

Please share the business rules and attachments with all those in your formation. It's really good information.

The business rules for reservation into the Distributed Leader Course (DLCs) are:

1. DLC Reservations are handled by one of the following reservation agencies: Human Resource Command (HRC), State and Command Quota Source Managers (QSM).
2. Typically, auto reservations are conducted on the 15th of each month. If a Soldier's promotion occurred between the 14th of the prior month and the 15th of the current month, do not request a DLC Reservation until after the 20th of the current month.
3. Supervisors, 1SGs, schools NCOs, or even the individual Soldier can contact the reservation agency if for some reason they were not automatically reserved as per the above-mentioned business rules.
4. SELF-ENROLLMENT into a Distributed Leader Course (DLC) is NOT AUTHORIZED or POSSIBLE.
5. You may contact the appropriate reservation agency listed below if you are experiencing issues with DLC reservations:
 - a. Active Component (AC) and Active Guard Reserve (AGR) – (HRC): must submit an Admin Corrections Personnel Action Request (PAR). The Army Human Resources Command (AHRC) Military Schools Branch (MSB) for assistance. Please check the Soldier's ATRRS/ALMS Record for enrollment into the requested DLC prior to sending your request.
 - I. IPPS-A information for submitting PARs:
 - II. All request types at this time will be: Administrative Record Correction Submitted to:

UDL = AC_HRC_ENL_E1-E9_SCHOOLS_ACTIONS
UDL ID # = 000000000030002
Workflow = AC Schools HRC MSB
Template ID = 000000000034758
 - b. Individual Ready Reserve (IRR) and Individual Mobilization Augmentee (IMA) – (HRC): usarmy.knox.hrc.mbx.epmd-ncoes-reserve-schools@army.mil or option B above.
 - c. Army National Guard (ARNG) - Through your chain of command contact the appropriate State Quota Manager.
 - d. US Army Reserve Command (USARC) Subordinate Commands for all Troop Program Unit (TPU) Soldiers - Soldier's Command Quota Source Manager.
6. For soldiers contacting HRC, you may include the following: (1) Subject line – should state the level of DLC (2) Email body – provide your DOD ID number, state you are requesting a Reservation into your respective DLC course, and do not encrypt the email. *If your email address in ATRRS is incorrect, provide HRC your correct address (military or civilian) and ask them to update it as well. You will receive an automatic notification when a reservation is made. DLC I through DLC V, learners have 720 days to complete the course.
7. If your Reservation agency has not reserved you into your respective course 72-hours after sending your email request, please continue to reach out to them for a class reservation as they are responsible for all reservations for PME.

8. If you have completed SSD or DLC and it is not reflected in ATRRS, you may contact the ATRRS managers at (915) 744-8207 or (915) 744-8633 DSN (621). Additionally, you may contact the ATRRS managers or retention NCO if you have received an 8K and have completed SSD/DLC.
9. If you have an ATRRS reservation that has not expired (within 24 months of reservation) and can see the course in "My Courses" in ALMS but cannot access the course, submit a trouble ticket to ALMS via the Army Training Help Desk (ATHD).