DEPARTMENT OF THE ARMY
HEADQUARTERS, 19TH THEATER SUPPORT COMMAND (TSC)
UNIT #15015
APO AP 96218-5015

REPLY TO
ATTENTION OF

EANC-CSM

10 APR 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter # 43 - Soldier Education Initiative

1. REFERENCES.

a. AR 351-1, Individual Military Education and Training, October 87.

b. AR 621-5, Army Continuing Education System (ACES), November 93.

c. AR 621-108, Military Personnel Requirements for Civilian Education, March 85.

d. AR 621-202, Army Education Incentives and Entitlements, February 92.

2. PURPOSE. To establish the policy for soldier education counseling and degree and/or professional certification plans.

3. APPLICABILITY. This policy applies to all enlisted soldiers assigned to 19th TSC.

4. GENERAL POLICY.

a. Education is an important part of a soldier's professional development. The Army encourages education and has many programs to assist soldiers in meeting their education goals. The education counselor at the education center is the resource who links soldiers with programs in order to meet their education goals.

b. All enlisted soldiers in the 19th TSC will leave Korea with a degree and/or professional certification plan.

5. SPECIFIC POLICY.

a. Upon arrival of a new soldier to the unit, an Army/American Council on Education Registry Transcript System (AARTS) transcript will be printed and placed in the soldier's education file prior to his/her in-processing the education center. Transcripts can be requested and printed from the AARTS website at https://aarts.leavenworth.army.mil.

b. During education center in-processing, soldiers will make an appointment with the education counselor to discuss the soldier's education goals. This counseling session will occur not later than 30 days after the soldier's arrival to the unit.

c. During the counseling session, the soldier will request a degree and/or professional certification plan. These documents are the roadmaps to earning a degree or certificate and completing professional education. Once the soldier receives the degree and/or professional certification plan, a copy will be placed in his/her training folder.

d. Receipt of degree and/or professional certification plan will be reported during quarterly training briefs.