



How to Update BRS-CP Training in DTMS

Task number: G09-COM-0006

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BRS-CP Required Training

BRS-CP Contracts signed by the Soldier before 1 January 2025

- Entitlement to Continuation Pay not required

BRS-CP Contracts signed by the Soldier on or before 31 January 2025

- Entitlement to Continuation Pay required before payment is processed by HRM-I. Must show as completed in DTMS.

BRS-CP Contracts signed by the Soldier after 31 January 2025

- Entitlement to Continuation Pay required before issuing a control number. Must show as completed in DTMS.



BRS-CP DTMS Update

Digital Training Management System (Live1)

Home TARGTS Training METL Tasks Soldier Manager CATS Calendar Course Manager Reports Help Administration User

Command Training and Readiness Dashboards

This summary page provides you with easy access to aggregate data pertaining to subordinate units.

Training Schedules **Administrative** Plan Unit Training

Alerts

Alert Date	Title	Alert
02/03/2025	Report Complete	Your report has completed processing and is ready to download.
02/03/2025	Report Complete	Your report has completed processing and is ready to download.
01/30/2025	Report Complete	Your report has completed processing and is ready to download.
01/30/2025	Report Complete	Your report has completed processing and is ready to download.
01/28/2025	Report Complete	Your report has completed processing and is ready to download.

◀ ◁ 1 2 3 4 5 ... ▶ ▷ 5 items per page

- Click on “Soldier Manager”
- Then go down to “Soldier Search”

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Soldier Search

Last Name:	<input type="text" value="lavery"/>	MOS:	<input type="text"/>	Unit:	<input type="text"/>
First Name:	<input type="text" value="phillip"/>	MOS Type:	<input type="text" value="Primary"/>	Personnel Status Filters:	<input checked="" type="checkbox"/> Assigned <input checked="" type="checkbox"/> Attached <input checked="" type="checkbox"/> Detached
Rank:	<input type="text"/>	Skill Level:	<input type="text"/>	<input type="button" value="Search"/>	

- Enter the Soldiers First and last name into the applicable fields.
- Ensure all are checked for “Personnel Status Filters”.

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Digital Training Management System (Live1)

Home TARGETS Training METL Tasks Soldier Manager CATS Calendar Course Manager Reports Help Administration User

Soldier Search

Organization

Last Name: MOS: Unit:

First Name: MOS Type: Personnel Status Filters: Assigned Attached Detached

Rank: Skill Level:

Name	DOD ID	Rank	MOS	Unit	Sold
LAVERY, PHILLIP	1079379758	SPC	19D	HHC 1-635TH AR	

Page size: 25

- Once Soldier populates; click on their name

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BRS-CP DTMS Update

Digital Training Management System (Live1)

Home TARGETS Training METL Tasks Soldier Manager CATS Calendar Course Manager Reports Help Administration User

Manage Soldiers

LAVERY, PHILLIP CALDER

Rank: SPC	MOS:	PCS Date: 17 May 2029
Unit: HHC	DOD ID:	ETS Date: 17 May 2029
Sex: M	Skill Level:	BASD: 13 Aug 2017
DOB: 6 Apr 1994	DOR: 30 Aug 2018	Attached UIC:

ACFT ACFT Profile Additional Duties APFT Certifications Class Assignments Class Enrollments Course Completion DA Forms Height/Weight Job Book Jump Record Military Licenses Weapons

- Once Soldiers profile has pulled up, go to the “Job Book” tab.

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BRS-CP DTMS Update

DTMS Job Book

The DTMS Job Book provides company-level users with '% Complete' metrics in the following training areas:

- Individual Critical Task List (ICTL) (i.e. MOS Proficiency)
- Army Warrior Training (AWT) (i.e., Common Soldier Training)
- Expert Badge preparation
- Mandatory Tasks
- Individual Tasks

This page is intended to be a companion feature to the Small Unit Leader Tool (SULT) found on the Army Training Network (ATN) which can be used by the unit's Team through Platoon-level leaders to manage Soldier training records from personal devices. Soldiers may view this information on personal devices through their Digital Job Book also found on ATN.

To view the Soldier's details in these areas or update any associated task evaluations, click on the hyperlinks below:

Last	First	MOS/Skill Level	ICTL % Complete	AWT % Complete	Expert Badge % Complete	Mandatory Tasks	Individual Tasks
LAVERY	PHILLIP	MOS: [blurred]	8.25 % Complete	1.54 % Complete	1.61 % Complete	Mandatory	Individual

Data source is unit DTMS files.

If there are problems with this data see your local unit Training NCO or Battalion training manager. DTMS Website: dtms.army.mil - DTMS Help Desk: 913-684-2700 or DSN 552-2700 - DTMS Email: usarmy.leavenworth.cac.mbx.dtmsd@mail.mil

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- Click on "Mandatory"

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BRS-CP DTMS Update

Mandatory Tasks

Specialist Lavery, Phillip Calder MOS: 19D Skill Level: 1
HHC 1-635TH AR -

Headquarters, US Army, HQDA ▾

Row	Required By	Task Number	Task Name	Evaluation Date	Status	Delete
1	(Headquarters, US Army (HQDA) (WDARFF)	DA-CMT01	ANTI-TERRORISM (AT) TRAINING	11/02/2024	Go ▾	<input type="checkbox"/>
2	(Headquarters, US Army (HQDA) (WDARFF)	DA-CMT02	THREAT AWARENESS REPORTING PROGRAM-TARP	11/14/2024	Go ▾	<input type="checkbox"/>
3	(Headquarters, US Army (HQDA) (WDARFF)	DA-CMT03	LAW OF WAR / DETAINEE OPERATIONS	10/19/2023	Not Evaluated ▾	<input type="checkbox"/>
4	(Headquarters, US Army (HQDA) (WDARFF)	DA-CMT04	HEALTH CARE PERSONNEL DETAINEE HEALTHCARE TRAINING		Not Evaluated ▾	<input type="checkbox"/>
5	(Headquarters, US Army (HQDA) (WDARFF)	DA-CMT05	CODE OF CONDUCT LEVEL A (AR 350-1, CH 1-26)	10/19/2023	Not Evaluated ▾	<input type="checkbox"/>

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Verify Changes Cancel Changes

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Back to DTMS Job Book

Back to Soldier ITR

- Increase the “page size” to the maximum amount possible.
- Once you do this, task G09-COM-0006 should be on page 2.



BRS-CP DTMS Update

Mandatory Tasks

Specialist Lavery, Phillip Calder MOS: 19D Skill Level: 1
HHC 1-635TH AR -

Headquarters, US Army, HQDA ▾

Row	Required By	Task Number	Task Name	Evaluation Date	Status	Delete
1	(Headquarters, US Army (HQDA) (WDARFF)	G09-COM-0004	Prepare Finances for Return From Deployment		Not Evaluated ▾	<input type="checkbox"/>
2	(Headquarters, US Army (HQDA) (WDARFF)	G09-COM-0003	Prepare Finances for a Deployment		Not Evaluated ▾	<input type="checkbox"/>
3	(Headquarters, US Army (HQDA) (WDARFF)	G09-COM-0005	Prepare Finances for Vesting in the Thrift Savings Plan		Not Evaluated ▾	<input type="checkbox"/>
4	(Headquarters, US Army (HQDA) (WDARFF)	G09-COM-0006	Prepare Finances for Continuation Pay Under Blended Retirement System	20250102	Go ▾	<input type="checkbox"/>
5	(Headquarters, US Army (HQDA) (WDARFF)	G09-COM-0010	Prepare Finances for a Disabling Sickness or Condition		Not Evaluated ▾	<input type="checkbox"/>
6	(Headquarters, US Army (HQDA) (WDARFF)	G09-COM-0008	Prepare Finances for a Divorce		Not Evaluated ▾	<input type="checkbox"/>
7	(Headquarters, US Army (HQDA) (WDARFF)	G09-COM-0011	Prepare Finances for a Promotion		Not Evaluated ▾	<input type="checkbox"/>
8	(Headquarters, US Army (HQDA) (WDARFF)	G09-COM-0007	Prepare Finances for Marriage		Not Evaluated ▾	<input type="checkbox"/>
9	(Headquarters, US Army (HQDA) (WDARFF)	G09-COM-0009	Prepare Finances for Welcoming a New Child		Not Evaluated ▾	<input type="checkbox"/>

Verify Changes

Cancel Changes

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Back to DTMS Job Book

Back to Soldier ITR

- For task number G09-COM-0006, enter in date completed under “Evaluation date and “Status” should be a “Go”
- Click “verify changes” to save.

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