



# ***Training Support Branch (TSB)***

## ***Individual Schools***



# Agenda



- ***HJB 888***
- ***Enrollment Process & Timelines***
- ***45 Day Window***
- ***Keys to Success***
- ***Forecasting***
- ***Company Worksheets***
- ***Standbys vs Walk Ons***
- ***Weekly Schools Updates***
- ***TSB Website***
- ***Classroom Facilities and Capabilities***



# HJB 888: Standard Request



SCHOOL APPLICATION							
For use of this form, see JBLM Reg 350-2; the proponent agency is DPTMS							
Authority: 10 U.S.C., Section 3013 Principal Purpose(s): The Social Security Number is necessary for proper identification of applicant. Routine Uses: None Disclosure: Disclosure of information is voluntary. However, failure to provide the Social Security Number may result in an invalid application with will not be processed.							
Through #1 1SG/Company Commander		Through #2 BDE Schools NCO		Through #3		Date: 26 Aug 15 From: Company Schools NCO POC: SGT Bugs Bunny Email: bugs.bunny.mil@mail.mil Phone: 253-555-5555	
POC: Email: fill in		POC: Email: fill in		POC: Email: fill in		To: Commander Joint Base Lewis-McChord 1010 Liggett Avenue MS 1AA Joint Base Lewis-McChord, WA 98433-9500	
1. School (Name and Location) FAITH AVE BLDG 3201, FORT LEWIS, WA				2. Alternate Location Acceptable <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
3. Course Title/School Code PROPERTY BOOK UNIT SUPPLY ENHANCED (PBUSE) 415				4. Course Number LEW-PBUSE (USE)			
5. Schedule For First Available <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		6. Alternate Dates Acceptable <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		7. Individual Is Not Available From: 1 DEC 15 To: 30 DEC 15			
8. (a) Class # 002	(b) Time Frame 2-6 NOV 15	(c) Rank/Grade E4	(d) Name (Last, First, Middle) Fudd, Elmer	(e) SSN 123456789	(f) BR MOS/Series 1SQ	(g) M/F M	(h) Unit
9. Remarks a) School NCO Email: b) Soldier Email: elmer.fudd.mil@mail.mil c) UIC: d) Mission Impact Statement: e) Security Classification:				10. I Certify This Training Is Required And All Nominees Meet Prerequisites For The Course			
From (Name, Title)				Through #2 (Name, Title)			
Signature <i>[Signature]</i>		Date Signed		Signature <i>[Signature]</i>		Date Signed	
Through #1 (Name, Title)				Through #3 (Name, Title)			
Signature <i>[Signature]</i>		Date Signed		Signature		Date Signed	

Requests made prior to 2 weeks prior to start date need only be signed by initiating unit and BDE for BDE Schools NCO input into ATRRS

**NOTE: Your BDE or Division SOPs may contradict this. ALWAYS follow your SOPs guidance.**

Always add student email address for notification purposes



# Enrollment Process Resident (415) Schools



Service Member is selected or requests to attend a course



Contact with unit's Schools NCO is made  
HJB 888 completed & sent to BN  
BN sends to BDE for input

BDE Schools NCO input requests into  
ATRRS IAW brigade quota allocation **45**  
**days prior to start date** =  
Student has seat reserved in that class

Student receives email from ATRRS  
confirming reservation.  
**2 weeks prior to start date** – Student  
receives email from Course Manager

**Course Manager email** informs student of  
updated location, sign in time, start time,  
class requirements  
**THIS IS A MUST READ ITEM**

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

**NOTE: This is general process. Always refer to your Division SOP**



# Enrollment Process Non 415 Schools



Service Member is selected or requests to attend a course

Contact with unit's Schools NCO is made  
HJB 888 completed & sent to BN  
BN sends to BDE  
BDE sends to Division

Division Schools NCO submits HJB 888  
signed by unit approving authority to TSB  
**90 days prior** to start date

TSB sends to HRC for final approval

Student receives email from ATRRS  
confirming reservation.  
**2 weeks prior to start date** – Student  
receives email from Course Manager

**Course Manager email** informs student of  
updated location, sign in time, start time,  
class requirements  
**THIS IS A MUST READ ITEM**

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

**NOTE: This is  
general process.  
Always refer to your  
Division SOP**



# 45 Day Window



- ***BDEs are allotted specific number of seats in each SC415 class***
  - Seats are only specified for BDEs 45 days prior to start date
  - Once start date is within 45 days those seats are available to anyone who reserves them
- ***The BDE Seat Allocation workbook (found on TSB website) shows how many seats a BDE has in each class***
  - Be aware of these seats when sending your requests up, ESPECIALLY, if you send them months in advance
- ***NEVER hesitate to send a request despite the timeline***



# Keys to Success



- ***Understand forecasting***
  - BDEs are allotted specific number of seats in each class for entire FY
    - Ensure your numbers are sent up for consolidation
- ***All Schools NCOs should have “Review” access in ATRRS to track students status***
  - Only requires request for account from ATRRS
- ***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 understands importance of informing students of course info (date/time/location) prior to start
    - **Most No Shows occur due to lack of this information**



# Forecasting Timeline



- ***FEB: TSB and G3 Training meet with ALL Schools NCOs to explain the process***
  - ENSURE YOUR COMPANY SCHOOLS NCO AND ALTERNATE ATTEND
  - I Corps will publish an OPORD
  - Divisions will set own timeline for reporting seat requests
  - Divisions will set BDE priorities based on long range training, taskings, and exercise support
    - Imperative you let them know what months are best for your unit to train
- ***MAY: TSB and G3 Training meet with Division Schools NCOs for FINAL Quota validation***
- ***1 AUGUST: TSB publishes FY master schedule***



# Forecasting Company Worksheet



SEE UNIT REQUIREMENTS WORKBOOK FOR DETAILS/REQUIREMENTS ON EACH SC415 CLASS LISTED BELOW	* = train the trainer certifications - graduates qualified to train their unit			<p><b>Outlines all of your SC415 requirements per course. Starting point for forecasting. BDEs compile into BDE worksheet. BDE worksheet due to TSB in MAY.</b></p>
	COMPANY			
I Corps MTT = Seats designated to JBLM units ONLY No subquotas allotted for "Others"	Enter Company name here			
	REQ	TRAINED	DIFF	
ADVANCED MARKSMANSHIP TRAINING (AMIC)*	2		2	train the trainer - graduates become qualified to train their units
AIRLOAD PLANNER (ICODES)	2		2	1 primary 1 alternate: 1 officer 1 SSG or above
AMMO MGR TAMIS-R (AP)	0	0	0	BN or BDE level
ANTITERRORISM AWARENESS TRAINING	0	0	0	BN or BDE level
ARMY FLIPL TRACKET (AFT)	3		3	unit supply personnel, company XO & CDR
BASIC LIFE SUPPORT (CPR) - 1 per squad			0	
BATTLE STAFF NCO			0	1 NCO per coded 2S ASI Battle Staff position
BDE/BN XO/S3	0	0	0	BN or BDE level
CBRN DEFENSE COURSE	2		2	1 officer 1 NCO E5 or E4-P with wiaver
CC/1SG	2		2	
COMBAT LIFESAVER COURSE (CLS)* - 1 per squad			0	NON medical units - train the trainer
COMBATIVES LEVEL I COURSE* - 1 per platoon			0	train the trainer - graduates become qualified to train their units
COMBATIVES LEVEL II COURSE* - 2 per company			0	train the trainer - graduates become qualified to train their units
COMBATIVES MASTER TRAINIER* (Formerly Combatives III)			0	train the trainer - graduates become qualified to train their units
DLA CUSTOMER SERVICE COURSE			0	based on unit need/M-TOE
DIVISION RANGER SELECTION ASSESMENT (DRSA)			0	based on unit need/M-TOE - Ranger candidates
DTS			0	recommended for RO/AO
EQUIPMENT PREPARATION (EQUIP PREP)	6		6	6 person team per company
FED LOG COURSE			0	mainly for S4 personnel
FIELD SANITATION COURSE	2		2	1 NOC 1 junior enlisted



# BDE Seat Allocations Workbook



**Shows you the number of seats your BDE was designated for each class**

Prop Book Unit Supp Enh Mid Level Manager (MLMC)																						
CL #	SUSPENSE	CLASS DATE	2ND DIVARTY	2/2 SBCT	3/2 SBCT	16 CAB	17 FAB	201 BfSB	555 EN	593 ESC	42 MP	62 MED	USASOC	OTHER	71D	MAMC	189	84 CIV	CORPS HHB	IMCOM	SEATS AVAILABLE	TOT SEATS BDE
CL 001	23 Aug 15	7 Oct 15	2		2	2	1	1	2		1	2	6	5	1		1	1	2		24	24
CL 002	5 Dec 15	19 Jan 16	1		3	2	2	1	2		1	2	6	4	1		1	1	1		24	24
CL 003	11 Mar 16	25 Apr 16	1		3	2	3	1	2		1	2	3	4	1		1	1	1		24	22
CL 004	21 May 16	5 Jul 16	1		3	3	2	1	2		1	2	4	4	1		1	1	1		24	23
Numbers divided up per BDE priorities per quarter																					96	93
QUOTA			5	0	11	9	11	4	8	0	4	8	19	17	4	0	4	4	5	0	96	
SEATS SHORT			6	0	12	10	12	4	9	0	4	9	20	19	4	0	4	5	6	0	105	
Numbers pulled from Subquota Matrix																						
PBUSE Automatic Identification Technology (AIT)																						
CL #	SUSPENSE	CLASS DATE	2ND DIVARTY	2/2 SBCT	3/2 SBCT	16 CAB	17 FAB	201 BfSB	555 EN	593 ESC	42 MP	62 MED	USASOC	OTHER	71D	MAMC	189	84 CIV	CORPS HHB	IMCOM	SEATS AVAILABLE	TOT SEATS BDE
CL 001	21 Aug 15	5 Oct 15	1	1	2	1	1	1	1	1	1			1	1						12	11
CL 002	22 Aug 15	6 Oct 15	1	1	2	1	1	1	1	1	1			1	1						12	11
CL 003	25 Sep 15	9 Nov 15	1	1	2	1	1	1	1		1			2	1			1			12	11
CL 004	26 Sep 15	10 Nov 15	1	1	2	1	1		1		1			2	1			1			12	10



# Standbys vs Walk Ons

- **Standbys** – Students have a seat reserved in ATRRS as a Standby because their info was input within the 45 day window prior to start of class; **Standbys have priority over Walk Ons** but must be present at the start of class.

**Walk Ons** - Students that show up at the start of class in the hope of finding an open seat; Walk Ons must complete an HJB 888, have it signed by appropriate authorities, and **returned to TSB NLT 24 hours after the class begins**



# Weekly Schools Updates



BDE NO SHOW ROLLUP FOR ATTACHED ROSTERS					
	NO SHOW	DROPPED	ENROLLED	ATTENDED (TEUT REPORT)	walk onS
2ND DIVARTY	0	0	3	3	0
1/2 SBCT	2	1	17	20	4
2/2 SBCT	0	0	31	31	20
16 CAB	0	0	3	3	2
17 FAB	1	1	3	5	0
201 EMIB	0	0	10	10	5
555 EN	1	0	5	6	2
7ID HSC	0	1	2	3	0
593 ESC	0	0	2	2	1
42 MP	0	0	13	13	0
62 MED	1	0	2	3	0
I CORPS HHB	1	0	6	7	0
MAMC	0	0	2	2	0
189	0	0	0	0	0
84 CIV	0	0	0	0	0
USASOC	5	0	3	8	1
OTHER	2	0	4	6	0
	0	0	0	0	
	0	0	0	0	
<b>TOTALS</b>	<b>13</b>	<b>3</b>	<b>106</b>	<b>122</b>	<b>35</b>

Workbook contains rosters for all classes that ran that week.

Email outlines any changes to schedule or pertinent school information.

Contact me at [Melanie.r.Wileczek.civ@mail.mil](mailto:Melanie.r.Wileczek.civ@mail.mil) to be added to the distro list



# TSB Website



- ***Your one stop shop for all info:***

## **DOWNLOADABLE ITEMS:**

- CALENDARS
- SUBQUOTA MATRIX
- BDE SEAT ALLOCATIONS PER CLASS
- COURSE PREREQUISITES (“COURSE SPECIFIC REQUIREMENTS”)
- MAPS
- OPORDS
- INFORMATION BRIEFINGS
- HJB 888 FORM
- CLASSROOM SCHEDULING & USER AGREEMENTS

- **<http://www.lewis-mcchord.army.mil/DPTMS/Training/tsb/its.htm>**



# Classroom Facilities & Capabilities Available



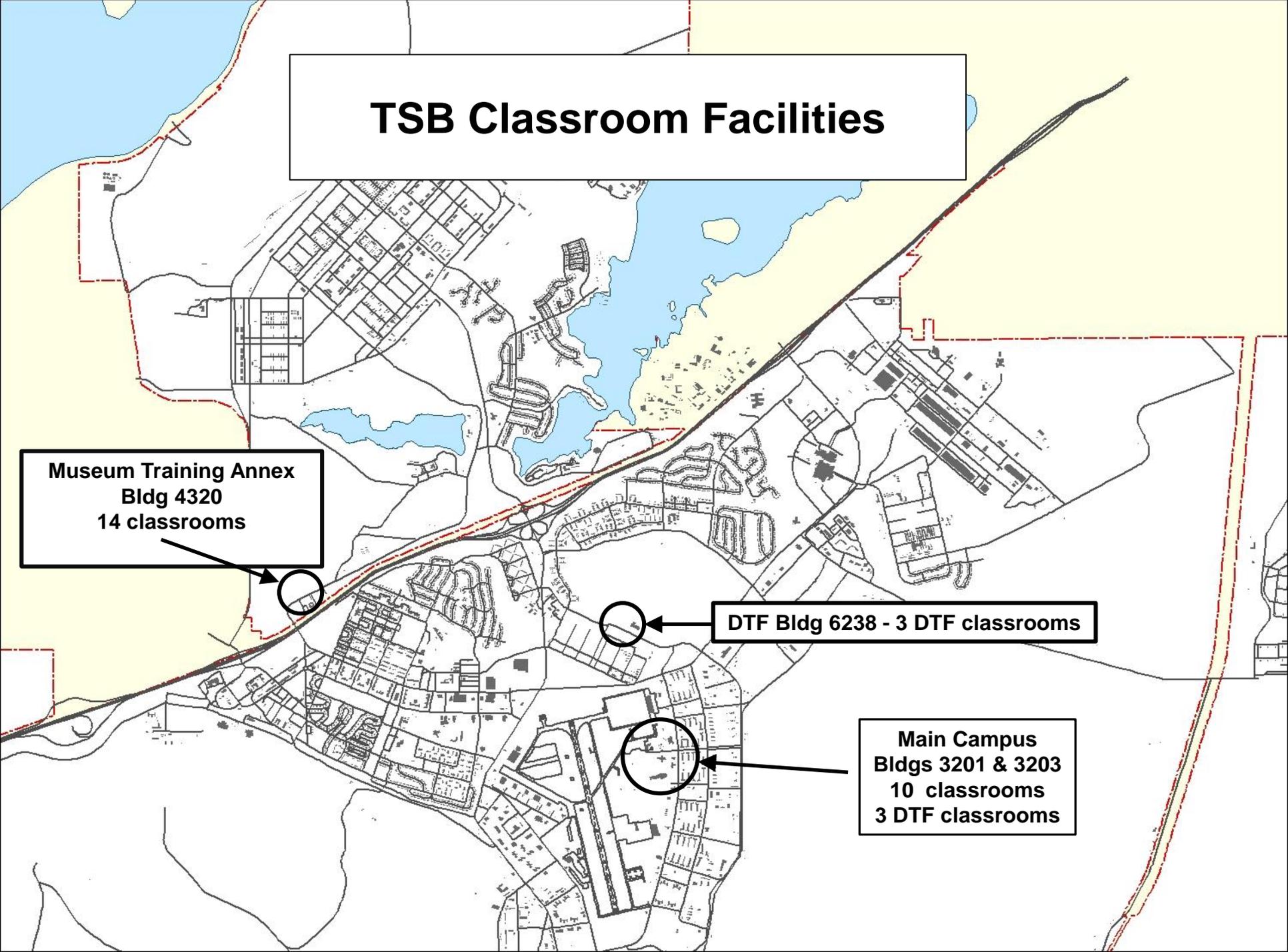
- **Building 3201**
  - 6 x 25 DL w/ Internet
  - 1 x 40 DL w/ Internet
  - 3 x 16 VTT w/ Internet (DLS)
  - 1 x 50 Student auditorium
- **Building 3203**
  - 5 x 25 DL w/ Internet
  - 1 X 50 classroom
- **Building 6238 (DLS)**
  - 2 x 16 VTT w/ Internet
  - 1 x 20 VTT w/ Internet
- **North - D Block**
  - Contact Fred Burrier 966-5458
- **Museum Training Annex**
  - 2 x 40 (or 1 80 PAX)
  - 10 x 12 - 15

# TSB Classroom Facilities

**Museum Training Annex  
Bldg 4320  
14 classrooms**

**DTF Bldg 6238 - 3 DTF classrooms**

**Main Campus  
Bldgs 3201 & 3203  
10 classrooms  
3 DTF classrooms**





# ***Classrooms & Facilities POCs***



- ***Museum Classrooms – 253-966-0834***
- ***Main Campus Classrooms – 253-967-8407***
- ***DTF Video Tele Training suites – 253-968-7938***



***Questions?***