

USARC Regulation 350-1

Training

**Army Reserve Readiness
Training Center (ARRTC)
Course Information
and Administrative
Procedures**

**Department of the Army
Headquarters, US Army Reserve Command
1401 Deshler Street, SW
Fort McPherson, GA 30330-2000
1 March 2003**

SUMMARY OF CHANGE

USARC Reg 350-1

Army Reserve Readiness Training Center (ARRTC) Course Information and Administrative Procedures

This regulation-

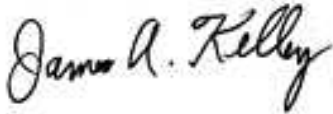
- o Contains administrative procedures, responsibilities, course applicability, and additional information for students regarding the courses available at the ARRTC, Fort McCoy, WI.
- o Provides location of and hyperlinks to the ARRTC Course Catalog, as well as additional course-related guidance.

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY RESERVE COMMAND
1401 DESHLER STREET SW
FORT MCPHERSON, GA 30330-2000
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**Army Reserve Readiness Training Center (ARRTC) Course Information and
Administrative Procedures**

For the Commander:



JAMES A. KELLEY
Brigadier General, USA
Chief of Staff

History. This is the initial publication of USARC Reg 350-1. It was originally published as USARC Regulation 351-1, 1 January 1994.

Summary. This regulation prescribes administrative procedures; outlines responsibilities of the Headquarters (HQ), U.S. Army Reserve Command (USARC), U.S. Army Reserve Major Subordinate Commands (USAR MSCs), and the U.S. Army Reserve Readiness Training Center (ARRTC), Fort McCoy, WI; and specifies course applicability for training provided by the ARRTC.

Applicability. This regulation applies to HQ USARC, ARRTC and all assigned MSCs. It may be used by the Active Army, U.S. Army Civil Affairs and Psychological Operations Command (USACAPOC) and the Army National Guard based on a special Memorandum of Agreement.

Proponent and exception authority. The proponent for this regulation is the Deputy Chief of Staff (DCS), G-7. The proponent retains the authority to approve exceptions to this regulation that are consistent with controlling law and regulation.

Army management control process. This regulation does not contain management control provisions.

Supplementation. Supplementation of this regulation is prohibited without prior approval from Deputy Chief of Staff, G-7 (AFRC-TRI), US Army Reserve Command, 1401 Deshler Street SW, Fort McPherson, GA 30330-2000.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Deputy Chief of Staff, G-7 (AFRC-TRI), US Army Reserve Command, 1401 Deshler Street SW, Fort McPherson, GA 30330-2000.

Distribution: This publication is available in electronic media on the USARC Intranet web site at <https://usarcintra> and is intended for command level B+.

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Glossary

*This regulation supersedes USARC Regulation 351-1, dated 1 January 1994.

1. Purpose

This regulation prescribes administrative procedures; outlines support responsibilities; and specifies course applicability for training provided by the ARRTC.

[NOTE: Administrative actions related to school or training programs, such as programs of instructions, courses or class schedules, academic report card, and requests for, or notice of quota are RCS (requirement control symbol) exempt per AR 335-15, paragraph 5-2b(7). Requests for nominations of personnel to attend schools or training courses are RCS exempt per AR 335-15, paragraph 5-2h(1).]

2. References

Required and related publications and referenced forms are listed in appendix A.

3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

4. Responsibilities

a. The USARC will—

- (1) Operate as the USARC executive agent and coordination focal point for all actions impacting ARRTC.
- (2) Approve and provide ARRTC with mission guidance and resources to accomplish assigned missions.
- (3) Provide the ARRTC with timely input on fluctuations in size and composition of the student load.
- (4) Provide the ARRTC with current staff points of contact (POCs). See appendix B.
- (5) Allocate quotas for assigned units and provide guidance based on resource changes impacting ARRTC operations.
- (6) Identify trends and coordinate actions with functional proponents to determine cause and propose solutions, as well as appropriate follow-up actions.
- (7) Review/coordinate with functional staff proponents or major subordinate commands (MSCs) and provide ARRTC with final determination on all requests for new course offerings; deletions of, or changes to, existing courses; and additional/unscheduled training, to include specialized training or technical support missions.
- (8) Review annual training needs survey and review/approve class schedules submitted by ARRTC in the Army Training Requirements and Resources System (ATRRS) prior to Structure and Manning Decision Review (SMDR).
- (9) Review and approve any schedule or workload changes submitted in ATRRS during the Training Resources Arbitration Panel (TRAP) process.
- (10) Host a semi-annual Training Allocation and Training Utilization review of ARRTC courses of instruction.

b. The USARC Principal (Coordinating), Special, and Personal staff will—

- (1) Submit all requests for development of new course offerings to USARC DCS, G-7, as needs are identified, in accordance with paragraph 6 of this regulation.
- (2) Staff all changes to, or deletion of, existing programs of instruction (POIs) or class schedules (based on functional or system changes or trend analysis) with all affected staff agencies and submit them to USARC DCS, G-7 for review and coordination with ARRTC.
- (3) Identify and submit a primary and alternate POC for each POI within their functional area to USARC DCS, G-7 (see app B). The POCs will ensure USARC DCS, G-7 and ARRTC receives advance information on all policy and procedural changes affecting full-time support (FTS) personnel, U.S. Army Reserve (USAR) unit operations, and pre-mobilization.
- (4) Receive, evaluate, approve and input student applications into the ATRRS for training at ARRTC for pilot and USARC-managed courses. A USARC-managed course is any course identified as requiring students to occupy a specific duty position, responsibilities, or other skills necessary to attend the course of instruction. Managed courses will be identified in ATRRS.
- (5) Respond to requests for information or feedback on trends, requirements, or scheduling of courses within their functional area.
- (6) Participate in Task Selection or Task Review Boards (TSB or TRB) for POIs within their functional area, or assist ARRTC in identifying and coordinating the participation of subject matter experts (SMEs) from assigned units in TSBs or TRBs within their functional area.
- (7) Participate in a semi-annual Training Allocation and Training Utilization (TATU) review, as scheduled by USARC DCS, G-7.

c. The MSCs will—

- (1) Identify a command POC and alternate to coordinate with the USARC DCS, G-7, IT Branch, their staff proponent, and/or ARRTC.
- (2) Use ATRRS for ARRTC-specific applications, quota reservations, and to monitor quota usage of subordinate elements.
- (3) Prepare and input yearly training requirements for ARRTC courses using the Total Army Centralized Individual Training Solicitation (TACITS) process.

- (4) Ensure Quota Managers identify and make changes to the approved training program during the Department of the Army announced TRAP session. These adjustments to the training program directly affect budget and execution years.
 - (5) Submit requests for waiver (AFRC-RTC-T Form 0120) when applicable.
 - (6) Ensure students E-register (<http://arrtc.mccoy.army.mil/regforms/eval/studentreg.htm>) as soon as possible after class reservations are made in ATRRS.
 - (7) Maintain responsibility for unfilled quotas that are not reallocated to the ATRRS quota pool. Make unfilled quotas available to the pool 45 days prior to class start date.
 - (8) Ensure that all students are appropriate for the particular course selected.
 - (9) Ensure that FTS military and civilian personnel are scheduled for appropriate ARRTC functional training as soon as possible after assignment. The FTS personnel should receive training within 3-6 months of the time they report for duty, but not later than 1 year after that date.
 - (10) Contact the proponent staff POC and ARRTC Operations for information on additional quotas, should allocated quotas be inadequate.
 - (11) Ensure that an appropriate alternate individual fills an allocated quota when the previously designated individual becomes unavailable. Submit standby students as "waits" on ATRRS. MSC will monitor ATRRS to determine if and when a student in a "wait" status receives a valid reservation.
 - (12) Provide funding and orders for all troop program unit (TPU) students.
 - (13) Submit requests for special training (training for which no ARRTC course exists) through DCS, G-7 (AFRC-TRI), USARC to the ARRTC. Paragraph 6, lists the minimum information necessary in such requests.
 - (14) Request additional classes (courses which have an ARRTC course number on ATRRS) which require additional funding, through the DCS, G-7 (AFRC-TRI), USARC to the ARRTC. Paragraph 6 lists the minimum information necessary in such requests.
 - (15) Request ARRTC courses and workshops which have an existing course number on ATRRS by electronically submitting an Off-Line Training request directly to the ARRTC. The options for off-line training may be found on the ARRTC web site at <https://arrtc.mccoy.army.mil/ako/training/workshops/offline/index.htm>. Commands must fund these additional classes with their own resources.
- d. The ARRTC will—
- (1) Review and adjust course annual capacity prior to the annual TACITS, as required.
 - (2) Provide classes according to the approved schedule or as amended during the TRAP process during the execution year.
 - (3) Provide appropriate training certification to all students completing ARRTC courses.
 - (4) Process orders, including travel and per diem costs, and provide E-tickets for all FTS students assigned to MSC level or below, in accordance with the Annual USARC Funding Guidance Memorandum for Training Conducted at ARRTC. E-ticket reservations will be made by the Fort McCoy SATO office.
 - (a) FTS personnel who attend ARRTC courses but do not match requirements of this regulation or the target audience descriptions contained in ATRRS **will not be funded by ARRTC**.
 - (b) AR-PERSCOM funds Active Guard Reserve (AGR) personnel attending Active Guard Reserve Entry Training (AGRET) and USAR Retention and Transition NCO/Managers Course.
 - (5) Coordinate and monitor post support and quality of life issues for ARRTC students.
 - (6) Conduct annual decentralized update training to meet MSC/USAR Special Operations Command (USARSOC)/separate MACOM requirements as funding permits. The ARRTC will ensure that there are adequate instructors to meet all reasonable requirements.
 - (7) Develop specialized self-study texts and other exportable training programs as needed or directed.
 - (8) Serve as the proponent school for pre-mobilization and USAR-specific subject matter.
 - (9) Provide specialized on-site aid and training to individual USAR units upon approval from Headquarters, USARC.
 - (a) ARRTC Commandant may approve requests for additional classes and workshops that require no additional ARRTC funds and do not impact current scheduled classes.
 - (b) Full justification and several scheduling options must be part of the request.
 - (c) The requesting command must bear all travel and per diem costs of ARRTC instructors and related student costs.
 - (10) Provide support to individual USARSOC, MSC, and FORSCOM conferences in special subject areas upon receiving direction from USARC DCS, G-7.
 - (11) Coordinate directly with the Army Training Support Center (ATSC) on matters involving specialty training under ATSC.
 - (12) Conduct an annual training needs survey with USARSOC, MSC, and USAR-Personnel and Administration Center headquarters using ATRRS.
 - (13) Act as the sole academic authority in matters relating to ARRTC students.
 - (14) Make changes to course POIs under ARRTC proponency.
 - (15) Coordinate changes to course POIs where proponency rests outside of the ARRTC.
 - (16) Design and execute courses coordinated and directed by USARC DCS, G-7 in support of FORSCOM, TRADOC, USARSOC or other outside agencies.

(17) Develop and maintain course materials as required for approved courses.

(18) Coordinate with American Council on Education (ACE) for any recognition of ARRTC courses recommended for college credit in the ACE guide.

(19) Participate in a semi-annual Training Allocation and Training Utilization (TATU) review, as scheduled by USARC DCS, G-7.

e. Students will—

(1) Arrive at Fort McCoy the day before classes are scheduled to start and report for duty at the ARRTC at 0730 the first day of class unless otherwise specified (most courses start on Monday; student must arrive at Fort McCoy on Sunday).

(2) Comply with instructions on the student information sheet.

(3) Bring any publications listed as pre-course readings to class with them. This will allow students to make notes and highlight their own publications. The ARRTC will not issue publications for students to take back to their unit.

(4) Complete any pre-course work prior to the reporting date.

(5) Wear their duty uniforms. Civilian students must wear appropriate civilian attire. Fort McCoy experiences severe winter weather, and students should bring clothing to dress accordingly. The ARRTC will not issue cold weather clothing to students attending training.

(6) Refer to USARC Funding Guidance Memorandum for Training Conducted at ARRTC for current funding guidance regarding mess and billeting.

f. The Army National Guard (ARNG)—

(1) Provides training needs for Unit Movement Officer (UMO) Training and Mobilization Planners Training; however, USAR has priority.

(2) Knows that quota allocations are dependent upon unfilled USAR quotas.

(3) Fully funds all ARNG students attending ARRTC courses.

5. Course information

Courses established at the ARRTC are described in ATRRS (see app B for ATRRS Course Catalog web site information). Not every course is offered each year. Courses may be added or eliminated between updates. All courses listed are available for training. The ATRRS is updated regularly to maintain the most current information and to disseminate the schedule of courses and student quotas. The State Area Command or National Guard Bureau may obtain special allocations on a case-by-case basis consistent with their resourcing agreements. Courses not scheduled may be requested for training in accordance with paragraph 6c of this regulation.

6. Establishing a new course, change of existing course, or elimination of existing courses of instruction

New courses will be established only after the application of Phase I (Analysis) and Phase II (Design) of the ARRTC Systems Approach to Training (SAT) Process. [**NOTE:** *Funding for new courses of instruction will require Directorate or Command funding support until such time as USARC DCS, G-7 can acquire adequate funding to support the new course via the program objective memorandum (POM).*]

a. To generate a Phase I Needs Survey, individuals or staff agencies recommending a new course must furnish the USARC DCS, G-7 with the following information:

(1) What problem(s) should the proposed training solve? (Ensure that training can solve the problem rather than using training to solve a management dilemma.)

(2) Is the ARRTC the place to teach this proposed course or is this a U.S. Army Training and Doctrine Command (TRADOC) responsibility?

(3) Is the training available at other training sites or better served through a workshop?

(4) What is the target audience?

(a) FTS personnel, drilling Reservists, other?

(b) How many?

(c) Where located?

(d) Who will fund student and other associated operations costs?

(5) A recommended list of topics to be taught in the course.

b. Using the results of the analysis phase of the SAT process and approval of the course of instruction by USARC DCS, G-7, the ARRTC will establish training objectives and design courses that effectively met the training needs.

c. Requests for ARRTC training covered in this regulation (e.g., speakers at retention conference or Commander's Conference, instructor at MSC FTS workshop) must be in writing to Deputy Chief of Staff, G-7 (AFRC-TRI), 1401 Deshler St., SW, Fort McPherson, GA, 30330-2000, with copy furnished to Commandant, ARRTC, ATTN: AFRC-RTC-DC, 50 South "O" Street, Fort McCoy, WI 54656-5000. Requests will include date(s), funding information, nature of event, and subject(s) desired (e.g., movement activities, ARRTC training, leading for productivity, performance standards Officer Personnel Management System (OPMS), or retention. If a specific speaker is desired, the USARC DCS, G-7, in coordination with ARRTC, will consider the customers' recommendations.

d. Requests for continuation or change of an existing course of instruction will be furnished to the USARC DCS, G-7 with the following information:

- (1) Identify course of instruction for continuation or change and provide trend analysis and student projections for known training year (TY) requirements at next scheduled TATU.
 - (2) Identify and articulate any future equipment or other technological requirements impacting the conduct of the current POI, including cost analysis, funding requirements and acquisition timelines.
 - (3) Following concurrence from TATU, attendees forward memorandum to Commandant, ARRTC through USARC DCS, G-7 for formal approval of course continuation or change.
 - (4) Recommend or provide official changes to course of instruction within functional area to the Commandant, ARRTC (e.g., move to web-based, Distance or Distributed Learning (DL), POI change from proponent institution, etc.).
- e. Requests for discontinuance of existing course of instruction.
- (1) Identify the course of instruction for elimination and provide/brief trend analysis, student projections for known TY requirements, and reason for elimination at next scheduled TATU.
 - (2) Staff the course identified for elimination with affected USARC Headquarters staff agencies and MSCs. Forward required coordination document to Commandant, ARRTC through USARC DCS, G-7 at least 90 days prior to next scheduled TATU.
 - (3) Provide affected/action staff with the following information:
 - (a) Course name and number.
 - (b) Annual number of students scheduled to attend training.
 - (c) Average number of students trained.
 - (d) Challenge with filling allocations (new equipment, course outdated, etc.).
 - (e) Is course offered at alternate training facility?
 - (f) Recommendation for POI retention.

7. Programs of study

The ARRTC offers five types of programs:

- a. Resident programs. These courses are taught "in house" at the ARRTC located at Fort McCoy, WI. Resident programs make up the basic curriculum of instruction in functional USAR-unique procedures. Detailed descriptions of the course, target audience, and requirements for course attendance can be found in ATRRS.
- b. Decentralized programs. These courses are taken "on the road" by a team of instructors from ARRTC's Decentralized Training Department. The classroom may be anywhere – nationwide or overseas. Decentralized programs are either POI or menu driven. Menu-driven courses allow the MSC to select from a number of given subjects.
- c. Education Center programs. Students attending the ARRTC may take any or all of several recommended programs at the Self-Development Center. These are self-teaching programs that use standardized materials, multi-media computers and videotape. Students will receive certificates for successfully completing these adjunctive courses.
- d. Distributive Learning Courses.
 - (1) Video Teletraining (VTT) Broadcast courses. The ARRTC offers delivery of selected courses via the Army's Digital Training Facility (DTF). These courses can be broadcast to any Army DTF facility where students can assemble for the training based on DTF usage schedules. Courses available for VTT are listed in the ATRRS Course Catalog (see app B).
 - (2) Web-based Training. The ARRTC offers a web-based version of the Reserve Orientation Course for the Active Army (ROCAA). This course can be accessed via the ARRTC's web page at <http://arrtc.mccoy.army.mil>. This course provides anytime, anywhere training at the soldier's convenience. ARRTC will continue to develop new web-based training in response to needs and resources.

8. Student eligibility

Course/Workshop descriptions in ATRRS contain specific target audience information and restrictions on student eligibility. Additionally, the following general requirements apply:

- a. Civilian employees will only attend those courses indicated as required by their current job descriptions and will not attend training for upward mobility utilizing ARRTC courses of instruction.
- b. All students will participate in all phases of a course to include graduation. There will be no early release from training, except when excused by the HQ and HQ Detachment commander for an emergency. Commands will not overlap other orders on ARRTC orders requiring early departure or weekend travel from ARRTC courses.

9. Student prerequisites

Pre-mobilization functional courses are targeted for three levels of students as follows:

- a. Level I functional courses. Qualified students are those occupying company/detachment (Co/Det) level functional positions. This includes HQ Co/Det personnel and like individuals at battalion level and above who have not previously graduated from a Level I course. Students should consult the target audience description listed with each course description.
- b. Level II management courses. Qualified students are management personnel occupying command and staff positions at battalion, brigade, group, and higher units. Courses are not designed for HQ Co/Det/battery personnel unless otherwise specified.

c. Level III senior management courses. Qualified students are personnel occupying managerial positions at a USAR MSC/General Officer Command/USARSOC and similar level headquarters.

10. Academic achievement

Most ARRTC courses have an academic or performance standard. Students are given information explaining the precise standards for each course on the first day of the course.

Appendix A References

Section I Required Publications

This section contains no entries.

Section II Related Publications

AR 140-315
Employment and Utilization of US Army Reserve Military Technicians

AR 335-15
Management Information Control System

AR 350-10
Management of Army Individual Training Requirements and Resources

FORSCOM Reg 55-1
Unit Movement Planning

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

DA Form 2028
Recommended Changes to Publications and Blank Forms

Appendix B Web Sites for Additional ARRTC Information

ATRRS Course Catalog (go to web site and enter school code "921")
<https://www.atrrs.army.mil/atrrscc>

ARRTC and Functional Area Staff POC (Excel)
<https://usarcintra/g7/it/atrrs/POC.xls>

USARC Funding Guidance
<https://usarcintra/g7/it/atrrs/RMFundingGuidance.doc>

Glossary

Section I Abbreviations

AGR
Active Guard Reserve

FORSCOM
Forces Command

HQ
headquarters

MSC
major subordinate command

NCO
noncommissioned officer

OPMS
Officer Personnel Management System

POC
point of contact

POI
program(s) of instruction

POM
program objective memorandum

TPU
troop program unit

Section II Terms

This section contains no entries.

Section III Special Abbreviations and Terms

This publication uses the following abbreviations, brevity codes, or acronyms not contained in AR 310-50. These include use for courses and training covered by the ARRTC and ATRRS.

AGRET
Active Guard Reserve Entry Training

ARRTC
Army Reserve Readiness Training Center

ATRRS
Army Training Requirements and Resources System

ATSC
Army Training Support Center

DCS
Deputy Chief of Staff

DL

Distance or Distributed Learning

DTF

Digital Training Facility

FTS

full-time support

ROCAA

Reserve Orientation Course for the Active Army

SAT

Systems Approach to Training

SMDR

Structure and Manning Decision Review

SME

subject matter expert

TACITS

Total Army Centralized Individual Training Solicitation

TATU

Training Allocation and Training Utilization

TRADOC

U.S. Army Training and Doctrine Command

TRAP

Training Resources Arbitration Panel

TRB

Task Review Board

TSB

Task Selection Board

TY

training year

UA

unit administrator

UMO

Unit Movement Officer

USACAPOC

U.S. Army Civil Affairs and Psychological Operations Command

USARC

U.S. Army Reserve Command

USARSOC

U.S. Army Special Operations Command

VTT

Video Teletraining