



UNITED STATES MARINE CORPS
TRAINING AND EDUCATION COMMAND
QUANTICO, VIRGINIA 22134-5027

Canc: Feb 04

TECOMBUL 5214
C461

9 DEC 2003

TRAINING AND EDUCATION COMMAND BULLETIN 5214

From: Commanding General
To: Distribution List

Subj: TRAINING AND EDUCATION COMMAND (TECOM) RECURRING REPORTS

Ref: (a) MCO 5214.2D

Encl: (1 Recurring Reports Checklist)

1. Situation. To publish a comprehensive list of all recurring reports due to the Commanding General and/or higher headquarters per the reference, and to assign responsibility for the preparation, consolidation and receipt thereof.

2. Mission. TECOM activities named herein are responsible for the timely and accurate processing of the reports listed in the enclosure.

3. Execution. Process recurring reports.

4. Administration and Logistics

a. The enclosure contains an entry for each of the recurring reports; each entry contains: a description and purpose; references if applicable; the recipient of the report; the Office of Primary Responsibility (OPR) (accountable for submission, consolidation, receipt, and forwarding); and action commands/offices responsible for information contained in each report.

b. The Assistant Chief of Staff, G-3 has overall cognizance for this bulletin and will ensure its publication each year during February.

c. Subordinate commands and staff sections will report additions, changes or deletions to the enclosure to CG, TECOM (C461) through the Plans and Policy section.

5. Command and Signal. This order is applicable to all TECOM organizations.


J. W. BEAROR
Chief of Staff

DISTRIBUTION: A

RECURRING REPORTS CHECKLIST

TITLE: General Officer Quarterly Newsletter

REFERENCE: Not Applicable

DESCRIPTION AND PURPOSE: This is a quarterly report submitted by MCCDC to the Special Projects Division of HQMC; input is taken from the CMC/ACMC Monthly Report by MCCDC. This report keeps the retired Marine Corps General Officer and Senior Executive Service community apprised of Marine Corps current events.

DUE TO: Public Affairs Office, MCB Quantico

OPR: Staff Secretary

ACTION: Plans and Policy Section, G-3

TITLE: Disciplinary Report

REFERENCE: JAGMAN

DESCRIPTION AND PURPOSE: This report is due quarterly to the Staff Judge Advocate (SJA). This is a consolidated TECOM report, and is a compilation of all the Nonjudicial Punishments (NJPs), Courts-Martial, Article 15 hearings, etc., held in the command.

DUE TO: Staff Judge Advocate, MCB Quantico

OPR: Adjutant, G-1

ACTION:

TECOM

Adjutant

Training Command (TRNGCOM) (Schools and Dets inclusive)

Education Command (EDCOM)

TITLE: Commandant of the Marine Corps War Room Action Officer Report

REFERENCE: Biweekly MCCDC Tasker

DESCRIPTION AND PURPOSE: This report is due on a biweekly basis to the Strategic Initiatives Group (SIG) POC by 1300 on Tuesdays.

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The report coincides with the CMC/ACMC Biweekly Report and utilizes the information contained within the CMC/ACMC Biweekly Report.

DUE TO: CMC/SIG

OPR: Current Operations,

ACTION:

TECOM Staff Sections
EDCOM
MCRD Parris Island (MCRDPISC)
MCRD San Diego (MCRDSD)
MAWTS-1
MAGTFTC
MCMWTC
TRNGCOM

TITLE: TECOM Advocate Integration Update Report

REFERENCE: TECOMO 3501.1

DESCRIPTION AND PURPOSE: This report is due on the 15th of March, June, September, and December to the TECOM G-3. The report identifies all Operational Advisory Group (OAG) Schedules and assigned TECOM OAG Representatives as directed by the reference. This report provides information to TECOM G-3 so that a master Advocate Board and OAG schedule can be maintained and published for CG, TECOM.

DUE TO: G-3 Operations

OPR: Current Operations,

ACTION:

TECOM Staff Sections
MAWTS-1
TRNGCOM
EDCOM

TITLE: Operational Advisory Group (OAG) After-Action Report
(AAR)

REFERENCE: TECOMO 3501.1

DESCRIPTION AND PURPOSE: This report is due NLT 30 days after the conclusion of an OAG from the TECOM assigned OAG representative. This OAG AAR will be submitted in the Topic/Discussion/Recommendation format to the TECOM G-3 via the appropriate chain. AARs will detail all training and education issues, all actions items approved by the OAG, proposed Universal Needs Statements (UNS), and the date of the next OAG.

DUE TO: AC/S G-3

Current Operations, G-3

ACTION:

TECOM Staff Sections
MAWTS-1
TRNGCOM
EDCOM

TITLE: Commandant of the Marine Corps/Assistant Commandant of the Marine Corps Biweekly Report

REFERENCE: Biweekly MCCDC Tasker

DESCRIPTION AND PURPOSE: This report is due on a biweekly basis to the Marine Corps Combat Development Command (MCCDC) Point of Contact (POC) by 1600 on Wednesdays. On the Thursday prior to the report, the Office of Primary Responsibility (OPR) will initiate the reporting cycle with an email to all TECOM staff section POCs, TECOM Major Subordinate Commands (MSCs), and members of the G-3 requesting their input or a negative reply by 1600 (Eastern Standard Time) on the following Monday. The report will be forwarded to the TECOM Staff Secretary NLT 1600 on Tuesdays.

DUE TO: Tasker Chief, MCCDC

Plans and Policy Section, G-3

ACTION:

TECOM Staff Sections
EDCOM
MCRDPISC
MCRDSD
MAWTS-1
MAGTFTC
MCMWTC
TRNGCOM

TECOMBUL

TITLE: Semiannual Attrition Report

REFERENCE: CMC Personal Requirement

DESCRIPTION AND PURPOSE: This report is submitted on a semiannual (April and November for the previous semiannual period) basis to the Commandant of the Marine Corps (CMC), and reflects the attrition associated with training at selected formal schools and entry-level training sites.

DUE TO: CMC

OPR: Plans and Policy Section, G-3

ACTION:

TECOM

FSTB

TRNGCOM

EDCOM

MAWTS-1

MWTC

MAGTFTC

MCRDPISC

MCRDSD

MSG Bn

TITLE: Institutional Training Readiness Report

REFERENCE: Annual OSD Memorandum, Subject: FY Institutional Training Readiness Report (ITRR)

DESCRIPTION AND PURPOSE: This report is due annually on or about the second Friday of December. The report contains USMC training workload information and C-Level ratings for Recruit Training, Officer Acquisition Training, Initial Skill Training, Skill Progression Training, and Functional Training. FSTB provides the workload data and any pertinent narrative comments; G-3 provides the C-Level ratings and supporting narrative comments.

DUE TO: Office of the Secretary of Defense (OSD), DSN 225-6857 and DMDC West, DSN 878-2951

OPR: Plans and Policy Section, G-3

ENCLOSURE (1

ACTION: Program Analyst, FSTB, G-3

TITLE: Monthly Security Clearance Report

REFERENCE: Manpower Quarterly Meeting (M&RA)

DESCRIPTION AND PURPOSE: The reporting period for this report covers the previous month and is due at TECOM the last working day of the month. The following information reflecting the status of clearance investigations is submitted monthly: total number of personnel reporting in who required a clearance; total number without appropriate clearance; total number with clearances initiated.

DUE TO: G-3 with a courtesy copy to M&RA (Enlisted Plans)

OPR: Plans and Policy Section, G-3

ACTION:

MCRDPISC

MCRDSD

SOI (East)

SOI (West)

TITLE: Programming Serials

REFERENCE: MCO P3121.1

DESCRIPTION AND PURPOSE: Programming Serials are issued to provide information, guidance, and taskings associated with the development of the Program Objective Memorandum (POM) or Program Review (PR). These serials are published by D/C P&R with due dates and deliverables outlined in the serials as required.

DUE TO: P&R

OPR: Future Operations, G-3

ACTION:

TECOM

Technology Division

Range and Training Area Management Branch

Financial Management Branch

TECOMBUL

TITLE: Training Input Plan

REFERENCE: MCO 1553.2

DESCRIPTION AND PURPOSE: The Training Input Plan is produced annually on or about 15 February and identifies all formal training requirements for a five-year time span. The Deputy Commandant for Manpower and Reserve Affairs (DC, M&RA), Commander, Marine Forces Reserve, and Occupational Field Sponsors all provide requirements for this plan. The plan serves as the cornerstone for out-year budget plans, and as the basis for allocating funds for centrally controlled programs.

DUE TO: CG, TECOM

OPR: FSTB

ACTION: FSTB

TITLE: Institutional Training Readiness Report/Military Manpower Training Report Data Call

REFERENCE: Annual OSD Memorandum, Subject: FY Institutional Training Readiness Report (ITRR)

DESCRIPTION AND PURPOSE: The data call is due annually on or about the first Monday in December. The data call contains information about the USMC training load and USMC training workload for the Fiscal Year (FY) just ended and projections for the next two FYs. Compilation of the data begins annually in mid-October. The data call is a precursor to the ITRR generated by Plans and Policy, G-3.

DUE TO: DMDC West, DSN 878-2951

OPR: G-3

ACTION: FSTB, G-3

TITLE: Monthly Report - USMC Contingency Obligation Report

REFERENCE: DoDFM Vol 12

DESCRIPTION AND PURPOSE: This report is due on a monthly basis to Marine Corps Base (MCB) Quantico Comptroller. HQMC requires

ENCLOSURE (1)

that accounting systems and financial records provide identification and recording of costs incurred in supporting contingency operations. Data must be collected and records maintained to support the distribution of reimbursement to the applicable organization. All Budget Execution Activities (BEAs) for TECOM must complete the monthly Contingency Worksheet. Negative responses are required.

DUE TO: REA Office, Comptroller, MCB Quantico

OPR: Budget Section, Financial Management Branch

ACTION:

TECOM Staff Sections

EDCOM

TRNGCOM

CCSS

WTBN

OCS

TBS

TITLE: Annual Report of Vulnerability Assessments (VA) and Internal Control Reviews (ICR) (Internal Management Control Program)

REFERENCE: MCBO P5200.2A

DESCRIPTION AND PURPOSE: This report is due on an annual basis to Commanding General, MCB Quantico. Each year all assessments must be reviewed to determine if they are still valid. The reporting period for the Internal Management Control Program is 1 October through 31 August, with an annual report due to Headquarters Marine Corps by 15 September. Activities are required to maintain documentation to support compliance with the Internal Management Control Program (IMCP) (i.e., completed VA worksheets, documentation of how controls are tested for effectiveness, follow-up action taken on discrepancies identified through ICRs, etc.). Internal management controls records/documentation are subject to on-site verification by internal or external sources.

DUE TO: REA Office, Comptroller, MCB Quantico

OPR: Budget Section, Financial Management Branch

ACTION:

TECOM Staff Sections

EDCOM
TRNGCOM
CCSS
WTBN
OCS
TBS

TITLE: Program Objective Memorandum (POM)

REFERENCE: MCO P3121.1

DESCRIPTION AND PURPOSE: This report is due biennially, during even-numbered years to HQMC P&R. The development of the six-year resource plan known as the POM, considers every aspect of the Marine Corps that requires resources. A competing program request (Deficiency or New Program) is labeled as an "Initiative" and is routed through a review chain and undergoes extensive scrutiny prior to delivery to DC, P&R for consideration. The Marine POM is a "bottom up" process that starts at the action officer level and concludes at the flag officer level with a consensus of having resourced the best possible program within the resources available. The Marine Corps POM is subsequently merged with the Navy's POM, which then becomes part of the overall Department of Defense (DoD) POM. The DoD POM is then used to shape the defense portions of the President's Budget.

DUE TO: RPD, P&R, HQMC

OPR: Training Program Budget Analyst, Financial Management Branch

ACTION: All sections, detachments and subordinate commands of TECOM will submit via the annual TECOM Financial Plan. The TECOM deficiency description/Unfunded Priority List (UPL) worksheet is the required medium. Supplemental deficiencies may be submitted at anytime a deficiency is identified.

TITLE: Program Review (PR)

REFERENCE: MCO P3121.1

DESCRIPTION AND PURPOSE: This report is due biennially on alternating odd-numbered years from the POM. Like the POM "Initiatives or Issues" (Deficiencies) are routed through a review chain. Typically new programs are not started in the PR unless approved by the MROC. Based on the issues developed

ENCLOSURE (1)

during this review, recommended "adjustments" are made to the POM. The adjusted Marine Corps POM is subsequently merged with the Navy's POM, which then becomes part of the overall DoD POM. The DoD POM is then used to shape the defense portions of the President's Budget.

DUE TO: RPD, P&R, HQMC

OPR: Training Program Budget Analyst, Financial Management Branch

ACTION: All sections, detachments and subordinate commands of TECOM will submit via the annual TECOM Financial Plan. The TECOM deficiency description/Unfunded Priority List (UPL) worksheet is the required medium. Supplemental deficiencies may be submitted at anytime a deficiency is identified.

TITLE: Navy Comptrollers (NavCompt) Budget

REFERENCE: MCO P7100.11W

DESCRIPTION AND PURPOSE: This report is due annually. The Department of the Navy (DoN) Budget Review is the annual process of transforming the individual budgets of the various offices within the Department into a balanced Departmental budget. The Marine Corps budget is typically due in early July. This is the first round of formal budget reviews within the DoN. This review provides the Secretary of the Navy (SecNav) and his senior advisors an opportunity for decision-making and control of the financial resources of the Department. It also provides the basis for SecNav to make final resource allocation decisions prior to submission to the Secretary of Defense. Specific items due include: OP5 Narratives; OP32 Adjustments; Required Exhibits; OP-14 Performance Criteria; PB 24 Data, student throughput; end strength; contracts, and advisory and assistance services.

DUE TO: RFO, P&R, HQMC

OPR: Training Program Budget Analyst, Financial Management Branch

ACTION:

TECOM

Financial Management Branch
Formal School Training Branch
MCJROTC

TITLE: Office of the Secretary of Defense (OSD) Budget

REFERENCE: MCO P7100.11W

DESCRIPTION AND PURPOSE: The OSD and Office of Management and Budget (OMB) joint budget review occurs annually after the DoN budget review and just before the submission of the President's Budget to the Congress. The OSD budget is typically due in September. It consists of the submission of the budget estimates by the Military Departments and Defense Agencies to OSD/OMB, the review of those estimates by the staffs of OSD/OMB, and the final decisions on the allocation of resources by the Secretary of Defense and the President. Specific items due include: OP5 Narratives; OP32 Adjustments; Required Exhibits; OP-14 Performance Criteria; PB 24 Data, student throughput; end strength; contracts, and advisory and assistance services.

DUE TO: RFO, P&R, HQMC

OPR: Training Program Budget Analyst, Financial Management Branch

ACTION:

TECOM

- Financial Management Branch
- Formal School Training Branch
- G-3 Future Ops
- MCJROTC

EDCOM

TITLE: President's Budget (PresBud)

REFERENCE: MCO P7100.11W

DESCRIPTION: This is the annual submission of the President's Budget to the Congress; the PresBud is typically due in January Congressional review is the process by which the legislative branch makes decisions concerning the allocation of resources. Specific items due include: OP5 Narratives; OP32 Adjustments; Required Exhibits, and OP-14 Performance Criteria.

DUE TO: RFO, P&R, HQMC

OPR: Training Program Budget Analyst, Financial Management Branch

ACTION:

Financial Management Branch
Formal School Training Branch
MCJROTC

TITLE: Unfunded Priorities List (UPL)

REFERENCE: MCO P7100.11W

DESCRIPTION AND PURPOSE: Produced annually, the Commandant's Unfunded Priority List (UPL) is a prioritized "wish list" of items that the Marine Corps would spend additional funding on if authorized by Congress. An information paper is required on each UPL item. The POM Working Group (PWG) reviews the prioritized UPL and makes recommendations to the appropriation sponsor for any priorities with which it does not agree. Appropriation sponsors are responsible for the submission of all information papers for their respective appropriation. The CG, MCCDC reviews all UPL items to ensure that they represent a valid Marine Corps requirement.

DUE TO: RFO, P&R, HQMC

OPR: Training Program Budget Analyst, Financial Management Branch

ACTION: All sections, detachments and subordinate commands of TECOM utilizing the TECOM deficiency description/Unfunded Priority List (UPL) worksheet at the time a deficiency is identified.

TITLE: TECOM Financial Plan

REFERENCE: MCO P7100.11W

DESCRIPTION AND PURPOSE: Due annually in the month of August, the TECOM Financial Plan details current year actual obligations, and future year anticipated funding levels based on current ceiling tracks, and the anticipated cost of known

deficiency requirements. The information contained in the financial plan provides detailed data used in setting the upcoming Fiscal Year financial ceilings and identifying funding deficiencies for the POM, PR and UPL submissions.

DUE TO: CG, TECOM

OPR: Training Program Budget Analyst, Financial Management Branch

ACTION:

TECOM Staff Sections

EDCOM

TRNGCOM

MCCSSS

SOI (East)

SOI (West)

MCES

DI School, Parris Island

DI School, San Diego

AAVBN

IMS (West)

FMS (West)

Recruiter School

Career Planner School

MCCES

WTBN

Marine Corps Institute (MCI)

Manpower and Reserve Affairs (M&RA) (CCCT/CCLD Coordinators)

OPTAR #113, EWTGLANT

OPTAR #114, EWTGPAC

OPTAR #110, Aberdeen

OPTAR #093, Corpus Christi

OPTAR #130, Fort Bliss

OPTAR #106, Fort Gordon

OPTAR #134, Fort Huachuca

OPTAR #131, Fort Knox

OPTAR #143, Fort Lee

OPTAR #132, Fort Leonard Wood

OPTAR #010, Fort Meade

OPTAR #129, Fort Sill

OPTAR #146, Goodfellow AFB

OPTAR #154, IADB

OPTAR #099, Keesler AFB

OPTAR #141, Lackland AFB

OPTAR #137, Meridian

OPTAR #103, Monterey

OPTAR #147, NMIC

OPTAR #080, Pensacola

ENCLOSURE (1)

OPTAR #104, Redstone Arsenal
OPTAR #133, Newport
OPTAR #148, Whidbey Island

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deficiency requirements. The information contained in the financial plan provides detailed data used in setting the upcoming Fiscal Year financial ceilings and identifying funding deficiencies for the POM, PR and UPL submissions.

DUE TO: CG, TECOM

OPR: Training Program Budget Analyst, Financial Management Branch

ACTION:

TECOM Staff Sections

EDCOM

TRNGCOM

MCCSSS

SOI (East)

SOI (West)

MCES

DI School, Parris Island

DI School, San Diego

AAVBN

IMS (West)

FMS (West)

Recruiter School

Career Planner School

MCCES

WTBN

Marine Corps Institute (MCI)

Manpower and Reserve Affairs (M&RA) (CCCT/CCLD Coordinators)

OPTAR #113, EWTGLANT

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