

**ALARACT 375/2011**

**DTG: 031248Z OCT 11**

THIS MESSAGE HAS BEEN SENT BY THE PENTAGON TELECOMMUNICATIONS CENTER ON BEHALF OF DA WASHINGTON DC//DAMO-TRV//

SUBJECT: SUPERVISOR DEVELOPMENT COURSE (SDC)  
ENROLLMENT: MANDATORY SUPERVISOR TRAINING FOR ALL SUPERVISORS (MILITARY AND CIVILIAN) WHO SUPERVISE ARMY CIVILIANS

1. REFERENCES:

A. ALARACT 250/2011, MANDATORY SUPERVISOR TRAINING FOR ALL SUPERVISORS (MILITARY AND CIVILIAN) WHO SUPERVISE ARMY CIVILIANS (CORRECTED)

B. 2010 NATIONAL DEFENSE AUTHORIZATION ACT (NDAA), SECTION 1113

C. ARMY REGULATION 350-1, ARMY TRAINING AND LEADER DEVELOPMENT, 4 AUG 11

2. THE PURPOSE OF THIS MESSAGE IS TO PROVIDE INSTRUCTIONS FOR ENROLLING IN THE NEW ON-LINE SUPERVISOR DEVELOPMENT COURSE. THIS COURSE IS REQUIRED FOR ALL SUPERVISORS (MILITARY AND ARMY CIVILIAN) OF ARMY CIVILIANS. THE COURSE IS AVAILABLE FOR NEW ENROLLMENTS ON 1 OCT 2011. NEW SUPERVISORS MUST TAKE THS COURSE WITHIN ONE YEAR OF APPOINTMENT TO A SUPERVISOR POSITION. CURRENT SUPERVISORS MUST TAKE THE COURSE AS REFRESHER TRAINING EVERY THREE YEARS. ALL SUPERVISORS MUST BE UP TO DATE IN THIS TRAINING NLT 30 JUNE 2012.

3. ENROLL IN THE SDC THROUGH THE CIVILIAN HUMAN RESOURCE TRAINING APPLICATION SYSTEM (CHRTAS) AT THE FOLLOWING URL: [HTTPS://WWW.ATRRS.ARMY.MIL/CHANNELS/CHRTAS](https://www.atrrs.army.mil/channels/chrtas). ENSURE THAT YOUR STUDENT PROFILE IS UPDATED, INCLUDING CURRENT SUPERVISOR NAME AND EMAIL INFORMATION. IF YOU DO NOT HAVE A PROFILE OR IF IT HAS BEEN MORE THAN 120 DAYS SINCE YOUR LAST LOGON, CHRTAS WILL REQUIRE YOU TO CREATE/UPDATE IT BEFORE YOU MAY APPLY FOR TRAINING. CLICK ON THE "APPLY FOR TRAINING" MENU OPTION ON THE LEFT SIDE OF THE SCREEN AND TAKE THE FOLLOWING STEPS. AT STEP 1, SELECT THE CURRENT FY. AT STEP 2, SELECT SUPERVISOR TRAINING. AT STEP 3, VERIFY SUPERVISOR DEVELOPMENT COURSE (SDC) IS SELECTED. AT STEP 4, CLICK THE SEARCH BUTTON TO SEE THE SDC REGISTRATION. YOU WILL BE REQUIRED TO VERIFY YOUR AKO USERNAME AND PASSWORD.

4. AFTER YOU COMPLETE THE REGISTRATION PROCESS, YOUR SUPERVISOR WILL RECEIVE A SYSTEM-GENERATED EMAIL NOTIFICATION WITH INSTRUCTIONS TO APPROVE YOUR REGISTRATION. ONCE HE OR SHE APPROVES YOUR REGISTRATION, YOU WILL RECEIVE AN EMAIL WITH INSTRUCTIONS ON HOW TO ACCESS THE COURSE. KEEP THIS EMAIL FOR FUTURE REFERENCE.

5. COURSE COMPLETION WILL BE AUTOMATICALLY RECORDED IN ATRRS (FOR MILITARY AND CIVILIAN STUDENTS) AND WILL BE UPLOADED TO DCPDS (FOR CIVILIANS ONLY). FOR PREVIOUS SUPERVISOR TRAINING COMPLETIONS, CIVILIAN SUPERVISORS ARE ADVISED TO REVIEW THEIR TRAINING RECORDS VIA MY-BIZ, WHICH IS ACCESSED THROUGH CIVILIAN PERSONNEL ONLINE (CPOL). MILITARY SUPERVISORS ARE ADVISED TO REVIEW THEIR ATRRS TRAINING RECORDS.

6. IF YOU HAVE TECHNICAL PROBLEMS WITH THE COURSE, OR REQUIRE A TEST RESET, YOU MUST CONTACT THE ARMY TRAINING HELP DESK (ATHD). ACCESS THE ATHD BY LOGGING ON TO AKO, AND TYPE IN THE FOLLOWING URL: [HTTPS://ATHD.ARMY.MIL](https://athd.army.mil).

7. THE HQDA G-37/CIVILIAN TRAINING AND LEADER DEVELOPMENT DIVISION POC FOR POLICY ISSUES IS LISA RYCROFT, [LISA.RYCROFT@US.ARMY.MIL](mailto:LISA.RYCROFT@US.ARMY.MIL) OR RUTH ANN GURR, [RUTHANN.GURR@US.ARMY.MIL](mailto:RUTHANN.GURR@US.ARMY.MIL). FOR ALL OTHER SDC ISSUES, CONTACT THE ARMY TRAINING HELP DESK.

8. THIS MESSAGE EXPIRES ON 31 DEC 2012.