



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ARMY MOUNTAIN WARFARE SCHOOL
8 MOUNTAIN SCHOOL ROAD
JERICHO, VERMONT 05465

NGVT-MWS-Z


12 October 2022

MEMORANDUM FOR RECORD

SUBJECT: Army Mountain Warfare School "Walk On" Policy

1. The primary means for Service Members (SMs) to attend courses hosted by AMWS is through the Army Training Requirements and Resource System (ATRRS), which can be arranged by the Soldiers' respective schools NCO/Officer.
2. Army Mountain Warfare School (AMWS) does not issue intent to train memorandums, nor will we make individual commitments to allow Soldiers to walk-on to our courses and bring our throughput above scheduled course builds.
3. SMs assigned to units that have unused seats within active quota sources in ATRRS will generally not be allowed to walk on. Soldiers attempting to walk on to an AMWS course need to arrive during in-processing in a valid pay status (on orders), with a valid wait reservation in ATRRS, on a travel order (DD 1610 Request and Authorization for TDY Travel of DoD Personnel) or permissive TDY (DA-31 Request and Authority for Leave). SMs will be considered to walk on via a first come, first served basis at the discretion of the AMWS Commander.
4. SMs with an urgent need to attend an AMWS course based on imminent or ongoing operational missions directly tied to current National Security Strategy objectives may contact AMWS Operations section at ng.vt.vtarng.list.amws-info@mail.mil for additional consideration. All requests must include sufficient details (timelines, mission etc.) for the AMWS Commander to make an informed decision.
5. POC for this memo is the AMWS Operations Officer, MAJ Tom Kumes at 802-899-7203 or electronically at thomas.j.kumes.mil@army.mil.

"Higher!"


MATTHEW J. WIGNALL
LTC, AR
Commanding