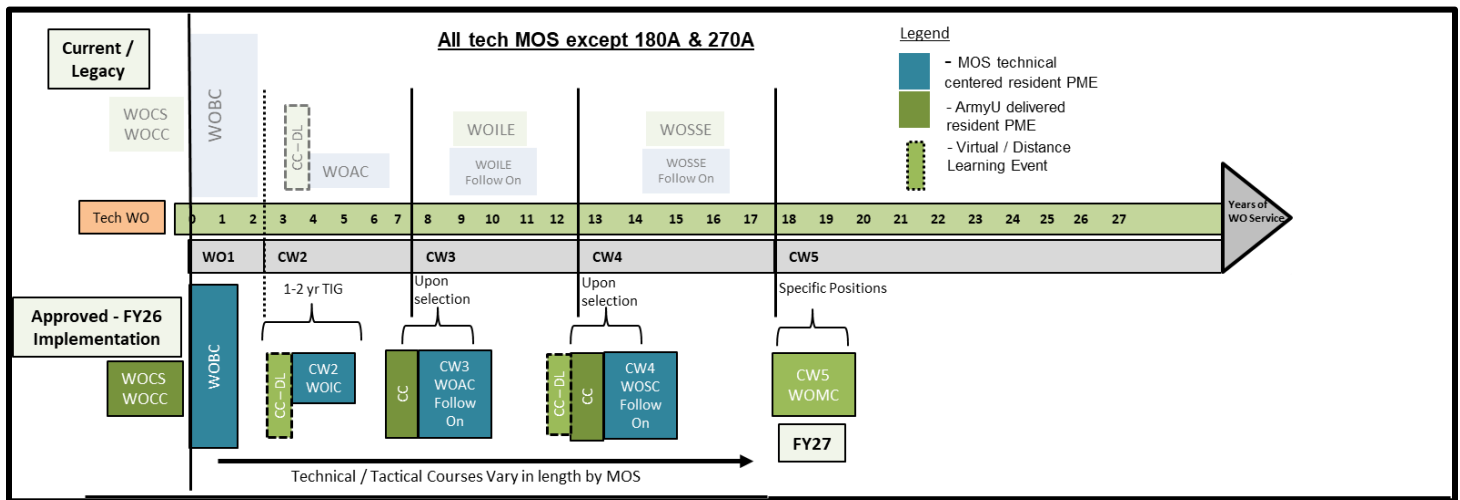


# When to request Warrant Officer Professional Military Education (WO PME)

Per CAC WO PME Modernization chart



## How to request Warrant Officer Professional Military Education (WO PME)

**WOIC (NEW) is for Chief Warrant Officers 2. All Phases can be scheduled at the same time. If your 170B & 170D MOS only one PAR required. For 170A, please submit a PAR as follows:**

- 1 PAR that requests Phase 1 with Primary and Secondary dates you wish to attend and Common Core.
- 1 PAR that requests Phase 2 with the Primary and Secondary dates you wish to attend.

**WOAC (former WOILE) is for CW3. 2 PARs are required.**

- 1 PAR that requests the VLC portion of the course with Primary and Secondary dates you wish to attend.
- 1 PAR that requests the Follow-On portion with Primary and Secondary dates you wish to attend (170A)

**WO Senior Course (WOSC) is for CW4. All Phases can be scheduled at the same time. 2 PARs are required.**

- 1 PAR that requests Phase 2 with Primary and Secondary dates you wish to attend and Phase 1.
- 1 PAR that requests Follow-On with the Primary and Secondary dates you wish to attend

Visit ATTRS for course info: <https://www.atrrs.army.mil/atrrscc/search.aspx>

Visit IPPS-A for requesting; submit a Personnel Action Request (PAR):

- Create Personnel Action
  - Action – “Admin Records Corrections”
  - Reason – “Other”
- Request Data tab
  - \*Other Type – “(Specific PME Level) PME Request”
  - \*More Information –
    - Course Name: (Insert Respective Course) Resident and DL, if applicable
    - School Code# 112 (Ft. Eisenhower) or 020 (Ft. Novosel, AL)
    - Location: Ft. Eisenhower, GA and/or Ft. Novosel, AL
    - Course Number: (Insert Respective Course Number from Below)

- **WOIC COMMON CORE 1-250-C34 (DL)**
  - **(170A WOIC)** 4C-C34-170A (VIRTUAL STANDARD) & 4C-C34-170A (RESIDENT - GORDON)
  - **(170B WOIC)** 3B-C34-170B (RESIDENT - GORDON)
  - **(170D WOIC)** 4-17-C34-170D (DL)
- **WOAC 1-250-C35 (VLC) (RESIDENT - RUCKER)**
  - (170A WOAC FO) 4-17-C35-170A-FOS (CP) (RESIDENT - GORDON)
  - (170B WOAC FO) 2-15-C35-170B-FOS (CP) (RESIDENT - GORDON)
  - (170D WOAC FO) 4-17-C35-170D-FOS (CP) (RESIDENT - GORDON)
- **WOSC 1-250-C36 (DL)**
  - PH 2: 1-250-C36 (RESIDENT - RUCKER)
  - PH 3: 4D-C36-FOS (RESIDENT - GORDON)
- Primary Class Number: (Found on [ATRRS Course Catalog \(army.mil\)](#))
- Primary Class Date: (Found on [ATRRS Course Catalog \(army.mil\)](#))
- Alternate Class Number: (Found on [ATRRS Course Catalog \(army.mil\)](#))
- Alternate Class Date: (Found on [ATRRS Course Catalog \(army.mil\)](#))
- Duty Position:
- UIC:
- Security Clearance: TS/SCI (Required for Ft. Eisenhower, GA PME)
- Time in Grade:
- SOLDIER MEETS ALL PREREQUISITIES
- SOLDIER MEETS HEIGHT AND WEIGHT STANDARDS OUTLINED IN AR-600-9
- Attachments
  - N/A
- Validate Request
  - Select "Validate"
- Transaction Summary
  - Select "Submit"

Once submitted, request must go through approval workflow and receive "recommended approval" from first O-5 in Chain of Command. Cyber Branch Career Manager will be intermediate approval, with final approval residing with Mr. Reed within Information Dominance Branch who will validate availability and enroll into either Primary or Secondary Class. Once enrolled, Mr. Reed will notify Warrant Officer via email with confirmation.