



***Commanders Basic Need to
Know Info:
SCHOOLS PROCESSES***



Agenda



- ***Key Items for Leadership***
 - Company Level
 - BN Level
 - BDE Level
- ***Enrollment Process:***
 - 415 Courses
 - 415 Courses within 45 days of start date
 - Non 415 Courses
- ***Common Reasons HJB 888 Sent Back***



Key Items for Company Level Leadership



- ***Understand forecasting***
- ***Know your Division & BDE's Schools SOP***
- ***Ensure the following:***
 - Students attending courses do NOT have any other commitments
 - **Considered their place of duty** – no appointments – no details – no formations - **AR 350-1**
 - Unit schools rep attends Schools NCO Course
 - Unit schools rep has “Review” rights in ATRRS
 - Allows instant view of training & reservations status
 - Unit schools rep understands importance of informing students of course info (date/time/location) prior to start
 - **Most No Shows occur due to lack of this information**



Key Items for Battalion Level Leadership



- ***Understand forecasting***
 - Avoid unit specific schools request
 - Shows lack of forecasting & attendance ability
 - Visible to CG & DCG
- ***Know your Division & BDE's Schools SOP***
 - Ensure paperwork meets SOP standards before sending forward
 - Most time is wasted in BDE sending paperwork back down to Company level – causing student to miss class
- ***Understand timelines for submitting training requests***
 - Delays in sending enrollment requests up may result in poor quota utilization
 - Quota utilization percentages are seen by CG and DCG each month



Key Items for Brigade Level Leadership



- ***Understand forecasting***
 - Communicate with BDE Schools NCO if you need to adjust monthly seat allocations
 - ITS will meet quarterly with BDE Schools NCOs to ensure seat allocations are still valid
- ***Know your Division Schools SOP***
- ***The Training Enablers Utilization Tracker is sent up to CG and DCG first week of every month***
 - Know where you stand (Updates not available on website)
 - Report sent out via email by I Corps & Division every month



Training Enablers Utilization Tracker



JUN 14 INDIVIDUAL TRAINING SEAT UTILIZATION						
UNIT	QUOTA	ENROLLED	QUOTA USE RATE	NO SHOWS	DROPS	SEAT USE RATE
2/2 SBCT	33	1	3%	1	0	0%
3/2 SBCT	106	104	98%	18	2	81%
16 CAB	5	9	180%	1	0	89%
17 FiB	98	18	18%	3	1	78%
555 EN	18	18	100%	4	1	72%
593 SB	14	2	14%	0	0	100%
42 MP	4	20	500%	0	0	100%
62 MED	46	15	33%	1	0	93%
201 BfsB	51	28	55%	4	2	79%
51 SIG	5	10	200%	3	0	70%
USASOC	32	34	106%	0	0	100%
OTHER	63	77	122%	7	2	88%
TOTAL	475	336	71%	42	8	85%

Historical Monthly Averages				
	FY13	Apr 14	May 14	Jun 14
YTC Range	90%	98%	96%	100%
JBLM Range	56%	71%	62%	100%
Course Seats	76%	81%	80%	85%
Leadership Seats	88%	86%	100%	90%
MTC/Simulation Historical Monthly Averages				
	FY13	Apr 14	May 14	Jun 14
Gaming Utilization	89%	92%	35%	100%
Ind Tng Utilization	71%	83%	90%	100%
Simulators	85%	92%	88%	100%

NOTE: Classes not meeting minimum number of enrollments at 2 weeks prior to start date will be **CANCELLED**

TOTAL CLASSES	TOTAL SEATS	CANCELLED SEATS	CANCELLED SEATS	CLASS CANCELLED %	SEATS CANCELLED %
42	934	9	144	21%	15%



Enrollment Process 415 Courses



- ***BDEs are allotted specific number of seats in each class for entire FY***
 - Seats are only specified for BDE 45 days prior to start date
 - Once start date is within 45 days those seats are available to anyone who reserves them
 - You don't move - you lose
- ***BDE Schools NCOs can reserve seats for students in ATRRS***
 - All schools NCOs/ reps/techs should have "Review" access in ATRRS to track own students status



Enrollment Process 415 Courses



- ***Any requests for schools within 2 weeks prior to start date must be routed through I Corps G3 TREN for approval***
- ***Follow your Division and BDE's Schools SOPs***
 - The following processes are a basic layout of the enrollments process structure



Enrollment Process 415 Courses



Service Member is selected or requests to attend a course

Unit Schools NCO submits request to BN
Schools NCO IAW Brigade quota
allocation & Schools SOP

NOTE: It has to reach BDE Schools
NCO before 45 days prior to start date

BN Schools NCO ensures paperwork is
properly completed and sends up to BDE

**BDE Schools NCO makes reservation in
ATRRS NLT 45 days prior to start date =**
Student has primary seat reserved in that
class

NOTE: Once student has reservation in
ATRRS the ATRRS system will send
them confirmation email

NOTE: If all else fails. Course
info can be found on ITS
website "Course Specific
Requirements"

2 weeks prior to start date – Student
receives email from ITS Course Manager
MUST READ INFO:
date/time/location/necessary materials

Student arrives on time for roll call =
Enrolled
Student completes all required hours =
Complete/Certified/Graduated



415 Enrollment Within 45 Day Window



Service Member is selected or requests to attend a course

Same process EXCEPT **Unit Schools NCO must also submit HJB 888** to BN Schools NCO

BN ensures paperwork is properly completed and sends to BDE

BDE sends HJB 888 to ITS; **ITS reserves seat in ATRRS** = Student has seat reserved in class as a “Standby”

2 weeks prior to start date – Student receives email from ITS Course Manager
MUST READ INFO:
date/time/location/necessary materials

Student arrives on time for roll call =
Enrolled
Student completes all required hours =
Complete/Certified/Graduated

NOTE: Once student has reservation in ATRRS the ATRRS system will send them confirmation email

NOTE: This is where savvy Schools Reps ensure their unit gets what they need & then some. They will have 888s completed and ready to send up in order to grab seats.

NOTE: Treat Standby status as Primary status; Standbys must be present at roll call to be enrolled; An overwhelming % of Standbys get into class desired



Enrollment Process Non 415 Schools



Service Member is selected or requests to attend a course

Same process as 415 EXCEPT **Unit Schools NCO must also submit HJB 888 signed by unit approving authority to BN Schools NCO**

BN ensures paperwork is properly completed and sends to BDE

BDE sends HJB 888 to ITS **90 days prior**; **ITS reserves seat in ATRRS** = Student has seat reserved in class

NOTE: Once student has reservation in ATRRS the ATRRS system will send them confirmation email

2 weeks prior to start date – Student receives email from ITS Course Manager
MUST READ INFO:
date/time/location/necessary materials

Student arrives on time for roll call =
Enrolled
Student completes all required hours =
Complete/Certified/Graduated



Common Reasons HJB 888 Sent Back



- ***Not signed by Brigade***
- ***Incomplete or incorrect information***
 - Class # and Class Date do not match
 - Course # and Course Title do not match
 - **Student SSN is incorrect**
 - Class requested is full (alternate dates not opted)
- ***Soldier does not meet Course Pre-requisite***
 - MOS (MFR MOS waiver/justification signed by Cdr)
 - Rank (MFR Rank waiver/justification signed by Cdr)
 - Retainability: Time in Service (TIS)
Unit retain ability



Questions – Call ITS Chief 253-477-4096