



DEPARTMENT OF THE ARMY  
ARMY MOUNTAIN WARFARE SCHOOL  
100 LEWIS CHAPEL ROAD  
JERICHO, VERMONT 05465

NGVT-MWS-Z

19 August 2024

MEMORANDUM FOR RECORD

SUBJECT: Army Mountain Warfare School "Walk-On" Policy

1. The primary means for Service Members (SMs) to attend courses hosted by the AMWS is through the Army Training Requirements and Resource System (ATRRS), which can be arranged by the Soldiers' respective Schools NCO/Officer. The AMWS cannot enroll SMs into ATRRS on their behalf.
2. The AMWS does not issue intent to train memorandums, nor will we make individual commitments to allow Soldiers to walk-on to our courses. Walk-ons are never guaranteed, and the Soldier and unit must accept the risk that they may not be enrolled into the course and must return to their home station.
3. Soldiers attempting to walk-on to an AMWS course must arrive during course in-processing (1) in a valid pay status (on orders), (2) with a valid wait reservation in ATRRS, and (3) 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 to the course at the discretion of the AMWS Commander based on cancellations, no-shows, resource capacity and operational needs.
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 the AMWS Operations section at [nq.vt.vtarng.list.amws-info@army.mil](mailto:nq.vt.vtarng.list.amws-info@army.mil) or 802-899-7202 for additional consideration. All requests must include sufficient details (timelines, mission, etc.) for the AMWS Commander to make an informed decision.
5. The point of contact for this matter is the AMWS Executive Officer (XO), MAJ Brad Patnaude, at [Bradley.m.patnaude.mil@army.mil](mailto:Bradley.m.patnaude.mil@army.mil) or 802-899-7203.

JASON BEAMS  
LTC, AR  
Commanding