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Training Input Plan

Published TIP Reports
View TIP Report
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Training Chief Turnover Folder

(PS DIV MANAGED COURSES)

Last revised 24 FEB 2003

24-Jan-2003 11:25
USMC Training & Education Command - 703/784-3072 - DSN/278-3072

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Managing HQMC (TECOM) Training Quotas
Training Chief Turnover Folder

Memorandum

27 Aug 02

From: Master Sergeant H. Odrick
To: All Provost Sergeants/Training Chiefs

Subj: MANAGING HQMC (TECOM) TRAINING QUOTAS

Ref: (a) MCO 1553.7
(b) MCO P1200.7X
(c) NAVMC 2771

Encl: (1) FY 2003 TRAINING QUOTA ASSIGNMENTS
(2) TECOM/ATRRS WEB PAGE GUIDE

1. Marines, as the FY03 training begins, I submit the references and enclosures to assist you, the quota user, in the performance of your quota management duties. Please ensure this document, references and enclosures become a part of your training desktop procedures.
2. This year begins with several military schools not reporting their training schedules. Those schedules will be published when received from the services involved, they are: Traffic Management, Military Working Dog Supervisor, Dynamics of International Terrorism, Anti-terrorism Officer (Navy). All civilian schedules will be published when they become available.
3. Your constant support is required when submitted nominees to this HQ. The format to submit nominees is as follows:

CID:
COURSE TITLE:
CLASS:
REPORT DATE:
GRAD DATE:
STUDENT TYPE:
MOS:
QUOTAS:
PCS/TEMINS/TAD:
RENTAL CAR/VAN REQD:
JUSTIFICATION FOR RENTAL CAR/VAN:
RANK/NAME AND SSN OF ATTENDEE(S):
4. You can better communication with HQ by reading and conforming to the directions contained in the messages that detail instructions for the use of directed quotas. Primary, formal communication with HQMC must be done via naval message. The system-of-work is burdened when e-mails are submitted instead of the required naval message when requesting substitutions and/or removals. It is imperative that directions are followed when communicating with HQ.
5. Units that do correspond correctly with HQ find it easier to acquire quotas because of efficient exchange of information. All messages are not the same, read them prior to sending your Marine to train.

Take the time to read the references and enclosures. They are valuable guides to information frequently used and can answer most questions that are commonly asked.

6. In closing, FY03 training quotas/schedules have been released. Please respond ASAP with October nominees IAW instructions. Holds have been placed on October seats due to delay in schedules from some schools.

I look forward to working with each and every one of you. I implore you---if a training chief, to read the enclosures and abide by the references. If provost sergeant, I request your support in ensuring compliance with the references.

Semper Fi.

Managing HQMC (TECOM) Training Quotas
Training Chief Turnover Folder

23 Sep 02

From: Master Sergeant H. Odrick
To: All Provost Sergeants/Operation-Training Chiefs

Subj: MANAGING HQMC (TECOM) TRAINING QUOTAS, PART 2

Ref: (a) NAVMC 2271

1. Marines, a new fiscal year is upon us and I am beginning to see a turnover of operation/training chiefs and provost sergeants. Not surprising, reoccurring questions will arise. This information should answer some of your questions.

2. IAW ref (a), ALL courses require that ALL trainees have at least ONE year of active duty service remaining on their contract at the completion of training BEFORE they are submitted for training. Again, service requirements must be met BEFORE nominees are submitted to HQMC. HQMC (PS) is not responsible for non-qualification of your nominee due to him/her pending reenlistment or awaiting boat space.

3. Your constant support is required when submitted nominees to this HQ. The format to submit nominees is as follows:

CID: A1658J3 (TECOMs CID, not MPI)
COURSE TITLE: MPI (OK to use shortCID here, but be correct)
CLASS: 001
REPORT DATE: 20030120
GRAD DATE: 20030323
STUDENT TYPE: 0E (Enlisted to officer changes not favored)
MOS: 5811 (MOS only: 5803 or 5805 or 5821)
QUOTAS: 2 (Number of total quotas for this class)
PCS/TEMINS/TAD: TAD (Most users will use TAD)
RENTAL CAR/VAN REQD: CAR (Driver must have GTCC & License)
JUSTIFICATION FOR RENTAL CAR/VAN: Provide reason for vehicle
RANK/NAME AND SSN OF ATTENDEE(S): List all attending student(s) info

4. The above format may be submitted by e-mail. Formal communications begin with the release of HQMC's (our) naval message. After the release of the HQMC message, all changes to training information is required to be communicated via message between TECOM, HQMC PS and unit (you). Sending an e-mail as a heads-up is fine, but the requirement to release a message is the standard.

5. All travel settlements must be reported to TECOM and HQMC PS IAW all messages. You can better communication with HQ by reading and conforming to the directions contained in the messages that detail instructions for the use of directed quotas.

6. In closing, the opportunity to stay ahead of the quota curve could be achieved simply by submitting nominee information at least 60-days out---This is a requirement! HQMC will honor those submissions that are within the time constraints. Furthermore, HQMC will strive to

input additional nominees from units who supplied additional nominee information for opportunity seats. Remember, when the originally assigned quota is late, I use Marines who are on the wait list. This is done BEFORE I send out a HOT FILL e-mail. Again, I am looking forward to working with each and every one of you.

7. Contact me at DSN 222, 703-692-4269 or OdrickH@hqmc.usmc.mil.

Semper Fi.

Capturing Expended Appropriation Data

22 Aug 02

From: Master Sergeant H. Odrick

To: All Provost Sergeants/Operations Chiefs/Training Chiefs

Subj: CAPTURING EXPENDED APPROPRIATION DATA

Encl: (1) CAPTURING EXPENDED APPROPRIATION DATA PDF

1. According to ALL HQMC naval messages for law enforcement training, ALL students are to submit a completed (settled) travel claim package (that is a copy of stamped orders and documentation reflecting a settled claim (summary only) reflecting all entitlements and amounts paid to student.
2. During the past year, few completed packages were available for TECOM to complete required reports for training expenditures. This prevents timely budget reporting and causes delays in planning for future training years.
3. To assist in this endeavor, ALL students and personnel designated to administer unit training are reminded to read the entire message prior to attending training and follow instructions contained in paragraph 8 or 9.
4. Personnel designated to nominate students for training can assist this HQ in obtaining the required documents by closely monitoring the completion of directions from TECOM. Completed claim summaries and copy of original orders should be submitted to TECOM and HQ via fax. The enclosure is provided as a guide. This document should become a part of your turnover folder.

Semper Fi

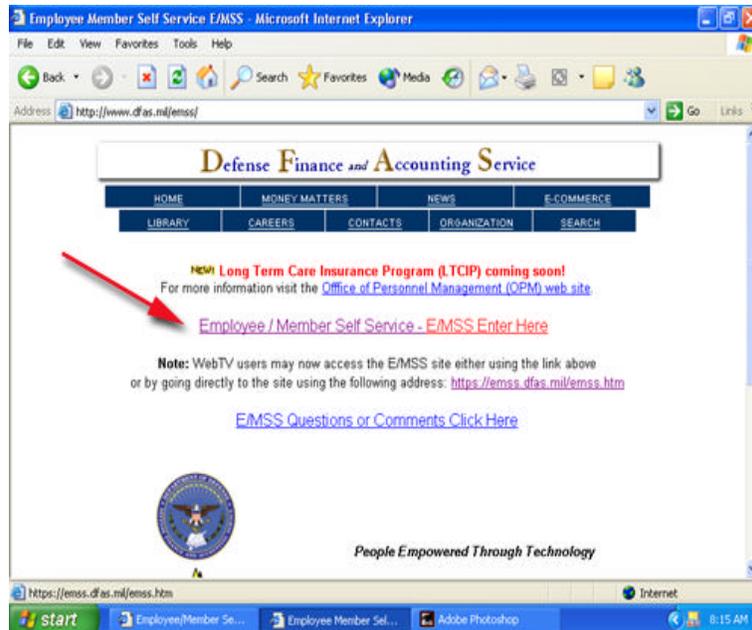
Submit Travel Claim

1. After the completion of training, the student should submit a travel claim immediately. The student can verify the settlement by calling his local disbursing office or using the DFAS web site---user must have an account--- at this link:
<http://www.dfas.mil/emss/>.

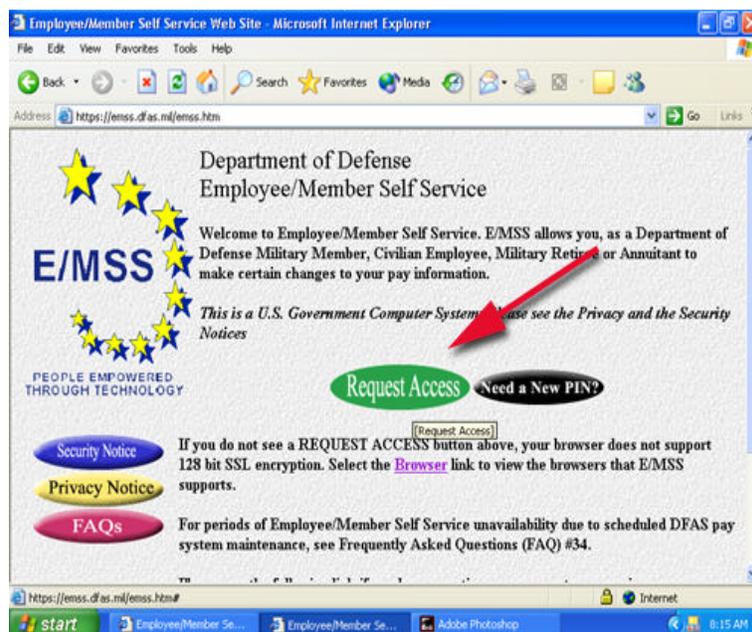
Check your Claim

Follow the steps below to check your settlement.

2. Use a computer web browser to go to <http://www.dfas.mil/emss/>.



3. Click "Employee/Member Self Service - E/MSS Enter Here" link.



4. Click the green "Request Access" button. You must have a secured browser to get this button. If not, see you ISC for assistance.



5. Type in your social security number and assigned PIN in the blocks provided.



6. Wait for the system to authorize access.



7. Upon access, click "Travel Voucher View." After entering your start date for the search, your corresponding travel settlements will be displayed like below.

Voucher Number	Travel Order Number	Date Paid	Amount Paid	DSSN
043372	O003190054008	07/08/02	337.37	6102
065870	O002520054008	06/13/02	1205.48	6102
063634	O001700054008	04/16/02	508.94	6102

8. Match the Travel Order Number with the Travel Order Number on your Orders. Select the corresponding voucher number. You should know your travel dates to ensure selecting the correct voucher.

Employee/Member Self Service - Microsoft Internet Explorer

Text Version **E/MSS** Help Main Exit

Save Print View More 043372 07/08/02 337.37 Go

DFAS-KANSAS CITY CENTER TRAVEL VOUCHER VOUCHER NO : 043372
 TRAVEL SYSTEMS AND PROCEDURES OFFIC PAID BY CL WILSON
 1500 E. BANNISTER RD GRADE DFAS-KC
 KANSAS CITY, MO 64197-0001 DATE VOUCHER PREPARED: 07/08/02
 PAID BY DSSN: 6102
 PAYMENT FOR TDY SETTLEMENT

Section 1: Personal Information

PAYEE'S NAME: HAROLD ODRICK
 A CO HQ BN HQMC
 AND ADDRESS: CO A HQBN HQMC 1555 SOUTHGA
 ARLINGTON VA 22214-0000

PAYEE (LAST NAME, FIRST, MI): ODRICK, HAROLD RANK OR GRADE: E8 SOCIAL SECURITY NUMBER: [REDACTED]

This is your travel voucher for the TDY period indicated below. Questions or comments that you have regarding this voucher can be addressed by calling your local travel office.

Section 2: Summary of Entitlements - Includes all allowed reimbursements net of any previous government payments/advances.

TRAVEL ORDER	ORDER DATE	TDY PERIOD	
0003190054008	06/24/02	06/24/02 - 06/27/02	
	ENTITLEMENTS		
	PER DIEM		305.00
	REIMBURSABLE EXPENSES		32.37
	TOTAL ENTITLEMENTS		\$337.37
	LESS: PARTIAL PAYMENT DEDUCTED		0.00
	TRAVEL ADVANCE DEDUCTED		0.00
	GOVT CHARGE CARD PAYMENT		0.00
02189104141825	WCD: 6091		
TRACE NUMBER	EFT ENT DATE	AMOUNT PAID TO TRAVELER	\$337.37
081036300203402	07/09/02		

LOCATION	FROM	TO	#DAYS	M&IE	LODGING	PER DIEM AMOUNT	
VA FAIRFAX COUNTY		06/24/02	1	25.50 *	62.00	87.50	
NC HAYELOCK/ CRAVEN	06/24/02	06/27/02	3	68.00	124.00	192.00	
VA FAIRFAX COUNTY	06/27/02	06/27/02	0	25.50 *	0.00	25.50	
*FIRST AND LAST DAY OF TRAVEL @ 75% OF M&IE						TOTAL	\$305.00

EXPENSES	REQUESTED	REIMBURSEMENT ALLOWED
HOTEL TAX	23.25	23.25
AUTO OTHER	9.13	9.13
Total	\$32.38	\$32.38

Section 3: Accounting Classification for Budget Purposes Only

AA 17 21804 127A 21 47327 068892 2D US 000319 47327202104E 337.37
 4732702T000319

TOTAL

DD1351

9. Print and fax this page along with a copy of your original orders (containing government air travel purchase amount) to TECOM and the PS division at the numbers prescribed. Thanks, your travel is now complete!

REQUIREMENTS FOR SECURITY CLEARANCE FOR AT RELATED COURSES

Please include the following information in all security clearance verification letters:

- (1) Reason for visit/course name
- (2) Dates of visit/course dates
- (3) Name (Last, First, MI)
- (4) Rank/Service
- (5) SSAN
- (6) Citizenship
- (7) Organization
- (8) Clearance level
- (9) Date clearance granted
- (10) Date of birth
- (11) Place of birth
- (12) Signature, phone number of security manager or commander

For courses (DIT) at Hurlburt, Field, FL., mail/FAX to:

JSOU/SOED-S

Attn: Student Support

Alison Building

357 Tully Street

Hurlburt Field, FL 32544-5800

Phone Commercial 850-884-4758/57

DSN: 579-4758/57

FAX Commercial 850-884-1866

DSN: 579-1866

For courses (ATPM) at Fort Leonard Wood, MO., mail/FAX to:

USAMPS Building 971 Parker Hall

Attn: Antiterrorism Program Manager course manager

1401 Artillery Circle

Fort Leonard Wood, MO 65473-8929

Commercial: 573-596-0747

DSN: 581-0747

For courses (ICT) at Fort Huachuca, AZ., HAND CARRY to:

Commander, U.S. Army Intelligence Center and Fort Huachuca

ATTN: ATZS-RGS

Fort Huachuca, Arizona 85613-6000

Phone Commercial: 520-533-3566/2220

821-3566

USMC Rep Commercial: 520-533-6776

DSN: 821-6776

For courses (ATON) at ETWGLANT, Chesapeake, VA., FAX/HAND CARRY to:

Attn: Security Manager

Phone: 757-462-4504/4505

FAX Commercial: 757-462-7252

FAX DSN: 253-7252

The security clearance verification may be faxed on Command letterhead or OPNAV Form 5521/27.



UNITED STATES MARINE CORPS

PROVOST MARSHAL'S OFFICE
CAMP SMEDLEY D. BUTLER, OKINAWA
UNIT 35002
FPO AP 96373-5025

IN REPLY REFER TO:
SSIC
Code
Date

From: Provost Marshal, Marine Corps Base, Camp S. D. Butler,
Okinawa, Japan

To: Commandant of the Marine Corps (PSL), Headquarters
U.S. Marine Corps, 2 Navy Annex, Washington, DC 20380

Subj: WAIVER OF RANK PREREQUISITES FOR TRAFFIC MANAGEMENT AND
ACCIDENT INVESTIGATION COURSE (AID): CLASS XXX; CASE OF
LCPL DO O. RIGHT, 123 45 6789/5811 USMC

Ref: (a) NAVMC 2771 Formal Schools Catalog

1. IAW the reference, request a waiver for the rank requirement of SNM to attend AID Course.
2. LCpl Right has been nominated to attend the Traffic Management and Accident Investigators course from (start) - (finish).
3. The point of contact in this matter is (Rank and Lastname) at (e-mail) or DSN (phone).

\S\
I. M. NCHARGE
By direction

REQUEST FOR MODIFICATION OF ASSIGNMENT

This message is used when replacement of student(s) is required AFTER the release of the HQMC message assigning students to class.

Changes to students BEFORE the HQMC message is released can be submitted by e-mail, phone or other means.

```
MSGID/GENADMIN/HQHQRON//  
SUBJ/REQ FOR MOD OF ASG TO CHILD ABUSE PREVENTION AND INVESTIGATION  
/COURSE (A16MQF3)//  
REF/A/MSG/CMC WASHINGTON DC PPO PS/-/010101ZJAN2000//  
AMPN/REF A ASSIGNS SERGEANT KENDARD, B., TO COURSE.//  
POC/A.C. MARINE/SSGT/PMO TRGCHF/-/TEL:COMM 808-123-4567  
/TEL:DSN 123-4567//  
GENTEXT/REMARKS/-//  
RMKS/1. REQ CPL GUNGHO, ARENT, U., 123 45 6789/5811 TO REPLACE SGT  
TIMER,  
VERY D., 234 56 7890/5811 FOR THE ABOVE CRS. REQ APPNDATA REMAIN THE  
SAME.  
2. REQ NO FURTHER MODS.//
```

POINTS OF EMPHASIS

1. Instead of "HQHQRON," place your unit title designator here.
2. Subject is the name of course preceded by "REQ FOR MOD OF ASG TO."
3. Reference the original CMC WASHINGTON DC PPO PS message date-time-group.
4. POC is the requestor.
5. Detail the specifics of the request in the RMKS (remarks) paragraph.