

IMT-37: Institution provides, uses, and manages resources and trainee databases to support effective and efficient training.							As of: February 2012			
Criteria	Criteria Guidelines	References*	Required Documents	Applicability						Mandatory Comments
				BCT	OSUT	AIT	BOLC B	WOBC	RC**	
Criterion 37a: Institution complies with established instructor/facilitator/DS/AITPSG -to-student/Soldier and student-to-equipment ratios, and provides resources to support training.	37a(1): During instructional observation document if the instructor/facilitator/DS/AITPSG -to-student/Soldier ratios are maintained. The required instructor/facilitator -to-student ratios will be in the lesson plan, the required DS-to-Soldier ratio is 1:17-20, and the required AITPSG-to-Soldier ratio is 1:40.	TR 350-16, para 2-14a TR 350-37, para 3-6a POI/lesson plans	POI and lesson plans	X	X	X	X	X	X	Not Met - Ratio is not met and no approved waiver (from correct approval authority) to exceed.
	37a(2): Observe that student-to-equipment ratios are maintained during training.	POI/lesson plans	POI and lesson plans	X	X	X	X	X	X	Comment - Ratio is not met and no approved waiver (from correct approval authority).
	37a(3): Review SOP to ensure institution has procedures in place to request and provide the necessary resources required to execute training.	TR 350-70, para 8-2b TR 350-18, para 3-2.	SOP, POI and lesson plans	X	X	X	X	X	X	Comment - Unit does not have procedures in place.
Criterion 37b: Institution uses and updates RITMS and ATRRS for student training management.	37b(1): Verify IMT units are using RITMS (or other DCG-IMT (or higher) approved training management system) to document and track student training (Note: IMT does not include RC OCS/WOCS/MOS-T). Check "paper" student records for RC OCS/WOCS/MOS-T , IMT units that are not using RITMS (or other approved system), and IMT units that are using RITMS (or other approved system) but are not capturing the required student training in the system (use Job Aid IMT-37b1 (Student Records) when checking "paper" student records).	AR 350-1, para 3-22d TRADOC G-3/5/7 memo.	Student records (if applicable)	X	X	X	X	X	X	Not Met - Units not documenting/tracking student training at all (RITMS, other approved system, nor "paper" student records). Comment - IMT units not using RITMS (or other approved training management system) to document/track student training.
	37b(2): Compare unit class rosters to class rosters in ATRRS. Verify discrepancies on the ATRRS rosters have been reported to personnel with student status update authority in ATRRS (generally the TSPC at installation MILPO/G-1 for active component, at the RTI for ARNG, and at the BDE or USARC (depending on course) for USAR MOS-T).	AR 350-10, AR 612-201, DCG-IMT memo, 8 Oct 09.	Unit and ATRRS class rosters	X	X	X	X	X	X	X

* TR 350-6 references only apply to BCT, OSUT, and AIT; and TR 350-36 references only apply to BOLC and WOBC

** Only applies to OCS, WOCS, and MOS-T in the Reserve Component (RC)*