

Senior Army Commander  
I Corps, JBLM  
BLDG 2025, Room 8  
JBLM, WA 98433  
08 APR 15  
275-15

**OPORD 275-15 (JBLM FY16 Schools Quota Matrix Validation)**

**Proponent: COL Halverson, G3 Training.**

**Reviewed: LTC Melendez, G3 DCHOPS.**

**Approved: LTC Melendez, G3 DCHOPS.**

**REFERENCES:**

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

**Time Zone Used Throughout the Order: Tango (T)**

**1. SITUATION.** I Corps and the Individual Training Section (ITS) Directorate of Plans, Training, Mobilization, and Security (DPTMS) annually develop the schools quota matrix as a tool to ensure each unit is able to request the number of seats in resident troop courses in order to meet their METL requirements. Unit Schools NCOs attended the Subquota Matrix training meeting with ITS and G3 Schools on 18 MAR 15 to gain understanding of the Subquota and Quota Matrix process and seat forecasting procedures.

**2. MISSION.** I Corps and ITS validate Quota Matrix and publish JBLM Schools master calendar NLT 15 JUL 15 ensuring an educated and accurate schools forecast for FY16.

**3. EXECUTION.**

**a. Purpose.** Fill required number of seats in scheduled courses in a time frame that best suits the units. Prioritizes seat numbers based on operations/tasking cycles.

**b. End State.** I Corps and ITS validate and publish FY16 Quota Matrix and master calendar NLT 15 JUL 15.

**c. Concept of Operations.** Schools NCOs compile sub quota Matrices for seat input for each course into the Quota Matrix. Schools NCOs submits their seat and training time frame priorities at Quota Matrix Review on 20 MAY 15 with ITS and G3 Schools. ITS and G3 Schools validate and publish FY16 Quota Matrix and master calendar NLT 15 JUL 15. Schools NCOs, ITS and G3 Schools meet 30 days prior to the start of each quarter to validate seat allocations for the upcoming quarter.

**d. Tasks to Units.**

**(1) HHB.**

- (a)** Attend Quota Matrix review on 201100MAY 15 in BLDG 3201.

**(2) 7 ID.**

- (a)** Attend Quota Matrix review on 200900MAY15 in BLDG 3201.

**(3) 593 ESC.**

(a) Attend Quota Matrix review on 201000MAY15 in BLDG 3201.

**e. Tasks to Staff.**

**(1) G3 Training/Schools.**

(a) Attend all Quota Matrix meetings and Quarterly Seat and Prioritization Reviews.

**f. Support Requests.**

**(1) ITS.**

(a) Host Quota Matrix Meetings and Quarterly Seat and Prioritization Reviews.

(b) Coordinate with instructors and facility managers to outline FY16 Master Schools Calendar.

(c) Publish Master Schools Calendar on ITS website NLT 15 JUL 15.

**g. Coordinating Instructions.**

(1) Final Quota Matrix Validation meeting held 20 MAY 15 BLDG 3201 Room 303.

(2) Quarterly Seat Prioritization Review dates TBD.

(3) Master Schools Calendar will be updated on ITS website, <http://www.lewis-mcchord.army.mil/DPTMS/training/tsb/its.htm>

**4. SUSTAINMENT. N/A**

**5. COMMAND AND SIGNAL.**

**a. Expiration. 30 SEP 16**

**b. Points of Contact**

(1) POC: SFC David Colter, I Corps G3 Schools @ (253) 477-1318 or [david.j.colter.mil@mail.mil](mailto:david.j.colter.mil@mail.mil).

(2) POC: Melanie Wileczek, DPTMS ITS Supervisor @ (253) 477-4096 or [melanie.r.wileczek.civ@mail.mil](mailto:melanie.r.wileczek.civ@mail.mil).

**ACKNOWLEDGE:**

**LANZA  
LTG**

**OFFICIAL:**

**DAVIDSON  
G3**