



UNITED STATES MARINE CORPS
MARINE CORPS COMBAT DEVELOPMENT COMMAND
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:

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C 4611
21 Apr 2003

From: Commanding General, Training & Education Command, Marine Corps Combat Development Command (C 46), 3300 Russell Road, Quantico, VA 22134-5001

Subj: **FY 2004-2008 TRAINING INPUT PLAN (TIP)**

Ref: (a) MCO 1553.1
(b) MCO 1553.2
(c) MCO 1553.7
(d) MCO 5311.1

Encl: (1) FY 2004-2008 TRAINING INPUT PLAN

1. **Background/Scope**

a. This five year Training Input Plan represents a deliberate effort to identify all formal training requirements for Fiscal Years 2004 through 2008. It also represents the cornerstone for out-year budget plans, and it serves as the basis for allocating funds for centrally controlled programs. The Deputy Commandant for Manpower and Reserve Affairs (DC, M&RA), Commander, Marine Forces Reserve, and Occupational Field Sponsors all provided requirements for this plan.

b. The Training Input Plan is divided into three major parts. The first part is the Training Input Plan/Training Quota Memoranda (TQM) Users Guide. This guide provides the basic information required to understand and effectively use the TIP and the TQM. The second part is the FY 2004 MOS Training Tracks. The third and final part is the FY 2004-2008 Training Input Plan Requirements by Service.

c. The training process is dynamic and requirements will inevitably change. Please remember the TIP is a planning document and that actual training execution may vary. As changes occur during the course of the execution year (FY 04) the TQM, which identifies courses, classes, and student quotas, will be updated. The updated TQM will be loaded into the By Name Assignment (BNA) System and the Training Requirements and Resources Management System (TRRMS). For this reason, TRRMS and BNA are your primary sources for course, class, and quota information during the execution year. Both TRRMS and BNA can be accessed via the Training Information Management System (TIMS) Website (<https://tims.tecom.usmc.mil>).

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2. School Seat Planning and Execution

a. In addition to training Marines in their primary MOS, four (4) schoolhouses (Marine Corps Communications-Electronic School, Fort Leonard Wood, Presidio of Monterey, and Marine Air Training Support Group at Pensacola) perform the very critical function of classifying selected initial entry-level active duty enlisted Marines (student type 0EE) into their primary MOS. This function is critical in meeting the Marine Corps' manpower requirements and must be accomplished according to the Classification Plan (CP) established by the DC for Manpower and Reserve Affairs (M&RA), HQMC. The CP establishes the proper distribution of the FY's cohort/year group across all the entry level MOS's.

b. The CP requirements may differ from the Training Input Plan. For student type 0EE, the CP takes precedence over the planning numbers provided by the TIP. The TIP provides the schoolhouse, HQMC, and MCCDC the ability to conduct long term planning, programming and budgeting actions. The CP accounts for recent changes in such things as recruit attrition, continuation rates, structure changes, MOS merger/deletion, etc. The CP provides the near term school seat execution numbers and is therefore the near term goal for 0EE students.

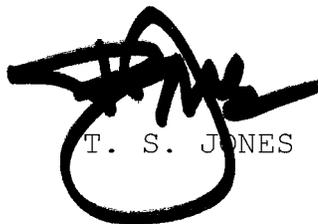
3. **Requirements/Trimester Phasing/Training Constraints.** The requirements listed in the TIP are the actual number of students who must be trained during the FY to meet Marine Forces manning and MOS needs. Inability to meet the requirement degrades operational readiness and leads to a backlog of Marines awaiting training. Therefore, schoolhouses must strive to train to the stated requirement. Specifically, schoolhouses that conduct entry-level MOS training must endeavor to schedule their classes to provide sufficient capacity during each trimester in order to meet the requirement for that trimester (refer to TIP/TQM Reference Guide for a complete explanation of "Trimesters"). If a course of instruction's capacity is constrained and the requirement cannot be met, the schoolhouse must aggressively determine the nature of the constraint (instructors, facilities, equipment, billeting, funding, etc.) and immediately report it to the Formal Schools Training Branch, CG TECOM (C 4611).

4. **Validation of Training.** On 1 October 96 the USMC began using the By Name Assignment (BNA) System as the sole source of data to validate training utilization, training requirement estimates, and funding for training quotas. This means that we will measure course utilization for each year and compare it to the sponsors' stated formal training requirements for the year. By collecting this data, we will provide a measure of effectiveness for requirement planning and actual training execution. We will also use the data to justify our formal training requirements with the other services and in the budget process. In addition, the BNA System is critical to the development of the Institutional Training Readiness Report, which reports the readiness of the training establishment to the Congress. The reference directs mandatory use of BNA. To ensure we have accurate and timely information in BNA, it is absolutely essential that schoolhouses validate their class rosters in BNA upon graduation.

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5. **Submission of FY 04 Course Schedules.** All Marine Corps Formal Schools shall submit course schedules for FY 04 to Formal Schools Training Branch, CG TECOM (C 4611) by 1 Jun 2003. This will allow for the publication of the FY 04 TQM no later than 15 Jun 2003. Schedules will be submitted using the Scheduling Wizard found under the "TQM/Schedules" tab of the TRRMS website.

6. **Action/Points of Contact.** This Training Input Plan supersedes all previously published training plans. Questions regarding the TIP may be submitted to Formal Schools Training Branch, CG TECOM (C 4611), 3300 Russell Road, Quantico, VA 22134-5001. The Point of Contact for questions regarding the TIP is Mr. Jeffrey A. Halterman at DSN 278-2508 or Commercial 703-784-2508.



T. S. JONES