

FOR OFFICIAL USE ONLY

SENIOR ARMY COMMANDER
I CORPS, JBLM
BLDG 2025
JBLM, WA 98433
04 MAR 14

OPERATION ORDER 225-14 (JBLM Quota Matrix Validation)

This order has been directed by COL Hoff, G3 TREX.

This order has been reviewed and approved by COL Bernardoni, G3 CHOPS.

REFERENCES:

- a. I Corps Reg. 350-1, Leader Development and Training Management, 05 AUG 13.

Time Zone Used Throughout the Order: Uniform (U)

1. **SITUATION.** I Corps and the Individual Training Section (ITS) of the Directorate of Plans, Training, Mobilization, and Security (DPTMS) plans and completes the Quota Matrix for JBLM annually. The Quota Matrix is a tool created to ensure each unit is able to request the number of seats in the schools code 415 or resident troop courses they will need to meet DA training requirements.

2. **MISSION.** ITS and I Corps host Quota Matrix Working Groups to ensure an educated and accurate schools forecast for FY15 . I Corps G3 TREX and ITS publish the Master Calendar NLT 15 AUG 14.

3. **EXECUTION.**

a. **Commander's intent.** Ensure units schedule Soldiers seats for training in order to meet training requirements and improve mission readiness for all JBLM units.

b. **Purpose.** Provide adequate training to all Schools NCOs in order to capture unit course requirements. I Corps G3 TREX and ITS work hand in hand with OPS SGMs and Brigade Schools NCOs to ensure required number of seats in courses are scheduled in a time frame that best suits the units. G3 TREX prioritizes seat numbers for Brigade's (BDE) based on their operations/tasking cycles.

c. **End State.** G3 TREX and ITS validates and publishes the Quota Matrix NLT 15 AUG 14 based on unit requirements.

d. **Concept of Operations.** Quota Matrix publication is a three (3) phased operation. Mission Senior Commands (MSC) determine their training requirements for 415 resident troop schools and project them for FY15.

(1) Phase I – Quota Matrix training for all unit Schools NCOs. This phase begins with the publication of the JBLM Quota Matrix Validation OPORD. During this phase all unit Schools NCOs will prepare their C5 trackers and obtain their unit's long term training/operations plan. Unit Schools NCOs will attend the Subquota Matrix training meeting with those documents on 14 MAR 14 in Carey Theater, 1300-1500. This meeting will be hosted by G3 TREX and ITS. The goal of this meeting is to ensure all Schools NCOs are educated in the Subquota Matrix process and seat forecasting procedures.

(2) Phase II – BDE Schools NCO Quota Matrix preparation. This phase begins after BDE Schools NCOs have received all their units' seat requirements and long term training/operations plan. BDE Schools NCOs will attend the Subquota Matrix preparation meeting on 10 APR 14 in BLDG 3201 Rm 303, 1300-1500, hosted by G3 TREX and ITS. The goal of the meeting is to prepare for final Subquota Matrix validation.

FOR OFFICIAL USE ONLY

FOR OFFICIAL USE ONLY

(3) Phase III – Final Quota Matrix validation. This phase begins when all BDE Schools NCOs and OPS SGMs meet with G3 TREX and ITS on 22 MAY 14 in BLDG 3201, Rm 303. The meeting will begin at 0900 with each BDE being allotted a specified 30 minute window. BDE Schools NCOs are required to bring their Subquota Matrix spreadsheet completed and on a CD. ITS and G3 TREX can accommodate three (3) BDEs at a time.

(4) ITS will input all BDE's data into the Quota Matrix. ITS will receive BDE priorities from G3 TREX NLT 20 JUN 14. ITS will coordinate with instructors and facility managers in order to outline FY15 Master Schools Calendar. This phase ends when the Master Schools Calendar is published NLT 15 AUG 14 and updated on the ITS web site, <http://www.lewis-mcchord.army.mil/DPTMS/training/tsb/its.htm> .

e. Tasks to Units.

(1) 7 ID, 593 ESC.

(a) Unit schools personnel are invited to attend the Subquota Matrix training meeting on 14 MAR 14 in Carey Theater, 1300-1500.

(b) Send unit Schools NCOs to Quota Matrix preparation meeting on 10 APR 14 in BLDG 3201, Rm 303 from 1300-1500.

(c) Send appropriate personnel to the Final Quota Matrix validation on 22 MAY 14 in BLDG 3201, Rm 303:

- 1) 0900-0930 – 42 MP; 2-2 SBCT; 3-2 SBCT
- 2) 0930-1000 – 16 CAB; 62 MED
- 3) 1030-1100 – 17 FiB; 593 ESC; 555 ENG
- 4) 1100-1130 – 201 BfSB; 7 ID HHC; 51 SIG

f. Tasks Staff.

(1) G3 TREX.

(a) Provide representation at all Quota Matrix Working Groups.

g. Support Requests.

(1) JBHQ (DPTMS ITS).

(a) Host all Quota Matrix Working Groups.

4. SUSTAINMENT. N/A

5. COMMAND AND CONTROL.

a. Expiration. 01 OCT 14.

b. Points of Contact.

(1) The I Corps G3 TREX POC is Mr. Mike Hackworth, at (253) 477-1317 or joseph.m.hackworth.civ@mail.mil.

(2) The alternate POC is SSG Erick Shoeships at (253) 477-1311 or erick.s.sheoships.mil@mail.mil.

FOR OFFICIAL USE ONLY

FOR OFFICIAL USE ONLY

ACKNOWLEDGE:

**LANZA
LTG**

OFFICIAL:

**REED
G3**

FOR OFFICIAL USE ONLY