



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT BASE LEWIS-MCCHORD
1010 LIGGETT AVENUE, BOX 339500, MAIL STOP 1AA
JOINT BASE LEWIS-MCCHORD, WA 98433-9500

IMLM-PLT-T

10 JUNE 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Additional 415 Troop Schools Course Requests

1. References:

a. JBLM 350-1, Leader Development and Training Management, 12 SEP 2012

b. AR 350-1, Army Training and Leader Development, 18 AUG 2014

2. Intent. This policy memorandum details Training Support Branch (TSB) policy for approving requests to add courses to JBLM SC415 ATRRS troop schools catalog.

3. Scope. This policy applies to all agencies requesting to add courses to JBLM SC415 ATRRS troop schools catalog.

4. General. Current regulation does not address requests to add courses to the JBLM SC415 ATRRS troop schools catalog. TSB occasionally receives requests from agencies to add courses to the SC 415 ATRRS catalog. TSB is currently severely limited in manpower and cannot add courses without careful consideration and validation. Often we will be asked to add a course only to have it fail to be conducted because the minimum number of reservations is not met two weeks prior to the start date per the Army Training Requirements and Resource System (ATRRS) requirements. All courses added to SC415 will abide by ATRRS requirements.

5. In order to ensure such requests are valid, a memorandum for record signed by an O-5 Battalion Commander or civilian equivalent must be submitted to TSB NLT 120 days prior to 15 July (FY SC415 calendar publishing date) stating the following:

a. The course is mandated by a regulation or policy and is required to be recorded but is not already being recorded by another system. (Examples: DTMS, ALMs, or any MOS/ACOM specific system).

b. The agency can show a proven need for the course outlining the minimum number of students ready to reserve seats in the course through their BDEs. If there is no regulation or policy but the agency can show a proven need for the class and recording class results in ATRRS, TSB will consider adding the course provided the agency can meet all other requirements outlined in this memo.

d. The agency understands the course will be in a probationary status for the first FY. If 30% of the classes requested fail to be conducted due to lack of reservations, the course will be removed from the next FY SC415calendar.

e. Instructors POC information.

6. The agency must complete the ATRRS Course Input Template created by TSB to capture all necessary information to add course into the ATRRS system.

7. This policy will be given widest dissemination.

8. For more information contact TSB Chief at (253) 477-4096.

A handwritten signature in black ink, appearing to read "Melanie R Wileczek". The signature is written in a cursive, flowing style.

R. MELANIE WILECZEK
Chief, Training Support Branch
DPTMS