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.

A. Target Audience

1. The target audience for SLTC is O-4s and GS-13s (or other civilian schedule equivalent). Reserve O-4s are eligible and highly encouraged to apply. Deviation from the target audience outlined below must be approved by CG-128.
2. Primary: O-4s and GS-13s (or other civilian schedule equivalent)
   Secondary: O-4 (selects)
   Tertiary: O-3s, and GS-12s.

B. Student Selection Process

1. To ensure equity among Active Duty, Reserve, and civilian opportunities to attend SLTC, ETQC should ensure each workforce component is represented in a session. Each Fiscal Year SLTC will normally have 390 Active Duty Quotas, 95 Civilian Quotas, and 15 Reservist Quotas.
2. These business rules are designed to ensure adequate representation of Active Duty, Civilians and Reservists in each cohort. The targeted workforce component ratio of each session is 24 Active Duty, 4 Civilians, and 1 Reservist. ETQC will select from each population in the order of Electronic Training Request (ETR) submission. If insufficient numbers of one population have applied for the session, ETQC may continue to select from other populations in order of submission to fill the roster.
3. ETQC will enroll students and generate orders eight weeks prior to the start of the residency portion of the course. At this time, LDC Staff will prepare for the pre-residency segment.

C. Host Units for Exportable Sessions

1. Exportable sessions are designed to target officers and civilians from a specific geographic area. Typically, exportable sessions target personnel located within 50 miles of a Host Unit and precedence will be given to local, no-cost orders. Members from surrounding units are encouraged to submit ETRs for exportable sessions in their area.

D. Resident Sessions

1. Most sessions convene at the LDC in New London, CT. These sessions are primarily intended for personnel located at remote units that do not have the opportunity to attend exportable sessions. Additionally, these sessions serve members who could not attend their local session due to operational, medical, and work-life constraints. However, the expectation is that all personnel in the "Primary" assignment hierarchy

listed above will make every attempt to register for and attend an exportable session if they are within 50 miles of a Host Unit.

2. Application Process

   1. Review the SLTC convening dates on ETQC's CG Portal page or the Office of Leadership (CG-128)'s webpage.

   2. Identify an appropriate course to attend and at least two alternate sessions using the following criteria:

      a. If you are located within 50 miles of an exportable session(s), you will first request attendance at your local convening(s).

      b. 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 a resident convening.

   3. Follow your local operating procedures to submit an ETR, ensuring at least two alternate sessions have been included in the "Comments" section of the ETR request. If an applicant is within the local 50 mile radius to a session location or has been selected for the next rank, include that in the ETR comments. List all operational constraints and special circumstances in your comments.

3. Important Application Guidelines

   1. Submit your ETR as soon as possible for the entire FY. Seats are filled following the above hierarchy, these guidelines, and submission dates.

These business rules remain in effect until otherwise cancelled or revised by COMDT (CG-128) in writing.