

Training Input Plan/Training Quota Memoranda Users Guide

Section 1 PURPOSE/SCOPE

1. **Purpose.** Formal training for entry-level skills, skill progression or enhancement for active, reserve, officer and enlisted is governed by the Training Input Plan (TIP) and the Training Quota Memoranda (TQM). This Guide is designed to help the reader to understand the TIP process and to use both the TIP and the resultant TQM. Its purpose is to act as a desktop reference for the "layman" to allow him or her to understand and use both documents, and to understand the actions involving centrally controlled and funded formal schooling within the Marine Corps.

2. **Scope.** This Guide will help the user understand the TIP and the role and function of the TQM. It will acquaint the user with training terms, the TIP process, the technical make-up of the TIP and TQM (contents, format, frequency, and distribution), and the methods to effect additions, deletions or modifications. The Guide will also briefly discuss the By Name Assignment (BNA) system and its relationship to the TQM and funding process.

Training Input Plan/Training Quota Memoranda Users Guide

Section 2 BASIC DEFINITIONS

(Refer to <https://tims.tecom.usmc.mil> for a complete glossary of acronyms and terms)

By Name Assignment (BNA) System. The Marine Corps' sole source of training allocation and execution data, which is an on-line system that supports the collection, maintenance, inquiry, and reporting of the voluminous data required to effectively manage the flow of personnel through formal training pipelines. BNA use is required by MCO 1553.7, and its data are extremely important in the TIP/TQM process, as well as the budgeting process. **(All schoolhouses are required to use BNA. If you do not have access to BNA, contact CG TECOM (C 4611), DSN: 278-3251 or Comm: (703) 784-3251 to obtain access to BNA, a copy of the BNA Users' Manual, and other BNA assistance.)**

Capacity. The maximum number of Marines who can be trained annually in a particular course; it is normally based on approved Course Descriptive Data (CDD) for Marine Corps courses. Capacity is determined by multiplying the maximum class size by its annual frequency. For other service courses, capacity is not listed because the USMC share of these quotas does not represent the entire capacity of the courses. The other services provide us with training quotas based on our actual usage in the past. Consequently, our requirements will be satisfied to the extent that our past, stated requirements were validated by usage.

Class. One iteration of a course, usually designated numerically; e.g., 2004010, 2004020, etc.

Course. A prescribed program of instruction defined by academic and administrative parameters designed to teach specific objectives/tasks, whether hard skills or abstract concepts.

Course Descriptive Data (CDD). A summary of basic course parameters. A CDD is governed by MCO 1553.2 for development of a new course, and it requires validation whenever changes are recommended. It includes basic administrative data such as the Course title, service school code, course length, prerequisites, etc., as well as academic information, such as tasks and instructor requirement computations.

Course Identifier (CID). It is the Marine Corps (CG TRNGCOM approved) alphanumeric code for a specific, formal course of instruction. A CID is composed of sub-codes that are explained later in this Guide.

Formal Course of Instruction. A course of instruction which has been developed according to current Training and Education Command policies and guidelines governing Marine Corps Formal Training (i.e. Systems Approach to Training) and has been approved by CG TRNGCOM. A CDD and a program of instruction (POI) are required for each formal course of instruction. Not all courses of instruction, even

Training Input Plan/Training Quota Memoranda Users Guide

though conducted at a formal school (defined below), constitute formal training or a formal course of instruction. The basic requirements defined above must be met.

Formal School. A formal school satisfies Marine Corps-wide training and education requirements; has facilities, funding, and personnel requirements provided by the Marine Corps; has quotas normally controlled by Formal Schools Training Branch, CG TECOM (C 4611); is funded under program element number 847XX; and has a CDD approved by CG TRNGCOM for each course of instruction. Unit training, field skill training, and managed on-the-job training (MOJT) are specifically excluded from the definition of a formal school. Each is considered to be a training program conducted in a unit training environment.

Formal Training. This type of training is defined as:

- 1) Specialized skill training leading to assignment of a Military Occupational Specialty (MOS) which is considered as required training;
- 2) Follow-on specialized skill training to maintain or enhance proficiency in an MOS which is considered as Skill Enhancement Training;
- 3) Resident Professional Military Education (PME); and
- 4) Functional training required to support specific billet requirements.

Length. The approved time required for one iteration (class) of a course, expressed in calendar days. It is computed from Report Date to Graduation Date, and it is used for planning and budgeting purposes.

Occupational Field (OccFld) Manager/MOS Specialist. An Occupational Field Manager is defined as a Deputy Commandant (DC), Assistant Deputy Commandant (A/DC), department head, or division director of HQMC, MCCDC, Marine Corps Recruiting Command (MCRC), or COMMARCORSYSCOM. OccFld Managers are assigned purview over a grouping of Military Occupational Specialties (MOS's) or a specific category B MOS.

An MOS Specialist is defined as an individual who is assigned as the subject matter expert (SME) for a specific MOS (or a group of very similar MOS's) based on assignment to a readily accessible Headquarters Staff agency and his or her experience in that MOS.

Both OccFld Managers and MOS Specialists are **KEY** players in the TIP/TQM process.

Other Service Course Number (OSCN). The alphanumeric designation of a course by the host service (USN, USA, USAF). It is an important element in requesting and coordinating our training requirements from external agencies.

Training Input Plan/Training Quota Memoranda Users Guide

Program Objective Memorandum (POM). The POM is a Future Years Defense Program (FYDP) that covers 6 years for each agency competing for the DoD budget dollars. The POM process is a two year cycle, which alternates with a POM Review (PR) every other year, and further reviewed at a Midyear Review (MYR) every six months.

Requirement. The validated, unconstrained training objective for each fiscal year which is necessary to obtain or maintain desired manning and skill levels.

Service School Code (SSC). The SSC is a unique 3-digit alphanumeric code specifying an approved formal course of instruction, without regard to location. Formal Schools Training Branch, CG TECOM (C 4611) requests SSCs, and the Director for Manpower Management Information, DC/S M&RA (MI) assigns them. The SSC comprises the 4th-6th digits of a CID.

Student Type. A two through four digit alphanumeric code used to identify students by status and/or source. Student Type codes are used to identify requirements, distribute and assign quotas, and report course graduates. Student Type codes are also used in the budgeting process to estimate per diem costs.

Title. The plain language name given to a formal course of instruction and its associated Service School Code.

Training Requirements and Resource Management System (TRRMS). The relational database that produces the TIP and TQM. It is also the primary source of data for developing the POM and future budget submissions for formal training and to develop and report the Marine Corps portion of the Institutional Training Readiness Report (ITRR) to the Department of Defense (DoD) and to Congress.

Training Track. A sequence of courses resulting in the production of an MOS. TRRMS uses training tracks to distribute MOS training requirements to the appropriate courses; thus it is very important for training tracks to be accurately identified.

Training Input Plan/Training Quota Memoranda Users Guide

Section 3 TIP PROCESS

1. **Background.** The Training Input Plan is produced in relation to the Fiscal Year (FY), 1 October to 30 September, and covers one year for execution and four "out-years" for planning. Only approved **Formal Courses of Instruction** are included. In general, the TIP represents centrally controlled training courses which lead to an MOS, provide MOS-related skills, or which are deemed relevant to the overall Marine Corps mission.

2. **Components.** The combined TIP document is composed of a Cover Letter from the Commander Training Command, a TIP/TQM Users Guide, the MOS Training Tracks, and the FY 2005-2009 Requirements Plan. The Cover Letter provides information and guidance for commands and schoolhouses, and it solicits feedback, corrections, and course scheduling information. The MOS Training Tracks document is described below. The most substantive section of the TIP document is the FY 05-09 plan and it is organized by Service (Army, Navy, Air Force, Marine Corps, Civilian, and International courses). The online version of the TIP also includes a format organized by Sponsor (MPP-20, C473, POE-21, for example). All courses are listed by CID (e.g. A01XXX2), and they are ordered in the following sequence: Service (A01XXX2), location (A01XXX2), service school code (SSC) (A01XXX2), and the schoolhouse number (A01XXX2).

3. **Key Elements of TIP Development**

a. **Training Tracks.** The Training Track file is a key source document in developing the TIP. It consists of the approved course(s) required to obtain a given MOS, according to the MOS Manual. 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.

b. **Student Types and Requirement Sponsors.** Appendix B contains a comprehensive list of Student Type codes. In general, DC M&RA provides all entry level (active and reserve, officer and enlisted), all lateral move, and some skill progression (normally, all skill progression which leads to a primary MOS (PMOS)) training requirements used to develop the TIP. These are the 0EE, 0OE, 2E, 2E2, 1E, 1O, and a portion of the 0W and 0O student type figures shown in the "Requirements" columns of all PMOS related courses in the TIP.

MARFORRES provides all non-entry level SMCR requirements (3O, 3E, etc.), while Occfld Managers provide non-PMOS and some skill progression (non-PMOS) requirements (0O, 0E, etc.) for the TIP.

c. **Entry Level and PMOS Plans.** DC M&RA (MP and RA) develops current and out-year plans for entry level training and other active component PMOS training and submits them for entry into the TIP (MARFORRES submits reserve component PMOS requirements for post-entry level training).

Training Input Plan/Training Quota Memoranda Users Guide

4. **Processing Cycle.** Formal School Training Branch, CG TECOM (C 4611) publishes the TIP annually per the TIP Processing Schedule. There are two key reasons for the TIP processing schedule: 1) It allows us to align our training requirement development time-line with that of the other Services, and 2) It aligns our training requirement development process with the Program Objective Memorandum (POM) and Budget processes.

The basic steps in the TIP process are summarized below: (PFY = Present Fiscal Year)

- 17 FEB C 4611 PUBLISHES THE TRAINING INPUT PLAN FOR NEXT FISCAL YEAR [PFY+1] TO THE TRAINING INFORMATION MANAGEMENT SYSTEM WEBSITE.
- 12-16 APR TIP CONFERENCE [PFY+2]. ALL REQUIREMENTS SPONSORS IN ATTENDANCE.

The objective of the TIP Conference is two-fold: first, validate the training track and course data managed by C 4611, second, solicit TIP requirements from recognized requirement sponsors. The conference is approximately 5 days in length and covers every formal course approved by CG TRNGCOM. Face to face coordination between C 4611, OccFld specialists, and MARFORs in addition to submission-time requirement comparison with historic throughput are advantages of the TIP Conference that make it vital to TIP development. For this reason, C 4611 will not entertain TIP submissions outside of the conference unless the submitting activity conducts all coordination that would have been accomplished during the conference.

- 4 JUN RECEIVE ALL CLASS SCHEDULES FROM ALL SCHOOLS [PFY+1]
- 18 JUN PUBLISH TRAINING QUOTA MEMORANDA (TQM) FOR NEXT FISCAL YEAR [PFY+1]
- 1 FEB TRAINING INPUT PLAN (TIP) TO CG TRAINING COMMAND FOR SIGNATURE [PFY+2]

Execution Year: Once published, the TIP functions as the baseline document for C 4611 to produce Training Quota Memoranda (TQM) during the execution year. Financial Management (C 464) uses the TIP to determine the dollar costs associated with projected training. It is also used by Manpower Management (C 460) to evaluate instructor requirements, and schoolhouses use it to produce course schedules and to program resources to support training.

Training Input Plan/Training Quota Memoranda Users Guide

Note: Accurate training requirement identification does NOT automatically guarantee adequate funding or schoolhouse capacity to match the stated requirement, particularly for the impending fiscal year (first year of the TIP). Budget and resource requirements must be identified and programmed two to three years prior to the execution year. Funding and capacity shortfalls may occur when significant increases to requirements are made, especially in the case of the impending fiscal year.

5. Procedures

a. In order for the TIP/TQM process to work correctly, ***Training Tracks must be accurate!*** Prior to the TIP Conference it is important that all training tracks be validated to ensure they are correct. OccFld Managers, in coordination with CG TECOM [Ground Training Branch (C 469) or Aviation Training Branch (C 4610)], are responsible for ensuring that MOS Training Tracks are up to date and accurate. The Training Tracks must match the MOS Manual. In addition, administrative data such as course lengths, course locations, course titles, etc. must be validated or corrected prior to the TIP Conference.

b. For all MOS and individual course requirements, DC M&RA, Occfld Managers and MARFORRES training specialists must determine what their training requirements will be for the next fiscal year (FY 05) and make projections for the following four out-years (FY 06-09). We recognize that most OccFld Managers and MARFORRES planners do not have the same planning tools as the manpower planners at M&RA. However, they must consider all issues which will impact the need for training and provide their best educated estimate of what is both necessary and feasible. This is extremely important because the TIP is the basis for budgeting and funding travel, per diem, and school overhead costs; manpower requirements, in terms of instructors, are also based on it. If we overestimate either the need or availability of Marines to train, we may over-obligate funds or program seats we won't use. On the other hand, if we underestimate our need, we will have to make special efforts to fund and obtain unplanned school seats. This process is especially critical with respect to other Service (Army, Navy, and Air Force) training. Often, our quotas to other Services' courses are tied to instructor and budget support. This support has been established by formal or informal agreements based on throughput. If that throughput changes, we will be asked to increase our instructor and monetary support. Since it is extremely difficult to identify structure and money to compensate for unprogrammed requirements, every possible effort must be made to ensure training requests are absolutely valid and supportable. Therefore, every available information source must be used to determine accurate training needs. Some, but not all, of the possible information sources are the Table of Organization (T/O), the assignment monitors at M&RA (MMOA/MMEA), Marine Forces training coordinators, knowledge of upcoming changes (equipment, structure, mission, etc.), CG TECOM (C 46), and MPP.

c. When submitting requirements at the TIP conference, all submissions will be compared to the average of the last 3 years throughput, as reflected in BNA. Any

Training Input Plan/Training Quota Memoranda Users Guide

requirement submissions not justified by BNA throughput will be denied unless significant justification is provided.

d. During the execution year, we anticipate that some requirements will change. When this happens, we will revise TQMs accordingly. Changes will be published to the Training Information Management Website and coordinated with the schools and training agencies concerned. Keep in mind that, in an era of shrinking budgets and schoolhouse reductions/consolidations, non-programmed increases will require reimbursement and/or a compensatory reduction in other requirements. In addition, keep in mind that execution year requirement increases will be supported with resources that are currently in place. All resource (i.e., instructors, billeting, facilities, trainers, etc.) increases must be planned and programmed within and through the POM process.

Training Input Plan/Training Quota Memoranda Users Guide

Section 4 HOW TO READ THE TIP

1. **Course Identifier (CID)**. The Course Identifier is a unique alphanumeric code composed of several identifying elements. For example:

Course Identifier A200HW1 breaks down as follows:

1st digit -- Indicates the branch of service

A = Army
C = Civilian
F = Air Force
M = Marine Corps
N = Navy
O = International

2nd & 3rd digits -- Indicates the course location

In this example, 20 indicates Fort Sill, Oklahoma

4th, 5th, and 6th digits -- Service School Code (SSC)

In this example, 0HW is "Field Artillery Officer Basic"

7th digit -- Indicates the individual school name

In this example, 1 is the U. S. Army Field Artillery School

2. **Student Type**. Training requirements are grouped by various student categories. Each student type is a two, three, or four digit alphanumeric code. Appendix B contains a complete list of student type codes.

3. **Requirements and Trimester Phasing**. The "*requirement*" columns represent the pure, unconstrained number of quotas required for a particular course at a given location. The requirement is 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 in the Marine Forces, and it leads to a backlog of Marines awaiting training. Therefore, schoolhouses must strive to train to the stated requirement. ***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 CG TECOM (C 4611).***

4. **Trimester (ONDJ, FMAM, JJAS)**. The three columns, ONDJ (October, November, December, January), FMAM (February, March, April, May), and JJAS (June, July, August, September) represent training trimesters. In the case of entry-level MOS

Training Input Plan/Training Quota Memoranda Users Guide

training these training trimesters are aligned with the recruiting trimester in order to better synchronize school seats with the availability of Marines to fill them. The Training Requirements and Resource Management System (TRRMS) computes the total annual requirement for the year and lists that requirement by fiscal year in the TIP. TRRMS further determines, based on availability behavior of each student type, the requirement for each trimester of the execution (or training) year. As an example, 49% of the Marines for a given year are recruited in JJAS, but will not be available at schoolhouses for training until ONDJ. Therefore, the recruiting trimester of JJAS (49%) results in a requirement to train 49% of the Marines in the training trimester of ONDJ.

Recruiting Trimester		Yields Training Trimester	
JJAS	49%	ONDJ	49%
ONDJ	30%	FMAM	30%
FMAM	21%	JJAS	21%

Schoolhouses must endeavor to schedule their classes in order to provide sufficient capacity during each trimester to meet that trimester's requirement.

Failure to do so will adversely contribute to Marines awaiting training, P2T2, MOS imbalances, and FMF manning levels.

Note: Requirements for courses conducted via Mobile Training Teams indicate the forecasted number of instructors requiring travel; not the number of students to be trained. For fiscal planning purposes, these are the number of instructors required to travel for the year, not per class.

Training Input Plan/Training Quota Memoranda Users Guide

Section 5 THE TRAINING QUOTA MEMORANDA (TQM)

1. **Background.** Training Quota Memoranda (TQM) are the documents we produce to translate annual TIP planned inputs into actual class seat assignments, and they form the basis for the assignment of Marines to training (order writing). They cite funding instructions for travel and per diem, and they provide a breakdown of seat allocations, by student type, for each class of a given course.

2. **TQM Components.** Each TQM is composed of a cover letter and an enclosure. The cover letter provides execution instructions in several standard paragraphs. The first paragraph requests the ordering of students to school. The second paragraph provides funding instructions. These instructions vary according to course length, student type, and funding constraints. The third paragraph contains special instructions provided by the school or the OccFld if applicable. The fourth paragraph contains prerequisites provided by the MOS Manual, the school, or the OccFld manager. The fifth paragraph contains administrative instructions. Following the fifth paragraph is a listing of class capacity. If revisions have been made to the TQM, a justification paragraph will be included to describe what prompted the revision. The enclosure to the TQM is the actual breakout of the class schedule and seat allocations, by student type, for each class.

3. **Class Schedules.** As it is with the TIP, TQM production is automated through TRRMS. Thus, it is essential that we have correct information entered into TRRMS. The class schedule is of obvious importance because it contains reporting, convening, and graduation dates. Class schedules are **required** by Formal Schools Training Branch CG TECOM (C 4611) **not later than 1 June of each year.** These schedules should be developed in accordance with approved CDDs, and deviations from approved class capacities and annual class frequencies must be fully explained. Class schedules must also be submitted on time in order for TRRMS to load valid TQMs into the By Name Assignment (BNA) System, which, in turn, is loaded with student data by assignment monitors and using units. **These schedules must be in place not later than 15 June of each year.** If we receive the schedules late, their entry into BNA will be delayed, and the possibility of missing training opportunities in classes early in the FY exists. When class schedules are submitted, required revisions to the associated TQM cover letter should be included. During the execution year, class schedule changes for Marine Corps schools are updated in BNA nightly, so schedule revisions will appear in BNA almost as soon as they are revised in TRRMS. Revisions to other service's school schedules, on the other hand, are down-loaded from the sister service systems (ATTRS, AFTMS, NITRAS) into TRRMS electronically. This reconciliation takes place once per week. Therefore, we experience a delay in loading other services' schedules into BNA, and short-fused schedule changes can potentially result in some student report date problems. Accordingly, order writing agencies must be aware that potential problems may result from this delay.

4. **Cycle.** TQMs are produced annually in consonance with the FY and are revised, as necessary, to reflect schedule changes, seat allocation changes, and any other

Training Input Plan/Training Quota Memoranda Users Guide

pertinent changes. In most cases, TQMs are produced at least 90 days before the first class of a course convenes; however, some short-fuzed revisions may require telephonic/electronic coordination.

5. **Procedures**. Training Quota Memoranda are visible to all units with access to the BNA System. MMEA, MMOA, and major order writing commands use the TQM to prepare orders for Marines to attend formal schools. These orders translate the class and funding data for individual use. Users must be aware that only those requirements planned through the appropriate manager and included in the TIP compete for funding. Because of annual fluctuations in funding levels, CG TECOM (C 464) maintains close and positive control of all appropriation data. Questions concerning funding for a particular course should be addressed to the appropriate OccFld manager or C 464. When practical, Formal Schools Training Branch (C 4611) can act as a coordinating agency to attempt to procure formal training quotas for unit-funded courses in the current fiscal year. However, to receive consideration in the annual TIP development process, and thus possible funding and multi-year allocations, Marine Forces requirements must be submitted through the appropriate OccFld manager.

Training Input Plan/Training Quota Memoranda Users Guide

Section 6 MAKING CHANGES

1. **Administrative Data**. Changes to administrative data such as course title, length, attrition, etc., can be made by identifying the incorrect information and providing the correct data to CG TECOM (C 4611) via email or letter. If these items are significantly different from what is contained in the approved CDD, a new CDD must be staffed to CG TECOM (C 469 or C4610) for approval. This is especially true of all course length changes because they have an immediate impact on funding and training time calculation. Whenever possible, significant changes in things such as instructor and facility requirements should be requested **at least two years prior** to the execution year. This is necessary to allow the POM and budget processes time to react and program the resources required to support the changes. Changes to class schedules must also be approved by CG TECOM (C 4611) prior to execution; therefore, timeliness is essential. All Marine Corps schools will use the TRRMS Scheduling Wizard to submit their schedule changes. Marine Corps Detachments will submit their schedule changes using the host service system.

2. **Changing Requirements**. After the TIP has been approved and published, changes to course requirements for the execution year require justification and approval. Since the TIP provides the basis for budgeting per diem and travel, as well as school overhead, additions or increases may result in funding shortfalls and an unfunded requirement. We will make every effort to support valid increases, but we cannot guarantee funding to support unplanned increases. As an alternative, additional seats may be added if a parent unit will fund per diem and travel. However, the increase in school overhead may still be valid but unfunded. In addition, for increases in other service training allocations, a compensatory reduction or appropriate funding is imperative because the Marine Corps is now charged by the other services for additional training above previously programmed levels. Entry level training and courses over 20 weeks are usually handled somewhat differently; nevertheless, all changes must be justified and appropriately compensated. We will make every effort to obtain additional seats as requested, but **well planned TIP requirement input is the key**.

3. **TIP Requirement Planning**. Manpower planners at HQMC obtain Masters Degrees in requirements planning. However, other student sponsors do not normally receive formal training in this form of planning. We cannot provide a course on requirement planning within the scope of this guide, but we can provide a list of the key elements student sponsors should consider when developing their requirements. The following key planning elements should be considered when developing your requirements:

a. The actual current and future manpower population goals for the sponsored MOS(s). This is captured in the Grade Adjusted Recapitulation (GAR) for the active component MOSs. Reserve component goals are represented in Tables of Organization (T/O).

b. The current population (manning) in the sponsored MOS(s).

Training Input Plan/Training Quota Memoranda Users Guide

c. Average population attrition in the sponsored MOS(s).

d. Planned structure changes (increases or decreases) in the sponsored MOS(s) which may not be reflected in the active component GAR or reserve T/O.

Once you have gathered this data, the objective is to develop an averaged, annual training requirement which will seek to keep the sponsored MOS(s) balanced over five year intervals.

5. Adding/Deleting Courses.

a. If a new course is desired for inclusion in the TIP it must be staffed to CG TECOM (either C 469 or C 4610 depending on whether it impacts a ground or aviation MOS respectively) to validate the requirement and appropriateness of the course. Before requesting inclusion in the TIP, a course should meet the following, general requisites:

1. Formal course of instruction with an approved CDD.
2. MOS-producing or teaching a skill required for MOS performance in accordance with approved Individual Training Standards (ITS) and the MOS Manual.
3. Important to overall Marine Corps mission accomplishment.
4. Requires centralized quota control and funding.

b. All new courses must be justified based on the above criteria and appropriate Marine Corps directives. If a new course is desired after the TIP is published, the issue of funding can be addressed in the following ways:

1. Provide compensation from another course in the TIP.
2. Provide funding for two years until the course can be added to the next budget submission.

Courses can be deleted anytime the above criteria no longer apply, the course is no longer required, or the course is no longer offered. This must also be staffed to C 469 or C 4610 for approval.

Training Input Plan/Training Quota Memoranda Users Guide

Section 7 REPORTING PROCEDURES

1. **The By Name Assignment (BNA) System.** One of the most critical aspects of the entire TIP/TQM process is tracking the plan. To justify our training budget, we must clearly demonstrate to the Department of Defense, and ultimately to Congress, that we have efficiently executed our past plans. When we submit our TIP figures for the upcoming fiscal years to justify our budget, we must also show how well we have executed our plans during the past two years. BNA is our **only** tool to accurately and comprehensively determine the number of Marines who reported for school and the number who completed training. Since past performance is used to determine allocations for future requirements, it is absolutely essential that we have accurate and timely information in BNA.

a. BNA use is mandated by MCO 1553.7 and gaining access for using BNA should be a normal occurrence. BNA student input, graduation, and attrition data are electronically entered into TRRMS, and this information is used by TRRMS to generate a variety of official, required reports for the budget process. ***We cannot overstate the importance of BNA!*** Its accuracy is essential to the overall training process.

b. Problems concerning the BNA system, manpower, and BNA training should be addressed to CG TECOM (C 4611), Comm: 703-3251/3252 or DSN: 278-3251/3252. Problems concerning TQM text or schedules contained in BNA should be addressed to CG TECOM (C 4611), Comm: 703-784-3071/3072 or DSN: 278-3071/3072.

c. Since 1 Oct 96, we have used the 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 training seat quota utilization for each year and compare it to 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 budgeting process.

d. Despite the fact that BNA use is mandatory, there are still some schoolhouses and order writing activities which do not use BNA. **Failure to use BNA will degrade full accounting of our training performance, and it may have adverse results with respect to future funding and acquisition of sufficient training resources to support Marine Corps training requirements. The inability to validate training requirements because student data was neither entered into nor validated in BNA will lead to funding and resource cutbacks.** Accordingly, all appropriate agencies **must obtain access to and use BNA.**

e. If you do not have access to BNA, you may obtain assistance in gaining access to it by contacting the BNA System Sponsor: CG TECOM (C 4611), Comm: 703-3251/3252 or DSN: 278-3251/3252.

Training Input Plan/Training Quota Memoranda Users Guide

Section 8 SUMMARY

1. **Goal.** Our objective is to get the *right student* in the *right seat* at the *right time*. The efforts and coordination of all involved are essential if this is to happen.
2. **Changes.** Coordinate changes with everyone affected, to include the OccFld Manager, Manpower Plans, monitors, C 469 for ground MOS's, C 4610 for aviation MOS's, C 460 for manning, and C 464 for budgeting issues.
3. **Requirements.** This is the most important component of the TIP. Bad data in...bad results out! Plan your requirements well, and make every effort to ensure the validity of your estimates!
4. **Questions.** Address your questions concerning the TIP or TQM to Formal Schools Training Branch, CG TECOM (C 4611):

Branch Head	DSN 278-3252
Deputy	3062
Program Analyst	2508
Reserve Training Plan Officer	3068
SNCOIC/Civilian Schools Manager	3072
USA/USMC Schools Manager	3071
USAF/USN Schools Manager	5461

5. **Training Information Management System Website.** The Training Input Plan can be viewed online at: <https://tims.tecom.usmc.mil>.