

ATTRRS Load Request

Purpose: To load student into ATTARS. It is the units responsibility to get orders cut at installation for requested course.

THRU: Commander,		FOR: Commander PERSCOM, RC SPT SVC DIV (AHRC-PDZ-RC) 200 Stovall Street Alexandria, VA 22315		From: Commander,	
Name, (last first MI)		SSN	Gender	Pay Grade	Current Mailing Address:
Dty Position:	<input type="checkbox"/> Conditional Promotion Attach copy of Prom Orders.	Conditional Promotion Authority: RA USAR ARNG			
PMOS	Security Clearance:	Branch:	Series:	SM AKO Email Address: : @us.army.mil	

Do not list more than one (1) course or two (2) phases on each form. There must be a primary date and at least one (1) alternate date/class listed on this form or it will be returned without action. To find a school/course log on to <https://www.atrrs.army.mil/atrrscc/> Local or RC schools must be used.

	School Code	Course #	Location	Class #	Phase	Rpt Date	End Dte
1ST Choice							
Alternate							
Alternate							
1ST Choice							
Alternate							
Alternate							
Alternate							

Training NCO Section:

Qualification:

Height:	Weight:	Age:	Overweight:	APFT Score:	APFT Date:	Flagged:	Profile:
			<input type="checkbox"/> YES <input type="checkbox"/> NO				
POC Name:		POC #:	POC Fax:	Position:	Higher Headquarters:		

SGM's Certification:

Soldier will be released from duty for the duration of the course. Command will cover any TDY costs involved.
 Soldier understands the rules governing Conditional Promotion and understands that failure to report or failure to pass course will be acted on.

_____ Soldiers Signature Date	_____ CURRENT SUPERVISOR
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This form is used only for soldiers on Extended Active Duty (EAD) and Sanctuary Soldiers and is only used to be loaded into ATTARS. Travel orders must be cut at soldiers installation. Fax sheets and any supporting documents to SSG Harris @ (703) 325-4838.