



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON DC 20350-3000

NAVMC 1553.3
PSD
5 Dec 23

NAVMC 1553.3

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS TRAINING INPUT PLAN PROGRAM GUIDANCE

Ref: (a) MCO 1553.1
(b) MCO 5250.1
(c) MCO 5311.1
(d) NAVMC 1553.2
(e) NAVMC 1200.1
(f) MCO 5300.19
(g) MCO 1553.10
(h) DODD 5101.01
(i) MCO 1580.7
(j) OPNAVINST 1540.2
(k) BUMEDINST 1551.5
(m) MCO 1553.2

1. Purpose. To promulgate the requirements and establish procedures to implement reference (a) and to support references (b) and (c). Reference (a) is the authoritative policy used in the development of this Navy / Marine Corps departmental publication (NAVMC) and sanctions the procedures outlined herein.

2. Cancellation. None.

3. Background. The Training Input Plan (TIP) is the distillation and collaborative product of multiple, mutually reinforcing processes designed to prepare Marines and sailors to accomplish their occupational specialties in support of the assigned mission.

4. Scope. The guidance herein describes the preparation and utilization of the Marine Corps TIP. The Commanding General (CG) Training and Education Command (TECOM) and TECOM's Major Subordinate Commands (MSC) act in concert with the Deputy Commandant (DC) Manpower and Reserve Affairs (M&RA) and Occupational Field (OCCFLD) leaders assigned to various DCs to support the Commandant of the Marine Corps' (CMC) responsibility to train those filling the billets found in the table of organization (T / O) of the Marine Corps. Organizational training requirements are set forth in the T / O and are tabulated with number codes derived from the Marine Corps occupational system. The codes define the different individual skills required by Marine Corps organizations. The same codes are used by DC M&RA and OCCFLD leaders to develop and maintain a personnel inventory of skilled Marines for assignment to meet the manning requirements of the organizations. The necessity to develop and maintain a personnel inventory across the Future Years Defense Program (FYDP) forms the basis for the calculation of the number of seats in courses Marines must attend to adequately address manpower requirements. The TIP records the number of course seats necessary by sponsor, to achieve Military Occupational Specialties (MOS) and billet requirements for Marine Corps units across the FYDP.

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a. Highlights of TIP considerations included in this program guidance are as follows:

(1) Descriptions of the underlying processes that support TIP development along with a summary overview of the TIP.

(2) Detailed procedures regarding the programmatic milestones that occur each year in support of the TIP development cycle.

(3) Guidelines for TIP requirements development and specific guidance in the form of detailed actions related to TIP submissions expected from manpower planners, MOS sponsors, OCCFLD managers, and Fleet Marine Force (FMF) / Supporting Establishment (SE) training managers.

(4) Highlights of significant aspects of TIP execution, including procedures for adjusting the working TIP, methodologies for class scheduling, policy guidance for seat allocation distribution, and business rules for seat allocation management and utilization.

(5) Authoritative definitions for terms of art related to the TIP.


5. Information. CG TECOM will update this directive as necessary to provide current and relevant procedures to ensure best practices are available for use by the Marine Corps Total Force.

a. Processes and procedures outlined throughout this directive will result in necessary modifications to the Marine Corps Training Information Management System student registrar module.

b. All questions pertaining to this directive should be referred to: CG TECOM, Policy and Standards Division, 2007 Elliot Road, Quantico, Virginia 22134.

6. Command. This NAVMC is applicable to the Marine Corps Total Force.

7. Certification. Reviewed and approved this date.


K. M. IIAMS
By direction

PCN: 10048002800

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CHAPTER 1

TIP OVERVIEW

1. Background. Per reference (a), CG TECOM is required to publish and distribute the annual TIP. The TIP compiles the Marine Corps' formal school training and education (T&E) input requirements developed by recognized formal school requirement sponsors as described in reference (d), listed in reference (c), and defined in paragraph 5.a.

a. Each annual TIP is a planning document detailing future-operations (FOPS) oriented T&E requirements five fiscal years (FY) in the future consisting of one published "base-year" FY and four forecasted "draft" FYs. The annual TIP document contains seat requirements for courses that will occur two to six FYs from the year the TIP is published. The annual TIP development process is a deliberate effort to identify and compile all Marine Corps' formal school T&E input requirements.

(1) Quota requirements contained within the TIP are unconstrained for the Marine Corps with relation to resources with one caveat: the submitting requirement sponsor must have historical evidence that there are enough eligible Marines available to attend training at a level equal to the submitted requirement. This caveat, not applicable to primary military occupational specialty (PMOS) quota requirements submitted by DC M&RA, is further explained in paragraph 6.

(2) Quota requirements are captured by FY, course identifier (CID), sponsor, MOS (if appropriate), and student type. Student type is a term of art that will be described elsewhere in this chapter and in the glossary.

(3) Only formal courses of instruction established and approved per the guidance in reference (d) are contained in the TIP.

b. The TIP also represents the cornerstone for out-year formal school T&E related budget and staffing plans prepared by Headquarters Marine Corps (HQMC) and CG TECOM. The TIP serves as the basis for allocating funds for formal school T&E related centrally controlled programs. DCs, commanders Marine Corps forces, HQMC staff agencies, MOS sponsors, and OCCFLD managers all provide requirements for the annually published TIP.

2. General Guidance. The TIP is a rolling forecast of the school seats required to prepare Marines who will populate billets in the FMF and SE. It is a living plan maintained within the MCTIMS Student Registrar module. The TIP is live for approximately seven FYs and there are three different states in the lifecycle of the TIP during that time. The transitions between states of the TIP are accomplished by specific actions taken by the TECOM PSD Marine Corps Student Registrar Branch (MCSRBR).

a. The three states of the TIP

(1) Draft. TECOM PSD MCSRBR begins preparing the "to-be-published" TIP, which includes one published "base-year" FY and four forecasted "draft" FYs, approximately eight months before the target date for approval and publication, and roughly 24 months before the "base-year" of the published TIP will be in effect. The opening of the draft TIP occurs in December each year and sponsors submit their forecasted TIP requirements to TECOM PSD MCSRBR

by the conclusion of the TIP working group in March. Sponsor's forecasted requirements are analyzed by TECOM PSD MCSRB and included in the draft TIP once validated. The draft state FYs are the gray boxes in Figure 1-1 and are considered FOPS. FOPS years include the forecasted out-years of the most recently approved TIP document. For example, if it is FY23 and the most recently approved TIP document is the FY24 TIP, then FOPS refers to the years FY25-FY28. Once the FY25 TIP is approved, FOPS refers to FY26-FY29.

(2) Approved. Once signed by CG TECOM, the base-year of the published TIP transitions from a draft state to an approved state. The target for TIP approval is during the third quarter of each FY. There are two elements to the approved TIP for each FY in an approved state: the initial approved value (published base-year) and the current value (working) which represents subsequent updates since initial approval. The approved state FYs are depicted in green in Figure 1-1 and are considered current operations (COPS). COPS years include the current FY through the base-year of the most recently approved TIP document. For example, if it is currently FY23 and the most recently approved TIP document is the FY24 TIP, then COPS refers to the years FY23-FY24. Once the FY25 TIP is approved, COPS refers to FY23-FY25.

(a) Published TIP. A TIP is published immediately following approval. The base-year of the published TIP document does not change and serves to capture quota requirements approved by CG TECOM at the time of signature. Each FY within the approved state has a unique published TIP. For example, the FY23 published TIP was approved in FY21 as the base-year of the FY23-27 TIP document and the FY24 published TIP was approved in FY22 as the base-year of the FY24-28 TIP document. The primary audience of the most recently approved published TIP are fiscal programmers and resource providers, and those analysts supporting them who need authoritative estimates regarding the demand for formal school resources in the future.

(b) Working TIP. The working TIP is a term that refers to base-year modifications of a published TIP document following approval. The base-year is the only FY that can be modified in this way. Out-year forecasted values are not modified via the working TIP, rather they are reviewed and adjusted, as needed, each year until they become the base-year of a published TIP document. The Working TIP helps to reflect COPS, which allows manpower planners and other requirement sponsors to communicate close-in adjustments to quota requirements based on changing operational needs, combat attrition adjustments to manpower plans, or other changes that necessitate modifications to the TIP. Each FY within the approved state has a unique working TIP paired with that FY's published TIP.

(3) Historical. Upon completion of each FY, the working TIP for that FY is frozen (no further changes are accepted) and it transitions to a historic state. Historical TIP FYs are maintained in the MCTIMS Student Registrar module for archival purposes. The historical TIP FYs are the purple boxes in Figure 1-1.

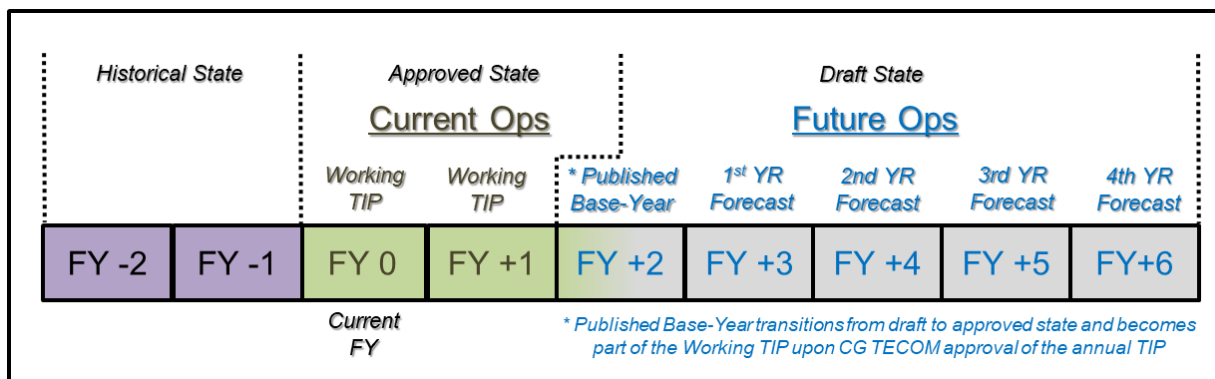


Figure 1-1

b. Nature of the data in the TIP. The numbers captured in the TIP represent planning factors for CG TECOM and TECOM's MSCs to consider when programming resources for formal schools. Since the TIP is the plan that communicates the unrestricted requirements the Marine Corps has for formal school T&E focused on the out-years, the TIP is best used by TECOM and the MSCs to prepare for anticipated school seat demand.

c. What the TIP is not. The TIP is NOT a guarantee that seats identified as required by a sponsor will be available. Nor is the TIP a guarantee that CG TECOM G8 Formal Schools Training Support (FSTS) will fund the travelers registered in those courses. As is discussed in Chapter 5, FSTS maintains internal criteria based on the availability of funds, the types of students registered, the billet to which the Marine is assigned, requirements registered in reference (e) and other factors, and the characteristics of the courses in which those students have been registered to determine which travelers will be funded.

d. Sponsors are cautioned and reminded that TIP requirements are a signal and a plan that CG TECOM will make every effort to accommodate. The TIP does not represent a guarantee of school seats or funding for travelers.

3. Published TIP

a. The TIP is published after CG TECOM reviews the contents of the latest draft TIP and acknowledges approval of the document. The term "latest draft TIP" refers to the document TECOM PSD MCSRB prepares for CG TECOM signature in the third quarter of the FY, in effect the five FYs that begin approximately 18 months later.

b. The TIP supports the programming phase of the planning, programming, budgeting, and execution (PPBE) process. The purpose of the programming phase is to allocate resources to support the roles and missions of Marine Corps formal learning centers (FLC) and M&RA. During the programming phase, previous planning decisions, guidance contained in the Defense Planning Guidance and other documents, and congressional guidance are translated into detailed allocations of time-phased resource requirements which include forces, personnel, and funds. This is accomplished through systematic review and approval processes that "cost out" force objectives and personnel resources in financial terms for five years into the future. Accordingly, and in consonance with sister services' training input processes, the first

year, or base-year, of the published TIP is considered the "programming" year.

c. The forecasted years beyond the programming year, as common sense would indicate, become less and less accurate the further out into the future those years occur. Nonetheless, the published TIP provides TECOM MSCs and the FLCs the Marine Corps' "demand signal" for T&E capacity in the out years. The TIP provides "fair warning" and is compelling justification for schools to request additional resources to accommodate additional students that the Marine Corps requires to prosecute missions.

d. Schools and TECOM MSCs shall not lobby for reductions in requirements communicated via the TIP out of a belief that current resources will not allow a school to accommodate a forecasted increase in throughput. Rather, the school and the MSC should use the signal in the TIP to reconfigure and / or re-align resources or request additional resources per reference (d). The TIP is published far enough in advance, in accordance with the PPBE process to allow for these deliberate actions.

e. The published TIP is the source document that TECOM PSD MCSRB uses to advocate for and program Marine Corps' requirements in sister service TIP equivalent planning processes.

4. Working TIP. Training requirements are dynamic and upon CG TECOM approval the base-year of the published TIP document immediately becomes part of the COPS-oriented working TIP, responsive to the frequent changes in manpower plans and in operational requirements. The working TIP contained within the MCTIMS Student Registrar is the most accurate forecast for any given FY. Refer to Chapter 3 for guidance on making adjustments to the working TIP.

5. Training Quota Requirement Sponsors. Requirement sponsors monitor and manage manpower inventory and submit training quota requirements pertaining to their specific community or scope of responsibility. The selection criteria for requirement sponsors are contained in reference (d). There are five broad categories of sponsors who are expected to contribute to the TIP and to participate in assigning personnel to school seats.

a. Categories of Sponsors

(1) Manpower Planners. Manpower planners work in the planning offices of M&RA and provide input to the TIP in the form of by-MOS / FY requirements for entry level training (ELT) and lateral move officer and enlisted requirements, and warrant officer requirements, for both the active and reserve components.

(2) OCCFLD Managers / MOS Specialists. Per reference (d), every MOS in the Marine Corps has an OCCFLD manager and an MOS specialist. Once an individual has been identified as an OCCFLD manager or an MOS specialist by DC Combat Development & Integration (CD&I), Total Force Structure Division (TFSD), among other responsibilities, that individual is expected to execute TIP-specific roles and responsibilities on behalf of their MOS sponsor. OCCFLD-specific requirement sponsors generally only submit PMOS skills progression, non-PMOS, and special program TIP requirements specific to their occupational field.

(3) Fleet Marine Force (FMF). Training managers within Marine Forces commands collect training requirements from their subordinate units and submit those requirements for the TIP. FMF sponsors generally only submit non-occupational specific and professional military education (PME) requirements.

(4) Supporting Establishment (SE). Training managers within Marine Corps Installation Command (MCICOM) and Marine Corps Logistics Command (MCLC) collect training requirements from their subordinate units and submit those requirements for the TIP. SE sponsors generally only submit non-occupational specific and PME requirements.

(5) TECOM. CG TECOM is the requirements sponsor for a narrow set of school seats. Specifically, TECOM communicates requirements for the 09XX OCCFLD, Training MOSs, and for international students who will attend Marine Corps formal school courses.

b. Alignment of Sponsors to General Officers (GO). Appendix A defines the sponsor code abbreviations found in the MCTIMS Student Registrar module and identifies the GO to whom each sponsor is aligned.

6. Training Quota Requirements. Per reference (a), training quota requirements, or TIP requirements, are "the unconstrained number of individuals needed to be trained in a particular primary MOS or selected formal course of instruction to meet Marine Corps needs for a given FY." The only constraint on this value is a sponsor's demonstrated ability to fill school seats with enough eligible students. When seeking an increase in TIP requirements, a sponsor must have demonstrated the ability to meet or exceed previous planned TIP from a student throughput perspective or, if historical student throughput does not support the increase, the sponsor must provide substantial justification, such as a service policy change, that substantiates a credible forecasted increase in future student throughput. TIP requirements submitted that are greater than 10% of the historical 3-year student throughput average in a course require justification with rationale. Submitted requirements greater than 20% of the historical average will require GO-level endorsement. Refer to Chapter 2 for guidance on TIP requirements development.

a. TIP Requirement Characteristics. TIP requirements must be both credible and realistic.

(1) Credible. A credible TIP requirement is a validated "need," not a "want," stated in the form of a number that answers the "how many?" must be trained in a given course. The TIP itself does not set the foundational training requirement for a course's existence or for the need for a given population or type of student to attend a given course. Foundational training requirements, such as those set forth in training and readiness (T&R) manuals, the MOS Manual, MOS roadmaps, approved programs of instructions (POI), or other Marine Corps or joint training policies and directives are used along with other manpower planning inputs to develop credible TIP requirements.

(2) Realistic. A realistic TIP requirement is one that accounts for the total number of students that require training who are both available and eligible to attend a given course. Unrealistic TIP requirements can result in the sponsor being unable to physically source enough eligible students to fill available and allocated school seats.

(a) Available. Being available means the potential student population has no barriers to attending a given course in a given FY. Two factors that can significantly impact availability are unit manning levels and unit operational tempo. Both must be considered when developing TIP requirements.

(b) Eligible. Being eligible means the potential student population meets course prerequisites. Potential students that do not meet course prerequisites or those that may attend only on a space-available basis will not be accounted for in TIP requirement calculations.

b. TIP Requirement Accuracy. Accuracy of validated TIP requirements, both published and working, is paramount as the TIP is the basis for formal school budgeting and funding, school overhead costs, school manpower requirements, and Interservice Training Review Organization (ITRO) costs.

(1) Overestimation of TIP quota requirements can result in over-resourcing a course (over-commitment of funds and/or ITRO resourcing commitments), and / or poor utilization rates which can undermine future quota submissions and budgets.

(2) Underestimation of TIP quota requirements can risk under-resourcing a course, which can require additional and unplanned funding during execution and / or a lack of sufficient school seats that can negatively impact individual and unit training readiness.

(3) Historical course seat utilization is used as a measure of performance to aid in improving future TIP accuracy. Non-M&RA Sponsor TIP requirement submissions that vary from historic inputs will prompt inquiry during TIP validation. Service level policy changes can be used to justify an increase in TIP regardless of historical seat usage statistics but must be heavily scrutinized.

c. TIP Requirement Composition. TIP requirements are captured by FY, course CID, sponsor, MOS (if appropriate), and student type. An example is depicted in Figure 1-2.

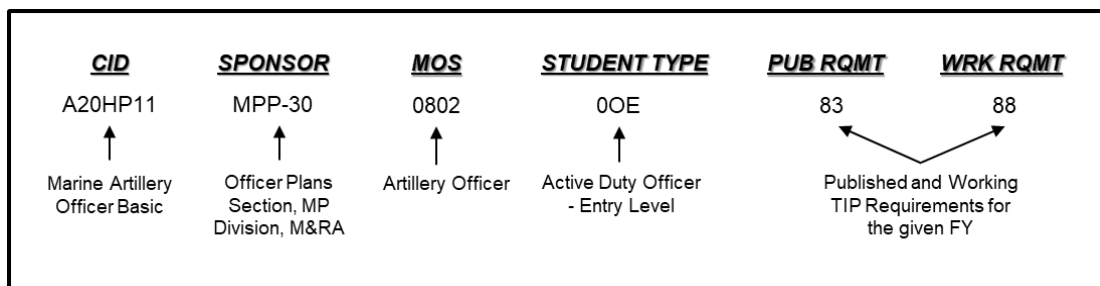


Figure 1-2

(1) CID. A CID is a seven-character TECOM-approved alphanumeric code for a specific, formal course of instruction. A CID consists of several sub-codes as explained in Figure 1-3. The MCTIMS Student Registrar module is used to build and maintain CIDs. Refer to Appendix C for CID establishment, sustainment, and deactivation guidance.

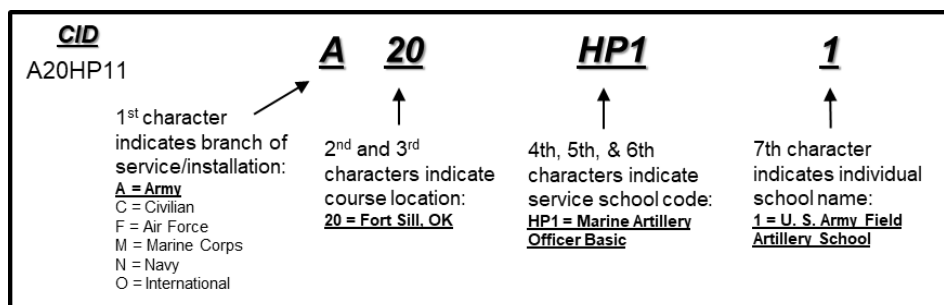


Figure 1-3

(2) Sponsor. Each training quota requirement sponsor has an assigned code that is used to identify their specific sponsor quota requirements. Appendix B contains a listing of sponsor codes.

(3) MOS. The MOS code is only used for PMOS TIP requirements submitted by M&RA manpower planners.

(4) Student Type. Training requirements are grouped by various student categories. Each student type is a two-, three-, four-, or five-character alphanumeric code. Appendix A contains a listing of the most common student type codes used.

d. With few exceptions, the TIP does not capture civilian TIP requirements. Chapter 2 provides further guidance regarding civilian TIP requirements and restrictions on civilians attending TECOM and TECOM MSC formal school courses.

CHAPTER 2

TIP PLANNING AND REQUIREMENT VALIDATION

1. Introduction. The annual TIP is the product of many mutually supporting efforts that accomplish the mission of the human resource development process. The faithful execution of each effort allows TECOM to produce an annual TIP that is accurate and actionable. In turn, an accurate and actionable TIP supports the long-term planning of agencies across the Marine Corps as well as the entire Department of Defense (DoD). This chapter briefly explains some of the underlying processes that support TIP development, lays out the programmatic milestones that occur each year, and provides planning guidance germane to requirements development along with special TIP planning considerations.

2. TIP Development Cycle. CG TECOM publishes the TIP annually and uses standardized milestones in the process. Actual dates for staffing the draft TIP and subsequent CG TECOM approval are based on factors unique to each individual annual planning cycle. Figure 2-1 portrays the typical annual TIP development cycle with key milestones.

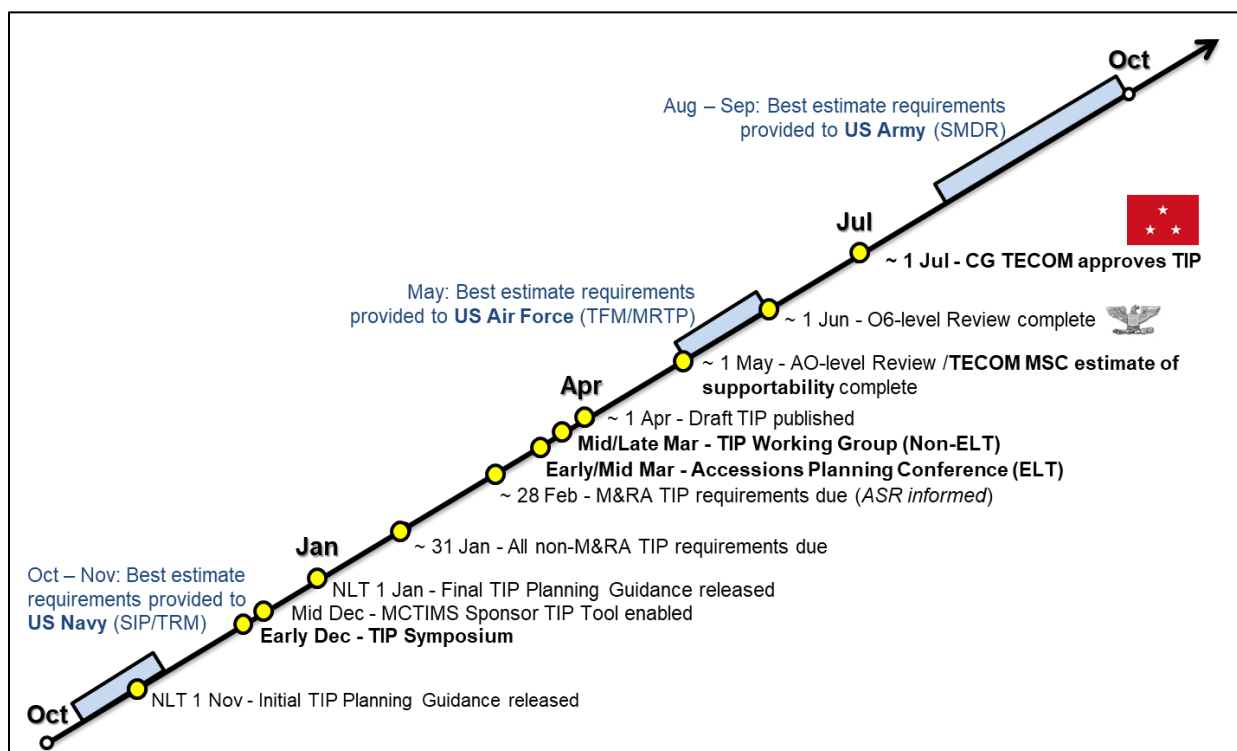


Figure 2-1

a. Initial and Final TIP Planning Guidance. TECOM will develop and distribute detailed annual TIP planning guidance to all stakeholders. The initial TIP planning guidance announcement, which declares the beginning of the annual TIP development cycle, will be released no later than 1 November each year and the final TIP planning guidance announcement will be released no later than 1 January each year.

(1) Initial TIP Planning Guidance. The initial TIP planning guidance announcement will identify the target FYs for TIP planning (current FY+2 through current FY+6), provide tentative dates and format for the annual TIP working group, provide sponsor TIP submission procedures and due dates, and announce the dates of the annual TIP Symposium.

(2) Final TIP Planning Guidance. The final TIP planning guidance announcement will provide confirmed dates and detailed guidance for the annual TIP working group.

b. TIP Symposium. TECOM PSD MCSRB will host the TIP symposium in early December each year. The purpose of the symposium is to train newly assigned Training Quota Requirement Sponsors on TIP-related topics such as the TIP process, requirements development, TIP execution, and seat allocation management. The symposium also serves as a refresher for any experienced sponsors interested in attending. The symposium is designed for sponsors, however it is open to any TIP stakeholder, to include formal schools. One resident symposium will occur each year and smaller virtual symposiums will be held throughout December as demand warrants.

c. Enabling the Sponsor TIP Tool. TECOM PSD MCSRB will enable the sponsor TIP tool located within the MCTIMS Student Registrar module in mid-December following the TIP symposium. The sponsor TIP tool is the single method to be used by sponsors for submitting future year TIP requirements. Use of the sponsor TIP tool enables two-way communication between each sponsor and TECOM. It allows TECOM to analyze and accept requirements, return them to sponsors for additional justification, and keep requirement-related communications within MCTIMS for records management purposes. Before finalizing requirements via the sponsor TIP tool, or at the TIP working group, requirement submissions are compared to the average of the last three years of course throughput. Requirement submissions not supported by Student Registrar throughput data will be denied unless the sponsor provides justification to support their proposed change. For additional guidance on sponsor TIP tool use, sponsors may contact TECOM PSD MCSRB.

d. Sponsor TIP Submission Windows. Upon enabling of the sponsor TIP tool, the sponsor TIP submission window is open and sponsors can submit their requirements. All sponsors, except those under DC M&RA will submit their requirements no later than 31 January each year. DC M&RA sponsors generally submit their requirements no later than 28 February each year as their requirements are driven by the February authorized strength report (ASR). Exact deadlines will be disseminated in the annual initial TIP guidance. Sponsors who do not submit requirements will not have their requirements published in the TIP.

e. Accessions Planning Conference (ELT oriented). Per reference (f), the accessions planning conference is hosted annually by DC M&RA, normally in early to mid-March, following the February ASR. Enlisted ELT and lateral move sponsors, such as MPP-20, MPP-25, and RAP, as well as TECOM PSD MCSRB and Training Command (TRNGCMD) Production Management (PM) participate in this conference. From a TIP perspective, the purpose of this conference is to validate M&RA's PMOS TIP requirements for working TIP FYs, which include the current and next FY, and future FYs that are part of the current TIP planning cycle, which consist of FY+2 through FY+6. During the conference, M&RA sponsors provide their requirements, expressed in terms of MOS and by FY, and TRNGCMD provides formal school capacities for ELT pipeline courses.

(1) Should there be an instance where capacity cannot support an MOS requirement, and with respect to working TIP requirements only, conference members will determine how that MOS' requirement needs to change, if at all, while still accomplishing the overall mission. Changes to working TIP requirements may be revised in light of limitations on course capacity. These revisions are coordinated with M&RA to ensure TIP requirements align with other M&RA accession plans.

(2) MOS requirements for out-year FYs that are part of the current TIP planning cycle (current FY+2 through current FY+6) will not be adjusted if there are course capacity shortfalls and will be reflected in the next iteration of the published TIP at unconstrained levels.

f. TIP Working Group (non-ELT oriented). Annually in mid- to late-March, TECOM PSD MCSRB hosts the TIP working group as required by reference (b). The working group will meet virtually, and the scope of the working group will be limited to those non-ELT courses that have more than one sponsor and a total requirement that exceeds course capacity, or any other non-ELT course that TIP stakeholders determine warrants close attention. ELT course requirements will be validated at the accessions planning conference discussed previously. All other non-ELT course requirements not covered during the TIP working group will be validated via the sponsor TIP tool prior to the TIP working group. TECOM PSD MCSRB will disseminate a detailed agenda identifying courses that will be covered and notify all sponsors with equity in those courses of their requirement to attend no later than two weeks prior to the working group. Upon conclusion of the TIP working group and accessions planning conference, the draft TIP will be made visible in MCTIMS and prepared for staffing, typically occurring in early April.

g. TECOM MSC Estimate of Supportability. TECOM MSCs developing and providing estimates of supportability for requirements contained within the TIP is a critical step within the TIP development cycle. Once visible in MCTIMS the draft TIP will be staffed to the five TECOM MSCs for a period of 30-days, usually in April and concurrent with action officer (AO) level staffing. During this staffing window, TECOM MSCs will focus primarily on the capacity of Marine-owned, ITRO-located, ITRO service-unique and proprietary courses. TECOM PSD MCSRB, in conjunction with TRNGCMD G-3 Interservice Training Office (ITO), will assist TECOM MSCs with identification of courses with potential significant capacity shortfalls that are categorized as ITRO-consolidated, naval aviation enterprise (NAE), DoD directed, and quota courses. Refer to Appendix D for additional information on the different interservice course types.

(1) Estimate of Supportability Development Guidance

(a) MSC estimates must identify all courses assessed to have significant capacity shortfalls to meet future requirements contained within the TIP. Determining capacity shortfall significance is unique to each course, but in general, the ability to support less than 90% of stated TIP is considered significant.

(b) For courses identified with significant capacity shortfalls, the MSC will annotate whether the shortfall can be fully or partially mitigated prior to the requirement's execution year by utilizing existing internal MSC resources, or the capacity shortfall cannot be mitigated by the requirement's execution year without additional external resourcing. For the

latter, the MSC will identify the specific resource constraint that is preventing a course's ability to support the TIP.

(2) MSC Follow-on Actions

(a) For courses with significant capacity shortfalls that cannot be mitigated without additional resourcing, the cognizant TECOM MSC shall direct its subordinate formal school to conduct a content review board (CRB) focused not on course content, but on resourcing necessary to increase capacity to meet future TIP requirements. The intent of this directed CRB is to initiate resourcing actions upon POI / course descriptive data (CDD) submission and approval to mitigate any capacity issues prior to the TIP execution year.

(b) TECOM MSCs (excluding TRNGCMD) will provide quarterly updates, as appropriate, to the MSC CG and CG TECOM reporting on the progress towards mitigating capacity shortfalls identified in the initial estimate of supportability. TRNGCMD shall provide updates informed by previous estimates of supportability via the CG TECOM quarterly production report briefing.

h. AO / O-6 Level Staffing. The draft TIP will be staffed through two rounds of 30-day staffing. One period of staffing is AO staffing, typically occurring in April of each year. TECOM PSD MCSRB will adjudicate any comments received from AOs and then prepare the draft for O-6 level staffing, typically occurring in May of each year. TECOM PSD MCSRB will adjudicate any comments received following O-6 level staffing. Should the O-6 submitter contest the adjudication of a major or critical comment, then that item will be forwarded to the director of PSD for adjudication. The director of PSD has the option to submit the item to CG TECOM for final adjudication.

i. CG TECOM Approval. Upon completion of staffing, TECOM PSD MCSRB will route the draft TIP, highlighting any significant TECOM MSC capacity shortfalls, for CG TECOM signature. Once signed, the draft TIP becomes the published TIP. Normally occurring each summer, its publication also announces to the Marine Corps that the published TIP's base year has also become part of the working TIP. The out years continue to be considered forecasts of draft requirements within the published TIP.

3. Requirements Development. Requirement sponsors must use all available sources of information and planning tools to develop the most credible, realistic, and accurate TIP requirements possible. DC M&RA TIP requirements are developed following long-established and proven manpower planning procedures. Requirements development procedures for all other non-M&RA requirement sponsors are highly variable and there is no "one-size fits all" formula or equation that can be applied. As such, each sponsor must consider all possible planning factors that contribute to defining their requirements for each unique course they have equities in.

a. M&RA Requirements Development. Manpower planners at DC M&RA have complex planning and modeling tools to aid in requirements development. These models are continuously evaluated and adjusted when necessary to improve model performance and the quality of model predictions. M&RA plans are forward looking and requirements development for this population of requirement sponsors rely less on historical seat utilization data and more on numerous other types of inputs (factors) to arrive at the plans developed. Examples of inputs used are the ASR, the grade adjusted recapitulation (GAR), and course attrition rates. All these planning factors are injected into

models to produce the interconnected M&RA program plan, production plan, classification plan, and TIP by PMOS. Figure 2-2 depicts the general process by which M&RA TIP requirements are developed.

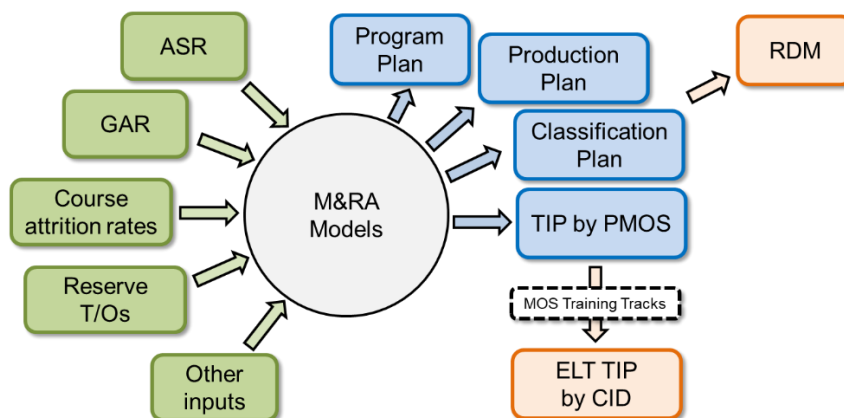


Figure 2-2

(1) ASR. Per reference (b), the ASR is a resource allocation tool that applies fiscal constraints to T/O structure requirements. M&RA uses the published ASR to compare current and assignable military inventory with the authorized requirement to prepare unit staffing goals. The ASR is also one of the primary inputs used by M&RA to create program plans, production plans, recruiting requirements, classification plans, and the TIP by PMOS. ASRs are published semi-annually by DC CD&I TFSD, typically in February and in August. Outside of those semi-annual occasions, TFSD will also conduct “mock ASRs” that provide tentative looks at what the next ASR might look like. The ASR is also the direct source for development of the GAR.

(2) GAR. Per reference (b), the GAR, developed using the Target Force Planning Model, is a planning tool used by M&RA to develop officer and enlisted inventories and is a summary of requirements by grade and MOS. The GAR is an ideal target for planners to use in accession, promotion, and retention plans and it includes the ASR, an estimate for patients, prisoners, trainees, and transients (P2T2), and statutory constraints that place restrictions on the composition of the service. The GAR is produced following publication of each ASR and M&RA uses it as a primary input for developing PMOS TIP requirements.

(3) Course Attrition Rates. TECOM PSD MCSRB will provide attrition rates for all entry-level and lateral move MOS tracks to M&RA manpower planners to inform their plans and support the development of their annual TIP submission, as well as to support their routine working TIP updates following the August ASR, or other adjustments to the Manpower Accession and Retention Plan. M&RA manpower planners include attrition rates as a factor in their model to ensure the appropriate number of inputs are reflected in the TIP to achieve their desired quantity of graduates, or outputs, for a given MOS. Attrition rates, both by course and PMOS pipeline, will be developed using historical course completion data contained within MCTIMS and will typically encompass three years of data from graduated and validated classes. Future MCTIMS capabilities will support automated calculation of course attrition rates and PMOS pipeline attrition rates and display them within the Student Registrar.

(a) Course Attrition. Course attrition (*CAttr*) is calculated using Equation (1).

$$CAttr = \frac{HAttr}{HAttr + Grads} \quad (1)$$

Where: *CAttr* is the course attrition rate; *HAttr* is the sum of hard attrites, for a particular student type, in a given course for a specific period of time; and *Grad* is the sum of graduates in the same course, of the same student type and in the same period of time. A hard attrite is a student that started a course and did not graduate and was not recycled.

(b) PMOS Attrition (one MOS track). For an MOS with only one MOS track and only one course in that track, PMOS attrition (*PMOSAttr*) is equal to course attrition (*CAttr*). For an MOS with only one MOS track with multiple sequenced courses in that track, PMOS attrition (*PMOSAttr*) will be calculated by determining the track attrition (*TAttr*) using Equation (2).

$$PMOSAttr = TAttr = 1 - ((1 - CAttr_1) * (1 - CAttr_2) * ... * (1 - CAttr_n)) \quad (2)$$

Where: *PMOSAttr* is the PMOS attrition rate; *TAttr* is the track attrition rate; and *CAttr_x* is the course attrition for the course of sequence *x* in the track of *n* total courses.

(c) PMOS Attrition (multiple MOS tracks). For MOS with multiple MOS tracks, (*PMOSAttr*) will be calculated using Equation (3).

$$PMOSAttr = (TAttr_1 * TSr_1) * (TAttr_2 * TSr_2) * ... * (TAttr_m * TSr_m) ... \quad (3)$$

Where: *PMOSAttr* is the PMOS attrition rate; *TAttr_m* is the track attrition rate for MOS track *m*; and *TSr_m* is the split ratio assigned to this track. Split ratios, with respect to MOS training tracks, reflect the proportion of the MOS population that will attend each track of the MOS' training tracks.

(d) Attrition rates provided to M&RA manpower planners will only consider hard attrites. Soft attrites, often referred to as "recycles" and used to calculate recycle rates, are important in the determination of course capacity requirements, but they are not part of the course attrition or PMOS attrition calculations.

(e) Caution. There are instances where historical course completion data within MCTIMS may not accurately forecast future course or PMOS pipeline attrition. Examples include a significant change in an MOS training track, changes to course curriculum so substantial that they are likely to have an impact on future attrition, and PMOS pipeline attrition that is not accounted for when considering only course attrition rates. When these cases occur, TECOM PSD MCSRB will work with TRNGCMD PM and the M&RA manpower planner to develop a best estimate PMOS pipeline attrition rate for the affected PMOS.

(4) Program Plan. Per reference (f), the program plan, developed by DC M&RA, Manpower Plans Division (MPP), establishes the monthly program enlisted for (PEF) allocations that Marine Corps Recruiting Command (MCRC) will recruit to each FY employing trimester phasing, allocating the largest proportion to summer months. Marines are recruited into a PEF, which contains one or more MOSs grouped by skill set.

(5) Production Plan. Per reference (f), DC M&RA, MPP is responsible for the production plan which establishes the target number of Marines, by fiscal-year accession cohort, who need to earn a given PMOS. The production plan changes throughout the year as necessary and these changes result in updates to the working TIP.

(6) Classification Plan and the Recruit Distribution Model (RDM)

(a) Per reference (f), the classification plan, developed by DC M&RA (MPP), guides the execution of the RDM, and is provided to all classification authorities annually.

(b) Per reference (f), DC M&RA, Manpower Management Division, Integration Branch (MMIB) is the office responsible for the RDM. The RDM assigns an intended MOS to each potential Marine during recruit training. It translates a contracted PEF into an MOS pipeline for recruit training graduates to complete. The RDM is run for each recruit training graduation - about forty-four times per year.

(7) TIP by PMOS and MOS Training Tracks. The MOS training tracks contained within the MCTIMS Student Registrar are the key to translating the PMOS TIP requirements submitted by M&RA into TIP requirements by individual courses. As prescribed by the MOS Manual, these tracks consist of the courses required to be awarded a given MOS. When an MOS has multiple training tracks, this indicates that either a course in the track is taught at multiple locations, or that each track requires a different course of instruction to account for unique equipment. Split ratios are used when an MOS has more than one training track. For the transition from requirements by PMOS to requirements by CID to work correctly, the courses, tracks, and split ratios for each MOS training track must be accurate. MOS training track validation must be conducted annually before the M&RA accessions planning conference and prior to generating requirements within MCTIMS for that year's published TIP. TECOM PSD MCSRB is the office responsible for ensuring the accuracy of the MOS training tracks within the MCTIMS Student Registrar. Training tracks must match the MOS Manual.

b. Non-M&RA Requirements Development. Most requirement sponsors do not have the same planning tools and models that M&RA manpower planners have and there is not one single formula or list of standard planning factors that can be used by all. As such, non-M&RA requirement sponsors must consider all sources of information available to them, along with any known issues which will impact training needs, to provide the most informed TIP estimate possible. For developing TIP requirements for a course, best practice is to start with identifying who the course is designed for, then determine how many require that training, and finally identify how many of those that require training are likely to be available to attend that course in each FY. Recommended planning factors or sources of information are as follows:

(1) T/O, ASR, GAR, staffing goals, and current inventory of the sponsored MOS(s).

(2) Attrition estimates for training tracks required for the sponsored MOS(s).

(3) Planned structure changes in the sponsored MOS(s) which might not be reflected in the currently approved active component GAR or reserve T/O.

(4) Planned changes in fielding or delivery of equipment or weapon systems.

(5) Historical seat utilization available in the MCTIMS Student Registrar sponsor TIP tool.

(6) POI / CDD course prerequisites and target population descriptions that could affect the eligibility of available inventory.

(7) T&R manuals, mission essential task lists, or other policy or requirements documents that drive training requirements.

(8) Subject matter expertise of assignment monitors or Marine Forces training coordinators.

4. Student Type Qualifiers

a. Student type qualifiers are used by requirement sponsors as a means to retain TIP requirement sponsorship for a given course but delegate the management of seat allocations, a subset of the quota requirements assigned to a sponsor, to a specific Marine Forces (MARFOR)-level G-3/G-7 for that particular course. Codes for available student type qualifiers are as follows:

- (1) FL - Marine Forces Command (MARFORCOM)
- (2) FP - Marine Forces Pacific (MARFORPAC)
- (3) FR - Marine Forces Reserve (MARFORRES)
- (4) MIC - Marine Corps Installations Command (MCICOM)
- (5) SOC - Marine Special Operations Command (MARSOC)

b. Requirement sponsors must decide whether to use qualifiers at the time TIP requirements are submitted. When used, the appropriate student type qualifier will be added to the student type code for each submitted TIP requirement. Figure 2-3 depicts examples of student types paired with student type qualifiers.

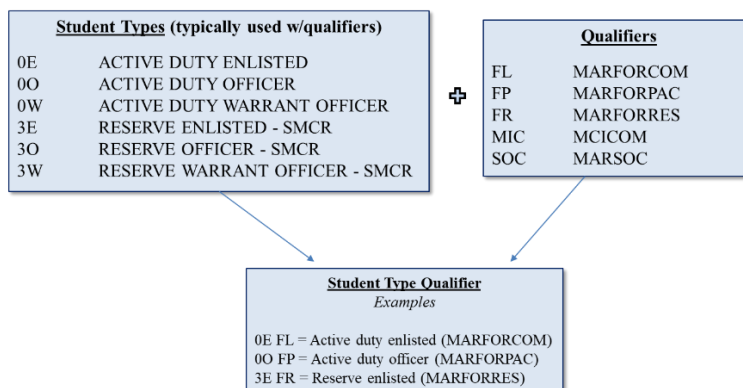


Figure 2-3

c. Figure 2-4 illustrates an example of how student type qualifiers are depicted in the TIP. In this example, sponsor code POG-30 has a total TIP requirement of 24 for the Infantry Mortar Leader course; eight active-duty officer (4 sub-allocated to MARFORCOM and 4 sub-allocated to MARFORPAC) and 16 active duty enlisted (8 sub-allocated to MARFORCOM and 8 sub-allocated to MARFORPAC). For this course, MARFORCOM and MARFORPAC will each control the seats they are allocated, process student nominations, enter registrations in the MCTIMS Student Registrar and request student travel funding, if required.

Course Title	Sponsor	Student Type	CID	Pub. Rqmt.	Wrk. Rqmt.
INFANTRY MORTAR LEADER	POG-30	0E -FL	A03RGV1	8	8
INFANTRY MORTAR LEADER	POG-30	0E -FP	A03RGV1	4	4
INFANTRY MORTAR LEADER	POG-30	0O -FL	A03RGV1	4	4
INFANTRY MORTAR LEADER	POG-30	0O -FP	A03RGV1	8	8

FL = MARFORCOM
FP = MARFORPAC

Figure 2-4

d. Considerations for the use of Student Type Qualifiers

(1) Quantity of Courses and Requirements. The number of courses and corresponding TIP requirements each requirement sponsor is responsible for varies. Some sponsors manage only a few courses while others a few hundred. Those sponsors with a large portfolio of courses may choose to incorporate student type qualifiers into the requirements they submit.

(2) Volume of Seat Allocations. The number of seats allocated to a sponsor typically correlates to the number of TIP requirements and courses they have equities in. The ability of sponsors to manage the volume and workload of student nominations and ensuing registrations must be considered when the determination to use student type qualifiers is made. MARFOR-level G-3/G-7s are capable of managing and processing large quantities of student nominations, whereas some requirements sponsors do not have this ability as TIP sponsorship may be one of many collateral duties for them.

(3) Course Type. Depending on the course, a sponsor may want to retain full control of seat allocations to prioritize registrations. In these instances, use of student type qualifiers is not appropriate. Whether or not to use student type qualifiers is not a binary choice. They are applied by course and a sponsor can choose to use them for all, some, or none of the courses they have requirements for.

e. Special Guidance

(1) Student type qualifiers will not be used in combination with M&RA PMOS TIP requirements.

(2) If student type qualifiers are used, subsequent seat allocations belong to the MARFOR they are sub-allocated to and they have sole control of seats assigned to their student type qualifier. Sponsors must not attempt to manage seats with student type qualifiers during the execution FY. If a sponsor desires to prioritize a nomination or transfer a seat from one MARFOR

to another, they must coordinate directly with the MARFOR G-3 / G-7 that the seat is allocated to.

(3) If student type qualifiers are not used, the sponsor must be prepared to perform seat allocation management duties. This includes timely processing of student nominations and MCTIMS registrations, requesting student travel funding if required, and persistent monitoring for potential seat allocation transfer request notifications displayed in the MCTIMS Student Registrar. Refer to Chapter 3, paragraph 4 for additional information regarding student registration and seat allocation management.

5. Requirements for Sister Service Courses. The published TIP is the source document TECOM PSD MCSRB uses to advocate for and program Marine Corps' requirements in sister-service TIP equivalent planning processes. Each service's quota solicitation, submission, and programming processes are different with requirements collected at different times in the calendar year and for different planning FYs - two to three FYs prior to the execution FY depending on service. New or changing Marine Corps TIP requirements as we approach the execution FY may or may not be supported by the sister service. TECOM PSD MCSRB will take actions, described in Chapter 3, paragraph 6, to gain seats to match any increase in working TIP requirements, but the ability to increase seats in sister service courses after they have been programmed is more complex than with Marine Corps owned courses. Figure 2-5 portrays the different states of the TIP, covered in Chapter 1, and the general timeframes and planning FYs for each of the sister services the Marine Corps submits requirements to.

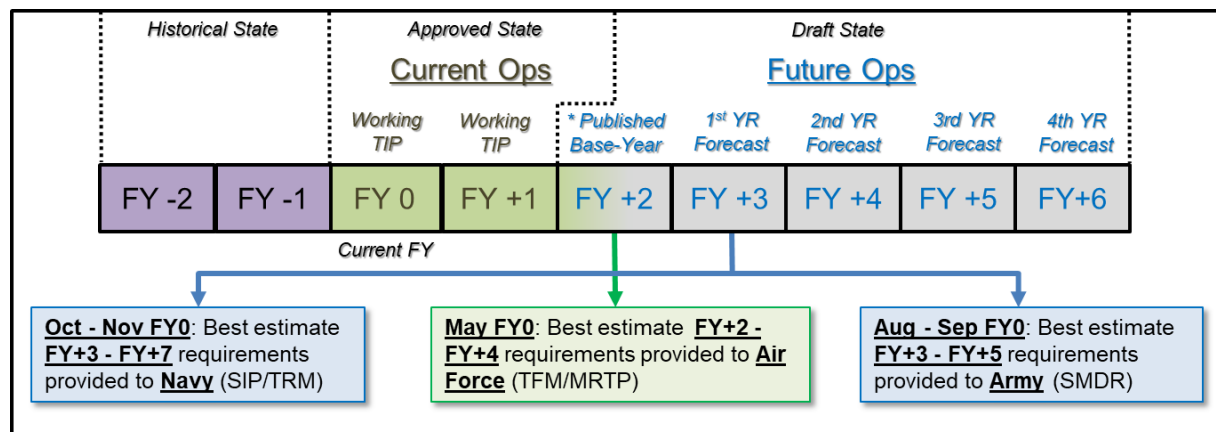


Figure 2-5

a. U.S. Army Requirements Planning. The Army's version of the TIP process is the Structure and Manning Decision Review (SMDR) process. The SMDR is a year-long process and Marine Corps training requirements for Army courses must be submitted by mid-August each year followed by a period of meetings in September, as required, to validate submissions. The annual SMDR covers three future FYs (FY+3 through FY+5), with a focus on "fine-tuning" requirements for FY+3, validating requirements for FY+4 and initially establishing requirements for FY+5. TECOM PSD MCSRB will use the most recently published TIP as a source document for submitting Marine Corps requirements to the SMDR. TECOM PSD MCSRB will attend all SMDR meetings to advocate for Marine Corps requirements. Requirement sponsors will be invited to participate as required. Refer to Chapter 3 for information on the

processes for adjusting requirements in Army courses after they have been programmed.

b. U.S. Air Force Requirements Planning. The Air Force's version of the TIP process occurs in multiple stages throughout each year in the form of Pilot Flying Training (PFT) conferences, Enlisted Initial Skills Programmed Technical Training (EIS PTT) conferences, and Military Readiness Training Program (MRTP) conferences. Marine Corps training requirements for Air Force courses are typically due in March each year followed by the Training Flow Management (TFM) and MRTP working groups in May of each year. The annual TFM / MRTP covers three future FYs (FY+2 through FY+5). TECOM PSD MCSRB will use the most recently published TIP as a source document for submitting Marine Corps requirements to the Air Force and will attend all Air Force conferences and working groups to advocate for Marine Corps requirements. Requirement sponsors will be invited to participate on a case-by-case basis. Refer to Chapter 3 for information on the processes for adjusting requirements in Air Force courses after they have been programmed.

c. U.S. Navy Requirements Planning. The Navy's version of the TIP process is the Student Input Plan (SIP) process. Marine Corps training requirements for Navy courses must be submitted via the Navy's Training Resources Manager (TRM) in October each year followed by a period of planning meetings in November and December to validate submissions. The annual SIP covers five future FYs (FY+3 through FY+7). TECOM PSD MCSRB will use the most recently published TIP as a source document for submitting Marine Corps requirements via TRM. TECOM PSD MCSRB will attend all SIP meetings to advocate for Marine Corps requirements. Requirement sponsors will be invited to participate as required. Refer to Chapter 3 for information on the processes for adjusting requirements in Navy courses after they have been programmed.

6. Civilian Requirements. With few exceptions, the published TIP will not capture civilian TIP requirements. When they are captured, only DoD government civilian (student type 8D) requirements will be published. External agency civilian or government contractor (student type 8N) requirements will not be published in the TIP. Civilian T&E is normally conducted on an as needed and space-available basis.

a. TECOM / TECOM MSC Formal School Courses. TIP requirement submissions containing DoD civilian student type (8D) quota requirements will only be accepted for TECOM and TECOM MSC formal school courses that are explicitly authorized to train civilians without restriction. TECOM PSD MCSRB will maintain the current list of authorized courses on its website located at the uniform resource locator https://usmc.sharepoint-mil.us/sites/TECOM_PSD_MCSRB. Requests to add additional courses should be routed via official correspondence to TECOM PSD.

b. Sister Service Courses. TIP requirement submissions containing DoD civilian student type (8D) quota requirements will only be accepted for sister service courses if the sister service policy allows it.

c. Entry-level Course Restriction. Civilians (student types 8D and 8N) will not attend enlisted entry-level Marine Corps' courses.

d. Enrollment Requirements. Civilians (student types 8D and 8N) may attend entry level officer and non-entry level officer and enlisted Marine Corps' courses IF:

(1) There is space available (Marines and other military students take priority).

(2) The unit funds civilian student travel.

(3) If civilian student attendance on a space-available basis is approved by the formal school commander, director, or detachment officer in charge.

Chapter 3

TIP EXECUTION

1. Introduction. The TIP development process is a systematic approach to capture the necessity for formal school seats in the future for the entire USMC enterprise and can be considered the planning phase of the TIP. This planning phase ends with the approval of the annual TIP and the TIP execution phase for the published FY begins at that time. The focus of TIP execution shall be on the efficient and effective use of resources necessary to provide enough course capacity to support both published TIP requirements and any changes to the working TIP up to and through each execution FY. This chapter briefly describes some of the significant aspects of TIP execution, including procedures for making adjustments to the working TIP, methodologies for class scheduling, policy guidance for seat allocation distribution, and business rules for seat allocation management and utilization.

2. Changing the Working TIP. As discussed in Chapter 1, the working TIP originates from the base-year of each published TIP, and since the training process is dynamic and requirements will inevitably change, it can be adjusted to reflect COPS. This allows manpower planners and other requirement sponsors to communicate close-in adjustments to school seat requirements based on adjustments to MOS tracks, changing operational requirements, combat attrition, new or deactivated courses, or other changes. Sponsors may request a TIP adjustment anytime in between the publication of the annual TIP each summer and the end of the FY at issue. For example, changes to the FY25 working TIP may occur between when the FY25 TIP was originally published in the summer of 2023 through the end of FY25. As changes occur up to and through the execution year, working TIP requirements, class schedules, and seat allocations will be updated. These updates will be loaded into the MCTIMS Student Registrar which contains the working TIP.

a. Adjustments to M&RA PMOS TIP Requirements

(1) Published M&RA PMOS TIP requirements for each FY TIP are updated no less than three times between initial publication and the end of the execution FY, but updates may occur more frequently depending on how often there are changes to the ASR, changes to the Manpower Accession and Retention Plan or with the implementation of new force design initiatives. For example, the FY25 TIP, published in the summer of FY23 will be updated, at a minimum, following the August 2023 ASR, after the 2024 Accessions Planning Conference, and following the August 2024 ASR.

(2) Special Guidance and Process

(a) M&RA requirement sponsors are not required to submit working TIP adjustment (WTA) requests. WTA requests are further discussed in paragraph 2.b.

(b) M&RA manpower planners will coordinate working PMOS TIP updates with TECOM PSD MCSRB and TRNGCMD PM.

(c) After coordination is complete, M&RA manpower planners will submit requirement updates, by PMOS and student type to TECOM PSD MCSRB.

(d) Upon receipt of updated M&RA TIP requirements, by MOS and student type, TECOM PSD MCSRB will convert those MOS requirements to requirements by CID, update the working TIP, and adjust seat allocations as required in the MCTIMS Student Registrar. MCSRB will notify TRNGCMD PM when these updates have been completed. Furthermore, TECOM PSD MCSRB will coordinate with sister services to attempt to gain seats as required should an increase in an MOS requirement result in a shortage of seats in a sister service's course contained in that MOS' training track.

b. Requests for Adjustments to non-M&RA TIP Requirements

(1) Non-M&RA sponsors may request a TIP adjustment anytime in between the publication of the annual TIP each summer and the end of the FY at issue. Published TIP requirements for non-M&RA sponsors are typically updated only once between initial publication and the end of the execution FY - during the TIP submission window for the following year's TIP development cycle. For example, for FY25 TIP requirements published in the summer of FY23, non-M&RA sponsors may request to update their FY25 TIP requirement in a given course as part of their submission of FY26 through FY30 TIP requirements in February of 2024. Whether requesting a TIP update as part of the following year's annual TIP submission window or as a stand-alone out-of-cycle request, non-M&RA sponsors shall submit a WTA request to TECOM PSD MCSRB. Sponsors will submit WTA requests to TECOMTQMREQUEST@usmc.mil using the format contained in Appendix F. Future MCTIMS capabilities will support electronic submission of WTA requests within the Student Registrar.

(2) WTA Request Process and Special Guidance

(a) WTA requests are not required for adjustments to the working TIP as part of CID establishment, CID reactivation, and CID deactivation. When a new course is established in the Student Registrar, working TIP requirements will be added at that time to cover FYs until requirements can be published as part of the next TIP development cycle. Courses being deactivated will have their published and working TIP requirements removed effective the date of CID deactivation.

(b) WTA requests are not required for minor TIP adjustments as part of a seat allocation increase request for a specific course and class. WTA requests are required for significant working TIP adjustments across an FY. Seat allocation increase requests are discussed further in paragraph 4.b.

(c) Only recognized TIP requirement sponsors can submit a WTA request. WTA requests submitted by any other party will be returned without action.

(d) Sponsors, TECOM PSD MCSRB, and TECOM MSCs or other training agencies are responsible for coordinating changes to the working TIP through the use of WTA requests.

(e) Upon receipt of a WTA request, TECOM PSD MCSRB will determine if the request is supportable with existing excess capacity in the course's approved class schedule. If it is, no additional school resourcing is required and TECOM PSD MCSRB will approve the request, update the working TIP and allocate seats in the MCTIMS Student Registrar. If the course is supported by FSTS travel funding, the approved request will be forwarded to TECOM G-8.

(f) If the WTA request is not supportable with existing excess course capacity, the WTA will be forwarded to the appropriate TECOM MSC or other training agency to determine supportability from a school resourcing perspective. If unsupportable, the WTA request will be disapproved by the director of PSD. If supportable, TECOM PSD MCSRB will approve the request, update the working TIP, and allocate seats in the MCTIMS Student Registrar. If the course is supported by FSTS, the approved request will be forwarded to TECOM G-8.

c. Working TIP Special Guidance

(1) Once TIP requirements are published, any changes to the working TIP must be closely scrutinized to ensure those changes meet Marine Corps goals, are supportable, and are in accordance with CG TECOM internal controls.

(2) Adjustments to the working TIP must be coordinated with the affected TECOM MSC or training agencies concerned. Non-programmed increases may require reimbursement and / or a compensatory reduction in other requirements. Additionally, execution year increases will be supported with resources that are currently in place. Significant execution year increases may not be supportable with the facilities, equipment, instructors, or the budget resources available. Instructor, billeting, and facility increases must be planned and programmed within the program objective memorandum (POM) process. Changes in resources will be addressed by Marine Corps Program Code Manager / Sponsor.

(3) TECOM PSD MCSRB is responsible for processing WTA requests, publishing accepted changes to the working TIP and for ensuring seat allocations are adjusted to match the new requirement to the extent supportable. If found supportable from a school resourcing and capacity perspective and should the course in question be funded by the FSTS program, TECOM G-8 shall be informed of the change, for both M&RA and non-M&RA working TIP adjustments, to determine any impacts to the FSTS travel funding program.

3. Class Schedules and Seat Allocation Distribution

a. Submission of FY Class Schedules. Per reference (d), class schedules for courses conducted at Marine Corps formal schools will be submitted via the MCTIMS Student Registrar scheduling module per the specific schedule submission direction provided in the CG TECOM cover letter to each annually published TIP. Schedules for Marine Corps courses aboard sister service installations, but not managed in the sister service's training management system also will be submitted per the CG TECOM cover letter to the TIP. For courses hosted by sister services, class schedules in MCTIMS are determined

by what is published in those services' training management systems. Under normal circumstances, MCTIMS interfaces with other services' training management systems to automatically reflect those courses' schedules.

b. Class Schedule Entry and Approval

(1) Formal schools are responsible for the submission of the annual class schedules for each of their courses and for the submission of class change requests (CCRs) to make any adjustments to their class schedule during the year of execution. TECOM MSCs and TECOM PSD MCSRB are responsible for annual class schedule and CCR review and approval. TRNGCMD PM will review and adjudicate annual class schedule submissions and CCRs for TRNGCMD subordinate school courses. TECOM PSD MCSRB will review and adjudicate annual class schedule submissions and CCRs for all other courses.

(2) TECOM MSCs and TECOM PSD MCSRB must scrutinize schedules for consistency with the approved POI / CDD and ability to support the TIP. When seeking to deviate from an approved POI / CDD, formal schools must consult with the approving authority.

(3) Entry level class schedule management is integral to maximizing return on investment and limiting the amount of time a Marine must spend in the ELT pipeline. In other words, ELT should maximize the time Marines are in training vice awaiting training so that all Marines are available for the maximum amount of time in their enlistment contracts.

(a) Requirements / Trimester Phasing / Training Constraints.

The requirements listed in the TIP represent the projected number of students to be input into training during each FY to meet Marine Forces manning and MOS needs. Inability to support the requirement can degrade operational readiness and may lead to a backlog of Marines awaiting training. Therefore, FLCs must strive to schedule classes to support the stated requirement and trimester flow. Specifically, FLCs conducting entry-level MOS training must endeavor to schedule their classes to provide more capacity during trimesters projected to have a higher number of student arrivals. Refer to Chapter 6 for a complete explanation of trimesters. If a course's capacity is constrained and the requirement cannot be met, the FLC must determine the nature of the constraint (instructors, facilities, equipment, billeting, funding, etc.) and immediately report it through their chain of command to CG TECOM, normally accomplished via the annual MSC estimate of supportability submissions and the CG TECOM quarterly production report briefings.

(b) ELT Class Scheduling Considerations

1. Marine recruiting strategy is to encourage high school seniors to commit to the Marine Corps and to ship to recruit training soon after graduation. Historically, 50% or more of the Marine Corps recruiting class ships to recruit training in the months of June through September, a period known as the JJAS trimester. This results in that population of students reporting to begin their MOS pipeline training in October through January, or the ONDJ trimester. FLCs must make every effort to schedule class starts to support trimester phasing and the ONDJ surge.

2. Civilians are recruited into the Marine Corps active component via a PEF, a group of similar MOSs. Potential Marines sign contracts that ensure they will be assigned to one of the primary MOSs that make up the program contained in the contract. However, recruits are not assigned their intended MOS by M&RA until the eighth week into recruit training. Among the variables considered by M&RA when assigning the intended MOS is the availability of open seats in ELT classes soon after the graduation date from Marine Combat Training (MCT) class the potential Marine is forecasted to attend.

3. Schools of Infantry (SOI) schedule the start of MCT classes to coincide with the graduation dates of boot camp classes to minimize the numbers of Marines awaiting training at the SOIs after boot leave. Accordingly, all formal schools with ELT courses should endeavor to schedule courses to accommodate the MCT graduation dates.

4. Once potential Marines are assigned their intended MOSs, RDM assigns those Marines to the next available school seat in MCTIMS Student Registrar Module. Thus, as more seats for the first course in MOS pipelines are made available at appropriate times throughout the year, the aggregate time that entry-level Marines must wait to commence their MOS training is decreased.

c. Initial Seat Allocation Distribution

(1) Following annual class schedule submission and approval, TECOM PSD MCSRB is responsible for assigning seat allocations to sponsors. This effort involves assigning seats to specific sponsors and to specific student types in accordance with the TIP and available scheduled class capacities. For ELT, allocations may be spread to align with trimester shipping.

(2) Special Considerations

(a) Capacity Constrained Courses. For capacity constrained courses where the TIP requirement exceeds available seats, TECOM PSD MCSRB generally allocates seats to each sponsor using a "fair share" or proportional methodology. Alternatively, TECOM PSD MCSRB will distribute the seats as agreed to by all sponsors with requirements in the course. For capacity constrained courses that are part of the ELT pipeline for one or more MOSs, ELT requirements will be prioritized over all other sponsor / student types except for international students as described below.

(b) Courses with Additional Capacity. For courses with additional capacity, meaning the number of available seats exceed TIP, TECOM PSD MCSRB generally allocates seats up to the TIP. Excess seats are available for sponsors to request as needed throughout the execution year via submission of an increase request, further discussed in paragraph 4.b.(1).

(c) International Students. International student allocations are prioritized above all other student types, including ELT student types because of the various external agencies involved in arranging those students' attendance.

4. Student Registration and Seat Allocation Management.

a. Registration Actions. For non-ELT, sponsors are responsible for student registration actions in the MCTIMS Student Registrar module. For a given course and class, the sponsor must register the student or, if the class is full, place the student on a wait list, or take action to cancel an existing registration as required. When registering a student, a sponsor may only do so by using seat allocations assigned to his/her sponsor code. Upon successfully registering a student and if necessary, sponsors are also responsible for requesting FSTS travel funding in the Student Registrar module and providing the MCTIMS generated funding letter to that student. Students, or a student's unit, are responsible for submitting travel authorizations in Defense Travel System (DTS) for TECOM G-8 approval no later than three business days prior to travelling.

b. Adjusting Seat Allocations/TQM Requests. If a sponsor desires to adjust their seat allocations in a given course and class, they may request to do so through the submission of one of the four types of training quota memorandum (TQM) requests. TQMs must be submitted in the MCTIMS Student Registrar. The four types of TQM are: increase request, transfer request, redistribution request and new sponsor request. TECOM PSD MCSRB is responsible for adjudicating such requests and for ensuring the Student Registrar module properly reflects changes resulting from an approved TQM. Figure 3-1 portrays the process flow of TQMs from submission to approval.

(1) Increase Request. An increase request is submitted by a sponsor to gain an additional seat, or seats, in a given course and class. Once requested in MCTIMS, the sponsor's increase request is sent directly to TECOM PSD MCSRB and it will be adjudicated at that time. Once adjudicated, the sponsor will receive an approval / disapproval notification on their MCTIMS Student Registrar home screen.

(2) Transfer Request. A transfer request is submitted from one sponsor (the gaining sponsor) to another requesting the other sponsor's (the losing sponsor) unfilled seat, or seats, in a given course and class. These types of requests require the losing sponsor's approval. Once the gaining sponsor submits the request in MCTIMS, the losing sponsor will receive a notification on their MCTIMS home screen notifying them of the request. If the losing sponsor disapproves, the request is marked disapproved, and the requesting sponsor will receive a disapproval notification on their MCTIMS Student Registrar home screen. If the losing sponsor approves, the request is sent to TECOM PSD MCSRB and it will be adjudicated at that time. Once adjudicated, the sponsor will receive an approval/disapproval notification on their MCTIMS Student Registrar home screen.

(3) Redistribution Request. A redistribution request is submitted by a sponsor to redistribute how their seats are currently allocated in a given course and class (e.g., changing a seat with student type 0E to student type 00). Once requested in MCTIMS, the sponsor's redistribution request is sent directly to TECOM PSD MCSRB and it will be adjudicated at that time. Once adjudicated, the sponsor will receive an approval / disapproval notification on their MCTIMS Student Registrar home screen.

(4) New Sponsor Request. A new sponsor request is submitted by a sponsor who does not have a current published or working TIP requirement in a given course and class, or they do but not for the desired sponsor / student type combination. A new sponsor request is treated as either an increase request or a transfer request based on how the sponsor submits the request.

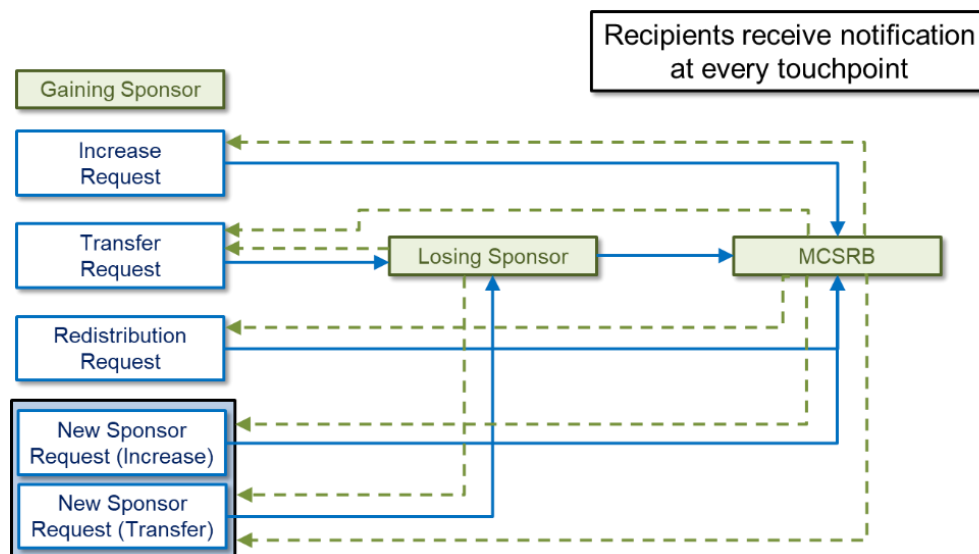


Figure 3-1

(5) All sponsors, especially sponsors that have not delegated management of their seat allocations to MARFOR G-3/G-7s through the use of student type qualifiers, should regularly monitor their Student Registrar home screens and take action on any pending transfer requests that are submitted to them.

c. Unfilled Seat Availability Management (USAM) Window

(a) To promote efficiency, ensure maximum utilization of available seats and increase training opportunities for Marines, the USAM window will be used for certain courses. The USAM window is a mechanism that is time based and makes all unfilled seats in a given course and class available for every sponsor to use on a given date prior to a class convene date. Best practice is to utilize the USAM window for all courses unless circumstances for a given course make using the USAM window impractical; for example, Airborne (A030CG1). There are three types of USAM windows available that can be applied to courses: USAM-14, USAM-30 and USAM-50.

(b) USAM Window Types

(1) USAM-14. When applied to a course, the USAM 14-day window will make all unfilled seats in a given course and class available for other sponsors to use 14 days prior to the class convene date. To use one of these unfilled seats a sponsor must have an existing TIP requirement for the given course.

(2) USAM-30. When applied to a course, the USAM 30-day window will make all unfilled seats in a given course and class available for other sponsors to use 30 days prior to the class convene date. To use one of these unfilled seats a sponsor must have an existing TIP requirement for the given course.

(3) USAM-50. The USAM 50-day window can be applied to Army courses for which the Army enforces a 45-day rule called the Quota Management System (QMS) window, discussed further in paragraph 5.a. The intent of the USAM-50 window is ensure maximum utilization of USMC allocated seats in Army courses prior to the Army making USMC seats available to other services 45-days prior to the class convene date. When applied to a course, the USAM 50-day window will make all unfilled seats in a given course and class available for other sponsors to use 50 days prior to the class report date. To use one of these unfilled seats a sponsor must have an existing TIP requirement for the given course.

(c) USAM Window Special Guidance

(1) Applying a USAM window type to a course does not mean any student can be registered in an unfilled seat or that any requirement sponsor can make use of unfilled seats in the class. Sponsors must have an existing validated published or working TIP requirement in the given course and students registered must meet course prerequisites and be eligible to attend the course.

(2) Future MCTIMS capabilities will support automation of USAM Window implementation and also display the USAM Window type flag for each course within the Student Registrar. Until those MCTIMS capabilities are realized, TECOM PSD MCSRB will manage the application of USAM Windows for courses. Sponsors shall utilize the waitlist as a signal that they have students available to attend a specific class and TECOM PSD MCSRB will manually adjust seat allocations to clear waits within the window prior to the class convene date. Additionally, sponsors can submit increase requests within the window and TECOM PSD MCSRB will transfer an unfilled seat allocation to the requesting sponsor

5. Sister Service Seat Utilization Business Rules. Like the USAM Window, our sister services employ different seat utilization business rules for most of their courses which can impact the Marine Corps' ability to fill USMC allocated seats if not followed.

a. U.S. Army Seat Management Business Rules. For most courses, the Army enforces a 45-day rule called the QMS window. When an Army course is flagged with this window, all unfilled seats, no matter what quota source they are allocated to, are pooled together and can be used by any quota source starting 45-days from a class convene date. A quota source is an Army term equivalent to a Marine Corps sponsor and all Marine Corps seats for Army courses fall under the UR quota source code.

(1) Impact to the Marine Corps. If the Marine Corps fails to fill its allocated seats prior to the 45-day window for a given course and class, there is a chance those seats may be lost when there are other service students on the waitlist for that class. Sponsors must make every effort to

fill Marine Corps seats in Army courses prior to 45 days from each class convene. Seats lost due to not filling them count as an unused seat. Each unused seat contributes to poor annual Marine Corps seat utilization which can impact future requirements planning. The Army heavily weights historical seat utilization as a primary factor when accepting future requirement submissions.

(2) Opportunity. Although the Army's QMS window can lead to lost seats if not properly managed, the window also provides an opportunity to gain seats throughout the execution year if needed. Once all Marine Corps seats are filled, additional students can be waitlisted for a given course and class, thereby gaining other services' seats should they be unfilled 45-days from the class convene date.

b. U.S. Air Force Seat Management Business Rules. For most of its courses, the Air Force enforces either a 30- or 45-day window, with the length of time before seats become available to all Training Requester Quota Identifiers (TRQI) being determined by course category. For the 30- and 45-day windows, seats become available for any TRQI to request 30- and 45-days prior to a class convene date, respectively. A TRQI is the Air Force term equivalent to a Marine Corps sponsor and all Marine Corps seats for Air Force courses fall under the DM00 TRQI code.

(1) Impact to the Marine Corps. If the Marine Corps fails to fill its allocated seats prior to the respective 30- or 45-day window for a given Air Force course and class, there is a chance those seats may be lost to another TRQI should another service request the unfilled seats. With this in mind, sponsors must make every effort to fill Marine Corps seats in Air Force courses prior to 45-days from each class convene. Although the Air Force reviews historical course utilization rates, these rates are not a significant factor in future requirements planning.

(2) Opportunity. Although the Air Forces' 30- and 45-day windows can lead to lost seats if not properly managed, the windows also provide an opportunity to gain seats throughout the execution year if needed. Once all Marine Corps seats are filled, additional seats can be gained by requesting unfilled seats for a given course and class, via submission of an Air Force out-of-cycle (OOC) request, once the requisite window to a class convene date has opened. Sponsors needing additional seats in Air Force courses shall submit an increase request in MCTIMS or email TECOMTQMREQUEST@usmc.mil and TECOM PSD MCSRB will submit the required OOC request to the Air Force.

c. U.S. Navy Seat Management Business Rules. For most of its courses, the Navy enforces a 30- / 60- / 90-day rule. With this rule: 25% of unused seats can be requested 90-days prior to a class convene date; 50% of unused seats can be requested 60-days prior to a class convene date; and 100% of unused seats can be requested 30-days prior to a class convene date. Navy quota controllers must contact TECOM PSD MCSRB and request unfilled Marine Corps seats; they cannot be taken without Marine Corps consent. However, unfilled Marine Corps seats are typically released to the requesting Navy quota controllers once inside of 30-days from a class convene date. Sponsors must make every effort to fill Marine Corps seats in Navy courses prior to 30-days from each class convene. Sponsors requiring additional seats in Navy

courses shall submit an increase request in MCTIMS or email TECOMTQMREQUEST@usmc.mil and TECOM PSD MCSRB will contact Navy Education Training Command (NETC) to request any unfilled seats.

6. Sister Service Processes and Training Management Portals

a. U.S. Army. The Army's version of MCTIMS is called the Army Training Requirements and Resources System (ATRRS), pronounced "A-tars". The Army's version of a change to the working TIP is called the Training Resource Arbitration Process (TRAP) process. A TRAP is a mechanism to request additional training quotas when programmed quotas have been exhausted or requirements have changed since the time of programming. Windows for these changes occur at different established intervals throughout the year and TECOM PSD MCSRB will submit TRAPs, either formal or out-of-cycle, on behalf of sponsors, as required.

b. U.S. Air Force. The Air Force version of MCTIMS is called the Oracle Training Administration (OTA) system. With respect to changing the working TIP, the Air Force does not have a formal equivalent. TECOM PSD MCSRB will coordinate with Air Education Training Command (AETC) on any changes to Marine Corps requirements in Air Force courses.

c. U.S. Navy. The Navy's version of MCTIMS is the Corporate Enterprise Training Activity Resource Systems (CeTARS), pronounced "SEE-tars". The Navy's MCTIMS Student Registrar equivalent is the student management application within CeTARS with reservations being granted via the enterprise Navy Training Reservation System (eNTRS) - pronounced "EN-ters". With respect to changing the working TIP, the Navy does not have a formal equivalent. TECOM PSD MCSRB will coordinate with NETC on any changes to Marine Corps requirements in Navy courses.

CHAPTER 4

MCTIMS STUDENT REGISTRAR

1. Introduction. Within MCTIMS, the Student Registrar module is the service's sole source of T&E quota requirements and course execution data. It is a web-based system supporting the collection, maintenance, inquiry, and reporting of data required to effectively manage T&E pipeline student flow. It is the database that produces the annual TIP document. It is also a source of training data for developing the POM, for future formal training budget submissions and for the USMC portion of the Institutional Training Readiness Report to the DoD. Reference (g) mandates the service's use of the Student Registrar. TECOM PSD MCSRB is the functional manager for the Student Registrar.

a. Formal schools are required to use the Student Registrar for class scheduling, for assigning students' course completion codes and for class validation.

b. Requirement sponsors are required to use the Student Registrar for TIP requirement submission, seat allocation management, student registrations and to request TECOM travel funding.

c. TECOM PSD MCSRB will use the Student Registrar to publish the TIP annually, manage the working TIP, update MOS training tracks, maintain the service's course catalog, and provide oversight for class scheduling and seat allocation management.

2. Sponsor TIP Tool. The sponsor TIP tool, contained within the Student Registrar, is the single method to be used for sponsors submitting annual TIP requirements. Use of the sponsor TIP tool allows TECOM to analyze and accept requirements, return requirement to sponsors for additional justification, and keep historical requirement-related communications solely within MCTIMS. The sponsor TIP Tool also contains historical seat utilization by course that sponsors can view to assist with requirements development. For additional information regarding the sponsor TIP tool use or to request the Sponsor TIP tool User Guide, sponsors may contact TECOMTQMREQUEST@usmc.mil.

3. Interfaces with Sister Service Training Management Systems. MCTIMS has an established system interface with both Army ATRRS and Navy CeTARS. MCTIMS does not have an active system interface with Air Force OTA. Under normal working conditions, ATRRS and CeTARS will update the MCTIMS class schedules of Army and Navy Courses for those classes with allocated Marine Corps quotas in the respective sister service system. Additionally, student registration and cancellation requests entered into MCTIMS for Army and Navy courses will be transmitted to the respective sister service system and when fully processed by the interface the student records in both systems will be updated. Furthermore, when a Marine student is manually registered or cancelled in a class in either ATRRS or CeTARS that transaction will also be sent to MCTIMS, and the respective MCTIMS class roster will be updated to reflect the change. When these ATRRS and CeTARS automated interfaces fail, TECOM PSD MCSRB must manually intervene. Any MCTIMS Student Registrar user

should contact TECOM PSD MCSRB via email (TECOMTQMREQUEST@usmc.mil) if they are experiencing a class schedule or student registration related interface issue.

4. Student Registrar Standard Reports. The Student Registrar contains numerous standard reports to provide users access to training data and assist with training related planning. Noteworthy standard reports that support TIP planning and seat allocation management are "TIP reports", "track reports" and "seat utilization reports." Each of these reports is customizable allowing the user to query only the data they need, and each report is exportable to Microsoft Excel format.

a. TIP Reports. Users can download the entire published 5-year TIP for any FY going as far back as the FY06-FY10 published TIP. These published TIP documents provide a "snapshot" of requirements in time as of the date each TIP was approved. Additionally, users can create customizable TIP reports by sponsor, by course, by MOS, by schoolhouse or by student type. These reports are the most accurate as they include the "real time" working TIP for the selected FY.

b. Track Reports. Track reports provide users a view of MOS training tracks by FY for a selected MOS. These reports provide links to view TIP requirements for each course in the track(s) and also the split ratios for each track.

c. Seat Utilization Reports. Seat utilization reports are useful to both sponsors and schoolhouses. These reports are customizable and can be created for selected timeframes by CID, by sponsor, by student type, by student qualifier, or any combination thereof. These reports provide users a view of the number seats allocated, the number students registered, the number of students waiting, and the number of unused seats in any given class for a selected sponsor and student type for a specified period of time. Schoolhouses can create these reports to track class fill rates by course for a specified time period. It is best practice for sponsors to generate a seat utilization report for the upcoming FY (1 Oct XX through 30 Sep XX) to have visibility of, and be able to track, all seats allocated to them across all courses in that FY.

CHAPTER 5

FORMAL SCHOOLS TRAINING SUPPORT (FSTS)

1. Introduction. FSTS is a centrally managed program that provides the necessary temporary duty (TDY) funding to support active component Marines required to attend formal T&E courses away from their permanent duty station.

2. Special Guidance

a. FSTS and the TIP

(1) The TIP contains all Marine Corps' unconstrained formal school T&E student input requirements for each CG TECOM, or delegated TECOM MSC CG, or FMF / SE CG approved formal course, regardless of the funding source for student travel. These TIP requirements encompass all student types to include active and reserve component Marines, sister-service students, international military students, and by exception, civilian students. FSTS provides funding for only active component Marine student travel for those courses designated as a TECOM FSTS funded course. The FSTS management office reviews each course's POI or other service supplemental course descriptive data (OSSCDD) during staffing prior to requisite CG approval. Courses must have a documented training or education requirement to be considered for FSTS funding. Primary documents used in the determination of course eligibility for FSTS funding are as follows:

- (a) NAVMC 1200.1_ Military Occupational Specialties Manual
- (b) MCO 1553.4_ Professional Military Education
- (c) T&R manuals
- (d) MOS roadmaps
- (e) Other applicable T&E orders and directives

(2) FSTS funds only the portion of each course's annual TIP that has been programmed for. TECOM G-8 uses both historical course funding data and each course's FY TIP to determine the number of funded seat allocations available for each course in a given FY. Funded seat allocations may not always align with a course's published or working TIP or match the total seat allocations available due to:

- (a) Available regional training.
- (b) Available program resources.
- (c) End of year submission deadlines.
- (d) Student type eligibility for FSTS funding.

b. Course Categories. FSTS funded courses are divided into five categories referred to as tiers. These tiers are used to define broad categories of courses and the courses within each tier, or the tiers themselves, are not set in priority order. Specific course and tier funding

priorities are determined by CG TECOM based on programmed funding levels and available FSTS resources throughout each FY.

(1) Tier 1. Courses that result in PMOS being awarded. This also includes Warrant Officer Basic Course, Officer Candidate School and special duty assignment schools.

(2) Tier 2. Courses that result in the awarding of an MOS other than a PMOS.

(3) Tier 3. Resident PME as required by grade in accordance with MCO 1553.4B.

(4) Tier 4. Courses that are required for progression, sustainment, certification, recertification, or advanced skills for a primary MOS. The requirement for these courses must be listed in the MOS Manual or T&R manual (or equivalent). It must be clear that intent of the requirement is that every Marine in the MOS attend these courses.

(5) Tier 5. All other required courses that do not fit into the above categories and are validated to meet a Marine Corps and / or joint training requirement. In general, these courses satisfy functional, non-MOS training requirements for specific billets across the Marine Corps.

c. FSTS Funding Requests

(1) Funding requests for student travel must be requested within the MCTIMS Student Registrar module.

(2) Funding requests can only be submitted by training sponsors with the proper permissions and roles in MCTIMS. The FSTS management personnel cannot request student funding in MCTIMS.

(3) Funding can only be requested for students registered with the student type that is authorized for FSTS funding. Authorized student types, including student qualifiers, are based on the target population description (TPD) included in the CDD of the approved POI.

(4) Funding that is requested within 3 business days of a class report date will result in that student's funding status in the MCTIMS class roster to be set as "pending" and it will not be approved unless sufficient justification is provided. Requests submitted inside of 3 business days of a class convene date will be approved by exception only.

(5) Funding that is requested for a student in a class after the class convene date will be automatically rejected and will only be approved under the following circumstances.

(a) The student was previously registered in a class with approved travel funding and the student's registration was erroneously cancelled.

(b) The student was registered in a class with approved funding and was subsequently recycled into a later class in the same course. FSTS funding must be requested for the registered student in the new class.

(c) The student was registered in class with approved funding for a pipeline course and funding was never requested for a class in the follow-on course where there is no gap between the two courses. For example, a student must attend two courses back-to-back, and funding was only requested and approved for the first course.

(6) Funding can only be requested for students to attend courses away from their permanent duty station. If the student's current monitored command code (MCC) is in the same geographic area (as defined in the base commander's local commuting area directive) as the course being attended, the funding request will be rejected.

(7) Funding requests must not be submitted for a student when the same course is conducted in the local / regional area. The FSTS management office reserves the right to cancel previously approved funding if it is determined that the course is conducted in the regional area.

(8) Funding requests for a course where funded seat allocations have been exhausted for the FY will automatically be set to "pending" in MCTIMS. TECOM G-8 will either reject or approve the request based on availability of funding.

(9) Request types. There are two types of FSTS funding requests, permanent duty station (PDS) requests and temporary duty under instruction (TEMINS) requests.

(a) PDS. PDS travel funding must be requested for students that will return to their parent unit upon course completion. PDS funding requests that meet all MCTIMS internal controls will be automatically approved at the time funding is requested. Approved funding requests may be cancelled if the student fails to submit a DTS travel authorization.

(b) TEMINS. TEMINS travel funding must be requested for students attending training in route to a new PDS. TEMINS funding is authorized as part of a permanent change of station (PCS) move, not a permanent change of assignment (PCA). TDY entitlements are not authorized when the course of instruction is conducted at either the old or new PDS. All TEMINS funding requests will automatically be set to "pending" in MCTIMS. TECOM G-8 will approve the request if the student's basic orders identify the course as an in route stop and TDY entitlements are authorized.

(10) The FSTS program manager is solely responsible for all FSTS policies and procedures. The program manager may cancel previously approved funding when it is determined that it is in the best interest of the program. These reasons include but are not limited to; FSTS policy was violated, DoD Travel policy was not followed, funding is no longer available, or other funding was used for the student's approved travel orders.

d. Any questions regarding the FSTS program shall be directed to the TECOM G-8 organization e-mail account worldwidetravel@usmc.mil.

CHAPTER 6

GLOSSARY

Allocation (seat). An **allocation** is a subset of the quota requirement assigned to a sponsor code which can be used to register students; expressed in terms of FY, CID, sponsor code, MOS (if appropriate), student type, student type qualifier (if appropriate), and class.

Capacity. **Capacity** is a generic term for the maximum seats a formal school can provide annually in a particular course, and is dependent upon resourcing (equipment, instructors, facilities, etc.). It is codified in the approved POI or OSSCDD for courses that have an assigned CID. To determine capacity, multiply maximum class size by the course's annual frequency. This information is available online in Student Registrar module TIP reports.

USMC capacity is a subset of capacity that refers specifically to the portion of overall course capacity usable by the Marine Corps. For most courses USMC capacity is the same as generic capacity. However, for courses not owned by the Marine Corps, such as ITRO-consolidated, naval aviation enterprise, quota, & DOD-directed courses, the USMC capacity represents the number of quotas programmed for or allocated to the Marine Corps. Other services provide the Marine Corps with quotas based on submitted requirements and on past usage. Within HQMC the term "capacity" typically refers to USMC capacity except when specifically noted.

Class. A **class** is one iteration of a course, usually designated numerically by a class code or number - e.g., 2025 010, 2025 020.

Course. A **course** is a prescribed program of instruction, defined by academic and administrative parameters, and designed to teach specific objectives or tasks, whether they be hard skills or abstract concepts.

Course Descriptive Data. **Course descriptive data**, or **CDD**, is a summary of basic course parameters contained in section I of each Marine Corps POI. Reference (d) governs a CDD's development and requires CDD validation whenever changes are recommended or at time intervals specified by the directive. It includes basic administrative data such as course title, location, length, prerequisites, and resource requirements.

Course Identifier. A **course identifier**, or **CID**, consists of several sub-codes consisting of seven characters as explained in Figure 1-3. The MCTIMS Student Registrar module is used to build and maintain CIDs. Refer to Appendix C for CID establishment, sustainment, and deactivation guidance.

DoD Directed Course. A **DoD directed course** has an approved DoD agency or other service POI, is established pursuant to a DoD directive, and conducted in accordance with DoD guidance and the designated lead agency's policy. Refer to appendix (d) and reference (h) for further information regarding DoD Directed courses.

Formal Course of Instruction. A **formal course of instruction** is a course developed according to current TECOM policies for formal school T&E - e.g., Systems Approach to Training and Education (SATE). It must have a POI or an OSSCDD, and CG TECOM, or delegated TECOM MSC CG, or FMF/SE CG approval. Courses of instruction not satisfying these requirements, even if located at

a formal school as defined below, will not qualify as formal T&E nor as a formal course of instruction.

Formal Learning Center. A **formal learning center**, or **FLC**, is the alternative name describing a formal school.

Formal School. A **formal school** is defined as an institution that analyzes, designs, develops, implements, and evaluates POIs or curricula approved by the appropriate general/flag officer to meet a specified formal T&E requirement. Unit training, field skill training, and managed on-the-job training, or MOJT, are specifically excluded from the definition of a formal school. Instead, they are part of collective training and/or are in a unit training environment. All formal schools, to include those schools outside the TECOM chain of command, will comply with reference (d) to ensure standardization across the T&E enterprise.

Formal T&E. **Formal training and education** is:

- a. Specialized skill training - including initial skill training - that leads to assignment of a military occupational specialty, or MOS,
- b. Follow-on specialized skill training to maintain or enhance proficiency in an MOS,
- c. Resident PME, or
- d. Functional training required to support specific billet requirements.

ITRO Collocated Course. An **ITRO collocated course** has an approved Marine Corps POI, is taught aboard a non-Marine Corps installation (or other service POI-equivalent taught aboard a Marine Corps installation) and is established via formal ITRO action. Refer to appendix (d) and reference (i) for further information regarding ITRO Collocated courses.

ITRO Consolidated Course. An **ITRO consolidated course** has an approved Marine Corps or other service POI, is one in which Marine students train with one or more other services' students, services share both resource and curriculum responsibilities, and is established via formal ITRO action. Refer to appendix (d) and reference (i) for further information regarding ITRO Consolidated courses.

ITRO Service-Unique Course. An **ITRO service-unique course** has an approved Marine Corps POI, is taught aboard a non-Marine Corps installation (or other service POI taught aboard a Marine Corps installation), is associated with an ITRO consolidated course as part of an MOS training track and is established via formal ITRO action. Refer to appendix (d) and reference (i) for further information regarding ITRO Service-Unique courses.

Length. **Length**, expressed in calendar days, is the approved time required for one iteration of a course, and is located in the POI or OSSCDD. A specific class's length is number of calendar days between the report date and the graduation date. Length informs planning, scheduling, and budgeting.

MOS Sponsor. In accordance with MCO 5311.1E, an **MOS sponsor**, is assigned purview over a grouping of MOSs. They shall in turn assign OCCFLD managers and MOS specialists in writing. An MOS sponsor is a subject matter expert for a specific MOS or a group of similar MOSs. They review and comment on

all primary MOS training requirements (initial and skill progression) produced by DC M&RA and they submit non-primary MOS training requirements for MOS skill progression and for functional skill training to be included in the TIP. **Note:** MOS sponsors are key players in the TIP process.

Naval Aviation Enterprise (NAE) Course. A **naval aviation enterprise (NAE) course** has an approved Marine Corps or other service POI, typically a Navy POI, and is taught under the auspices of Chief, Naval Air Training (CNATRA); NETC; Naval School of Aviation Safety; or Naval Survival Training Institute or Center for Naval Aviation Technical Training (CNATT). Refer to appendix (d) and references (j) and (k) for further information regarding NAE courses.

Occupational Field Manager/MOS Specialists. In accordance with MCO 5311.1E, an **occupational field manager**, or OCCFLD manager, works directly for the MOS sponsor, supervising one or more MOS communities on behalf of the MOS sponsor. OCCFLD managers advise MOS sponsors regarding formal school training requirements prior to submission of TIP requirements. **MOS specialists** are the subject matter experts (SME) for a specific MOS or a group of similar MOSs. MOS specialists are managed by OCCFLD managers. They review MOS training tracks to ensure accuracy and, if necessary, initiate change requests.

Other Service Course Number. An **other service course number**, or **OSCN**, is an alphanumeric course designation established by the Navy, Army, or Air Force. The OSCN helps request and coordinate USMC requirements for other services' formal schools. An OSCN, combined with the other service location, or **OSLoc**, enables the Student Registrar module to communicate with other services' training management systems. Other service classes that support USMC quotas are transmitted to the Student Registrar module. Then, a Marine student's registration request and his/her confirmation for another service's course is also transmitted by the same system-to-system interface.

Other Service Location. The **other service location**, or **OSLoc**, is an alphanumeric designation for an other service course location. OSLoc, combined with OSCN, enables the Student Registrar module to communicate with other services' training management systems.

Other Service Supplemental Course Descriptive Data. An **other service supplemental course descriptive data**, or **OSSCDD**, is used to document the summary of basic course parameters for other service or other agency courses for which Marines attend and there is no Marine Corps POI. OSSCDDs consist of the same 24 elements contained in section I, the CDD, of Marine Corps POIs. OSSCDDs must be created in MCTIMS Curriculum Management, and they are developed, submitted, and approved in accordance with POI development and staffing processes described in reference (d).

Program Objective Memorandum. The **program objective memorandum**, or **POM**, is a future years' defense program, or FYDP, that covers five years for each agency competing for and defending DoD budget dollars.

Proprietary Course. A **proprietary course** has an approved Marine Corps POI, is taught aboard a non-Marine Corps installation and exists beyond the boundaries and influence of the ITRO. Refer to appendix (d) for further information regarding Proprietary courses.

Quota Course. A **quota course** has an approved other service POI and is one in which Marines train on a space-available basis. Refer to appendix (d) and reference (i) for further information regarding Quota courses.

Requirement (Quota). A **requirement** is a validated input objective, by FY, by MOS, by *student type*, and by requirement sponsor. It defines what is necessary to obtain or maintain desired manning and skill levels. With only one exception, it is an unconstrained requirement. A requirement consists of new input objectives, it does not account for student soft attrition often referred to as "recycles". Requirements for non-entry-level student types may be constrained based on a sponsor's demonstrated historical and ongoing inability to fill allocated seats - e.g., a sponsor cannot physically source enough eligible students to fill allocated school seats.

Requirement Sponsor. **Requirement sponsors** develop training quota needs in their areas of responsibility for the TIP. They monitor and manage the manpower inventory in their areas of responsibility. Sponsors include DC M&RA, Marine Forces Command, Marine Forces Pacific, Marine Forces Reserve, Marine Corps Installations Command, Marine Forces Special Operations Command, MOS sponsors and OCCFLD managers. For the TIP, M&RA generally provides all entry-level active duty and reserve officer and enlisted requirements, all lateral move requirements, and some skill progression requirements - e.g., training leading to a primary MOS. These student types are 0EE, 0OE, 2E, 2O, 1E, 1O and a portion of the student types 0E, 0W, and 0O shown in the TIP's primary MOS-related courses. Marine Forces Reserve provides non-entry-level selected Marine Corps reserve requirements - student types 3O, 3E, etc. MOS sponsors and OCCFLD managers provide non-primary MOS requirements and some skill progression non-PMOS requirements - student types 0O, 0E, etc.

Service School Code. The **service school code**, or **SSC**, is a unique 3-digit alphanumeric code identifying, without regard for location, an approved formal course of instruction. Student Registrar Branch requests SSCs. DC M&RA, Manpower Systems Division (MI), Manpower Information Operations (MIO) Branch assigns SSCs. In a given seven-character *CID*, the fourth through sixth characters are the SSC. Refer to Appendix E for SSC establishment policy.

Split Ratio. A **split ratio**, with respect to MOS training tracks, reflects the proportion of the MOS population (by sponsor/student type) that will attend each track of an MOS' training tracks. For example, MOS XXXX has two MOS tracks and one half of the MOS population will attend Track 1 with the other half will attend Track 2. The split ratio of Track 1 is 0.50 (or 50%) and the split ratio of Track 2 is 0.50 (or 50%). The split ratios assigned to training tracks will always equal 1.00 (or 100%) when combined to account for the entire MOS population.

Student Registrar. Within MCTIMS, the **Student Registrar** module is the service's sole source of training allocation and execution data. It is a web-based system supporting the collection, maintenance, inquiry, and reporting of data required to effectively manage training pipeline student flow. It is the database that produces the TIP. It is also the source of data for developing the POM and future formal training budget submissions. It is the primary source of data used to develop the USMC portion of the Institutional Training Readiness Report to the DoD. Reference (g) mandates the service's use of Student Registrar.

Student Type. **Student type** is a two- to five-digit alphanumeric code identifying students by their status and/or source. The use of student types

helps identify requirements, distribute and assign seats, and report course graduates. In the budgeting process, student types also support estimating per diem costs. Refer to Appendix B for commonly used student types.

Title. The **title** is the plain language name given to a formal course of instruction and its associated SSC.

Training Track. A **training track** is a sequence of courses that, once complete, results in assignment of an MOS. Student Registrar uses these to distribute PMOS training requirements to the appropriate courses. Training tracks will mirror MOS course requirements listed in reference (e). Of note, MCRD and MCT are not included in an MOS training track. The TIP requirements for MCRD and MCT are computed using separate methods.

Trimester (ONDJ, FMAM, JJAS). The three columns that appear in the TIP labelled ONDJ, FMAM, and JJAS represent training **trimesters**. ONDJ is October, November, December, and January. FMAM is February, March, April, and May. JJAS is June, July, August, and September. In the case of entry-level MOS training, these training trimesters align with the recruiting trimester so as to better synchronize school seats with the availability of Marines to fill them. Student Registrar module computes the total annual requirement for the year and lists that requirement by FY in the TIP. Student Registrar module further determines, based on availability behavior of each student type, the requirement for each trimester of the execution (or training) year. For example, 46% of the Marines in a given year are recruited in JJAS but will not be available at formal schools for training until ONDJ. Therefore, the recruiting trimester JJAS (46%) results in a requirement to train 46% of the Marines in the training trimester ONDJ.

APPENDIX A

SPONSOR CODES

CODE	SPONSOR TITLE	GO / ORGANIZATION
AETC	AIR EDUCATION AND TRAINING COMMAND, US AIR FORCE	CG AETC
AM	AMMO MARCORSYSCOM	CG MCSC
APX-33	METEOROLOGICAL AND OCEANGRAPHIC (METOC) SERVICES	DC A
APX-34	AIRFIELD SERVICES	DC A
APX-50B	UNMANNED AIRCRAFT SYSTEMS	DC A
ASL-30	AVIATION ORDNANCE	DC A
ASL-31	AVIATION SUPPLY/INFORMATION SYSTEMS	DC A
ASL-33	AVIATION MAINTENANCE & LOGISTICS	DC A
ASL-34	AVIONICS	DC A
ASM-42	AVIATION OPERATIONS	DC A
C152	CBRN DEFENSE	DC PP&O
C2TECOE	C2 TRAINING & EDUCATION CENTER OF EXCELLENCE	CG TECOM
C40	C40 PRESIDENT, MARINE CORPS UNIVERSITY	CG TECOM
C4610AGT	TECOM ATB AVIATION GROUND TRAINING	CG TECOM
C4611	0911/0913 MOS SPONSOR, TECOM G-1	CG TECOM
C461TPS	TECOM G-3 TRAINING PROGRAM SECTION	CG TECOM
C465	RANGE TRAINING AREA MANAGEMENT	CG TECOM
C469C	CSS SECTION, GSB, TECOM	CG TECOM
C469TM	CENTER FOR LEARNING AND FACULTY DEVELOPMENT	CG TECOM
C476	WEAPONS TRAINING BATTALION	CG TECOM
C47G3A	TRNGCMD G-3 AVIATION PRODUCTION SECTION	CG TECOM
COMSTRAT	HQMC COMMUNICATION DIRECTORATE (CD) 45XX OCCFLD	HQMC CD
CRP	IC4 06XX/2800 OCCFLD	DC I
CYBER	CYBER OPERATIONS	DC I
IMD	DC (I) INFORMATION MANUEVER DIVISION	DC I
IMS	INTERNATIONAL MILITARY STUDENTS	CG TECOM
IOP	DCMC I 02XX/26XX OCCFLD (INTELL/SIGINT/EW)	DC I
JAS	JUDGE ADVOCATE SUPPORT BRANCH, SJA TO CMC	HQMC SJA
LAR	LIGHT ARMORED RECONNAISSANCE	DC PP&O
LPC-0451	0451 MOS SPONSOR	DC I&L
LPC-2	SUPPLY ADMIN & OPS 30XX OCCFLD MGR	DC I&L
LPC-3	LOGISTICS 04XX OCCFLD	DC CD&I
LPD	TRAFFIC MANAGEMENT (31XX OCCFLD)	DC I&L
LPE	ENGINEER ADVOCACY CENTER	DC I&L
LPE-2336	EOD MOS SPONSOR	DC I&L
LPM-0411	0411 MOS SPONSOR	DC I&L
LPM-21XX	21XX OCCUPATIONAL FIELD MANAGER	DC I&L
LPM-35XX	35XX OCCUPATIONAL FIELD MANAGER	DC I&L
MACE	FORCE FITNESS READINESS CENTER	CG TECOM

CODE	SPONSOR TITLE	GO / ORGANIZATION
MARFORCO	MARINE FORCES COMMAND G-7	COMMANDER MARFORCOM
MARFORES	MARINE FORCES RESERVE	COMMANDER MARFORRES
MARFORPA	MARINE FORCES PACIFIC G-3T9	COMMANDER MARFORPAC
MARSOC	MARINE SPECIAL OPERATIONS COMMAND	COMMANDER MARSOC
MAWTS	MARINE AVIATION WEAPONS AND TACTICS SQUADRON 1	CG TECOM
MCLE	MARINE CORPS LIAISON ELEMENT	DC PP&O
MCICOM	MARINE CORPS INSTALLATIONS COMMAND	COMMANDER MCICOM
MCLC	MARINE CORPS LOGISTICS COMMAND	CG MARCORLOGCOM
MCLOG	MARINE CORPS LOGISTICS OPERATIONS GROUP	CG TECOM
MCRC	MARINE CORPS RECRUITING COMMAND	CG MCRC
MCRCOFF	MARINE CORPS RECRUITING COMMAND - OFFICER PROGRAMS	CG MCRC
MCTOG	MARINE CORPS TACTICS & OPERATIONS GROUP	CG TECOM
MIF	PERSONNEL & ADMINISTRATION	DC M&RA
MMOA-3	PLANS AND PROGRAMS/JOINT OFFICER MATTERS	DC M&RA
MPE	MANPOWER EQUAL OPPORTUNITY	DC M&RA
MPP-20	ENLISTED PLANS SECTION, MP DIV, M&RA	DC M&RA
MPP-23	ENLISTED PLANS - REGULAR ACCESSIONS	DC M&RA
MPP-25	ENLISTED PLANS, M&RA (LAT MOVE REQUIREMENTS)	DC M&RA
MPP-30	OFFICER PLANS SECTION, MP DIV, M&RA	DC M&RA
MPP-35	RESTRICTED OFFICER INVENTORY PLANNER, MP DIV, M&RA	DC M&RA
MWTC	MOUNTAIN WARFARE TRAINING CENTER	CG TECOM
PAC-20	MARINE MUSIC BRANCH / 55XX OCCFLD	HQMC CD
PLI	SPACE OPERATIONS, DC I, IMD	DC I
PLN-FDP&E	MAGTF PLANNING SPECIALIST	DC PP&O
PO SOD	PROGRAM OFFICE SPEC OPS DIRECTORATE	DC PP&O
POG-30	DCMC PP&O 03XX OCCFLD SPONSOR	DC PP&O
POG-40	DCMC PP&O 03XX OCCFLD SPONSOR (RECON)	DC PP&O
POG-60	DCMC PP&O 1803/1833 OCCFLD (AAV)	DC PP&O
POG-70	FIRE SUPPORT	DC PP&O
PSH	SECURITY FORCES (INTERAGENCY)	DC PP&O
PSL	SECURITY AND LAW ENFORCEMENT, HQMC DC I&L	DC I&L
RAM-1	RESERVE AFFAIRS PERSONNEL MANAGEMENT	DC M&RA
RAM-2	RESERVE AFFAIRS PERSONNEL MANAGEMENT	DC M&RA
RAM-4	RESERVE AFFAIRS PERSONNEL MANAGEMENT	DC M&RA
RAP	RESERVE AFFAIRS POLICY	DC M&RA
RFL	DC/S, PROGRAMS AND RESOURCES	DC P&R
SC	SECURITY COOPERATION	DC PP&O
SD	HQMC SAFETY DIVISION	HQMC SAFETY

APPENDIX B

STUDENT TYPE CODES

STUDENT TYPE	DESCRIPTION
0E	ACTIVE DUTY ENLISTED
0E FL	ACTIVE DUTY ENLISTED - MARFORCOM QUALIFIER
0E FP	ACTIVE DUTY ENLISTED - MARFORPAC QUALIFIER
0E FR	ACTIVE DUTY ENLISTED - MARFORRES QUALIFIER
0E MIC	ACTIVE DUTY ENLISTED - MCICOM QUALIFIER
0E SOC	ACTIVE DUTY ENLISTED - MARSOC QUALIFIER
0EE	ACTIVE DUTY ENLISTED - ENTRY LEVEL
0EF	ENLISTED - ACTIVE RESERVE PROGRAM - RETRAINING
0O	ACTIVE DUTY OFFICER
0O FL	ACTIVE DUTY OFFICER - MARFORCOM QUALIFIER
0O FP	ACTIVE DUTY OFFICER - MARFORPAC QUALIFIER
0O FR	ACTIVE DUTY OFFICER - MARFORRES QUALIFIER
0O MIC	ACTIVE DUTY OFFICER - MCICOM QUALIFIER
0O SOC	ACTIVE DUTY OFFICER - MARSOC QUALIFIER
0OE	ACTIVE DUTY OFFICER - ENTRY LEVEL
0OF	OFFICER - ACTIVE RESERVE PROGRAM - RETRAINING
0W	ACTIVE DUTY WARRANT OFFICER
0W FL	ACTIVE DUTY WARRANT OFFICER - MARFORCOM QUALIFIER
0W FP	ACTIVE DUTY WARRANT OFFICER - MARFORPAC QUALIFIER
0W MIC	ACTIVE DUTY WARRANT OFFICER - MCICOM QUALIFIER
0W SOC	ACTIVE DUTY WARRANT OFFICER - MARSOC QUALIFIER
1E	ACTIVE DUTY ENLISTED - LATERAL MOVE
1O	ACTIVE DUTY OFFICER - LATERAL MOVE
2E	RESERVE ENLISTED - ENTRY LEVEL - IADT
2E2	RESERVE ENLISTED - ENTRY LEVEL - IIADT
2O	RESERVE OFFICER - ENTRY LEVEL
3E	RESERVE ENLISTED - SMCR
3E FR	RESERVE ENLISTED - SMCR - MARFORRES QUALIFIER
3EA FR	RESERVE ENLISTED - ACTIVE RESERVE PROGRAM
3EL	RESERVE ENLISTED - SMCR LATERL MOVE
3EP	RESERVE ENLISTED - PRIOR SERVICE RETRAIN - INTIAL SKILLS
3O	RESERVE OFFICER - SMCR
3O FR	RESERVE OFFICER - SMCR - MARFORRES QUALIFIER
3OA FR	RESERVE OFFICER - ACTIVE RESERVE PROGRAM
3OP	RESERVE OFFICER - PRIOR SERVICE OFFICER - RETRAIN
3W	RESERVE WARRANT OFFICER - SMCR
3W FR	RESERVE WARRANT OFFICER - SMCR - MARFORRES QUALIFIER

STUDENT TYPE	DESCRIPTION
3WA FR	RESERVE WARRANT OFFICER - ACTIVE RESERVE PROGRAM MARFORRES
4E	ARMY ENLISTED
4O	ARMY OFFICER
4W	ARMY WARRANT OFFICER
5E	NAVY ENLISTED
5O	NAVY OFFICER
5W	NAVY WARRANT OFFICER
6E	AIR FORCE / SPACE FORCE ENLISTED
6O	AIR FORCE / SPACE FORCE OFFICER
7E	COAST GUARD ENLISTED
7O	COAST GUARD OFFICER
8D	CIVILIAN - DOD
8N	CIVILIAN - NON DOD (OTHER AGENCY/CONTRACTOR)
9E	INTERNATIONAL ENLISTED
9O	INTERNATIONAL OFFICER

APPENDIX C

CID ESTABLISHMENT, SUSTAINMENT, & DEACTIVATION

1. Introduction. A CID is a seven-character TECOM-approved alphanumeric code for a specific formal course of instruction. These codes are used as the primary means to catalog courses in MCTIMS. This appendix describes the circumstances under which a CID will be issued, the actions required to sustain a CID in an active status, and the conditions under which an established CID will be deactivated. CIDs will support formal courses of instruction that comply with reference (d). CIDs for existing, non-compliant courses shall be deactivated in the MCTIMS database.

2. Guidancea. CID Assignment Eligibility

(1) Must Be Based on a T&R Manual or Official Marine Corps Directive. According to reference (d), the course must instruct individual events or outcomes captured in an approved T&R manual or official Marine Corps directive.

(2) Must Be Developed in Accordance with Applicable Directives. The course of instruction has been developed according to the tenets of NAVMC 1553.1A. It is reviewed and validated by TECOM PSD. In accordance with reference (d), it is approved by CG TECOM or at CG TECOM's direction by a TECOM MSC CG.

(3) Taught at a FLC or via a Mobile Training Team (MTT). The course occurs in a formal setting at an FLC with training facilities and instructor personnel provided by the Marine Corps, or the course occurs at an other-service school and is established in the other service's training management system, or the course occurs in the context of an MTT resourced by the FLC. Refer to Chapter 6 for the definition of an FLC / formal school.

(4) Presence of Course Descriptive Data (CDD). The course's POI is in MCTIMS' Curriculum Management module or, if the course is an other-service course, an OSSCDD, accompanying the other service's course data, is submitted to CG TECOM or a TECOM MSC CG in accordance with reference (d).

(5) Fits into a Category. The course falls into one of the categories listed below:

(a) Specialized skill training, including initial skill training, leading to assignment of an MOS considered required training by the current NAVMC 1200.1_ MOS Manual.

(b) Follow-on specialized skill training to maintain or enhance proficiency in an OCCFLD / MOS considered as skill enhancement training by the current NAVMC 1200.1_ MOS Manual.

(c) Resident PME.

(d) Functional training required to support specific billet requirements.

(6) Has a Formal School Quota Requirement Sponsor. The course must have one or more formal school quota requirement sponsors in accordance with the TIP's Appendix C.

b. Five Requisite Actions to Sustain a CID. TECOM MSCs and requirement sponsors with an interest in maintaining TECOM-validation of formal school T&E must ensure necessary actions occur. Failure will result in TECOM PSD deactivating the CID.

(1) Submit TIP Requirements. In accordance with the annual TIP development cycle explained in Chapter 2, sponsors must submit to TECOM PSD their requirements for every course with a CID.

(2) Enroll Every Student. In accordance with reference (d), FLCs must ensure every student who reports to a course is registered in MCTIMS in the appropriate student type.

(3) Report the Disposition of Every Student. Consistent with subparagraph 2.b.(2) above, FLCs must report the disposition of every student enrolled, either through graduation or disenrollment, regardless of reason, and must validate every class as required in reference (d).

(4) Submit an Updated / Revised POI or OSSCDD. In accordance with reference (d), FLCs will submit to CG TECOM or TECOM MSC CG, a POI or OSSCDD for each course with a CID.

(5) Post Course Materials. FLCs will post course materials required by reference (d) to the MCTIMS Training Resource module.

c. Travel Funding Requirement. TECOM FSTS will only fund student travelers to courses with CIDs. In addition to the TIP requirement for the course mentioned in paragraph 2.b.(1) above, the student must have a valid registration in Student Registrar. The registration must be under a student type code eligible for TECOM travel funding. There must be sufficient funds available to support the travel. FSTS will not fund other student travelers.

d. Circumstances Under Which a CID Will Not Be Issued

(1) The following training is not eligible for a CID:

(a) Unit training, field skill training, managed on-the-job training and any other annual or ancillary training requirement that occurs at a base, station, or in another collective or unit training environment.

(b) T&E that occurs at a FLC under the authorities of a proof of concept (POC) or experiment.

(2) Should CG TECOM PSD determine a submitted course does not meet the criteria for CID assignment, the PSD director will provide the requesting unit with one or more alternatives to accomplish their request.

e. Criteria for Deactivating a Previously Granted CID. CG TECOM PSD will conduct an annual post-FY CID deactivation review in December each year and may permanently deactivate a CID when any of the following criteria are met:

(1) TIP requirements for a course are not submitted or published in two consecutive FYs. For example, the course has no requirements for the current FY nor for the TIP's projected out years.

(2) An FLC fails to submit class schedules in the Student Registrar over the course of an entire FY. This does not apply to schedules that fail to transfer to MCTIMS through established system interfaces with other services' systems.

(3) There were no registrations for the course in two consecutive FYs.

(4) Over the course of an entire FY, an FLC does not validate completed classes in Student Registrar.

3. CID Reactivation Requests. Should an FLC desire reactivation of a course, the following applies:

a. The FLC must clearly establish in a naval letter addressed to CG TECOM (PSD), or a TECOM MSC CG, via the chain of command, and submitted according to POI submission guidance in reference (d), that the course should be reactivated for one of the two reasons detailed below:

(1) The CID was erroneously deactivated. At the time of deactivation, it did not meet any of the deactivation criteria specified in paragraph 2.e. above.

(2) The FLC will immediately meet both the CID establishment criteria in paragraph 2.a. and the CID sustainment criteria in paragraph 2.b.

b. The FLC shall identify in the reactivation request who or what entity within the FLC will ensure the required CID sustainment functions.

c. The FLC shall identify in the reactivation request the sponsor who will submit TIP requirements for the course.

d. The reactivation request for a course that does not have a current approval letter per reference (d) must be accompanied by an updated POI and other documents required by reference (d).

e. Requests failing to clearly establish the appropriate premise for reactivation, or that do not include the elements detailed above, will be returned without action.

4. Command. TECOM PSD is the office of primary responsibility for overseeing the execution and adjudication of this policy.

APPENDIX D

INTERSERVICE TRAINING CATEGORIES

1. Introduction. This appendix provides an overview of the seven interservice training categories used to catalog courses, and their associated CIDs, into the appropriate interservice training type. Interservice training categories include DoD directed, proprietary, ITRO collocated, ITRO consolidated, ITRO service-unique, NAE, and quota. Marine Corps-owned formal school courses that are taught aboard Marine Corps installations will not be assigned an interservice training category unless CG TECOM or an MSC CG has approved other Service students to attend them. In these instances, the courses will be assigned an interservice training category of "quota".

2. Course Types

a. DoD Directed. A DoD directed course has an approved DoD agency or other service POI, is established pursuant to a DoD directive and conducted in accordance with DoD guidance and the designated lead service or agency's policy. Per reference (i), the lead service is the service assigned, or responsible for, school and / or course administration, curriculum management, and seat assignment or quota management.

(1) Establishing authority. DoD directed courses are established by the Office of the Secretary of Defense IAW reference (h).

(2) Curriculum control. Course curriculum is controlled in accordance with the lead service or agency's policy.

(3) Resources

(a) Funding requirements for DoD directed courses are directed by the lead service within the limits of the establishing DoD directive.

(b) Instructors required to conduct a DoD directed course are "fair-shared" amongst all services and agencies with participating student populations.

(c) Facilities required to conduct a DoD directed course are provided by the host service. Per reference (i), the host service is the service on whose installation the training is conducted.

(4) Example. Courses taught at the Defense Information School (DINFOS), such as the Mass Communications Foundations course (CID A1824Q2), or the Defense Language Institute Foreign Language Center (DLIFLC), such as Chinese-Mandarin Basic Proficiency Enhancement Plan course (CID A28R2Z1), are examples of DoD directed courses. DoDI 5160.48 establishes DINFOS as the principal source of public affairs and visual information common core training in the DoD. Similarly, DoD 5160.41E designates the Secretary of the Army as the DoD executive agent for DLIFLC. DLIFLC executes standardization, testing, research and development, and evaluation of foreign language training, education, and related services for language professionals and general-purpose forces within the DoD.

b. Proprietary. A proprietary course has an approved Marine Corps POI, is taught aboard a non-Marine Corps installation, and exists beyond the boundaries and influence of the ITRO.

(1) Establishing authority. Proprietary courses are established by CG TECOM or a TECOM MSC CG with host-service concurrence.

(2) Curriculum control. Course curriculum is controlled by CG TECOM or a TECOM MSC CG.

(3) Resources

(a) Proprietary courses are funded, both operations and maintenance (O&M) and base operations support (BOS) costs, by CG TECOM or a TECOM MSC CG.

(b) Instructors required to conduct a proprietary course are provided by the OCCFLD for which the course supports.

(c) Facilities required to conduct a proprietary course are provided by the host service within capacity of current resourcing.

(4) Example. The Legal Services Specialist course (CID N0558X1) course is a proprietary course with a Marine Corps POI that is taught aboard a Navy installation, is resourced by the Marine Corps, and exists beyond the boundaries and influence of the ITRO. The Navy provides facilities for the course in accordance with a TRNGCMD and Naval Justice School memorandum of agreement (MOA). The Marine Corps retains full control of curriculum content.

c. ITRO Collocated. An ITRO collocated course has an approved Marine Corps POI, is taught aboard a non-Marine Corps installation (or service POI-equivalent taught aboard a Marine Corps installation) and is established via formal ITRO action as coordinated by TRNGCMD G-3 ITO.

(1) Establishing authority. ITRO collocated courses are established by the ITRO deputy executive board.

(2) Curriculum control. Course curriculum is controlled by the lead service. The Marine Corps is the lead service for Marine Corps courses taught aboard another service's installation.

(3) Resources

(a) ITRO collocated courses are funded, both O&M and BOS costs, by the lead service. For BOS funding, the lead service will typically fund for two to three years until the host-service programs costs into their POM.

(b) Instructors required to conduct ITRO collocated courses are provided by the lead service.

(c) Facilities required to conduct ITRO collocated courses are provided by the host service within capacity of current resourcing.

(4) Example. The Basic Motor Vehicle Operators course (CID A1635X1) course is an ITRO collocated course with a Marine Corps POI that is taught aboard an Army installation in which only Marines attend. It was established

through formal ITRO action and is resourced by the Marine Corps. The Army provides facilities within their current resourcing and BOS costs in accordance with the standing ITRO agreement. The Marine Corps retains full control of curriculum content.

d. ITRO Consolidated. An ITRO consolidated course has an approved Marine Corps or other service POI, is one in which Marine students train with one or more other services' students, services share both resource and curriculum responsibilities, and is established via formal ITRO action as coordinated by TRNGCMD G-3 ITO.

(1) Establishing authority. ITRO consolidated courses are established by the ITRO deputy executive board.

(2) Curriculum control. Course curriculum is maintained by the lead service. Curriculum revisions require consent of each participating service.

(3) Resources

(a) ITRO consolidated courses are funded, both O&M and BOS costs, by the participating services. For O&M costs, the participating services will typically fund for two to three years until the lead service programs costs into their POM. For BOS costs, the participating services will typically fund for two to three years until the host-service programs costs into their POM.

(b) Instructors required to conduct ITRO consolidated courses are "fair-shared" amongst all services and agencies with participating student populations.

(c) Facilities required to conduct ITRO collocated courses are provided by the host service.

(4) Example. The Culinary Specialist course (CID A1433Y1) is an ITRO consolidated course with an Army POI that is taught aboard an Army installation. It was established through formal ITRO action and is attended by Marines, sailors, and soldiers. Each participating service provides instructors for this course and costs are shared in accordance with the standing ITRO agreement. Any change in course curriculum requires the consent of each service.

e. ITRO Service-Unique. An ITRO service-unique course has an approved Marine Corps POI, is taught aboard a non-Marine Corps installation (or other service POI taught aboard a Marine Corps installation), is associated with an ITRO consolidated course as part of a training track and is established via formal ITRO action as coordinated by TRNGCMD G-3 ITO.

(1) Establishing authority. ITRO service-unique courses are established by the ITRO deputy executive board.

(2) Curriculum control. Course curriculum is controlled by the lead service. The Marine Corps is the lead service for Marine Corps courses taught aboard another service's installation.

(3) Resources

(a) ITRO service-unique courses are funded, both O&M and BOS costs, by the lead service. For BOS costs, the lead service will typically fund for two to three years until the host-service programs costs into their POM.

(b) Instructors required to conduct ITRO service-unique courses are provided by the lead service.

(c) Facilities required to conduct ITRO service-unique courses are provided by the host service within capacity of current resourcing.

(4) Example. The Food Service Specialist (USMC) course (CID A1433L1) is an ITRO service-unique course with a Marine Corps POI that is taught aboard an Army installation in which only Marines attend. This course is phase two of an ITRO consolidated phase one course. It was established through formal ITRO action and is resourced by the Marine Corps. The Army provides facilities and BOS costs in accordance with the standing ITRO agreement. The Marine Corps retains full control of curriculum content.

f. Naval Aviation Enterprise (NAE). An NAE course has an approved Marine Corps or other service POI, typically a Navy POI, and is taught under the auspices of CNATRA, NETC, Naval School of Aviation Safety, or Naval Survival Training Institute.

(1) Establishing authority. NAE courses are established by the appropriate authority.

(2) Curriculum control. NAE course curriculum is controlled by the appropriate authority.

(3) Resources

(a) NAE courses are funded, both O&M and BOS costs, in accordance with Department of the Navy (DON) policy.

(b) Instructors required to conduct NAE courses are "fair-shared" amongst all services and agencies with participating student populations.

(c) Facilities required to conduct NAE courses are provided in accordance with DON policy.

(4) Example. The Naval Aircrewman Candidate School course (CID N2373C3) is an NAE course with a Navy POI that is taught aboard a Navy installation. It was established by NETC and is attended by Marines and sailors. Each participating service provides instructors, and the course is resourced by the Department of the Navy. CNATRA retains full control of curriculum content.

g. Quota. A quota course has an approved other service POI and is one in which Marines train on a space-available basis.

(1) Establishing authority. Quota courses are established by the lead service.

(2) Curriculum control. Course curriculum is controlled by the lead service.

(3) Resources

(a) Quota courses are funded, both O&M and BOS costs, by the lead service.

(b) Instructors required to conduct quota courses are typically sourced by the lead service but can also be "fair-shared" amongst all services and agencies with participating student populations if the lead service requires it.

(c) Facilities required to conduct quota courses are provided by the lead service.

(4) Example. The Infantry Mortar Leader course (CID A03RGV1) is a quota course with an Army POI that is taught aboard an Army installation. The Army resources this course and there is no obligation for the Marine Corps to provide instructors. Marines attend on a space available basis and the Army retains full control of curriculum content.

APPENDIX E

SERVICE SCHOOL CODE ESTABLISHMENT POLICY1. Background

a. MCTIMS Student Registrar CIDs are seven-character alphanumeric codes assigned to formal courses of instruction. A CID is created and assigned to a formal course of instruction when an approval letter for a course's POI or OSSCDD is issued per references (d) and (m). A MCTFS SSC comprises the fourth to sixth characters of a CID and TECOM PSD MCSRB submits requests to create SSCs to DC M&RA MI MIO. SSCs exist in MCTFS for the purpose of recording individual Marine course completions in the MCTFS database.

b. TECOM MCSRB PSD serves as the SSC vetting authority for MIO.

2. Intent. The intent of this appendix is to document and formalize SSC request policy and procedures. The appendix governs how SSC requests will be processed and validated or invalidated by the TECOM staff; it does not govern or impact DC M&RA internal policy and procedures for creating and managing SSCs.

3. Scope. All courses with approved POI or OSSCDD per references (d) and (m) are eligible for an SSC. T&E courses without an approved POI or OSSCDD must meet specific criteria before TECOM PSD MCSRB will validate SSC eligibility, as detailed below.

4. Guidance

a. Criteria for SSC Eligibility. To request an SSC or to endorse a request for an SSC, the following criteria must be met.

(1) A POI or OSSCDD is formally approved in accordance with references (d) and (m). The request will be submitted upon receipt of the POI approval letter, as defined in Chapter 1, paragraph 4 of reference (d).

(2) TECOM will endorse an SSC request for courses without formally approved POI or OSSCDD per references (d) and (m) and courses that do not meet the minimum criteria for establishing a CID per Appendix C of this publication when the following criteria have been met.

(a) The course must be conducted at an institution with general characteristics of a formal school, as described in Chapter 6 and Appendix C of this publication. Courses instructed for unit training, field skill training, managed on-the-job training, any other annual or ancillary training requirement conducted at a base or station, or other collective or unit training environment do not meet the formal school standard. Additionally, with the exception of courses designated as PME or PME equivalents, as described below, online and distance learning courses do not meet the formal school standard.

(b) The course must fall into one or more of the following categories:

1. A requirement to track individual student's course completion as formal school training in MCTFS is mandated by a Marine Corps order, directive or bulletin, a Navy directive or DoD directive that applies directly to Marine Corps or Marine Corps supported missions, an All Marines (ALMAR) message, or a CMC letter or memorandum, or;

2. The course, to include fellowships and online and distance learning courses, is certified as PME or a PME equivalent by the President, Marine Corps University, or;

3. Completion of the course will assign an MOS, as documented in the current NAVMC 1200.1 MOS Manual.

5. Procedures. The procedures for obtaining formal approval of a POI are contained in references (d) and (m). For all others, as defined in paragraph 4.a.(2) above, the requestor must submit a naval letter to CG TECOM containing all of the following information:

a. The letter's standard subject identification code (SSIC) shall be 1520.

b. The letter must be addressed to CG TECOM (PSD) and submitted to CG TECOM through the appropriate endorsing chain.

c. The letter's subject line must begin with the text "REQUEST FOR SERVICE SCHOOL CODE FOR" and finish with the course's title.

d. Paragraph 1 of the letter shall request the SSC for the course and provide the exact course title. However, MCTFS limits the length of course title descriptions to fifty-five characters, including spaces. If the complete course title, including spaces, exceeds fifty-five characters, a proposed, abbreviated title conforming to the character limit must be provided in addition to the exact course title.

e. Paragraph 2 of the letter shall provide the justification for establishing an SSC for the course, and it must cite the course's qualifying criteria from paragraph 4, above. A statement must also be included to specify that the course does not meet reference (d) and (m) formal POI or OSSCDD requirements. The requestor should also provide an explanation of why the course cannot meet the requirements.

f. Subsequent paragraphs must specify all of the following information:

(1) Whether the course grants a MOS upon completion or not.

(2) The course's length in weeks. A week is defined as five consecutive training days. For example, a course that consists of sixty training days has a course length of twelve weeks. In cases where the course consists of four training days or less, the course length shall be listed as one week.

(3) The SSC's start date in MCTFS. If Marines will not begin course attendance before the SSC is created in MCTFS, enter "The SSC Start Date for this course should be the date the SSC is created in MCTFS." However, if the course had been conducted in the past, and Marines must have past course completion recorded in MCTFS, then an appropriate start date in the past must

be identified. For example, if Marines have attended the course since January 2016, then a proposed Start Date of 01 Jan 16 would be appropriate.

(4) Identify the requesting command's point of contact (POC) for the request and provide the POC's contact information.

6. Command. TECOM PSD is the office of primary responsibility for overseeing the execution and adjudication of this policy.

APPENDIX F

WORKING TIP ADJUSTMENT (WTA) REQUEST FORMAT

*The WTA request must be emailed to TECOMTQMREQUEST@usmc.mil
 The email will be titled: WTA Request FY / CID / Course Title / Sponsor Code.
 Example: WTA Request/2025/M03AAZ8/Advanced Administrative Specialist/MIF*

(1) Justification: *Detail the critical and expeditious nature of the new or emerging requirement and the readiness impact on the Marine Corps if the working TIP increases is not supported. Include a statement demonstrating the vital or immediate need, such as operational requirements, senior leader decisions, or other emerging requirements. Describe why this requirement was not included as part of the published TIP requirement.*

(2) Request details

- a. FY:
- b. Course CID:
- c. Course Title:
- d. Sponsor Code:
- e. Student Type(s):
- f. MOS (if applicable):
- g. Current TIP requirement (#):
- h. Requested working TIP requirement (#):
- i. Sponsor point of contact (rank/name/phone/email):
- l. Additional sponsor remarks (not required):

 APPROVALS (completed by TECOM PSD MCSRB/TECOM MSC/other training agency)

- (1) Is WTA supportable with excess class scheduled capacity? Yes ___ No ___
 TECOM PSD MCSRB point of contact (rank/name/phone/email):
- (2) If no, can school support the request? Yes ___ No ___
 School point of contact (rank/name/phone/email):
- (3) Final adjudication: Approved ___ Disapproved ___
 If course is FSTS funded, TECOM G-8 will be notified
- (4) Working TIP and seat allocations adjusted in MCTIMS? Yes ___ No ___