

GOV-12: Institution has an effective system in place to manage the identification of resources for education and training development and conduct of education and training.							As of: May 2011	
Criteria	Criteria Guidelines	References	Required Documents	Applicability				Mandatory Comments
				CoE	School/College	TR NCOA	RC	

Criterion 12a: The institution performs the training management functions necessary to ensure assigned training and educational responsibilities are performed to the highest standards. Training management functions include: Documenting training and education curriculum requirements in the current approved automated Training Development system that results in products that can be used within the Training Requirements and Analysis System (TRAS). TRAS includes Individual Training Plans (ITPs), Course Administrative Data (CAD), and Programs of Instruction (POI). Use of the Army Training Requirements and Resource System (ATRRS) to accurately and timely manage the	12a(1): Verify institution has ITPs for each career field's MOS (check 350-70 TRAS pam.) or separate course.	AR 350-1. AR 350-10. TR 350-70.	ITPs	X	X			Document as "Not Met" if the institution is not capturing the resource requirements for the production and conduct of education and training. Document significant strengths and weaknesses in the institution's ability to forecast, update, and control its doctrine, training and leader development related resourcing requirements.
	12a(2): Verify ITPs provide accurate and logical long-range planning tool for each career field or separate course.		ITPs	X	X			
	12a(3): Validate if ITP is used to identify resources that have a long lead time to acquire (i.e., facilities, etc).		ITPs	X	X			
	12a(4): Validate that Training and education curriculum requirements are entered into the appropriate automated TD system including POIs, CADs & lessons outlines for all courses.		CAD, POI. Automated TD system data, lesson outlines.	X	X			
	12a(5): Review CAD for each course that the institution plans to conduct. The commandant-approved CADs are submitted to the appropriate validating authority at least a year out and early enough to stimulate the resource systems.		CAD, POI. Automated TD system data	X	X			
	12a(6): Verify that the institution has received a response from HQ TRADOC or higher headquarters on each submitted CAD document within 8 weeks of submission.		POI. HQ TRADOC Memo, Higher Headquarters guidance Memo.	X	X			
	12a(7): Review POI for each course that the institution conducts. The Commandant-approved POIs are submitted to HQ TRADOC or higher headquarters in time for validation and supports stimulation of the resource and training management systems.		POI	X	X			
	12a(8): Verify that the institution has received a response from HQ TRADOC or higher headquarters on each submitted POI document within 8 weeks of submission.	POI	X	X				
	12a(9): Verify that the institution has a validated HQ TRADOC or	AR 350-1. AR 350-10. TR 350-70. ATRRS Hitlist	POIs, ATRRS	X	X	X	X	

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institutions approved training mission as documented in the Army Program for Individual Training (ARPRINT).	appropriate validating authority POI for each course taught.		Data					
	12a(10): Verify POI data is accurately documented in ATRRS: 12a(10)(a): Validated POI data matches ATRRS without error (course scope, prerequisites, length, academic hours, instructor contact hours, etc.). 12a(10)(b): Verify ATRRS reflects the institution's approved training load as documented in ARPRINT. 12a(10)(c): Verify the institution posts inputs and graduation data in ATRRS within 2 working days of start and graduation for all onsite courses for which they are assigned proponency. Note: RC has 7 days to input graduating data.		ATRRS Data	X	X		X	
	12a(11): Verify what, if any, courses are being taught that are not listed in ATRRS.		POI. ATRRS Data.	X	X	X	X	
Criterion 12b: The institution plans and prepares for the institution's training requirements through participation in the Structure Manning Decision Review (SMDR).	12b(1): Determine if institution provided accurate and timely information for SMDR process.	AR 350-1. AR 350-10. TR 350-70.	SMDR Data.	X	X			
	12b(2): Determine if shortfalls to the training and education mission are identified and submitted to higher headquarters for resolution.		SMDR Data.	X	X		X	

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<p>Criterion 12c: The institution provides accurate and timely available capacity and resource assessment required to support adjustments to institution training requirements through participation in the Training Resource Arbitration Panel (TRAP).</p>	<p>Verify the institution provides accurate and timely information for the TRAP workbook. Identifies additional resources required to support changes in the ARPRINT for the budget year and year of execution.</p>		<p>ARPRINT. POI. TDA. ATRRS Data.</p>	X	X	X	X	<p>Documents as HHI instances where the proponent has requested critically needed resource and those resources have not been provided by higher headquarters. Delineate the impact on mission accomplishment.</p>
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<p>Criterion 12d: The institution provides required information to higher headquarters reports that directly support training management systems and processes (i.e., military construction Army accounts (MCA) ; program objective memorandum (POM); Training and Doctrine Development-Quality Assurance Workload Management System</p>	<p>Verify resource documents to validate that appropriate actions are taken to garner resources to implement training and education (i.e., Tables of Distribution and Allowance (TDA)/personnel, training, material, funding).</p>		<p>Command Budget Guidance for current FY. TDA. DA Forms 4610/1391s. Budget submissions. POM submissions. UFRs. Individual Manning Requirements List. TD2-QA</p>	X	X	X	X	
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(TD2-QA); individual manning requirements list (IMRL); tables of distribution and allowance (TDA); and unfinanced requirements (UFR), etc).

database.