



**DEPARTMENT OF THE ARMY
HEADQUARTERS
NATIONAL TRAINING CENTER AND FORT IRWIN
FORT IRWIN, CA 92310-5107**

AFZJ-G3

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: National Training Center (NTC) Digital Training Management System (DTMS) Standing Operating Procedure

1. References.

- a. Department of the Army Memorandum, Implementation of the Digital Training Management System, 11 JAN 06.
- b. Field Manual 7.0, Training For Full Spectrum Operations, 12 DEC 08.
- c. Field Manual 7.1, Battle Focused Training, 15 SEP 03.
- d. Army Regulation (AR) 350-1, Army Training and Leader Development, 18 DEC 09.

2. Purpose. This SOP provides guidance and standards for use of DTMS for all units on Fort Irwin. This SOP covers standards of use by all personnel, whether military or civilian, who have access to data in DTMS on Fort Irwin. This SOP applies to all use of DTMS, regardless of whether DTMS is accessed on or off of Fort Irwin, from a Government provided or personal computer. G3 Training is the proponent for this SOP.

3. General. DTMS is the digital tool of the Army's Unit Training Management System (UTMS). DTMS is a web-based training management tool that allows commanders to track Mission Essential Task List (METL) development, collective training tasks that support the METL, and tracks individual and team training within a unit following current doctrine and tactics, techniques, and procedures (TTPs) outlined in FMs 7-0 and 7-1. It also is designed to assist in resourcing, tracking, and scheduling training, as well as the development of training calendars. Because DTMS is web based, it is accessible from any internet connected computer. Personnel access the website with their Army Knowledge Online (AKO) name and password. This is a dynamic program that will be continually updated to provide the most current capabilities to units to manage Soldier and unit training. DTMS embeds data from the Integrated Total Army Program (ITAP) and Medical Protection System (MEDPROS) databases. It also provides links for the Range Facilities Management Support System (RFMSS) and Center for Army Lessons Learned (CALL) websites. In the future, it will provide data from the Army Training Resource and Reservation System (ATRRS) and Training Ammunition Management Information System (TAMIS) databases.

4. Responsibilities.

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a. G3, Training Division.

(1) Maintain an installation Master Trainer for DTMS who will:

(a) Act as liaison with the program manager for DTMS, Collective Training Directorate (CTD), and the DTMS Help Desk.

(b) Troubleshoot problems/issues which units have using DTMS as they arise.

(c) Provide CTD with suggestions and improvements to DTMS to best meet the needs of Fort Irwin.

(d) Stay current on all updates and changes to DTMS, and ensure updated information is provided to all users on Fort Irwin.

(e) Provide DTMS training to all units and personnel on Fort Irwin at a minimum on a monthly basis, and as requested. Training will be for operational users. Provide training for Master Trainers as necessary and/or requested.

(f) Update this SOP as necessary.

(g) Work with and support unit Master Trainers.

(h) Manage user accounts for NTC staff, Garrison, and the command group.

(i) Submit all changes to unit task organization for UICs on post to CTD.

(2) Maintain an installation Schools Manager for DTMS who will:

(a) Maintain course data in DTMS as per NTC Policy Letter.

(b) Manage Course Managers and Instructors in DTMS.

(c) Provide DTMS training to Course Managers and Instructors.

(d) Troubleshoot problems/issues related to school functions in DTMS for units and personnel.

b. Brigades/Battalions.

(1) Identify one (1) officer or noncommissioned officer (NCO), E-6 or higher, as the DTMS Master Trainer for Brigade and Battalion level, as well as one (1) DTMS User at each company/troop level, E-4 or higher. It is recommended the Master Trainer work within the S3 Training section. This Master Trainer will:

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(a) Act as liaison for your organization with the NTC Master Trainer.

(b) Troubleshoot problems/issues units in your organization have using DTMS as they arise.

(c) Provide the NTC Master Trainer with suggestions and improvements to DTMS to best meet your unit's needs.

(d) Stay current on all updates and changes to DTMS, and ensure updated information is provided to all users in your organization.

(e) Provide changes to unit task organization/UICs to the NTC Master Trainer.

(f) Be the primary DTMS trainer for personnel in your organization.

(g) Work with and support organizational Master Trainers above/below you.

(h) Manage user accounts for your organization.

(2) Ensure identified subordinate Master Trainers are trained.

(3) Publish a policy on use of DTMS within your organization in accordance with this SOP.

5. Training. The NTC Master Trainer will coordinate and provide training in DTMS use.

a. This training will be geared toward S3 and training room personnel. Scheduled training will focus on operational use. This training will be planned, coordinated, and published IAW this policy letter.

b. The NTC Master Trainer will also plan training for leaders and identified Master Trainers. The NTC Master Trainer will coordinate and provide this training when requested by units.

c. Unit Master Trainers. Serve as primary trainers for DTMS within their organization. Unit Master Trainers are best suited to provide information and training for leaders and senior NCOs; however, the NTC Master Trainer will provide assistance as requested.

d. DTMS Training Website. Any user may access the DTMS Training Website. The website is maintained and provided for users to learn to use, or troubleshoot, DTMS functions. This website is overwritten each week with current data from the actual live website. Users and Master Trainers are highly encouraged to use the training site for training purposes. The web address is <https://dtms.army.mil/training>.

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6. Troubleshooting and Support. DTMS has an extensive Help section online. It includes a user manual, a forum, a Help Desk phone number, and other information listings.

a. DTMS has an extensive Help section online. It includes a user manual, a forum, a Help Desk phone number, and other information listings. Use it.

(1) Call SFC Addison for immediate assistance. Do not submit changes especially unit hierarchy changes without first going through SFC Addison at anthony.addison@conus.army.mil or at 760-380-3487. Anyone may contact the Help Desk to get help in resolving an issue.

(2) During non-duty hours, the online forum should be utilized to post issues and/or to get answers to questions.

(3) Changes and updates to DTMS are posted in this section.

(4) GS and Contractor data matrix will be filled out and submitted to the Installation Master Trainer, when necessary.

b. If unable to resolve an issue, contact your unit's Master Trainer.

c. Master Trainers will resolve problems at their level using resources listed above, and submit issues to higher level Master Trainers if they are unable to provide help.

7. DTMS Access Plan

a. The web address for DTMS is <https://dtms.army.mil/dtms>.

b. Commanders have the authority to allow or deny access to anyone within their Command. Commanders also have the authority to determine the roles assigned to subordinate users, in addition to the requirements outlined in this SOP.

c. Commanders will identify the System Administrators for their organization. The System Administrators must have completed the DTMS Master Training course, or have been trained by a DTMS Master Trainer.

d. The DTMS Master Training courses have been completed by the Program Manager. The training was Train-the-Trainer and has been completed. If your unit requires additional training, please request support through your chain of command to the NTC G3.

e. Soldiers may login to Army Knowledge Online and go to the My Training section to view DTMS data specific to themselves and their unit as listed in DTMS. This alleviates the need for everyone in a unit needing a DTMS account. Via the AKO 'My DTMS' portal users may view current and next week's unit Training Schedule, APFT, Weapons Qualification and Individual Training.

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f. User accounts. BDE Master Trainers are responsible for designating roles and privileges within DTMS for their unit. Subordinate unit Master Trainers will authorize and create unit users accounts.

g. Unit Personnel Access and Roles. The following unit personnel **at a minimum** will be added as users to the DTMS at all unit levels, and assigned the following group roles:

| Position | DTMS Group Role |
|--|--|
| Regiment/Brigade Commander, Regiment/Brigade Command Sergeant Major | Regiment/Brigade Commander/CSM and Above |
| Regiment/Brigade S3 | S3/G3 |
| Squadron/Battalion Commander, Brigade Command Sergeant Major | Squadron/Battalion Commander/CSM |
| Battalion S3 & NCO | S3/G3 |
| Troop/Company Commander, XO, First Sergeant | Troop/Company Commander/1SG |
| Troop/Company Readiness NCO, Training NCO | Troop/Company Ops |
| Platoon/Section Leader, Platoon/Section Sergeant | Troop/Company Commander/1SG |
| OPTIONAL | |
| Squad Leader-Team Leader | USER (View Only) |

8. DTMS Administrator Access and Roles. DTMS unit administrators will be assigned a group role based on their unit position. For example, a Battalion-level Operations Officer who is also a DTMS System Administrator would be assigned the G3/S3 group role. Individual permissions assigned to DTMS Administrators for adding and managing users at their level are as follows:

| |
|-------------------|
| Add User |
| Admin Manager |
| Edit User |
| Manage Groups |
| Move User Account |

a. Units will maintain an access roster of Soldiers that have a DTMS user account for the unit.

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b. Review of DTMS user accounts will be conducted **QUARTERLY**. DTMS unit administrators will review the system user accounts to ensure Soldiers no longer assigned to the unit or in a leadership position are inactivated. Updated rosters will be provided to the NTC G3 Master Trainer.

c. System Administrators at all levels have the authority to deny access to anyone who violates this SOP, other directives, or misuses their responsibilities. If access is denied, the System Administrator will report this to their full-time supervisor, Commander and the System Administrator at the next level of command.

9. DTMS Use. DTMS can assist the commander/trainer in planning, resourcing and tracking individual and collective unit training tasks, when the database is maintained regularly. This facilitates identifying required upcoming training, as well as developing quarterly training briefs. DTMS use is mandatory by all Army organizations IAW AR 350-1 para 1-21. DTMS is used to enhance and manage unit training. The DTMS provides the ability to plan, resource and manage unit and individual training at the unit level. DTMS provides access to all proponent approved Combined Arms Training Strategy (CATS), collective, and individual tasks. The following standards will be adhered to when using DMTS:

a. Mission. All NTC units will maintain an approved current Tactical Mission statement.

b. METL. All NTC units will maintain approved current Unit METLs.

c. Training Guidance. All units will upload their current Quarterly Training Guidance. Units will maintain the past three (3) quarters Training Guidance in DTMS for inspection.

d. Individual Soldier Training Information. All units will maintain and update Soldier Individual training in DTMS. Units will report Soldier training for deployment, medical readiness, PT, etc. via DTMS to NTC IAW NTC 350-1.

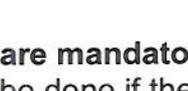
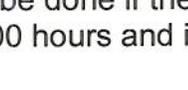
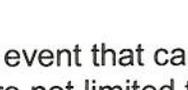
e. Calendars. All units will maintain their training calendars in DTMS, regardless of any other approved software used.

f. When placing an event on the unit training calendar, the following standards will be adhered to:

(1) Event Name. Use appropriate descriptive professional titles for events that adequately and accurately describe the event. DO NOT use acronyms or terms unknown outside your command, branch, or that are not common Army terminology. Keep it simple.

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(2) Color. The following colors are to be used with the specified event types. These colors may only be used for these types of events. Other colors may be used for events that are not covered below. Do not use dark colors that make the event title difficult or impossible to read. Do not use similar colors.

| DTMS Event (Color) | | |
|--|---------|---|
| Field Training Exercise, Situational Training Exercise, Communication Exercise, Expert Armorman Badge, etc | GREEN |  |
| Live Fire Exercise, Combined Arms Live Fire, Static Range Firing | RED |  |
| Simulation Training (Engagement Skills Trainer, Virtual Combat Convoy Trainer, etc) | AMBER |  |
| Deployment Operations, Movement, etc | AQUA |  |
| New Equipment Fielding/Training | FUCHSIA |  |
| Combat Training Center Rotations/ Operations | BLUE |  |
| Inspections | TEAL |  |
| Garrison/Community Operation/Support | GRAY |  |
| Block Leave | MAROON |  |
| Command Briefings | YELLOW |  |

(3) Event Start and End Date/Time. **Accurate dates and times are mandatory, and will be included.** Marking an event as an All Day Event will only be done if the event will be conducted for the majority of a day and continue past 2400 hours and into the next day.

(4) Major Event. This box at a minimum will be checked for any event that can be defined as a major training event. Major training events include, but are not limited to, Live Fire Exercises, CPXs, FTXs, MTBs and briefings to NTC HQ. Major Events will be used to build the CGs and CoS daily calendar.

(5) Training Highlight. This box at a minimum will be checked for any event that requires a rehearsal or walk through by the BN/BDE CDR, CSM, XO, or S3.

(6) Event Type. The event will be appropriately set to the correct Event Type.

(7) Risk Level. The risk level must be the same as that entered on FC form 4162 for any event (if necessary).

(8) Point of Contact. This text box will be filled in with the appropriate point of contact, to include a phone number, for every event on the Unit Training Calendar.

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(9) Location. **All locations must be added to an event.**

- (a) The “Notes” text box will be used to enter any necessary grid locations.
- (b) Units are encouraged to add their own unit specific locations into DTMS (classroom, motor pool, etc). Locations not associated to a unit will be deleted when found (i.e., add your unit name to the location to identify who it belongs to).
- (c) Units will not add locations to DTMS that are not directly associated with their unit, nor will they replicate a location in DTMS that already exists. Units will not add any Garrison or post locations.

(10) Minimum events that need to be entered into the DTMS training schedule are:

- (a) Accountability formations
- (b) Physical Training
- (c) Battalion end of the day formations
- (d) Holidays will be entered by NTC DTMS Master Trainer to populate down to units
- (e) Training Holidays
- (f) Social events (Hail and Farewells, Unit Ball, organization days)
- (g) Meetings (staff call, training meetings)
- (h) Ceremonies (Change of Command, Change of Responsibilities, and deployment)
- (i) Unit level training events (ranges, FTXs, EXEVAL, live fires)
- (j) Platoon level training events broken down by platoon
- (k) Command Maintenance (maintenance focus, maintenance class, services, and scheduled maintenance)
- (l) Special events (safety day, Warrior time activities, Company level boards)
- (m) Law and Order (include guard mount training), listed by platoon and shift (annotate with a + or – as applicable)
- (n) All briefings (safety)
- (o) Personal time (all non duty hours)
- (p) Ongoing Missions (PTDO, CCMRF)
- (q) Rotational Support (TD, REGEN)

e. Tracking Chart. Use the DTMS Tracking Chart to track the specified event types that are used in DTMS. Units will use the colors below the chart to indicate whether they are inputting data into that area, if they have 100% input into those areas or if they are having trouble inputting data in those areas. This chart will be sent to the NTC Master Trainer monthly in order to track units' issues.

- (a) Green indicates that a unit is 100% in these areas.
- (b) Amber indicates that a unit is having issues with these areas.
- (c) Red indicates that a unit is not using these areas in the DTMS.
- (d) Black indicates that unit needs help in these areas.

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DTMS TRACKING CHART

DTMS TRACKING CHART

| UNITS | APFT | HT/WT Programs | Profiles | Weapons | Training Calendars | CATS | Training Manager | Warrior Task | Administration |
|----------------------|------|----------------|----------|---------|--------------------|------|------------------|--------------|----------------|
| 11th ACR | | | | | | | | | |
| 1-11th | | | | | | | | | |
| 2- 11th | | | | | | | | | |
| HHT 11th ACR | | | | | | | | | |
| RSS 11th ACR | | | | | | | | | |
| 759th EOD | | | | | | | | | |
| 916th SPT BDE | | | | | | | | | |
| GSAB | | | | | | | | | |
| 1916th SPT BN | | | | | | | | | |
| OPS | | | | | | | | | |
| GRP | | | | | | | | | |
| USAG | | | | | | | | | |
| MEDDAC | | | | | | | | | |
| DENTAC | | | | | | | | | |

100% Accountability in these areas

Using but having issues with these areas

Not using these areas at all

Unit needs help in these areas

f. Soldier Manager

(1) Units will complete data for all available tabs in the Soldier Manager.

(2) Troop Commands, Battalions, Company / Detachment Commanders, 1SG, Training NCO, Supply NCO and unit administrative personnel (S1) will be required to enter, update and manage their assigned Roles in a timely manner. Administrators / Readiness NCOs will be able to assist on the assignments, proper training and functions of DTMS.

(3) Deployed units will still be "REQUIRED" to update and manage their DTMS accounts on line while deployed.

g. Course Managers

(1) Will manage courses for which they are responsible in DTMS. This will include course information, class schedules, rosters, and canceling of classes.

(2) Will ensure that the student status will be updated within one working day of class start. All students will be given a status as follows:

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- a. Attending - students enrolled and attending the course.
- b. No Show - students who are registered to attend, but do not show up for class.

(3) Will ensure that personnel dropped from a course show a student status of "Drop" within one working day of the removal from class.

(4) Will ensure that personnel that finish/graduate the course show a student status of "Completed" within one working day of the completion of the class.

(5) Will not use:

- a. Did Not Finish. Set student status to "Drop" instead
- b. Approved.

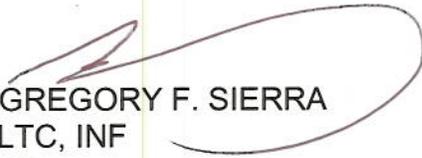
h. Instructors

(1) Will use class rosters in DTMS for a class roll call.

(2) Will report all student status changes for a class to the Course Manager.

10. Point of contact for this SOP is NTC DTMS Master Trainer, SFC Addison, Anthony L., G3/Training NCO, at 380-3487. Email: anthony.addison@us.army.mil.

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