

DEPARTMENT OF THE ARMY
USAWC AND CARLISLE BARRACKS
CARLISLE, PA 17013

CBks Memorandum
No. 351-3

14 May 1999

Army Schools-Education
**SELECTION/ADMISSION OF USAWC FACULTY FOR USAWC DISTANCE
EDUCATION PROGRAM (COMMANDANT'S DIPLOMA PROGRAM)**

1. **PURPOSE.** This memorandum sets forth the policies, criteria, and procedures governing the admission of individuals assigned to the U.S. Army War College who have appropriate staff and faculty responsibilities to the USAWC Distance Education Program.

2. **GENERAL.** The USAWC Commandant's Diploma Program is considered a key element in the professional development of military and civilian personnel assigned to the USAWC, including all of its departments, directorates, groups, institutes or centers, who interface or relate either as full- or part-time faculty instructors in the classroom with USAWC resident or distance education students.

a. Once selected for the USAWC Commandant's Diploma Program, the participating individual must complete all the courses in his/her program in the same time and manner, and to the same standards, as established for distance learning students in the nominee's Distance Education Course (DEC) class. Consistent with those standards, the Chairman, Department of Distance Education (DDE) may recommend to the Commandant the disenrollment of students who fail to meet acceptable standards.

b. The strict criteria for completion are established in order to protect the integrity of the resident and distance education diplomas and the status of the USAWC graduate, and to establish that this diploma is separate and distinct from the honorary diploma, which is awarded under different criteria.

*This Memorandum supersedes CBks Memo 351-3, dated 29 Feb 1996.

3. **ELIGIBILITY.** The following criteria are established for acceptance to the program. In exceptional cases, properly supported waivers or deviations from these criteria may be granted by the Commandant, U.S. Army War College.

a. Must be, or will be, assigned faculty responsibilities for resident or distance learning courses. In accord with the Joint Program for Military Education (JPME), faculty includes instructors, classroom facilitators, professors, seminar leaders, and class instructor team members. Faculty also includes curriculum developers, deans, directors, evaluators, faculty development coordinators, course authors who do not teach, advisers, researchers, chairs, and wargaming/simulation coordinators.

b. Must normally be assigned to the U.S. Army War College for one year before the course of instruction associated with the approved USAWC Commandant's Diploma Program is to begin.

c. Must be at least a lieutenant colonel or equivalent.

d. If military:

(1) Must be a U.S. Army Command and General Staff College graduate or any resident equivalent. Members of other services must have earned a staff college diploma (resident or nonresident).

(2) Must be, or have been, in the zone of consideration for attendance at a SSC.

e. Selection and eligibility of civilians will parallel philosophy and criteria applied to commissioned Army officers.

4. **APPLICATION PROCEDURES.** Interested individuals who meet the criteria set forth in this policy normally initiate an application within the first year of their USAWC duty through their chair or director.

a. The application will be in the form of a memorandum through the applicant's supervisor to the USAWC Dean of Academics, normally by 1 April but in any case NLT 1 June. The application will include a description of the faculty position and responsibilities, personal and service/schooling data and a full explanation addressing any requirement for which a waiver may be needed. Applicants should also include explanation and support for any DEC course for which they wish to be granted credit.

b. The applicant's chair or director should endorse each application he or she approves and forward the application to the Dean of Academics. (A sample application is enclosed.)

c. The Director, Faculty Development Program, Directorate of Academic Affairs (DAA), will ensure applications meet requirements of this policy and that each applicant is acceptable for enrollment by the Chair DDE.

(1) For applications that meet the criteria, the Director, Faculty Development Program, Directorate of Academic Affairs (DAA), will prepare an endorsement to be forwarded through the approval chain: Chief of Staff, Deputy Commandant and Commandant.

(2) For applications that do not meet the criteria, the Director, Faculty Development Program will advise the applicant of his or her options. Applicants may elect to amend or withdraw their applications. Amended applications will be resubmitted (with attachments requesting waivers, exception to policy and supportive documents, as needed) to the Director, Faculty Development Program, who will forward application and endorsement through the approval chain.

5. **SELECTION.**

a. The Commandant is the final approving authority. Approved applications will be returned to DAA.

b. DAA will provide a copy of the approved application to the applicant and a copy to the USAWC Secretary.

c. The Secretary will notify the appropriate personnel center or office of the individual's acceptance into the USAWC Commandant's Diploma Program. The Secretary will provide a copy of the approved application to the Chair, Department of Distance Education (DDE) so the approved nominee can be enrolled in the appropriate DDE class.

6. COMPLETION.

a. Upon completion of the approved course of study by the individual, the Chair, DDE, will verify completion and initiate an application for award of the USAWC diploma.

b. The Chair, DDE, will advise the USAWC Secretary of each individual's graduation from USAWC.

c. Presentation of the diploma earned under the provisions of this memorandum will be made at the individual's DEC class graduation, or at an appropriate ceremony prior to reassignment or separation.

7. REQUESTING EQUIVALENT CREDIT.

a. Following graduation, the Secretary will prepare correspondence for the Commandant's signature to be sent to the appropriate personnel center or office requesting that the successful USAWC Commandant's Diploma Program participant be given the equivalent credit for SSC training and be awarded a MEL-1 upon graduation (or its counterpart in other branches of service or civilian agencies).

b. This memorandum is consistent with Chapter 3, AR 351-1 (15 Oct 87), which specifies:

(1) Equivalent credit is restricted to courses that change an officer's military education level code (para 3-8a);

(2) Credit may be granted for service school or college faculty duty (para 3-8b(2));

(3) Constructive/equivalent credit for Senior Service College and Command and Staff College may be recommended by the appropriate authority, but is granted by the DA centralized selection board selecting personnel for MEL 1 and 4 respectively (para 3-8c);

(4) Completion of the USAWC Distance Education Course (DEC) is the sole means by which Army officers receive credit (equivalent credit) for senior service college (SSC) training (para 3-8f); and

(5) To receive equivalent credit, a commissioned officer must (a) Be an instructor at the school or college for which credit is requested, (b) Have completed all requirements expected of a resident course graduate, and (c) Have been granted "equivalent knowledge" by a school or college commandant for the course which credit is requested (para 308g(2) (a) (b) (c)).

The proponent of this memorandum is the Directorate of Academic Affairs, USAWC. Users are invited to submit comments or recommended changes.

FOR THE COMMANDER:

Encl
Application Form

/s/
CHARLES C. WARE
Chief of Staff
Colonel, IN

DISTRIBUTION:
R, U1

SAMPLE

AWCC-

(current date)

MEMORANDUM THRU CHAIR, (APPROPRIATE DEPARTMENT)

FOR DEAN OF ACADEMICS

SUBJECT: Application for Participation in the USAWC
Commandant's Diploma Program

Request admission into the USAWC Commandant's Diploma Program
and approval of my proposed program of studies.

a. Personal Data.

(1) Full Name: Bea A. Student

(2) SSN: 000-00-0000

b. Qualifying Data.

(1) USAWC Duty Assignment: DNSS Faculty. Detailed
information on past or anticipated USAWC responsibilities as a
member of the faculty is provided in enclosure.

(2) Date Assigned to U.S. Army War College: 6 Apr 99

(3) Grade: LTC, U.S. Army. Date of Rank: 25 Mar 97

(4) Military Education:

(a) Command and General Staff Graduate, USACGSC, 19XX.

(b) Senior Service College Graduate: NA

c. I intend to take the full program of studies; no
constructive credit is requested.

Encl

BEA A. STUDENT
LTC, IN

Enclosure 1

SAMPLE