

Training

# **Management of Army Individual Training Requirements and Resources**

Headquarters  
Department of the Army  
Washington, DC  
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**Unclassified**

# ***SUMMARY of CHANGE***

AR 350-10

Management of Army Individual Training Requirements and Resources

This revision--

- o Amends policy and procedures for managing Army individual training requirements and resources.
- o Covers the system used to identify individual training requirements and programs, and the resources required to support the Total Army individual training.
- o Identifies charter of input to Training Management General Officer Steering Committee (GOSC) (para 1-5).
- o Updates policy and procedures for the management of Army Individual Training Requirements and Resources System (ATRRS) (paras 2-1, 2-2, and 2-3).
- o Clarifies the scope and purpose of the Army Program for Individual Training (ARPRINT) (para 2-4).
- o Describes the procedures for establishing and maintaining constrained annual training baselines (para 2-4e).
- o Details the Total Army Centralized Individual Training Solicitation (TACITS) (para 2-6).
- o Identifies the Structure and Manning Decision Review (SMDR) process (para 2-7).
- o Identifies the Training Resources Arbitration Panel (TRAP) process (para 2-8).
- o Details the Quota Management System (QMS) (para 3-1).
- o Comprehensively details the Mobilization Planning System (MPS) (para 3-2).
- o Details the Student Trainee Management System-Enlisted (STRAMS-E) (para 3-3).
- o Clarifies the Training Attrition Program (chap 4).

Effective 15 October 1990

Training

## Management of Army Individual Training Requirements and Resources

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Official:



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**History.** This UPDATE printing publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

**Summary.** This regulation revises the policies, responsibilities, and procedures required

to manage Army individual training requirements and resources. It covers the system used to identify individual training requirements, programs, and resources required to support the Total Army individual training. It updates policy and procedures for the management of the Army Training Requirements and Resources System (ATRRS). Unless specifically identified for mobilization planning or mobilization operations, these policies and procedures refer to peacetime operations.

**Applicability.** This regulation applies to the Total Army, to include the Active Army, Army National Guard, U.S. Army Reserve, Department of Army civilian force, and other Government agency and civilian users of the ATRRS.

**Proponent and exception authority.** Not applicable

**Army management control process.** This regulation is not subject to the requirements of AR 11-2. It does not contain internal control provisions.

**Supplementation.** Supplementation of this regulation and establishment of command or

local forms are prohibited without prior approval from HQDA (DAPE-MPT), WASH DC 20310-0300.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested Improvements.** The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAPE-MPT), WASH DC 20310-0300.

**Distribution.** Distribution of this publication is made in accordance with the requirements on DA Form 12-09-E, block number 3291, intended for command level D for Active Army, Army National Guard, and U.S. Army Reserve.

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\*This regulation supersedes AR 350-10, 1 July 1984.

**RESERVED**

## Chapter 1 Introduction

### 1-1. Purpose

*a.* This regulation prescribes Army policy, responsibilities, and procedures for the management of all individual training through the Army Training Requirements and Resources System (ATRRS) for the following—

(1) The Total Army (Active Army (AA), Army National Guard (ARNG), U.S. Army Reserve (USAR), Department of the Army (DA) civilian, other Government agencies and civilian users).

(2) U.S. Army Training and Doctrine Command (TRADOC).

(3) Forces Command (FORSCOM) Noncommissioned Officer Academies.

(4) U.S. Army Materiel Command (AMC).

(5) U.S. Army Health Services Command (HSC).

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

(7) Defense Information School (DINFOS).

(8) Defense Intelligence College.

(9) Department of Defense (DOD) Computer Institute.

(10) Defense Mapping School (DMS).

(11) Defense Systems Management College (DSMC).

(12) Other military services.

(13) National Cryptologic School.

(14) Federal Bureau of Investigation Academy.

(15) Polygraph Institute.

(16) USAR Forces Schools.

(17) ARNG Schools.

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

(19) Civilian schooling.

*b.* The objectives are to—

(1) Formalize the use of the Army Program for Individual Training (ARPRINT) within—

(*a.*) DOD schools for which DA is executive agent.

(*b.*) Major Army commands (MACOM) and agencies.

(*c.*) Army schools and training centers.

(*d.*) Noncommissioned officer academies.

(*e.*) Other military services and Government agencies.

(2) Establish standard procedures to identify and display individual training requirements and programs and to report student input and output.

(3) Ensure that training requirement programs are developed as part of the Planning, Programming, Budgeting, and Execution System (PPBES) cycle.

(4) Establish annual training baselines during the ARPRINT development process.

(5) Ensure that input to training is conducted according to statutory requirements.

(6) Provide guidance for the development of the ARPRINT and scheduling of classes to support training programs.

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

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

### 1-2. References

Related publications 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.* The Deputy Chief of Staff for Personnel (DCSPER) will—

(1) Establish policy and procedures for developing and verifying

training requirements for the Total Army (military and civilian) for the following categories—

(*a.*) Initial entry training (IET).

(*b.*) Special qualifications identifiers (SQI).

(*c.*) Additional skill identifier (ASI).

(*d.*) Noncommissioned Officer Education System (NCOES).

(*e.*) Officer and enlisted functional or transitional training.

(*f.*) Professional development.

(*g.*) U.S. Military Academy (USMA).

(*h.*) USMA Prep School.

(*i.*) Officer Candidate School (OCS).

(*j.*) Reserve Officers' Training Corps (ROTC).

(2) Incorporate training requirements identified and validated by the Army Educational Requirements Board into the ARPRINT.

(3) Design, document, resource, operate, and evaluate ATRRS.

(4) Develop overall guidance for and approve the annual ARPRINT.

(5) Arbitrate, negotiate, and allocate available training seats based on the approved training program for IET military occupational specialty (MOS). Coordinate with the following when allocating training seats—

(*a.*) Office of the Deputy Chief of Staff for Operations and Plans (ODCSOPS).

(*b.*) U.S. Army Training and Doctrine Command (TRADOC).

(*c.*) National Guard Bureau (NGB).

(*d.*) Office of the Chief, Army Reserve (OCAR).

(*e.*) U.S. Army Health Professional Support Agency, Office of the Surgeon General (USAHPSA, OTSG).

(*f.*) U.S. Army Recruiting Command (USAREC).

(*g.*) Health Services Command (HSC).

(*h.*) DMS.

(*i.*) Other services and Government agencies.

(6) Develop methodology for computing Army training attritions rates, and provide Army training attrition rates (by course or MOS) to Total Army Personnel Command (PERSCOM) (TAPC-PL), HQ ARNG (NGB-ME), and HQDA (DAAR-TR). Develop methodology and conduct quarterly analysis of training show-rates.

(7) Assume principal Army staff responsibility for training attrition management. (See chap 4.)

(8) Manage the following programs—

(*a.*) The USMA Program.

(*b.*) The AA Officer Candidate Program.

(*c.*) The Army ROTC Program.

(9) Develop affordable training baseline levels during the ARPRINT development process that are consistent with end strength and force structure allowance levels.

(10) Serve as the DA proponent for the Structure and Manning Decision Review (SMDR) and Training Resources Arbitration Panel (TRAP) processes.

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

(12) Display the trained manpower shortfall on which the time phase incremented mobilization training base output requirements are founded PERSCOM, (TAPC-MOP), and provide to HQ TRADOC for development of fiscal year (FY) MOB ARPRINT course input requirements.

(13) Conduct quarterly input to training general officer in process review (IPR) on major input to training issues.

(14) Act as Army Executive Agent for Total Army Centralized Individual Training Solicitation (TACITS).

(15) Act as DA main point of contact providing and receiving training requirements, training program allocations, reservations, and class schedules to or from other services.

*b.* The Deputy Chief of Staff for Operations and Plans (DCSOPS) will—

(1) Determine in coordination with PERSCOM, ARNG, and OCAR the U.S. Army War College and equivalent level training requirements and submit them to HQDA (DAPE-MPT), WASH DC 20310-0300.

(2) Cohort the SMDR and participate in the TRAP processes.

(3) Determine intermediate level training requirements except for

Command and General Staff College and submit them to HQDA (DAPE-MPT), WASH DC 20310-0300.

(4) Determine in coordination with PERSCOM, ARNG, and Army Reserve Personnel Center (ARPERCEN) training requirements for Army personnel at foreign service schools and submit them to HQDA (DAPE-MPT), WASH DC 20310-0300.

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

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

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

(8) Evaluate MOB ARPRINT data to determine impact on costs of operating the training base.

(9) Participate during the ARPRINT process in the development of affordable training baseline levels that will provide quality training and readiness levels.

(10) Prioritize training allocations for constrained courses during the year of execution and during the program objective memorandum (POM) years.

*c.* The Deputy Chief of Staff for Logistics (DCSLOG) will—

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

(2) Establish policy and procedures for developing foreign military training requirements at Army schools and training centers, and for developing mobile training teams for foreign countries. These requirements are to be submitted to Commanding General (CG), TRADOC ATTN: ATFA-P, Ft. Monroe, VA 23651-5000. (See AR 12-15, chap 1.)

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

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

*d.* The Chief, National Guard Bureau (CNGB), will—

(1) Develop the ARNG IET MOS, specialty skill identifier (SSI), NCOES, and in-service training requirements for ARNG officer, warrant, enlisted and civilian personnel per guidance from ODCSPER.

(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.

*e.* The Chief, Army Reserve (CAR), will—

(1) Develop USAR IET 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.

*f.* The Chief of Engineers (COE) will—

(1) Establish policy and procedures for the development of the Total Army engineer-unique training programs for other than initial skill training.

(2) Participate in the SMDR to validate facility constraints.

*g.* 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 IET), and civilians.

*h.* The Chief of Chaplains (CCH) will establish policy and procedures for the development of AA officer chaplain requirements.

*i.* The Surgeon General (TSG) will—

(1) Establish policy and procedures for the development of

professional education and training programs for officers, enlisted personnel, and civilians 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 (PPSCP).

(3) Direct, control, and supervise all security assistance training provided by the AMEDD per AR 12-15.

*j.* The CG, PERSCOM, will—

(1) Act as the principal agent for DCSPER in determining AA peacetime (TAPC-PL) and mobilization (TAPC-MOP) training requirements.

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

*(a)* Obtain class schedules from ATRRS for Army-taught training and IET training taught by the other Services. Make sure that class seats are loaded on the Recruit Quota 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 System (RMS).

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

*(c)* Manage and control (during both peacetime and mobilization) Army execution year input for both officer and enlisted IET courses.

*(d)* Make sure that any adjustments to allocated IET seats are coordinated with the appropriate component, USAREC, MACOM concerned with the training, HQDA (DAPE-MPT), and ODCSOPS (DAMO-TRP). Adjustments to all IET seats used by other than Army nonprior service individuals will be posted to ATRRS.

*(e)* Ensure maximum use of available training seats.

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

(3) Apply the ODCSOPS approved methodology to compute the AA resident NCOES requirements for the Noncommissioned Officer Academies and service school NCOES courses.

(4) Manage and control quotas for all non-IET training AA training requirements (to include ASI, SQI, functional, skill level two and above MOS courses, and officer courses).

(5) Manage and control input for both officer and enlisted skill-producing professional development courses.

(6) Ensure the posting to ATRRS of class schedules, and input and graduation data of Total Army input for non-IET in Navy and National Security Agency courses.

(7) Act as ODCSPER operator for TACITS and biannually distribute solicitation letter to all users of Army training (conducted both by and for the Army) to include other services, civilians, and foreign military. The solicitation will include at a minimum all courses and all modes of training per DA Pam 351-4.

*k.* The CG, TRADOC, will—

(1) Assign all TRADOC course numbers.

(2) Approve all Course Administration Data (CAD) and Programs of Instruction (POIs) for all TRADOC courses.

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

(4) Publish TRADOC Pam 350-1, Schedule of Classes. (this pamphlet may be obtained from HQ TRADOC, ATTN: ATOM, Ft. Monroe, VA 23651-5000.

(5) Provide guidance and ensure class schedules are appropriately entered into ATRRS according to deadlines established by ODCSPER for TRADOC schools and those schools for which TRADOC has general staff proponenty.

(6) Manage quota allocation for all non-IET training courses in TRADOC schools and DOD schools for which TRADOC has general staff proponenty.

(7) Ensure posting the ATRRS input and graduation data of Army components, other services, Government agencies, and civilians attending training in TRADOC schools and those schools for which TRADOC has general staff proponenty.

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

(9) Update DA Pam 351-4, incorporating changes from AR 611-201, AR 611-101, AR 611-112, and Memorandum of Approved Change (MOAC) as appropriate for TRADOC schools and those schools for which TRADOC has general staff proponency.

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

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

(12) Act as DA Executive Agent for development of the FY Mobilization ARPRINT and—

(a) Convert the mobilization training base output requirements (MTBOR) produced by DCSPER, DA, into course input requirements and establish in ATRRS.

(b) Solicit and coordinate development of mobilization training requirements from U.S. Navy (USN), U.S. Air Force (USAF), U.S. Coast Guard (USCG), and U.S. Marine Corps (USMC) for Army courses.

(c) Develop input requirements for all mobilization courses for which DCSPER, DA, does not produce a MTBOR for example, basic training (BT), reception battalions, functional courses, and noncommissioned officer (NCO) courses.

(d) Maintain mobilization course administrative data and route or path data in ATRRS.

(e) 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.

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

(g) Assist other MACOMs in MOB ARPRINT development matters.

(13) Develop and manage security assistance training requirements for all IET MOS, Area of Concentration (AOC), NCOES, warrant officer, and commissioned officer courses.

*l.* The CG, FORSCOM, will—

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

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

*m.* The CG, HSC, will—

(1) Assign all HSC course numbers.

(2) Add, change or delete (as appropriate) all courses in ATRRS for which HSC is proponent.

(3) Make sure class schedules are appropriately entered into ATRRS IAW deadlines established by ODCSPER for HSC schools and those schools for which HSC has general staff proponency.

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

(5) Ensure posting to ATRRS input and graduation data of Army components, other services, Government agencies, and civilians attending training in HSC schools and those schools for which HSC has general staff proponency.

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

(7) Update DA Pam 351-4 on ATRRS system incorporating changes from AR 611-201, 611-101, AR 611-112, and MOAC as appropriate for HSC schools, and those schools for which HSC has general staff proponency.

*n.* The CG, AMC, will—

(1) Assign all AMC course numbers.

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

(3) Provide guidance and ensure class schedules are appropriately entered into ATRRS IAW deadlines established by ODCSPER for AMC schools and those schools for which AMC has general staff proponency.

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

(5) Ensure posting to 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.

(6) Update DA Pam 351-4 on ATRRS system for AMC schools and those schools for which AMC has general staff proponency.

(7) Update Defense Management Education and Training Catalog, DOD 5010.16-C.

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

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

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

*o.* The Commander (CDR), ARPERCEN, will—

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

(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 the provisions of DA Pam 351-4 and AR 600-9.

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

*p.* Army School Commandants or Directors, Army Training Center Commanders, and Commander, ARPERCEN. These individuals will—

(1) Enter class 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 10 working days of the start date and the actual outputs within 10 working days from the end date of each class as announced in class schedules. Losses from a course must be posted within 10 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.

*q.* Commanders of MACOM Proponent School Systems will—

(1) Report accurate and timely information in ATRRS.

(2) Monitor the data provided by their subordinates.

(3) Enforce this regulation within the MACOM.

*r.* Commanders of Army training MACOMS or agencies (to include TRADOC, AMC, HSC, FORSCOM, ARNG, OCAR, TJAG, and the Corps of Engineers) 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 to selection criteria for MOS training for HQDA (DAPE-MP) approval.

*s.* All training managers will—

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

(2) 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.

(3) Complete the TACITS surveys as directed.

#### **1-5. Input to Training Management General Officer Steering Committee**

*a.* The General Officer Steering Committee (GOSC) will meet quarterly or on an “as needed” basis.

*b.* The functions of the GOSC are as follows:

(1) Approve the ARPRINT.

(2) Address or resolve critical issues that impact on major issues in the input to the training arena.

## 1-6. Policy

*a.* Army Staff agencies and MACOMs 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.
- (6) Availability of resources.

## Chapter 2 Army Training Requirements and Resources System

### 2-1. Introduction

ATRRS consists of a centralized training management database with interactive terminals at Army training MACOMs, agencies, schools, and training centers that are operational on ATRRS. Information on most individual training courses taught by or for Army personnel is in the ATRRS database. The ATRRS—

- a.* Supports the Army Personnel Plan.
- b.* Provides accurate and responsive information for input into reports and budgets (such as Program 8) submitted to DOD and Congress.
- c.* Provides the capability to monitor the individual training program for all courses of instruction taught by Army school systems.
- d.* Provides training management information to Army Staff agencies, training MACOMs or agencies, and Army schools and training centers.
- e.* Operates according to procedures stated in this regulation.
- f.* Supports both the peacetime and mobilization mission of the Training Directorate, ODCSOPS.

### 2-2. ATRRS subsystems

ATRRS includes the following subsystems—

- a.* Quota Management System (QMS).
- b.* Mobilization Planning System (MPS).
- c.* ATRRS Report Generator System (RPG). (Time Sharing Option (TSO)).
- d.* Schools Catalog System.
- e.* Student Trainee Management System—Enlisted (STRAMS-E).
- f.* Army Automated Training Application System (AATAS).
- g.* TACITS.
- h.* USAR Budget Module.

### 2-3. ATRRS reports

The following is a partial list of reports from the ATRRS—

- a.* The ARPRINT.
- b.* The Military Manpower Training Report (MMTR).
- c.* The ARPRINT Total Army Class Schedule (TACS) Report.
- d.* Program element reports.
- e.* A listing of courses for DA Pam 351-4 with data displays on course scopes and course prerequisites.
- f.* Input and load reports.
- g.* Attrition reports.
- h.* Class schedule reports.
- i.* Class input and graduate update analysis reports.
- j.* Personnel, equipment, and facility constraints.
- k.* Man-years in training analysis reports.
- l.* Primary Leadership Development Course (PLDC), Basic Non-commissioned Officers' Course (BNCOC) and Advanced Non-commissioned Officers' Course (ANCOC) Management.
- m.* Mobilization reports.

### 2-4. ARPRINT report

*a.* The ARPRINT identifies projected individual training requirements and programs for the Total Army, other Services, other non-DA civilians, foreign military, and DOD agencies.

*b.* The ARPRINT is a mission document to MACOMs, training agencies, and Army schools. Training MACOMs 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 schedules 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) HSC.
- (3) FORSCOM.
- (4) AMC.
- (5) TJAG.
- (6) DINFOS.
- (7) DLIFLC.
- (8) DMS.
- (9) DSMC.
- (10) Other military services.
- (11) On-the-job training when officially recognized by ODCSOPS.
- (12) Other nonmilitary schools.
- (13) Foreign military.
- d.* The ARPRINT—

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

(2) Is based on Total 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, IET training (including OBC and follow-ons) 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 IET training volume), IET (BT, One Station Unit Training (OSUT), and Advanced Individual Training (AIT), is 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).

*e.* Training baselines

(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). Baselines are built for each specific group and training cannot be swapped among groups. Special attention is focused on Active component training (officer accession students and permanent change of station (PCS) 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 both enlisted, warrant officer, and commissioned officer identities.

(3) Are a product of negotiation by representatives from: ODCSPER Training, ODCSOPS Force Development, ODCSOPS Training, ODCSOPS Readiness, ODCSPER Force Alignment, and ODCSPER Force Structure.

(4) Training baseline levels will be assessed during SMDR processes and TRAP reviews. They cannot be exceeded without approval of the input to training GOSC. However, if programmed training levels exceed established baselines during a FY, the addition to the TTHS account must be forwarded to the next 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 nonunit 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. TTHS impact on the operating strength can also be monitored through this system.

*f. MOB ARPRINT—*

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

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

(3) Is based on the Total Army trained manpower shortfall of fillers or replacements required to maintain a prescribed level of organization during post mobilization.

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

## **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 Users Manuals. (Copies may be obtained from HQDA (DAPE-MPT), WASH DC 20310-0300). Training requirements may be entered into ATRRS only by the agency responsible for developing those requirements.

*b. Enlisted requirements.* IET requirements developed by PERSCOM, OCAR, and NGB will be based on the approved manpower program identified by HQDA (DAPE-MP). These training requirements will serve to update the ARPRINT.

*c. IET requirements.* These are developed by the following automated models and are subject to verification by HQDA (DAPE-MPT).

(1) FORECAST MOS Level System (MOSLS) (System used by the AA).

(2) Training Requirement Generator (TRG) (System used by the USAR).

*d. Structure changes.* IET course structure changes (length and AIT versus OSUT) will be validated by the training manager and sent to HQDA (DAPE-MPT), WASH DC 20310-0300 not later than 6 weeks prior to SMDR.

*e. Validation of course numbers.* TRADOC, HSC, and AMC will validate course numbers by FY within ATRRS not later than 6 weeks prior to SMDR. Course number changes will be kept to a minimum and will be identified in the Course Change Report and Course Number Change Report.

*f. Adding and deleting MOS, ASI, and AOC courses.* The latest addition or deletion of MOS, ASI, and AOC courses will be based upon AR 611-201, AR 611-101, and AR 611-112. Training MACOMs and HQDA (DAPE-MPT) will delete obsolete MOS

codes. Training MACOMs and agencies will add new courses and delete obsolete courses.

*g. Notional courses.* On occasion, a skill requirement and associated training requirement may be identified for which no approved POI, course title, or number exists. HQDA (DAPE-MPT) will notify the appropriate training MACOM to add notional courses to ATRRS as necessary to reflect projected (undocumented) MOS restructure and force modernization actions. HQDA (DAPE-MPT) will add notional courses to ATRRS as required.

## **2-6. Solicitation of training requirements**

*a.* The solicitation of DA personnel to attend training or of other than DA personnel to attend courses conducted by the DA will be accomplished via the TACITS subsystem of ATRRS.

*b.* Training Requirements Office, HQDA (DAPE-MPT) is the executive agent for individual training solicitation within the DA.

*c.* Training Plans Branch, ODCSPLANS, PERSCOM (TAPC-PLT) is the ODCSPER operational arm for individual training solicitations within the DA.

*d.* TACITS surveys will be distributed twice annually. The primary individual training solicitation survey will be distributed in August. This solicitation will include all the courses of training, for which the training requirement is determined by solicitation that are attended by DA personnel (AA, USAR, and ARNG); military or civilian regardless of the training provider; or all those courses conducted by the Army that are attended by other than Army personnel. The second survey will be distributed in March and will include only additions and changes to the course list contained in the August TACITS survey.

*e.* TACITS will be prepared and distributed by PERSCOM in both an automated version on ATRRS, for online users, and in a hard copy version for those organizations that do not have access to ATRRS.

*f.* 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 commander or commandant of respective school and sent to training MACOM for approval.

(2) Request approved and signed by the Assistant Deputy Chief of Staff for Training (ADCST), TRADOC/Commandant, Academy of Health Sciences (AHS)/Assistant Deputy Chief of Staff for Personnel (ADCSPER), AMC and forwarded to HQDA (DAPE-MPT) for approval.

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

(4) Approval returned to training MACOM for field solicitation. Distribution to field will contain statement that solicitation has been approved by HQDA. Returns from field will be posted to ATRRS by training MACOM and addressed at TRAP. No manpower bills will be paid by HQDA as a result of an out-of-cycle solicitation.

## **2-7. Structure and Manning Decision Review**

*a. Overview.* The SMDR is designed to validate Total Army training requirements and then reconcile those requirements to an affordable, acceptable, and executable training program. The SMDR will be conducted annually during the month of April. 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. Fine-tuning will be accommodated where possible within the funded capabilities of the training activities.

*b. Timeframe for SMDR—*

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

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

(3) Equipment, facility, and personnel constraints loaded on ATRRS by schools 15 days prior to SMDR.

(4) Council of Colonels (COC) review of SMDR results within 20 working days of SMDR adjournment.

(5) Input to training management GOSC review of constrained

courses and approval of ARPRINT within 30 working days of SMDR adjournment.

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

*c.* SMDR participants—

- (1) ODCSPER.
- (2) ODCSOPS.
- (3) ODCSLOG.
- (4) OCE.
- (5) NGB.
- (6) OCAR.
- (7) PERSCOM.
- (8) TRADOC.
- (9) USAREC.
- (10) HSC.
- (11) OTSG.
- (12) AMC.
- (13) DMS.
- (14) DLIFLC.
- (15) DINFOS.
- (16) ARPERCEN.
- (17) FORSCOM.

(18) Installation where specific courses are taught and the proponent schools, if locations are different.

(19) Other Services.

(20) Other Government agencies.

*d.* The DCSPER will be responsible for—

(1) Cochairing SMDR.

(2) Conducting overall coordination for the SMDR, to include verifying the record set of training requirements.

(3) Publishing the summary sheets.

(4) Conducting overall coordination for COC and GOSC reviews of constrained programs.

(5) Determining instructor values for each course in coordination with training MACOM.

(6) Providing the billing document to other services for the instructor values determined during the SMDR for quota courses.

(7) Providing the authority for MACOMs, schools, or ATCs to execute Memorandums of Agreement (MOAs) or Memorandums of Understanding (MOUs), and Interservice Support Agreements (IS-SAs) relative to individual course support requirements.

*e.* The DCSOPS (DAMO-TR) will be responsible for—

(1) Cochairing SMDR.

(2) Assessing the training resource bill provided by TRADOC, HSC, and AMC to determine feasibility and supportability prior to the SMDR.

(3) Providing the guidance to resolve course-related (POI and course length, for example) issues that affect an arbitrated training program recommendation.

(4) Providing 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) Coordination with Office of the Deputy Chief of Staff for Logistics/Office of the Chief of Engineers (ODCSLOG/OCE) or other DCSOPS activities to resolve equipment or facility issues as identified during the SMDR.

*f.* The CG, PERSCOM, will be responsible for—

(1) Generating, validating, and maintaining all AA training requirements (except AMEDD officer training requirements).

(2) Entering AA training requirements into ATRRS.

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

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

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

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

*g.* The CDR, USAHPSA, OTSG will be responsible for—

(1) Generating, validating, and maintaining all AMEDD, AA officer, other service, and foreign national training requirements for AMEDD courses.

(2) Entering Active Army officer, other service, and foreign national training requirements onto the ATRRS for AMEDD courses.

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

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

*h.* The CNGB will be responsible for—

(1) Generating, validating, and maintaining all ARNG training requirements.

(2) Entering ARNG training requirements onto the ATRRS system.

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

*i.* The CAR will be responsible for—

(1) Generating, validating, and maintaining IET USAR training requirements.

(2) Entering USAR IET training requirements onto the ATRRS.

(3) Providing 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.* The CDR, ARPERCEN, will be responsible for—

(1) Generating (in coordination with appropriate MACOMs), validating, and maintaining all in-service USAR training requirements.

(2) Entering in-service USAR training requirements into the ATRRS system.

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

*k.* The CG, TRADOC, will be responsible for—

(1) Providing input in ATRRS for all course changes or new initiatives 45 days prior to SMDR start date to include approved class sizes, course lengths, and instructor contact hours (ICH).

(2) Establishing and validating training capability bands for IET.

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

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

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

(6) Identifying, confirming, and prioritizing MCA projects initiated to support training. Coordinating with OCE on facilities issues in support of SMDR.

(7) Coordinating with DA DCSOPS and DCSLOG on equipment issues as appropriate during SMDR.

(8) Prioritizing and submitting to DA requests for relocatable buildings and equipment.

(9) Providing full-time participation during SMDR.

(10) Validating installation manpower resource bills.

(11) Providing all resource data applicable to each course and providing guidance on coverage of appropriate FY resource bills via Modernization Resource Information Submission (MRIS) or Mission Decision Package (MDEP) for TRADOC schools and training centers.

(12) Providing a list of instructor requirements by course that have changed since the previous SMDR.

(13) Providing other service manpower resource bill to DAPE-MPT for all courses for which TRADOC is proponent or has general staff pronency.

(14) Developing MOAs, MOUs, and ISSAs with other services as necessary to execute the approved annual training programs developed through the SMDR.

(15) Providing copies of approved MOAs, MOUs, and ISSAs to HQDA (DAPE-MPT) WASH DC 20310-0300.

*l.* CDR, HSC, will be responsible for—

(1) Providing input on ATRRS of all course changes or new initiatives 45 days prior to SMDR start date.

(2) Establishing and validating training capability bands for all courses.

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

(4) Identifying, confirming, and prioritizing MCA projects initiated to support training.

(5) Providing full-time participant at SMDR during timeframe scheduled for AMEDD courses.

(6) Developing MOAs, MOUs, and ISSAs with other services as necessary to execute the approved annual training programs developed through the SMDR.

(7) Providing copies of approved MOAs, MOUs, and ISSAs to HQDA (DAPE-MPT) WASH DC 20310-0300.

*m.* AMC will be responsible for—

(1) Providing input on ATRRS of all course changes or new initiatives 45 days prior to SMDR start date.

(2) Establishing and validating training capability for all AMC courses.

(3) Confirming and prioritizing MCA projects designed or programmed to support training.

(4) Providing full-time participation at SMDR during timeframe scheduled for AMC courses.

(5) Providing all resource data applicable to each course to provide guidance on coverage of appropriate FY resource bills via MRIS/MDEP.

(6) Coordinating with course proponents prior to SMDR and representing those proponents at the SMDR. Coordination may be achieved during annual proponent reviews conducted by the AMC schools.

(7) Developing MOAs, MOUs, and ISSAs with other services as necessary to execute the approved annual training programs developed through the SMDR.

(8) Providing copies of approved MOAs, MOUs, and ISSAs to HQDA (DAPE-MPT) WASH DC 20310-0300.

*n.* Proponent schools

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

(2) Verify personnel constraint (CP) display data.

(3) Load facility constraints (CF).

(4) Load equipment constraints (CE).

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

*o.* During the SMDR, manning and associated institutional training requirements are verified. Components will be challenged based on prior-year use of specific training courses. Unless component can show 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 Resource Arbitration Panel**

*a.* The purpose of the TRAP is to manage changes to the training program during the execution year.

*b.* The DCSPER manages the TRAP with the following participants as members—

(1) ODCSOPS.

(2) OCAR.

(3) ARPERCEN.

(4) NGB.

(5) PERSCOM.

(6) TRADOC.

(7) HSC/OTSG.

(8) AMC.

(9) USAREC.

(10) Other Services.

*c.* The TRAP attempts to provide sufficient training seats to train the Total Army program plus other non-Army students who attend Army schools. It is extremely important that all deadlines established according to these TRAP procedures be followed.

*d.* Skill level 1 TRAP

(1) The TRAP is convened monthly. The first TRAP for a new FY will be held in the preceding February. This TRAP will address all transactions to include increases, reductions, trades, and execution of training bands. TRAP issues for the current FY will be considered on an “as needed” basis after the February TRAP. The SMDR, held during April, will consider “show stopper” changes to the execution year training program and those changes critical to building the outyear program. The following are timeframes associated with skill level 1 TRAP actions—

(*a.*) Components initially load requested changes on ATRRS not later than 8 calendar days prior to the TRAP meeting.

(*b.*) Components review other component changes for possible trades until 2 days (1200 hours) prior to the TRAP. At noon 2 days prior to the TRAP, ODCSPER will print reports to be used at the TRAP meeting.

(*c.*) Approved actions from the TRAP will be posted to the ATRRS system by DAPE-MPT not later than 3 working days after the TRAP.

(2) Training increases will first be evaluated for trade-offs among input agencies. If trades cannot be successfully accomplished, schools and ATCs will be asked if the increases can be accepted without additional resources. (In TRADOC this is expressed as a training band.) Training bands for skill level 10 MOS will be validated with each appropriate school not later than 1 February for the upcoming FY. If training bands are exercised at the TRAP, ATRRS electronic messages will be automatically generated and sent to the appropriate school or ATCs informing them that they have 5 working days from the date of the message to adjust class schedules. Schedule changes should include classes beginning no sooner than 120 days from date of the message to allow time for individuals to be recruited and to complete BT. Major commands will coordinate instructor and funding needs on projected TRAP actions and will identify the instructor difference between SMDR and ARPRINT and the projected TRAP requirements. This difference will be reported as the instructor bill. If double or triple shifting of classes is required to support a TRAP requirement, selective supervisor positions may also be included in the bill. If schools identify a major end item of equipment shortage, the major training command will attempt to fill the requirement through temporary loan, reallocation, or out of DAMPL sequence action. Equipment requirements not fulfilled by this process will be included in a total bill package to HQDA, DAPE-MPT. Accounting for instructor changes as a result of TRAP actions is the duty of HQDA, DAPE-MPT. Changes must be handled “off-line” because The Army Authorization Documents System (TAADS) documents cannot be changed to accommodate TRAP actions. Changes to instructor levels will be accommodated by manpower trade-offs within each MACOM, provided trade-offs are available. Manpower tradeoffs can be accommodated through 30 November of the current FY. Requested TRAP increases after 30 November that require additional manpower will require a directed military overstrength (DMO). (See para 2-8d(4)). If trade-offs are approved, notification to initiate action by PERSCOM will be facilitated by a memorandum to PERSCOM, TAPC-EPS, from HQDA, DAPE-MPT, subject: “Execution Year Change Notice,” which will identify gaining and losing activities, schools, and installations. This memorandum is authority to change authorizations and initiate by-

name fill accordingly. Once executed, PERSCOM will notify HQ TRADOC, ATPL-AE, of the individual names of projected fill.

(3) Training decreases will first be evaluated for trade-offs among input agencies. If trades cannot be successfully accomplished, the following actions will be taken—

(a) If reductions occur from February through August for the upcoming FY, reductions will be retained in the “CT” (course trap) display on ATRRS; schools will not make adjustments to their class schedules. During this period (February–August), these reductions may be picked up by any component as a trade and posted to the “CR” (course requirement) display. After the August TRAP, all remaining reductions will be posted to the “CR” display and schools will adjust their class schedules downward to reflect these reductions by the end of August. Coordination must be made between PERSCOM, TAPC-EPT-S, and the schools to make sure classes with valid reservations are not eliminated. Once coordinated and adjusted, these reductions are final.

(b) Reductions that occur after the August TRAP for the upcoming FY will be recognized at the TRAP and be held in the “CT” display for a period of approximately 60 days (2 TRAPs). If reductions equal a class size, REQUEST will close selected classes from recruiting. If, at the end of 60 days no input agency has picked up these reductions, the reductions will be posted to the “CR” display in ATRRS, and the appropriate school will be notified via ATRRS electronic message to adjust class schedules within 5 working days of receipt of message. Reductions will be made to future seats only and coordination must be made between PERSCOM, TAPC-EPT-S, and the school where to make these reductions.

(4) COC DMO: When expansion of training will require additional resources, the following procedures apply—

(a) The requesting component certifies that the requested increase is correct and verified with written justification (to include reason for increase, authorizations, current and projected fill, impact if increase is not provided), and has been signed at the colonel level. This written justification will be provided to HQDA, DAPE-MPT.

(b) The major training command (TRADOC, HSC) will be notified by ATRRS electronic message or telephone, and asked to provide the resource bill within 10 working days of notification. Justification for all requested bills will also be provided in a follow-up memorandum or ATRRS message.

(c) Once the bill has been provided, PERSCOM will have 5 working days to assess the ability to provide additional instructors (if required).

(d) DCSOPS will have 5 working days to assess the ability to provide additional equipment (if required).

(e) When all data are available, the COC Chairperson will present information for concurrence or nonconcurrence to the COC and attempt to negotiate final action. Presentation will either be by memorandum for written concurrence or nonconcurrence, or a meeting will be convened. COC action must be unanimous. If the COC disapproves the request but the component desires reconsideration, a General Officer TRAP will be convened.

(f) Voting members of the COC are: HQDA, DAPE-MPT (Chair), DAPE-MBF, DAPE-MPE, DAPE-MPA; ODCSOPS, DAMO-TRP; PERSCOM; OCAR/ARPERCEN; NGB; TRADOC (as appropriate); and HSC/OTSG (as appropriate).

(g) If approval is given, the school will be notified via ATRRS electronic message of increase and resource approval. If DMO is required, this action will be coordinated with ODCSPER, DAPE-MB for approval prior to school notification. DMO requests will contain the following information: unit identification code (UIC), number of personnel, grade and specialty of each position, and duration of each position. The school will have 5 working days after notification of approval to increase class schedules. Adjustments to class schedules should be no sooner than 120 days from the date of receipt to the message to allow time for recruiting and possible BT.

e. All training not classified IET TRAP—

(1) The TRAP will be convened monthly. The first TRAP for a new FY will be held in the preceding February. This TRAP will

address increases, reductions, and trades among components. TRAP issues for the current FY will be considered on an “as needed” basis after the February TRAP. The SMDR, held during April, will consider “show stopper” changes to the execution year training program and those changes critical to building the outyear program. The following are timeframes associated with Skill level 2 and above TRAP actions—

(a) Input agencies (quota managers) initially load requested changes on ATRRS not later than 14 calendar days prior to the TRAP meeting.

(b) Training MACOMs (TRADOC/HSC/AMC) review component requests for resolution and provide approval or disapproval at the TRAP.

(c) Approved actions from the TRAP will be posted to ATRRS system by HQDA, DAPE-MPT not later than 5 working days after the TRAP.

(2) Training increases will first be evaluated for trade-offs among input agencies. If trades cannot be successfully accomplished, schools will be asked if the increase can be accepted without additional resources. If not, MACOMs will coordinate with the schools to identify additional instructor and funding needs to accommodate the projected TRAP training requirement identifying the instructor difference between the established SMDR or ARPRINT and projected TRAP requirements. This difference will be reported as the instructor bill. If double or triple shifting of classes is required to support a TRAP requirement, selective supervisor positions may also be included in the bill. If schools identify a major end item of equipment shortage, the MACOM will attempt to fill the requirement through temporary loan, reallocation, or out of Department of the Army Master Priority List (DAMPL) sequence action. Equipment requirements not fulfilled by this process will be included in a total bill package to HQDA, DAPE-MPT. Instructor changes are a duty of HQDA, DAPE-MPT. Changes must be handled “off-line” because TAADS documents cannot be changed to accommodate TRAP actions. Changes to instructor levels will be accommodated by manpower trade-offs with each training MACOM, provided trade-offs are available. Manpower trade-offs can be accommodated through 30 November of the current FY. Requested TRAP increases after 30 November that require additional manpower will require a DMO (See para 2-8e(5).) If trade-offs are approved, notification to initiate action by PERSCOM will be facilitated by a memorandum to PERSCOM, TAPC-EPS from HQDA, DAPE-MPT, subject: “Execution Year Change Notice,” which will identify gaining and losing activities, schools, and installations. This memorandum is authority to change authorizations and initiate by name fill accordingly. Once executed, PERSCOM will notify the Training MACOM, (HQ TRADOC, ATPL-AE/info to ATOM-O) of the individual names of projected fill. The training MACOM will coordinate with schools and adjust “C3” (class schedules) and “RA” (quota allocations) displays as appropriate. Input agencies should inform HQDA, DAPE-MPT via ATRRS electronic message or telephone when adjustments requested are for specific classes or timeframes. Otherwise, the decision where to adjust class schedules or RA display is left up to the MACOM or schools. If program increases are approved at the TRAP, the school has 5 working days from the date of notification to adjust class schedules.

(3) For other than HQ TRADOC, training decreases must equal or exceed optimum class size for consideration at the TRAP. If less than optimum, the quota management system must be used. If training decreases equal or exceed optimum class size, they will first be evaluated for trade-offs among input agencies. If trades cannot be successfully accomplished, the following action will be taken—

(a) If reductions occur from March through August for the upcoming FY, reductions will be reflected in the “CR” display on ATRRS. Schools will adjust class schedules based on MACOM guidance. Coordination must be made between HQ TRADOC (ATOM-O)/HSC and the schools to ensure classes with valid reservations are not eliminated.

(b) Reductions that occur after the August TRAP for the upcoming FY will be recognized at the TRAP. If reductions equal or exceed optimum class size, the reduction will be posted to the “CR”

display in ATRRS and the appropriate school will be notified via ATRRS electronic message to adjust class schedules within 5 working days of receipt of message. Reductions will be made to future seats only and coordination must be made with HQ TRADOC (ATTG-MPS)/HSC/AMC/schools on where to make these reductions. Reductions of less than optimum class size are to be managed through the QMS.

(4) Training decreases for HQ TRADOC require the following actions—

(a) If reductions occur from March through August for the upcoming FY, reductions will be reflected on the “CR” display in ATRRS and the schools will adjust class schedules based on MACOM guidance.

(b) Reductions that occur after the August TRAP for the upcoming FY will be recognized and finalized at the TRAP. Reductions will be posted to the “CR” display in ATRRS, and the appropriate school will be notified via ATRRS electronic message to adjust class schedules within 5 working days of receipt of message.

(c) Coordination must be made between HQ TRADOC (ATOM-O)/HSC and the schools to ensure classes with valid reservations are not eliminated. Reductions will be made to future seats only and coordination must be made with HQ TRADOC (ATOM-O)/HSC/AMC/schools on where to make these reductions.

(5) COC DMO: When expansion of training will require additional resources, the following procedures apply—

(a) The requesting component certifies requested increase is correct and verified with written justification (to include reason for increase, authorizations, current and projected fill, impact if increase is not provided), and has been signed at the colonel level. This written justification will be provided to HQDA (DAPE-MPT), WASH DC 20310-0300.

(b) The major training command (TRADOC, HSC, and AMC) will be notified by ATRRS electronic message or telephone and asked to provide resource bill within 10 working days of notification. Justification for all requested bills will also be provided in a follow-up memorandum or ATRRS message.

(c) Once the bill has been provided, PERSCOM will have 5 working days to assess the ability to provide additional instructors (if required).

(d) DCSOPS will have 5 working days to assess the ability to provide additional equipment (if required).

(e) When all data is available, the COC Chairperson will present information for concurrence or nonconcurrence to the COC and attempt to negotiate final action. Presentation will either be by memorandum for written concurrence or nonconcurrence, or a meeting will be convened. COC action must be unanimous. If the COC disapproves the request and the component desires reconsideration, a General Officer TRAP will be convened.

(f) Voting members of the COC are: HQDA, DAPE-MPT (chair), DAPE-MB, DAPE-MPE, DAPE-MPA, DAPE-MPO; ODCSOPS, DAMO-TRP; PERSCOM; OCAR/ARPERCEN; NGB; TRADOC (as appropriate); HSC/OTSG (as appropriate); and AMC (as appropriate).

(g) If approval is given, the school and MACOM will be notified via ATRRS electronic message of increase and resource approval. If DMO is required, this action will be coordinated with ODCSPER, DAPE-MB for approval prior to school notification. The DMO request will contain the following information: UIC, number of personnel, grade and specialty of each person, and duration of each DMO position. The school will have 5 working days after notification of approval to increase class schedules.

## 2-9. Scheduling of classes

Class schedules will be produced within the following timeframes—

a. For IET MOS training schools, class schedules will be developed prior to 1 July for the upcoming budget year (for example, on 1 July 1989 schedules for FY91 are required). Minor adjustments may have to be made at a later time. Those schedules will be entered into ATRRS database according to procedures in the

ATRRS Users Manual. Schools and activities without ATRRS terminals will submit class schedules prior to 1 July to the appropriate training command (MACOM) unless otherwise designated. Submission of class schedules will be according to the guidance from the training MACOM. The MACOM will review the ATRRS database to determine the extent to which the programmed requirement is being supported. MACOMs will notify HQDA (DAPE-MPT), WASH DC 20310-0300 of any schedule shortfall that affects Army training mission. MACOMs will take appropriate action to resolve class schedule discrepancies prior to 1 August.

b. By 15 July, HQDA, DAPE-MPT will provide PERSCOM with class schedules for loading onto the REQUEST System. Later changes will be based on significant changes identified by ODCSPER. Once loaded on REQUEST, reallocation of seats for inservice and other services cannot be accomplished without HQDA, DAPE-MPT approval.

c. Class schedules for all other training not designated as IET MOS training will be developed within 40 working days of final ARPRINT availability for the upcoming budget year (for example, ARPRINT approved 1 September 1989 schedules for FY 91 are required.) These schedules will be entered into the ATRRS database according to procedures in the ATRRS User Manual. Schools and activities without ATRRS terminals will submit class schedules to the appropriate major training command (MACOM). Submission of class schedules will be according to guidance from the training MACOM. MACOMs will review the ATRRS database 40 working days after ARPRINT availability to determine the extent to which the programmed requirement is supported. MACOMs will notify HQDA (DAPE-MPT), WASH DC 20310-0300 of any schedule shortfalls that affect the Army training mission. MACOMs will take action to resolve class schedule discrepancies within 50 working days of ARPRINT availability.

## 2-10. Interservice Training Review Organization

a. The Interservice Training Review Organization (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 multiservice. The curriculum may be common throughout or consist of a common core plus service-unique tracks. Training policies, 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 IET. 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 basis will be posted to

ATRRS not later than 10 working days after the start or end date of the class. As an exception, input and graduate information for on-site courses will be posted not later than 15 days after course completion unless prior coordination has been made with HQDA, DAPE-MPT.

(2) QMS will be the vehicle to handle quota exchanges among components. Additional quotas will be provided at the TRAP as available.

(3) Schools have 5 working days after TRAP changes have been posted to make appropriate class schedule changes on 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 are dropped and seats are available on a first-come, first-serve basis.

(5) Schools will not directly solicit input to training and bypass quota agency's prequalification criteria.

(6) The responsibility for arranging quota exchanges lies with the quota agencies, with the training MACOM as approval authority, unless precluded by course requisities or school policy.

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

(8) Vacancies created by no-shows in classes can be filled by commanders with the local population only. Appropriate by-name information must be added to ATRRS for these individuals.

*b. Process.* QMS works like an airline reservation system. Following the SMDR, class schedules are loaded by proponent schools. After training MACOM approval of class schedules, an automated procedure is run (at training MACOM discretion) that fair shares quotas among input agencies based on their approved annual program. These quotas are then reviewed and fine-tuned or adjusted by the training MACOM. Reservations are made by the input agencies that will determine where spaces are available and reserves space by entering name, rank or grade, job series for civilians, social security number, gender, address, and quota source and component code for each attendee not later than 45 days (DLI, 30 days) prior to start of class. The proponent school in conjunction with the MACOM may determine whether to nonconduct a class if the number of reservations and waits do not at least equal the minimum class size. Training MACOMs must coordinate with training input agencies prior to final decision to nonconduct 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-serve basis. When the student physically reports for the class, the school must post ATRRS not later than 10 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 10 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. QMS will provide data for updating the enlisted and officer personnel file at PERSCOM.

*c. Automated Order of Merit List (OML) for BNCOC/combat support-combat service support (CS-CSS) and ANCOC.* On a quarterly basis, an extract of the enlisted master file (EMF) is received that produces a prioritized OML for BNCOC/CS-CSS and ANCOC for AA soldiers. Reservations are generated for training based on priorities and the quotas that have been allocated to the MACOM.

### 3-2. Mobilization Planning System

*a.* The MPS provides a peacetime planning system for mobilization training. HQDA, DAPE-MPT is the proponent for MPS and for

planning the operation of ATRRS during mobilization. Mobilization planning considers the requirements for trained manpower and the emergency surge capacity of the Army training base.

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

*c.* Upon mobilization, MPS planning data becomes the basis for transition to post-mobilization operations of the training base. Courses terminate or convert to MOB POI according to criteria established by ODCSOPS, DAMO-TR and new class schedules will be established in ATRRS to accommodate mobilization output requirements. The mobilization operation of ATRRS will differ only slightly from peacetime operations.

*d.* The MOB ARPRINT establishes the mobilization individual training mission and is the primary planning document and most important program generated by MPS. MOB ARPRINT data are displayed (by week, by course) for 52 weeks of a mobilization. The MOB ARPRINT time-phases the number of students to be scheduled for each course at each training site during mobilization. The MOB ARPRINT considers attrition and training time in the computation of inputs based upon MTBOR produced by PERSCOM personnel systems. The MOB ARPRINT is designed to program the training base to produce trained manpower at required levels as early as possible after mobilization 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. MOB ARPRINT training capability and resource constraint data will provide the basis for establishing new operational class schedules upon mobilization.

*e.* Post mobilization training base output requirements (PMTBOR). The MOB ARPRINT is developed from the PMTBOR.

(1) PMTBOR are 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) PERSCOM will produce for the current year and the last year of each POM the time-phased PMTBOR required to fill and sustain the total force over the first 180 days of mobilization.

### 3-3. Student Trainee Management System—Enlisted

STRAMS-E is a subsystem of ATRRS used to give trainers and Processing Centers (PCs) or Personnel Service Centers (PSCs) the capability to track an individual by name and social security number from the time he first enters the Army through his first unit of assignment.

*a.* STRAMS-E is a PERSCOM operated system which is resident on ATRRS. STRAMS-E, as presently configured, evolved from the Automated Control of Trainees (ACT) system and the Personnel Training Management System (PTMS). It integrates the process of personnel and training management for IET enlisted personnel of the three Army Military Components: AA, USAR, and the ARNG.

*b.* The concept of STRAMS-E is to collect data directly from other automated sources, thereby reducing redundant data collection. Accordingly, interfaces with the following accession, training control, and assignment systems have been established: MEPRS, RECBAS, REQUEST, ELIM-COMPLIP MOSLS, SIDPERS, SIDPERS-USAR, SIDPERS-ARNG, AIMS, JOIN, EDAS, and EMF.

*c.* The function of STRAMS-E is to manage IET trainees from all components, while in training. Initial personnel and training information is captured from other sources and made available to the PC or PSC. The PC or PSC validates the data and provides additional data as may be needed. ATRRS then makes a reservation, in AIT or ASI training or any other follow-on training. The PCs or

PSCs are required to submit ATRRS transactions any time a trainee's status changes. ATRRS reacts to these transactions by canceling reservations and remaking them in later classes, as necessary.

*d.* Details regarding STRAMS-E responsibilities can be found in the ATRRS User Manual, STRAMS-E User Guide and AR 612-201.

(1) *ODCSPER*. Is overall ATRRS system manager. Provides hardware and software support. 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 IET training. Provides systematic analysis of input to training management trends.

(2) *PERSCOM*. Is STRAMS-E functional manager. Monitors data submission and quality. Monitors AIT movement and makes adjustments as necessary.

(3) *PCs or PSCs*. Provides data input to ATRRS as soldiers process into BT or OSUT and whenever their status changes.

(4) *Training MACOM*. Establishes a mechanism to review and validate that PCs or PSCs are inputting data in a timely, accurate manner according to procedures herein and associated regulations.

## Chapter 4 Training Attrition Management

### 4-1. Introduction

*a.* 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.) ATRRS computes attrition rates at MOS and course levels of detail, by—

(1) 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.

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

(3) 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.

*b.* Army school and training center commanders and commanders 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 schedule completion date within an 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 the seasonal fluctuations that occur. This formula is—

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

Students or trainees who recycle are counted as an input only one time, and that is in the class in which they are originally entered. Therefore, for purposes of this formula, inputs are defined as new inputs to the course of instruction, and do not include those who recycled in.

*b.* 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.

### 4-3. Adjusted attrition computation

Adjusted course attrition rates are computed and made available within ATRRS on a semiannual basis for use in programming and budget projections. As necessary, HQDA DAPE-MPT, in coordination with training MACOMs, 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 and for adjusting attrition rates are—

*a. Input and graduate data.*

(1) Schools and Army training centers that have ATRRS terminals are required to report course input and graduate data on all courses managed on ATRRS.

(2) Schools without access to an ATRRS terminal will send a written report of course input and graduate date, by component and gender, to the MACOM. The MACOM will enter the data into ATRRS. PERSCOM, TAPC-EPT will ensure that Army input and graduate data for other service courses having Army input is posted to ATRRS.

*b. Adjusted attrition rates.*

(1) HQDA, DAPE-MPT is required to update adjusted attrition rates in ATRRS semiannually. Adjusted course attrition rates will be used for programming and budget projections.

(2) Historical and adjusted attrition rates can be reviewed, at course level of detail by components and gender, on the ATRRS attrition display. Reports are available at both MOS and course levels of detail.

## **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) Regulation

**AR 55–355, NAVSUPINST 46.70, AFR 75–2, MCO P4600, 14B, DLAR 4500.2**  
Defense Traffic Management Regulation

**AR 351–1**  
Individual Military Education and Training

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

**AR 351–8**  
Defense Management Education and Training (DMET) Program (superseded by TACITS)

**AR 385–10**  
Army Safety Program

**AR 611–101**  
Personnel Selection and Classification, Commissioned Officer Classification System

**AR 611–112**  
Personnel Selection and Classification, Manual of Warrant Officer Military Occupational Specialties

**AR 611–201**  
Enlisted Career Management Fields and Military Occupational Specialties

**AR 612–201**  
Processing, Control, and Distribution of Personnel at U.S. Army Reception Battalion and Training Centers (RCS MILPC–17) (R1)

**AR 690–950**  
Career Management

**AR 690–950–20**  
Civilian Career Program for Quality Assurance Specialists (Ammunition Surveillance)

**AR 690–950–33**  
Civilian Career Program for Ammunition Specialists

**DA Pam 25–51**  
The Army Privacy Program, System Notices and Exemption Rules

**DA Pam 351–4**  
U.S. Army Formal Schools Catalog

**DA Pam 600–3**  
Commissioned Officer Professional Development and Utilization

**DOD Directive 5010.16–C**  
Defense Management Education and Training Program

**DOD Directive 5160.65**  
Single Manager for Conventional Ammunition

**ATRRS User Manual (Vol 1 and 2)**  
(Copies may be obtained from HQDA (DAPE–MPT), WASH DC 20310–0300.)

**Student Trainee Management System—Enlisted (STRAMS–E) User**  
(Copies may be obtained from CG, PERSCOM (TAPC–EPO), ALEX VA 22331–0302.)

**TM 38–250, AFR 71–4, NAVSUP PUB 505 (REV), MCP P4030.19, DSAM 4145.3**  
Preparation of Hazardous Materials for Military Air Shipment

## Glossary

### Section I Abbreviations

<b>AA</b> Active Army	<b>CCH</b> Chief of Chaplains	<b>GOSC</b> General Officer Steering Committee
<b>AATAS</b> Army Automated Training Application System	<b>CDR</b> commander	<b>HQDA</b> Headquarters, Department of the Army
<b>ACMMP</b> Army Components Military Manpower Programs	<b>CG</b> commanding general	<b>HSC</b> U.S. Army Health Services Command
<b>ACT</b> Automated Control of Trainees	<b>CNGB</b> Chief, National Guard Bureau	<b>ICH</b> instructor contact hours
<b>ADCSPER</b> Assistant Deputy Chief of Staff for Personnel	<b>COC</b> Council of Colonels	<b>IET</b> initial entry training
<b>ADCST</b> Assistant Deputy Chief of Staff for Training	<b>COE</b> Chief of Engineers	<b>IPR</b> in process review
<b>AGR</b> Active Guard Reserve	<b>CS</b> combat support	<b>IRR</b> Individual Ready Reserve
<b>AHS</b> Academy of Health Sciences	<b>DA</b> Department of the Army	<b>ISSA</b> Interservice Support Agreement
<b>AIT</b> advanced individual training	<b>DAMPL</b> Department of the Army Master Priority List	<b>ITRO</b> Interservice Training Review Organization
<b>AMC</b> U.S. Army Materiel Command	<b>DCSLOG</b> Deputy Chief of Staff for Logistics	<b>JAG</b> Judge Advocate General
<b>AMEDD</b> Army Medical Department	<b>DCSOPS</b> Deputy Chief of Staff for Operations and Plans	<b>LTCT</b> long-term civilian training
<b>ANCOC</b> Advanced Noncommissioned Officers' Course	<b>DCSPER</b> Deputy Chief of Staff for Personnel	<b>MACOM</b> major Army command
<b>AOC</b> area of concentration	<b>DINFOS</b> Defense Information School	<b>MCA</b> Military Construction, Army
<b>ARNG</b> Army National Guard	<b>DLI</b> Defense Language Institute	<b>MDEP</b> Mission Decision Package
<b>ARPERCEN</b> Army Reserve Personnel Center	<b>DLIFLC</b> Defense Language Institute, Foreign Language Center	<b>MMTR</b> Military Manpower Training Report
<b>ASI</b> additional skill identifier	<b>DMET</b> Defense Military Education and Training	<b>MOA</b> Memorandum of Agreement
<b>ATC</b> Army Training Center	<b>DMO</b> directed military overstrength	<b>MOAC</b> Memorandum of Approved Change
<b>BNCOC</b> Basic Noncommissioned Officers' Course	<b>DMS</b> Defense Mapping School	<b>MOB</b> Mobilization
<b>BT</b> basic training	<b>DOD</b> Department of Defense	<b>MOB POI</b> Mobilization program of instruction
<b>CAD</b> Course Administrative Data	<b>DSMC</b> Defense Systems Management College	<b>MOS</b> military occupational specialty
<b>CAR</b> Chief, Army Reserve	<b>EMF</b> enlisted master file	<b>MOU</b> Memorandum of Understanding
	<b>FORSCOM</b> Forces Command	<b>MOSLS</b> MOS level system
	<b>FY</b> fiscal year	<b>MRIS</b> Modernization Resource Information Submission

**MTBOR**  
Mobilization Training Base Output Requirements

**NCO**  
noncommissioned officer

**NCOES**  
Noncommissioned Officer Education System

**NGB**  
National Guard Bureau

**NLT**  
not later than

**OBC**  
Officer Basic Course

**OCAR**  
Office of the Chief, Army Reserve

**OCE**  
Office Chief of Engineers

**OCS**  
Officer Candidate School

**ODCSLOG**  
Office of the Deputy Chief of Staff for Logistics

**ODCSOPS**  
Office of the Deputy Chief of Staff for Operations and Plans

**ODCSPER**  
Office of the Deputy Chief of Staff for Personnel

**OML**  
Order of Merit List

**OPLANS**  
operations plans

**OSUT**  
one station unit training

**OTSG**  
Office of The Surgeon General

**PC**  
Processing Center

**PCS**  
Permanent change of station

**PERSCOM**  
U.S. Army Personnel Command

**PLDC**  
Primary Leadership Development Course

**PMTBOR**  
Post mobilization training base output requirements

**POI**  
program of instruction

**POM**  
program objective memorandum

**PPBES**  
Planning, Programming, Budgeting, and Execution System

**PPSCP**  
Professional Post Graduate Short Course Program

**PSC**  
Personnel Service Center

**PTMS**  
Personnel Training Management System

**REQUEST**  
Recruit Quota System

**RMS**  
Request Mobilization System

**ROTC**  
Reserve Officers' Training Corps

**RPG**  
Report generator system

**SMDR**  
Structure and Manning Decision Review

**SQI**  
special qualifications identifiers

**SSI**  
specialty skill identifier

**TAADS**  
The Army Authorization Documents System

**TACS**  
Total Army class schedule

**TDY**  
temporary duty

**TJAG**  
The Judge Advocate General

**TPU**  
troop program unit

**TRADOC**  
U.S. Army Training and Doctrine Command

**TRAP**  
Training Resource Arbitration Panel

**TRG**  
Training Requirements Generator

**TSG**  
The Surgeon General

**TSO**  
Time Sharing Option

**TTHS**  
Trainees, Transients, Holdees, and Students

**UIC**  
unit identification code

**USAF**  
U.S. Air Force

**USAHPSA**  
U.S. Army Health Professional Support Agency

**USAR**  
U.S. Army Reserve

**USAREC**  
U.S. Army Recruiting Command

**USCG**  
U.S. Coast Guard

**USMA**  
U.S. Military Academy

**USMC**  
U.S. Marine Corps

**USN**  
U.S. Navy

## **Section II Terms**

### **Army Program for Individual Training (ARPRINT)**

A mission, planning, and resourcing document produced by ATRRS that identifies by FY projected individual training requirements for established courses and for skills where new courses are necessary.

### **Army Training Requirements and Resources System (ATRRS)**

The major online Department of the Army Information System for support of institutional training missions during peacetime, partial or full mobilization, and subsequent reduction to the training base consisting of a centralized training management database with interactive terminals supporting: HQDA; PERSCOM and its Reserve Components counterparts; Army school systems; Army schools and training centers; and other service or Government agency schools and training centers.

### **Budget load**

Average daily trainee or student load at an installation used primarily by budget personnel.  $(\text{Input} + \text{projected grads}) \div 2 \times \text{course length} \div 50$

### **Budget year**

A year determined by adding 1 year to the current FY; for example, in FY 90 the budget year is FY 91.

### **Cohesion, 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 Total Army into Active, Army National Guard, U.S. Army Reserve, and Department of Army civilians.

**Current or execution year**

FY now in progress during which training requirements are being implemented.

**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 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 training**

Training that awards an 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 subsystem 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. MPS provides the basis for planning training requirements for all courses upon mobilization, according to established HQDA (DCSOPS/DCSPER) 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 90, the program years are FY 91 to 95.

**Quota Management System (QMS)**

A subsystem of ATRRS that supports the training execution management of all training not designated as initial entry recruit training. 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 an 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 × course length) ÷ 50

**Student/Trainee Management System—****Enlisted (STRAMS-E)**

The automated information management system that monitors flow of individuals through the accession, training, and distribution process on a by-name basis. This will allow improved projections of trainees available to this 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 Total 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 Total 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 ¼ of class schedule to be at maximum class size with no additional resources.

**Training draw-down**

A reduction in training requirements.

**Training MACOM**

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, HSC)

**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 program**

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 courses of instruction during FY for: DOD agencies; the Total Army; other Services; foreign military; and civilian agencies.

**Training requirement developer**

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

**Training requirement solicitor**

An Army Staff agency or MACOM responsible for identifying through the solicitation process the training requirements for designated categories of training.

**Training Resource Arbitration Panel (TRAP)**

HQDA action group chaired by an appointee from the ODCSPER to manage the Army execution year individual training program.

**Section III****Special Abbreviations and Terms**

There are no special terms.

## Index

This index is organized alphabetically by topic and by subtopic within a topic. Topics and subtopics are identified by paragraph number.

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