



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE CENTER AND FORT HUACHUCA
1903 HATFIELD STREET
FORT HUACHUCA, ARIZONA 85613-7017

ATZS- CG (350)

24 January 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY 134 -- Training Development Special Qualification Identifier

1. Purpose: To ensure all commissioned officers and enlisted soldiers assigned as training developers receive the appropriate skill identifier (SI) or special qualification indicator (SQI) on completion of this assignment oriented training.
2. References:
 - a. TRADOC Regulation 350-70, Systems Approach to Training Management, Processes, and Products, March 1999.
 - b. DA Pam 611-21, Military Occupational Classification and Structure, March 1999.
3. All personnel assigned to do training development are required to complete the Systems Approach to Training (SAT) Course offered by Staff and Faculty Development Division or the Systems Approach to Training Basic Course (SATBC) offered by Army Training Support Center (ATSC) via video teletraining. This includes persons assigned to positions coded as training developers as well as TASS instructors who must develop training.
4. On completion of training, officers and soldiers initiate processing of a Personnel Action, DA Form 4187. Use the organization's prescribed procedure to forward required documentation to the Personnel Action Center (PAC) through the battalion S1. Enclose a copy of the certificate of training (DA Form 87). Respective codes for Training Development are listed below:
 - a. Officers: SI 7Q (DA PAM 611-21, Table 4-3)
 - b. Enlisted: SQI 2 (DA PAM 611-21, Table 12-1)

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5. Address questions concerning this policy to Staff and Faculty Development Division, Dr. Kjos, at 8-1139, or send email to kjosg@hua.army.mil.

///original signed///

JOHN M. CUSTER

Brigadier General, USA

Acting Commander

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