

ODDS & ENDS

September 2013

- **General:** For you old timers, welcome back for another school year and for those of you that are new, welcome to 4th Brigade. I hope you all have a great year. As this is the first Odds & Ends for SY13/14 please pay particular attention to the numerous changes addressed in this document. Some of the more important changes deal with the budget and how it will be executed for FY14. Sequestration continues to have an adverse impact on our ability to conduct operations as normal.
- At present it is anticipated that we will receive full funding for MPA. However, we also anticipate a sizeable reduction in MPA funding for FY15 and FY16. That makes it extremely important that you focus the execution of your MPA dollars on purchasing the requisite number of ASUs needed.
 - We are not so lucky when it comes to OMA funding. As a result of a large reduction in OMA funding, schools will not receive any OMA funding for at least the first quarter of this FY. That means no OMA dollars for at least October, November and December. The OMA funding level is unclear for future quarters. **DO NOT SPEND OMA DOLLARS.** This means you must immediately cancel any contracts or auto drafts for services such as copiers, ISPs, compressed air, etc. **NO EXCEPTIONS.**
 - As a result in the reduction in OMA funding, all of the planned events which require OMA dollars (workshops, competitions, JCLC, cadet travel, supply purchases, etc. are at risk. For now we will continue to plan as if we were fully funded, but as we experienced last year, events stand a high probability of being canceled with short notice.
 - Changes are pending for the way we will use our GPCs. All GPC purchases will have to have an approved purchase request (PR). Cadet Command will be the PR authority. The mechanics of this are still unclear and additional guidance is forthcoming. You are not authorized to use your GPC without an approved PR. Additionally, due to these changes, laundry and alteration contracts will become more and more necessary. More guidance to follow regarding laundry and alteration contracts.
 - We are moving forward with the planning phase for our annual instructor training workshop. The current plan is to host the workshop in Richmond, VA from, 26 to 31 Jan 2014. However, the workshop is also at risk due to the existing OMA shortage.

One key to success this year is to be very flexible when it comes to the budget. Be proactive in your spending but follow the new procedures. Also, I need each of you to execute your allotted budget as you receive it. Stay on the spending glide path once it is published. This is extremely important in order protect your funds.

➤ **Key Dates.**

- | | |
|---|-------------------|
| • CMP JROTC Postal | 1 Oct – 21 Nov 13 |
| • SNI Raider Nationals Competition | 2-3 Nov 13 |
| • Brigade BOB Marksmanship Championship | 7 Dec 13 |
| • Annual Instructor Training Workshop | 26-31 Jan 14 |
| • Essay Contest | 8 Feb 14 |
| • CMP JROTC National Championship | 20-22 Feb 14 |
| • Brigade BOB Drill Championship | 1 Mar 14 |
| • Army National Drill Competition | 5 Apr 14 |
| • Brigade BOB Raider Championship | 26 Apr 14 |
| • SNI Drill Nationals Competition | 2-4 May 14 |

INSTRUCTOR MANAGEMENT

➤ **Weight Control:** The suspense to submit the annual height/weight documents is 15 Oct 2013. If you are within the weight standard, only submit the weight verification form. If you are not within the standards, submit the weight verification form and the body fat content worksheet (DA form 5500/5501). Do not assume that you are within the standard. Review the weight/height table and use the updated DA form 5500/5501 located in CCR 145-2. Please contact Mr. Art James at arthur.w.james2.civ@mail.mil if you are unsure your documents were received.

➤ **DD Form 2767: Suspense 1 May 2014.** The annual DD form 2767 for SY 2014-15 will be processed differently from past years. Instructors will access and complete the DD form 2767 via JCIMS. The form will be printed and signed by the approving official (principal, HR representative, or DAI) and the instructor. Upon completion, the form will be scanned and uploaded through JCIMS for Brigade review. The intent is to provide a speedy, accurate, and secure procedure for the document to arrive at Cadet Command. (See 4th Bde website for instructions on submitting form)

AUTOMATION

➤ **Web Portal Email.**

• Cadet Command is in the process of upgrading the JROTC public, cadet, and instructor Web portal's. The current JROTC Web portal is closed effective 17 September 2013. This will affect the ability of instructors to access the instructor portal. Instructors can still access JUMS and JCIMS thru normal web link. The new portal will become active COB Friday 20, September 2013. Please use the link below to access the new web portal. Instructor log in on the new web portal will be the same log in the instructor use to sign in to JUMS.

<http://www.usarmyjrotc.com/>

- If you have any questions the POC for the Web Portal is

Christopher S. Lemke

Office: 502-624-1866

CHRISTOPHER.S.LEMKE@saic.com

➤ **Token.**

- Instructors should register their token in AKO. This will allow them to gain access to AKO, the ALMS, MyPay, and other CAC-accessible sites with their Token cards. Instructions are available on the Cadet Command Web Portal. (See enclosure 1 for instructions.)

- **Brigade POC's:** Mr Robert Dawson, 910-396-4277 or Mr Erik Shay, 910-643-4346.

CURRICULUM

➤ **Curriculum Manager (CM).**

- We are on update 85 this included 3 patches that was release on Thursday, August 29.

- As a note, if an instructor cannot download a patch, please do not have them go into the CM and delete any of the patches that have already been downloaded. If they do that it will cause other problems within the CM, please have them email jrotccmhelp@gmail.com or refer to the CM troubleshooting guide for assistance.

- For help with your CM, please contact Robert Dawson, 910-396-4277.

➤ **JUMS**

- **JUMS Help and Passwords:** Instructors should contact their Brigade POC for all JUMS questions. Brigades can also reset passwords for JUMS and JCIMS.

- **Updated JUMS User's Manual:** An updated JUMS User's Manual is on the JROTC web portal under Automation and Web Based JUMS 4.0.

- **JUMS Reports:** Intentions of Graduates Report is due by 15 Oct 2013. The defects with this report will be fixed in September in the next JUMS update. Once defects are corrected brigade will notify all units via email to begin submitting their report. The Opening Enrollment Report cannot be submitted until previous school year Intentions of Grads Report is completed and submitted via JUMS/JCIM.

- **Resetting Cadet Passwords and Disabling and Enabling Logins:** Cadet Passwords can be reset by clicking the Gold Key icon under Action. Logins can be disabled and enabled by clicking the Edit pencil icon and uncheck Enabled or Disabled.

TRAINING

➤ **COMPETITIONS.** We still have an unknown budget for competitions. To play on the safe side and keep the Brigade Best of the Best (BOB) alive, schools need to be prepared to pay their own way. If we receive our competition budget we will assist funding as we have in the past. For more information go to the 4th Brigade Web-site under Competitions and see BOB plan for SY 13/14.

- **MARKSMANSHIP:** The 4th Brigade Best of the Best Marksmanship Championship is tentatively scheduled to be hosted by Lexington High School in Lexington, NC on 7 Dec 13. (See Encl 2 for information sheet)
- **RAIDER:** The 4th Brigade Best of the Best Raider Championship is tentatively scheduled to be hosted by UNC-Charlotte, NC on 26 Apr 14. Invitations will be sent directly to the selected teams. Teams need to make sure they are using the latest Raider SOP dated 27 Aug 12.
- **DRILL:** The 4th Brigade BOB Drill Championship is scheduled to be held 1 Mar 14 for invited teams. The location is Simon G. Atkins High School in Winston Salem, NC. Ensure you are using the latest Drill SOP dtd 13 Aug 13. You can find this SOP on the 4th Brigade website under Regs, Pubs, and MOIs.
- **ESSAY:** The suspense for the SY 13-14 Annual Army JROTC Essay Contest is 8 Feb 2014. All students enrolled in Army JROTC are encouraged to participate. The SY 13-14 theme is "JROTC Builds Character and Leadership". POC for Essay Contest is Steve Anderson at steven.n.anderson.civ@mail.mil . See enclosure 4 for Brigade MOI.
- **JLAB: The JROTC Leadership Symposium and Academic Bowl (JLAB):** As a reminder ensure you register for level I JLAB competition. Per Cadet Command guidance participation in JLAB Level I is mandatory for all Army JROTC units. All JROTC programs will register and compete with at least one Academic or one Leadership team in the 1st Round competitions. Failure to participate in JLAB Level I will result in a 1-year probation for the unit's most senior Instructor (SAI or AI). To register or for updated information visit <http://cofcontests.com/>. USACC HQs JROTC will develop and publish a MOI in Sep 13. The SY 13-14 JLAB Schedule is below.
 - ✓ 1-22 Oct 13 Practice Round (Complete)
 - ✓ 22 Oct 13 Registration begins
 - ✓ 1-15 Nov 13 Level I - The Challenge (Mandatory for all units)
 - ✓ 15-31 Jan 14 Practice Round (Level II)
 - ✓ 1-15 Feb 14 Level II - Zero Hour Threat

- ✓ 20-24 Jun 14 Academic/Leadership Championships & Tri-Service Bowl (George Mason University)
- For more information, please visit website: www.collegeoptionsfoundation.net

➤ **RAPPEL TRAINING:** Effective immediately schools can only use figure eight decender rappel hookups (Snap Link hookups are no longer authorized). Also, as a reminder programs can only use specified rappel equipment listed on the attached rappel SOP for any rappel training. No other equipment is authorized. The specified equipment has been standardized at all JCLC camps. All rappel training must be conducted in accordance with Bde Rappel SOP dated Aug 2013 (can be found on the 4th Bde Website). Any questions contact Steve Anderson (910) 396-0136, or email steven.n.anderson.civ@mail.mil .

➤ **MARKSMANSHIP TRAINING:** Enclosure 3 for the list of certified marksmanship ranges within the brigade. Units requesting range certification should contact Erik Shay at 910-643-4346 or email at erik.s.shay2.civ@mail.mil .

BUDGET

- **FY 13:** All spending stopped on 12 September 2013.
- **FY 14:** TRADOC has released the FY 14 budget estimate and JROTC took severe cuts in OMA funds. The current OMA allotment will only fund instructor pay and civilian pay. Cadet Command is working with TRADOC to get additional OMA funds but units should anticipate no funding for transportation to competitions, staff rides, support installation visits, and possibly JCLC. FY 14 MPA budget was fully funded and will be distributed to the field once released by TRADOC. Units should utilize all funding to ensure 100% of your cadet corps receive ASU's .
- **GPC:** In accordance with the Department of the Army Government Purchase Card Operating Procedures, dated 14 January 2013, all Billing Officials, Alternate Billing Officials and Cardholders must take the DAU online training course CLG 005 Purchase Card Online System (PCOLS) prior to being delegated purchase authority. In order to take the class YOU MUST REGISTER for the class IN ATRRS FIRST! See Enclosure 5. The guidance is also posted to the 4th Brigade website.

Enclosure 1. TOKEN CAC REGISTRATION STEPS

Step	Task
1	Go to the AKO website: https://www.us.army.mil
2	Click: "I Accept" On the User Agreement
3	<p>Login to AKO:</p> <ul style="list-style-type: none"> -Click: I don't have a CAC/PIV -type in your Username (if you do not remember your user name click "Remind me" and follow the prompts) -type in your Password (if you do not remember your password click "Reset" and follow the prompts) <p>Click: Sign in</p> <p>*If you do not remember your username or password click "Having trouble accessing AKO?" Review the CONTACT US menu. You can submit a trouble ticket or call the AKO help desk at (866-335-2769) for assistance.</p>
4	<p>Register your Token CAC</p> <ul style="list-style-type: none"> -Once you are on your AKO homepage click on My Account in the top left- hand portion of the screen, a drop-down menu will appear - click CAC/Certification Registration <u>-Insert your Token CAC card into your computer or CAC Card reader at this time</u> -click the Register icon in the middle of the screen. If the icon shows Clear Registered Information, your card is already registered and you do not need to continue with this step -you will see a listing of all CAC/Token CAC cards that have been inserted into the computer -scroll over each one until you find the one that contains your name (example: John.a.smith) -click on the line beneath your name -when prompted, enter your pin number (Your pin should be a six digit number followed by four zeros, Example: 123456000) -when prompted re-enter your AKO User name and Password -You have completed all steps necessary to register your Token CAC card <p>*If you do not remember your Token CAC pin number, contact your Brigade or whoever issued you the card.</p>
5	<p>Verify that your Token CAC is Registered</p> <ul style="list-style-type: none"> -Logout of AKO by clicking the red X in the top left of your screen -click on the AKO icon on the top right of the screen or login to : https://www.us.army.mil -Click: "I Accept" On the User Agreement -Click: CAC/PIV Login -Click: Sign in -enter pin number when prompted
6	You should be able to login to all of your Army accounts that require Token CAC access using your pin number. This includes DOD EMALL, DTS, ALMS, MYPAY, etc

Enclosure 2. 4th Bde Best of Best Marksmanship Plan SY 2013/14

Marksmanship Information Sheet 4th Brigade and Army JROTC National Marksmanship Championships

1. The following outlines the steps for all JROTC programs conducting marksmanship to compete and advance to higher levels of competition including the 4th Brigade BOB Marksmanship Championships and the National Army JROTC Championships.

Step 1 – Register all cadets participating in marksmanship for a Civilian Marksmanship Program (CMP) competitor number. You will need cadet name and birth date. You can use the school address and coach email. Go to www.odcmp.com then AIR GUN then Create CT# or follow link below.

<http://clubs.odcmp.com/cgi-bin/matchInvRegistration.cgi?matchID=395&new=yes>

Step 2 – Go to www.odcmp.com and register all team members for the Army JROTC postal competition. Register all team members to participate in this free postal match. The top four scores from your school become your team score. It is imperative that all schools with a marksmanship program participate in the CMP sponsored Army JROTC postal.

Step 3 – Participate in any sanctioned (3x20) team match prior to 19 Nov 13. All sanctioned matches are listed on the CMP web site under AIR GUN and Upcoming 3P Matches. Report your team scores to COL Kevin Mangan at kmangan@oconee.k12.sc.us no later than 19 Nov 13. You can shoot multiple matches and your best score will count for 4th Brigade BOB qualification. There are new matches added every week.

Step 4 – The top 20 qualifying teams from the Brigade and the host school will be invited to the 4th Brigade BOB. The 2013 4th Bde BOB will be hosted by Lexington HS Army JROTC, Lexington, NC on 7 Dec 13.

2. The 4th Bde BOB competition qualifies the top teams and individuals to participate in the Army JROTC National Championships on 20–22 Feb 14 in Anniston AL and Camp Perry, Ohio. Additionally, the Army JROTC postal will qualify some teams and individuals not selected by the 4th Bde BOB competition. The exact number of allocations are unknown at this time.

3. The 4th Brigade Marksmanship committee can assist with marksmanship questions and help with your marksmanship program. The current 4th Brigade marksmanship committee and contact information is attached.

4. For additional information on certifying your range and starting your marksmanship program contact Mr. Erik Shay, email Erik.Shay@USACC.ARMY.MIL and phone 910-396-8807. For additional information on available matches or to report your team scores contact COL Kevin Mangan by email at kmangan@oconee.k12.sc.us or (w) 864-886-4400 X5506 or Cell (864) 985-8277. For information on the 4th Brigade BOB shoulder to shoulder match 7 Dec contact LTC Ivan Padiat at ipadiat@lexcs.org or (336) 242-1566. The 4th Brigade POC for all competitions to include marksmanship is Mr. Steve Anderson at Steven.Anderson@USACC.ARMY.MIL or (910) 396-0136 or 910-587-7387.

5. 4th Brigade Marksmanship Committee:

SC - COL Kevin Mangan - Walhalla HS (Committee Chief) (W) 864-985-8277 X5506 (C) 864-985-8277 kmangan@oconee.k12.sc.us

NC - LTC Ivan Padial - Lexington HS (Host 4th Bde BOB Championship) (W) 336- 242-1566 or (C)336-425-7070 ipadial@lexcs.org

LTC Lee Hanna - North Brunswick HS (W) 910-371-2261 X1129 lhanna@bcswan.net

VA - MAJ Randel Matney - Wythe County HS (W) 276-228-3675 randmatney@aol.com

MAJ Jim Morley - Buckingham HS (W) 434-391-4037 (960-4991) jrotc140837@bcpschool.org

CPT Rod Henderson - Chatham HS (W) 434-432-8305 roderick.henderson@pcs.k12.va.us

WV - MAJ Darel Pickenpugh, Greenbrier East (W) 304-647-6464 X 34

DE - LTC Ron Erale - Cape Henlopen HS 1-302-645- 7711 rejrotc140423@yahoo.com

MD/DC - LTC Ralph Sheaffer - Southern Garrett (MD) 301 334-9447 raph.sheaffer2usarmyjrotc.com

CSM John McConnell - St John's College HS (DC) 202-363-2316 jmccConnell@stjohnschs.org

4th Brigade – Mr Steve Anderson – (W) 910-396-0136 (BB) 910-587-7387
Fax: 910-396-3854 steven.n.anderson.civ@mail.mil

Enclosure 3. 4th Bde Certified Marksmanship Programs SY 13-14

School Name	State
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St. Johns College High School	DC
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Sussex Central High School	DE
Cape Henlopen High School	DE

Maurice J McDonough HS JROTC	MD
Northern Garrett High School	MD
Southern Garret High School	MD

Anson Senior High School	NC
Avery County High School	NC
Butler High School	NC
Cherokee High School	NC
Creswell High School	NC
D. H. Conley High School	NC
East Columbus High School	NC
East Forsyth High School	NC
East Rowan High School	NC
East Surry	NC
E.T. Beddingfield Jr. High School	NC
Forbush High School	NC
Fred T. Ford High School	NC
Freedom High School	NC
Harnett Central High School	NC
Hickory High School	NC
Hopewell High School	NC
Hunter Huss High School	NC
J. F. Webb High School	NC
J. H. Rose High School	NC
John M. Morehead Senior High School	NC
Lakewood High School	NC
Lee County Senior High School	NC
Lumberton Senior High School	NC
Mallard Creek High School	NC
Mount Tabor High School	NC
New Hanover High School	NC
North Brunswick High School	NC
North Iredell High School	NC

School Name	State
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Aynor High School	SC
Barnwell High School	SC
Batesburg-Leesville High School	SC
Brookland-Cayce High School	SC
Buford High School	SC
Burke High School	SC
Chesnee High School	SC
Clinton High School	SC
Darlington High School	SC
Dillon High School	SC
Goose Creek High School	SC
Greenwood High School	SC
Hanahan High School	SC
Indian Land High School	SC
J. L. Mann High School	SC
Johnsonville High School	SC
Lake City High School	SC
Lancaster Senior High School	SC
Lamar High School	SC
Liberty High School	SC
Lincoln High School	SC
Lower Richland High School	SC
North Central High School	SC
Paul M. Dorman High School	SC
Pickens High School	SC
Ridge View High School	SC
Saint James High School	SC
Spartanburg High School	SC
Stratford High School	SC
Swansea High School	SC
Timberland High School	SC
Union High School	SC
W. J. Keenan High School	SC
Wagener-Salley High School	SC
Walhalla High School	SC
Westside High School	SC

Bedford Science And Technology Center	VA
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Olympic High School	NC
Pender High School	NC
Red Springs High School	NC
Robert B. Glenn High School	NC
Saint Pauls High School	NC
Scotland High School	NC
Simon G. Atkins High School	NC
South Brunswick High School	NC
South Granville High School	NC
South Robeson Senior High School	NC
Southern Lee High School	NC
Southwestern Randolph High School	NC
Thomasville High School	NC
Union High School	NC
Washington High School	NC
Weldon High School	NC
West Brunswick High School	NC
West Henderson High School	NC
West Iredell High School	NC
William A. Hough High School	NC

Brunswick High School	VA
Buckingham County High School	VA
Caroline High School	VA
Carroll County High School	VA
Chatham High School	VA
Cumberland High School	VA
Fishburne Military School	VA
Franklin Military School	VA
Hayfield Secondary School	VA
Huguenot High School	VA
John Marshall High School	VA
Manchester High School	VA
Meadowbrook High School	VA
Orange County High School	VA
South Lakes High School	VA
Thomas A. Edison High School	VA

Greenbrier East High School	WV
Huntington High School	WV
Preston High School	WV
Robert C. Byrd High School	WV
Spring Valley High School	WV
Tolsia High School	WV

Enclosure 4. 4th Bde Essay Contest MOI



DEPARTMENT OF THE ARMY
HEADQUARTERS, FOURTH BRIGADE (ROTC)
UNITED STATES ARMY CADET COMMAND
BUILDING 3752 MACOMB STREET
FORT BRAGG, NC 28310-5000

REPLY TO
ATTENTION OF:

S: 8 February 2014

ATCC-DDJ

1 August 2013

MEMORANDUM FOR 4th Brigade Schools

SUBJECT: Annual Army JROTC Essay Contest

1. Purpose. To provide information and assign responsibilities for the Army JROTC Essay Contest for School Year (SY) 13-14.
2. In order to provide additional planning time and address alternative scheduling scenarios in many school districts. Cadet Command is announcing themes for its essay contest for the next two school years.
 - a. SY 13-14 JROTC Builds Character and Leadership.
 - b. SY 14-15 TBD.
3. Announcing the contest theme a year in advance permits Cadets enrolled in Army JROTC for the second semester of a school year an opportunity to participate. These essays would then be judged, along with those submitted the first semester of SY 13-14, to select a school winner. Cadets enrolled in Army JROTC for an entire school year would continue to submit essays in the same timeframe as in past years.
4. Major areas to be considered in conducting the essay contest are:
 - a. Criteria.
 - (1) All students enrolled in Army JROTC are encouraged to participate at the school level (each school can only submit one winning essay to their brigade).
 - (2) The essays will be 300-400 words in length; essays longer will not be evaluated. In order to verify the word count all **essays must be submitted in word format by email** to steven.n.anderson.civ@mail.mil NLT the above suspense date. Mailed or faxed submissions will not be accepted.
 - (3) The essay header and title shall adhere to the template in enclosure 1. The essay body shall adhere to the Modern Language Association (MLA) format.

(4) Essays shall also be judged on content, organization, structure, and development of the essay topic.

ATCC-DDJ

SUBJECT: Annual Army JROTC Essay Contest

(5) Essays shall be the work of the individual Cadet. Cadets may receive feedback from instructors, peers, and other teachers in order to improve their essay; however, Cadets must do their own work.

b. Judging. Since many instructors use these as learning activities and they are more familiar with the working skills of individual Cadets, judging will begin at the local school level. **Instructors will submit only one winning essay to their Brigade.**

c. Awards. The Essay Contest Sponsor will provide awards for the 1st, 2nd, and 3rd Place National Winners. The award will be mailed directly to the Cadet's home address. A JROTC Certificate and 2 Star Note will be provided as well. Awards should be presented by a senior officer at an appropriate ceremony.

5. Point of contact is Steve Anderson, steven.n.anderson.civ@mail.mil at (910) 396-0136.

Encl


JOHN W. SOVINE, JR.
Chief, JROTC
Fourth Brigade

2
Essay Template

Times New Roman, 12 point font, double spaced, 1" margins

Cadet John Doe

LET 2

All American High School

City, ST

JROTC Builds Character and Leadership

How to complete DAU GPC training.

- <https://learn.dau.mil>
- Select Continuous learning
 - Select Continuous Learning Modules
 - Select Army, Military and Civilian
- You will then be taken to the ATTRS website

- Select Apply for Training
- Click agree
- In the drop down box
 - select Civilian Acquisition workforce

ATRRS Online - Help Desk DSN 225-2353/2060 - Windows Internet Explorer

https://www.atrrs.army.mil/channels/aitas/

ATRRS Online - Help Desk DSN 225-2353/2060

ATRRS Internet Training Application System

Main Menu

Student

- Apply for Training
- Review Application(s)
- Cancel Reservation/Wait
- Delete Application
- Search for Continuous Learning Modules
- Continuous Learning Training
- Update Profile
- Resend Supervisor Email(s)
- Course Lookup
- Create/Edit Travel Worksheet
- Logoff

Help!

- FAQ
- Travel Worksheet Guidance
- How To's
- Links
- Pre Course Material

Please sign in below.

Civilian Army Acquisition Workforce

Sign In Options

CAC SSN and DOB

[What is CAC?](#)

[Non-US Civilians - Please read](#)

For Continuous Learning Courses - Click Here

Announcements

26 Oct 2011

[DAU Online Class Enrollment Lag Time](#)

7 Oct 2011

[FY12 Certification Standards-Army Implementation Plan \(CON 170\)](#)

29 Aug 2011

[Update on FY12 Certification Changes](#)

- Log in with your CAC
- Click the circle next to Continuous Learning Modules

ATRRS Online - Help Desk DSN 225-2353/2060 - Windows Internet Explorer

https://www.atrrs.army.mil/channels/aitas/

ATRRS Online - Help Desk DSN 225-2353/2060

ATRRS Internet Training Application System

11/14/2011

ATRRS Internet Training Application System

Select Training Category

Select Training Category

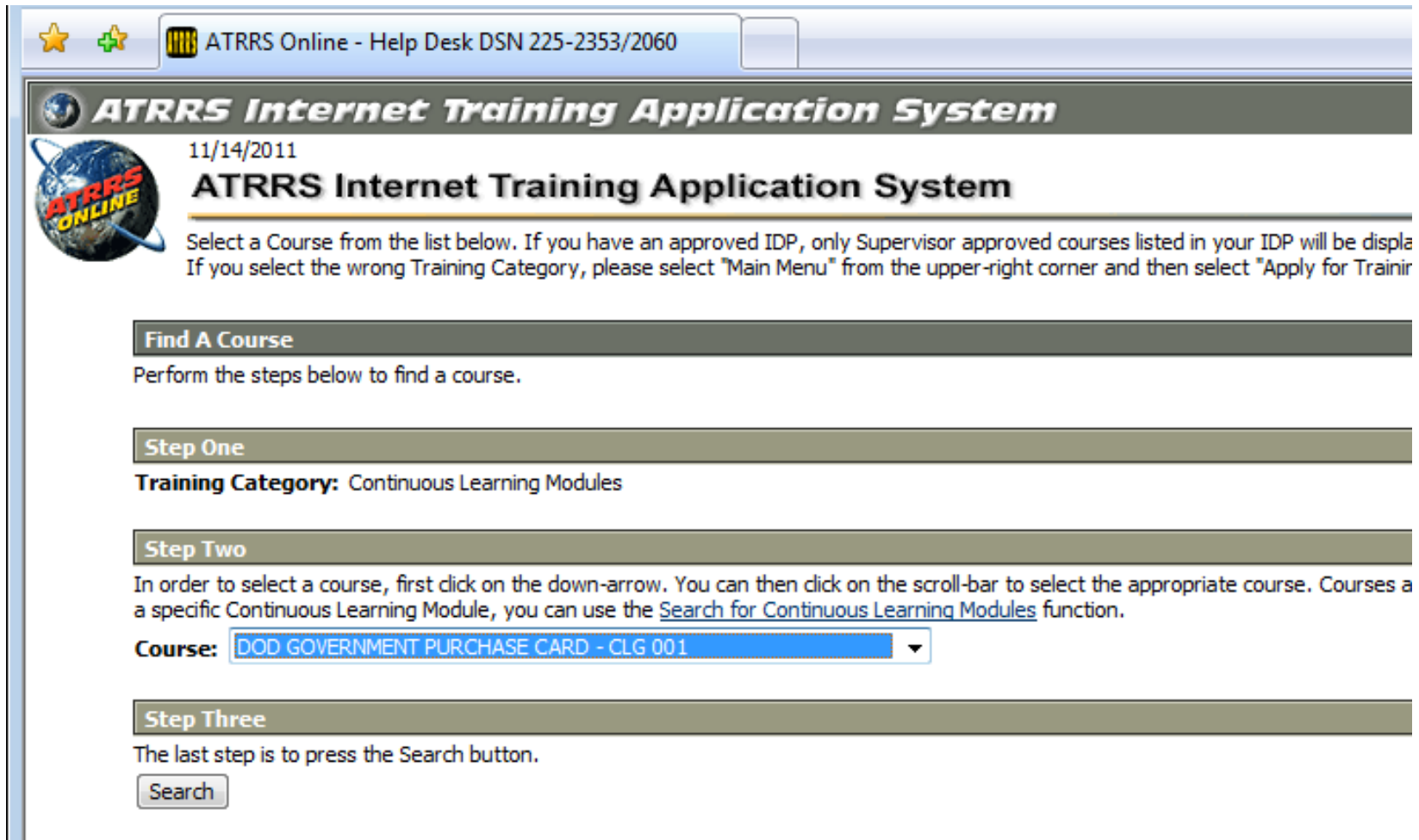
To apply for training, click in the circle to the left of the Training Category. For the definition of the Training Category, click on the Training Category.

Training Category: [Classroom Courses](#) [Web Courses](#) [Continuous Learning Modules](#)

[Questions? Problems? Suggestions? Please email us now.](#)

THIS WEB SITE IS FOR OFFICIAL USE ONLY

- Select CLG001 or CLG004 (refresher)
- Select CLG005
- Select CLM003
- COMPLETE ONE AT A TIME-----Click Search



The screenshot shows a web browser window with the address bar displaying "ATRRS Online - Help Desk DSN 225-2353/2060". The page title is "ATRRS Internet Training Application System" with a date of "11/14/2011". The main heading is "ATRRS Internet Training Application System". Below the heading, there is a globe icon with "ATRRS ONLINE" text. The instructions state: "Select a Course from the list below. If you have an approved IDP, only Supervisor approved courses listed in your IDP will be displayed. If you select the wrong Training Category, please select 'Main Menu' from the upper-right corner and then select 'Apply for Trainin".

Find A Course
Perform the steps below to find a course.

Step One
Training Category: Continuous Learning Modules

Step Two
In order to select a course, first click on the down-arrow. You can then click on the scroll-bar to select the appropriate course. Courses a specific Continuous Learning Module, you can use the [Search for Continuous Learning Modules](#) function.

Course:

Step Three
The last step is to press the Search button.

- Complete and submit your application
- DAU will send you a Username
- When received, complete training and submit certificate with your completed packet

ATRRS Online - Help Desk DSN 225-2353/2060

ATRRS Internet Training Application System Main Menu

11/14/2011
ATRRS Internet Training Application System

Please fill out the application below. Be sure to be as accurate as possible, misinformation may prevent your application from being processed.

Please review your profile below and update if necessary.
 When complete, please submit by clicking the "Submit Application" button that appears on the right, or at the bottom of this page. [→](#) **Submit Application**

Verify/Enter Student Information

Course Info:

FY: 2012 **School:** 558 **Course:** CLG 001 **Phase:** **Class:** 301
Course Title: DOD GOVERNMENT PURCHASE CARD
School Name: DAU WEB BASED TRAINING ENROLLMENTS
Class Location: DAU Virtual Campus (DAU Continuous Learning Module)
Report Date: TBD **Start Date:** TBD **End Date:** TBD
Delivery Method: Web **Remarks:** None

Application Info:

Alternate date range you are available to begin training:
From: **To:**

Student Info: (Note: Do not enter your Home of Record; please enter your current address.)

Last Name: FREEMAN **First Name:** CLIFTON **MI:** E **Gender:** Male
Street: 422 GREENTREE DR. **City:** RAEFORD **State:** NC **ZIP:** 28376 -
Home Country: UNITED STATES
Disabilities: Yes **Special Requirements:** Other
Pay Plan: GS - GENERAL SCHEDULE (CH 51, 5 U.S.C.) 01 15 **Pay Grade:** 7

Note: After selecting a Pav Plan and Pav Grade, fill in the fields below marked with a ▶