ATRRS
Army Training Requirements and Resource System
Brigade Enrollment Access

https://www.atrrs.army.mil
Agenda

• **Course Catalog**
  - Search for courses
  - Look up course prerequisites

• **Commonly Used Functions**

• **ATRRS How To Navigate:**
  - Find a specific course and class
  - Retrieve and manipulate class rosters
  - Look up class prerequisites
  - Look up seat allocations
  - Look up student training record
  - Look up Course/class fill statistics
What is ATRRS?

• The “System of Record” for the Army. An on-line, real-time Army Information Management System used to resource and manage training courses.

• A Training Management System that captures training attended by Army military and civilian personnel. (Resident, On-site, Other Services, DoD Schools, DL, Army e-Learning, and other web based training such as ALMS or Blackboard)

• A growing, expanding system, designed to meet the customer’s needs.
Course Catalog

Search the ATRRS Course Catalog

- TRADOC Course Number Guidance (1MB) Download the TRADOC Course Titles and Numbers standards in Adobe Acrobat format (PDF).
- DA-PAM Introduction (23K) Download the DA-PAM Course Catalog introduction in Adobe Acrobat format (PDF).

CLICK HERE to receive historical Course Catalog data.
CLICK HERE to receive a list of Courses included in the TACITIS Survey.

For information on schools and to use the search, when you have entered your search criteria, you can click the search button. If you need more information about any of your search results, you can click the hyperlinks associated with the results.

If you have any questions, click the help button.

Search by Course Number, Course Title, Course Scope

Must enter FY and School Code

TSB mailbox: usarmy.jblm.imcom.mbx.dptms-ibt@mail.mil
Course Catalog

<table>
<thead>
<tr>
<th>School</th>
<th>School Name</th>
<th>Course</th>
<th>Phase</th>
<th>Course Title</th>
<th>Distance Learning</th>
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<tr>
<td>415</td>
<td>FT LEWIS TROOP SCHOOLS</td>
<td>LEW-AIRLOAD PLANNER</td>
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<td>AIRLOAD PLANNER</td>
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<td>LEW-FED LOG</td>
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</tbody>
</table>
Course Catalog

Research Course Info

Click for Prereqs

Course Scope And Special Information:

Effective 2007-10-01

Course Scope:
The AMC Affiliation Airlift Planners Course is designed to educate the unit movement officer/NCO (E5 and above) in airlift planning and execution of joint combat airlift operations. All attendees must have minimum unit training of one year. Graduates will be authorized to execute load plans for two years. Enrolment will commence at 0815. Students must bring notebook paper, scissors, glue stick, calculator, work gloves, and pens/pencils. Uniform for class is AUS. The class will meet from 0900-1700 with one hour allowed for lunch. Class times, quota allocations, class locations, and suspense dates are listed at enclosure. Class information is subject to change.

Special Information:
There is no Special Information.
Commonly Used Functions

JBLM Troop School ~ SC415

- **Course Catalog** – Class schedule, Course Pre-req, etc.
- **PS** – Logon Screen
- **LS** – Course List by School Code (SC)
- **SLR** – Course Scope/Prerequisite
- **C3** – Course schedule
- **RC** – Brigade Quota allocations
- **RL** – Class Enrollment (Brigade Level enrolls)  
  Only screen that cannot be accessed with REVIEW code
- **R2** – Class Roster (Reserve/Wait/Cancel)
- **RS** – Soldier’s training history: Current and Past Reservations / Dates attending / Input-No Show-Dropped / Graduated
Commonly Used Functions

TDY & Return Formal Schools

- **LS** – School Course List by School Code (SC)
- **SLR** – Course Prerequisite Review
- **C3** – Class Schedules
- **RA** – Allocate Quotas
- **R8** – Stats for one class by QS
- **R6** – Class Stats for Quota Source for FY
- **R2** – Class Roster (Reserve/Wait/Cancel)
- **A1** – AATAM Course Application
- **A4** – AATAM Course Application Review/Comments
- **C8** – Course Function (MTSA Flag)

IAW HQDA EXORD ATRRS has removed all MTSA functionality and references go to ITTG Website

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Navigating ATRRS

Logon at this screen using your Logon ID, Password and Access Code. If you enter your information incorrectly three times you will be locked out of the system. If this happens, go to Logon Assistance, click #7 Password Violations/Logon ID Suspension and follow instructions to clear yourself.
Navigating ATRRS

PS ~ Admin Portal

At this Portal you can change your ATRRS Access Code from Review to Bde access. ATRRS Headlines ~ Updates about ATRRS are also available here. The navigation box is how you access the functions you want to see.
Navigating ATRRS

LS ~ School Management Portal

Enter the FY, MPFLAG remains “P”, enter the School Code, or Course #, or Course Title and click on “Go To Function” to find various schools course listings.

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Navigating ATRRS

LS ~ School Course List

The LS Portal shows a School House Course Listing. To see a course schedule, click the button under the bull's-eye then go to C3.
Navigating ATRRS

C3 ~ Class Schedule Function

You can see the course class schedule. To see a particular class’ allocations, select a class, click the button under the bull’s-eye then go to RC.
The Master Troop School Schedule has the dates for the 60 day mark when quotas are allocated to specific SQS to fill and the 45 day mark when the class window opens to all SQS under TX, SC 415, JBLM Troop School.

Use this tool to your benefit and fill your allocated seats.
Navigating ATRRS

RC ~ Quota Portal

At this screen, you can see how many seat allocations have been given out. Additionally, you can see how many seats have been filled. Check this at the 60 to 45 day. To enroll a student in selected class, navigate to the RL screen.
Navigating ATRRS

RL ~ Student Reservations

After enrollment, navigate to Class Roster at R2 screen
Navigating ATRRS

RL ~ Student Reservations

After enrollment, navigate to Class Roster at R2 screen
Navigating ATRRS

**RL ~ Student Reservations**

![Image of ATRRS interface]

**Quota Menu**

- **Course Title:** AIRLOAD PLANNER
- **Fiscal Year:** 2019
- **School Code:** 415
- **Course:** LEW-AIRLOAD PLANNER
- **Phase:**
  - Class: 604
  - Class Location: JBLM WA
  - Class Window Opens: 2018-02-09
- **Quotas Available:** 1
- **Class Window Opens:** 2018-02-24

**Quota Portal - Substitute Class Reservation (RL)**

- **Report Date:** 2016-04-10
- **Start Date:** 2018-04-10
- **End Date:** 2018-04-20
- **Class Reservations Close:** 2018-03-26

**Go To SLR**

1. **SSN:** XXXXXXXXX
2. **Component Code:** AEH
3. **Auto Fill (SSN required)**
4. **Substitute**

**New Student Information**

- **Name:**
- **Gender:**
- **Pay Grade:**
- **State:**
- **MOS:**
- **Series:**
- **Payplan:**
- **E-Mail:**
- **Street Address:**
- **ZIP Code:**
- **Security Clearance:**
- **Functional Area:**
- **Remarks:**

**Existing Student Information**

- **Go To SLR**
- **Compare Prerequisites**

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**After enrollment, navigate to Class Roster at R2 screen**

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Navigating ATRRS

R2 ~ Class Roster Function

At “Show Cancels” click NO, click “Save to Excel”, open class roster with only Reservations.
Navigating ATRRS

Excel Class Roster

With this system generated report you can save, sort, or copy info into your own spreadsheet.
Navigating ATRRS

Look Up Course Prerequisites

At the School Course List, click button to select a course, navigate to SLR.
Navigating ATRRS

SLR ~ Course Prerequisite Review

<table>
<thead>
<tr>
<th>Prerequisite Description</th>
<th>Effective Start Date</th>
<th>Effective End Date</th>
<th>Valid Fiscal Years</th>
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<tbody>
<tr>
<td>NEW PREREQUISITE SET</td>
<td>2013-06-11</td>
<td>2018-12-31</td>
<td>13 14 15 16 17 18 19 20 21</td>
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</tbody>
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Select New Prerequisite Set
Navigating ATRRS

Prereqs, Scope, Special Instructions

Course Title: MEDPROS CLINIC
Course Title: MEDPROS CLINIC TRAINING
POD Program No.: 415 - POF-000000
Prerequisite Set Description: MEDPROS CLINIC
Effective Start Date: 2015-05-31
Effective End Date: 2020-12-31
Status: Approved

There are no Prerequisites in the Verifiable Prerequisites Section. See other sections.

Test Prerequisites:
This course is open to all Combat or Battery level Civilians, Director Rooms, Operations, S & I and Service Personnel. Students attending this course will be released from their unit for the duration of the course and have no other personal or medical appointments during the course that would cause them to miss training. MEDPROS Civilians will have at least 12 months sustainment with their unit at completion of training.

Prerequisite Courses:
There are no prerequisites in the Prerequisite Courses section. See other sections.

Effective 2017 06.06
Grading Scale:
Each test is graded on a scale of 0 to 100. A grade of 70 or above is required to pass the course. A grade of 85 or above is required to be considered a student who has satisfactorily completed the course.

1. Duty uniform is AOC for Students.
2. Students must complete MEDPROS Resc 150 only courses prior to the class. Registration can be completed at www.medspros.com. Students will receive the course from the MCOSS application users. Click on the URL for the course. Complete the digital application and submit. An email will be sent to the supervisor of all students 5.5 and below and the supervisor must respond before access will be granted. All email should have access within 24-48 hours. If MEDPROS Resc access is not granted in a timely manner, please contact the MEDPRES help desk at 565-450-0441.
3. After gaining access to MEDPROS, students will be directed to the MEDPROS Training Reference Guide (MTRG) for registering and accessing the course. Click on the URL for the course. Complete the digital application and submit. An email will be sent to the supervisor of all students 5.5 and below and the supervisor must respond before access will be granted. All email should have access within 24-48 hours. If MEDPROS Resc access is not granted in a timely manner, please contact the MEDPRES help desk at 565-450-0441.
4. Students should bring writing paper, pens, pencils.

Special Information:
Students will receive an email two weeks prior to class data regarding class in processing with special instructions that supplement other previous instructions.

TSB mailbox: usarmy.jblm.imcom.mbx.dptms-itb@mail.mil
Navigating ATRRS

RS ~ Reservations by Student

The RS Portal is student’s information and training history (reservations & course completion). Go from one RS record to another by inputting SSN.
Navigating ATRRS

RS ~ Reservations by Student

<table>
<thead>
<tr>
<th>Expand All Records:</th>
<th>Yes □ No □</th>
</tr>
</thead>
<tbody>
<tr>
<td>Req</td>
<td>2017</td>
</tr>
<tr>
<td>FY</td>
<td>415</td>
</tr>
<tr>
<td>School</td>
<td>LEW-MEDPROS CLERK</td>
</tr>
<tr>
<td>Course</td>
<td>MEDPROS CLERK TRAINING</td>
</tr>
<tr>
<td>Ph</td>
<td>003</td>
</tr>
<tr>
<td>Class</td>
<td>R</td>
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<tr>
<td>RS</td>
<td>I</td>
</tr>
<tr>
<td>RRC</td>
<td>G</td>
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<td>IS</td>
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<td>IRC</td>
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<td>OS</td>
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<td>AEH</td>
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<tr>
<td>ShipStat</td>
<td>AEH</td>
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</table>

This screen provides information regarding a Soldier’s current reservations and training history. To expand a record, click on the arrow on the left hand side, or select Yes to “Expand All Records”, to see the details of the course as well as when the last entries were made and who processed them.
RA ~ Allocated Quotas by QS

Listed are class dates and how many seats are allocated to specific QS. To see how a particular class is filling by Quota Source go to the R8 screen.
Navigating ATRRS

R8 ~ QS Stats for a Class by QS

At this screen, you can see how seats are filling by specific Quota Sources. To see how a particular class is filling by QS “WD” for the FY, go to the R6 screen.
R6 ~ Stats for a Course by QS for the FY

At this screen, you can see how seats are filling by specific HRC QS “WD” Enlisted seats for the FY. From this information you can decide which class is the better choice to request a training seat thru AATAM (A1) application.
Navigating ATRRS

RS ~ AATAM A1 Application

Click button to select; navigate to A1
Navigating ATRRS

RS ~ AATAM A1 Application

Enter A4 and click GO

<table>
<thead>
<tr>
<th>Student Management Name</th>
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<tbody>
<tr>
<td>1) FILL OUT APPLICATION ✓</td>
<td></td>
</tr>
<tr>
<td>2) CLICK ON THE “SAVE AT BUTTON ✓</td>
<td></td>
</tr>
<tr>
<td>3) CLICK ON THE “GO TO PRE EXECUTION CHECKLIST” BUTTON</td>
<td></td>
</tr>
<tr>
<td>4) VERIFY UPDATE ALL PREREQUISITES</td>
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<tr>
<td>5) SUBMIT APPLICATION</td>
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<table>
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<td>Student SSN: 45657131</td>
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<td>Student Pay Grade: 20</td>
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</tr>
<tr>
<td>Student Gender: MALE ✓</td>
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</tr>
<tr>
<td>Student First Name: NATHAN</td>
<td></td>
</tr>
<tr>
<td>Student Middle Initial: P</td>
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<tr>
<td>Student Last Name: STANFIELD</td>
<td></td>
</tr>
<tr>
<td>Student Email Address: <a href="mailto:NATHAN.STANFIELD@USARMY.MIL">NATHAN.STANFIELD@USARMY.MIL</a></td>
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<tr>
<td>Click Here To Send an Email</td>
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<td>CLS: 901</td>
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**Comments**

FINANCIALLY READINESS AND INDIVIDUAL SKILLS AS 123. SM HAS COMPLETED JEO DL PAY ONLINE REQUISITE COURSE. HAVE COPY OF COMPLETION CERTIFICATE IF NEEDED. THANKS, MR. AL J.
Navigating ATRRS

A4 ~ AATAM Application Review

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<td>CRS:</td>
<td>4A.F160080.F20</td>
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<td>Phase:</td>
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<th>NO REQUISITE: STUDENTS MUST HAVE A RESERVATION OR BE ATTENDING, OR BE GRADUATED FROM COURSE 4A.F160030.F20 (DL) PHASE 1</th>
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<tr>
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### Navigating ATRRS

#### SH ~ School Introduction

This is where you can find what is available at this school location. To expand this box, click on the arrow on the left hand side.
Welcome to the Army G-3 Institutional Training Travel Guidance Homepage.

Mission: To provide easy access to Institutional Training Travel information in support of the Army's Institutional Training Mission.

Goals/Objectives: Improve the budgeting and execution of training travel funds for Soldiers attending DoD school.

MTSA Announcements

Current View

MTSA Course Listing as of Jan 19

New Training Travel Postings

Current View
As an ATRRS user, you don’t have the access to correct Social Security Numbers (SSN).

SSN corrections must be fixed by the ATRRS Help Desk.

If you use an incorrect SSN to input a Reservation or Wait, don’t cancel it or try to reenter with the correct SSN.

Contact the ATRRS Help Desk. Do not include SSN in emails you send to ATRRS support staff.

Email the individual’s full name, military Email address and/or the parameters of the course in which they are currently enrolled (FY, SCH, CRS, Phase, CLS, Name). This information is sufficient for ATRRS support personnel to access the details needed to make the correction.
A TEAM APPROACH

You won’t be in this alone!
Questions?