



# ATRRS

# Army Training Requirements and Resource System

https://www.atrrs.army.mil





- All schools NCOs must have ATRRS access to be successful
- Company and Battalion level need "Review" access only
  - You will be able to see everything in ATRRS and run reports
  - You just cannot do enrollments
- BDE Schools NCOs must receive more in depth ATRRS training prior to obtaining their access
- Once you go to the website you will see prompts that will walk you through the process
- The required forms will need to be run through your S2
- Once signed off by S2, fax forms to ATRRS
- Typical wait time is 2-3 weeks but you CAN get it earlier if you follow up with them
  - The more you follow up the sooner you will gain access

TSB mailbox: usarmy.jblm.imcom.mbx.dptms-itb@mail.mil





- Users must have at least a favorable National Agency Check (NAC)
- Submit Department of Defense (DD) Form 2875 "System Authorization Access Request (SAAR)"
- Submit DD Form 2929 "Block 27 continuation of DD Form 2875" to the ATRRS Help Desk
- FAX the completed forms to the ATRRS Help Desk:

ATTN: ATRRS User Access

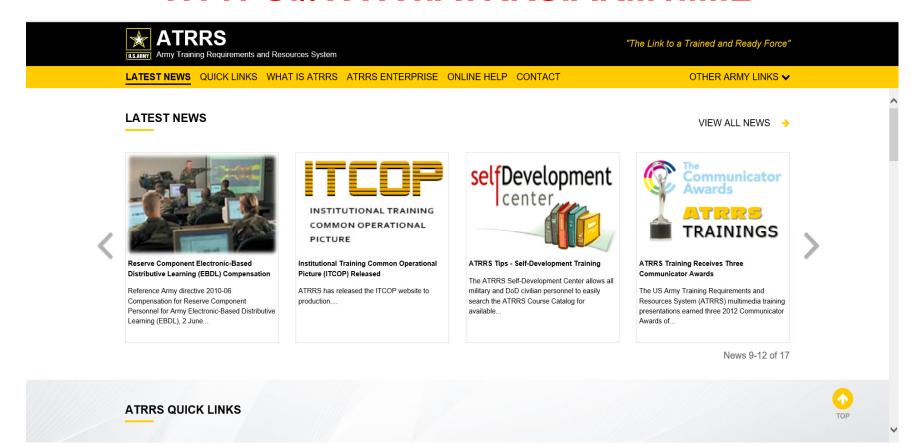
Comm: (703) 645-0432

DSN: 224-6300





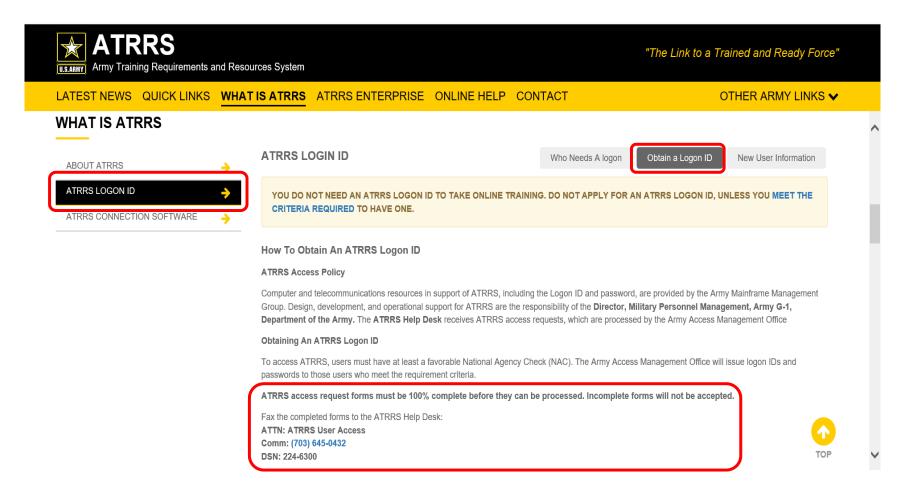
#### HTTPS://WWW.ATRRS.ARMY.MIL



#### Scroll down to mid page











#### Read the instructions carefully



"The Link to a Trained and Ready Force"

LATEST NEWS QUICK LINKS WHAT IS ATRRS ATRRS ENTERPRISE ONLINE HELP CONTACT

OTHER ARMY LINKS V

DO NOT EMAIL completed request forms containing your PII (i.e., SSN) to the ATRRS Help Desk. If you are unable to fax your request, contact the ATRRS Help Desk for assistance. Please allow at least two weeks, from the time the ATRRS Help Desk confirms receipt of your completed access request forms, for your request to be processed and your Logon ID and password to be issued by Army Access Management Office.

#### Required Form(s)

In order to comply with DoD and Army policy, the Army Access Management Office requires individuals requesting ATRRS system access to submit
Department of Defense (DD) Form 2875 "System Authorization Access Request (SAAR)" and DD Form 2929 "Block 27 continuation of DD Form 2875" to the
ATRRS Help Desk.

To view samples of DD 2875 and DD 2929 completed as required for an ATRRS access request, click DD 2875 sample or DD 2929 sample.

You will need the Adobe Acrobat Reader to open and print the forms. To download a free copy of the Adobe Acrobat Reader, click the link below.



#### READ CAREFULLY BEFORE PROCEEDING TO THE REQUIRED FORM

You DO NOT need an ATRRS Logon ID (LID) to take training. Proceed to the ATRRS Logon ID request wizard **only** if one of the following statements applies to you:

- 1. My job requires me to manage training school records.
- 2. My job requires me to manage my unit or organization's training.
- 3. My job requires me to pull statistical data from ATRRS for reporting and research purposes.

If one or more of the above statements apply to you, click the **PROCEED TO THE ATRRS LOGON ID REQUEST** button below. If none of the above statements apply to you, you do not need an ATRRS Logon ID

#### PROCEED TO THE ATRRS LOGON ID REQUEST

#### MPORTANT NOTE TO ALL CONTRACTORS

Contractors requesting ATRRS access must submit a Visit Authorization Letter (VAL) along with the two required DD forms. Please **CLICK HERE** for a sample VAL with completion instructions.

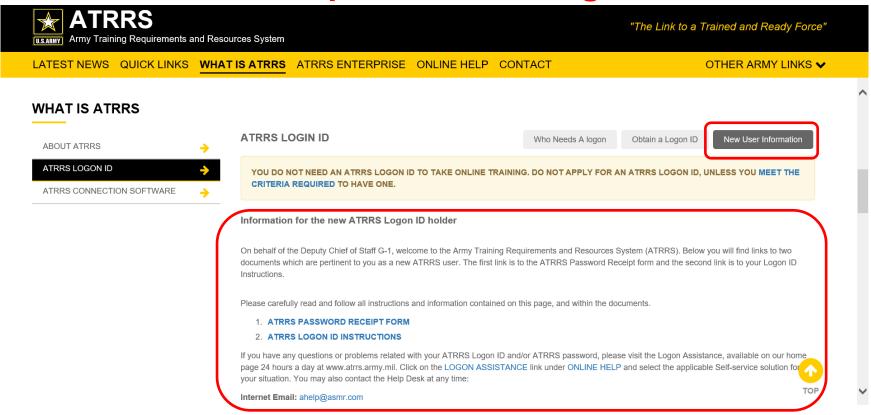


All fields shown on the sample VAL are required on your VAL submission. The format can be different as long as all of the fields that are on the sample VAL are on the VAL that you submit.





#### After receipt of ATRRS Log On ID



Must print out ATRRS Password Receipt, sign, and submit to ITA Access Management Office or have access suspended



## Questions?



