MCRP 7-20A.5

Training Data Management

U.S. Marine Corps

UNITED STATES MARINE CORPS

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FOREWORD

Marine Corps Reference Publication 7-20A.5, *Training Data Management*, provides guidance for all Marines concerning the management of information created during training planning, execution, and evaluation. It introduces Marines to data management roles and responsibilities within a unit training management program and how processes and technological systems contribute to and influence these functions.

The purpose of training data management (TDM) is to provide information to commanders so they may assess unit training readiness. Training data management begins with the initial phase of planning and is continuous to facilitate the commander's assessments. It is critical that Marines understand how they contribute to their commander's understanding of the unit's readiness. This publication reflects concepts that are necessary to this understanding.

Within the context of readiness, TDM more broadly supports talent management through the people, processes, and systems that record, report, and link individual training, education, and readiness data to Headquarters USMC Manpower and Reserve Affairs (M&RA) data management systems. Thus, individual training management and data reporting is critical to support both readiness and talent management at the service level.

This publication has been prepared for all Marines. Every Marine is engaged in their unit's training in some capacity—as a training planner, unit leader, or Marine participating in training.

Marine Corps Reference Publication 7-20A.5, in conjunction with Marine Corps Tactical Publication (MCTP) 7-20A, *Unit Training Guide*, cancels MCTP 8-10A, *Unit Training Management Guide*, dated 25 November 1996, erratum dated 2 May 2016, and change 1, date 4 April 2018; and MCTP 8-10B, *How to Conduct Training*, dated 10 August 2005, erratum dated 2 May 2016, and change 1, dated 4 April 2018.

Reviewed and approved this date.

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CHAPTER 1.
TRAINING DATA
MANAGEMENT FUNDAMENTALS

INTENT

Marine Corps Reference Publication (MCRP) 7-20A.5, *Training Data Management* (TDM), defines information management-related concepts for unit training management (UTM). It provides a framework for understanding how people, technological systems, and processes contribute to effective management of unit training information throughout planning, execution, and evaluation. The primary purpose of TDM is to facilitate commander assessments by ensuring the availability of timely and accurate training information. The secondary goal is to ensure information users—leaders, trainers, and individual Marines—have access to timely, relevant information to implement the unit training plan. The concepts in this publication are introduced to familiarize Marines at all levels with roles and responsibilities, provide an overview of technology that enhances data management capacities, and describe general processes for TDM. These concepts enrich unit training as introduced in Marine Corps Tactical Publication 7-20A, *Unit Training Guide*, and span the planning processes described in the reference publications identified in Figure 1-1.

MCTP 7-20A Unit Training Guide - Provides philosophical concept (why and how) for training planning, event and exercise design, and evaluations.

MCRP 7-20A.1 Training Plan Design

MCRP 7-20A.2 Event and Exercise Design

MCRP 7-20A.3 Simulation Training Guide

MCRP 7-20A.4 Evaluations and Assessments
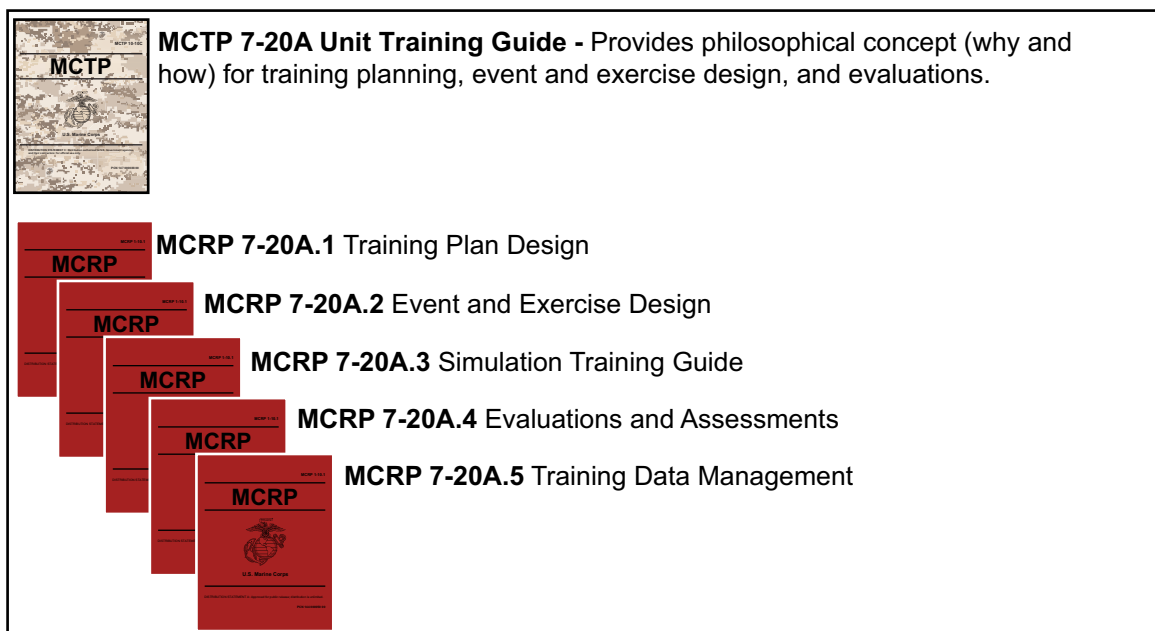
MCRP 7-20A.5 Training Data Management

Figure 1-1. Training Publications Hierarchy.

PILLARS

Training data management is information management for standards-based unit training. Training data management creates a means of deliberately and proactively organizing information created during the UTM process. It is more than control of data; it flows across technical networks and covers the entire lifespan of information, centering on the commander's information requirements to make informed judgments and decisions about unit individual and collective training readiness. From publishing the commander's training guidance (CTG) to recording completion of each training event, data is managed such that it is accessible to those Marines requiring access throughout the training continuum. The purpose of training is to achieve unit readiness. The purpose of TDM is to provide the commander with timely and accurate unit training information to ensure the unit and each individual is progressing toward that end.

Training data management enables commanders to understand what is happening in their unit, which in turn informs decisions and actions to adjust plans within the UTM program. Unit commanders use the data compiled throughout the TDM process to assess the training readiness of their unit. Training is designed to achieve training and readiness (T&R) standards and completion of that training creates metrics that can be used to assess readiness against the unit's mission-essential tasks (MET) and other readiness benchmarks. Data entered into the Marine Corps Training Information Management System (MCTIMS) or Marine Corps Sierra Hotel Aviation Readiness Program (MSHARP) automatically transfers to other Marine Corps reporting and data management systems, such as the Defense Readiness Reporting System (DRRS) and the Marine Corps Total Force System (MCTFS). Commanders use this data to determine compliance with Service training directives and unit mission readiness.

Marine Corps Tactical Publication 3-30 B, *Information Management*, defines three information management pillars that apply to unit training.

People
People refers to the Marines collecting and consuming training data produced throughout the Systems Approach to Training and Education process. People use available information to build training plans; create training events; track training completion and evaluation; and determine training effectiveness, efficiency, and states of readiness. Additionally, training management and reporting of individual training event completion is critical to TDM. Readiness and readiness reporting both begin at the individual level.

Technology
Technology refers to the tools units use to collect and process data. Technological systems, such as MCTIMS and MSHARP, supports TDM by providing efficient means of collecting, disseminating, storing, and using training information. Technology also facilitates training information reporting as data is transferred from the primary reporting systems to other Marine Corps systems, such as DRRS and MCTFS.

Process

Training data management is the sum of processes used for the collaboration and sharing of unit training information. Process refers to the procedures and policies that, when implemented, facilitate efficient and effective information flows to meet a unit's readiness requirements. Training data management processes enhance the quality of organizational learning and decision-making in support of achieving unit operational readiness.

Effective TDM ensures the commander has the most accurate information with which to make decisions about the unit's readiness state at any point in the unit training continuum. Shared understanding allows unit training planners and leaders the opportunity to identify training gaps and make or recommend decisions to change training early so action can be taken to achieve the training plan vision. Timely, quality information provides commanders situational awareness and adds value to the decision-making process—both of which impact mission accomplishment. Managing the flow of information and access to it are critical. Information management helps commanders focus people, technology, and processes effectively to meet challenges and leverage fleeting opportunities.

CHAPTER 2.
ROLES AND RESPONSIBILITIES

The commander is responsible for the unit's training. However, successful UTM implementation requires a team. To create and execute a successful unit training plan involves a system of responsibilities delegated and assigned to Marines in leadership and UTM roles. When individuals effectively execute these roles, the resulting observable indicators depict an effective UTM program. It is incumbent upon commanders to identify capable individuals to perform these roles and ensure they are properly prepared to execute each role.

THE COMMANDER

The commander is responsible for the unit's training and its requirements. To meet specific training needs, commanders develop overall unit training programs based on available resources, materials, guidance, and time. The CTG provides the commander's vision for unit training and establishes the desired end state for training in terms of unit readiness. The commander publishes training guidance to steer staff and subordinate unit planning, execution, and evaluation throughout the UTM process. The CTG identifies the unit mission, assigns priorities for training, and establishes the unit's standards-based training goals in accordance with a desired end state, measured against the unit's mission statement and mission-essential task list (METL). Unit commanders publish training guidance early to allow adequate planning time for planners and subordinate commanders. Once published, the CTG should not require revision unless a significant requirement is identified that alters the unit's training assessments, such as a change in mission.

The CTG should address—

- Training philosophy.
- Training priorities.
- Commander's guidance.

The purpose of TDM is to provide commanders with timely and accurate information to inform their assessment of unit readiness. Throughout the unit training continuum, the commander assesses the unit's operational readiness as compared to the unit's METL and based on all available training data.

TRAINING PLANNERS

Unit training planners design a training plan to achieve the CTG. The core for unit training resides with the unit operations section and is supported by the staff and subordinate unit leaders. Training planners create a training plan that establishes the training continuum for the unit to progress from the current to the desired readiness state. Events are sequenced to ensure the unit builds proficiency and maintains currency in both individual and collective training events. It is essential that evaluations are planned throughout the training continuum to provide unit leaders data to indicate whether the unit is progressing as necessary to achieving required readiness states.

Events identified in the training plan are associated with T&R standards or Service-level individual training requirements. Training events not associated with T&R standards or mandated training requirements should be scrutinized to ensure they contribute to the unit being ready to accomplish its designated mission; otherwise, these events risk expending valuable training time and may detract from the unit achieving its required readiness state. The training plan identifies the number, type, and duration of training events required to reach unit readiness benchmarks in accordance with the METL. This should never be viewed as "check in the box" training. The T&R standard must be achieved before training is recorded as complete. It is the sum of achieved T&R standards that produce the METL outcome.

The training plan should also account for events that will cause unit readiness to fluctuate throughout the training continuum, such as Marines joining and departing the unit. These events can affect unit readiness as trained Marines leave the unit and untrained Marines join the unit. Accounting for these events enables the unit to project anticipated training needs while also helping to mitigate risk during training evolutions.

TRAINING LEADERS

A training leader is identified on the training schedule as the individual responsible for planning, leading, and supervising the overall execution of a unit training event and assigned components of the unit training plan. The commander, or their designated representative, may identify this individual in writing by billet; position; or designation, qualification, and skill set. The training leader is formally included on the training plan as being responsible for leading and guiding Marines through a specific live, virtual, or constructive simulated training evolution.

The training leader plans and executes designated training events or aspects of the unit training plan in accordance with the training plan and T&R manual, particularly by ensuring prerequisites have been completed within the required time interval. They are responsible for ensuring necessary support is identified and coordinated for training to be executed. Depending on the type of event, the training leader may be supported by a range safety officer, an on-scene medical representative or team, or a simulation technician or instructor to aid in safely facilitating and executing an event. During execution, the training leader ensures that training is being

accomplished effectively and efficiently to achieve proficiency. Because training must be standards-based, training leaders must orient themselves on T&R standards that must be achieved for Marines to progress to higher-level individual and collective tasks.

In developing training events, unit leaders document training by publishing letters of instruction, risk assessments, and other planning and execution materials as defined by policy and unit information requirements. Training completion is documented through evaluation. Effective TDM includes documenting evaluations with the associated training event, such as the use of a performance evaluation checklist, to ensure information for that event is easily accessible by other unit leaders and planners.

TRAINING DATA MANAGERS

Training data managers are critical to ensuring the TDM system progresses smoothly. While each UTM role contributes to the unit's efforts of managing training data, the Marines identified to record and maintain this data have the greatest influence on the accuracy and timeliness of the information flow. Training data managers ensure that individual and unit training completion are correctly documented as they occur. Their responsibilities may include publishing and maintaining unit training calendars, crediting Marines for successful completion of training, and ensuring evaluation data is recorded with training events. Training data managers are not responsible for the planning of unit training but are vital in ensuring that the process progresses efficiently. Failure to document and manage training in a timely manner results in inaccurate training statistics, can negatively influence individual readiness and promotion, and prevents the commander, other unit leaders, and planners from being able to accurately understand what is happening in the unit. This also results in negative consequences for decisions and follow-on actions.

EVALUATOR CADRE

The evaluator or evaluation cadre, depending on the size and scope of the event, is responsible for observing and recording the performance of the Marines and/or unit being evaluated. Internal evaluations are performed by unit leaders within the unit conducting the training. External evaluations are conducted by evaluators assigned from outside the unit being evaluated, as described in MCRP 7-20A.4, *Evaluations and Assessments*. Teams of evaluators are formed to distribute evaluation responsibilities across several roles and ensure evaluation data is created, recorded, and disseminated efficiently. Evaluator training ensures everyone on the evaluation team understands and can perform their assigned roles.

The purpose of evaluation is to provide feedback to the unit regarding performance of individual and collective training events. Evaluators provide feedback through debriefs, after-action reviews, and formally recording the results of the evaluation in the appropriate TDM systems. Evaluation

feedback should be consistent across the method of reporting to eliminate confusion for the training audience. In other words, the evaluation recorded in the TDM system (e.g., MCTIMS or MSHARP) should be consistent with the feedback reported during debriefs and after-action reviews with the Marines and unit. Inconsistency reduces trust in the evaluation process and causes confusion about how the unit can improve its readiness. See MCRP 7-20A.4 for more information about training evaluations, debriefs, and after-action reviews.

CHAPTER 3.
TRAINING DATA MANAGEMENT SYSTEMS

Technology supports TDM by providing efficient means of collecting, disseminating, storing, and using training information. Outputs of the *analyze*, *design*, and *develop* phases of the Systems Approach to Training and Education process document the steps for creating training plans, events, and exercises. Information created during execution, including rosters, evaluation forms, and debriefs, documents the implementation and evaluation of training. This information is used to support procedural reporting requirements as well as commander assessments to determine whether the unit is achieving the desired state of operational readiness.

INFORMATION MANAGEMENT SYSTEMS

An information management system is the aggregate of people, processes, and technology, all of which work and are employed together in processing information. The Marine Corps employs technological systems, or information management systems, to improve the efficiency of information processing. Information management systems for TDM, such as MCTIMS and MSHARP, provide means of identifying, tracking the status of, and recording completion of individual and unit training requirements. They allow decentralized management of training data (e.g., updating training schedules or recording completion rosters) while allowing for unit-wide situational awareness.

Information management systems also automate information preparation for readiness reporting by communicating training data from one system to another, such as MCTIMS to DRRS. Technical automation provides data to unit commanders for the purpose of reporting unit readiness, as well as providing commanders, staffs, and leaders a snapshot of training readiness at any point based on current and projected training data that has been entered.

Marine Corps Training Information Management System
The Marine Corps Training Information Management System is the Marine Corps' primary program of record for TDM and is the Marine Corps' authoritative data source for individual and collective training relating to individual training requirements and ground T&R standards defined in the ground T&R program. All units use MCTIMS to manage and record the completion of Service-level individual training requirements and the Marine Corps Combat Readiness Evaluation; the command element, ground combat element, and logistics combat element, as well as specific ground components within the aviation combat element, use MCTIMS to manage METL-based and T&R training. The system provides enterprise-wide training information technology services for individual Marines and Marine units and generates data that supports both individual and unit readiness reporting through MCTFS and DRRS, respectively. It allows units to

document all stages of TDM, from planning through implementation and evaluation. All individual training requirements (e.g., annual training) are reported in MCTIMS.

Using MCTIMS, units are able to document creation, execution, and evaluation of training plans through a variety of functions that are continually adapted to the needs of the Fleet Marine Force. The system centralizes planning processes and access to unit training information. Each role within the TDM process interacts with MCTIMS to ensure training guidance and products are widely accessible.

As training is completed, MCTIMS aggregates completion data for individual training requirements and T&R events based on the data entered in the system. Individual training requirement completion is communicated to MCTFS to be recorded in individual Marine training records. Based on the number of T&R events evaluated as trained, MCTIMS also aggregates readiness percentages for each associated MET into a commander's assessment. The T&R event achievements are transmitted and reported in DRRS.

Mission-Essential Task List. The unit METL is published in MCTIMS. Component METs are the objective for unit readiness. Training and readiness standards are associated to the unit's METs, facilitating tracking readiness progression as events are documented as "trained."

Training Assessment. Based on training completion data entered into the system, MCTIMS aggregates the information into a training assessment. The commander and training planners use this assessment to determine whether the unit's training is progressing as necessary to meet readiness objectives and shape the training plan, as necessary. The training assessment from MCTIMS is automatically communicated to DRRS.

Key Documents. Unit commanders and training planners upload key documents, such as CTG, unit policies, and training resources, which guide training development and execution throughout the training continuum. These documents are published in MCTIMS, and may be published via other media such as SharePoint or a read board, to be accessible by all Marines.

Training Calendar. Training planners and training data managers populate the unit calendar with events and exercises. The calendar becomes the focal point for training plan execution and the sequencing of events to progress toward training readiness. Relevant unit events from the unit training plan, such as annual training occurrences, professional military education (PME) courses, or other readiness-related events, are recorded to create shared awareness.

Events. Each event is documented in its entirety. Training events and exercises recorded on the calendar are associated with T&R events that contribute to unit readiness or individual training requirements. The training leader assigned for each event documents—

- Planning, by uploading necessary planning products, such as letters of instruction and risk assessments.
- Completion, by identifying which Marines completed each associated standard or requirement and any resulting scores.

The evaluator for applicable events uploads evaluations to document performance, as appropriate.

Other Training. As the authoritative data source for individual training, MCTIMS facilitates the tracking of Marines' ancillary training, such as courses or certifications attained through other services or agencies that are not automatically credited in Marine Corps training systems. Training data managers submit other training, as appropriate, to ensure all training is documented on the Marines' service records.

By using MCTIMS, units may easily orient their training on the unit METL from the assignment of tasks to the execution of T&R assessments. This information management system provides units a common means of planning and documenting training throughout the training continuum. For more detail and training on how to use MCTIMS, Marines and users of all ranks and roles can attend Training and Education Command-sponsored MCTIMS classes hosted aboard major Marine Corps installations. Additionally, Marine Corps Air Ground Task Force Training Command provides courses on UTM. The MCTIMS Service Desk provides support to Marine Corps units. System tutorials are also available to users looking for specific details.

Marine Corps Sierra Hotel Aviation Readiness Program

The Marine Corps Sierra Hotel Aviation Readiness Program works in parallel to MCTIMS to identify and record completion of certain T&R events, designations, and certifications for Marines and units in the aviation combat element as defined in the aviation T&R program. Like MCTIMS, T&R standards are identified, managed, and tracked in MSHARP and aligned to designated aviation unit METs. Individual and collective T&R events, including evaluation of event performance, are recorded in this system. Training readiness data is reported to DRRS.

Defense Readiness Reporting System

Military units are required to submit objective, accurate, and timely readiness reports within DRRS. This system measures factors relating to readiness as the Secretary of Defense prescribes to fulfill statutory reporting requirements defined within Title 10 United States Code, Section 117. Readiness reports are the responsibility of the organization commander and reflect the commander's experience and best judgment regarding the organizations ability to undertake core and assigned mission(s). Readiness data in DRRS support crisis response planning, deliberate or peacetime planning, and Service-level responsibilities to organize, train, and equip combat-ready forces for combatant commands.

Joint Risk Assessment Tool

Marine Corps Order 5100.29C Vol 2 (Risk Management) discusses the Joint Risk Assessment Tool (JRAT) platform. The JRAT is a Web-based software application that assists the user with completing a deliberate joint risk assessment matrix. The software guides the user through each of the steps in an intuitive fashion with help screens and process information. The JRAT allows the chain-of-command to supervise and conduct quality control of the risk assessment process. The site provides up-to-date and relevant safety information and tutorials, and serves as the primary transition tool for the Marine Corps to the Joint Risk Assessment program. Upon completion of an assessment, reports can be printed and the assessment can be shared electronically. The USMC JRAT site is available via common access card at: https://jrat.safety.army.mil.

LEARNING MANAGEMENT SYSTEMS

A learning management system (LMS) is a specific type of information management system that facilitates centralized administration, tracking, and reporting of individual training events and requirements. Learning management systems house course information and resources, facilitate synchronous and asynchronous learning, and allow for evaluation and feedback, as necessary. Common training administered through an LMS includes—

- Annual training.
- PME course modules.
- Ancillary training.

The MarineNet eLearning Ecosystem brings together several systems and capabilities for the purpose of delivering training and education programs in a virtual environment. The MarineNet eLearning Ecosystem is primarily used by individual Marines to complete annual and ancillary training. It is also utilized for the completion of PME courses, either as the primary method for distance learning ("non-resident") courses or to augment resident courses. Within the MarineNet eLearning Ecosystem, Marines navigate and engage with course material, engage in collaborative exercises, and complete course evaluations. Completion of training and education requirements are reported in MCTIMS.

The MarineNet eLearning Ecosystem contains requisite content for Marines to complete available training. Course content may be implemented independently (e.g., annual training) or as a module within a larger course (e.g., PME). To complete training in this LMS, an individual Marine engages with the course content and completes any required course evaluations. Upon completion, the LMS records and reports the outcome in a training information management system.

CHAPTER 4.
PROCESSING TRAINING DATA

Training data provides a wealth of information to unit leaders. Throughout planning and execution, unit leaders can monitor UTM processes to ensure development of the training plan is aligned to the METL, relevant T&R standards, and CTG. At any point during the training continuum, unit leaders have a snapshot of current unit readiness and may project unit progress toward desired readiness objectives. Unit leaders and training planners have shared situational awareness concerning the training readiness and progress of the unit throughout training.

Unit leaders and training planners evaluate the efficiency and effectiveness of their training plans using this training data. A unit's or Marine's success in achieving progressively more difficult or collective training events indicates that the training plan is effective; poor performance in training evaluations or a lack of preparedness to progress to more difficult or collective training events indicates its ineffectiveness.

PLANNING FOR TRAINING

Training planners generate training data throughout planning and execution for the purpose of creating and maintaining the unit training plan. This information is continuously evaluated to ensure the training plan effectively and efficiently leads to achievement of unit training readiness in accordance with the unit's METs and individual training requirements. MCRP 7-20A.1, *Training Plan Development*, describes several outputs typical of a unit training plan as follows.

Commander's Training Guidance
The CTG provides the commander's guidance for the development and execution of the unit training plan. It highlights the unit's METs and required training, and outlines training priorities that inform the development of the unit's training plan. The CTG should not change during the training continuum unless the unit's commander, mission, or METs are changed.

Training, Exercise, and Employment Plan
The training, exercise, and employment plan (TEEP) is a broad overview of the unit training plan. It sequences major events that impact the development of a training schedule. The TEEP may change throughout the training continuum if the CTG changes or the unit identifies new major training events it will execute.

Training Schedule

The training schedule is a detailed timeline of unit skill building, including all events and exercises related to the unit's training plan. Training events and exercises are associated with T&R standards or individual training requirements. More granular detail provides the unit the opportunity to ensure the sequencing of their scheduled events align with the sequencing of T&R events—specifically those events that are deliberately chained, such as those requiring mastery of individual tasks before completion of more complex collective tasks. Additionally, the training schedule reflects significant unit events, such as expectations of significant personnel changes that may impact overall unit training readiness. The training schedule is more fluid than the CTG and TEEP, as events may be added, removed, or rescheduled at the discretion of the unit's leadership.

The detailed training schedule also facilitates identifying units and personnel to execute and lead training. With this schedule, subordinate unit leaders are aware of requirements levied by higher headquarters and can create unit-level training schedules that prepare their Marines for participation in those higher headquarters collective events. The training leader responsible for specific events may also ensure they have completed necessary planning, such as letters of instruction and risk assessments, appropriate for the training to be conducted.

TRAINING COMPLETION

In the case of individual training requirements, such as annual training requirements, an event may result in only a record of completion. The unit identifies training data managers to record training completion in MCTIMS. Distributing TDM roles between the headquarters and subordinate units allows for the efficient recording of training completion. In the case that completion reporting is automated from one system to another, the training data manager will simply verify that training is completed.

Units must identify processes for recording their Marines' completion of annual and ancillary training. This not only ensures training requirements are completed, but also that Marines are credited for training not automatically reported in one of the Marine Corps training management systems. This is particularly important for training and certifications Marines achieve through civilian or other-service courses and which are career or military-occupational-specialty-enhancing.

TRAINING EVALUATION

Training evaluation data is generated by the training cadre or individual evaluators for the purpose of providing performance feedback to the unit or individual Marines. Timely feedback, both informally in person and formally through after-action reviews and recording, is essential to providing the commander information about the unit's training readiness, enabling the individual or unit time to remediate training, and allowing training planners time to adjust the training schedule.

Training evaluation also provides feedback to the unit about the effectiveness and efficiency of training. While immediate feedback may be the result of task performance, the unit may evaluate the source of the deficiency during training and whether the unit's resources may be better leveraged to improve training.

READINESS ASSESSMENT AND REPORTING

Readiness assessments, as measured against the objective T&R standards and METs, give unit leaders insight into whether their training plans are leading to a desired state of mission readiness. Training readiness can be described in terms of proficiency and currency. The level of proficiency attained correlates to how well that task is executed. Proficiency is evaluated and measured against a predetermined standard as set forth by T&R manuals. Currency is measured against the sustainment interval for each skill as set forth by T&R manuals. The sustainment interval is the predetermined period within which skills must be refreshed or evaluated. Maintaining currency means that these skills are periodically demonstrated within specified time limits.

Training information management systems provide a training readiness assessment based on the data that is entered as a result of training event and exercise execution. However, the commander must make a judgment of the unit's training readiness, such as in DRRS, to meet readiness reporting requirements. The commander incorporates information outside scaled evaluation reports to make these assessments. It is essential that the commander have all the information about unit training to report unit training readiness.

CONCLUSION

Training data management supports the commander's readiness assessment. It brings together information management pillars of people, technology, and processes. As with any other unit function or mission, units must determine appropriate processes for employing the Marines and systems available to them to provide the commander with the information necessary to make decisions and take actions about unit training readiness. Effective TDM ensures that this information about individual Marines' and the unit's training is available to the commander for decision making.

GLOSSARY

Abbreviations and Acronyms

CTG .... commander's training guidance
DRRS .... Defense Readiness Reporting System
MCRP .... Marine Corps Reference Publication
MCTFS .... Marine Corps Total Force System
MCTIMS .... Marine Corps Training Information Management System
MCTP .... Marine Corps Tactical Publication
MET ....mission-essential task
METL...mission-essential task list
MSHARP .... Marine Corps Sierra Hotel Aviation Readiness Program
PME ....professional military education
T&R .... training and readiness
TEEP .... training, exercise, and employment plan
UTM... unit training management

The following acronyms pertain to processes and entities specific to this publication series.
JRAT ....Joint Risk Assessment Tool
LMS .... learning management system
TDM.. training data management

REFERENCES AND RELATED PUBLICATIONS

Joint Issuances

DOD Dictionary of Military and Associated Terms

Other Instructions

Navy/Marine Corps Departmental Publications (NAVMCs)

1553.1_	Marine Corps Instructional Systems Design/Systems Approach to Training and Education Handbook
P3500.106_	Ground Training and Readiness Program Manual
3500.14_	Aviation Training and Readiness Program Manual

Marine Corps Publications

Marine Corps Supplement to the DOD Dictionary of Military and Associated Terms

Marine Corps Doctrinal Publication (MCDPs)

1	Warfighting
5	Planning
7	Learning

Marine Corps Tactical Publications (MCTPs)

3-30B	Information Management
7-20A	Unit Training Guide

Marine Corps Reference Publications (MCRPs)

7-20A.1	Training Plan Design
7-20A.2	Event and Exercise Design
7-20A.3	Marine Corps Simulations Training Guide
7-20A.4	Evaluations and Assessments

Marine Corps Orders (MCOs)

1553.10	Marine Corps Training Information Management System Standing Operating Procedure
1553.3_	Unit Training Management Program
3501.1_	Marine Corps Combat Readiness Evaluation (MCCRE)
5100.29_	Marine Corps Safety Management System

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