# Ordering BRS Leader Course on DVD
(This is for Cutter's and other unit's with Low/Limited Bandwidth)

The Defense Imagery Management Operations Center (DIMOC), in conjunction with the Office of the Secretary of Defense have developed a method for ordering Blended Retirement System (BRS) Leader Course on DVD for deployed/deployable units with limited or intermittent internet connectivity for taking the media-rich BRS Leader Course.

Ordering Course DVDs

Step One: Go to: http://www.dimoc.mil/customer/contact.html

Step Two: Fill out the form as outlined below:
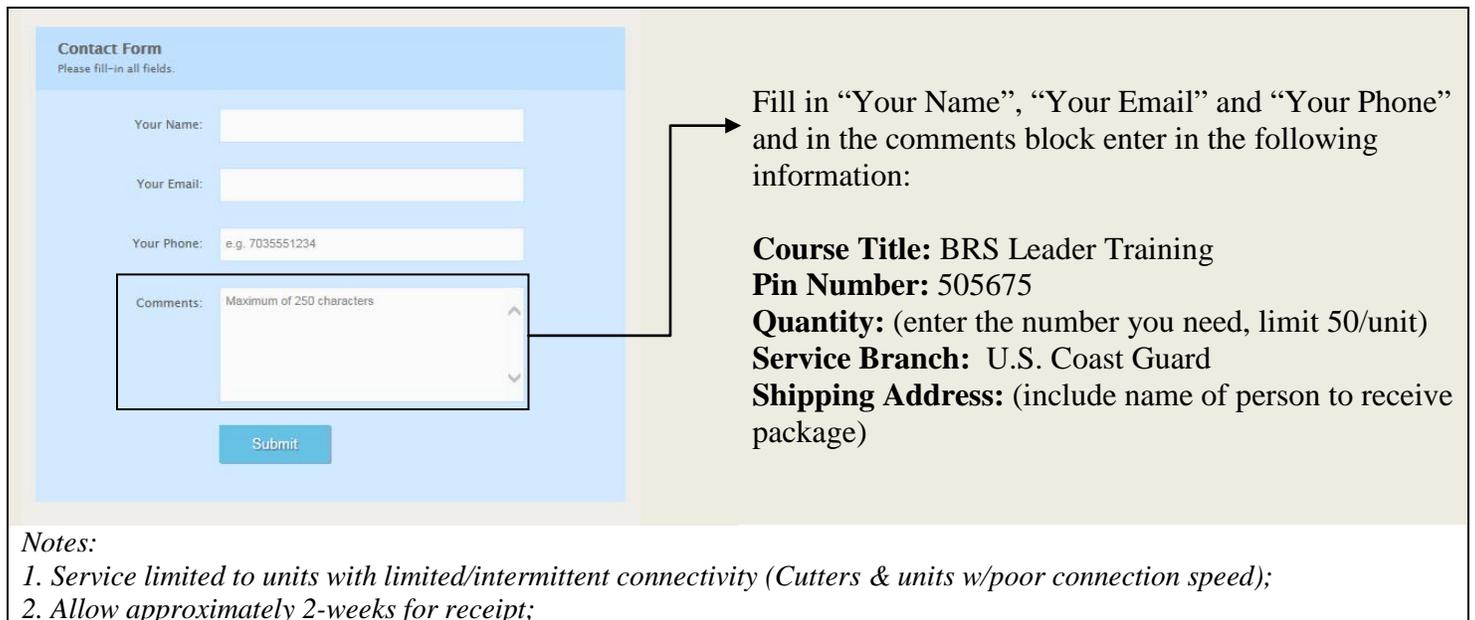
Fill in "Your Name", "Your Email" and "Your Phone" and in the comments block enter in the following information:

Course Title: BRS Leader Training
Pin Number: 505675
Quantity: (enter the number you need, limit 50/unit)
Service Branch: U.S. Coast Guard
Shipping Address: (include name of person to receive package)

Notes:
1. Service limited to units with limited/intermittent connectivity (Cutters & units w/poor connection speed);
2. Allow approximately 2-weeks for receipt;

Step Three: Once the DVDs arrive, members required to take the course who have not completed it yet should take the course and print out or save their completion certificate so their Unit Training Officer can validate.

Step Four: After completing the course there are a couple ways to get completion recorded into your official Coast Guard record.

Recording Completions in the Coast Guard's System of Record

For Individual Completion Entries The Member Should
1. Access CG LMS at: https://elearning.uscg.mil.
2. Search for and Enroll in Course # 100122.
3. Once enrolled, and after the training is complete, select the "Course Completion Validation" lesson.
4. Select the "I have completed the JKO course."
5. Close the window and log out of the LMS as normal.
6. You are done.

For Group Completion Entries The Unit Training Officer Should
1. Unit Training Officer accounts for all personnel who take the offline training.
2. Access the AOPS/TMT program.
3. Locate course #100122/Leader Training to Introduce the Blended Retirement System for the Uniformed Services.
4. Record unit completions as normal.
5. Log out of AOPS/TMT.
6. You are done.