

Senior Army Commander  
I Corps, JBLM  
BLDG 2025, Room 8  
JBLM, WA 98433  
03 MAR 16  
292-16

**OPORD 292-16 (JBLM FY17 Schools Quota Matrix)**

**REFERENCES:**

- a. I Corps Reg. 350-1, Leader Development and Training Management, 19 AUG 14.

**Time Zone Used Throughout the Order: Uniform (U)**

**1. SITUATION.** I Corps and the Training Support Branch (TSB) 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 attend the Subquota Matrix training meeting with TSB and G3 Schools on 26 APR 16 to gain understanding of the Subquota and Quota Matrix process and seat forecasting procedures.

**2. MISSION.** I Corps and TSB validate Quota Matrix and publish JBLM Schools master calendar NLT 01 AUG 16 ISO accurate schools forecast for FY17.

**3. EXECUTION.**

a. **Purpose.** JBLM MSCs project number of troop school slot allocations in a time frame that best suits JBLM units. I Corps G3 Training prioritizes seat numbers based on operations/tasking cycles.

b. **End State.** I Corps and TSB validate and publish FY17 Quota Matrix and master calendar NLT 01 AUG 16.

c. **Concept of Operations.** MSCs compile sub quota Matrices for seat input for each course into the Quota Matrix. MSCs submit their seat and training time frame priorities at Quota Matrix Review on 26 APR 16 with TSB and G3 Training. TSB and G3 Training validate and publish FY17 Quota Matrix and master calendar NLT 01 AUG 16. MSCs, TSB, and G3 Training meet 30 days prior to the start of each quarter to validate seat allocations for the upcoming quarter.

**d. Tasks to Units.**

(1) HHB, 7 ID, 593 ESC.

(a) See coordinating instructions.

**e. Tasks to Staff.**

(1) **G3 Training/Schools.** Attend all Quota Matrix meetings and Quarterly Seat and Prioritization Reviews.

f. **Support Requests.**

(1) **TSB.**

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

(b) Coordinate with instructors and facility managers to outline FY17 Master Schools Calendar.

(c) Publish Master Schools Calendar on TSB website NLT 01 AUG 16.

g. **Coordinating Instructions.**

(1) All schools NCOs attend the Quota Matrix Review at 1000 on 26 APR 16 in the Evergreen Theater, BLDG 3405.

(2) Final Quota Matrix Validation meeting held in MAY 16 time and location TBD.

(3) Quarterly Seat Prioritization Review dates TBD.

(4) Master Schools Calendar is updated on TSB website, <http://www.lewis-mcchord.army.mil/DPTMS/training/tsb/its.htm>

4. **SUSTAINMENT.** N/A

5. **COMMAND AND SIGNAL.**

a. **Expiration.** 30 SEP 17

b. **Points of Contact.**

(1) POC: SFC Terry Strong, I Corps G3 Training @ (253) 477-1316 or [terry.s.strong.mil@mail.mil](mailto:terry.s.strong.mil@mail.mil).

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

**ACKNOWLEDGE:**

**LANZA  
LTG**

**OFFICIAL:**

**DAVIDSON  
G3**