



DEPARTMENT OF THE ARMY
HEADQUARTERS, 3D CORPS SUPPORT COMMAND
UNIT 29620
APO AE 09096

REPLY TO
ATTENTION OF

AETV-SCA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 3d Corps Support Command (COSCOM) Policy Memorandum #9, Officer Personnel Management

1. **PURPOSE.** To establish the 3D COSCOM policy for professional development and assignment of all commissioned officers.
2. **APPLICABILITY.** Headquarters, 3D COSCOM and all subordinate units.
3. **BACKGROUND.** One of my primary interests as the commander is to ensure all officers are efficiently managed to meet mission requirements, to further their professional development and enhance their careers. To maintain and develop quality officers in 3D COSCOM, it is essential that commanders utilize officers in positions commensurate with their grades, specialties and/or functional area.
4. **POLICY.** I am the assignment officer for all field grade officers and company command positions in 3D COSCOM. No field grade officer or command assignments will be made without my approval. Commanders, staff principals and personnel managers are responsible for ensuring that the career development of officers assigned to their units/sections is within the guidelines of operational and tour length constraints. Commanders will slot officers based on qualifications, performance, and potential. Commanders will consider the officers' desires, both personal and professional; however, the needs of the command will come first. The following guidelines apply to 3D COSCOM Officer Personnel Management:
 - a. Colonels/Lieutenant Colonels. Are managed on a by-name basis. Group commanders and staff principals will inform me of recommendations for follow-on assignments six months prior to the proposed change date. Commanders will not make assignment commitments to officers without my knowledge and concurrence. The Commander, United States Army Europe (USAREUR) makes the final decision on all follow-on assignments for group and battalion commanders.
 - b. Majors. It is my intent to fill as many branch qualifying positions with majors from within the command; however, exceptions may occur. The goal is to have all majors serve in a branch qualifying assignment prior to the end of their tour and/or prior to being considered by the LTC promotion board by:

AETV-SCA

SUBJECT: 3d Corps Support Command (COSCOM) Policy Memorandum #9, Officer Personnel Management

(1) Serving in two key positions during a normal three year tour. Normally this consists of one staff assignment and one branch qualifying assignment.

(2) Relocating as necessary for either professional development or to meet the needs of the command. In many cases, an officer will have to initiate a Consecutive Overseas Tour (COT) to assume a BQ position.

(3) Implementing a field grade assignment slate. Commanders will strictly adhere to the slating procedures below:

(a) The slate is generated and maintained by the AcofS, G1.

(b) Majors are placed on the slate based on basic year group, date of rank, and the need for branch qualification.

(c) The priority for BQ assignments will go to officers who have completed command and staff college (resident or nonresident) (MEL 4) .

c. Captains.

(1) Captains must have completed the advanced course or captain's career course prior to assuming command.

(2) Company commanders will normally command between 15 and 18 months, with 24 months being the maximum command time. During this period, the company commander will receive a minimum of two command OERs.

(3) A Company Commander Order of Merit List (OML) will function as the primary management tool used for assigning company commanders in 3D COSCOM. Commanders will strictly adhere to the following OML procedures:

(a) Captains are placed on the OML based on basic year group and date of rank.

(b) The functions resident in the officer's basic branch and training experience should match the unit's predominant mission. This remains in the best interest of the officer and the unit. Therefore, as a rule, branch, and specialty will dictate which command a captain is eligible for (e.g. captains will command units coded with their specialty).

AETV-SCA

SUBJECT: 3d Corps Support Command (COSCOM) Policy Memorandum #9, Officer Personnel Management

(c) Battalion commanders must consider and/or interview the first five captains on the OML. If one of the five captains is not selected for the command, then the battalion commander must explain to me why it is necessary to request additional nominees from the OML.

(d) If the captain is the battalion commander's choice and declines the position, he/she will be scheduled to see the DCO and explain his/her rationality. An exception to this rule is if the officer has recently PCSed to USAREUR and cannot initiate a second PCS move within the same fiscal year.

(4) Captains will command once, with exceptions made on a case-by-case basis.

d. Lieutenants. The goal is to ensure lieutenants are assigned in their accession branch in order to acquire the fundamental skills and knowledge of their specialty by:

(1) Serving as platoon leaders to gain soldiers leading experience.

(2) Serving in key staff positions (e.g. shop officer) or as company executive officer after platoon leader time.

(3) Rotating back to the Continental United States to attend the captain's career course. In accordance with the CINC, USAREUR's policy, lieutenants will extend in USAREUR beyond their original DEROS only for an operational necessity or to accommodate scheduling of the captain's career course.

e. The 3D COSCOM unit commanders, while ensuring the development of quality officers, will follow the guidelines outlined above, and will develop their own unit officer development programs.

5. SUPERSESSION. This policy supersedes the previous Officer Personnel Management Policy Memorandum.

6. EXPIRATION. This policy memorandum expires 1 August 2004.

AETV-SCA

SUBJECT: 3d Corps Support Command (COSCOM) Policy Memorandum #9, Officer
Personnel Management

7. "Sustaining the Line!"

//ORIGINAL SIGNED//
VINCENT E. BOLES
Brigadier General, USA
Commanding

DISTRIBUTION:

A