



UNITED STATES MARINE CORPS  
TRAINING AND EDUCATION COMMAND  
1019 ELLIOT ROAD  
QUANTICO, VIRGINIA 22134

IN REPLY REFER TO:  
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11 MAY 2015

From: Commanding General, Training and Education Command  
To: Distribution List

Subj: CHARTER FOR THE ENGINEER AND UTILITIES TRAINING AND READINESS  
MANUAL GROUP

Ref: (a) NAVMC 3500.106  
(b) MCO P3500.72A  
(c) NAVMC 3500.12B  
(d) MCO 1553.2B  
(e) MCO 3500.110

Encl: (1) Engineer and Utilities Training and Readiness  
Manual Group Membership  
(2) Engineer and Utilities T&R Process - Collective Events  
(3) Engineer and Utilities Course Content Review Board  
(CCRB) Process - Individual Events

1. Purpose. This charter promulgates the roles, responsibilities and processes consistent with references (a) and (b) necessary to establish a two-year Proof of Concept plan for the development, validation, revision and maintenance of reference (c).

2. Background. The Engineer and Utilities Training and Readiness (T&R) Manual supports 18 Military Occupational Specialties (MOS) from two occupational fields. The collective tasks in the manual support four separate engineer formations, each with a distinct and specific Mission Essential Task List (METL). The T&R manual is currently tied to a service-directed, three-year review cycle while the content is directly tied to the engineer Advocacy process with its own distinct annual battle rhythm. On 14 May 2014, the Deputy Commandant, Installations & Logistics (DC, I&L) Engineer Advocacy Branch (Logistics Plans, Engineer [LPE]), briefed Training and Education Command (TECOM), Deputy Director, MAGTF Training and Education Standards Division (MTESD) on a T&R management Proof of Concept plan. Upon conclusion of the brief, LPE was asked to develop a TRMG Charter. The plan described in this Charter seeks to accomplish the following:

a. Provide commanders in the operating forces (OpFor), supporting establishment and formal schools with the core standards required to plan and implement progressive training that ensures individual and collective training readiness within the current operational environment.

b. Provide a formalized process incorporated into a published battle rhythm that produces improved, contemporary standards of the

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highest fidelity which further enable and assess Mission Essential Task (MET) training and readiness.

c. Deliver a program tied to the Advocacy process and designed to be reflexive and responsive in order to maintain current, relevant standards to meet operational needs set forth by the approved Core METs.

d. Maximize the full potential of the Marine Corps Training Information Management System (MCTIMS) T&R module by providing a means to access rapidly-developed, relevant, well-defined Engineer and Utilities individual and collective training standards.

e. Meet the requirements set forth by DC, I&L in the Marine Corps Installations and Logistics Roadmap (MCILR), the Logistics Training and Education Strategy, and the Engineer Master Plan (Engineer Roadmap and Advocate Campaign Plan).

f. The desired end-state of this Proof of Concept is the formalization of a permanent plan to maintain a live instance of the Engineer and Utilities T&R manual. This end-state will be achieved through provision of a cost-effective, community-oriented approach to managing NAVMC 3500.12\_ leveraging TECOM process expertise, Advocate and Occupational Field Sponsor content ownership, continuous OpFor input and Formal Learning Center (FLC) participation to meet the needs of the OpFor and FLCs while adhering to requirements of existing TECOM orders and directives.

3. Methodology. The TRMG, whose core members are identified in enclosure (1), will participate fully during all Working Groups (WG), Integrated Process Teams (IPT), Operational Advisory Groups (OAG), Course Content Review Boards (CCRB), meetings, workshops, and working groups scheduled by the Engineer Task Analyst, the Engineer Advocate, or both.

a. The Proof of Concept revolves around the premise that the T&R manual is considered a living document resident in MCTIMS. As such, updates to collective event (3000-7000 level) chapters will be made on a scheduled, defined basis across the two-year horizon. One type-engineer battalion, as determined by the Advocate and in coordination with the Engineer Task Analyst, will be updated per semi-annual period. These updates will be tied to and informed by the existing Engineer advocacy battle rhythm, which includes:

(1) Logistics Combat Element (LCE) Consolidated Operational Advisory Group (COAG) (convenes annually)

(2) Ground Combat Element (GCE) COAG (convenes semi-annually)

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(3) LCE METL Conference (convenes every 2-3 years or as required)

(4) GCE METL Conference (convenes every 2-3 years or as required)

(5) Engineer Summit (convenes annually)

(6) Engineer Chief Conference (convenes annually)

(7) Logistics Training and Education OAG (convenes semi-annually)

b. Working within the Engineer advocacy framework the TRMG can focus on a particular battalion-type, shaping development of collective events that are METL-driven, congruently linked and chained, and contain appropriate descriptions, standards, components, and required Class V necessary to support progressive training and operational effectiveness. Enclosure (2) contains details on the implementation process for collective events.

c. In keeping with the Proof of Concept, 1000 and 2000 level individual training events supporting formal instruction or Managed On the Job Training (MOJT) will be validated across the same, concurrent 24-month continuum. Using the standard Course Content Review Board (CCRB) structure described in reference (d), Engineer and Utilities CCRBs will be distributed across the two-year horizon by trimester. Each trimester, approximately five Programs of Instruction (POI) will undergo the CCRB process. The Engineer Task Analyst and the Engineer Advocate (or Occupational Field Sponsor if delegated), in conjunction with the FLCs, will determine the POIs to be reviewed during a given trimester. These CCRBs will be distributed across all four Engineer/Utilities FLCs to the greatest extent possible to facilitate the POI submission/approval process. To validate the Proof of Concept fully, limited instances will occur where CCRBs will be conducted on POIs recently approved for implementation. In such instances, full OpFor participation may be waived on the recommendation of the FLC commander or the Engineer Task Analyst in MTESD with concurrence from the advocate.

d. The intent for including CCRBs in this Charter is three-fold: to gauge the viability of maintaining a live T&R manual across its entirety (1000 - 7000 events); to employ the CCRB process to validate 1000 and 2000 task lists; and to alleviate process friction points at FLCs and TRNGCMD (MTESD) caused by POI submission timelines contained in reference (d). For the duration of this Proof of Concept, all 1000 and 2000 level individual training events will be validated during CCRBs. A third-generation T&R manual, NAVMC 3500.12\_ will not require wholesale changes to the 1000/2000 events; rather, board members

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should use this opportunity to strengthen standards, establish initial proficiency Class V requirements, and validate event performance steps.

e. Working within the existing CCRB framework to validate task lists, the TRMG exerts unparalleled OpFor Subject Matter Expertise on a given Military Occupational Specialty (MOS). Where Engineer and Utilities MOSs have suffered - either chronic underrepresentation or no representation at all during past T&R working groups - CCRBs afford the opportunity to shape current and relevant Individual Training Events supporting MOS performance requirements necessary to overcome the challenges of current and future operational environments. Enclosure (3) provides details on the implementation process for individual events.

f. Commanding General (CG) TECOM is responsible for validating training and education requirements and overseeing formal school training and education. At all times, HQ TECOM (MTESD) will maintain staff cognizance over all aspects of this Charter and its implementation.

#### 4. Roles and Responsibilities.

##### a. Deputy Commandant, Installations and Logistics (LPE)

(1) Partner with CG, TECOM to set priorities, manage, and provide process focus for the validation, development, revision, and maintenance of NAVMC 3500.12\_.

(2) In conjunction with the Engineer Task Analyst, coordinate OpFor participation to support execution of this POC Charter.

(3) Provide representation (Occupational Field Sponsor or Manager) at all CCRBs conducted during the POC.

(4) Per reference (e) and as required, validate/update Engineer Core METLs throughout the POC.

(5) Act as final adjudicator in all substantive matters.

(6) In conjunction with the Engineer Task Analyst, prepare, publish, review and adjudicate MCATS reviews.

##### b. Commanders, Marine Corps Forces

(1) Request assignment of appropriate Engineer and Utilities occupational field SMEs to support this POC Charter.

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(2) Provide continual focus needed for the validation, development and revision of T&R Manual individual and collective events.

c. CG, Training Command (TRNGCMD)

(1) Designate Commanding Officer (CO) MCES to coordinate CCRBs scheduling for TRNGCMD Engineer and Utility FLCs.

(2) Ensure MCES, Marine Detachment (MARDET) Fort Leonard Wood, MARDET Fort Lee, and MARDET Fort Benning support the execution of this POC Charter.

(a) Execute the Engineer and Utilities TRMG Battle Rhythm in support of (ISO) this POC Charter.

(b) Support DC, I&L (LPE) and Director, TECOM (MTESD) for the day-to-day process implementation of this POC Charter.

(c) Per Ref (a) coordinate with the OPFOR commanders for the assignment of SMEs from the appropriate Engineer and Utilities occupational fields to T&R WGs and FLC CCRBs.

(d) Provide content focus to CCRBs on the validation, development and revision of individual T&R manual events.

(e) Facilitate Interservice Training Review Organization (ITRO) reviews as required.

d. Director, MAGTF Training and Education Standards  
Division(MTESD)

(1) Maintain staff cognizance over the Engineer and Utilities POC TRMG Charter.

(2) Monitor and assess progress of Proof of Concept to ensure consistency of expectations, appropriate data collection and adherence to processes described in this Charter.

(3) Determine feasibility of support from Analysis Section for modified execution of the Marine Corps Front End Analysis (FEA) program in support of this Charter.

(4) Coordinate with Policy and Training Section to prepare a working copy version of NAVMC 3500.12\_ and assignment of MCTIMS permissions to support the day-to-day process implementation of this Charter.

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(5) Partner with the Engineer Advocate (or Occupational Field Sponsor if delegated) to set priorities, manage and provide process focus for the development, validation, revision and maintenance of NAVMC 3500.12\_.

(6) Act as final adjudicator in all matters pertaining to T&R manual administrative format, standards development and training venue regarding "core plus" events to be conducted either in a Formal, MOJT or Distance Learning (DL) setting.

(7) Attend (physically, virtually or by proxy) all CCRBs conducted during the Proof of Concept.

(8) In conjunction with the Engineer Advocate (or Occupational Field Sponsor if delegated), coordinate OpFor participation to support execution of this POC Charter.

(9) Publish the status of appropriate action items (tasks and issues) on the MTESD SharePoint site for access across the community. The SharePoint site will reflect planned dates and proposed event windows as far in advance as practical.

(10) Provide Policy and Training Section, Operations Branch a by-name roster of personnel and required level of T&R manual permissions for execution of this POC Charter.

(11) Actively manage access to the MCTIMS T&R module to ensure the integrity of the manual is not compromised. Permissions other than View and Reports will be restricted during this Proof of Concept period.

(12) In conjunction with the Engineer Advocate, prepare, publish, review, and adjudicate Marine Corps Action Tracking System (MCATS) reviews.

(13) Leverage the Marine Corps Engineer School (MCES) staff for day-to-day process implementation.

5. Information. Evolution of this process is inevitable as it progresses from initial implementation through execution. Accordingly, a formal review of this POC Charter will occur 12 months from signature. At the end of this Proof of Concept an assessment will be made to determine if the TRMG POC Charter should be adopted for the Engineer and Utilities and other Ground Occupational fields.

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6. Certification. Reviewed and approved this date.



J. W. LUKEMAN

Copy to:  
CG, TECOM (C649)  
CG, TRNGCMD  
HQMC, DC, I&L (LPE)  
HQMC, DC, PP&O (POG-80)  
MARFORCOM  
MARFORPAC  
MARFORRES  
CG, I MEF  
CG, II MEF  
CG, III MEF

Engineer and Utilities Training and Readiness Manual Group Membership

COMMAND	REPRESENTATIVE (S)	POSITION	STATUS	ROLE/ RESPONSIBILITIES
CG TECOM	Engineer Task Analyst, MTESD	T&R Chair	Non-voting	T&R Oversight
CG TRNGCMD	FLC Action Officer	Member	Voting	Curriculum Oversight
HQMC, DC I&L (LPE)	Occupational Field Advocate	T&R Adjudicator	Voting	Operational Oversight
HQMC, DC PP&O (POG-80)	Occupational Field Proponent	Member	Voting	Operational Oversight
COMMARFORCOM	MFC Engineer	Member	Voting	Operating Forces Input
COMMARFORPAC	MFP Engineer	Member	Voting	Operating Forces Input
COMARFORRES	Engineer Battalions	Member	Voting	Reserve Component Input
CG I MEF	MEF Engineer/MSE Engineers/Engineer Battalions	Member	Voting	Operating Forces Input
CG II MEF	MEF Engineer/MSE Engineers/Engineer Battalions	Member	Voting	Operating Forces Input
CG III MEF	MEF Engineer/MSE Engineers/Engineer Battalions	Member	Voting	Operating Forces Input
CO, MCES	Instructional Learning Center	Member	Voting	Curriculum Oversight

Engineer and Utilities T&R Process - Collective Events

1. The Plan of Action and Milestones (POA&M) below delineates the sequence of events necessary to effect the successful execution of the type-battalion, collective event reviews that will occur on a semi-annual basis.

2. The POA&M is deliberately agnostic and will be applied consistently across all four type-battalions.

3. Prior to executing this Charter, the Engineer Advocate (or Occupational Field Sponsor if delegated) will set the priority for collective event reviews.

4. All review actions will be paper based using MCTIMS-generated Rich Text Format (.rtf) documents. MCTIMS access will be strictly controlled by the Engineer Task Analyst to maintain the integrity of resident data.

5. The process below is nimble and can be adjusted as required to meet emergent requirements driven by the advocacy process.

MILESTONE	EVENT DESCRIPTION	ACTION
30 days prior	Prepare and submit roster of personnel for assignment of MCTIMS permissions.	Task Analyst
30 days prior	Validate battalion METL in Taskmaster Database.	Advocate/Proponent
15 days prior	Prepare and disseminate relevant training issues generated by the Engineer advocacy process to TRMG.	Advocate/Proponent
10 days prior	Validate METL in MCTIMS "Manage METs" section on the Engineer T&R manual home page.	Task Analyst
10 days prior	Validate METL and E-Coded event matrices in MCTIMS T&R module (Chapter Two).	Task Analyst
5 days prior	Customize and download MCTIMS "Final Report" of approved events. Identify known content/grammatical errors. Prepare draft report for Task Analyst/Advocate review.	MCES Staff
Execution Day - E+15	Review, edit and certify draft report.	Task Analyst/Advocate
E+16-E+20	Disseminate draft report to TRMG. Provide review instructions and standard Comment Resolution Matrix (CRM) to capture TRMG input.	Advocate
E+21-E+81	TRMG comprehensive review. OPT, WG, OAG participation as required. Video Teleconference (VTC)/Teleconference primary means of conferencing, arranged by Task Analyst/Advocate as required.	TRMG

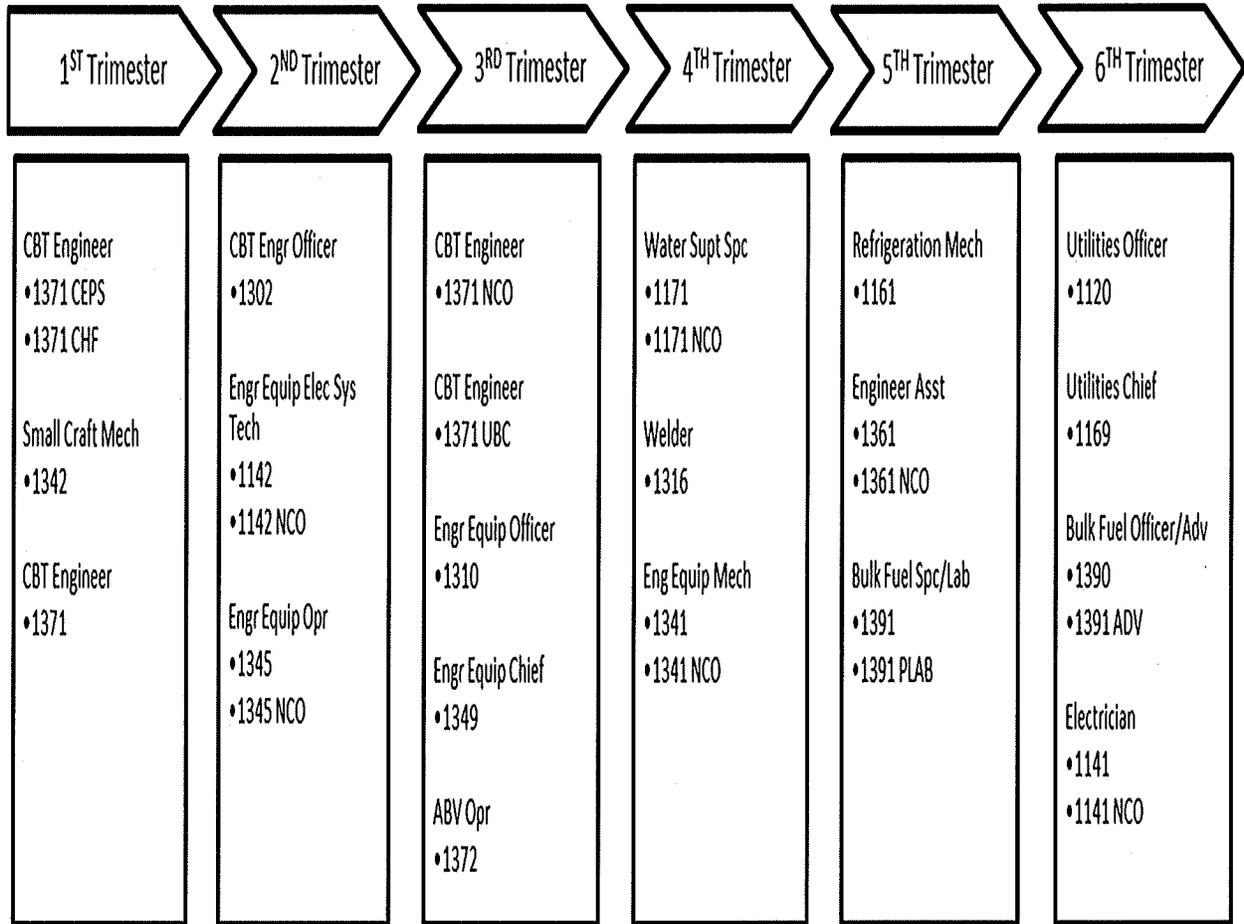
Engineer and Utilities T&R Process - Collective Events

E+82-E+97	Consolidate CRMs	MCES Staff
E+98-E+128	Review/Adjudicate CRMs. Provide final decisions to TRMG.	Task Analyst/ Advocate
E+129-E+169	MCTIMS data entry.	Task Analyst/MCES Staff
E+170-E+182	Final report generated; MCTIMS CG Review complete; CG TECOM approval; AMHS message released.	Task Analyst

Engineer and Utilities Course Content Review Board  
(CCRB) Process - Individual Events

1. Engineer and Utilities CCRBs will be distributed across a two-year horizon on a trimester basis. Using the standard CCRB structure described in reference (d) (Appendix G), approximately five POIs will undergo the CCRB process per trimester. The Engineer Task Analyst and the Engineer Advocate (or Occupational Field Sponsor if delegated), in conjunction with the FLCs, will determine the POIs to be reviewed during a given trimester.

2. The Task Analyst will publish via AMHS an annual CCRB schedule by trimester to facilitate the following timeline:



3. The FLC will publish CCRB coordinating instructions and request attendee confirmation via AMHS message.

4. Prior to convening the CCRB, the FLC will prepare read-ahead material and distribute to both CCRB and TRMG members.

5. While the primary function of a CCRB is to review and validate course content using data inputs from the formal school evaluation process and OpFor input, during this Proof of Concept period boards will validate the current 1000 and/or 2000 level task list for the MOS under review. If the board does not recommend changes to the

Engineer and Utilities Course Content Review Board  
(CCRB) Process - Individual Events

1000/2000 level task list, the FLC will follow normal POI submission procedures per reference (d). If task list recommendations are captured, the following process will be utilized:

a. FLC will expedite the Record of Proceedings (ROP) and forward to the Engineer Task Analyst and Occupational Field Sponsor within five days of adjourning the CCRB. ROP must contain an enclosure delineating proposed task list changes and justification.

b. Task Analyst and Occupational Field Sponsor will staff the ROP through the TRMG for comments/concurrence and adjudicate the CRM comments. This step will not exceed 30 days.

c. Necessary MCTIMS inputs will be performed by the Task Analyst or MCES staff within 10 days.

d. Task Analyst will verify and approve MCTIMS updates and make the tasks available to the FLC for continued curriculum development.

e. FLC will resume normal POI submission procedures per reference (d).

6. Any chaining or relating issues triggered by changes to a 1000/2000 level task list will be traced to appropriate collective events, and those collective events will be updated by the Task Analyst or MCES staff as required.