



UNITED STATES MARINE CORPS

4TH FORCE SERVICE SUPPORT GROUP
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GruO 1510R.1A
G-3T
10 May 99

GROUP ORDER 1510R.1A

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR FORMAL SCHOOL TRAINING

Ref: (a) ForO P1500.3
(b) ForO P1540.3
(c) MCO 6100.3J
(d) MCO 1550.3M
(e) MCO 5200.24B
(f) MCO 1553.7
(g) By Name Assignment (BNA) Users Manual ver 2.3
(PCN 187 200000 00)

Encl: (1) Training Input Plan (TIP) Considerations
(2) Explanation of Fiscal Terms
(3) Glossary of Terms and Definitions
(4) Training Checklist
(5) Must Hold Directives

1. Purpose. To establish guidelines, standards and provide information for the management of training and formal schools.

2. Cancellation. GruO 1510R.1.

3. Information

a. References (a) and (b) are the primary directives for the planning, conduct, and management of pre-mobilization training within MARFORRES. This order provides coordinating instructions and additional requirements within 4th FSSG.

b. The enclosures are provided to assist commanders and their staffs in the development of training procedures and in their compliance to this order.

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4. Action. Battalion Commanders shall be guided by the provisions of the references and this order in the conduct of formal school training.

5. Training Management

a. Training management includes the planning, programming, direction, and supervision of training necessary to achieve readiness for mobilization and combat with the most efficient use of time, funds, material, and manpower. To achieve this goal, the priority of training within 4th FSSG is:

- (1) MOS producing schools
- (2) Professional Military Education (PME)
- (3) Participation at unit Annual Training (AT)
- (4) Board selected Staff Training Courses (STC)
-(STC attendance will be used as the Marine's AT)
- (5) MOS enhancement courses
- (6) Non-board selected STC

b. Each Battalion will publish its own training SOP.

c. Battalions will administer and record Physical Fitness Tests in accordance with reference (c) and ensure the same is accomplished by subordinate units.

d. Battalions will establish procedures to monitor and manage MCI courses in accordance with instructions contained in reference (d).

5. Formal Schools Management

a. Personnel will be familiar with all orders, directives, and training processes referenced herein and with those publications listed in enclosure (4).

b. Annually, each battalion will gather information for the Training Input Plan (TIP) for submission to this headquarters when requested. This information must include requirements for all subordinate units and, prior to submission, will be consolidated by the battalion. Enclosure (1) provides a list of considerations to assist in the formulation of the TIP.

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c. 4th FSSG G-3T is the quota manager for formal schools and is the only agency within the Group authorized to obtain school quotas, or contact formal schools.

d. Each battalion will maintain and update the current Quota Allocation Report received from this headquarters.

e. Each battalion which issues personnel orders to formal schools is authorized update access to enter students in the By Name Assignment (BNA) system against quotas contained in their respective allocation. Administration of BNA will be in accordance with references (e), (f), (g), and the following guidelines:

(1) Battalions are authorized to enter students into BNA only against the quotas contained in their respective Quota Allocation Report without prior approval from this Headquarters.

(2) School quotas not contained in the TIP which become available throughout the fiscal year must be approved by 4th FSSG G-3T prior to entering a student into BNA.

(3) Quotas to Army sponsored courses which are not filled and present in BNA 45 days prior to the course convene date are reclaimed by the Army and the quota is lost.

(4) Therefore, battalions are to ensure personnel are entered in BNA, against their respective quotas, not less than 50 days prior to the course convene date. Changes or deletions can be made up to the reporting date for Marine Corps sponsored schools only.

(5) Quotas contained in the Quota Allocation Report which are not filled 50 days prior to the course convene date are subject to realignment within 4th FSSG. Requests for quotas contained in the Quota Allocation Report which are not submitted 30 days prior to the course convene date are subject to realignment within MARFORRES.

(6) Requests to use a school quota which belongs to another battalion will be coordinated with the battalion which owns the quota, and forwarded to this headquarters with supporting documentation for approval.

(7) Requests to use a school quota which belongs to another Major Subordinate Command (MSC) will be sent to this headquarters for approval, and coordination.

(8) Ensure Marines/Sailors meet all course prerequisites prior to being entered in BNA for a school quota.

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(9) Battalions will establish procedures to ensure that the employer of a SMCR Marine agrees to time off prior to entering a student in BNA.

(10) Battalions will establish procedures to ensure 4th FSSG G-3T is notified when a Marine is administratively, medically or academically dropped from a course.

f. Each battalion will establish a schools notification system with the battalion to provide all data required to ensure travel orders are prepared and executed in a timely manner.

g. Each battalion will establish procedures to ensure completed PME/Course information is entered in the Marine's SRB/OQR and processed on the unit diary.

7. Fiscal Procedures

a. Each battalion will establish fiscal procedures to ensure quarterly budget authorizations are not exceeded.

b. Requests for additional funding will be sent, via e-mail, to this headquarters containing a dollar amount, funding category (2731/2732), and a thorough justification.

c. Definitions of fiscal terms are contained in enclosure (2).

8. Mobile Training Teams

a. Appendix J of reference (b) provides the format and guidance for requesting Mobile Training Teams (MTT). MTT's provide flexibility and a broad category of training assistance to the commander. These teams are organized to meet specific training requirements as may be needed by the units.

b. Unit/company requirements for the upcoming fiscal year must be consolidated by the battalion then forwarded to this headquarters. Notification of approved MTT's will be forwarded to the battalion prior to the beginning of the fiscal year.

c. Teams organized to conduct approved or confirmed training may be from either the Active or the Reserve component. Specific names and other pertinent information will be provided by the command which provides the instructors.

9. Additional Training Periods (ATPs)/Readiness Management Periods (RMPs). ATPs/RMPs are paid training periods used in addition to regular drill periods. Battalions are required to track the use of ATPs/RMPs allocated at the beginning of each fiscal year. Battalions will request additional requirements in accordance with Appendix F of reference (b).

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10. Reports

a. Battalions will submit all reports required by reference (b) via this Headquarters to arrive 10 days prior to the due date at Marine Forces Reserve, unless otherwise directed.

(1) Mid Range (Annual) Training Plan. Publishes, in general terms, all aspects of a unit commander's planned training program, and sets forth requirements for logistical support of this program. The required format is shown in Appendix G of reference (b).

(2) Quarterly Training Report. Satisfies the requirement for both a training bulletin and training schedule. All training highlights will be included.

(3) Report of Individual (Annual) Training. Reports consolidated results of annual re-qualification of each Marine's basic skills training for the previous fiscal year. See Appendix L of reference (b).

(4) Report of Annual Training. Provides an overview of annual training duty conducted for SMCR personnel during the previous fiscal year. See Appendix K of reference (b).

(5) Command Chronology. Designed to report detailed information regarding the changes, updates, and diverse activities which occurred within the command during the previous calendar year.

b. Guidance concerning the submission of training reports and the applicable references can be found in Appendix A of reference (b). Unless otherwise directed, information reported from subordinate units/companies will be consolidated into one report at the Battalion level, then forwarded to this Headquarters to arrive by the respective deadline.

11. Reserve Applicability . This order is applicable to the Marine Corps Reserve.


D. M. WELLS
Chief of Staff

Distribution: B3

Training Input Plan (TIP) Considerations

In order to develop the best educated estimate of what training is both necessary and feasible, we are providing a list of issues which should be considered in formulating your training requirements for the upcoming TIP process.

1. Analyze scheduled attrition.
 - (a) Pull unit roster sorted by mandatory stop date
 - (b) Analyze roster by MOS and year of attrition
 - (c) Compare MOS attrition to T/O
 - (d) Counsel Marines scheduled to attrit 6 to 12 months prior to determine re-enlistments
2. Analyze unscheduled attrition.
 - (a) Unsatisfactory participants, pending disciplinary action, not medically qualified Marines
 - (b) Who has already attrited, by MOS
3. Analyze recruiting plan.
 - (a) Contact RS and obtain a copy of the recruiting plan
 - (b) Determine the number of inbounds for each MOS
 - (c) Compare the recruiting plan to scheduled and unscheduled attrition
 - (d) Determine MOS deficiencies and prioritize deficiencies
 - (e) Identify deficiencies to prior service recruiters and check feasibility of recruiting to shortfalls from prior service population
4. TIP Formulation.
 - (a) Identify MOSs to receive formal school quotas
 - (b) Prioritize MOSSs to receive formal school quotas
 - (c) Identify lateral moves to fill critical MOS shortages
 - (d) Identify FY quarter for school quotas

Every possible effort must be made to ensure training requests are valid, and supportable.

Explanation of Fiscal Terms

1. 2732 Funds - Funding which includes pay, allowances, per diem and travel for Marines who attend a course under Active Duty Training.

- a. Pid type W - used for Enlisted Marines
- b. Pid type X - used for Officers
- c. Pid type K - used for Prior Service Training Assignment (PSTA) Marines

2. 2731 Funds - Funding for courses in which the course is used as the Marine's Annual Training and PME. Must be 14 days or less. HQMC funds pay and allowances. The battalion will fund travel and per diem.

- a. Pid type C - used for Annual Training

3. The correct FA must be used when generating orders. Please ensure that the correct Funds and Pid types are used when orders are generated and authenticated.

4. General Guidelines

- a. Do not spend more funds than you are authorized for a given quarter.

- b. Unused funds will roll over to the following quarter within the fiscal year.

- c. To request additional funding, send an e-mail to the training officer/ chief with the fund type (2731/ 2732), amount of request, and a justification statement.

- d. 4th FSSG G-3T will monitor all battalion funds and notify the battalions when spending is near authorized ceilings.

Enclosure (2)

GLOSSARY OF TERMS AND DEFINITIONS

Active Duty Training (ADT)

Active Duty (AD) that is used for training members of the Reserve Component. AD includes annual training (AT), special tours of ADT, school tours, and initial training performed by enlistees without prior military service.

Additional Training Period (ATP)

Paid periods of inactive duty for SMCR members, in addition to the annual regularly scheduled inactive duty periods (IDT), authorized for members of the SMCR exclusive of additional IDT periods.

Alternate Annual Training Duty (AltAT)

ADT performed in lieu of AT. AltAT is specifically approved by the Commander, Marine Forces Reserve or the operational sponsor for IMA's in lieu of regularly scheduled AT. The ComMarForRes may delegate approval authority to subordinate commanders.

Army Training Requirements Resource System (ATTRS)

Army Equivalent to the Marine Corps By-Name-Assignment (BNA)

Authenticate

To obligate the funds/appropriation data needed for orders to become official.

Automated Assignment System (AAS)

Order writing system used for writing orders for USMCR personnel. Orders are sent from writing activity directly to requesting unit and are immediately available from the system.

By-Name-Assignment (BNA) System

The BNA System is an automated approach to ensuring that identified formal school training requirements are fulfilled to the maximum extent possible. The overall goal of BNA is to properly train Marines, in the required numbers, reporting to Marine Corps units in the most efficient and expeditious manner.

Incremental Initial Active duty for Training (IIADT)

An enlistment program for college, university, or trade school students allowing an individual to attend basic military and initial/technical skill training during summer semester break within one year after the completion of recruit training. This training is normally completed in two increments; however, a third summer of training may be required to complete Marine Combat Training for some MOSs.

Individual Ready Reserve (IRR)

A trained manpower pool of Ready Reservists who are not in the SMCR. The IRR consists of: (1) Marines who have had training and served previously in the active component or in the SMCR and have some period of Military Service Obligation (MSO) remaining, (2) Marines who have completed the MSO and are in the IRR by choice, and (3) Marines of the Delayed Entry Program.

Managed On-The-Job Training (MOJT)

Training conducted in the unit environment which utilizes a combination of classroom instruction and practical application. Evaluation of the trainee is based upon the capability to demonstrate specific training standards.

Member Identification (MID)

The social security number (SSN) of a nominee that is entered into BNA to secure a school seat for specific course and date.

Major Subordinate Command (MSC)

That level of command directly subordinate to a Force Headquarters.

Prior Service Training Assignment (PSTA)

Assignment to entry level formal MOS producing school for MOS mismatched prior service personnel recruited to SMCR units, in accordance with enlisted mission requirements.

Quota Control (QC)

An agency that has the capability of distributing school quotas to a requesting unit.

Training Quota Memorandum (TQM)

Brief description of course to include school dates prerequisites, location, reporting instructions and fund administrator.

TRAINING CHECKLIST

- _____ Does the unit have its Training Input Plan (TIP) Quota requirements?
- _____ Does the unit have its current Fiscal Year quota allocations?
- _____ Does the training section have a notification/reconciliation system established with the unit S-1?
- _____ Are procedures established to ensure orders are written in a timely manner?
- _____ Are procedures established to ensure completed training/PME is entered in the SRB/OQR?
- _____ Are there procedures to report completed/cancelled travel to 4th FSSG?
- _____ Does the training section have access to BNA, Total Force system, and the MCRSC Management System?
- _____ Does the Training Personnel understand how to print out a TQM from BNA?
- _____ Does the unit have a system to ensure the Marine meets all prerequisites prior to being submitted for a school request?
- _____ Does the unit have established procedures to ensure school requests are entered in BNA 45 days prior to the CCD?
- _____ Are the Marines attending schools within the height and weight standards?
- _____ Has the unit established procedures to ensure that a Marine's employer agrees to time off BEFORE entering names in BNA.
- _____ Has the unit established procedures to ensure that 4th FSSG is notified when a Marine is administratively, medically, or academically dropped from school?
- _____ Does the unit maintain a current copy of the listed must hold directives? (GruO 1510.1, encl(3))
- _____ Does the unit have designated training personnel? (GruO 1510.1, par 4a)

Enclosure (4)

_____ Are the designated training personnel knowledgeable of the training process?

_____ Has the unit established fiscal procedures to ensure that quarterly authorizations are not exceeded?

MUST HOLD DIRECTIVES

The below listed directives are used routinely by all Training Offices. While it is not necessary to maintain separate files for all of these directives (since all Force and Group orders are on the R-net), these directives should be readily accessible.

MCO	P1000.6F	ACTS Manual
MCO	P1001R.1H	MCRAMM
MCO	1001R.54D w/ch2	Marine Corps Reserve Incremental Initial Active Duty for Training (IIADT)
GruO	1510.1	Standing Operating Procedures for Training (Short Title: SOP for Training)
ForO	P1500.3	Formal School Training Management Guide
MCO	1500.35A	Use of Contracted Civilian Acquired Training (CCAT) in Support of Selected Marine Corps Reserve (SMCR) Military Occupational Specialty (MOS) Training
MCO	1510.34A	Individual Training Standards System (ITSS)
MCO	P1540.3	Standing Operating Procedures for Pre-Mobilization Training (Short Title: SOP for Training)
MCO	1550.3M	MCI Correspondence Courses
NavMC	2771	Marine Corps Formal Schools Catalog
MCO	5390.2D	Leadership Training and Education
ForO	5750.2	Command Chronology
MCO	6100.3J	Physical Fitness
MCO	3574.2H	Marksmanship Qualification/Requalification
MCO	1553.7	Using the By Name Assignment System

Enclosure (5)