

INFORMATION PAPER

SUBJECT: Nonresident Instruction (NRI) Support to The Army School System (TASS)

1. PURPOSE. To provide information concerning Nonresident Instruction Section support to TASS training.

2. FACTS.

a. The TASS Health Services training battalions currently conduct military occupation specialty (MOS) reclassification courses in MOS 91E10, Dental Specialist, and additional skill identifier M6, Practical Nurse to MOS 91W, Healthcare Specialist. The 91W reclassification course will be implemented FY04.

b. The TASS training battalions also teach Noncommissioned Officer (NCO) Education System courses in the Basic NCO Course Career Management Field (CMF) 91 Phase for each MOS; Technical Training Phase 2 (self-study); and Phase 3 (classroom) for MOSs 91W, 91J, 91K, 91M, and 91R; and Advanced NCO Course CMF 91 Phase 2.

c. The NRI provides the following services to TASS:

(1) Assists the instructor credentialing process by ensuring required documentation is provided prior to review by the subject matter teaching department. Following credential approval, prepares instructor certificate. Serves as approved credential repository.

(2) Coordinates with teaching departments during the development of new Course Management Plans/Programs of Instruction (CMP/POI) and courseware. Provides quality assurance by matching lesson plans to student handouts to the POI during packaging of courseware for printing.

(3) Stocks and distributes instructor and student courseware materials.

(4) Prepares Academy of Health Sciences diplomas for graduates of courses conducted by TASS battalions.

(5) Distributes self-study materials to students and/or their units.

INFORMATION PAPER

SUBJECT: Army Medical Department (AMEDD) Correspondence Course Program

1. PURPOSE. To provide information concerning available programs.

2. FACTS.

a. Four correspondence courses assist physician assistants acquiring Continuing Medical Education (CME) credits by the American Academy of Physician Assistants:

- (1) Emergency Medicine Physician Assistant Basic Studies Course (50 Category I credits)
- (2) Introduction to Orthopedic Surgery for the Physician Assistant (50 Category I credits)
- (3) Basic Orthopedic Review for the Physician Assistant (18 Category II credits)
- (4) Physician Assistant Readiness and Recertification Course (16 Category I credits).

b. The 6-8-C22 (Distance Learning) AMEDD Officer Advanced Course, Phase 1, and the AMEDD Advanced Nurse Leadership Course, Phase 1, in an interactive CD format, are prerequisites for both Active and Reserve Component officers to attend the resident phase of their respective courses.

c. Military Occupational Specialty (MOS) proficiency sustainment is available for MOSs 18D, 91A10/30, 91D, 91E, 91G, 91K10/30, 91M10/30, 91P, 91Q, 91R10/20, 91S, 91T10/20, 91V10, 91W10/20/30, and 91W Additional Skill Identifier M6 (Practical Nurse).

d. Reserve Component personnel qualify for MOSs/Areas of Concentration (AOCs) by completing the distance learning phase prior to attending resident instruction for MOSs 91G, 91J, 91M, 91R, 91S, and AOCs 70E67 and 70K67.

e. Other courses available are Combat Lifesaver Enhancement Course; Officer Branch Qualification Basic and Advanced Courses; and Company Grade Pre-command Course.

f. The Field Sanitation Team Certification Course is administered in a group study environment to document training completed. Qualified instructors present this course and submit rosters of graduates upon successful completion. Interactive CD materials are now available for the soldier who is unable to participate in group training, i.e., Army National Guard or remote duty personnel.

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## INFORMATION PAPER

SUBJECT: Army Medical Department (AMEDD) Correspondence Course Program and the Internet - School Code 555

1. PURPOSE: To provide information on Internet connectivity for the AMEDD Correspondence Course Program.

2. FACTS:

a. Applications for enrollment are accepted via the website <https://www.atrrs.army.mil>. These are manually downloaded to activate the Nonresident Instruction system for academic records and inventory control.

b. The e-mail address for student questions is [accp@amedd.army.mil](mailto:accp@amedd.army.mil). This address is monitored daily by Nonresident Instruction Section personnel.

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## INFORMATION PAPER

SUBJECT: Support to Unit Training

1. PURPOSE. To provide information concerning available Nonresident Instruction Section (NRI) training products.

2. FACTS.

a. Training products assist in identifying a soldier's strengths and weaknesses to ensure that readiness is an ongoing program. A unit commander or training officer/noncommissioned officer may order material telephonically from NRI.

b. Rapid train-up packages provide performance-oriented, technical refresher training for those soldiers who have not had the benefit of recent training and/or experience in their military occupational skill (MOS). The packages contain diagnostic evaluation tools to determine the proficiency level of the soldier. Materials are tailored to provide the identified training for as little as one hour to as many as 48 hours.

c. The Chemical Training Package provides mission essential training for medical or nonmedical readiness in medical chemical defense.

d. The Army Medical Department (AMEDD) Systematic Modular Approach to Realistic Training (AS MART) program standardizes medical proficiency training in fixed medical treatment facilities. Soldiers who have a medical MOS and are assigned to a TOE unit may not have the opportunity to sustain skills necessary for medical readiness. The AS MART manuals standardize, document, assess, and evaluate the soldiers' training level. Strengths and weaknesses are identified; and short and long-range training can be tailored to meet these needs.

e. The CMF 91 Initial Unit Training Package standardizes task training that could not be taught within the timeframe of the MOS-producing course. This package includes the Algorithm-Directed Troop Medical Care book.

f. The Army Civilian Acquired Skills Program and Specialized Training for US Army Reserve Readiness provide Army-specific training for soldiers who earn their MOS through civilian equivalent training.

g. The Sustainment Training Package (STP) for MOS 91W (formerly 91B) consists of training in combat-critical and mission-essential tasks required for MOS proficiency. The STP for MOS 91W M6 (formerly 91C) is a compilation of references necessary for the Licensed Vocational Nurse to maintain proficiency in various procedures.

h. The Readiness Training Program for Nursing Personnel in the AMEDD assists nursing personnel in developing and sustaining clinical skills proficiencies and functions critical to their role in a deployed or field environment status.

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## INFORMATION PAPER

SUBJECT: Obtaining Academic Recognition for AMEDDC&S Courses

1. PURPOSE. To provide information on the procedures available for academic recognition.

2. FACTS.

a. The Army/American Council on Education Registry Transcript System (AARTS) is a computerized transcript system that produces official transcripts for eligible soldiers by combining a soldier's military education, training and experience with descriptions and credit recommendations developed by the American Council on Education (ACE). All AMEDD courses are evaluated by ACE and receive a recommendation for academic credit.

b. The Education Services Officer at the Army Education Center can assist enlisted members in completing DA Form 5454-R, Request for AARTS Transcript Form. The Education Officer will explain how to use the transcript; and its content and benefits. Soldiers may also visit the AARTS home page and download the form from the screen.

c. Address and phone number for AARTS:

AARTS Operations Center  
415 McPherson Avenue  
Fort Leavenworth, KS 66027-1373  
FAX: (913) 684-2011 or DSN: 552-2011  
Toll-Free: (866) 297-4427  
E-mail: [aarts@leavenworth.army.mil](mailto:aarts@leavenworth.army.mil)  
Home Page: <https://aarts.leavenworth.army.mil>

d. Currently, only enlisted training and experience is included on the AARTS transcript. The policy is subject to change, pending the addition of officer and warrant officer information to the database.

e. You may direct specific questions on AMEDD course credit to:  
[registrarAMEDDC&S@amedd.army.mil](mailto:registrarAMEDDC&S@amedd.army.mil).

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INFORMATION PAPER

SUBJECT: Structure and Manning Decision Review (SMDR)

1. PURPOSE. To provide general information on the SMDR process.

2. FACTS.

a. The SMDR is an annual review to validate the Army training requirements and reconcile those requirements to acceptable, affordable, and executable training programs. It is co-hosted by the US Army Deputy Chief of Staff for Personnel and the Deputy Chief of Staff for Operations in Washington, D.C.

b. The 2003 SMDR will establish training programs for FY07, validate the requirements for FY06 and “fine tune” FY05. The approval of this SMDR will develop the FY05 Army Program for Individual Training (ARPRINT).

c. A pre-SMDR is conducted each September by the Registrar Services and Training Management Branch (RSTMB), Department of Academic Support and Quality Assurance, with the teaching departments to identify manpower, facility, and equipment constraints for each course taught by the AMEDDC&S. Prior to the meeting, summary sheets for each course are provided to the teaching departments who validate training requirement numbers and/or provide constraint fact sheets for each constrained course.

d. The Active and Reserve Components conduct separate meetings to validate training requirements prior to the Department of the Army (DA) SMDR. Constraints are identified separately and addressed at the DA SMDR.

e. The RSTMB participates in the SMDR to validate projected training requirements and coordinate the Army Medical Department individual training programs for the pre-determined fiscal year.

INFORMATION PAPER

SUBJECT: Army Training Requirements and Resources System (ATTRS)

1. PURPOSE. To provide basic information on the ATTRS.

2. FACTS.

a. The ATTRS is a Department of the Army Management Information System of record for managing student input to training. The on-line system integrates manpower requirements for individual training with the process by which the training base is resourced and training programs are executed.

b. The information in ATTRS is used for planning, programming, budgeting, executing, and evaluating training. It provides current and historical data on all numbered courses taught throughout the US Army, individual soldier training history, attrition, and various other statistical data.

c. The ATTRS is the basis for the Army Program for Individual Training through the Army Centralized Individual Training Solicitation and Structure Manning Decision Review processes that determine and identify training requirements.

d. The Registrar Services and Training Management Branch (RSTMB), Department of Academic Support and Quality Assurance (DASQA), is responsible for the records of all students attending AMEDDC&S courses. The Student Personnel Branch, Military Personnel Division, Human Resource Business Center, is responsible for all relief actions. The Army Medical Department Personnel Proponent Directorate is responsible for updating course administrative data on skill level-10 courses. The RSTMB, DASQA, is responsible for updating course administrative data on all other courses and for input and graduation status for all AMEDDC&S students.

e. Selected ATTRS course information is currently available on the Internet at <https://www.atrrs.army.mil>. Course catalog information and class schedules for three fiscal years for all numbered courses can be viewed at this address. On-line registration for self-development courses is accomplished on this web page.

INFORMATION PAPER

SUBJECT: Training Resource Arbitrations Panel (TRAP)

1. PURPOSE. To provide general information on the TRAP process.

2. FACTS.

a. The TRAP process manages changes to the training program in an execution year or during the next fiscal year (FY). There are eight regular TRAPs: four Initial Entry Training courses and four Professional Development/Officer/all other courses. There are numerous special TRAPs (Defense Language Institute, Aviation, Officer Basic Courses, etc.).

b. All components (PERSCOM, US Army Reserve Command, National Guard Bureau, US Air Force, US Navy, etc.) input increases and decreases when a TRAP is opened to fine-tune their needs. Agencies input changes for 2 weeks; and the school then addresses those requests for 2 weeks. The National Guard Bureau and US Army Reserve Command review and resolve issues addressed by the school in the following week. During the final week, Headquarters, Department of the Army, formally approves the TRAP.

c. The school then loads the final adjustments by increasing/decreasing class sizes, adding classes to accommodate an increase, or canceling classes for a decrease.

d. Short-term adjustments in the training program may be required because of under strength in a military occupational specialty (MOS) based on high course or Army attrition. The MOS strength may also be affected by low recruiting levels when annual requirements are not met, or by national or world situations.