electronics (45, 52), Basic Optical Theory (45), Fundamentals of AC, DC Circuits, Basic Welding, Principals of Refrigeration and AC (52).

Skill Level 30: Speech, Supervisory Management, Computer Programming, , Educational Psychology, Applied Physics, Semiconductor Applications, , ACCP: IS1401, TR0444, OD1643 (44). Applied Physics, Semiconductor Applications (45), Intermediate Electronics (45), Integrated Circuits (45, 52,), Laser theory (45).

Maintenance

Military Technician Career Template Continued

Skill Level 40: Statistics, Applied Management, Creative Writing, DataBase Mgt., Political Science, Office Automation, World Geography. Advance Electronic (45), Waste Pollution Control (44, 45).

Skill Level 50: Behavioral Science, Public Relations, Business Communications, Organizational Effectiveness and Logic

RECOMMENDED CMF-RELATED CERIFICATION OR DEGREE GOAL

By your 10th year of service:

AA or AS in one of the following: Liberal Arts, Management or Business (Any Specialty), Automotive Mechanics Technology, Mechanical Maintenance, Electronics. National trade Professional certificate in Electronics, Automotive Service Excellence, Welding.

By your 16th year of service:

BA or BS in one of the following: Liberal Arts, Management or Business (Any Specialty),

OFFICER DEVELOPMENT

OFFICER RANKS, OPERATIONAL ASSIGNMENT AND INSTITUTIONAL DEVELOPMENT

2LT/1LT	CPT	MAJ	LTC	COL
Basic Branch Assignments,	Procurement Assignments		Procurement Commander Product Manager	Procurement Commander Program Manager

OBC Must be completed by 3d year of service.

OAC Must be completed by 14th year of service.

CAS3 Must be completed for promotion to Major.

CGSOC Must complete 50% for promotion to Lieutenant Colonel..

SSC Must be completed for promotion to BG.

OBC OAC CAS3 50% CGSOC CGSOC SSC

OFFICER SELF DEVELOPMENT

Lieutenant Phase (years 1- 6) Seek troop unit staff and command assignment.

Captain Phase (years 7-13) Seek troop unit staff and command assignments.

Major Phase (years 14-21) Seek assignment in command and staff position at USAR Major Support Commands or other Headquarters.

Lieutenant Colonel and Colonel Phase (years 22-30) Seek assignment in MSC, RTU or IMA command and staff positions.

Chapter Nine – Creating a Career Plan

The purpose of this chapter is to provide you a framework to plan your future career as a MT. Regardless of your current position, you should take the time to periodically assess where you are and where you want to be in a year, in five years, and by the end of your career. Then you should take a pencil and paper and map out how you plan to achieve your goals.

Your plan will probably need to be revised many times to meet new situations and opportunities. That is to be expected. The important thing is that you have a plan and that you put it to work in order to achieve professional success. There is no better time than right now to begin the planning process. If you already have a plan, this may be a good time to review and revise it.

The information in the chapter that pertains to your career area may be of help in planning those positions you wish to qualify for. You can review the chart that lists the positions by grade to determine which job series may offer the best opportunities for advancement. Keep in mind, however, that whatever series you decide will be the best for you at this time, you may have to change for some other series in the future. The only constant in current force structure today, is the constant of change.

In order to develop your own plan, you may want to refer back to Chapter 1 and the discussion of the three pillars of leader development.

- Institutional training
- Operational assignments
- Self development

These pillars provide a framework to develop a career plan.

Start by first setting down on paper a timeline with each year of your career. It might look something like this:

Career Development Plan

Years	Institutional Training	Operational Assignments	Self Development
2002			
2003			
2004			

Next, take a look at the first pillar, institutional training, to determine the mandatory military professional development courses and civilian professional development courses that you should take. Often it is not easy to balance out the demands of your day-to-day job with all the requirements for professional development. You may have to set priorities for the most important institutional training that you must complete. Once you have determined your needs and the approximate dates you need to attend these courses, fill in the first column of your plan.

Sample Career Development Plan

Years	Institutional Training	Operational Assignments	Self Development
2002	ARTET and UABC -- Oct UPAC -- Dec BC3 -- Dec	Unit Administrator GS-303-07	Start on AA degree in business
2003	BNCOC -- Apr CTC -- Mar ABOC -- Mar		Correspondence Course Start on BS degree in business
2004	ANCOC -- Dec	Staff Administrator GS-301-09	
2005	PMC -- Apr AMC -- Jul		Correspondence Course ST7000
2006	1SG Course Battle Staff	Military Personnel Mgmt. Specialist – GS-205-11	Correspondence Course ST6000 Non-Res. CGSC

The courses and dates you list may be only rough estimates, but they will provide a framework for the other elements of your career plan. When you have finished with your goals for institutional training, try to determine the operational assignments you would like to have to prepare you for promotion opportunities. Fill out the second column with the specific jobs and grades you would like to achieve.

You are then ready to fill out the third column with your goals for self-development. These might include; an educational degree, certification, ACCP courses, professional reading, and other objectives that will enhance your career potential.

Once you have completed this plan, review it with someone who is successful in your field. This could be a mentor, someone senior to you in the chain of command, your supervisor, or the commander. Solicit their ideas and suggestions and decide whether their comments would work for you.

You may want to formalize your career objectives as a part of the Individual Development Plan (IDP) associated with your annual performance appraisal. Of course, you will need to work with your supervisor to get the IDP approved and to determine when you can attend institutional training courses.

All of this adds up to a lot of time and effort. It is part of the price to be paid, if we want get the full potential out of our careers. Just as most of us want to have a map if we are driving to an unfamiliar location, a career plan is an essential tool to achieve our personal and professional goals. Virtually every successful professional has followed a similar process. Good luck in mapping out your own future as a professional MT.

Appendix A –ARRTC Courses

Resident Program, Level I Courses:

Courses designed for personnel primarily occupying Company/Detachment (CO/DET)-level functional positions, including the Headquarters for CO/DET or similar elements of higher echelons.

NOTE: Level I courses include homework. Homework is not mandatory, but it does improve the student's performance and helps them grasp the instruction. Commands should schedule probationary employees to attend level I courses, before completing their probationary period. We encourage students to bring copies of any recommended pre-course readings and or references for the course(s) they will be attending. Based on an ATRRS reserved seat, the students will be sent an instruction sheet that also lists the courses that have recommended pre-course readings and or references.

Resident Program, Level II Courses

These courses are for management personnel occupying command and staff positions at Battalion, Brigade, Group and above. These courses are not for CO/DET or Battery level personnel.

Resident Programs, Level III Courses and Workshops

These courses and special workshops are for personnel occupying specific duty positions at a Major US Army Reserve Command headquarters. Personnel from lower levels are not authorized.

Resident Specialty Courses

These courses are designed to meet the needs of special requirements and/or skills to better function on the job for both the full-time and part-time personnel (TPU soldiers).

A list of classes can be found by accessing <http://arrtc.mccoymil.com>.

Appendix B - Glossary

AC - Active Component	BR – branch
ACCP - Army Correspondence Course Program	BT - Basic Training
AC/RC - Active Component/Reserve Component	BZ - Below the Zone
AD - Active Duty	CMF - Career Management Field
ADA - Air Defense Artillery	CMIF - Career Management Individual File
ADSW - Active Duty for Special Work	CRS - course
ADT- Active Duty for Training	CS - Combat Support
AFCS - Active Federal Commissioned Service	CSS - Computer Science School/Combat Service Support
AGR - Active Guard Reserve	DA - Department of the Army
AIT - Advanced Individual Training	DMOS - Duty Military Occupational Specialty
ALMC - Army Logistics Management Center	DOD - Department of Defense
AMEDD - Army Medical Department	DOPMA - Defense Officer Personnel Management Act
ARCOM - U. S. Army Reserve Command	DOR - date of rank
ARNG - Army National Guard	FA - functional area
ARPERCOM - US Army Reserve Personnel Command	FOA - field operating agency
ARRTC - Army Reserve Readiness Training Center	FORSCOM - Forces Command
ARTET - Army Reserve Technician Entry Training Course	FTS MC - Full Time Support Management Center
ASI - Additional Skill Identifier	FY - fiscal year
ASST - assistant	GOCOM - US Army Reserve General Officer Command
AT - Annual Training	HQDA - Headquarters, Department of the Army
ATRRS - Army Training Requirements and Resource System	IDP - individual development plan
BCT - Basic Combat Training	IDT - inactive duty training
BDE - brigade	IET - initial entry training
BDU - battle dress uniform	IRR - Individual Ready Reserve
BN - battalion	MACOM - major Army command

MSC - Major Support Command
 MEPS - Military Entrance Processing Station
 MILPO - military personnel office
 MOI - Memorandum of Instruction
 MSO - Morale Support Officer or Military Service Obligation
 MTDA - modification table of distribution and allowances
 MTOE - modification table of organization and equipment
 MUSARC- Major US Army Reserve Command
 NG - the Army National Guard and the Air National Guard
 NGB - National Guard Bureau
 OCAR - Office of the Chief, Army Reserve
 OCONUS - outside continental United States
 OER - Officer Evaluation Report
 OMPF - official military personnel file
 OPMS - Officer Personnel Management System
 ORB - Officer Record Brief
 OSD - Office of the Secretary of Defense
 OSUT - one station unit training
 OTRA - other than Regular Army
 PCS - permanent change of station
 PERSCOM - US Total Army Personnel Command
 PMO - personnel management officer
 RA - Regular Army
 RC - Reserve Components
 RG - readiness group
 RSC - Regional Support Command
 RSG - Regional Support Group
 RTU - reinforcement training unit
 STR MGT - strength management
 TAADS - The Army Authorization Documents System
 TDA - tables of distribution and allowances
 TIG - time in grade
 TIS - time in service
 TOE - tables of organization and equipment
 TPU - Troop Program Unit
 TTAD - temporary tour of active duty
 TWI - Training With Industry
 USAR - US Army Reserve
 USARC - US Army Reserve Center; U S. Army Reserve Command
 USARPERCEN - US Army Reserve Personnel Center
 USAREC - U.S. Army Recruiting Command
 USARF - US Army Reserve Forces

Appendix C – References and Related Publications

Section 1 - **Required Publications**

AR 140-315
Employment and Utilization of US
Army Reserve Military Technicians

Section 2 - **Related Publications**

The related publication is merely a source of additional information. The user does not have to read it to understand this publication.

AR 10-6
Branches of the Army

AR 40-501
Standards of Medical Fitness

AR 135-2
Army National Guard (ARNG) and U.S.
Army

AR 135-18
The Active Guard/Reserve (AGR)
Program

AR 135-100
Appointment of Commissioned and
Warrant Officers of the Army

AR 135-101
Appointment of Reserve Commissioned
Officers for Assignment to Army
Medical Department Branches

AR 135-155
Promotion of Commissioned Officers
and Warrant Officers Other Than
General Officers

AR 135-200
Active Duty for Training, Annual
Training, and Active Duty Special Work
of Individual Soldiers

AR 140-1
Mission, Organization, and Training
(Reserve Components Personnel
Handbook)

AR 140-10
Assignments, Attachments, Details, and
Transfers

AR 140-30
Reserve (USAR) Full Time Support
(FTS) Program

AR 140-145
Individual Mobilization Augmentation
(IMA) Program

AR 140-185
Training and Retirement Point Credits
and Unit Level Strength Accounting
Records

AR 310-25
Dictionary of United States Army Terms

AR 310-50
Authorized Abbreviations and Brevity
Codes

AR 350-100
Officer Active Duty Service Obligations

AR 351-1
Individual Military Education and
Training

AR 600-9
The Army Weight Control Program

AR 600-20
Army Command Policy

AR 604-5
Personnel Security Clearance,
Department of the Army Personnel
Security Program Regulation

AR621-5
Army Continuing Education System
(ACES)

AR 621-108
Military Personnel Requirements for
Civilian Education

AR 623-1
Academic Evaluation Reporting System

AR 623-105
Officer Evaluation Reporting System

AR 623-205
NonCommissioned Officer Evaluation
Reporting System

AR 640-8-104
Personnel Qualification Records

AR 690-400
Chapter 4302 Total Army Performance
Evaluation System

DA PAM 351-4
US Army Formal Schools Catalog

DA PAM 351-20
Army Correspondence Course Program
Catalog

DA PAM 611-21
Military Occupational Classification and
Structure

FM 22-100
Military Leadership

FM 100-1
The Army

FM 100-5
Operations