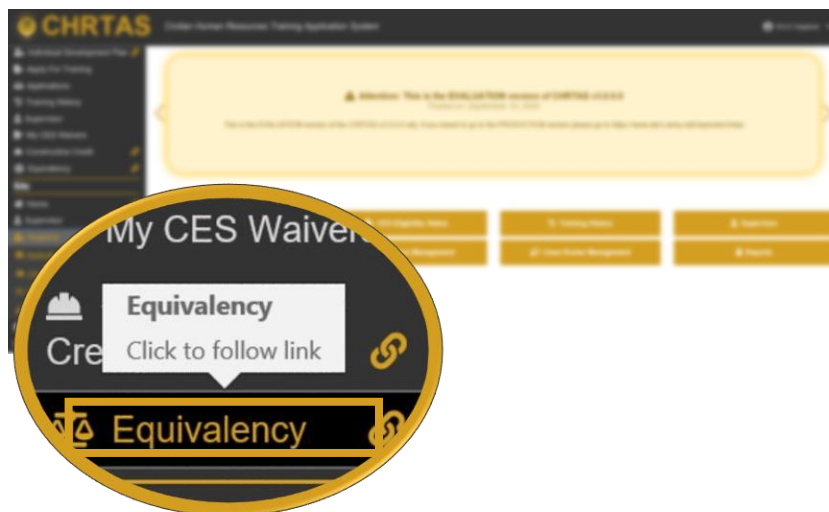


CHRTAS | Employee | Equivalency Submission

This guide is created to assist employees in successful submission of an equivalency request.

EQUIVALENCY

- 1 Navigate to CHRTAS < <https://www.atrrs.army.mil/CHRTAS> > and login with your CAC. From the Dashboard, or within the Menu, select **Equivalency**



- 2 Read the available instructions. Complete Section I – Basic Course (BC), Intermediate Course (IC), or Advanced Course (AC)

Select the Highest Civilian/Military Leadership Course you have completed:

--Select an Eligible Course Track--

Select Course:

--Select a Course--

Enter the date of training completion:

You must upload documentation in support of your request: (You have no documentation for Section I - Basic (BC), Intermediate (IC), Or Advanced (AC) Course)

- 3 Complete Section II: Senior Level Education and attach the required supporting documentation

SSC / MEL 1 Course:

-- Select SSC / MEL1 Course --

If you are a graduate from SSC or MEL 1 equivalent, please select the completion date of the course:

You must upload documentation in support of your request:

(You have no documentation for Section II - Senior Level Education)

-- Select SSC / MEL1 Course --

Army War College
National War College
Industrial College for the Armed Forces
Defense Leadership and Management Program
Defense Senior Leader Development Program
Air War College, College of Naval Warfare, Marine Corps War College
Joint Advanced Warfare School
The Dwight D. Eisenhower School for National Security and Resource Strategy (Eisenhower School)
Senior Service College Fellowship (DAU 2013 and beyond)

- 4 If you are not ready to submit, please select Save Request without Submitting
If you are ready to submit, please select Save Request and Submit and follow the pop-up approval prompts [Confirm & OK]. Your Request will be forwarded to G3 for processing

Save Request Without Submitting

Save Request And Submit

