

ILE Overview and Instructions for enrollment

Understanding Intermediate-Level Education

By now, most Army officers know that the term “Intermediate-Level Education” (ILE) refers to the third tier of the Officer Education System and is linked directly to Army Transformation. Under ILE, officers will attend schooling and subsequently receive assignments based on the needs of their respective career field, branch, and functional area. ILE will increase the quality of educational opportunities available to majors and better prepare them for their next 10 years of Army service, enhance the Army’s capability to conduct full-spectrum operations, “re-green” all officers on Army warfighting doctrine, and provide lifelong learning opportunities aimed at developing self-aware and adaptive officers.

ILE includes completion of the common-core curriculum and the required career field, branch, and functional area training and education. According to its mission statement, ILE will prepare “field grade officers with a warrior ethos and warfighting focus for leadership in Army, joint, multinational, and interagency organizations executing full spectrum operations.”

What is the difference between the DL and the TASS ILE-Common Core curriculum?

The Department of Distance Education offers the *three phased nonresident* ILE-CC curriculum in two different formats. The first format is web-based DL (Distance Learning) on the internet and the second format is TASS (The Army School System) which are partially battalion led classes and partially web-based DL.

The web-based DL ILE-CC curriculum is self-paced with a mixture of written requirements and online tests. Officers who would like to complete ILE-CC through the web, may start immediately and are given eighteen months to complete the three phases of ILE-CC.

In the TASS BN led ILE-CC classes, students attend an ILE-CC Phase I ADT (Active Duty Training) two week session during the summer. Then attend an ILE-CC Phase II class starting in October which then meets one weekend a month as an IDT (Inactive Duty Training) session until the following May. Lastly students then attend the ILE-CC Phase III ADT two week session during the summer, one year after starting ILE-CC Phase I. Throughout each phase, there are several lessons that are completed in a DL format to provide learners with a more versatile learning experience.

Am I required to take ILE-CC?

ILE consists of a common core (CC) curriculum (Joint PME 1 requirements) **AND** the required career field training and specialized education or qualification course (for Branch Officers this means Advance Operation Course (AOC)). You must first complete the CC curriculum before you can be eligible to start the AOC.

How long will it take to complete ILE-CC?

Students are given eighteen months to complete the three sequential phases of requirements that comprise the ILE-CC curriculum. Of the officers who graduate from the nonresident ILE-CC, on average 80% complete the requirements within fourteen months

What is the role of DDE counselors?

ILE Overview and Instructions for enrollment

DDE counselors determine eligibility and enroll students into the DL and TASS ILE-CC curriculum. DDE counselors are available to answer general questions regarding grades for students in the DL ILE-CC curriculum.

How do I find out what courses or phases will be offered when and where for the TASS ILE-CC curriculum?

Search the ATRRS course catalog (<https://atrrs.army.mil/atrrscc/>) using the following information and the database will identify the different course offerings.

Course Title: Intermediate Level Education

Course Number: 701-1-250-ILE

Phase: 1, 2, or 3

Provide your ATRRS operator with the following information to search for the different course offerings.

Course Title: Intermediate Level Education

Course Number: 701-1-250-ILE

Phase: 1, 2, or 3

Once I have a reservation for a TASS ILE-CC course, how do I obtain orders for the course?

DDE does not process orders for TASS ILE-CC courses. For orders to attend an ILE-CC course please contact the individual responsible for this detail at your individual battalion/brigade.

What is the Advanced Operations Course (AOC)?

AOC is the qualifications course for basic branch officers. Upon completion of ILE-CC and AOC, a reserve officer is MEL4 and Joint Professional Military Education I (JPME I) complete.

Am I required to take AOC?

AOC is the qualification course for basic branch officers. If you are unsure whether or not you should enroll in AOC, please contact your career/branch manager.

What is the eligibility requirement to enroll in AOC?

Students must successfully complete ILE-CC and must have been in the commissioning years 1994 and beyond to enroll in AOC.

Do Colleges and University accept ILE credits for their graduate program?

Yes, several colleges and university have considered the Command and General Staff College's ILE Common Core education for transfer of academic credit to a traditional four-year institution. Students will need to contact the University, or College of their choice for specific information regarding awards of academic credit. To get a list of colleges that accepts ILE go to:

<https://cgsc2.leavenworth.army.mil/DDE/mastersprogram.asp>

ILE Overview and Instructions for enrollment

ILE Distant Learning (DL) and TASS Enrollment Instruction

For information on IL go to the ILE site (aka CGSG) at FT Leavenworth.

<https://cgsc2.leavenworth.army.mil/login/login.asp>

For additional information on the Distance learning and instructions on enrollment go to:

<https://cgsc2.leavenworth.army.mil/DDE/>

Under site directory on the left, click ENROLLMENT

To Enroll in ILE DL or TASS option

Step 1: Get ATRRS Reservation from your unit

Contact your local ATRRS Operator or Training Officer to obtain a reservation in ATRRS, which is essential in the enrollment process (REMEMBER: this only applies to ILE Common Core).

The following information is needed for reservations:

- a) DL ILE- SCH: 701, CRS: 701-1-250-ILE-CC (For the Distant Learning Option- all online)
- b) TASS ILE- Sch-R701 250-ILE – CC (For the combination of classroom and online training)

Step 2: Log on to Blackboard <https://blackboard2.leavenworth.army.mil/>

Log into [Blackboard](#) using your AKO user name and password. Once this is done your account will be set up automatically. This will allow us to enroll you in future courses. After you have successfully logged in, you can close the Blackboard window and continue steps below. If you experience difficulty logging into Blackboard, please contact the CGSC Help Desk for Blackboard support.

Step 3: Complete and Sign Form 11

If the application is not filled out completely, it will not be processed. Click on the words [ACADEMIC ETHICS STANDARD Form 11](#). Read it, print name, sign, and date it. Save it to your computer OR email/fax documents to **913-758-3402/3403 or DSN 585-3402/3403**.

Step 4: Upload Form 11 at <https://cgsc2.leavenworth.army.mil/students/dde/index.asp?s=1>

Once you have completed and signed Form 11, scan the document to your computer and upload the form at [Department of Distance Education Application](#).

ILE Overview and Instructions for enrollment

STUDENTS

Command & General Staff College

Department of Distance Education (DDE)
Program Application

Course Modality*
Select Course Location
 TASS (Classroom) -- SELECT --
 Distance Learning

* Fields with asterisk are required
NEXT >>

Select TASS (Online and Classroom Instruction) or Distant Learning (All online) Option
Then Click Next

DDE Program Application - duc.d.nguyen

*****You are about to apply for the Department of Distance Education Program.*****

Principal Purpose: To apply for enrollment in the Department of Distance Education Intermediate Level Education - Common Core (ILE-CC) course. An applicant can request enrollment in the Distance Learning program or the Total Army School System (TASS) program.

Routine Use: The information you provide is used to verify you meet enrollment standards. It is also used to correspond with you if needed, and to send official documents to your address upon completion of ILE-CC. Failure to complete this form will delay the application and enrollment process. If you have questions concerning the completion of the form please call the Department of Distance Education at (913) 758-3401 or DSN 585-3401.

Disclosure & Effect: Voluntary. However, without the information, the individual will not receive the necessary administrative support for registration and assignment to AMSP.

Instructions:

- Only the person logged in with their AKO account can apply. Any application submitted under your account will be tied to your AKO user name.
- Required fields are noted with an asterisk (*).
- You will be able to view all the pages of the application without error before submitting the application for preparation.
- You will not be able to submit the application unless all required fields are filled in.
- You will not be able to save your information and come back at a later time to finish the form.
- If you receive any errors while filling out the application, please contact the CGSC Webmaster at leav-cgsoweb@conus.army.mil. Please describe where you were in the application and the error you received.
- **The application will log out after 15 minutes of inactivity and your data will be lost unless you submit it.**

Please click the **Next** button below to continue.

NEXT >>

Disclaimer Page, Click Next

ILE Overview and Instructions for enrollment

The screenshot shows a web browser window displaying an enrollment form. The form is titled "Course Modality*" and "Location". It includes sections for "General Information" (AKO User Name, Last Name, First Name, Middle Name, SSN, Birthday, Gender), "Military Experience" (Service Component, Control Branch, Basic Branch, For MC, AOC, Rank, Date of Rank to CPT, Date of Rank to MAJ, Date of Commission, CCC/OAC Grad Date), "Reserve Component Only" (CAX Completion Date, Mandatory Retirement Date), "Current Mailing Address*" (Street Address, City, State, Zip, Country), and "Phone Number(s)*" (Home Phone, Work Phone, Cell Phone). There are "BACK" and "SUBMIT" buttons at the bottom. A red arrow points from the "SUBMIT" button to the instruction box on the right.

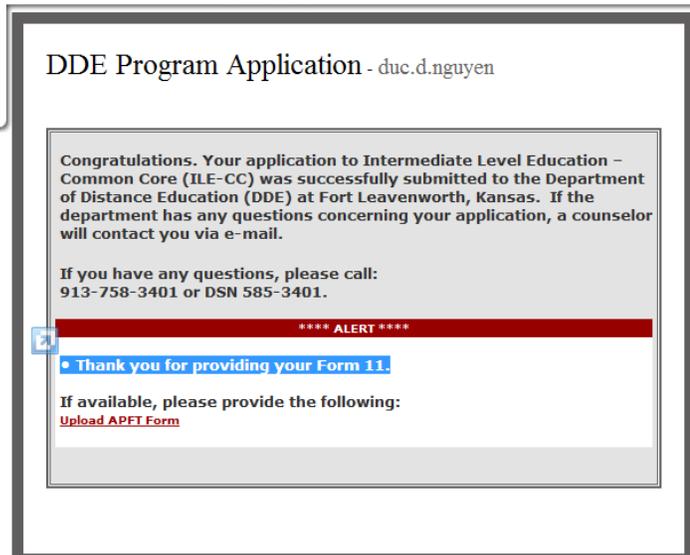
Complete the online form.
Then Click Submit

The screenshot shows a web page titled "DDE Program Application". It features a section for "Form 11 (If available, please provide a copy of your Form 11 by uploading it below.)". Below this is a file upload field with a "Browse..." button and a note: "(File types allowed: .pdf, .doc, .jpg, .jpeg, .gif) File Size Max 2 MB". There is a red asterisk note: "* Fields with asterisk are required". At the bottom, there are "BACK" and "SUBMIT" buttons. A red arrow points from the "SUBMIT" button to the instruction box on the right.

On the next page, click Upload Form 11. Then click Browse, find location of the saved Form 11, click Okay
Then Click Submit

ILE Overview and Instructions for enrollment

Once you have successfully uploaded your Form 11, you will see the following:



If you have any questions call the CGSG Schoolhouse at 913-758-3401 or DSN 585-3401.

ILE Overview and Instructions for enrollment

Once you have completed the ILE Common Core course, you will need to complete Advanced Operation Course (AOC) to be before getting credit for ILE.

Who needs to take AOC?

Memorandum ([Click here](#)) from the Director of Training regarding AOC qualifications and requirements. Please review. Updated as of 20, Feb. 2010.

Why take ILE?

AOC Information Brief ([Click here](#)) from the Department of Distance Education. Current as of 20, Aug. 2010.

Did you know: ILE = Common Core (CC) + AOC

ILE consists of a common core (**CC**) curriculum (Joint PME 1 requirements) **AND** the required career field training and specialized education or qualification course (for Branch Officers this means **AOC**).

Current Status

There is a wait list. Contact your DDE Counselor, or call 913-758-3401 for information. Please, *DO NOT* enroll into ATRRS until you have been contacted and programmed for a course by a DDE member.

Be prepared to provide your counselor with the following information in order to be placed on the wait list:: Name, Rank, Branch, Component, Unit of assignment, Date of rank, Mandatory removal date, and Commissioning year.

***Advanced Operations
Course (AOC)—
Distributed Learning
(DL) [Web-based]***

Department of Distance
Education
913-758-3401



ILE Completion Requirements

Who needs to take ILE and why?

AR 350-1 Para 3-34 Dated December 2009

The ILE consists of a common core (CC) curriculum that includes Joint PME 1 requirements **AND** the required Branch and/or Functional Area specialized education or qualification course (for OPCF...this means AOC). Successful completion of ILE CC **AND** the respective qualification course is required for award of JPME Phase I credit. Completion of ILE is recognized by award of MEL Level 4.

****** Select officers are EXEMPT from taking AOC. Refer to AR 350-1 Para 3-34 a-l to determine if the exemption applies to you.**

TAKEAWAY: AOC is the qualification course for Branch Officers and is required in order to be JPME1 and MEL 4 complete.



Intermediate Level Education-Common Core (ILE-CC) and Advanced Operations Course (AOC) Guidance for Reserve Component Officers (USAR / ARNG)

- **Intermediate Level Education- Common Core (ILE CC) + Credentialing Course (AOC or FA) = PME Complete**
 - ✓ **Exception** – Approved by DA G3/5/7 (Director of Training) 13 Nov 09 RC Branch Officers in commissioning year 1993* and earlier are only required to complete **Legacy CGSOC** or ILE CC to be PME complete (MEL 4 & JPME phase I)
 - ✓ RC Functional Area Officers in commissioning year 1993 and earlier are required to complete ILE CC plus their credentialing course to be PME complete
 - ✓ RC Branch and Functional Area Officers in commissioning year 1994 and subsequent are required to complete ILE CC plus their credentialing course to be PME complete

- RC Officers must complete JPME phase I to be eligible to attend JPME phase II or SSC

- RC Officers, regardless of commissioning year, who completed the three phase AOWC - W300 BCT, H200 History and L200 Leadership IAW ALARACT 133/2005, paragraph 9 prior to the expiration on 1 October 2008 are PME complete

* RC Officers with a commissioning date of 31 December 1993 and earlier



AOC DL Requirements “Virtual Classroom”

One course comprised of four blocks (All distance learning):

- **History and Leadership**
 - H200 – Military Innovation In Peace and War
 - H300 - Roots of Today’s Operational Environment
 - L200 – Leadership Applied
- **O100 – Campaign Planning.**
- **O200 – Force Generation.**
- **O300 – Full Spectrum Operations.**

***** The Operations blocks run sequentially.**

***** History and Leadership run parallel throughout the course.**

TAKEAWAY: All blocks are conducted via distance learning.



AOC-DL Student Requirements (12-Month Charter)

- Students will need a microphone ... Webcam optional (recommended)
- Students will need a capable computer with high-speed Internet access
- All online meetings take place in DCO *Defense Connect Online*, URL: https://www.dco.dod.mil/public/dsp/dco_login.cfm?banner=true you will need to Register prior to the start of AOC

TAKEAWAY: AOC-DL is a 12-month commitment.



AOC-DL Battle Rhythm (12-Month Model)

- Advanced distributed learning course combining:
 - Blackboard for lessons/course material/reading
 - Periodic collaborative online meetings or discussion threads (graded participation)
 - Deliverables due digitally a week after being assigned
 - Two collaborative exercises
- Student load: ~16 students per cohort
- Instructor/facilitator guides students through course
- Winter and summer breaks incorporated in course

TAKEAWAY: AOC-DL is conducted in a “virtual classroom” environment. It is **NOT** conducted as an independent study



Current Status

- There is a wait list. Contact your respective DDE Counselor or call 913-758-3401 to be placed on the wait list.
- **Do NOT** enroll into ATRRS until you have been programmed by a DDE member for a course.



receive the latest technical/functional training within their career field. Graduates will be identified by award of MEL code Q.

3-34. Intermediate level education

a. The Army Intermediate Staff College program of professional military education (PME) instruction is ILE. Effective in August 2005 and for officers in year group (YG) 1994 and subsequent year groups, ILE replaced the existing Command and General Staff Officers Course (CGSOC). The ILE consists of a common core (CC) curriculum that includes Joint Professional Military Education (JPME) Phase I requirements and the required Branch and/or Functional Area specialized education or qualification course. Successful completion of the ILE CC and the respective qualification course is required for award of JPME Phase I credit. JPME Phase I is that portion of the ILE common core concentrating on instruction of joint matters. Officers must complete JPME Phase I to be eligible to attend JPME Phase II or a Senior Service College. Completion of ILE is recognized by award of MEL Level 4.

b. The final Command and General Staff Officer Course (CGSOC) Board (4th Quarter FY04) for ACC officers was for officers in YG 93. The YG 93 and earlier YG officers must have been board selected to attend ILE in residence. Efforts are being made to ensure all CGSOC Board selected officers have the opportunity to attend the resident course at Fort Leavenworth. The YG 93 and earlier YG officers not select for resident CGSOC attendance are afforded the opportunity to complete ILE via DL. Officers in YG 93 and earlier, selected for promotion to LTC who are not CGSOC graduates, must complete ILE CC within 18 months of the date of the publication of the selection list; attendance is to be coordinated with the appropriate personnel office. Officers in YG 93 and earlier will be awarded JPME Phase I credit upon completion of Legacy CGSOC or the ILE common core. Year Group 93 and earlier Functional Area (FA) designated officers are required to complete the FA credentialing course as directed by the FA proponent.

c. All ACC branch and functional area officers will complete ILE prior to the 15th year of commissioned service.

(1) To be eligible for attendance, all Army officers must have completed a branch Captains Career Course or equivalent, have successfully served in branch leader development positions at the grade of captain and have completed 8 years of active AFCS. On a case by case basis the 8 years of AFCS requirement is waiverable for non-due course special branch officers. Targeting multiple ACC year groups for ILE attendance and allowing a 5 year completion window following functional designation facilitates career advancement and control of the attendance backlog. This policy also allows officers to receive an intermediate staff college education earlier in their careers, enhances Army readiness posture, and supports Army force generation.

(2) The ACC officers will normally attend ILE in residence. By exception, the HQDA, DCS, G-3/5/7 may approve ACC officers to complete ILE through DL when operational requirements prevent attendance in residence. Completion of ILE by ACC officers in other than a resident status must be coordinated among the HQDA, DCS, G-3/5/7, HQDA, DCS, G-1 and the U.S. Army Human Resources Command (HRC).

(3) Special branch officers will continue to be board selected for resident ILE attendance. Special branch proponents will determine completion requirements and timelines for special branch officers.

(4) Reserve Component officers will continue to be board selected for resident ILE attendance. Reserve Component officers will complete ILE prior to their 15th year of commissioned service.

d. Officers in YG 94 and subsequent year groups will be afforded the opportunity to complete the ILE CC in one of four ways:

(1) In residence at the 10 month course at Fort Leavenworth (delivered primarily for Branch officers, select RC officers, the traditional complement of sister service and international officers, select functional area and special branch officers).

(2) In residence at satellite campuses (delivered primarily for Functional Area designated officers, by exception Branch officers, officers designated for attendance at other than Army intermediate staff college and other service schools, board selected RC officers, and Special Branch officers).

(3) Through nonresident DL (delivered primarily for RC and special branch officers; by exception ACC officers). The nonresident ILE common core is equivalent to the resident course for satisfying career schooling requirements. It is presented in two formats and must be completed within 18 months of enrollment.

(a) The Web-based DL format is organized into three sequential phases consisting of a number of modules or subcourses. Each module or subcourse is a self-contained block of instruction containing one or more examinations graded by the Department of Distance Education (DDE), a department within the Command and General Staff College's Command and General Staff School. Several modules or subcourses require submission of written requirements that are graded based on established objective criteria.

(b) The Reserve School format is presented in the TASS training battalions at teaching locations throughout the world. This option is also organized into three sequential phases with modules or subcourses corresponding to those in the Web-based DL format. Each module or subcourse contains written requirements and one or more examinations. Many of the requirements are graded by the training battalions that report grades to the DDE.

(4) Through a Blended Learning approach that combines DL with some form of in-residence program. The in-resident phase or phases are typically at the resident site/Fort Leavenworth, but can be conducted at satellite facilities.