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OPNAV INSTRUCTION 1500.47C

From: Chief of Naval Operations

Subj: NAVY TRAINING QUOTA MANAGEMENT

Ref: (a) OPNAVINST 1500.27G

Encl: (1) Definitions and Acronyms
(2) Student Input Plan Development Process
(3) Quota Utilization and Modification Process

1. Purpose. To assign roles and responsibilities for managing and controlling all quotas for Navy training courses and Navy attendance at inter-Service training courses. Myriad processes exist to inform out-year planning and budgeting across multiple organizations; this instruction focuses on those necessary for training quota management. This revision expands the scope to include all Navy training quotas, establishes new terminology to allow clear communication of training management planning requirements among all Navy training stakeholders, and provides guidelines for the Navy training validation process. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1500.47B.

3. Objective. To establish guidelines and responsibilities for optimizing training resources, managing and controlling training capacity, minimizing not-under-instruction time while assigned to training centers, and avoiding missed training opportunities.

4. Definitions. See enclosure (1).

5. Scope. This instruction applies to the allocation of quotas in all Navy training courses for Navy and other Armed Services' military personnel (officer and enlisted), Department of Defense (DoD) civilians, international military students, as well as quotas for Navy personnel attending other Services' courses.

Procedures for inter-Service and defense training are set forth in reference (a). Enclosure (2) outlines the process used to develop, approve, and load the student input plan (SIP) and enclosure (3) provides guidance and timelines for standard training quota utilization and processes for emergent quota modifications.

6. Policy

a. The production management office (PMO) is the single quota management process owner; serving as the quota management authority (QMA) for all processes directed within the scope of this instruction. As QMA, PMO oversees and manages quota planning and administration; monitors quota execution; and evaluates the overall quota management process. PMO shall coordinate with Navy training requirement planners (planners), training agents (TA), major training customers (customers), and training resource sponsors (RS) to ensure training opportunities are allocated, based upon Navy priorities and resource constraints established by the annual budget process, through management of training requirements, plans, and quotas.

b. Organizations that maintain and update training system data shall ensure data quality procedures are established, effective, and utilized. Any system or data modifications that may potentially impact Navy training data systems shall be adjudicated, through established governance processes for coordination and review, prior to implementation.

c. For training quota management planning and programming, the following information systems are considered official sources of Navy training data:

(1) Corporate enterprise and Training Activity Resource System (CeTARS), including the various subsystems contained therein;

(2) Personalized Recruiting for Immediate and Delayed Enlistment Modernization (PRIDE Mod);

(3) Enlistment Assignment Information System;

(4) Army Training Requirements and Resources System;

(5) Air Force Oracle Training Administration (OTA);

(6) Marine Corps Training and Education Command Integrated Management System; and

(7) Navy Training Management Planning System (NTMPS) and Fleet Training Management and Planning System (FLTMPS).

7. Responsibilities

a. PMO

(1) Assigns training quotas consistent with Navy priorities and requirements for accession and advanced technical training courses.

(2) As required, provides quota management guidance to the Navy for optimizing training demand signal planning, capacity, and student throughput for courses within the scope of this instruction.

(3) Serves as the primary point of contact for Navy inter-Service training quotas.

(4) Develops, manages, and updates the SIP-development process per enclosure (2).

(5) Expedites loading of training requirements in support of demand signal planning by providing instructions, timelines, and training to planners and RSs.

(6) Represents the Navy at other Services' training requirements conferences.

(7) Coordinates with Naval Education and Training Professional Development and Technology Center (NETPDTC) to transfer the validated training requirements plans from the training requirements manager (TRM) module to appropriate data tables in CeTARS in support of feasibility studies (FS) (or similar capacity determinations) conducted by TAs.

(8) Reallocates training quotas via CeTARS to reflect adjustments to the SIP, or Commander, Navy Recruiting Command's (COMNAVCRUITCOM) accession mission, during the quota utilization and modification process of enclosure (3).

(9) Monitors quota control authority (QCA) quota utilization, for courses within the scope of this instruction, during the quota utilization and modification process of enclosure (3) and provides guidance, feedback, and support, as necessary.

(10) Oversees the management of accession school reclassifications, for all ratings, and provides guidance for all entry-level reclassifications directly to classifiers.

(11) Participates in functional review boards for manpower, personnel, training, and education information technology functional and data governance. Participates in other configuration management boards, working groups, and process teams whose efforts may affect the business processes and functional requirements of information systems supporting either training quota management or training requirements management.

(12) Responds to execution-year training demand modifications, per enclosure (3), through coordination with TAs and RSs.

b. RS

(1) Participates in the SIP-development process of enclosure (2).

(2) Responds to quota utilization modifications per enclosure (3) through coordination with PMO and TAs.

c. Major Training Customer (Customer)

(1) Uses NTMPS as the single source for storing Navy training requirements during the SIP-development process of enclosure (2).

(2) Maintains unit-level training requirements in NTMPS (or FLTMPs) to ensure requirements are included in the annual projections.

(3) Participates in the SIP-development process of enclosure (2).

d. TA

(1) Participates in the SIP-development process of enclosure (2) by attending demand signal planning meetings, conducting FSS (or similar capacity determinations), identifying resource constraints, developing program objective memorandum (POM) issue papers, and assisting with the development of the SIP and sponsor program proposals (SPP).

(2) Coordinates with PMO, per enclosure (3), to monitor changes to the SIP or executable quotas, making adjustments as necessary, to maximize quota utilization and minimize missed training opportunities during the year of execution.

(3) Maintains quotas in CeTARS by class number and convening date, as appropriate, for use by QCA. Authorized quotas assigned to each TA represent firm commitments to conduct the required training within available resources.

(4) Maintains the Catalog of Naval Training Courses (CANTRAC) to ensure accurate course information is available.

(5) Ensures accurate information is maintained in CeTARS to include course title, course identification number (CIN), class convening, type course, Navy enlisted classification (NEC) code, TA, RS, course curriculum model manager, officer and enlisted community managers, and QCA designations for each course.

(6) Accurately maintains CeTARS student statuses of:

(a) UI - "Under Instruction" - enrolled and actively receiving training or education.

(b) NUI - "Not Under Instruction" - to include:

1. AI - "Awaiting Instruction" - on board prior to convening a class or on hold, preventing enrollment.

2. AT - "Awaiting Transfer" - graduates awaiting a follow-on duty assignment or non-graduates prior to separation or reassignment.

3. II - "Interrupted Instruction" - holiday stand-downs, breaks, etc.

4. HL - "Hold Legal" - not ready for instruction or not ready for transfer due to legal issues.

5. HM - "Hold Medical" - not ready for instruction or not ready for transfer due to medical issues.

(7) Responds to execution-year requirements per enclosure (3) through coordination with PMO and RS.

e. Training Requirements Planner (Planner)

(1) Participates in the SIP-development process of enclosure (2).

(2) Plans for, and maintains, training quota requirements in the applicable Navy system(s) per enclosure (2).

(3) Ensures that, as necessary, they account for active and Reserve training requirements, and accurately request training quotas under the applicable Service category abbreviation type (SCAT).

f. QCA

(1) Fills quotas and reserves seats per applicable governing documents.

(2) Ensures accurate student reservation and assignment information is available in CeTARS.

(3) Confirms course prerequisite requirements of SCAT, rating, and pay grade, as identified in CANTRAC, are met.

(4) Evaluates and responds to requests by the QMA for redistribution of unfilled specialized skills training quotas.

8. Oversight. PMO, customers, and TAs shall evaluate quota management business processes and implement process improvements under the scope of this instruction, via echelon 2 directives and standard operating procedures, as needed. Organizations with unique circumstances or instances where direct compliance with these procedures is not possible shall coordinate with PMO to develop a solution while meeting the spirit and intent of the processes outlined in this instruction. PMO shall be the arbiter for determining when situations warrant a deviation.

9. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy (SECNAV) Manual (M-)5210.1, of January 2012.

10. Reports Control. Reporting requirements within this instruction are exempt from reports control per SECNAV M-5214.1 of December 2005, part 4, paragraph 7.



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DEFINITIONS AND ACRONYMS

1. Army Training Requirements and Resources System. The centralized, authoritative source for all data and statistics that impact total Army input to training. This automated support tool establishes training requirements, determines training programs, manages class schedules, allocates class quotas, makes seat reservations, and records student attendance.
2. Catalog of Naval Training Courses (CANTRAC). An online, searchable database, available through the CeTARS Web site, for formal courses of instruction throughout the Navy. It is derived from the CeTARS database and contains information on schools or learning sites and courses under the purview of Navy training agents.
3. Corporate enterprise and Training Activity Resource System (CeTARS). CeTARS provides the corporate database for formal training information. It promotes timely collection and dissemination of information to meet demands of various Navy echelons, other DoD departments, agencies, Services, contractors, and authorized foreign governments. CeTARS is designed to support management and administrative functions for Navy training activities, schoolhouses, learning centers, training support centers, etc. It includes personnel management; student training management; classroom support management; class event resource scheduling; publication and equipment management; system utilities; student testing and evaluation; user feedback reporting; and related administrative support.
4. Course Curriculum Model Manager. The training activity assigned responsibility for the course curriculum, as assigned by the curriculum control authority. The activity responsible for the development, revision, and maintenance of assigned course curriculum. This sometimes includes responsibility for courses located at different training activities.
5. Curriculum Control Authority. The activity that approves instructional methods and provides assistance to subordinate activities in the systematic development of curricula materials. Curriculum control authority ensures training activities continuously review and update all courses for quality, standardization, and to meet the needs of customers. This may

include approving training project plans for new courses or revisions that increase or decrease course length, change the course mission, or require additional resources.

6. Customer. See major training customer.

7. Demand Signal. The training quota requirements for customers that are inputted by planners and validated by the RS. This training demand signal is also referred to as training requirements.

8. Dynamic Quota. See executable quota.

9. Emergent Requirements. Any new or revised requirement causing a change to training planning data after the final SIP is approved.

10. Enlisted Assignment Information System. The enlisted distribution and assignment information system used to support and facilitate the enlisted detailing process.

11. Enlisted or Officer Programmed Authorizations. A recurring document which summarizes enlisted or officer billet authorizations contained in the Total Force Manpower Management System. It projects planned authorizations, summarized by rating and pay grade, for current and future fiscal years.

12. Executable Quota. A specific training seat in a given course within a fiscal year, based on the approved SIP, which provides the basis for sellable quotas. CeTARS is the authoritative source for executable quotas. Also, dynamic quota.

13. Fleet Training Management and Planning System (FLTMPS). A Web-based application containing detailed personnel training histories, and type commander and major command requirements and status. Out-year training requirements projections from FLTMPS are also a source of training quota demand planning data for customers and planners to request future training seats. FLTMPS is one of several applications under the umbrella of the Navy Training Management and Planning System.

14. Feasibility Study (FS) or Similar Capacity Determination.

A review of the training demand signal, by the TA, conducted 3 years prior to the year of execution. They indicate whether adequate training capacity (including personnel, equipment, and space) is available to meet RS-validated training requirements. Training capacity constraints are reported to the RSs, by the TAs, as POM issue papers. Results of the FSs are provided to all concerned customers for review.

15. Impact Assessment. Conducted for emergent requirements, it determines if the training agent has the personnel, space, and equipment to meet the new or revised requirements.

16. International Military Students. Non-U.S. military personnel attending Navy training courses. Chief of Naval Operations training quota requirements for international military student training are commitments by the U.S. Government under the security assistance program.

17. Inter-Service Training. Inter-Service training occurs when one or more military Services train together in a formal environment on individual skills in an institutional setting. There are four types of inter-Service training: DoD executive agent training; joint training; quota training; and inter-Service review organization training.

18. Major Training Customer (Customer). The Navy commands and organizations (e.g., Commander, United States Fleet Forces Command; Commander, United States Pacific Fleet; Commander, Navy Reserve Forces; Commander, Navy Installations Command; Bureau of Medicine and Surgery; etc.) that represent the customers of the Navy enlisted supply chain and other Navy training courses.

19. Marine Corps Training and Education Command Integrated Management System. The Marine Corps' authorized training quota reservation system.

20. Missed Training Opportunity. A training quota that is unfilled after the class or course convening date for any of the following reasons:

a. A command does not provide the original student, or a replacement, for an obtained quota at the initial class muster.

b. A command cancels a granted quota within 4 business days prior to the course's convening without providing a replacement.

c. A student does not meet course prerequisites. Specifically, the student does not hold a waiver from course prerequisites contained in the CANTRAC or is unable to provide required documentation for medical screening, weapons qualification, etc., at course convening.

d. A student is absent from the training course to the extent that he or she cannot obtain credit for the course.

e. A student cannot obtain credit for the training course due to a command recall of the student.

21. Navy Enlisted Classification (NEC) Code. A four-position alphanumeric code, assigned to enlisted personnel and billets, reflecting a special knowledge or skill when the rating structure alone is insufficient for manpower management purposes. They may be obtained through formal schooling, job experience, or some combination thereof.

22. Navy Enlisted Supply Chain. Aligns and optimizes planning and execution to maximize fleet personnel readiness by effectively and efficiently moving Sailors through the system to the fleet with the training necessary to successfully complete their assigned tasks. It encompasses all echelons and crosses multiple organizational lines. Director, PMO reports to the deputy chief of Naval Personnel and serves as the Navy enlisted supply chain chief operating officer.

23. Navy Training Management and Planning System (NTMPS). A system comprised of a data warehouse, an operational data store, and a suite of applications, including Fleet Training Management and Planning System. Drawing from data received from over 50 sources, NTMPS offers training officers, manpower and personnel managers, and other personnel access to thousands of reports concerning manpower, personnel, training, and education issues. It is an authoritative source for customer training requirements and provides a file extract to the TRM for developing the SIP.

24. Navy Training Quota Management System (NTQMS). A subsystem or module of the CeTARS, it is the Navy's authorized yield management system used to allocate the training classroom seat

inventory for certain types of students in specific courses. This system is the Navy's official source of authorized sellable quotas. PMO is the functional lead for NTQMS-related issues.

25. Oracle Training Administration (OTA). The Air Force's authorized training quota reservation system. OTA is used during the DoD process for identifying unconstrained resource requirements in the format of the DoD future years defense program.

26. Personalized Recruiting for Immediate and Delayed Enlistment Modernization (PRIDE Mod). The system used by COMNAVCRUITCOM to manage and control accessions.

27. Planners. See training requirements planners.

28. Production Management Office (PMO). An office of the Bureau of Naval Personnel (BUPERS 00C2), PMO is tasked with optimizing the Navy enlisted supply chain performance. Additionally, PMO acts as the Navy's QMA and is the primary point of contact in the Navy for inter-Service training quotas.

29. Quarterly Demand Planning (QDP). The QDP process is a critical step of Navy enlisted supply chain management. The specific purpose of each QDP session is to create, review, assess, and make recommended adjustments to the current and future fiscal year accession plans.

30. Quota. A seat in a particular course of instruction.

31. Quota Control Authority (QCA). The command or organization that grants permission for a specific trainee to fill an available quota by quota-control type. Stored in CeTARS and displayed in the CANTRAC, it identifies the authority to use a quota or block of quotas.

32. Quota Management Authority (QMA). Oversees and manages training quota generation and administration, monitors training quota execution, and evaluates training quota planning efforts.

33. Rating Phasing Matrix. An enclosure to the Director, Military Personnel Plans and Policy (OPNAV (N13)) goaling letter, it defines accession goals for a given fiscal year. It

provides monthly shipping goals by rating, program, and gender, and is the source data for the training phasing matrix.

34. Resource Sponsor (RS). The echelon 1 organization responsible to provide funding and demand signal validation for training agents. Additionally, RSs are the organizations responsible for resolution of unfunded training requirements, POM issue paper prioritization, and SIP approval.

35. Sellable Quota. Represents the number of seats available to be sold by COMNAVCRUITCOM or used by BUPERS detailers to assign personnel, within certain constraints, at a particular point in time.

36. Service Category Abbreviation Type (SCAT). A code used to indicate student sources and Service types in various training information systems associated with the quota management process. For instance, "USNARG" is a SCAT which represents the U.S. Navy, active duty while "USMCARG" represents the U.S. Marine Corps, active duty.

37. Sponsor Program Proposal (SPP). An RS's proposed funding for the Future Years Defense Program.

38. Student Input Plan (SIP). After the feasibility study is conducted and approved, the SIP is produced annually by the TA for individual skills training courses. It identifies the number of school quotas resourced for a particular year. The SIP reflects funded requirements that take into account manpower and training resource constraints. Upon RS validation and approval, the SIP is loaded into CeTARS by the TA. As requirements change, the SIP is modified in CeTARS by the TA.

39. Training Agent (TA). The organizations exercising command of the Navy's formalized training effort (Naval Education and Training Command; Bureau of Medicine and Surgery; Naval Special Operations Command; Office of the Judge Advocate General; Naval Safety Center; Commander, Navy Reserve Forces, etc.).

40. Training Phasing Matrix. An enclosure to the OPNAV (N13) goaling letter which projects the expected rating training path arrivals.

41. Training Requirements. The need for training quotas associated with the supply of trained personnel for a given rating, NEC code, or a specific pipeline or umbrella course of instruction. Generated by customers and planners, they are expressed as both the number of personnel required to participate in training (quantity) and the knowledge and skills required to do the work assigned (quality). Training requirements are also referred to as the demand signal.

42. Training Requirements Planners (Planners). The representatives responsible for planning and maintaining training requirements in the Navy systems (e.g., enlisted community managers, officer community managers, type commanders, equivalent representatives from other Services, etc.).

43. Training Requirements Manager (TRM). A Web-based data collection system allowing planners to enter training requirements for the future years defense program. TRM facilitates collection of annual training requirements to support RS as they validate requirements and allocate resources accordingly.

44. Type Course. A code used to categorize each course by objectives or skill level and the intended audience.

STUDENT INPUT PLAN DEVELOPMENT PROCESS

1. Processes. Navy quota management planning consists of three primary processes:

a. Training Requirements Determination: Training requirements for initial skills, skills progression, and advanced skills training are derived by force structure levels, accession planning, end-strength planning, and fleet needs for particular job skills. Training requirements are projected 3 years in advance of the actual training execution year to allow adequate time for resource planning and programming. Planners enter their requirements into TRM, whether directly or via a feeder information technology system (e.g., NTMPS or FLTMPs). The RS shall verify and approve, or "validate," the final training requirements. PMO shall load the training pipeline (including COMNAVCRUITCOM) accession loss rates to ensure sufficient seats are provided.

b. FS or Similar Capacity Determination: Once training requirements are determined and validated by the planners and RSs respectively, TAs shall coordinate with applicable RS and obtain permission to commence FSs. FSs determine whether programmed resources, including personnel, equipment, and space, are adequate to meet the RS-validated training requirements. Each TA shall manage the efforts of all learning centers in their domain.

c. SIP Development: The FSs identify training constraints. Once constraints are identified, customers, RSs, and TAs shall internally adjudicate when possible; identify unfunded issues; create issue papers for the program requirements reviews; and develop an "interim" SIP. Upon SPP approval, and once any remaining unfunded issues are adjudicated, any necessary additional modifications are made and the SIP becomes "final."

2. Process Responsibilities

a. PMO shall:

(1) Manage the SIP-development process, per table 1.

(2) Solicit training requirements from planners through two separate demand signal planning meeting processes:

(a) PMO shall schedule, and direct applicable organizations to conduct, stakeholder meetings for all training requirements not affected by the enlisted accession process per the timeline of table 1. The training requirements covered shall be grouped by learning center. Stakeholder meetings shall be conducted separately, and historic throughput analyzed, to ensure that each source of students is represented by one or more planners for every applicable course. While PMO provides the timeframe for the meetings as part of an annual plan of actions and milestones (POA&M), the applicable RS shall coordinate all other aspects of the meetings, including stakeholder invites. Participation shall include PMO, TA, and all associated planners and customers for any SCAT utilizing the courses being assessed.

(b) PMO shall schedule and conduct production alignment conferences (PAC) with applicable organizations for all training requirements related to the enlisted accession process per the timeline of table 1. These meetings should occur in conjunction with the release of the spring enlisted or officer programmed authorization to ensure the most recent data is discussed and available to inform the final decision. The PACs shall be conducted for each enlisted rating and include participation by the RS, TA, and all associated planners and customers.

(3) Notify planners when TRM is available for training requirements submission.

(4) Coordinate with planners, supply chain stakeholders, and RSs to obtain validated training requirements by learning center, CIN, and course data processing (CDP) codes.

(5) Notify RSs and TAs when the validated training requirement plans have been transferred from TRM to the appropriate data tables in CeTARS.

(6) Forward results of the FSS to all customers.

b. RS shall:

(1) Conduct the SIP-development process per table 1.

(a) Validation spreadsheets are working documents for use by the RS during the first portion of the SIP-development process. While each RS is encouraged to utilize a format that contains any relevant information required to support their internal processes, it must use CeTARS as the source for historic information and to provide the list of applicable courses for each of the learning centers being managed.

(b) Validation data sheets are provided to the TA once the RS has validated the training demand and determined the associated CDP-level training requirements for each of their courses. While the validation spreadsheets are for use internally, the validation data sheets are used to communicate the officially-validated requirements. As such, they shall only contain a listing of applicable CDPs and the validated training requirement for each.

(2) Validate and approve training requirements.

(a) Conduct stakeholder meetings, as scheduled by PMO per subparagraph 2a(2)(a), for training requirements not related to the enlisted accession process.

(b) Coordinate with PMO to attend PACs per subparagraph 2a(2)(b) for training requirements related to the enlisted accession process.

(c) Validate final training requirements and coordinate with PMO to verify proper transfer of the validated training requirement plans from TRM to the appropriate data tables in CeTARS.

(d) Provide a validation data sheet to the TA for use in data integrity verification, and authorize them to conduct the FS (or similar capacity determination) once training requirement data integrity is verified in CeTARS.

(3) Review FS results for programming impact.

(4) Notify appropriate Office of the Chief of Naval Operations staff, TA, and PMO of any changes in the program decisions associated with training issues or resources.

(5) Review, prioritize, and adjudicate POM issue papers for use in developing the final SPP.

(6) Coordinate with the TA to evaluate the impact and risks associated with the SPP. Direct TA to adjust the SIP, as required, for any unfunded training issues.

(7) Approve the SIP.

c. Major Training Customers (customers) shall:

(1) Conduct the SIP-development process per table 1.

(a) Attend stakeholder meetings per subparagraph 2a(2)(a) for training requirements not related to the enlisted accession process.

(b) As required by PMO, participate in applicable PACs per subparagraph 2a(2)(b).

(2) Ensure unit-level training requirements are up to date in the FLTMPS application of NTMPS to ensure their requirements are included in the annual SIP-development process.

(3) Coordinate with the applicable TAs to maintain a standing training priority statement. The level of detail and specific content of this statement shall be tailored to meet the needs of the organizations involved. Ensure these priorities are updated at least annually, and prior to the commencement of the FS, to facilitate efficient communication of training priorities and assist the TAs with their initial determination of constrained CDPs.

(4) Review FS results and provide feedback to PMO, TAs, and RSs as required.

(5) Review, prioritize, and provide feedback to RSs for POM issue papers.

d. TA shall:

(1) Conduct the SIP-development process per table 1.

(a) Attend stakeholder meetings per subparagraph 2a(2)(a) for training requirements not related to the enlisted accession process.

(b) Attend PACs per subparagraph 2a(2)(b) for training requirements related to the enlisted accession process.

(2) When authorized by the RS, commence FS (or similar capacity determination).

(3) Utilize the FS analysis to identify any constrained courses and estimate the costs associated with overcoming those constraints.

(4) When the FS is complete, forward results to the RS and PMO.

(5) As necessary, coordinate issue mitigation strategy between learning centers and RSs.

(6) Submit POM issue papers to RSs.

(7) Notify planners, as required, of any changes in the program decisions associated with training issues or resources.

e. Training Requirements Planners (planners) shall:

(1) Conduct the SIP-development process per table 1.

(2) Submit requirements, via TRM or a feeder information technology system, during the designated period.

(a) Attend stakeholder meetings per subparagraph 2a(2)(a) for training requirements not related to the enlisted accession process.

(b) Attend PACs per subparagraph 2a(2)(b) for training requirements related to the enlisted accession process.

(c) Accession school requirements are the number of graduates required to maintain rating or community health. Planners shall not use loss rates when determining the accession training requirements. Accession training loss rates are provided by PMO and loaded to adjust for non-graduates.

(d) Advanced technical school requirements are the number of graduates required to meet fleet demand. While the non-graduate rate is automatically calculated in CeTARS for advanced technical training and pre-loaded into TRM, it may be overridden by the planners.

(e) Near the beginning of each calendar year, NTMPS provides a file extract to TRM. It contains the out-year training requirement projections for type commander-required schools. Non-graduate rates, training periodicity, and homeport factors are taken into account, but these considerations may be overridden by the planners.

(f) As appropriate, coordinate all training requirements with customers, TAs, and RSs.

TABLE 1: SIP-DEVELOPMENT TIMELINE

TIMELINE	ACTION	RESPONSIBLE PARTY	MONTH
YOE - 35	Establish POA&M and schedule stakeholder meetings and PACs	PMO	November
YOE - 34	Pre-planning conference notification and invite to stakeholders	PMO	December
YOE - 34	Stakeholder notification of end-of-February NTMPS (or FLT MPS)→TRM	PMO	December
YOE - 33	Pre-planning conference with stakeholders	PMO	January
YOE - 33/32	Populate validation spreadsheets (from CeTARS) with historic data in preparation for stakeholder meetings	RS	January/February
YOE - 32	Coordinate NTMPS (or FLT MPS)→TRM by end-of-month	PMO	February
YOE - 32	Provide validation spreadsheets to planners by end-of-month in preparation for stakeholder meetings and PACs	RS	February
YOE - 31/30	Conduct stakeholder meetings	RS	March/April
YOE - 31/30	Verify or build TRM plans for non-enlisted accession courses	Planners	March/April
YOE - 30/29	Conduct PACs	PMO	April/May
YOE - 30/29	Verify or build TRM plans for enlisted accession courses	Planners	April/May
YOE - 29/28	Review and validate training requirements via TRM	RS	May/June
YOE - 29/28	Coordinate data transfer from TRM to CeTARS	PMO/NETPDTC	May/June
YOE - 29/28	Update standing training priority statement with TAs	Customers	May/June
YOE - 28/27	Provide validation data sheets to TA and authorize FS	RS	June/July
YOE - 28/27	Conduct FSs (or similar capacity determinations)	TA	June/July
YOE - 27/26	Forward FS results to RS and PMO	TA	July/August
YOE - 27/26	Forward FS results to customers	PMO	July/August
YOE - 26	Review results of FS and coordinate impact statements	TA/RS/Customers	August
YOE - 26	Develop and submit funding issue papers	TA/RS	August
YOE - 25	Conduct lessons-learned conference with stakeholders	PMO	September
YOE - 25	Develop program requirements review	TA	September
YOE - 23	Submit SPPs	RS	November
YOE - 23	Begin loading the interim SIP for all unconstrained courses	TA	November
YOE - 21	Approve final SIP	RS	January
YOE - 21	Load final SIP in CeTARS	TA	January

NOTE: Fiscal year-of-execution (YOE), beginning on 1 October; timeline values in months; any deviations from approved timeline must be approved by Director, Total Force Manpower, Training, and Education Requirements (OPNAV (N12)) during the POA&M creation and approval process.

QUOTA UTILIZATION AND MODIFICATION PROCESS

1. Quota Utilization and Modification. The training quota utilization and modification process begins when the plan is loaded into CeTARS and the SIP is approved. Executing the SIP shall be completed per the training capacity established in CeTARS.

a. PMO shall manage accession and advanced technical quotas per the capacity constraints, identified by TAs and RSs, as established in the approved SIP, or as required to support the rating phasing matrix and training phasing matrix. Similarly, TAs shall manage all remaining quotas, in coordination with PMO. PMO shall make CeTARS dynamic quota adjustments after each rating phasing matrix or training phasing matrix revision within 10 business days of a major revision (post-QDP: 1.0, 2.0, etc.), or within 5 business days of a minor revision (1.1, 1.2, etc.), to ensure dynamic quotas are aligned appropriately. Adjustments must include adding or removing quotas for future classes as necessary.

b. PMO shall coordinate with OPNAV (N13) accession and strength planners to establish accession school requirements with monthly spreads, linking them to monthly goals in the rating phasing matrix.

c. PMO shall coordinate with the TAs to verify schedules are loaded in CeTARS and ensure quotas are executable, per table 2:

(1) Nineteen months prior to the execution year, TAs shall load executable accession school schedules.

(2) Eighteen months prior to start dates for accession school courses, PMO shall verify at least 15 months of executable quotas are loaded at all times to ensure COMNAVCRUITCOM's ability to sell quotas 1 year in advance.

(3) Sixteen months prior to the execution year, PMO shall coordinate with stakeholders to conduct PACs for advanced technical courses ("C" PACs) per guidance and business rules to be distributed annually by PMO. The intent of these "C" PACs is to align graduations to expected vacancies.

(4) Thirteen months prior to the execution year, TAs shall ensure executable advanced technical school schedules are loaded.

(5) Twelve months prior to start dates for advanced technical school courses, PMO shall verify advanced technical school executable quotas are loaded in CeTARS.

(6) Seven months prior to the execution year, TAs shall ensure remaining executable school schedules are loaded.

(7) Six months prior to start dates for remaining school types, PMO shall verify all executable quotas are loaded in CeTARS.

d. PMO shall provide reclassification guidance via electronic correspondence.

e. All adjustments to the planning numbers shall be coordinated with the TAs. TAs shall review changes and adjust classes to incorporate the changes, as required, to the maximum extent possible.

f. PMO may reallocate quotas for accession and advanced technical courses from one SCAT to another, or from one gender-type to another, without prior approval of the TA. If, however, these quota adjustments would exceed class capacity, PMO shall query the TA to determine additional quota availability. TAs shall respond with approval or disapproval within 5 business days.

g. PMO shall notify the TA of any training requirements, such as emergent requirements in excess of the approved SIP, that exceed the planned requirements.

h. PMO is the functional lead and Naval Education and Training Command is responsible for the operation of NTQMS.

i. TAs shall establish a point of contact within the QDP team and provide notification, via electronic correspondence, prior to class cancellations, course deactivations, or initiation of a planned course activation.

j. If notified that a new accession program or rating is approved, PMO shall gather and provide the following:

(1) For TAs - accession program (APGM), rating, CDP, CIN, monthly executable quota spread, SCAT, student source code, and person service status.

(2) For COMNAVCRUITCOM PRIDE Mod programmers - APGM, rating, program or rating qualifications, and rating fact sheet or hard card from enlisted community managers.

k. If notified that an accession program or rating cancellation is approved, PMO shall notify COMNAVCRUITCOM and the appropriate TAs, and provide disposition of existing quotas. The discontinuation of any program, even if only part of a multiple-accession-path program, shall utilize this process.

2. Emergent Requirements. Emergent requirements for accession and advanced technical training courses shall be passed to the TA, via PMO, for an impact assessment. Emergent requirements for other courses shall be passed directly to the TA with the PMO copied. After the impact assessment is complete, the TA's decision to support, partially support, or not support the request is fed back to all relevant stakeholders via PMO. PMO shall track requests and provide updates to COMNAVCRUITCOM and Navy Personnel Command, Enlisted Distribution Division (PERS-40), as needed. Once a training quota fluctuation occurs (due to decisions or requests from RSs, planners, customers, or other Services for quotas in excess of the approved SIP), requests shall be processed according to the following:

- a. PMO shall reallocate executable quotas where possible.
- b. If functional excess is not available, PMO shall query the TA to determine if additional capacity is present.
- c. TAs shall determine whether the increased demand is executable and forward the assessment to PMO within 5 business days.
- d. PMO shall coordinate as necessary with the appropriate stakeholders to adjust the quotas loaded.

TABLE 2: QUOTA UTILIZATION TIMELINE

TIMELINE	ACTION	RESPONSIBLE PARTY	MONTH
YOE - 21	Develop accession school class schedules	TA	January
YOE - 19	Load accession school class schedules	TA	March
YOE - 18	Verify accession school executable quotas in CeTARS	PMO/TA	April
YOE - 18	Spread accession school executable quotas	PMO/TA	April
YOE - 16/15	Coordinate and conduct "C" PACs	PMO	June/July
YOE - 15	Develop advanced technical school class schedules	TA	July
YOE - 13	Load advanced technical school class schedules	TA	September
YOE - 12	Verify advanced technical school executable quotas in CeTARS	PMO/TA	October
YOE - 12	Spread advanced technical school executable quotas	PMO/TA	October
YOE - 9	Develop remaining school class schedules	TA	January
YOE - 7	Load remaining school class schedules	TA	March
YOE - 6	Verify remaining school executable quotas in CeTARS	PMO/TA	April
YOE - 6	Spread remaining school executable quotas	PMO/TA	April

NOTE: Fiscal YOE, beginning on 1 October; timeline values in months.