

V. PM / AC TRAINING REQUIREMENTS

A. Pre-Command Courses (PCC).

(AMB, HRC, works directly with PM/AC selectees to schedule the courses.)

1. Branch Pre-command Course.

Each individual selected for a PM/AC position will attend the PCC that is aligned with the program they will manage. For example, if an individual is selected for a program that is closely aligned with the Infantry, then he/she will be slated to the Infantry pre-command course.

2. Army Pre-Command Course.

In addition, all PM/AC selectees will attend the Fort Leavenworth phase of pre-command training. The military or civilian selectee's spouse is invited to attend the Command Team Seminar the same week that the PCC is being conducted. PCC courses, to include spouse's travel, are funded by the Military Training Specific Allotment (MTSA) at the Acquisition Support Center.

B. DAU mandatory training.

1. In accordance with DoD 5000.52-M and guidance from the MILDEP, PMs are required to complete the following courses:

PMT 352 (Program Management Office Course)

PMT 401 (Program Manager's Course)

PMT 402 (Executive Program Management Course) for ACAT 1 and II programs

For selectees having previously completed PMT 301 or 302 (Advanced Program Management Course), PMT 250, PMT 352 and PMT 401 are not required.

2. ACs should complete PMT 352 and PMT 403 (05/GS-14).

C. Training Matrix.

	O-5/GS-14/ equivalent PM	O-6/GS-15/ equivalent PM	O-5/GS-14/ equivalent AC	O-6/GS-15/ equivalent AC
Branch Pre-Command course	X	X	X	X
Army Pre-Command course	X	X	X	X
PMT 401	X	X	*	*
PMT 402		X	*	*
PMT 352 (A&B)	X	X	X	X
PMT 403	X		*	

DAU training, as required for position certification. * Not required but recommended.

D. Scheduling Courses/Travel.

1. PCC

- a. The Training Coordinator at AMB, HRC, schedules and coordinates PCC for both civilian and military selectees.
- b. The Training Coordinator advises the ASC Resource Management Division (RMD) that training has been scheduled and that orders need to be processed. The Training Coordinator generates a Request for Orders (RFO) that notifies the selectee that he/she has been scheduled for training.
- c. The PM/AC selectee is responsible for submitting DD Form 1610, *Request and Authorization for TDY Travel of DOD personnel* to the ASC RMD. The following must be inserted in Block #16.

- The (Contracted) Commercial Travel Office (CTO) is to be the sole source for all official travel performed on commercial air.
- Travel vouchers must be submitted within 5 days of completion of travel.
- Travel Settlement Voucher must be submitted to: DFAS-Rome, ATTN: Travel Section, 325 Brooks Rd, Rome NY 13441-4527.
- Copies of all paid travel vouchers must be submitted to ASC, 9900 Belvoir Road, Bldg 201, Suite 101, Ft. Belvoir VA 22060-5567.
- Use of government travel card directed. Traveler has government charge card.
- The traveler is required to obtain a statement of nonavailability to stay off-post.
- Rental car not authorized.*
- Official phone calls not authorized.*
- In and around mileage not authorized.*

* List these items as authorized if funded by your PEO/Command. Submit memo with funding information as stated above.

- d. The DD Form 1610 and a copy of the RFO provided by the HRC can be faxed to the ASC RMD at 703-805-5246, e-mailed to ASCBud@aesab.belvoir.army.mil or mailed to:

Acquisition Support Center
9900 Belvoir Rd. Bldg 201, Suite 101
Attn: Resource Management Division
Fort Belvoir, VA 22060-5567

- e. The DD Form 1610 will be certified and returned to the PM/AC with instructions for submitting the settlement voucher.

2. Scheduling DAU Courses. Courses must be on your IDP and approved by your supervisor. You are responsible for scheduling courses by submitting your application via the ATRRS Internet Training Application System found at <https://www.atrrs.army.mil/channels/aits>. Travel orders are generated automatically through this system.