

# How to Update BRS-CP Training in DTMS

Task number: G09-COM-0006



# **BRS-CP** Required Training

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

Entitlement to Continuation Pay not required

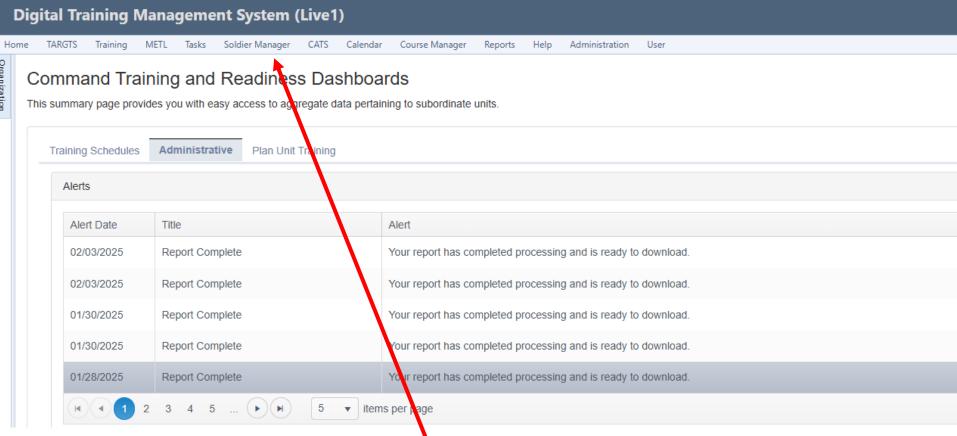
BRS-CP Contracts signed by the Soldier on or before 31 January 2025

• 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.



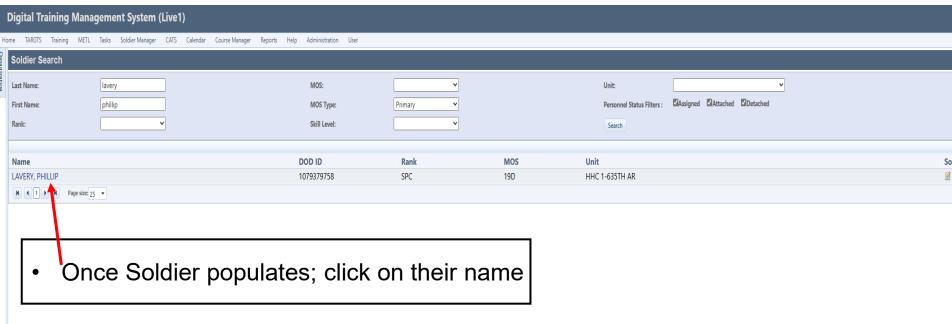


- Click on "Soldier Manager"
- Then go down to "Soldier Search"



# Digital Training Management System (Live1) there is 18/05 is invivey METL itsels Soldier Manager (245 Calendar Course Manager Reports Help Administration User | Soldier Search | Unit: | Un









 Once Soldiers profile has pulled up, go to the "Job Book" tab.



#### **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:	8.25 % Complete	1.54 % Complete	1.61 % Complete	<u>Mandatory</u>	<u>Individual</u>

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

- TMS Email: <u>usarmy.leavenworth.cac.mbx.dtmshd@mail.mi</u>

Back to Soldier ITR

Click on "Mandatory"

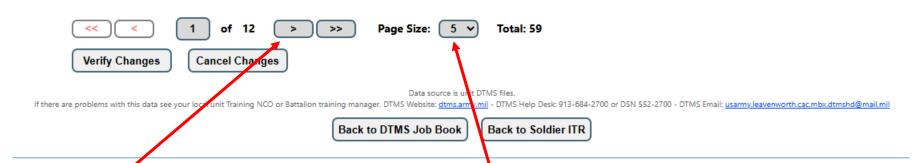


#### **Mandatory Tasks**

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

#### Headquarters, US Army, HQDA >

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



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



#### Mandatory Tasks

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

#### Headquarters, US Army, HQDA >

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

Verify Changes

Cancel Changes

Data source is unit DTMS files

If there are problems with this data see your local unit Training NCO or Battalion to ming manager. DTMS Website: <a href="htms.army.mil">dtms.army.mil</a> - DTMS Help Desk: 913-684-2700 or DSN 552-2700 - DTMS Email: <a href="htms.usrmy.leavenworth.cac.mbx.dtms.hd@mail.mil">usrmy.leavenworth.cac.mbx.dtms.hd@mail.mil</a>

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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.