Army Regulation 350–10

Training

Management of Army Individual Training Requirements and Resources

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SUMMARY of CHANGE

AR 350–10
Management of Army Individual Training Requirements and Resources

This major revision, dated 3 September 2009--

o Updates responsibilities (para 1-4).

o Changes Army Training Requirements and Resource System posting requirements
   from 10 working days to 2 working days (paras 1-4 and 3-1).

o Expands the list of subsystem programs (para 2-2).

o Updates initial military training development models (para 2-5).

o Updates the Structure and Manning Decision Review policies (para 2-7).

o Updates and details the Training Resources Arbitration Panel policies (para
   2-8).

o Adds guidance on Analysis of Change Cell (para 2-10).

o Expands and details historical attrition computations (paras 4-2 and 4-3).

o Updates policy for managing Army individual training requirements and
   resources (throughout).

o Makes administrative changes (throughout).

Headquarters
Department of the Army
Washington, DC
3 September 2009

Training

Management of Army Individual Training Requirements and Resources

By Order of the Secretary of the Army:

GEORGE W. CASEY, JR.
General, United States Army
Chief of Staff

Official:

JOYCE E. MORROW
Administrative Assistant to the
Secretary of the Army

History. This publication is a major revision.

Summary. This regulation establishes the policies, responsibilities, and procedures required to develop and manage Army individual training requirements and resources. It updates policy and procedures for the management of the Army Training Requirements and Resources System. Unless specifically identified for mobilization planning or mobilization operations, these policies and procedures refer to peacetime operations.

Applicability. This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. Also, it applies to Department of Army civilian employees, and other Government agency and civilian users of the Army Training Requirements and Resources System.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G-1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25-30 for specific guidance.

Army management control process. This regulation contains management control provisions in accordance with AR 11-2, but it does not identify key management controls that must be evaluated.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G-1 (DAPE-MPT), Washington, DC 20310–0300.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Deputy Chief

of Staff, G-1 (DAPE-MPT), 300 Army Pentagon, Washington, DC 20310–0300.

Committee Continuance Approval. The Department of the Army committee management official concurs in the establishment and/or continuance of the committee(s) outlined herein. AR 15-1 requires the proponent to justify establishing/continuing committee(s), coordinate draft publications, and coordinate changes in committee status with the U.S. Army Resources and Programs Agency, Department of the Army Committee Management Office (AARP-ZX), 2511 Jefferson Davis Highway, 13th Floor, Taylor Building, Arlington, VA 22202-3926. Further, if it is determined that an established "group" identified within this regulation, later takes on the characteristics of a committee, as found in the AR 15-1, then the proponent will follow all AR 15-1 requirements for establishing and continuing the group as a committee.

Distribution. This regulation is available in electronic media only and is intended for command levels A, B, C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

Contents (Listed by paragraph and page number)

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*This regulation supersedes AR 350–10, dated 14 September 1990.

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Contents—Continued

Glossary

Chapter 1
Introduction

1–1. Purpose
This regulation prescribes Army policy, responsibilities, and procedures to manage the requirements and resources process that produces the Army Program for Individual Training (ARPRINT), which is maintained in the Army Training Requirements and Resources System (ATRRS). This regulation applies to all institutional training.

1–2. References
Required and related publications, and prescribed and referenced forms, are listed in appendix A.

1–3. Explanation of abbreviations and terms
Abbreviations and special terms used in this regulation are explained in the glossary.

1–4. Responsibilities
a. Deputy Chief of Staff, G-1. The DCS, G-1 will—
(1) Establish policy and procedures for developing and verifying all Army institutional training requirements for the Army, to include the Active Army (AA), Army National Guard (ARNG), and U.S. Army Reserve (USAR) military and civilian, for the following categories—
(a) Initial military training (IMT).
(b) Military occupational specialty (MOS) and transition training.
(c) Skill qualification identifiers (SQIs).
(d) Additional skill identifier (ASI) and skill identifier (SI).
(e) Noncommissioned Officer Education System (NCOES).
(f) Officer Education System (OES).
(g) Officer and enlisted functional or transitional training.
(h) Professional military education (PME) and Joint PME.
(i) U.S. Military Academy (USMA).
(j) U.S. Military Academy Preparatory School.
(k) Officer Candidate School.
(l) Reserve Officers' Training Corps (ROTC).
(m) Other military Services.
(n) North Atlantic Treaty Organization schools.
(o) Non-DOD schools.
(p) Joint schools.
(q) Civilian Education System.
(2) Incorporate training requirements identified and validated by the Army Educational Requirements Board into the ARPRINT.
(3) Design, develop interfaces, document, program, and fund the operation and evaluation of ATRRS.
(4) Develop overall guidance for the annual ARPRINT.
(5) Co-chair, along with Deputy Chief of Staff, G-3/5/7, (DCS, G-3/5/7), the Input to Training Management General Officer Steering Committee (GOSC) to approve the ARPRINT (see para 1–7, below).
(6) Arbitrate, negotiate, and allocate available training seats based on the approved training program for IMT MOS and coordinate with the following when allocating training seats—
(a) Office of the Deputy Chief of Staff, G-3/5/7.
(b) U.S. Army Training and Doctrine Command.
(c) National Guard Bureau (NGB).
(d) U.S. Army Reserve Command (USARC).
(e) U.S. Army Health Professional Support Agency, Office of the Surgeon General (USAHPSA, OTSG).
(f) U.S. Army Recruiting Command (USAREC).
(g) U.S. Army Medical Department Center and School (AMEDDC&S), U.S. Army Medical Command (MEDCOM).
(h) USASOC.
(i) National Geospatial Intelligence School (NGIS).
(j) Other Services and Government agencies.
(k) North Atlantic Treaty Organization and non-DOD schools.
(7) Develop methodology for computing Army training attrition rates, and provide Army training attrition rates (by delivery method, course, or MOS) to U.S. Human Resources Command-Alexandria (HRC-A) (AHRC-PL), Director,

Army National Guard (DARNG) (NGB-ART-I), and Office of the Chief, Army Reserve (OCAR) (DAAR-TR). Develop methodology and conduct quarterly analysis of training show-rates.

(8) Assume principal Army staff responsibility for training attrition management (see chap 4, below).

(9) Develop and manage Army accessions for—

(a) The USMA Program.

(b) The Federal Officer Candidate Program.

(c) The Army ROTC Program.

(10) Develop affordable training baseline levels for the individual training requirements and resources process that are consistent with end strength and force structure allowance levels.

(11) Serve as the Department of the Army (DA) lead for the Structure and Manning Decision Review (SMDR) and proponent for the Training Resources Arbitration Panel (TRAP) processes.

(12) Co-chair the SMDR with DCS, G-3/5/7.

(13) Draft, review and approve SMDR guidance along with DCS, G-3/5/7 (see para 2-7*d*, below).

(14) Approve and establish the selection criteria for entry to MOS training.

(15) Develop and display the trained manpower shortfall on which the time phase-incremented mobilization (MOB) training base output requirements are founded (delegated to HRC-A, AHRC-MOP), and provide to Headquarters, U.S. Army Training and Doctrine Command (HQ-TRADOC) for development of fiscal year (FY) Mobilization Army Program for Individual Training (MOB ARPRINT) course input requirements.

(16) Provide input to training general officer in-process review on major input to training issues.

(17) Manage the Total Army Centralized Individual Training Solicitation (TACITS), a subsystem of ATRRS.

(18) Act as the HQDA ATRRS point of contact on policy and guidance for training requirements, training seat allocations, reservations, and class scheduling to or from other services.

(19) Provide Army personnel policy guidance for distributed learning programs and attendance.

(20) Receive and consider in the TRAP process requests from non-DOD agencies for attendance to Army Service Schools in the execution and budget years.

b. Deputy Chief of Staff, G-3/5/7. The DCS, G-3/5/7 will—

(1) Co-chair the SMDR (see para 2-7, below) and the Chief, Institutional Training (DAMO-TRI) co-chairs the TRAP processes.

(2) Determine in coordination with HRC, NGB, and OCAR the U.S. Army War College and equivalent level training requirements and submit them to HQDA (DAPE-MPT), Washington, DC 20310–0300.

(3) Determine intermediate level training requirements and submit them to HQDA (DAPE-MPT), Washington, DC 20310–0300.

(4) Determine in coordination with HRC, NGB, and OCAR, training requirements for Army personnel at Foreign Service schools and submit them to HQDA (DAPE-MPT), Washington, DC 20310–0300.

(5) Determine in coordination with HRC, NGB, and OCAR training requirements for the U.S. Army Sergeants Major Academy and submit them to HQDA (DAPE-MPT), Washington, DC 20310–0300.

(6) Determine, in coordination with DCS, G-1 training requirements for leadership courses for the DA civilians and submit them to HQDA (DAPE-MPT), Washington, DC 20310–0300.

(7) Approve Army military and civilian training and education programs and serve as the Army Staff proponent for distance learning, institutional training management, and military schools — managing academic training records, training facilities, and individual training policy.

(8) Determine policies, plans, and resources to accomplish the post MOB training base output requirements.

(9) Ascertain MOB training base capability to sustain the force required for conflict scenarios associated with various operations plans and the Defense Guidance Illustrative Planning Scenario.

(10) Evaluate MOB ARPRINT data to include training capability and resource shortfall to determine impact on costs of operating the training base.

(11) Develop affordable training baseline levels that will provide quality training and support readiness.

(12) Prioritize training allocations during the year of execution, the budget year and during the program objective memorandum (POM) years.

(13) Act as DA proponent for Army training and leader development policy, management, and resources.

(14) Develop methodology for use by HRC to compute the AA resident NCOES requirements for the Noncommissioned Officer Academies and One Army School System (OASS) NCOES courses.

(15) With the DCS, G-1, draft review and approve SMDR guidance.

(16) Co-chair along with DCS, G-1, the Input to Training Management Council of Colonels and GOSC to approve the ARPRINT (see para 1-7, below).

c. Deputy Chief of Staff, G-4. The DCS, G-4 will—

(1) Participate in the SMDR process to validate logistics constraints.

(2) Establish policy and procedures for the development of logistics unique training programs for other than initial skill training.

(3) Participate in and provide input as required for the SMDR and TRAP processes based on the Logistics Master Training Plan.

(4) Ensure resourcing to meet institutional training mission requirements as defined in ARPRINT.

d. Deputy Chief of Staff, G-8. The DCS, G-8 will—

(1) Participate in the SMDR process to validate equipment constraints.

(2) Participate in the resourcing process for changes to training through the TRAP process.

(3) Ensure resourcing to meet institutional training mission requirements as defined in ARPRINT.

e. Installation Management Command. The IMCOM, in support of the Army Chief of Staff for Installation Management (ACSIM), will—

(1) Participate in the SMDR process to validate installation infrastructure and installation services requirements and constraints.

(2) Participate in the TRAP process to validate installation infrastructure and installation services requirements.

f. Army Budget Office. The ABO will participate in the SMDR and TRAP process to determine funding strategy.

g. Chief, National Guard Bureau. The CNGB will—

(1) Develop the ARNG initial military training MOS, MOS-T (reclassification), functional training, specialty skill identifier (SSI), NCOES, and in-service training requirements for ARNG officer, warrant, enlisted and civilian personnel per guidance from DCS, G-1.

(2) Manage quotas allocated to the ARNG to ensure maximum seat fill.

(3) Review ARNG input, graduate, and attrition data for courses attended by ARNG personnel.

(4) Participate in and provide input as required to the SMDR and TRAP processes.

(5) Provide guidance and ensure class schedules are appropriately entered into ATRRS in accordance with this regulation for ARNG schools.

(6) Develop and manage all NGB training requirements at all non-Army Schools.

(7) Ensure the posting of all NGB training requirements in the U.S. Air Force (USAF) and U.S. Navy (USN) training systems.

(8) Ensure that training managers post class schedules to ATRRS, and input and graduation data of all NGB training for non-IMT in non-Army courses.

(9) Manage quota allocation for all courses in ARNG schools.

(10) Assign all ARNG-unique course numbers.

(11) Approve all course administration data (CAD) and programs of instruction (POIs) for all courses unique to the ARNG School.

(12) Add, delete or change (as appropriate) all courses in ATRRS for which the ARNG is the proponent.

(13) Manage ARNG distributed learning site (DLS) information within ATRRS.

(14) Update and maintain all ARNG distributed learning facility site (DLFS) information in ATRRS.

(15) Ensure the posting to ATRRS of input and graduation data of all military and civilian personnel attending training in ARNG schools.

(16) Fulfill other duties as specified (see para 2-7*g*, below).

h. U.S. Army Reserve Command. The USARC, in support of OCAR, will—

(1) Develop USAR initial military training MOS training requirements and establish policy and procedures for the development of the USAR in-service training requirements.

(2) Manage quotas allocated to the USAR to ensure maximum seat fill.

(3) Review USAR input, graduate, and attrition data for courses attended by USAR personnel.

(4) Participate in and provide input as required to the SMDR and TRAP processes.

(5) Provide guidance and ensure class schedules are appropriately entered into ATRRS in accordance with this regulation for USAR teaching institutions.

(6) Develop and manage all USAR training requirements at all non-Army Schools.

(7) Ensure the posting of all USAR training requirements in the USAF and USN training systems.

(8) Ensure the training managers post to ATRRS the class schedules, input, and graduation data for all USAR training for non-IMT courses in all non-Army schools.

(9) Manage quota allocation for all courses in USAR schools.

(10) Ensure the posting of ATRRS input and graduation data of all military and civilian personnel attending training in USAR schools.

(11) Assign all USAR-unique course numbers.

(12) Approve all CAD and POIs for all USAR School-unique courses.

(13) Add, delete or change (as appropriate) all courses in ATRRS for which the USAR is the proponent.

(14) Manage the U.S. Army Reserve distributed learning site (USAR-DLS) information within ATRRS.

(15) Update and maintain all Army Reserve distributed learning facility site (USAR-DLFS) information in ATRRS.

(16) Fulfill other duties as specified (see para 2–7*h*, below)

i. Commander, U.S. Army Corps of Engineers. The CDR, USACE will establish policy and procedures for the development of the Army engineer-unique training programs for other than initial skill training.

j. The Judge Advocate General. TJAG will establish policy and procedures for the development of Army professional legal training requirements for officers, enlisted personnel (other than IMT), and Army civilian employees.

k. Chief of Chaplains. The Chief of Chaplains will establish policy and procedures for the development of AA officer chaplain requirements.

l. The Surgeon General. TSG will—

(1) Establish policy and procedures for the development of professional education and training programs for officers and Army civilian employees of the Army Medical Department (AMEDD).

(2) Manage and control input to the AMEDD Long-Term Civilian Training (LTCT) Program and to the Professional Post graduate Short Course Program.

(3) Direct, control, and supervise all security assistance training provided by the AMEDD, in accordance with USAR 12-15.

m. Commanding General, Human Resources Command-Alexandria. The CG, HRC-A will—

(1) Act as the principal agent for DCS, G-1 in determining AA peacetime (AHRC-PE) and MOB (AHRC-PL) training requirements.

(2) Manage initial military training MOS training quotas for all inputs (AA, ARNG, and USAR) during peacetime and MOB as follows —

(a) Obtain class schedules from ATRRS for Army-taught training and IMT training taught by the other services. Make sure that USAF and USN class seats are loaded in ATRRS for transfer to the Recruit Quota Enlistment System (REQUEST). Upon MOB, class schedules and seats will be loaded on ATRRS by the appropriate school within 72 hours and passed by ATRRS to the REQUEST Mobilization Subsystem.

(b) Support, to the greatest extent possible within the training schedule, the component seasonality of accessions reflected in the Army Components Military Manpower Programs.

(c) Manage and control (during both peacetime and MOB) Army execution year input for both officer and enlisted IMT courses.

(d) Make sure that any adjustments to allocated IMT seats are coordinated with the appropriate component, USAREC, Army Command (ACOM) concerned with the training, DCS, G-1 (DAPE-MPT), and DCS, G-3/5/7 (DAMO-TRI). Adjustments to all IMT seats used by other than Army non-prior service individuals will be posted to ATRRS.

(e) Ensure maximum use of available training seats.

(3) Participate in and provide input as required for the SMDR and TRAP processes (see para 2-7*f*, below).

(4) Apply the DCS, G-3/5/7 approved methodology to compute the AA resident NCOES requirements for the Noncommissioned Officer Academies and OASS NCOES courses.

(5) Manage and control quotas and input for all non-IMT training AA officer and enlisted skill producing training requirements (to include ASI, SQI, functional, skill level 2 and above MOS courses, and officer courses) except those allocated to Army Commands, Army Service Component Commands (ASCCs), and Direct Reporting Units (DRUs) for management.

(6) Develop in coordination with ACOMs, ASCCs, and DRUs all AA training requirements at all non-Army Schools.

(7) Ensure the posting of all AA training requirements in the USAF and USN training systems.

(8) Ensure the posting to ATRRS of class schedules, and input and graduation data of Army input for non-IMT in non-Army courses.

(9) Act as DCS, G-1 administrator for TACITS and annually distribute solicitation letter to all users of Army training (conducted both by and for the Army) to include other services, Army civilian employees, and foreign military. The solicitation will include at a minimum all courses and all modes of training listed in ATRRS.

n. Commanding General, U.S. Army Training and Doctrine Command. The CG, TRADOC will—

(1) Assign all TRADOC course numbers.

(2) Approve all CAD and POIs for all TRADOC courses.

(3) Add, delete or change (as appropriate) all courses in ATRRS for which TRADOC is the proponent.

(4) Add, delete or change (as appropriate) the distributed learning hours of instruction by asynchronous or synchronous hours and identify the method of delivery in ATRRS.

(5) Provide guidance and ensure class schedules are appropriately entered into ATRRS as established in this regulation for TRADOC schools and those schools for which TRADOC has general staff proponency to include those other service schools which conduct Army training courses or train Army personnel.

(6) Manage quota allocation for all non-IMT training courses in TRADOC schools and DOD schools for which

TRADOC has general staff proponency to include those other service schools which conduct Army training courses or train Army personnel.

(7) Ensure the posting of ATRRS class input and graduation data of Army components, other services, government agencies, and Army civilian employees attending training in TRADOC schools and those schools for which TRADOC has general staff proponency to include those other service schools which conduct Army training courses or train Army personnel.

(8) Participate in and provide input as required for the SMDR and TRAP processes (see para 2-7*j*, below).

(a) Provide training resource constraint packages to DCS, G-3/5/7 for review and analysis when TRAPs are closed for input.

(b) Coordinate and brief training resource constraints as necessary to HQDA.

(9) Assist in development of ATRRS programs, displays, reports, files, and procedures related to MOB training.

(10) Act as the DA executive agent for development of the MOB ARPRINT and —

(a) Convert the projected MOB training requirements produced by DCS, G-1, DA, into course input requirements and enter into ATRRS.

(b) Develop input requirements for all MOB courses for which DCS, G-1, DA, does not produce a MOB requirement.

(c) Maintain MOB course administrative data and route or path data in ATRRS.

(d) Develop procedural guidance by which schools or U.S. Army Training Centers (USATCs) conduct the MOB ARPRINT training capability analysis and enter resulting data into ATRRS input capability and resource constraint files.

(e) Coordinate and supervise the annual MOB ARPRINT training capability analysis and ATRRS data entry by TRADOC schools and USATCs.

(f) Assist other ACOMs in MOB ARPRINT development matters.

(11) Develop and manage security assistance training requirements for all IMT MOS, areas of concentration (AOCs), NCOES, warrant officers, and officer courses.

(12) Update the course scope, prerequisites and schools information in ATRRS for TRADOC schools, and those schools for which TRADOC has general staff proponency; incorporating changes from DA Pam 611–21, notifications of future change (NOFC), CAD, and program of instruction (POI) submissions and information provided by schools, as appropriate.

o. Commanding General, U.S. Army Forces Command. The CG, FORSCOM will—

(1) Manage FORSCOM allocated military and civilian quotas to ensure maximum seat fill.

(2) Ensure the posting of input and output data into ATRRS for FORSCOM conducted courses.

(3) Manage and publish FORSCOM ARPRINT.

(4) Manage FORSCOM Noncommissioned Officer Academy courses

(5) Manage FORSCOM troop schools.

(6) Participate in and provide input as required for the SMDR and TRAP processes for FORSCOM military and civilian employee training needs.

(7) Manage mobilized and phase mobilized Soldier training while in Title 10, United States Code (10 USC) status.

p. Commanding General, U.S. Army Medical Department Center and School, U.S. Army Medical Command. The CG, AMEDDC&S, MEDCOM will—

(1) Assign all AMEDDC&S course numbers.

(2) Add, change, or delete (as appropriate) all courses in ATRRS for which AMEDDC&S, MEDCOM is proponent.

(3) Make sure training managers post to ATRRS class schedules, input and graduation data for all AMEDDC&S, MEDCOM schools and those schools for which AMEDDC&S, MEDCOM has general staff proponency.

(4) Manage quota allocation for all non-IMT training courses for which AMEDDC&S, MEDCOM has responsibility.

(5) Ensure the posting of ATRRS input and graduation data of Army components; other services, government agencies, and Army civilian employees attending training in AMEDDC&S, MEDCOM schools and those schools for which AMEDDC&S, MEDCOM has general staff proponency.

(6) Participate in and provide input as required for the SMDR and TRAP processes (see para 2-7*k*, below).

(7) Update the course scope, prerequisites and schools information in ATRRS for AMEDDC&S, MEDCOM schools, and those schools for which AMEDDC&S, MEDCOM has general staff proponency; incorporating changes from DA Pam 611–21, NOFCs, CAD and POI submissions and information provided by schools, as appropriate.

(8) In coordination with TRADOC, participate in the MOB ARPRINT development process to determine training capability and resource shortages for all medical courses and enter data to appropriate ATRRS displays.

q. Commanding General, U.S. Army Materiel Command. The CG, AMC, will—

(1) Ensure central issue facility resourcing to meet institutional training mission requirements as defined in ARPRINT.

(2) Assign all AMC course numbers.

(3) Add, change, or delete (as appropriate) all courses in ATRRS for which AMC is a proponent.

(4) Provide guidance and ensure class schedules are appropriately entered into ATRRS in accordance with deadlines established by DCS, G-1 for AMC schools and those schools for which AMC has general staff proponency.

(5) Manage quota allocation for all training courses for which AMC has responsibility.

(6) Ensure the posting of ATRRS input and graduation data of Army components, other services, government agencies, and civilians attending training in AMC schools and those schools for which AMC has general staff proponency.

(7) Update the course scope, prerequisites and schools information in ATRRS system for AMC schools and those schools for which AMC has general staff proponency.

(8) Update Defense Management Education and Training Program, DODD 5010.16.

(9) Participate in and provide input as required for the SMDR and TRAP processes.

(10) Receive requests from non-DOD agencies for attendance at AMC colleges and schools for those agencies not covered under TACITS.

(11) Provide facilities, equipment, and technical expertise and assistance as required to facilitate training of personnel.

r. Commanding General, U.S. Army Special Operations Command. The CG, USASOC, in support of the U.S. Army John F. Kennedy Special Warfare Center and School (USAJFKSWCS), will—

(1) Coordinate with or allow direct coordination between the USAJFKSWCS and TRADOC for all USAJFKSWCS course numbers.

(2) Approve all CADs and POIs for the USAJFKSWCS.

(3) Ensure class schedules are appropriately entered by training managers into ATRRS in accordance with deadlines established by DCS, G-1 for USASOC schools and those schools for which USASOC has general staff proponency.

(4) Manage quota allocation for all non-IMT training courses for which USASOC has responsibility.

(5) Ensure training managers post to ATRRS input and graduation data of Army components; other services, government agencies, and Army civilian employees attend training in USAJFKSWCS schools and those schools for which USASOC has general staff proponency.

(6) Participate in and provide input as required for the SMDR and TRAP process.

(7) Update the course scope, prerequisites and schools information in ATRRS incorporating changes from DA Pam 611–21, NOFCs, CAD and POI changes for USAJFKSWCS schools for which USASOC has general staff proponency.

(8) In coordination with TRADOC, participate in the MOB ARPRINT development process to determine training capability and resource shortages for all special forces courses and enter data to appropriate ATRRS displays.

(9) Fulfill other duties as specified (see para 2-7, below).

s. Commander, Human Resources Command-St. Louis. The CDR, HRC-STL will—

(1) Act as the principal agent for the Chief, Army Reserve (CAR) in determining the USAR peacetime requirements for formal non-IMT resident school training required for the Ready Reserve. This includes troop program unit (TPU), Individual Ready Reserve, and Active Guard Reserve.

(2) Manage and control all in-service quotas allocated to the USAR to ensure maximum seat fill.

(3) Monitor USAR input, graduate, and attrition data for courses attended by USAR personnel to enforce course prerequisites and the provisions of AR 600-9.

(4) Participate in and provide input as required to the SMDR and TRAP processes.

(5) Fulfill other duties as specified (see para 2–7, below).

t. One Army School System. The OASS commandants or directors, Army Training Center commanders, and the CDR, HRC-STL, will—

(1) Enter class schedules, new equipment training (NET) schedules, and scheduled input into ATRRS and make schedule changes from TRAP or other actions within 10 working days of notification.

(2) Post actual inputs within 2 working days (7 working days for ARNG and USAR schools) of the start date and the actual outputs within 2 working days (7 working days for ARNG and USAR schools) from the end date of each class as announced in class schedules. Losses from a course must be posted within 2 working days of notification to ensure adjustments in any follow-on training for which an individual may have reservations. Actual input and output data must be posted for all courses of instruction.

(3) Enter all new courses into the individual training requirements and resources process as identified in the TRAP.

(4) The Training Schools Office will post actual inputs for all NET Soldiers within 2 working days of receiving NET roster from the S1 and the actual graduates and other completion actions within 2 working days from receiving NET roster of course completions or other actions from the S1.

u. Commanders of Army Command proponent school systems. These commanders will—

(1) Report accurate and timely information in ATRRS

(2) Monitor the data provided by their subordinates.

(3) Ensure posting to ATRRS input and graduation data for Army components, other services, government agencies, and Army civilian employees attending training in non-Army schools and those schools for which the ACOM proponent school has general staff proponency.

(4) Enforce this regulation within the ACOM.

v. Commanders of Army training commands or agencies. These commanders, to include TRADOC, AMC, AMED-DC&S, MEDCOM, FORSCOM, ARNG, OCAR, USACE, and USASOC will—

(1) Program, budget, coordinate, or conduct training.

(2) Monitor and ensure accuracy and timeliness of training attrition data input for courses of instruction.

(3) Recommend changes on selection criteria for MOS training to DCS, G-1 (DAPE-MP).

(4) Fulfill duties as specified (see paras 2-7*k* and 2-7*m*, below).

w. Training managers. All training managers will—

(1) Allocate and control quotas for those courses which they exercise overall quota management.

(2) Ensure data accuracy in ATRRS for all personnel within their quota management

(3) Reserve seats at least 45 days prior to reporting date (except Defense Language Institute (DLI), which requires 30 days) for persons attending courses in which quotas have been allocated.

(4) Complete the TACITS surveys as required

x. The Commanding General, U.S. Army John F. Kennedy Special Warfare Center and School. The CG, USAJFKSWCS will fulfill duties as specified (see para 2-7*l*, below).

1–5. Objectives

The objectives of this regulation are to—

a. Formalize the use of the ARPRINT within—

(1) DOD schools for which the DA is executive agent.

(2) ACOMs and agencies.

(3) OASS and Army training centers.

(4) Noncommissioned Officer Academies.

(5) Other military services and Government agencies.

b. Establish the ARPRINT.

c. Establish standard procedures to identify and display individual training requirements and programs and to report student input and output for resident, TRADOC institutional training with Mobile Training Teams and non-resident training.

d. Ensure that training programs requirements are developed as part of the Planning, Programming and Budgeting System.

e. Provide guidance for the SMDR.

f. Ensure that input to training is conducted according to statutory requirements.

g. Establish standard procedures for the scheduling of classes in support of the ARPRINT.

h. Ensure that students meet course prerequisites.

i. Establish standard procedures to report, analyze, and manage training attrition and attrition from the Army while in a training status.

j. Provide guidance and planning information for development of the mobilization ARPRINT (MOB ARPRINT) and for the transition to MOB training operations upon declaration of MOB.

1–6. Army Program for Individual Training

a. The ARPRINT is the mission, planning, and resourcing document that identifies, by FY, projected individual training requirements and programs. The process for change of the ARPRINT is the SMDR (para 2-7, below) or the TRAP (para 2-8, below).

b. Management encompasses all institutional training, to include proponent resident, OASS, TRADOC institutional training with Mobile Training Teams, non-resident, distributed learning delivered training, training provided by the sister services, Interservice Training Review Organization (ITRO) training, e-learning and self-development to include Army contracted training through a vendor, computer based instruction and Army Correspondence Course Program subcourses, through the ATRRS for the following:

(1) The AA, ARNG, USAR, Army civilian employees, and other Government agencies and civilian users.

(2) Teaching institutions in OASS, which include TRADOC, other AA, ARNG, USAR schools and Training Centers.

(3) FORSCOM Noncommissioned Officer Academy.

(4) AMC.

(5) AMEDDC&S and MEDCOM.

(6) Defense Language Institute, Foreign Language Center (DLIFLC).

(7) Defense Information School (DINFOS).

(8) Defense Intelligence College.

(9) DOD Computer Institute.

(10) NGIS.

(11) Defense Acquisition University.

(12) U.S. Army Special Operations Command (USASOC).

(13) Other military services.

(14) North Atlantic Treaty Organization (NATO) schools.

(15) Non-DOD schools.

(16) National Cryptologic School.

(17) All proponent distributed learning delivered training.

(18) Other schools established under Army authority during MOB.

(19) Department of the Army civilian schooling.

(20) All Army approved courses.

1–7. Input to Training Management General Officer Steering Committee

a. The GOSC, co-chaired by DCG, G-1 and DCG, G-3/5/7, will meet on an "as needed" basis. Participants include—

(1) DCS, G-1 (DAPE-MPT)(Co-chair voting member)

(2) DCS, G-3/5/7 (DAMO-TR)(Co-chair voting member)

(3) DCS, G-3/5/7 (DAMO-FM)(voting member)

(4) DCS, G-8 (Program Analysis and Evaluation Directorate (PAED)/voting member as tie breaker only

(5) Training ACOM (voting member)

(6) ASA (FM&C) (ABO)

(7) OACSIM/IMCOM

(8) Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA) (M&RA)

(9) DCS, G-3/5/7 (DAMO-AV)

(10) OCAR

(11) ARNG

(12) HRC

(13) Others as appropriate.

b. The functions of the GOSC are as follows—

(1) Approve the ARPRINT.

(2) Address and resolve critical issues that impact the Army's Training Mission.

1–8. Policy

a. Army Staff agencies and ACOMs will provide, as needed, specific guidelines required for adapting management of individual training to their particular missions or functions.

b. Individual training requirements will be developed and programmed based on—

(1) Current authorization documents.

(2) Army policies.

(3) Current manpower inventory.

(4) Projected gains and losses.

(5) Training attrition rates.

c. Individual training requirements must meet Army Force Generation (ARFORGEN) model readiness requirements. In determining training requirements, input agencies will take into account their ability to fill required training seats. All input agencies will fully leverage Reserve Component training institutions in the development of their training requirements.

Chapter 2
Army Training Requirements and Resources System

2–1. Introduction

The ATRRS is the Army's system of record for training program management. The ATRRS consists of a centralized training management database with computer Internet access for Army training ACOMs, DRUs, agencies, DOD, Army,

other service, NATO and non-DOD schools, and training centers. Information on most individual training courses taught by or for Army personnel is in the ATRRS database. The ATRRS—

a. Supports the Army Training Plan.

b. Provides accurate and responsive information for input into reports and budgets submitted to DOD and Congress.

c. Provides the capability to manage the Army's Institutional training program for all courses of instruction taught by DOD, DA, other services, NATO and non-DOD school systems.

d. Provides training management information to Army Staff agencies, training ACOMs or agencies, and Army schools and training centers.

e. Operates according to procedures stated in this regulation.

f. Supports both the peacetime and MOB training mission as directed by the Training Directorate, DCS, G–3/5/7.

2–2. Subsystems
The ATRRS includes the following subsystems—

a. ATRRS Portals.

b. ATRRS Channels Directory.

c. Quota Management System (QMS).

d. Mobilization Planning System (MPS).

e. ATRRS Report Generator System. (Time Sharing Option).

f. Schools catalog.

g. Student Trainee Management System-Enlisted (STRAMS-E).

h. Army Automated Training Application Module.

i. TACITS.

j. ATRRS Funding Allocation Model.

k. Efficiency Performance Management Module.

l. Unit Automated Reservation System (UARS).

2–3. Reports
The ATRRS provides users the capability to perform statistical analysis by running defined and undefined, formatted and unformatted reports on-line or in batch. ATRRS reports can be reviewed on-line, printed or downloaded to personal computers. The following is a partial list of reports from the ATRRS—

a. The ARPRINT.

b. The Army Class Schedule Report.

c. Program element reports.

d. A course catalog with data displays on course scopes and course prerequisites.

e. Input and load reports.

f. Attrition reports.

g. Class schedule reports.

h. Class input and graduate update analysis reports.

i. Training program changes in the budget and/or execution years.

j. Man-years in training analysis reports.

k. Warrior Leader Course, Basic Noncommissioned Officers' Course (BNCOC), and Advanced Noncommissioned Officers' Course (ANCOC) Management.

l. Mobilization reports.

2–4. Individual training reports
a. The ARPRINT report identifies projected individual training requirements and programs for the Army, other services, other non-DA civilians, foreign military, and DOD agencies. The ARPRINT report—

(1) Is the primary Army document showing valid training requirements and the associated training program for formal resident and distributed learning (dL) instruction

(2) Is based on the Army manpower requirements. A key product of the ARPRINT process is the officer and enlisted training baselines. These baselines constitute the affordable levels of training man-years. On the officer side, where accessions tend to be fixed and the size of the force is managed more through control of losses, IMT training (including the Basic Officer Leadership Course and follow-on courses) is included within the designated baseline for each FY. For the enlisted, where force size is controlled largely through accession management (therefore leading to wide fluctuations in IMT training volume), IMT basic training (BT), One Station Unit Training (OSUT), and advanced individual training (AIT), are excluded from the specified baselines.

(3) Matches, as closely as possible, the training loads contained within appropriate program budget guidance.

(4) Is used by the school system to allocate resources.

(5) Serves as the basis for determining frequency of training (class schedules).

b. The ARPRINT is the Army's mission and resourcing document to ACOMs, training agencies, and Army schools. Training ACOMs will ensure that enough classes are scheduled to meet the approved training program reflected in the ARPRINT. The ARPRINT will serve as the basis for class schedule to be updated for the current and budget FYs.

c. The ARPRINT provides all formal courses of instruction conducted by or for Army personnel and includes the training conducted by—

(1) TRADOC.

(2) MEDCOM.

(3) FORSCOM.

(4) AMC.

(5) USASOC.

(6) TJAG.

(7) DINFOS.

(8) DLIFLC.

(9) NGIS.

(10) Army Force Management School.

(11) U.S. Army Pacific (USARPAC).

(12) U.S. Army Europe (USAREUR).

(13) Eighth U.S. Army (EUSA).

(14) The Inspector General.

(15) Other military services.

(16) On-the-job training when officially recognized by DCS, G-3/5/7.

(17) Other nonmilitary schools.

(18) Foreign military.

d. Training baselines are also part of the ARPRINT report.

(1) A training baseline is a target or recommended level of training expressed in man-years. Baselines are designated for each component of the force (AA, USAR, and ARNG), and for each subset (commissioned officer, warrant officer and enlisted). Base lines are built for each specific group and training cannot be swapped among groups. Special attention is focused on Active Army (AA) training (officer accession students and permanent change of station and temporary duty (TDY) enroute students) because in addition to comprising their respective baselines, they also constitute a portion of the individuals' account (trainees, transients, holdees, and students (TTHS)). As such, these personnel are not available for unit assignment. Fluctuations in their numbers may cause similar changes to the AA's operating strength. The inherent stability offered by the baseline concept, if adhered to, reduces the need for structure or other training changes by helping to maintain an operating strength consistent with planning levels. TDY and return students are not included in the individuals' account since attendance occurs while they are assigned to their current units. Projected training seats must be designated by mode of attendance and training cannot readily be exchanged between modes without affecting the balance between TTHS and the operating strength.

(2) Are developed in the annual ARPRINT process and constitute fiscally and operationally constrained levels of training for enlisted, warrant officer, and commissioned officer identities.

(3) Are a product of negotiation by representatives from DCS, G-1 Training; DCS, G-3/5/7 Force Management; DCS, G-3/5/7 Training; DCS, G-3/5/7 Readiness; DCS, G-1 Force Alignment; and DCS, G-1 Military Personnel Structure and Plans Division.

(4) Training baseline levels will be assessed during SMDR processes and TRAP reviews. From the SMDR perspective, they cannot be exceeded without approval of the Input to Training GOSC. However, if programmed training levels exceed established baselines during the execution or budget FY, the addition to the TTHS account must be forwarded to the next DCS, G-3/5/7 Force Structure Panel on POM build or to the Out-of-Cycle Committee for approval and assignment of a bill payer. The bill payer would ordinarily be either structure or other training.

(5) Training baselines will be developed for a 3-year period: execution year, budget year, and the first year of the POM.

(6) Review of training baseline projections will be accomplished through analysis of the TTHS forecasting system man-year projections. These projections include all student time, but the classroom time (training time) measured through the ATRRS database constitutes the bulk of student (or accession student) man-years. Increases in ATRRS non-unit training will ordinarily result in an increase in TTHS man-years. Decreases in ATRRS (provided they are reductions in seats likely to have been filled) will ordinarily produce the opposite effect. The TTHS impact on the operating strength can also be monitored through this system.

e. The MOB ARPRINT—

(1) Is the primary planning document that provides individual training requirements (by course, by week) for a 52-week period beginning with MOB.

(2) Is a time-phased plan for expansion, continuation, or phase-out of training base courses upon MOB.

(3) Is based on the Army trained manpower shortfall of fillers or replacements required to maintain a prescribed level of organization during post-MOB, as developed by U.S. Army Human Resources Command-Alexandria using the Mobilization Manpower Analysis System (MOBMAN).

(4) Is used to develop training base expansion plans, training strategies, MOB resource constraint information, and to facilitate transition to revised levels of training upon MOB.

2–5. Development of training requirements
Training requirements will be developed according to the following:

a. General requirements. Individual training requirements will be developed and entered directly into the ATRRS database according to the procedures described in the ATRRS Portals Help page on the ATRRS Web site (http://www.atrrs.army.mil). Training requirements may be entered into ATRRS only by the agency responsible for developing those requirements.

b. Enlisted requirements. The IMT requirements developed by Army Human Resources Command, USARC, and NGB will be based on the approved manpower program identified by DCS, G-1 (DAPE-MPT). These training requirements will serve to update the ARPRINT. These are developed by the following automated models and are subject to verification by DCS, G-1 (DAPE-MPT)—

(1) Army Strength Training Requirements Model (ASTRM) and MOS Level System (MOSLS) (systems used by the AA).

(2) Automated Requirements Model - Reserve (ARM-R) (system used by the USAR).

(3) Automated Requirements Model - Guard (ARM-G) (system used by the ARNG).

c. Course structure changes. The IMT course structure changes (length and AIT versus OSUT) will be validated by the training manager and sent to HQDA (DAPE-MPT), Washington, DC 20310–0300, not later than 1 July, prior to SMDR.

d. Validation of course numbers. All training ACOMs will validate course numbers by FY within ATRRS not later than 1 June each year. Course number changes will be kept to a minimum and will be identified in the Course Change Report and Course Number Change Report.

e. Adding and deleting courses. The latest addition or deletion of MOS, ASI, and area of concentration (AOC) courses will be based on DA Pam 611-21. Training ACOMs and HQDA (DAPE-MPT) will delete obsolete MOS codes. Training ACOMs and agencies will add new courses and delete obsolete courses by 1 June.

f. Notional courses. On occasion, a skill requirement and associated training requirement may be identified for which no approved POI, course title, or number exists. Based on approval by the DCS, G-3/5/7 (DAMO-TR), the DCS, G-1 (DAPE-MPT) will notify the appropriate training ACOM to add notional courses to ATRRS as necessary to reflect projected (undocumented) MOS restructure and force modernization actions. The DCS, G-1 (DAPE-MPT) will add notional courses to ATRRS as required.

2–6. Solicitation of training requirements
a. The solicitation of Army personnel to attend training or other than Army personnel to attend courses conducted by the Army will be accomplished via the TACITS subsystem of ATRRS.

b. Training Requirements Office, DCS, G-1 (DAPE–MPT) is the executive agent for individual training solicitation within the DA.

c. Training Plans Branch, Office of the Deputy Chief of Staff for Operations and Plans, AHRC (AHRC-PLT-T) is the DCS, G-1 operational manager for individual training solicitations process.

d. The TACITS surveys will be updated and placed on the ATRRS Internet home page annually. The primary individual training solicitation survey will be updated and placed on the ATRRS Internet home page in March each year. This solicitation will include all the courses of training, for which the training requirement is determined by solicitation that are attended by Army personnel (AA, USAR, and ARNG); military or civilian, regardless of the training provider; or all courses conducted by the Army that are attended by other than Army personnel.

e. The TACITS will be prepared and updated and placed on the ATRRS Internet home page by HRC-A.

f. The HRC-A will receive requests from non-DOD agencies for attendance at TRADOC service schools for the POM years and aid those agencies in participation in TACITS.

g. Courses that must come in line in the upcoming execution or budget years that miss the two solicitation windows will be treated as an out-of-cycle solicitation. Procedures for approval of an out-of-cycle solicitation are as follows:

(1) Request approved and signed by CDR or commandant of respective school and sent to training ACOM for approval.

(2) Request approved and signed by the training ACOM (first general officer in the chain of command such as that ACOM's Assistant Deputy Chief of Staff for Operations or Assistant Deputy Chief of Staff for Personnel) and forwarded to DCS, G-1 (DAPE–MPT) for approval.

(3) Approval or disapproval by HQDA (DAPE-MPT).

(4) Approval returned to training ACOM for field solicitation. Distribution to the field will contain a statement that

solicitation has been approved by DCS, G-1. Returns from the field will be forwarded to DCS, G-1 to be posted to ATRRS and addressed at a TRAP. No manpower bills will be paid by HQDA as a result of an out-of-cycle solicitation.

h. New courses not addressed in the TACITS solicitation process will not be addressed at the SMDR, but may be addressed through the TRAP process.

2–7. Structure and manning decision review

a. Overview. The SMDR is designed to validate Army training requirements and subsequently reconcile those requirements to an affordable, acceptable, and executable training program. The SMDR will be conducted annually during September/October. Training requirements will be initially established for the third POM year, validated for the second POM year (the primary focus of the SMDR), and fine-tuned for the first POM year. The goal of fine-tuning will be accomplished within the funded capabilities of the training activities where possible.

b. Timeframes. The following timeframes apply to the SMDR—

(1) Training requirements will be loaded on ATRRS by components approximately 30 days prior to SMDR.

(2) Summary sheets will be available approximately 20 days prior to SMDR.

(3) Proponents schools will identify equipment, facility, and personnel constraints to the training ACOM 15 days prior to SMDR.

(4) The Council of Colonels (COC) review will be conducted within 45 calendar days of SMDR adjournment. Participants include —

(a) DCS, G-1 (DAPE-MPT) (Co-chair voting member).

(b) DCS, G-3/5/7 (DAMO-TR) (Co-chair voting member).

(c) DCS, G-3/5/7 (DAMO-FM) (voting member).

(d) DCS, G-8 (PAED/voting member as tie breaker only).

(e) Training ACOM (voting member).

(f) ASA (FM&C) (ABO).

(g) OACSIM/IMCOM.

(h) ASA (M&RA).

(i) DCS, G-3/5/7 (DAMO-AV).

(j) OCAR.

(k) ARNG.

(l) HRC.

(m) Others as appropriate.

(5) Input to training management GOSC will review constrained courses and approve the ARPRINT within 90 calendar days of SMDR adjournment. Participants include —

(a) DCS, G-1 (DAPE-MPT) (Co-chair voting member).

(b) DCS, G-3/5/7 (DAMO-TR) (Co-chair voting member).

(c) DCS, G-3/5/7 (DAMO-FM) (voting member).

(d) DCS, G-8 (PAED/voting member as tie breaker only).

(e) Training ACOM (voting member).

(f) ASA (FM&C) (ABO).

(g) OACSIM/IMCOM.

(h) ASA (M&RA).

(i) DCS, G-3/5/7 (DAMO-AV).

(j) OCAR.

(k) ARNG.

(l) HRC.

(m) Others as appropriate.

(6) Final ARPRINT available on ATRRS within 5 working days after GOSC approval.

c. Participants. The SMDR participants are—

(1) DCS, G-1, Co-Chair.

(2) DCS, G-3/5/7, Co-Chair.

(3) DCS, G-4.

(4) DCS, G–8.

(5) ACSIM

(6) USACE.

(7) NGB.

(8) OCAR.

(9) USARC.

(10) HRC-A.

(11) TRADOC.

(12) TJAG.

(13) USAREUR.

(14) USAREC.

(15) USASOC.

(16) AMEDDC&S, MEDCOM.

(17) AMC.

(18) NGIS.

(19) DLIFLC.

(20) DINFOS.

(21) HRC–STL.

(22) FORSCOM.

(23) IMCOM.

(24) Installation where specific courses are taught.

(25) The proponent schools.

(26) Other Services.

(27) Other Government agencies.

d. Deputy Chief of Staff, G-1. The DCS, G-1 will—

(1) Co-chair the SMDR.

(2) Conduct overall coordination for the SMDR with the DCS, G-3/5/7 (DAMO–TR), to include verifying the record set of training requirements.

(3) Publish the summary sheets.

(4) Conduct overall coordination for COC and GOSC re-views of constrained programs.

(5) Display instructor values for each course in coordination with training ACOM.

(6) Provide the billing document in coordination with the DCS, G-3/5/7 (DAMO-TR) to other services for the instructor values determined during the SMDR for quota courses.

e. Deputy Chief of Staff, G-3/5/7. The DCS, G-3/5/7 (DAMO-TR) will—

(1) Co-chair the SMDR.

(2) Assess the training resource bill provided by TRADOC, AMEDDC&S, MEDCOM, AMC, and training ACOMs to determine feasibility and supportability prior to the publication of the ARPRINT.

(3) Provide the guidance for course growth related issues.

(4) Provide the full-time representation during the SMDR conference to recommend programs or alternatives for resolution of shortcomings in support of proposed training requirements, to include the prioritization of training.

(5) Coordinate with Army Staff, as appropriate to resolve manpower, equipment or facility issues as identified during the SMDR.

(6) Provide the authority for ACOMs, schools, or ATCs to execute memorandums of agreement (MOAs) or memorandums of understanding (MOUs), and interservice support agreements (ISSAs) relative to individual course support requirements.

f. Commanding General, Human Resources Command-Alexandria. The CG HRC-A, will—

(1) Generate, validate, and maintain all AA training requirements (except AMEDD officer training requirements, Chaplain officer training requirements, and JAG Title 10, USC courses).

(2) Enter AA training requirements into ATRRS.

(3) Provide full-time participants with decision-making authority during SMDR to recommend programs as alternatives to resolve shortcomings in support of proposed training requirements.

(4) Ensure inclusion of current force modernization data as it impacts on arbitrated training requirement programs.

(5) Ensure loading of results from TACITS into ATRRS for use at SMDR.

(6) Provide facilities for conduct of SMDR to include access to ATRRS, teleconference and video teleconference capability.

g. Chief, National Guard Bureau. The CNGB will—

(1) Generate, validate, and maintain all ARNG training requirements.

(2) Enter ARNG and other service training requirements into the ATRRS system.

(3) Provide full-time participant with decisionmaking authority during SMDR to recommend programs as alternatives to resolve shortcomings in support of training requirements.

h. Chief, Army Reserve. The CAR will—

(1) Generate, validate, and maintain USAR IMT training requirements.

(2) Enter USAR IMT training requirements into the ATRRS.

(3) Provide the full-time participant with decision-making authority during SMDR to recommend programs as alternatives to resolve shortcomings in support of proposed training requirements.

i. Commander, Human Resources Command-St. Louis. The CDR, HRC-STL, will—

(1) Generate (in coordination with appropriate ACOMs), validate, and maintain all in-service USAR training requirements.

(2) Enter in-service USAR and other service training requirements into the ATRRS system.

(3) Provide the full-time participant with decision-making authority during SMDR to recommend programs as alternatives to resolve shortcomings in support of proposed training requirements.

j. Commanding General, Training and Doctrine Command. The CG, TRADOC, will—

(1) Provide input in ATRRS for all course changes not later than 45 days prior to SMDR start date to include approved class sizes, course lengths, and instructor contact hours (ICH). New courses not addressed in the TACITS Solicitation process will not be addressed at the SMDR.

(2) Verify all variable course data for each course (ICH, course lengths, class size, course type, contract code, ITRO code, for example).

(3) Identify constraints on training caused by equipment, ammunition issues or facility shortages that may become potential training stoppers.

(4) Direct equipment redistribution within TRADOC, as required, and monitor supply actions to obtain equipment.

(5) Identify, confirm, and prioritize military construction, Army (MCA) projects initiated to support training. Coordinate with USACE and ACSIM on facilities issues in support of SMDR.

(6) Coordinate with DCS, G-3/5/7 and DCS, G-4/G-8 on equipment issues as appropriate during SMDR.

(7) Prioritize and submit to ACSIM requests for relocatable buildings and equipment with a copy furnished to DCS, G-3/5/7 (DAMO-TR).

(8) Provide full-time participation during SMDR to include Security Assistance Training Field Agency representation.

(9) Validate training mission manpower resource bills.

(10) Provide all resource data applicable to each course and providing guidance on coverage of appropriate FY resource bills via operational need statement or mission decision evaluation package (MDEP) for TRADOC schools and training centers.

(11) Provide a list of instructor requirements by course, for all courses that have changed since the previous SMDR.

(12) Provide other service manpower resource requirements to DAPE–MPT for all courses for which TRADOC is proponent or has general staff proponency.

(13) Develop MOAs, MOUs, and ISSAs with other services and other ACOM as necessary to execute the approved annual training programs developed through the SMDR. Provide copies of approved MOAs, MOUs, and ISSAs to DCS, G-1 (DAPE-MPT) and DCS, G-3/5/7 (DAMO–TR).

(14) Update training paths in ATRRS.

k. Commander, Medical Command. The CDR, MEDCOM, will—

(1) Generate, validate, and maintain all AMEDD, AA officer, other Service and foreign national training requirements for AMEDD courses.

(2) Enter AA officer, other Service, and foreign national training requirements onto the ATRRS for AMEDD and other Service courses.

(3) Monitor and provide policy guidance on the training requirements generation process for AMEDD officer courses.

(4) Provide input on ATRRS of all course changes not later than 45 days prior to SMDR start date.

(5) Identify constraints on training caused by equipment or facility shortages that may become potential training stoppers.

(6) Identify, confirm, and prioritize MCA and other projects initiated to support training. Coordinate with USACE and ACSIM on facilities issues in support of SMDR.

(7) Provide the full-time participant with decision-making authority during SMDR to recommend programs as alternatives to resolve shortcomings in support of proposed training requirements.

(8) Develop MOAs, MOUs, and ISSAs with other services as necessary to execute the approved annual training programs developed through the SMDR. Provide copies of approved MOAs, MOUs, and ISSAs to DCS, G–1 (DAPE–MPT) and DCS, G–3/5/7 (DAMO–TR).

l. Commanding General, U.S. Army JFK Special Warfare Center & School. The CG, USAJFKSWCS will—

(1) Provide input on ATRRS of all course changes not later than 45 days prior to SMDR start date.

(2) Identify constraints on training caused by equipment or facility shortages.

(3) Provide full-time participant at SMDR during timeframe scheduled for USAJFKSWCS courses.

(4) Develop MOAs, MOUs, and ISSAs with other services as necessary to execute the approved annual training

programs developed through the SMDR. Provide copies of approved MOAs, MOUs, and ISSAs to DCS, G-1 (DAPE-MPT) and DCS, G-3/5/7 (DAMO-TR).

m. Other training commands. All other training ACOMs will—

(1) Provide input on ATRRS of all course changes not later than 45 days prior to SMDR start date.

(2) Confirm and prioritize MCA projects designed or programmed to support training.

(3) Provide full-time participation at SMDR during timeframe scheduled for their courses.

(4) Providing all resource data applicable to each course to provide guidance on coverage of appropriate FY resource bills via modernization resource information submission MDEP.

(5) Coordinate with course proponents prior to SMDR and represent those proponents at the SMDR. Coordination may be achieved during annual proponent reviews conducted by the schools.

(6) Develop MOAs, MOUs, and ISSAs with other services as necessary to execute the approved annual training programs developed through the SMDR. Provide copies of approved MOAs, MOUs, and ISSAs to DCS, G-1 (DAPE-MPT) and DCS, G-3/5/7 (DAMO-TR).

n. Proponent schools. The proponent schools will—

(1) Validate all USAF and USN courses for which they are proponent.

(2) Verify personnel constraint (the CP screen in ATRRS).

(3) Program required MCA projects to eliminate facility constraints.

o. Verification. During the SMDR, manning and associated institutional training requirements are verified. Input agencies will be challenged based on prior-year use of specific training courses. Unless the input agency can show force structure changes and valid methods to improve show rates, training requirements requested will be reduced. Training requirements for each course are then compared with available training resources. Overages and shortages of manpower (military by MOS, AOC, ASI and SQI; civilian by grade), equipment, and facilities are identified. Any course that lacks sufficient resources to train its full training requirement is termed "constrained." Either additional training resources are provided for each constrained course or the training program for that course is adjusted. The result is a recommended training program. Upon completion of the SMDR, decision briefings will be presented to a COC and General Officer Council to resolve issues where training courses are constrained. The final training program for a given FY is published in the ARPRINT and serves as the basis for the development of class schedules. The ARPRINT indicates both the training requirement and the programmed number so that constraints can be audited.

2–8. Training Resources Arbitration Panel

a. The purpose of the TRAP is to manage and implement budget and execution year training program adjustments to those programs developed during the SMDR process, and to identify and resource the associated personnel, equipment, facility and finances. The results of the TRAP impact directly upon manning and distribution of the forces, MOS readiness and end strength levels through the availability of the correct quantity of training in the correct MOS/AOC for specific agencies or commands. This process manages MOS readiness, promotion requirements and personnel training needs of the force and the flow of trainees and students through the institutional training base. The TRAP is currently separated into two major areas, one which deals with the AA/DOD school systems and the second that deals with the reserve component schools (Reserve Training Institution-TRAP).

b. The Chief, Training Requirements Division (DAPE-MPT), the DCS, G-1 and the Chief, Institutional Training Division (DAMO-TRI), G-3/5/7 co-chair the AA and DOD TRAPs with the following participants as members—

(1) DCS, G-8 (voting).

(2) ABO (voting).

(3) OACSIM/IMCOM (voting).

(4) HRC.

(5) OCAR/HRC-STL.

(6) USARC.

(7) NGB.

(8) TRADOC.

(9) FORSCOM.

(10) AMEDDC&S, MEDCOM.

(11) TJAG.

(12) Armed Forces Information Services.

(13) NGIS.

(14) USASOC.

(15) USAREC

(16) Other Services and requesting agencies.

c. The following is a general schematic for the TRAP process:

(1) A TRAP is initiated when changes to training programs are required. The requested training program changes

should normally not include classes that are within 120 days from the date of the Action Officer TRAP meeting, unless HQDA (DCS, G-1, DMPM) has approved an exception to this timeframe.

(2) The goal is that both the AIT and Enlisted/Officer Professional Development AA/DOD TRAPs for a new FY will be held separately one month prior to the SMDR. The pre-SMDR TRAP will consider "show stopper" changes to the execution year training program and those changes critical to building the out-year programs.

(3) Every TRAP is assigned a number in ATRRS and a schedule of events is set in motion. The sessions are numbered and divided into course types or are for special requirements, Global War on Terrorism, other services, DLI, etc. The first TRAP date is the "requested input due" date. Requesting agencies must place all their requested changes into ATRRS by the due date and must also identify justification for their training program changes by training group and impacts if changes are not approved.

(4) The DCS, G-1 (DAPE-MPT) will "lock" the TRAP session at the "requested input due" when date shown in ATRRS is reached. No further increases or decreases to training programs will be accepted in that TRAP, unless approved by DCS, G-1 and the appropriate training ACOM. The G-1 will coordinate as appropriate with HQDA staff.

(5) After the TRAP session is locked the training ACOM (or DRU if responsible for training, for example, MEDCOM) provides resource analysis for personnel (manpower) to DCS, G-1 (DAPE-MPT). The TRADOC provides USARC potential manpower requirements.

(6) The DAMO-TRI and IMCOM provide the per capita training costs using the ITRM and Cost Estimating Relationship models and any other associated training resource requirements to DCS, G-1 for TRAP COC.

(7) Additionally, the training ACOM (or DRU) will provide to DAPE-MPT a schedule that reflects when training resource requirements (funding, manpower, and equipment) must arrive at the training location. The training ACOM will provide resource analysis for:

(a) one-time costs (for example, contractors),

(b) Class VII equipment requirements,

(c) ammunition, and

(d) will coordinate with garrison/IMCOM to provide facilities costs, dates of installation support costs, and other cost requirements.

(8) The HRC-A will provide to DCS, G-1 and TRADOC, G-3/5/7 the capability of supporting the manpower requirements.

(9) The USARC provides reserve manpower supportability analysis results to Training ACOMs, who will pass the information to DCS, G-1 (DAPE-MPT) and DCS, G-3/5/7 (DAMO-TR).

(10) The training ACOM will analyze Army civilian employees and contractor capabilities and costs.

(11) The IMCOM, DCS, G-8, DAMO-TR, will provide their capability to support training requirement.

(12) The training ACOM will re-cost any unsupplied equipment for commercial off-the-shelf or commercial purchase.

(13) When all of the above analysis and assessments are complete, the DCS, G-1 will conduct the action-officer TRAP meeting.

(14) After the action-officer meeting, the DAMO-TRI and IMCOM may re-run per capita costs.

(15) The TRAP COC is conducted to adjudicate resourcing of TRAP. Input agencies that have outstanding training program issues will provide all necessary briefing materials to DCS, G-1 (DAPE-MPT) two days prior to the COC meeting. These materials will include the reason(s) for the training program increase, current and projected fill statistics, and the impact(s) if increase is not provided. The TRAP COC members will determine if they need to convene a General Officer TRAP Council (see para 1-7, above).

(a) Voting members of the COC are DCS, G-1 (DAPE–MPT) (chair); DCS, G-3/5/7 (DAMO-TR); DCS, G-8, ABO and IMCOM.

(b) Participating members of the COC are HRC; OCAR/HRC-STL; ARNG, and appropriate training ACOM headquarters.

(c) The DCS, G-3/5/7 in coordination with DCS, G-1 will determine if training requirements will be resourced at 100 percent or if they will be constrained in accordance with Army priorities. Costs may be re-run.

(16) The DCS, G-8 will brief TRAP equipment requirements to Army Requirements and Resourcing Board COC for information/decision for resourcing when there are excessive equipment requirements that require redistribution of resources away from the warfight.

(17) All approved instructor/military personnel changes will be identified in an executive change memorandum (ECM) composed by DCS, G-1 (DAPE-MPT) and forwarded to the appropriate component (HRC-A, USAR, ARNG) for execution. This memorandum is the component's authority to redistribute undocumented personnel requirements. The component will identify and notify DCS, G-1 (DAPE-MPT) and HQ-TRADOC, of all new military personnel positions by name, social security number (SSN) and report and end date. Changes must be handled "off-line" because The Army Authorization Documents System documents cannot be changed to accommodate training program changes. Changes to personnel levels will be accommodated by manpower trade-offs within each ACOM, as identified in the ECM, provided a trade-off is available.

(18) Out-of-cycle training program changes not submitted in a TRAP must be submitted through DAPE-MPT, who will coordinate as appropriate and forward to the appropriate training ACOM. If the training program can be approved within current ACOM resources then the training ACOM and DAPE-MPT will document program changes on ATRRS.

2–9. Reserve Training Institution-Training Resources Arbitration Panel

a. The purpose of the RTI-TRAP is to manage changes to all USAR and ARNG schoolhouse courses during the budget and execution years.

b. The DCS, G-1 RTI-TRAP manager (DAPE-MPT) directs and oversees the RTI-TRAP at the HQDA level. Participants include representatives from the USARC and NGB.

c. The RTI-TRAPs are scheduled twice a year, with approvals occurring in approximately June and December. Numerous administrative RTI-TRAPs may be conducted at the discretion of the RTI-TRAP manager in order to accommodate mission changes which may occur at any time.

d. For each RTI-TRAP, the requested program change window is open for a minimum of two weeks, schools address requested changes for two weeks, USARC/Divisions (Institutional Training)/NGB review requested changes and the school's draft schedule for one week, and final HQDA approval and quota/schedule update processing occurs for approximately two weeks.

e. For RTI-TRAPs, the following procedure is followed by all participants in order to ensure the timely processing of all training program change requests:

(1) Input agencies must post their requested training program changes by 0800 hours on the due date announced on the ATRRS system message. Requested training program changes will exclude classes that start within 90 days from the date of the HQDA RTI-TRAP close date, unless the HQDA RTI-TRAP manager approves an exception to this timeframe. The intent of this restriction is to ensure that the student will receive sufficient notification lead time in order to meet the class arrival date.

(2) School RTI-TRAP personnel will review changes and make adjustments to class schedules or to RTI-TRAP school draft screen as appropriate. Schools may also specify resource constraints or comment on why requested changes cannot be met.

(3) The USARC and NGB review and evaluate both requested changes and class schedule adjustments. They have authority to modify requested changes submitted by input agencies to ensure that requests accurately reflect their readiness needs. They also ensure that schools have addressed requested changes.

(4) Upon notification to the RTI-TRAP manager that all reviews and adjustments are complete, the training program approvals are posted, class schedules are adjusted as required and seat quotas are allocated on ATRRS. An ATRRS system message then announces completion of the RTI-TRAP and specifies the next RTI-TRAP processing timeline.

f. The first RTI-TRAP of the FY is held in conjunction with preparation for the upcoming SMDR. At a working RTI-TRAP conducted during the Regional Training Coordination Conference, USARC and NGB representatives review requested RTI-TRAP changes and draft schedule adjustments. The RTI-TRAP requested changes are finalized at the follow-on National Training Coordination Conference. When the HQDA RTI-TRAP manager is notified that the first RTI-TRAP has been coordinated and finalized on ATRRS, the RTI-TRAP is approved and class schedules and quotas are distributed.

g. After the final RTI-TRAP is conducted for the FY, any additional training program changes must be submitted through USARC, NGB, or HRC-A to the DCS, G-1 RTI-TRAP manager (DAPE-MPT), who will consider an off-line RTI-TRAP and post approved training program changes to ATRRS.

2–10. Analysis of Change Cell

a. The Analysis of Change Cell (AOCC) is an ad hoc group reporting directly to the Input to Training GOSC. Its purpose is to address issues impacting training in the budget and execution years that are more expansive than can be addressed in the TRAP or SMDR. The group also makes recommendations to the Input to Training GOSC to assist in exercising its role in resolving critical issues in the input to training arena. These issues include, but are not limited to, changes in training loads generated as a result of changes in current authorization documents, Army policies, current manpower inventory, projected gains and losses, training attrition rates, training strategies and availability of resources.

b. The AOCC will meet on an "as needed" basis. Co-chairs will be notified that an AOCC is required to address a specific issue(s).

c. The AOCC is co-chaired by the Director of Military Personnel Management (DAPE-MP) and the Director of Training (DAMO-TR). Additional members include: Director of Plans and Resources (DAPE-PR); Director of Force Management (DAMO-FM); Chief, OCAR; and Director, ARNG. Regular advisory members include representatives of the training ACOMs (TRADOC, MEDCOM, AMC), as well as representatives from HRC.

2–11. Scheduling of classes

Class schedules will be produced within the following timeframes—

a. For IMT MOS training schools, class schedules will be developed prior to 1 July for the upcoming budget year. (For example, on 1 July 2007, schedules for FY 09 are required). Minor adjustments may have to be made at a later

time. Those schedules will be entered into ATRRS database according to procedures described in the ATRRS Portals help page on the ATRRS Web page (http://www.atrrs.army.mil). Schools and activities without ATRRS access will submit class schedules prior to 1 July to the appropriate training ACOM unless otherwise designated. Submission of class schedules will be according to the guidance from the training ACOM. The ACOM will review the ATRRS database to determine the extent to which the programmed requirement is being supported. The ACOMs will notify HQDA (DAPE–MPT), Washington, DC 20310–0300 of any schedule shortfall that affects Army training missions. The ACOMs will take appropriate action to resolve class schedule discrepancies prior to 15 July.

b. By 15 July, HQDA (DAPE-MPT) will provide HRC with class schedules for loading onto REQUEST. Later changes will be based on significant changes identified by DCS, G-1. Once loaded on REQUEST, reallocation of seats for in-service and other services cannot be accomplished without HQDA (DAPE-MPT) approval.

c. Class schedules for all other training not designated as IMT MOS training will be developed within 40 working days of final ARPRINT availability for the upcoming budget year (for example, in the ARPRINT approved 1 December 2007, the schedules for FY 09 are required.) These schedules will be entered into the ATRRS database according to procedures described in the ATRRS Portals help page on the ATRRS Web page. Schools and activities without ATRRS access will submit class schedules to the appropriate ACOM. Submission of class schedules will be according to guidance from the training ACOM. The ACOMs will review the ATRRS database 40 working days after ARPRINT availability to determine the extent to which the programmed requirement is supported. The ACOMs will notify HQDA (DAPE–MPT), Washington, DC 20310–0300 of any schedule shortfalls that affect the Army's training mission. The ACOMs will take action to resolve class schedule discrepancies within 50 working days of ARPRINT availability.

2–12. Interservice Training Review Organization

a. The ITRO is an organization of military services set up to improve the cost effectiveness and efficiency through course consolidations or collocations and standardizations.

b. There are three types of courses under ITRO: collocated, consolidated, and quota.

(1) *Collocated.* A course used by one or more services on another service's installation with shared classroom facilities and equipment. Training policies and curriculum are determined by the host service. Instructor requirements are calculated by the participating services and provided to meet their needs.

(2) *Consolidated.* A course consisting of a curriculum developed by two or more services. The course faculty is normally multi-service. The curriculum may be common throughout or consist of a common core plus service-unique tracks. Training policy directives and materials are determined by mutual agreement among the services. Instructor requirements are calculated on an ITRO formula that fair shares the requirements among the participating services.

(3) *Quota.* A course managed, controlled, and conducted by one service that is used by another service. Participating services do not have curriculum input, and use the course exactly as presented by the host service. Instructor requirements are calculated using the host-service formulas.

Chapter 3
Army Training Requirements and Resources System Subsystems

3–1. Quota Management System

The QMS is a subsystem of ATRRS used to support training execution management of all training not designated as IMT. The QMS provides an interactive means for entering, updating, and reviewing information relating to all these courses.

a. Policy.

(1) Inputs and outputs on a by-name/SSN basis will be posted to ATRRS not later than 2 working days after the start or end date of the class. Two exceptions are—

(a) Input and graduate information for on-site courses will be posted not later than 5 days after course completion unless prior coordination has been made with DCS, G-1 (DAPE-MPT).

(b) Input and graduate information for RTI courses will be posted not later than 7 days after course completion unless prior coordination has been made with HQDA (DAPE-MPT).

(2) The QMS will be the vehicle to handle quota exchanges among components.

(3) Schools have 5 working days after TRAP changes have been posted to make appropriate class schedule changes in ATRRS.

(4) All reservations are to be posted to ATRRS not later than 45 days (DLI, 30 days) prior to class start date or quotas will be made available to any quota agency on a first-come basis. For situations where actual names are not known 45 or 30 days (DLI only) prior to start date, holds can be placed on quotas until names can be substituted. Holds not changed to valid names 15 days prior to class start will be automatically dropped and seats will be available on a first-come, first-served basis.

(5) Schools/proponents will not directly solicit for course participants unless preauthorized by the training ACOM, quota agency, DCS, G-1 and DCS, G-3/5/7

(6) The responsibility for arranging quota exchanges lies with the individual quota managers/agencies, with the training ACOM as approval authority, unless precluded by course prerequisites or Army/school policy.

(7) Component no-show rates will be based on allocated quotas versus actual inputs.

(8) For courses where the student population is not HQDA selected, vacancies created by no-shows in classes may be filled by CDRs from the local installation/tenant population only. Appropriate by-name/SSN information must be added to ATRRS for these individuals. Soldiers must have valid orders.

b. Process. The QMS reservation system will adhere to the following basic procedures. Following the SMDR, class schedules will be loaded into ATRRS by proponent schools, this includes class schedules for other service schools. After training ACOM approval of class schedules, an automated procedure will be run (at training ACOM discretion) that fairly shares quotas among input agencies based on their approved annual program. These quotas will then be reviewed and fine-tuned or adjusted by the training ACOM. Reservations will be made by the input agencies based on allocated quotas by entering name, rank or grade, job series for Army civilian employees, SSN, gender, address, and quota source and component code for each attendee in most cases not later than 45 days (DLI, 30 days) prior to start of class. The proponent school in conjunction with the ACOM may determine whether to "non-conduct" a class if the number of reservations and waits do not at least equal the minimum class size. Training ACOMs must coordinate with training input agencies prior to final decision to non-conduct a class. Quota agencies may release or request quotas any time until 45 days (DLI, 30 days) prior to the start of a class. Any quota not filled 45 days (DLI, 30 days) prior to a class start will be made available to any personnel in a "wait" status by priority for that class on a first-in, first-out basis. If any quotas still remain, they are available to any input agency on a first-come, first-served basis. When the student physically reports for the class, the school must post ATRRS not later than 2 working days after the start of the class. If a student fails to graduate, the output status code and reason for attrition will be posted, and finally all graduates are posted not later than two days after end of class. If a student is scheduled for follow-on classes, as identified in ATRRS, QMS will link these courses. If a student fails or graduates from a preceding or prerequisite course, QMS will cancel or confirm the reservation to the follow-on course. ATRRS will provide data for updating the enlisted and officer personnel files for Army components.

c. Automated order of merit list. There is an order of merit list for BNCOC/combat support-combat service support (CS–CSS), and ANCOC. On a quarterly basis, an extract of the enlisted master file is received that produces a prioritized order of merit list for BNCOC/CS-CSS and ANCOC for AA Soldiers. Reservations are generated for training based on priorities and quotas that have been allocated by quota source.

3–2. Mobilization Planning System

a. The MPS provides a peacetime planning system for MOB training. The HQDA (DAPE-MPT) is the proponent for MPS and for planning the operation of ATRRS during MOB. Mobilization planning considers the requirements for trained manpower and the emergency surge capacity of the Army's training base.

b. During peacetime, MPS is used to conduct planning for MOB. The MPS programs student input required to meet MOB output requirements, and uses MOB course class size and course length in computing throughput. Development of MOB program of instruction is the responsibility of proponent schools. Army schools and MOB training installations schedule course inputs in MPS according to current training capacity.

c. Upon MOB, MPS planning data becomes the basis for transition to post-MOB operations of the training base. Courses terminate or convert to MOB program of instruction according to criteria established by DCS, G-3/5/7 (DAMO-TR) and new class schedules will be established in ATRRS to accommodate MOB output requirements. The MOB operation of ATRRS will differ only slightly from peacetime operations.

d. The MOB ARPRINT establishes the MOB individual training mission and is the primary planning document and most important program generated by MPS. The MOB ARPRINT time-phases the number of students to be scheduled for each course at each training site during MOB. The MOB ARPRINT considers attrition and training time in the computation of required course inputs. The MOB ARPRINT is designed to simulate production of the training base to produce trained manpower at required levels as early as possible after MOB by reconciling training capability with training requirements. Training capability and resource constraints that impact on training capability are identified and documented in MPS for each course during the MOB ARPRINT training capability analysis accomplished by schools or ATCs.

e. Post-MOB training requirements are reflected in the MOB ARPRINT and are based on a HQDA projection of Army trained manpower requirements by specialty and grade, as produced by DCS, G-1 using the MOBMAN modeling process.

(1) The MOBMAN requirements represent the number of trained personnel, by MOS, required to meet the manpower shortfall after all manpower assets have been depleted using grade and skill substitution criteria.

(2) The HRC will produce for the current year and the last year of each POM the time-phased Post-Mobilization Training Base Output Requirements required to fill and sustain the total force over the first 180 days of MOB.

3–3. Student Trainee Management System-Enlisted

The STRAMS–E is a subsystem of ATRRS, managed by HRC-A, and allows trainers, student processors, and personnel service centers (PSCs) the capability to track and manage individuals by name and SSN from the time they first enter the Army up to and including their first duty assignment.

a. The STRAMS–E integrates the process of personnel and training management for IMT, for the three Army military components: AA, USAR, and the ARNG.

b. The function of STRAMS–E is to manage IMT for all components, while in training. Individual's personnel and training information is captured from other sources and made available to the processing centers that validate the data and provides additional data as may be needed. Information is collected and validated to ensure all necessary training reservations are made so that students may fulfill their enlistment commitment and further allow HRC to issue the first duty assignment.

c. Details regarding STRAMS–E responsibilities can be found in the ATRRS Portals navigation documents (Portals help on the Web) or AR 612–201.

(1) The DCS, G-1, as overall ATRRS system manager, provides hardware and software support. The DCS, G-1 also publishes specific policy guidance on use of ATRRS and determines who will use what displays, how, and when; ensures that guidance includes provisions for non-STRAMS-E managed personnel who are attending IMT training; and provides systematic analysis of input to training management trends.

(2) Processing centers provide data input to ATRRS as Soldiers process into BT or OSUT and AIT with follow-on training. Anytime an IMT duty or training status changes, a STRAMS-E update is required (for example, holdover, recycle, discharge, inactive, and so on). The ATRRS reacts to these transactions by canceling reservations or at times rescheduling for a later class, initiating trainee discharge, reclassification, and so on. With each update, HRC is notified of the student's status including their end-of-training date, and especially available-for-assignment date.

(3) The HRC-A, as STRAMS-E functional manager, monitors data submission and quality. monitors AIT movement, and makes adjustments as necessary. The STRAMS–E updates will determine available-for-assignment date used when first duty assignment is issued.

(4) The training ACOM establishes a mechanism to review and validate that processing centers are inputting data in a timely, accurate manner according to procedures herein and associated regulations.

Chapter 4
Training Attrition Management

4–1. Introduction

Training attrition rates are a function of actual input versus graduation data. The training attrition rate is the percentage of students or trainees who enter into a course of instruction and do not successfully complete the training. The training attrition rate does not reflect the impact or magnitude of recycles, nor does it describe in any way the reasons for the attrition. This input and graduation data is entered into the ATRRS by schools, training centers, and training agencies. (See the glossary for the definition of training attrition and training attrition terms.) The ATRRS computes attrition rates at MOS and course levels of detail, by—

a. Total course attrition for all courses of instruction. This historical course training attrition rate is used by managers at all levels in computing training loads, projecting course level training requirements, establishing prerequisites, developing POIs, and computing resource requirements.

b. Component and gender for enlisted IMT MOS courses. This training attrition rate is used by managers at all levels to project requirements, establish prerequisites, develop POIs, and compute resource requirements.

c. Historical input and graduate data. This information is entered and stored in the ATRRS at a level of detail that allows an attrition rate to be computed for a component for all other courses managed at the class level of detail. Army school and training center CDRs and commandants will ensure timely gathering of attrition data and accurate data posting.

4–2. Historical attrition computation

a. Training attrition rates are computed within ATRRS based on a grouping of students or trainees who are enrolled in classes that have a scheduled completion date within a historical moving 12-month window. Using a full year's worth of statistical data provides a large enough sample to be representative of the course and eliminates seasonal fluctuations. The graduates for the class are compared with the inputs in the same class.

b. The attrition formula expressed as a percentage is—

$$\text{Attrition rate} = 1 - (\text{graduates} / \text{inputs}) \times 100\%$$

Figure 4–1. Attrition formula

c. The 12-month historical window is computed based on a 4-quarter moving average. The attrition rate is based on the 4-quarter average *prior to the current quarter.* Class statistics are grouped into quarter groups based on the scheduled completion date of the course. The graduates for the class are compared with the inputs in the same class. Therefore, second quarter attrition rates for FY 08 would be based on classes ending in the last two quarters of FY 07 and the first two quarters of FY 08. The formula for 2nd quarter FY 08 attrition for an AIT class would be—

$$AIT\ Attrition\ rate = 1 - \frac{Graduates\ of\ classes\ ending\ 1Apr07\ to\ 31\ Mar08}{Inputs\ of\ classes\ ending\ 1Apr07\ to\ 31Mar08}$$

Figure 4–2. Attrition formula 2nd quarter

d. The 24-month historical window is used for BT attrition and is computed based on an 8-quarter moving average, with weights of 70 percent for the most recent 4 quarters and 30 percent for the oldest 4 quarters; for example, second quarter attrition rates for BT for FY 08 would be based on classes ending in the last two quarters of FY 06, all of FY 07, and the first 2 quarters of FY 08. The BT attrition rates for each AA IMT MOS are provided quarterly to HRC. The formula for 2nd quarter FY 08 attrition is—

$$BT\ Attrition\ rate = 1 - \frac{(0.3 \times (grads\ of\ classes\ ending\ 1Apr06\ to\ 31Mar07) + 0.7 \times (grads\ of\ classes\ ending\ 1Apr07\ to\ 31\ Mar08))}{(0.3 \times (inputs\ of\ classes\ ending\ 1Apr06\ to\ 31Mar07) + 0.7 \times (inputs\ of\ classes\ ending\ 1Apr07\ to\ 31Mar08))}$$

Figure 4–3. Basic training attrition formula

4–3. Adjusted attrition computation
Adjusted course attrition rates for the AA are computed and distributed to HRC on a quarterly basis for use in programming and budget projections. These rates are passed to projection models, currently ASTRM and MOSLS. Other input agencies can review their course attrition rates in the reports generator on ATRRS. As necessary, HQDA (DAPE-MPT), in coordination with training ACOMs, further reviews and adjusts those rates to account for—
a. Course management actions such as changes in POI or course prerequisites.
b. Estimating a projected attrition rate for a new course based on historical rates of other courses with similar prerequisites and standards.

4–4. Attrition rates
The policies for posting input and graduate data are—
a. Schools and ATCs that have ATRRS access are required to report course input and graduate data on all courses managed on ATRRS.
b. Schools without access to ATRRS will send a written report of course input and graduate date, by component and gender, to the ACOM. The ACOM will enter the data into ATRRS. The HRC, AHRC-EPT will ensure that Army input and graduate data for other service courses having Army input is posted to ATRRS.

Appendix A
References

Section I
Required Publications
This section contains no entries.

Section II
Related Publications
A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

AR 12–15
Joint Security Assistance Training (JSAT)

AR 350–1
Army Training and Leader Development

AR 351–3
Professional Education and Training Programs of the Army Medical Department

AR 351–9
Interservice Training

AR 385–10
The Army Safety Program

AR 612–201
Initial Entry/Prior Service Trainee Support (RCS MILPC–17) (R1)

AR 690–950
Career Management

DA Pam 25–51
The Army Privacy Program - System of Records Notices and Exemption Rules

DA Pam 600–3
Commissioned Officer Professional Development and Career Management

DA Pam 611–21
Military Occupational Classification and Structure

DODD 5010.16
Defense Management Education and Training Program

DODD 5160.65
Single Manager for Conventional Ammunition (SMCA)

ATRRS User Manual
Army Training Requirements and Resources System (available at http://www.atrrs.army.mil).

AFMAN 24–204(I)/TM 38–250/NAVSUP PUB 505/MCO P4030.19I/DLAI 4145.3/DCMADI, CH3.4(HM24)
Preparing Hazardous Materials for Military Air Shipments

Section III
Prescribed Forms
This section contains no entries.

Section IV
Referenced Forms

DA Forms are available on the Army Publishing Directorate Web site (http://www.apd.army.mil).

DA Form 2028
Recommended Changes to Publications and Blank Forms

Glossary

Section I
Abbreviations

AA
Active Army

ABO
Army Budget Office

ACOM
Army Command

ACSIM
Assistant Chief of Staff for Installation Management

AIT
advanced individual training

AMC
U.S. Army Materiel Command

AMEDD
Army Medical Department

AMEDDC&S
U.S. Army Medical Department Center and School

ANCOC
Advanced Noncommissioned Officers' Course

AOC
area of concentration

AOCC
Analysis of Change Cell

AR
Army Regulation

ARFORGEN
Army Force Generation

ARNG
Army National Guard

ARPRINT
Army Program for Individual Training

ASA (M&RA)
Assistant Secretary of the Army (Manpower and Reserve Affairs)

ASCC
Army Service Component Command

ASI
additional skill identifier

ASTRM
Army Strength Training Requirements Model

ATRRS
Army Training Requirements and Resources Systems

BNCOC
Basic Noncommissioned Officers' Course

BT
basic training

CAD
course administrative data

CAR
Chief, Army Reserve

CDR
commander

CG
commanding general

CNGB
Chief, National Guard Bureau

COC
Council of Colonels

CS-CSS
combat support-combat service support

DA
Department of the Army

DCS, G–1
Deputy Chief of Staff, G–1

DCS, G–4
Deputy Chief of Staff, G–4

DCS, G–3/5/7
Deputy Chief of Staff, G–3/5/7

DCS, G–8
Deputy Chief of Staff, G–8

DINFOS
Defense Information School

dL
Distributed Learning

DLI
Defense Language Institute

DLIFLC
Defense Language Institute, Foreign Language Center

DLS
distributed learning site

DLFS
distributed learning facility site

DOD
Department of Defense

DRU
Direct Reporting Unit

ECM
executive change memorandum

EUSA
Eighth U.S. Army

FM&C
Financial Management and Comptroller

FORSCOM
U.S. Army Forces Command

FY
fiscal year

GOSC
General Officer Steering Committee

HQ-TRADOC
Headquarters, Training and Doctrine Command

HQDA
Headquarters, Department of the Army

HRC–A
Human Resources Command-Alexandria

HRC–STL
Human Resources Command-St. Louis

ICH
instructor contact hours

IMCOM
Installation Management Command

IMT
initial military training

ITRO
Interservice Training Review Organization

MCA
military construction, Army

MDEP
mission decision evaluation package

MEDCOM
U.S. Army Medical Command

MOB
mobilization

MOB ARPRINT
Mobilization Army Program for Individual Training

MOBMAN
Mobilization Manpower Analysis System

MOS
military occupational specialty

MOSLS
MOS Level System

MPS
Mobilization Planning System

NATO
North Atlantic Treaty Organization

NCOES
Noncommissioned Officer Education System

NET
new equipment training

NGB
National Guard Bureau

NGIS
National Geospatial Intelligence School

NOFC
notification of future change

OACSIM
Office of the Assistant Chief of Staff, Installation Management

OASS
One Army School System

OCAR
Office of the Chief, Army Reserve

OES
Officer Education System

OSUT
one station unit training

OTSG
Office of The Surgeon General

PAED
Program Analysis and Evaluation Directorate

PME
professional military education

POI
program of instruction

POM
program objective memorandum

QMS
Quota Management System

REQUEST
Recruit Quota Enlistment System

ROTC
Reserve Officers' Training Corps

RTI
Reserve Training Institution

SDDC
Surface Deployment and Distribution Command

SI
skill identifier

SMDR
Structure and Manning Decision Review

SQI
special qualification identifier

SSI
specialty skill identifier

SSN
social security number

STRAMS–E
Student Trainee Management System-Enlisted

TACITS
Total Army Centralized Individual Training Solicitation

TDY
temporary duty

TJAG
The Judge Advocate General

TPU
troop program unit

TRADOC
U.S. Army Training and Doctrine Command

TRAP
Training Resources Arbitration Panel

TSG
The Surgeon General

TTHS
trainees, transients, holdees, and students

USACE
U.S. Army Corps of Engineers

USACIDC
U.S. Army Criminal Investigation Division Command

USAF
U.S. Air Force

USAHPSA
U.S. Army Health Professional Support Agency

USAHRC
U.S. Army Human Resources Command

USAJFKSWCS
U.S. Army John F. Kennedy Special Warfare Center and School

USAR
U.S. Army Reserve

USARC
U.S. Army Reserve Command

USARCENT
U.S. Army Central

USAREC
U.S. Army Recruiting Command

USAREUR
U.S. Army Europe

USARNORTH
U.S. Army North

USARPAC
U.S. Army Pacific

USARSO
United States Army South

USASOC
U.S. Army Special Operations Command

USATC
U.S. Army Training Center

USC
United States Code

USMA
U.S. Military Academy

USN
U.S. Navy

Section II
Terms

Army Command (ACOM)
An Army force, designated by the Secretary of the Army (SA), performing multiple Army Service 10 USC functions across multiple disciplines. Command responsibilities are those established by the SA. The ACOMs are TRADOC, FORSCOM, and AMC.

Army Program for Individual Training (ARPRINT)
A mission, planning, and resourcing document produced by ATRRS that identifies by FY projected individual training requirements and programs for established courses and for skills where new courses are necessary.

Army Training Requirements and Resources System (ATRRS)
The official online DA Management Information System for support of institutional training missions during peace-time, partial or full mobilization, consisting of a centralized training management database with real-time update capability and Web-enabled access to support: HQDA; HRC and Reserve Components counterparts' Army school systems; Army schools and training centers; and other service or Government agency schools and training centers.

Army Service Component Command (ASCC)
Establishes the theater Army as an ASCC reporting directly to the Department while serving as the Army's single point of contact for a unified combatant command or a functional component command. The ASCCs are USARCENT, USARNORTH, U.S. Army South, USAREUR, USARPAC, EUSA, USASOC, SDDC, and U.S. Army Space and Missile Defense Command/Army Strategic Command.

Budget load
Average daily number of trainees or students at an installation used primarily by budget personnel. (Input + projected grads)/2 x course length/50

Budget year
A year determined by adding 1 year to the current FY; for example, in FY 07 the budget year is FY 08.

Cohesive operational readiness training (COHORT)
A system to access, train, and distribute into the operational force a group of individuals as a package.

Component
Categorization of the Army into Active, Army National Guard, U.S. Army Reserve, and DA civilian employees.

Current or execution year
The FY now in progress during which training requirements are being implemented.

Direct Reporting Unit (DRU)
A functional proponent at DA level. The DRUs are the Network and Enterprise Technology Command, MEDCOM, Intelligence and Security Command, USACIDC, USACE, Military District of Washington, Army Test and Evaluation Command, USMA, USARC, Army area Signal Center, and IMCOM.

Distributed learning
The delivery of standardized individual, collective, and self-development training to Soldiers and units at the right place and right time, using multiple means and technologies, with synchronous and asynchronous student-instructor interaction.

Individual training
Instruction given to qualify an individual for a needed military skill or to enhance such a skill by providing additional practice or supporting knowledge.

Initial entry training (IET) seat requirement
Army AIT and OSUT seats required during a FY to produce the number of graduates necessary to man each MOS at a specified level of fill.

Input agency
An organization that manages allocated quotas and provides by-name reservations against those quotas.

Military occupational specialty (MOS) training
Training that awards a MOS to warrant officer or enlisted personnel upon successful completion of a course.

Mobilization Army Program for Individual Training (MOB ARPRINT)
A report produced by the mobilization sub-system of ATRRS that identifies projected individual training requirements upon mobilization. The MOB ARPRINT is a planning document and may be used to support resource planning related to full mobilization contingency.

Mobilization Planning System (MPS)
A major subsystem of the ATRRS used to plan individual training during mobilization. The MPS provides the basis for planning training requirements for all courses upon mobilization, according to established HQDA (DCS, G–3/5/7 and DCS, G–1) policy guidance and training strategies.

No-show
A person who has a reservation but does not show up for training or where no reservations were made against allocated seats.

Other than special skill identifier and military occupational specialty training
Training that includes the following:
  a. additional qualification courses. Courses that award an ASI to an SSI and MOS.
  b. career development courses. Courses essential for career development and special career programs for officers and enlisted personnel that do not award an SSI, MOS, SQI, or ASI.
  c. functional courses. Courses that enhance the effectiveness of military personnel in specific skill areas that are needed to fill immediate training requirements that cannot be met effectively by other means. These courses do not award an SSI, MOS, SQI, or ASI. These courses will be continually reviewed and evaluated for their eventual discontinuance, either by elimination or by upgrading to an additional qualification course or a career development course.

Plus-up
An increase to training requirements.

Program years
The 5 fiscal years following the budget year. For example, if budget year is 08, the program years are FY 09 to FY 13.

Quota Management System (QMS)
A subsystem of ATRRS that supports the training execution management of all training not designated as initial entry recruit training. The QMS provides an interactive automated means for entering, updating, and reviewing quotas, schedules, and requirements for each of these courses and also tracks the status of an individual from the time a reservation is made until he or she either graduates or attrites.

School or training center
An agency or activity that conducts institutional training.

Specialty skill identifier training
Training that awards a SSI to commissioned officers upon successful completion of a course.

Structure load
Used primarily by the Office of the Chief of Engineers to project facilities and billeting space and for training developers to project class schedules. (Input x course length)/50

Student/Trainee Management System - Enlisted (STRAMS–E)
The automated information management sub-system that monitors flow of individuals through the accession, training, and distribution process on a by-name/SSN basis. This allows improved projections of trainees available for the first unit of assignment.

Total Army Centralized Individual Training Solicitation (TACITS)
The process by which the following are requested to submit their individual training requirements by FY for input into ATRRS—
  a. DOD agencies.
  b. the Army.
  c. other Services.

d. foreign military and civilian agencies.

Training attrition
The loss of students or trainees who enrolled in military institutional training courses and did not graduate. Training attrition should not be confused with Army attrition, which is the loss of Soldiers prior to completion of obligated term of service.

Training attrition terms
Terms that apply to the management of training attrition include—
   a. Course: A formal program of instruction that is identified by an assigned course number.
   b. Class: A number iteration of a course for a given number of students or trainees.
   c. Inputs: Students or trainees who are enrolled for the first time in a course. Inputs do not include recycles.
   d. Graduates: All students or trainees who successfully complete a course.
   e. Recycles: Students or trainees who are dropped from one class and enrolled in another class within the same course (not counted as input to subsequent class).
   f. Historical attrition rate: A rate computed, through the ATRRS, using historical course input and graduate data.
   g. Adjusted attrition rate: Attrition rate that is the historical attrition rate adjusted by HQDA to account for future changes in POI, standards, prerequisites, and missing class input and graduate data. The adjusted attrition rate is also used to account for new courses for which there is no historical data.

Training band
Added class capacity within TRADOC that allows 1/4 of class schedule to be at maximum class size with no additional resources.

Training draw-down
A reduction in training requirements.

Training ACOM
A major command that programs and conducts training for personnel besides those within its own command, and provides policy, guidance, and resources to the subordinate training centers or schools that they control (for example: TRADOC, AMEDDC&S, MEDCOM).

Training manager
A person, Army Command, or Army Staff agency that plans, organizes, conducts, and evaluates training, and allocates, controls, and fills quotas for formal courses of instruction.

Training programs
The BT, AIT, and OSUT, planned and resourced for a given FY.

Training requirement determination process
The process by which training requirement developers determine the number of training seats required for formal resident or dL courses of instruction during FY for—
DOD agencies; the Army; other Services; foreign military; and civilian agencies.

Training requirement developer
An Army Staff agency or ACOM responsible for establishing policy and procedures to determine the training requirements for designated categories of training.

Training requirement solicitor
An Army Staff agency or ACOM responsible for identifying through the solicitation process the training requirements for designated categories of training.

Training Resources Arbitration Panel (TRAP)
The HQDA action group chaired by an appointee from the DCS, G–1 to manage The Army's execution year individual training program.

Unit Automated Reservation System (UARS)
The UARS is a module of ATRRS. The UARS manages individual training seats/allocations that support Army Force

Generation. Course selection in UARS is dictated by the Institutional Training Support Plan and is scheduled according to DCS, G-3 assigned unit priority, and by Unit Identification Code.

Section III
Special Abbreviations and Terms
This section contains no entries.