



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

1 MAY 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Unit Specific Class 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 accepting unit specific class requests.

3. Scope. This policy applies to all units reserving seats in JBLM 415 troop schools.

4. General. Current regulation does not address requests for unit specific classes. TSB coordinates with JBLM Divisions Schools NCOs, SOCOM, USAR, ARNG, MEDCOM, and IMCOM training coordinators annually to forecast the number of seats required in each course. Those seat numbers translate into number of classes TSB is required to manage per course annually. Every organization is allotted seats per course based on their forecasted need. Those seats are then distributed among the class dates based on the organization's specified training date priorities.

5. TSB has been approached on several occasions to create an additional class for specific units. Every unit specific class request TSB has received in the last year was made by a unit stating that the need for the additional class was because they had a large number of people who needed to be trained or certified by a certain date to meet regulation or pass an upcoming inspection. Short notice real world deployment requirements are not subject to requirements below and will be given priority. TSB is implementing the following requirements for requesting a unit specific class:

- a. Any request by a unit for 30% or more of the existing seats in a single class is considered a unit specific class request.

- b. All unit specific requests will be made directly to TSB and not to the instructor or instructor's organization NLT 60 days prior to the requested class date or time frame.

c. Memorandum for Record signed by an O-5 Battalion level commander or Brigade S3 and routed through the Division justifying the need for a unit specific class confirming the following: the unit's organization has used its allocated seats in the previous classes during the FY; the unit will not be able to meet their requirements on time given the number of seats in the upcoming classes for the FY; the unit will fill the maximum numbers of seats allotted in that class; and the unit will ensure any taskings associated with the class (buses, bus drivers, etc...) are accomplished on time.

d. The unit's BDE or Division Schools NCO/Training coordinator will input their students into ATRRS after TSB builds the class in the system.

e. The unit will provide TSB with a complete class roster to include students full SSNs and email addresses. TSB will provide certificates.

6. TSB cannot guarantee the approval of unit specific class requests. Approvals will be based on if the above requirements are met, instructor availability, and facility availability.

7. This policy will be given widest dissemination.

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



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DPTMS