



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

3500
C 466
AUG 08 2019

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, Training and Readiness Manual Group
(TRMG) Charter Terms of Reference
(b) MCO P3500.72A, Marine Corps Ground Training and
Readiness (T&R) Program
(c) NAVMC 3500.12_, Engineer and Utilities Training and
Readiness Manual
(d) MCO 1553.2B, Management of Marine Corps Formal Schools and
Training Detachments
(e) MCO 3500.110 Policy and Guidance for Mission Essential Task
List (METL) Development, Review, Approval, Publication and
Maintenance

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
(4) Authorities Matrix

1. **Purpose.** This charter promulgates the roles, responsibilities and processes consistent with references (a) and (b) necessary to establish a 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 13XX and 11XX occupational fields. The collective tasks in the manual support two 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. This Charter will accomplish the following:

a. Provide commanders in Fleet Marine Force (FMF), 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.

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

b. Provide a formalized process incorporated into a published battle rhythm that produces improved, contemporary standards of the 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 Marine Corps Functional Concept for Marine Air-Ground Task Force Engineering.

f. Desired end-state. Maintain a relevant and up to date Engineer and Utilities T&R manual in MCTIMS. The end-state will be achieved through provision of a cost-effective, community-oriented approach to managing NAVMC 3500.12_ leveraging web based communication, TECOM process expertise, Advocate and Occupational Field Sponsor content ownership, continuous FMF input and Formal School participation to meet the needs of the FMF and Formal Schools 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 conferences scheduled by the Engineer Training Specialist, the Engineer Advocate, or both.

a. MCTIMS. The Marine Corps' program of record for managing information within ground T&R manuals is MCTIMS. The T&R manual within MCTIMS is the current manual. T&R events will be reviewed, updated and approved in MCTIMS across a 36-month horizon. At the conclusion of each Engineer METL conference, the TRMG core voting members will assess the status of the T&R Manual. When complete, a paper-based version of NAVMC 3500.12_ (cover letter, overview, mission essential tasks matrix and appendices) will be submitted to Commanding General (CG), Training and Education Command (TECOM) for signature.

b. Collective Training Events. Updates to collective event (3000-7000 level) chapters will be made on a scheduled, defined basis across the three-year horizon. One type-engineer battalion, as determined by the Advocate and in coordination with the Engineer Training Specialist, will be updated annually. Working within the

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

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. Engineer advocacy battle rhythm events include but are not limited to:

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

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

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

(4) Engineer Summit (convenes annually)

(5) Engineer Chief Conference (convenes annually)

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

(7) Engineer Support Battalion OAG

(8) Combat Engineer Battalion OAG

c. Individual Training Events. 1000 and 2000 level individual training events supporting formal instruction or Managed On the Job Training (MOJT) will be validated across the same 36-month continuum. Using the standard Course Content Review Board (CCRB) structure described in reference (d), Engineer and Utilities CCRBs will be distributed across the three-year horizon. Annually, approximately ten Programs of Instruction (POI) will undergo the CCRB process. Formal Schools, in conjunction with the Engineer Training Specialist and the Engineer Advocate (or Occupational Field Sponsor if delegated), will determine the POIs to be reviewed during a given year. These CCRBs will be distributed across all three Engineer/Utilities Formal Schools to the greatest extent possible to facilitate the POI submission/approval process. Enclosure (3) provides details on the implementation process for individual events.

(1) The intent for including CCRBs in this Charter is three-fold: to maintain 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 current friction points at Formal Schools and TECOM, Policy and Standards Division (PSD) caused by POI submission timelines contained in reference (d).

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

(2) Working within the existing CCRB framework to validate task lists, the TRMG exerts unparalleled FMF 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 Conferences - 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.

d. CG TECOM is responsible for validating training and education requirements and overseeing formal school training and education. At all times, PSD will maintain staff cognizance over all aspects of this Charter and its implementation. Enclosure (4) is the Authorities Matrix governing the execution of this Charter.

4. Roles and Responsibilities.

a. CG, TECOM (PSD)

(1) Ground Training Branch.

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

(b) Monitor and assess program to ensure consistency of expectations, appropriate data collection, and adherence to processes described in this Charter.

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

(2) LCE Section (Engineer Training Specialist)

(a) 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_.

(b) 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.

(c) Attend (physically, virtually or by proxy) all CCRBs conducted in support of this Charter.

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

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

(e) Maintain a repository of changes to the T&R manual within the PSD SharePoint site for access across the community.

(f) Provide the TRMG with a by-name roster of personnel and required level of T&R manual permissions for execution of this Charter.

(g) 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" shall be restricted by the Engineer Training Specialist.

(h) Prepare, publish, review, and adjudicate Department of the Navy (DON) Tasking, Records, and Consolidated Knowledge Enterprise Repository (TRACKER), as required.

b. Engineer Advocate

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

(2) In conjunction with the Engineer Training Specialist, coordinate FMF participation to support execution of this Charter.

(3) Provide representation (Occupational Field Sponsor or Manager) at all CCRBs conducted in support of this Charter.

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

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

(6) Review and adjudicate DoN TRACKER reviews.

c. CG, Training Command (TRNGCMD)

(1) Direct affected Formal Schools to support the execution of this Charter.

(a) Commanding Officer (CO), MCES

1 Execute the Engineer and Utilities TRMG Battle Rhythm in support of this Charter.

2 Provide support to TMGR voting member commands for the day-to-day process implementation of this Charter.

(b) CO, Marine Detachment (MARDET) Fort Leonard Wood

1 Execute the Engineer and Utilities TRMG Battle Rhythm in support of this Charter.

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

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

(c) CO, MARDET Fort Lee

1 Execute the Engineer and Utilities TRMG Battle
Rhythm in support of this Charter.

2 Facilitate ITRO reviews as required.

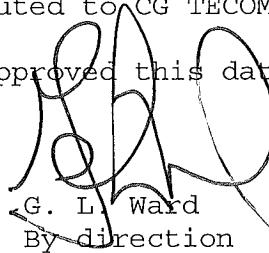
d. Commanders, Marine Corps Forces

(1) Assign Subject Matter Experts (SME) from the appropriate
Engineer and Utilities occupational fields in support of this Charter.

(2) Provide content focus to the development, validation and
revision of T&R Manual events.

5. Information. Continued process improvement is embedded in the
culture of great organizations. Evolution of this Charter is
inevitable as it progresses from initial implementation through
execution to maturity. Recommended changes to the Charter to improve
process efficiency and quality of training events is encouraged. Any
changes to this charter will be routed to CG TECOM for approval.

6. Certification. Reviewed and approved this date.



G. L. Ward
By direction

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 Training Specialist, PSD	T&R Chair	Non-voting	T&R Oversight
CG TRNGCMD	Formal School 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
CO, MARDET Fort Leonard Wood	Instructional Learning Centers	Member	Voting	Curriculum Oversight
CO, MARDET Fort Lee	Instructional Learning Centers	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 an annual basis.
2. The POA&M is deliberately agnostic and will be applied consistently across both the Engineer Support Battalion and Combat Engineer Battalion.
3. 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 Training Specialist to maintain the integrity of resident data.
5. The process below 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.	Training Specialist
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.	Training Specialist
10 days prior	Validate METL and E-Coded event matrices in MCTIMS T&R module (Chapter Two).	Training Specialist
5 days prior	Customize and download MCTIMS "Final Report" of approved events. Identify known content/grammatical errors. Prepare draft report for Training Specialist/Advocate review.	MCES Staff
Execution Day - E+30	Review, edit and certify draft report.	Training Specialist/Advocate
E+31-E+60	Disseminate draft report to TRMG. Provide review instructions and standard Comment Resolution Matrix (CRM) to capture TRMG input.	Advocate
E+61-E+181	TRMG comprehensive review. OPT, WG, OAG participation as required. Video Teleconference (VTC)/Teleconference primary means of conferencing,	TRMG

Engineer and Utilities T&R Process - Collective Events

	arranged by Training Specialist/Advocate as required.	
E+182-E+202	Consolidate CRMs	MCES Staff
E+203-E+263	Review/Adjudicate CRMs. Provide final decisions to TRMG.	Training Specialist/Advocate
E+264-E+314	MCTIMS data entry.	Training Specialist/MCES Staff
E+315-E+365	Final report generated; MCTIMS CG Review complete; CG TECOM approval; AMHS message released.	Training Specialist

Engineer and Utilities T&R Process - Individual Events

1. Engineer and Utilities CCRBs will be distributed across a three-year horizon. Using the standard CCRB structure described in reference (d) (Appendix G), approximately ten POIs will undergo the CCRB process per year. Formal Schools, in conjunction with the Engineer Training Specialist and the Engineer Advocate (or Occupational Field Sponsor if delegated), will determine the POIs to be reviewed during a given year.
2. The Formal School will publish an annual CCRB schedule via AMHS.
3. The Formal School will publish CCRB coordinating instructions and request attendee confirmation via AMHS message.
4. Prior to convening the CCRB, the Formal School 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 FMF input, the TRMG voting members are there to review and approve recommended changes of 1000 and/or 2000 level tasks from the SMEs. If the board does not recommend changes to the 1000/2000 level task list, the Formal School will follow normal POI submission procedures per reference (d). If task list recommendations are captured, the following process will be utilized:
 - a. The Training Specialist or designated representative will create a TRMG Record of Proceedings (ROP) and forward to the Engineer Training Specialist and Occupational Field Sponsor within five days of adjourning the CCRB. ROP must contain an enclosure delineating proposed task list changes and justification.
 - b. Training Specialist will staff the ROP through the TRMG for comments/concurrence and the advocate will adjudicate the CRM comments for content. This step will not exceed 20 days (14 day DoN TRACKER, 6 day CRM adjudication). This step may be omitted, depending on the type of change at the discretion of the PSD representative and concurrence of TRMG voting members.
 - c. Post-adjudication, necessary MCTIMS inputs will be performed by the Training Specialist or MCES staff within 5 days.
 - d. Training Specialist will verify and approve MCTIMS updates and make the tasks available to the Formal School for continued curriculum development, upon approval from CG TECOM.
 - e. The Formal School will resume normal POI submission procedures per reference (d).
6. Any internal/external supporting event 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 Training Specialist or MCES staff as required.

Engineer and Utilities TRMG Authorities Matrix

1. CG TECOM has final authority over all content outlined in NAVMC 3500.12_ Engineer and Utilities Training and Readiness Manual.
2. The voting members are identified in enclosure (1).
3. The following authorities are to be used to approve events within MCTIMS and support execution of this charter.

Authority	Required Conditions	Command
Approve NAVMC 3500.12_	N/A	CG TECOM
Approve T&R event that directs Training Command to allocate additional resources to the Formal School	N/A	CG TECOM
Approve annexes to NAVMC 3500.12_	N/A	CG TECOM
Authorize additional training resources to Formal School	An individual T&R event is approved for formal training, but requires additional resources	CG TRNGCMD
Downgrade "formal" training event in Program of Instructions	Constrained resources	CG TRNGCMD
Final adjudication on initial training setting as "formal" or "MOJT"	N/A	CG TECOM
Adjudication of draft events	Provided a complete Comment Resolution Matrix	HQMC, DC I&L (LPE)
Approval of T&R events within MCTIMS	Concurrence from TRMG voting members	Engineer Training Specialist
Veto of non-compliant training standard	Any standard not in compliant with NAVMC 1553.1 MCISD/SATE	Engineer Training Specialist
Approve MCTIMS permissions for NAVMC 3500.12_	Support of the Charter	Engineer Training Specialist
Data entry of draft events within MCTIMS	MCTIMS permissions requested and granted	MCES
Administrative changes within NACMC 3500.12_	Grammatical, references	Engineer Training Specialist