

CASCOM Sponsored VCU Board Application Guide

Submit applications in the following order as a single file, in the following order.

Ensure scanned files are clearly legible and oriented.

1. STP

Printed 04/15/23

SOLDIER TALENT PROFILE

AR 600-4-104

Basic Data

AC

MRCS

Job

Code(P/S)

SQ(P/S)

AS(P/S)

Date of Birth

Birth Country

Country of Citizenship

Gender

Race

Ethnic Group

Height

Weight

Religion

Marital Status

of Dependents (Adults/Children)

Home Address

Deployable

Readiness

MRC Code

MRC Reason

PHA Exam Date

PULHES

Current AugL

YMAV Date

MACP Date

ETP Date

Security Clearance

Clearance Type

Clearance Effective Date

Investigation Type

Investigation Status

Investigation Status Date

OFFER FLAGS

Restriction

Code

Begin Date

End Date

Skills

PROFESSIONAL LICENSES

PROFESSIONAL CERTIFICATIONS

DEFENSE LANGUAGE PROFICIENCY TEST (DLPT)

Licenses

Expiration Date

Certification

Certified Date

Language

Listening

Reading

Speaking

LANGUAGES (SELF-PROFESSED)

ATTRIBUTES (SELF-PROFESSED)

Language

Listening

Reading

Speaking

Attribute

Rating

Date

Career Mapping

2024

2025

2026

2027

2028

2029

2030

SGT

P2

SSG

P2

SFC

Experience

DEPLOYMENTS

Short Tours

Long Tours

DROS

DEROS

CBT

CPN

RES

Dwell Start

Dwell Duration

MILITARY EXPERIENCE: DEPLOYMENTS / ASSIGNMENTS

AugL

From

Months

USC

Organization

Station

Location

Comd

Duty Title

MOS

CIVILIAN WORK EXPERIENCE (SELF-PROFESSED)

Employment

Job Title

Start Date

End Date

Duration

ADDITIONAL DUTIES (SELF-PROFESSED)

Duty Title

Start Date

End Date

Knowledge

CIVILIAN EDUCATION

THESES & CAPSTONE (SELF-PROFESSED)

MILITARY EDUCATION

Degree

School

Location

Level

Graduation Date

Title

Year

Course Title

Code

Start

End

Duration

CMDT Lst

HOBBIES / INTERESTS (SELF-PROFESSED)

SELF STUDY (SELF-PROFESSED)

Hobby / Interest

Genre

Proficiency

Date

Self Study

Genre

Proficiency

Date

2. Current ACFT / AFT DA Form 705 DA Form 5500/5501 if applicable

ARMY FITNESS TEST SCORECARD	FOR OFFICIAL USE ONLY
NOTE: To convert raw scores to scaled scores, refer to the AFT event score conversion tables posted to the Army Fitness Test website at: https://www.army.mil/aft .	NAME (Last, First, MI)
Body Composition Testing will NOT be conducted on the same day as the AFT. To avoid illness and injury, height and weight should be recorded at least 7 days before or at least 7 days after the AFT when feasible.	SEX ☐ MALE ☐ FEMALE
	UNIT/LOCATION

PRIVACY ACT STATEMENT
AUTHORITY: 10 USC 7013, Department of the Army; 10 USC 671, Members not to be assigned outside United States before completing training; 10 USC 14503, Discharge of officers with less than six years of commissioned service or found not qualified for promotion to first lieutenant or lieutenant (junior grade); Army Regulation 350-1, Army Training and Leader Development.
PRINCIPAL PURPOSE: The Army Fitness Test (AFT) assesses a Soldier's fitness capability. Fitness test standards are adjusted for combat MOS requirements, age and sex. For additional information, see the System of Records Notice A0600-8-104 AHRC, Army Personnel Systems (APS).
ROUTINE USES: None.
DISCLOSURE: Voluntary. However, for

TE
DATE (YYYYMMDD)
MOS
STANDARD: ☐ COMBAT ☐ GENERAL
HEIGHT (inches)
WEIGHT (lbs.)
GO ☐
3 REPETITION MAXIMUM DEADLIFT
1ST ATTEMPT
2ND ATTEMPT
POINT
HAND-RELEASE PUSH-UP (raw)
REPETITIONS
POINT
SPRINT - DRAG - CARRY (ov)
TIME
POINT
PLANK (maintain proper strai)
TIME
POINT
2 - MILE RUN (overall e
TIME
POINT
5K ROW / 1K SWIM / 12K BIKE / 2.5MI WALK (circle or use the d
TIME
GO ☐
NOGO ☐
POINT
SOLDIER SIGNATURE
OIC/NCOIC NAME (Last, First, MI)
OIC/NCOIC SIGNATURE

DA FORM 705-TEST, APR 2022

M	TAB	TAB	TAB	TAB
Implementing Guidance	BODY FAT CONTENT WORKSHEET (Female)			
For use of this form, AR 600-9; the proponent agency is DCS, G-1.				

PRIVACY STATEMENT
AUTHORITY: 10 U.S.C. 7013, Secretary of the Army; Department of Defense Instruction 1308.3, DoD Physical Fitness/Body Fat Program Procedures; Army Regulation 600-8-104, Army Military Human Resource Records Management; Army Regulation 600-9 .
PRINCIPAL PURPOSE: To establish a method for Soldiers to utilize the one site circumference-based tape test. Soldiers who score a 465 or more on the Army Fitness Test (AFT) are in compliance with the Army body fat standard IAW AD 2025-17 and AR 600-9. See the System of Records Notice A0600-8-104 AHRC, Army Personnel Systems (APS).
ROUTINE USES: For Soldier's use i
DISCLOSURE: Failure to compli

Soldier scored a 465 or more on the AF

Preparer's Initial

NAME (Last, First, Middle Initial)

HEIGHT (to nearest 0.50 inch)

STEP

1. Measure abdomen at the level of the navel (belly button). Round down to the nearest 0.50 inch. Repeat three times, then average to the nearest 0.50 inch.

2. Enter the average abdominal circumference.

3. Weight factor. Enter the weight to the nearest pound.

4. Determine percent body fat by finding Sc pounds (value listed in STEP 3) in [AR 600-9](#) figure B-1. The percent body fat is the value that intercepts with abdominal circumference value and weight in pounds as listed in [AR 600-9](#) figure B-1. This is the Soldier's PERCENT BODY FAT.

5. Supplemental Body Fat Assessment results, if applicable.

Name of Authorized Supplemental Body Fat Assessment Machine/Equipment:

Location/Facility of Authorized Supplemental Body Fat Assessment Machine/Equipment:

AR 600-9 Table B-2

Maximum allowable percent body fat standards

Age group: 17-20 Age group: 21-27

Male (% body fat): 20% Male (% body fat): 22%

Female (% body fat): 30% Female (% body fat): 26%

REMARKS

CHECK ALL THAT APPLY

☐ Individual is in compliance with Army Standards.

PREPARED BY (Printed Name and Signature)

RANK

DA FORM 5501, SEP 2025

M	TAB	TAB	TAB	TAB	TAB
Implementing Guidance	BODY FAT CONTENT WORKSHEET (Male)				
For use of this form, see AR 600-9; the proponent agency is DCS, G-1.					

PRIVACY STATEMENT
AUTHORITY: 10 U.S.C. 7013, Secretary of the Army; Department of Defense Instruction 1308.3, DoD Physical Fitness/Body Fat Program Procedures; Army Regulation 600-8-104, Army Military Human Resource Records Management; Army Regulation 600-9 . The Army Body Composition Program.
PRINCIPAL PURPOSE: To establish a method for Soldiers to utilize the one site circumference-based tape test. Soldiers who score a 465 or more on the Army Fitness Test (AFT) are in compliance with the Army body fat standard IAW AD 2025-17 and AR 600-9. See the System of Records Notice A0600-8-104 AHRC, Army Personnel Systems (APS).
ROUTINE USES: For Soldier's use of the one site circumference-based tape test and the supplemental body fat assessment.
DISCLOSURE: Failure to complete this form with the information requested impedes the effective management of care and support required by the procedures of the Army's Body Composition Program.

Soldier scored a 465 or more on the AFT and is in compliance with the Army body fat standard IAW AD 2025-17 and AR 600-9.

Preparer's Initials:

NAME (Last, First, Middle Initial) RANK

HEIGHT (to nearest 0.50 inch) WEIGHT (to nearest pound) AGE

NOTE: 1/2" = .50

STEP FIRST SECOND THIRD AVERAGE (to nearest 0.50 in.)

1. Measure abdomen at the level of the navel (belly button). Round down to the nearest 0.50 inch. Repeat three times, then average to the nearest 0.50 inch.

2. Enter the average abdominal circumference.

3. Weight factor. Enter the weight to the nearest pound.

4. Determine percent body fat by finding Soldier's abdominal circumference value (value listed in STEP 2) and weight in pounds (value listed in STEP 3) in [AR 600-9](#) figure B-1. The percent body fat is the value that intercepts with abdominal circumference value and weight in pounds as listed in [AR 600-9](#) figure B-1. This is the Soldier's PERCENT BODY FAT.

5. Supplemental Body Fat Assessment results, if applicable.

Name of Authorized Supplemental Body Fat Assessment Machine/Equipment:

Location/Facility of Authorized Supplemental Body Fat Assessment Machine/Equipment:

AR 600-9 Table B-2

Maximum allowable percent body fat standards

Age group: 17-20 Age group: 21-27 Age group: 28-39 Age group: 40 and older:

Male (% body fat): 20% Male (% body fat): 22% Male (% body fat): 24% Male (% body fat): 26%

REMARKS

CHECK ALL THAT APPLY

☐ Individual is in compliance with Army Standards. ☐ Is not in compliance with the standards. Recommended monthly weight loss is 3-8 lbs. or 1% body fat.

PREPARED BY (Printed Name and Signature) RANK DATE (YYYYMMDD)

APPROVED BY SUPERVISOR (Printed Name and Signature) RANK DATE (YYYYMMDD)

DA FORM 5500, SEP 2025

PREVIOUS EDITIONS ARE OBSOLETE.

APO AEM v1.50ES

3. DA Form 1618

Must be signed by first LTC or higher (if military) or GS14 or higher (if civilian) in chain of command.

Use the "TO" information in the example below.

APPLICATION FOR DETAIL AS STUDENT OFFICER AT A CIVILIAN EDUCATIONAL INSTITUTION OR AT TRAINING WITH INDUSTRY For use of this form, see AR 621-1; the proponent agency is DCS, G-1.				DATE OF APPLICATION (YYYYMMDD) _____	
DATA REQUIRED BY THE PRIVACY ACT OF 1974					
AUTHORITY:		10 U.S.C. 3013, Secretary of the Army; 10 U.S.C. 4301, Reserved; Army Regulation 621-1, Training of Military Personnel at Civilian Institutions.			
PRINCIPAL PURPOSE:		To document, monitor, manage, and administer the attendance at a civilian training agency or civilian school. To obtain consideration for entry into civilian educational institution or training with industry. For additional information, see the System of Records Notice A0621-1 AHRC, Army Continuing Education System Records (https://dpold.defense.gov/Privacy/SORNIndex/DOD-Component-Notices/Army-Article-List/).			
ROUTINE USES:		There are no specific routine uses anticipated for this form; however, it may be subject to a number of proper and necessary routine uses identified in the system of records notice(s) specified in the purpose statement above.			
DISCLOSURE:		Voluntary. However, failure to provide all the requested information may result in not being accepted into a civilian educational institution or an industry training program.			
THRU: (Immediate Field Grade Commanding Officer) _____			TO: (Appropriate Training Agency - See AR 621-1, see glossary) U.S. Army Human Resources Command ATTN: AHRC-FSF-OE 1600 Spearhead Division Avenue Fort Knox, KY 40122		
NAME OF APPLICANT _____			RANK _____		
1. Under the provisions of AR 621-1, I desire to attend a civilian educational institution or a Training With Industry (TWI) Program during the academic year commencing _____ (month and year).					
2. CURRICULUM AND SCHOOL PREFERENCES					
CHOICE	DISCIPLINE OF STUDY			SCHOOL OR INDUSTRY	
First	Master of Supply Chain Management			VCU	
Second	_____			_____	
Third	_____			_____	
3. If for any reason I cannot be assigned to any of the choices listed above, I ☐ desire ☐ do not desire to attend such course and school (industry) as may be determined by my career management division. _____					
4. PREVIOUS EDUCATION ABOVE HIGH SCHOOL LEVEL					
SCHOOL	COURSE OF FIELD	DEGREE	YEAR	SCHOLASTIC AVERAGE	CLASS STANDING
Institution Name	Degree Name/AOC	BS/BA/MA/MS	2020	3.5	This is not required
_____	_____	_____	_____	_____	_____
5. (FOR APPLICANTS OVERSEAS ONLY) I am scheduled to return to CONUS about _____. If I am selected for civil schooling, I understand that it may be necessary to curtail or extend (not applicable to non-family areas) my overseas tour to permit me to return to CONUS to report to the designated school at the appropriate registration time. During my CONUS leave I can be reached at the address shown in item 6, below.					
6a. CURRENT MAILING ADDRESS (All Applicants) (Number and street, city and state, ZIP code) _____		6b. PHONE (Home) _____		6d. Email Address _____	
_____		6c. PHONE (Duty - DSN) _____		6e. FAX Number _____	
6f. PERMANENT LEGAL RESIDENCE (State) _____					
7. POST-SCHOOLING UTILIZATION ASSIGNMENT PREFERENCES (Explain in Item 8 if necessary) a. _____ b. _____ c. _____					
8. REMARKS (Outline special qualifications including civilian experience that you feel would support your acceptance for advanced studies. Also explain circumstances if attendance at a tax-supported school in state of legal residency is not possible. This explanation is not required for Training with Industry Program.) _____					

4. Letter of Recommendation (s)

At least one LOR must be LTC or GS14 or higher

No more than 2 pages

No more than 3 LORs

5. Last 5 OERS

If in the first year of command and not having a command OER, include a memorandum from senior rater providing overview of successful command performance to date.

OERs should be submitted in order of most recent to oldest.

6. Scan of Official Transcripts

Include scanned copy of official transcripts from all accredited civilian colleges/universities attended.

This must include courses taken and grades.

Assuming applicant is selected to participate in the CASCOM sponsored ACS program with VCU, applicant will be required to have official transcripts submitted to VCU.

7. GRE / GMAT

GRE / GMAT is not required but may be submitted as an added point for consideration.

Application Submission

Submit applications as a single file in the order depicted.

All applicants will receive notification of status (primary select, alternate select, non-select). Those applicants not selected as a primary select who wish to have their application may request review during the next CASCOM VCU board.

Once notified of primary select status, applicants will have 10 business days to notify Logistics Personnel Proponency and their Career Manager of decision to accept the offer to attend VCU. If no response is received or if a candidate declines the offer, the first alternate-select applicant will be activated in order until all opportunities are filled.

Candidates will graduate with a Master of Supply Chain Management with a Data Analytics focus and be qualified for award of the Logistics Officer Functional Data Analyst Skill Identifier once officially approved.

Those applicants accepting offer to attend VCU will be scheduled for the Data Analysis and Visualization (DAV) Course at Army Sustainment University (ASU), Fort Lee, prior to VCU MSCM Orientation begins.

Contact Carrie Vernon at carrie.vernon2.civ@army.mil, or usarmy.lee.asu.mbx.logpro@army.mil for additional information.