**Senior Leader Transition Course (SLTC) Business Rules**

**Course Code: 100437**

These business rules provide programmatic requirements regarding student selection, resident and exportable sessions and application procedures for SLTC.

1. **Target Audience**
2. The target audience for SLTC is Active Duty and Reserve O-4s and GS-13s (or another civilian schedule equivalent). Deviation from the target audience outlined below must be recommended by Course Chief and approved by the School Chief.
3. Primary: O-4s and GS-13s (or another civilian schedule equivalent)

Secondary: O-4 (selects)

Tertiary: O-3s and GS-12s

1. **Student Selection Process**
2. To ensure equity among Active Duty, Reserve, and Civilian opportunities to attend SLTC, ETQC should attempt to have each workforce component represented in a session. Actions to facilitate the correct course make-up may include prioritizing a reservist or civilian over an Active-Duty member in the event there are more than 24 Electronic Training Requests (ETRs) for a convening.
3. Classes should be comprised of 24 students per class when possible. Ideally this would include 18-20 Active-Duty officers and 4-6 Reservists and Civilians.
4. Exportable sessions are generally for personnel who are within 50 miles of a host unit and will normally be filled with local, no-cost orders. Priority for enrollment shall be given to local students, followed by students within the same District. After local students have been enrolled, regional areas closest to the exportable class (e.g. West Coast, East Coast) may then be considered based on quota availability. Members are highly encouraged to submit ETRs for exportable sessions in their area.
5. Members who attend a SLTC convening within 50 miles of their home unit should **NOT** expect funding for lodging, meals or per diem.
6. **Enrollment Process**
7. ETQC will enroll students and generate orders at least **eight weeks prior** to the beginning of the residency portion for SLTC. At this time, LDC Staff will prepare for the pre-residency portion of the course. If at any point there are 24 ETRs of the target audience that would fill a course, a staff member may reach out to ETQC and ask to enroll students sooner than later. This process will allow instructors to offer students who were not selected the opportunity to participate in other convenings.
8. **Cancellation of Classes**
9. Historically approximately 3-4 students cancel per session due to operational, medical, and/or work-life constraints.
10. Accounting for approximately 3 students cancelling, **18 students shall be the minimum amount of students enrolled**. If 18 students are not reached, the class shall be cancelled. Cancellation shall occur at a minimum of **10 weeks** prior to the residency portion of class.
11. **Application Process**
12. Review the SLTC convening dates on ETQC’s, FORCECOM Leadership Development Branch (FC-LDR,) or LDC’s SLTC web-portal page.
13. Identify an appropriate course to attend and at least 01 alternate sessions using the following criteria:
    1. If you are located within 50 miles of an exportable session(s), you will first request attendance at your local convening(s).
    2. If you are located outside of 50 miles from an exportable sessions(s) or have operational, medical, or work-life constraints with your local convening(s), you should request attendance that fits with your schedule.
14. Follow your local operating procedures to submit an ETR, ensuring at least 01 alternate sessions have been included in the “Comments” section of the ETR request.

These requirements remain in effect until otherwise cancelled or revised by FC-LDR in writing. It is imperative that all SLTC stakeholders ensure an equitable opportunity for selection for both the military and civilian workforce.