

Correspondence Course Codes
<https://hrcmetahelper.hrc.army.mil/TessSnameSearch.aspx>

HRC Metahelper Instructions

Go to Standard User on the LEFT SIDE of screen.

Hover over with mouse and click on Fld N (TESS)

Status- Drop down should be on (Current)

Precision- There should be a Dot in (Like)

For correspondence courses type COR in the search box.

Click search.

Look for CORCRS click on the V on the left.

A screen will pop up, once you read it, Click OK.

Look towards bottom right and:

Choose how you wish for list to open for example Excel, PDF, Text or Word.

Click Open

It will take a few moments to load data.

Computer Based Training-Distant Learning/Correspondence courses are courses Soldiers' take on-line, must be registered for through ATRRS, each course length varies, courses must be on the Soldiers' ATRRS transcript.

Only Correspondence course hours that award promotion points will populate to the PPW.

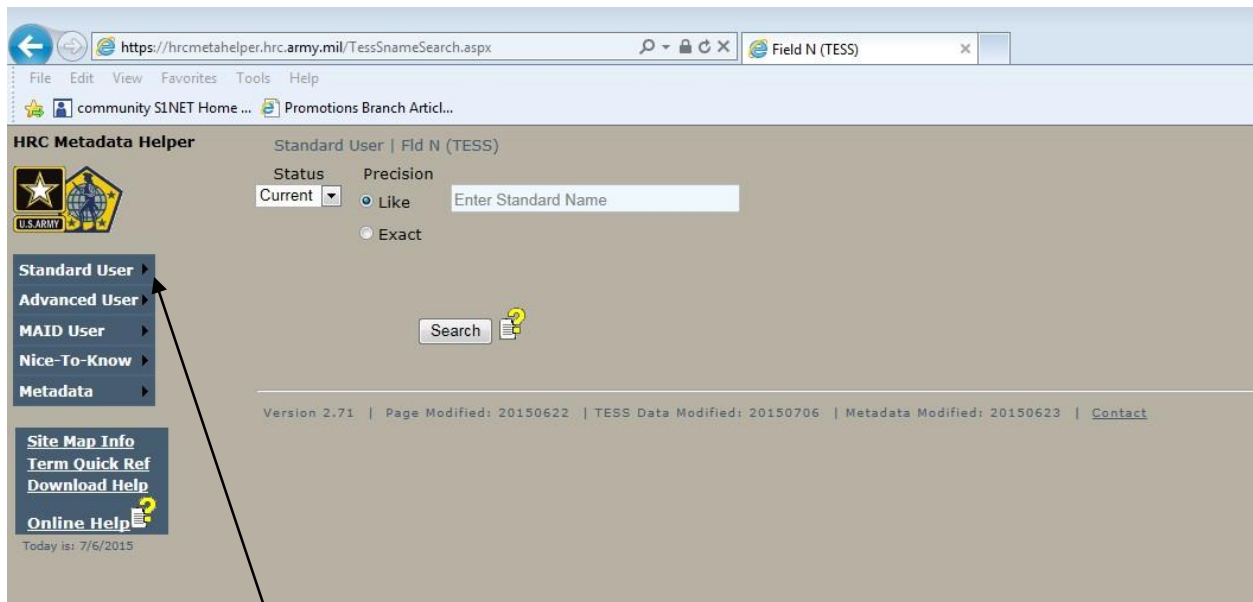
If a Soldier reaches the maximum promotion points in Computer Based Training they cannot add the remaining promotion points to Resident Military training

IAW AR 600-8-19 dated 2 Feb 15 paragraph 3-18 (1) Military correspondence courses and computer-based training provided through ATRRS Self-development or Army e-Learning (<https://www.atrrs.army.mil>). Soldiers will be granted promotion points based on one (1) point per 5 hours of completed Army Correspondence Course Program (ACCP) training - restricted to courses completed in their entirety. Courses may take up to 12 days to populate from the date of course completion to the PPW for promotion points. Completed correspondence course hours and/or distance learning and Army e-Learning courses that were completed prior to 22 December 2010 must be updated through eMILPO (RA) or USAR systems. The Soldier must have record of full course completion and the total credit hours for the entire course will be divided by five to determine promotion points. No points will be awarded for sub-course completion. The goal is to finish, in its entirety, a formal course of instruction, at which time the Soldier will be granted promotion points.

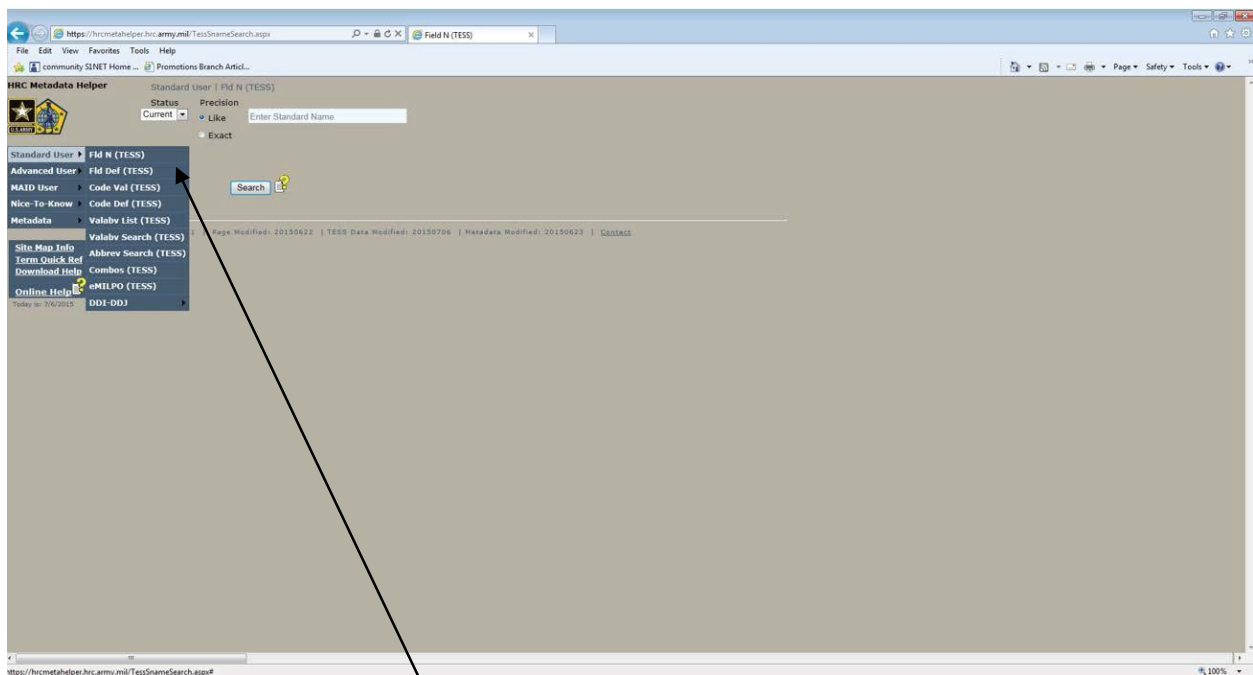
Be advised that any promotion obtained with erroneous documentation will result in an administration reduction to the previous rank.

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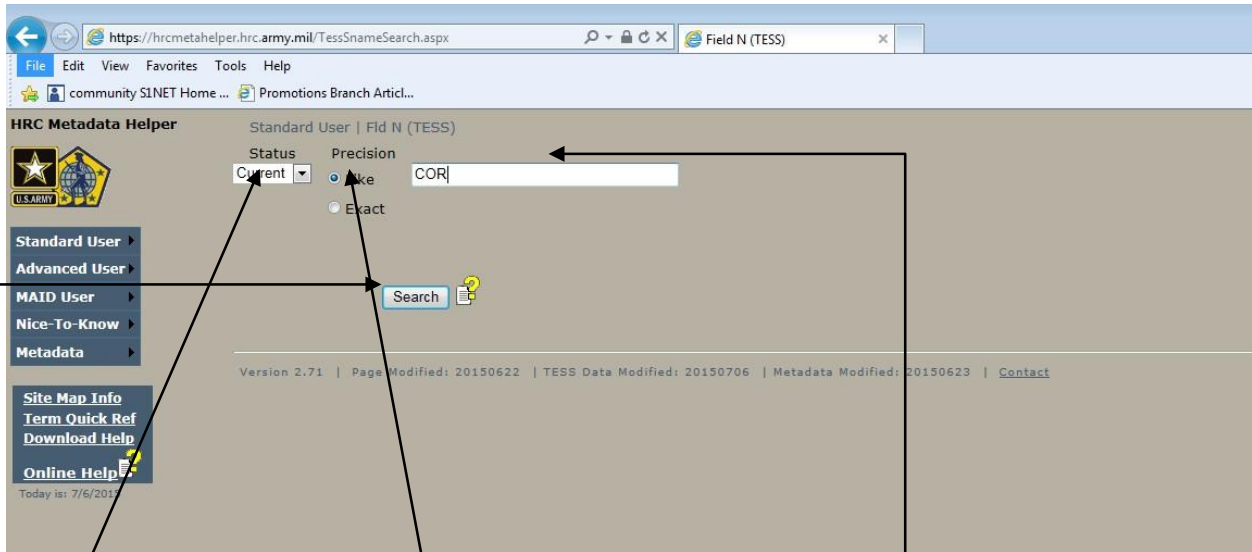
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Click Search

NBR	VALUE	SNAME	EDDSTA	EDTYPE	ABBREV	TITLE	STDDEF
9	V	CORAD2	C	O	ADDR-LINE-2-MAIL-CORR	ADDRESS, LINE-2 MAILING, CORRESPONDENT	THE ADDRESS, LINE 2, DESIGNATED BY THE CORRESPONDENT FOR RECEIPT OF MAIL.
10	V	CORAD1	C	O	ADDR-LINE-1-MAIL-CORR	ADDRESS, LINE-1 MAILING, CORRESPONDENT	THE ADDRESS, LINE 1, DESIGNATED BY THE CORRESPONDENT FOR RECEIPT OF MAIL.
11	V	CORCDT	C	D	CORRSDL-CRS-COMPL-DT	CORRESPONDENCE DISTANCE LEARNING COURSE COMPLETION DATE	THE CALENDAR DATE AN INDIVIDUAL COMPLETED A NON-RESIDENTIAL TRAINING.
12	V	CORCHR	C	O	CORRSDL-CRS-HR-QY	CORRESPONDENCE DISTANCE LEARNING COURSE HOUR QUANTITY	A VALUE ARRIVED AT BY CALCULATING THE DURATION OF HOURS SPENT COMPLETING A NON-RESIDENTIAL TRAINING.
13	V	CORCNT	C	A	ADDR-CNTRY-MAIL-CORR	ADDRESS, COUNTRY MAILING, CORRESPONDENT	THE COUNTRY, OTHER THAN THE UNITED STATES, DESIGNATED BY THE CORRESPONDENT FOR RECEIPT OF MAIL.
14	V	CORCRS	C	S	CORRSDL-CRS-CD	CORRESPONDENCE DISTANCE LEARNING COURSE CODE	AN ENCODED REPRESENTATION DESCRIBING NON-RESIDENTIAL TRAINING TAKEN BY AN INDIVIDUAL

Look for CORCRS.

Click on the V on the left.

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<https://hrcmetahelper.hrc.army.mil/TessSnameSearch.aspx>

The screenshot shows the HRC Metadata Helper application interface. At the top, there is a navigation menu with options like 'Standard User', 'Advanced User', 'MAID User', 'Nice-To-Know', and 'Metadata'. Below this is a search area with a table of results. The table has columns: NBR, SNAME, ETABLE, EDDSTA, DTEEFF, DTEOBS, ABBREV, TITLE, and STDDEF. The first row shows a record with NBR '1', SNAME 'CORCRS', ETABLE 'CORCRS', EDDSTA 'C', DTEEFF '20100709', DTEOBS '99991231', ABBREV 'CORRSDL-CRS-CD', TITLE 'CORRESPONDENCE DISTANCE LEARNING COURSE CODE', and STDDEF 'AN ENCODED REPRESENTATION DESCRIBING NON-RESIDENTIAL TRAINING TAKEN BY AN INDIVIDUAL'. Below the table are search filters and a search button. A message dialog box is open in the foreground, displaying a warning icon and the text: 'Result Set is 12261 Records. Webpage Rendering May Take a Long Time. Recommend Exporting Results Directly to Excel or Use More Restrictive Filters to Reduce Result Set. Click Button - Display Results in Webpage to Continue to render to Webpage.' An arrow points from the text 'Click OK' below to the 'OK' button in the dialog box.

NBR	SNAME	ETABLE	EDDSTA	DTEEFF	DTEOBS	ABBREV	TITLE	STDDEF
1	CORCRS	CORCRS	C	20100709	99991231	CORRSDL-CRS-CD	CORRESPONDENCE DISTANCE LEARNING COURSE CODE	AN ENCODED REPRESENTATION DESCRIBING NON-RESIDENTIAL TRAINING TAKEN BY AN INDIVIDUAL.

Message from webpage

Result Set is 12261 Records
Webpage Rendering May Take a Long Time.
Recommend Exporting Results Directly to Excel or Use More Restrictive Filters to Reduce Result Set.
Click Button - Display Results in Webpage to Continue to render to Webpage.

OK

Click OK

Correspondence Course Codes

<https://hrcmetahelper.hrc.army.mil/TessFdvals.aspx?Sname=CORCRS&EDDSTA=C>

The screenshot shows the 'IRC Metadata Helper' interface. At the top, there's a navigation menu with options like 'Standard User', 'Advanced User', 'MAID User', 'Nice-To-Know', and 'Metadata'. Below this is a search area with a table of 'TESS Data Element' details. The table has columns: NBR, SNAME, ETABLE, EDDSTA, DTEEFF, DTEOBS, ABBREV, TITLE, and STDEF. The first row shows NBR: 1, SNAME: CORCRS, ETABLE: CORCRS, EDDSTA: C, DTEEFF: 20100709, DTEOBS: 99991231, ABBREV: CORRSDDL-CRS-CD, TITLE: CORRESPONDENCE DISTANCE LEARNING COURSE CODE, and STDEF: AN ENCODED REPRESENTATION DESCRIBING NON-RESIDENTIAL TRAINING TAKEN BY AN INDIVIDUAL.

Below the table are filter options: 'Filter Status...' (set to 'All'), 'Filter FDVAL...' (set to '~ALL'), and a 'Search Def (CDDEF) for...' field. There are also radio buttons for 'Operator' (Or, And). An 'Apply Definition Filter' button is present.

At the bottom of the page, there's a 'Display Results in Webpage' button with icons for Excel, PDF, Text, and Word. A dialog box at the bottom right asks: 'Do you want to open or save Fdvals (TESS) DTG_20150706 084851 hrs.xlsx (718 KB) from hrcmetahelper.hrc.army.mil?'. The 'Open' button is highlighted with an arrow.

Choose what format you want the directory (data/information) to open Excel, PDF, Text or Word. Site recommends Excel.

Click Open
It will take a few moments to load data.

A	B	C	D	E	F	G	H	I
NBR	EDSSTA	FDVAL	CDDEF	DTEEFF	DTEOBS	DTMRA	DTMRRM	VALABV
1	C	AAA	ROSETTA STONE ARAB UNIT 01	20100927	99991231		201101070845	R STN ARAB U 01
2	C	AAB	ROSETTA STONE ARAB UNIT 02	20100927	99991231		201101070845	R STN ARAB U 02
3	C	AAC	ROSETTA STONE ARAB UNIT 04	20100927	99991231		201101070845	R STN ARAB U 04
4	C	AAD	ROSETTA STONE ARAB UNIT 03	20100927	99991231		201101070846	R STN ARAB U 03
5	C	AAE	ROSETTA STONE ARAB UNIT 05	20100927	99991231		201101070846	R STN ARAB U 05
6	C	AAF	ROSETTA STONE ARAB UNIT 06	20100927	99991231		201101070846	R STN ARAB U 06
7	C	AAG	ROSETTA STONE ARAB UNIT 07	20100927	99991231		201101070847	R STN ARAB U 07
8	C	AAH	ROSETTA STONE ARAB UNIT 08	20100927	99991231		201101070847	R STN ARAB U 08
9	C	AAI	ROSETTA STONE ARAB UNIT 09	20100927	99991231		201101070847	R STN ARAB U 09
10	C	AAJ	ROSETTA STONE ARAB UNIT 10	20100927	99991231		201101070848	R STN ARAB U 10
11	C	AAK	ROSETTA STONE ARAB UNIT 11	20100927	99991231		201101070848	R STN ARAB U 11
12	C	AAL	ROSETTA STONE ARAB UNIT 12	20100927	99991231		201101070848	R STN ARAB U 12
13	C	AAM	ROSETTA STONE ARAB UNIT 13	20100927	99991231		201101070849	R STN ARAB U 13
14	C	AAN	ROSETTA STONE ARAB UNIT 14	20100927	99991231		201101070849	R STN ARAB U 14
15	C	AAO	ROSETTA STONE ARAB UNIT 15	20100927	99991231		201101070849	R STN ARAB U 15
16	C	AAP	ROSETTA STONE ARAB UNIT 16	20100927	99991231		201101070849	R STN ARAB U 16
17	C	AAQ	ROSETTA STONE ARAB UNIT 17	20100927	99991231		201101070849	R STN ARAB U 17
18	C	AAR	ROSETTA STONE ARAB UNIT 18	20100927	99991231		201101070849	R STN ARAB U 18
19	C	AAS	ROSETTA STONE ARAB UNIT 19	20100927	99991231		201101070851	R STN ARAB U 19
20	C	AAT	ROSETTA STONE CHINESE UNIT 01	20100927	99991231		201101070851	R STN CHI U 01
21	C	AAU	ROSETTA STONE CHINESE UNIT 02	20100927	99991231		201101070851	R STN CHI U 02
22	C	AAV	ROSETTA STONE CHINESE UNIT 03	20100927	99991231		201101070852	R STN CHI U 03
23	C	AAW	ROSETTA STONE CHINESE UNIT 04	20100927	99991231		201101070852	R STN CHI U 04

Three letter Education Code

Course Name