ATZS-DOD-HT 12 March 2009

MEMORANDUM FOR ASOC Applicants

SUBJECT: Advanced Source Operations Course Candidate Application Packet

1. The DoD Advanced Source Operations Course (ASOC) announces the following class dates for FY09:

ASOC FY09

|  |  |  |  |
| --- | --- | --- | --- |
| Class | Report Date | Start Date | End Date |
| 007 | 2009-01-02 | 2009-01-03 | 2009-04-03 |
| 008 | 2009-04-24 | 2009-04-25 | 2009-07-24 |
| 009 | 2009-08-21 | 2009-08-22 | 2009-11-21 |

2. The HUMINT Training – Joint Center of Excellence (HT-JCOE) welcome those interested in attending ASOC to complete the attached questionnaire and submit it along with a memorandum of nomination / endorsement from your Commander, a copy of your Officer / Enlisted Record Brief or service history, and a one-page autobiography (see enclosures). Submission of a completed packet is not a guarantee of a seat in the class. Each applicant’s packet will be reviewed and an order of merit list (OML) for attendance will be generated.

3. The minimum qualifications for attendance to the ASOC are:

A. U.S. Military or Civilian assigned to or entering an operational HUMINT position

B. Be in the grade of E-6 / GG-11 or higher

C. Have a commander’s (O-5 / GG-15 or higher) endorsement / nomination with verification of no integrity or criminal issues in the candidates past.

D. Must hold or be eligible for a TS clearance

E. Meet service specific medical and physical fitness standards

F. Must be in a deployable status

G. Must be a graduate of at least one of the following pre-requisite course:

1. Source Operation Course (SOC)

 2. Counterintelligence Force Protection Operation Course (CFSO)

 3. Marine Air Ground Task Force Counterintelligence / HUMINT Course (MAGTF CI/HUMINT)

 4. Advanced Special Operations Techniques Level II or III (ASOT II/III)

 5. Advanced Foreign Counterintelligence Training Course (AFCITC)

 6. Military Operations Training Course (MOTC)

 7. Field Tradecraft Course (FTC)

H. In the absence of one of the above pre-requisite course, a candidate’s documented experience through real world deployments and service in operational HUMINT roles may be accepted for consideration.

I. Candidate must have at least 24 months on their remaining service obligation following successful completion of the ASOC.

Note: Waivers may be granted on some pre-requisites on a case-by-case basis only.

3. The selection board convenes 40-45 days prior to the course start date. Candidates selected for attendance in ASOC will receive an official acceptance notification and welcome packet from the undersigned NLT 30 days prior to the course start date. It is imperative that you provide contact information where you will be able to be reached so that you may be notified of you selection.

4. Applicants are being taken from across the Department of Defense and must be received by the undersigned for consideration. The deadline to submit packets is 45 days prior to the requested course start date. Submit application packets to HT-JCOEJ3@conus.army.mil or fax the completed form to ATTN: HT-JCOE J3, ASOC Candidate at (520) 533-4364.

5. POC for this action is the HT-JCOE J3 @ HT-JCOEJ3@conus.army.mil or (520) 533-4363 / DSN 821-4363.

 -- Original Signed --

 MARK A. LESSMAN

 MAJ, US Army

 Commanding

3 Encls

1. Candidate Application Sheet

2. Candidate’s One-Page Autobiography

3. Commander’s Endorsement / Nomination

**Part 1 – Course**

**HT-JCOE Course Application**

Scan/e-mail the completed form to HT-JCOEJ3@conus.army.mil

(Press F1 for additional instructions about each field)

|  |  |
| --- | --- |
| a. Course:  | b. Class number:  |

**Part 2 – Student**

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| a. First:       | b. Middle:       | c. Last:       |

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| d. SSN:       | e. DOB:       | f. Pay grade:       | g. Specialty:       |

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| --- | --- |
| h. Phone number:       | i. E-mail address:       |

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**Part 3 – Demographic**

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| --- | --- | --- | --- |
| a. Gender:  | b. Race:  | c. Marital status:  | d. Civilian education:  |

**Part 4 – Unit**

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| Permanent Duty Station: |

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| --- | --- |
|  a. City:       | b. State:       |

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| c. Unit mailing address line 1:       |

 | Full Unit Designation: |
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| d. Unit mailing address line 2:       |

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| h. Bde:       | i. Div:       | j. Corps:       |

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| e. City:       | f. State:       | g. Zip code:       |

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| k. Maj Cmd:       | l. Service:  | m. Status:  |

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**Part 5 – Previous Training and Experience**

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| a. Training (Indicate all that apply):[ ]  35M [ ]  35L [ ]  35E [ ]  MAGTF CI/HUMINT [ ]  DIA NIC [ ]  351M [ ]  351L [ ]  35D [ ]  AFCIC [ ]  DIA MFC[ ]  SOC [ ]  ASOT II [ ]  FTC [ ]  CFSO (USAIC) [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  ASOC [ ]  ASOT III [ ]  MOTC [ ]  CFSO (JCITA) [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| b. Experience:       |

**Part 6 – Additional Information**

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| --- | --- | --- |
| Security clearance | a. Level:  | b. Date granted:       |

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| Driver’s license | c. Number:       | d. State:       | e. Expires:       |

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| Government credit card | f. Limit:       | g. Expires:       |

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| h. Profile? [ ]  Yes [ ]  No | i. [ ]  Temporary [ ]  Permanent | j. Explain:       |

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| k. Deployable? [ ]  Yes [ ]  No | l. Explain (if No):       |

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| m. Forecasted use after graduating from the course:       |

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**Part 7 – Next of Kin**

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| a. First:       | b. Middle:       | c. Last:       |

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| d. Relationship:  | e. Phone number:       | f. E-mail address:       |

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| g. Mailing address line 1:       |

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| h. Mailing address line 2:       |

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| --- | --- | --- |
| i. City:       | j. State:       | k. Zip code:       |

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**Part 8 – Commander**

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| a. First:       | b. Middle:       | c. Last:       |

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| d. Phone number:       | e. E-mail address:       |

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| f. Mailing address line 1:       |

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| g. Mailing address line 2:       |

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| h. City:       | i. State:       | j. Zip code:       |

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**Part 9 – Defense Travel Administrator (For SOC and ASOC ONLY)**

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| a. First:       | b. Middle:       | c. Last:       |

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| --- | --- |
| d. Phone number:       | e. E-mail address:       |

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| f. TDY start location:       | g. TDY return location:       | h. Round trip ticket cost:       |

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**Part 10 – Privacy Act Statement**

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| 1. **Authority: 5 USC 301 and 10 USC 301**
2. **Purpose: To record pertinent student data necessary for academic records systems.**
3. **Routine uses: Administrative and statistical demographics purposes.**
4. **Information is mandatory. Individuals not providing requested information may not receive credit for the course.**
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**Part 1 – Course**

**HT-JCOE Student Authobiography**

Scan/e-mail the completed form to HT-JCOEJ3@conus.army.mil

(Press F1 for additional instructions about each field)

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| a. Course:  | b. Class: - |

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**Part 2 – Student**

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| a. First:       | b. Middle:       | c. Last:       |

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**Part 3 – Biography**

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| a. General:       |
| b. Current Duties and Assignments:       |
| c. Previous Duties, Deployments, and Assignments:       |
| d. Future Plans and Intentions:       |

**Part 4 – Certification**

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| a. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | b. Date:       |

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**Part 5 – Privacy Act Statement**

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| 1. **Authority: 5 USC 301 and 10 USC 301**
2. **Purpose: To record pertinent student data necessary for academic records systems.**
3. **Routine uses: Administrative and statistical demographics purposes.**
4. **Information is mandatory. Individuals not providing requested information may not receive credit for the course.**
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