OPNAVINST 1500.47B
N13
2 Dec 07

OPNAV INSTRUCTION 1500.47B

From: Chief of Naval Operations

Subj: NAVY TRAINING QUOTA MANAGEMENT

Ref: (a) OPNAVINST 1500.27F
        (b) OPNAVINST 1541.4A
        (c) OPNAVINST 1510.10B

Encl: (1) Definitions
        (2) Out-Year Planning Process
        (3) Execution Year Process
        (4) Operational Parameters and Business Rules

1. Purpose. To assign responsibilities and specify procedures for managing and controlling initial and specialized skill training quotas in Navy courses and training quotas in the other Services' courses for Navy personnel.

2. Cancellation. OPNAVINST 1500.47A. This instruction has been extensively revised and should be read in its entirety.

3. Objective. The overall objective of the Navy training quota management process is to ensure the right quantity of personnel is trained and available at the right time. This instruction refines the centralized process for managing quotas. The primary goal is to provide trained Sailors to the fleet quickly, by optimizing the use of training resources, managing and controlling capacity to various student types, minimizing awaiting instruction (AI) time, and avoiding missed training opportunities.

4. Definitions. Definitions are provided in enclosure (1).

5. Scope. This instruction addresses enlisted training quota management for apprentice training, initial skills training (A-Schools), specialized skills training (C-Schools) and associated pipeline schools. Procedures for inter-service and defense training are set forth in reference (a). Procedures for shipyard technical training are set forth in reference (b).

6. <u>Background</u>. Quota management consists of the Out-Year Planning Process as described in enclosure (2) and the Execution Year Process as described in enclosure (3). These processes will be managed per the Operational Parameters and Business Rules described in enclosure (4).

7. <u>Policy</u>

    a. The Director, Production Management Office (PMO) is designated as the single quota management process owner and serves as the Quota Management Authority (QMA) for the Navy's A and C-Schools, and training quotas in the other Services' courses attended by Navy personnel. The PMO oversees and manages Quota generation and administration; monitors quota execution and evaluates quota planning efforts.

    b. In direct support of OPNAV N12, N13, and CNPC, PMO coordinates with stakeholders and modifies training requirements, plans, and quotas to ensure training opportunities are allocated in accordance with Navy priorities and in consideration of resource constraints.

    c. The following information systems have been established as the Navy's official sources of data for management of Navy-conducted training and management of Navy students attending training conducted by other services. Organizations that maintain and update system data are accountable for ensuring data quality procedures are in place. Management and data integrity are the responsibilities of the parent organization, although PMO may provide guidance to improve the overall effectiveness of quota management. Hence, any system or data modifications that may potentially impact other Navy Education and Training Strategy (NETS) systems must be adjudicated through an established governance process for coordination and review prior to implementation. These systems include:

        (1) Corporate Enterprise Training Activity Resource System (CeTARS). See reference (c).

        (2) Navy Training Quota Management System (NTQMS).

        (3) Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE).

        (4) Enlistment Assignment Information System (EAIS).

(5) Enterprise Navy Training Reservation System (eNTRS).

(6) The Army Training Requirements and Resources System (ATRRS).

(7) Air Force Oracle Training Administration (OTA).

(8) Marine Corps TECOM Integrated Management System (MCTIMS).

8. Responsibilities

a. Effective management of training quotas is dependent on the proper use of automated information. Projecting training requirements, assessing feasibility of training, matching demand with capacity, determining optimal quota allocations, reserving training seats, tracking recruits and students through training, and making assignments to the fleet requires accurate and timely information.

b. PMO. As QMA and quota management process owner, PMO will assign quotas consistent with Navy priorities to provide properly trained Sailors to meet fleet readiness requirements. PMO will provide quota management guidance to the Navy. PMO serves as the "honest broker" charged with optimizing the match among fleet training demand, training capacity, and school house production for the Navy's A and C-Schools. PMO also serves as the primary point of contact for inter-service quotas. PMO will:

(1) Oversee the out-year planning process as outlined in enclosure (2).

(2) Aggregate and present Navy-conducted A and C-School initial and specialized skills training requirements and quotas for review. This includes all U.S. Navy (USN), U.S. Navy Reserve (USNR), U.S. Navy Reserve Full-Time Support (FTS), U.S. Marine Corps (USMC), U.S. Army (USA), U.S. Air Force (USAF), U.S. Coast Guard (USCG), Department of Defense Civilian (DOD CIV), Navy Civilian (NAV CIV), and Foreign Nationals (FN).

(3) Represent the Navy at other services' requirement conferences.

(4) Submit training requirements to Training Agents (TA) who will conduct feasibility studies.

(5) Oversee the execution year process by reallocating training quotas via NTQMS and CeTARS to meet adjustments to the Student Input Plan (SIP) and Commander, Navy Recruiting Command (CNRC) accession mission.

(6) Monitor utilization of quotas by all QCAs during execution year for all student types attending all A and C-Schools. This includes all USN, USNR (FTS), USNR, USMC, USA, USAF, USCG, DOD CIV, FN and NAV CIV quotas.

(7) Provide adequate control of quotas to ensure fulfillment of the SIP within congressional authorization.

(8) Provide guidance for and oversee the management of all rating entry-level reclassification for A-Schools and provide reclassification guidance directly to classifiers.

(9) Serve as member of the NETS and CeTARS Configuration Control Boards and working groups of other IT Systems that may impact NETS systems.

c. Training Agents

(1) TAs will participate in the out-year planning process by conducting feasibility studies, identifying resource constraints, developing Program Objective Memorandum (POM) and Program Review (PR) issue papers and supporting the development of the SIP and Sponsor Program Proposals (SPP).

(2) TAs will oversee and monitor the execution year process for courses under their cognizance and coordinate changes to the SIP and/or Executable/Working Quotas with PMO.

(3) TAs will ensure accurate information is available to the Navy and maintained in CeTARS to include but not limited to course, class, NEC and QCA designation. TAs will maintain the Catalog of Navy Training Courses (CANTRAC) to ensure course information is available to planners, detailers and QCAs. TAs will ensure accurate student graduate, setback, non-graduate, and attrition data is updated in a timely manner within CeTARS.

(4) TAs will maintain quotas by class number and convening date in CeTARS as appropriate for use by QCAs. Authorized quotas assigned to TAs represent firm commitments to conduct the required training within available resources.

(5) TAs will respond to changing and emergent requirements identified by the QMA and determine the feasibility to conduct the required training. Changes and emergent requirements will be made per enclosure (3).

    d. Resource Sponsor

        (1) Assess and validate training resource requirements.

        (2) Approve the SIP.

        (3) Evaluate POM/PR issue papers for use in the POM/PR process.

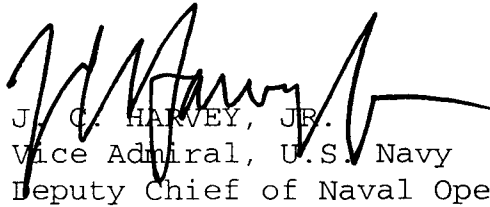   e. QCAs

        (1) Fill quotas within their purview and reserve seats at "sellable" quota levels.

        (2) Ensure accurate student reservation and assignment information is available in eNTRS.

        (3) Ensure course prerequisite requirements identified in CANTRAC are met.

        (4) Evaluate and respond to request by the QMA for redistribution of unfilled specialized skills training quotas.

        (5) Notify the QMA when factors such as shortages in Permanent Change of Station (PCS) and Temporary Duty Under Instruction (TEMDUINS) funding affect student transfers.

    f. Training Support Centers. Responsible for providing support as necessary to enable the TA to conduct required training.

9. Operational Parameters and Business Rules. Management of the out-year planning process and execution year process shall operate under the parameters and business rules prescribed in enclosure (4). As required and endorsed by leadership, PMO will provide updates or modifications to enclosure (4) to achieve the objectives of the Navy Training Quota Management process.

10. <u>Oversight and Feedback</u>. PMO will oversee and evaluate quota management business processes and the implementation of process improvements.

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DEFINITIONS

<u>Army Training Requirements and Resources System (ATRRS)</u>: The centralized authoritative source for all data and statistics that impact total Army input to training. This automated support tool establishes training requirements, determines training programs, manages class schedules, allocates class quotas, makes seat reservations, and records student attendance.

<u>Budget Year</u>: The period of time between the execution year and the POM/PR review cycle (execution year plus two years).

<u>Class A-Schools</u>: Courses that provide the basic knowledge and skills required for entry-level performance in a particular rating. Includes initial skills training, rating conversion, initial skills remedial training, and entry-level officer training.

<u>Class C-Schools</u>: Courses that provide advanced, specialized skill/aptitude/qualification required to fill a particular billet (one that requires a specific skill code and is NEC/MOS/officer designation coded). Course completion normally results in the award of a NEC/MOS/officer designation.

<u>Catalog of Navy Training Courses (CANTRAC)</u>: Contains information, such as class convening dates and course pre-requisites, on schools and courses under the purview of the Chief, Bureau of Medicine and Surgery (BUMED), the Naval Education and Training Command (NETC), and other Navy Training Agents and other service schools.

<u>Corporate Enterprise Training Activity Resource System (CeTARS)</u>: The automated information system and database utilized for the management of Navy Training. CeTARS documents the Navy Training experience, providing a true picture of achievement while supporting manpower and resource decisions, personnel distribution, class scheduling, quota management, and determining training requirements. CeTARS consolidates and incorporates NITRAS, STASS and STASS-RTM.

<u>Enlisted Assignment Information System (EAIS)</u>: The automated enlisted distribution and assignment information system. EAIS is a tool to support and facilitate the enlisted detailing process.

Enterprise Navy Training Reservation System (eNTRS): The system developed for Fleet Activities, Training Activities, QCAs, and PMO to have the capability to view requests, and assign seats in designated A, C, F, T, and D-Schools. PMO is the functional lead for eNTRS related issues.

Emergent Requirements: Any new requirement, which causes a change to a training requirement that has already been planned and set into place by the PMO. Emergent requirements are passed to the TA via PMO for a Feasibility Study.

Executable Quota: A training seat in a given fiscal year based on the approved SIP. The authorized source for executable quotas is CeTARS. These quotas provide the basis for sellable quotas.

Feasibility Study: A review of requirements by the TA, to determine if adequate capacity (including personnel, equipment, space) is available to meet projected training demands.

Foreign Nationals (FN) Training: Training for non-U.S. military personnel in Navy training courses. CNO training quota requirements for IMS training are commitments by the U.S. Government under the Security Assistance Program.

Functional Excess: Functional excess exists when executable quotas do not total up to maximum class size, i.e., class size = 8, executable quotas = 6, functional excess = 2.

Inter-service Training Review Organization (ITRO): An organization of the military services established to improve the effectiveness and efficiency of service training consistent with individual service requirements by providing policy and guidance for inter-service training.

Marine Corps TECOM Integrated Management System (MCTIMS): The Marine Corps' authorized training quota reservation system.

Navy Education and Training Strategy (NETS): An overarching strategy that integrates personnel and training information systems that perform functions related to the efficient and effective recruiting, training and distribution of Navy personnel to the Fleet. The management information systems which comprise the core of the NETS Strategy are Navy Integrated

Training Resources Administration System (NITRAS II) and Standard Training Activity Support System (STASS), encompassed by Corporate enterprise Training Activity Resource Systems (CeTARS).

Navy Enlisted Classification (NEC): A four-position alphanumeric code assigned to enlisted personnel and billets. NECs reflect a special knowledge or skill within a rating, when the rating structure alone is insufficient for manpower management purposes. The majority of NECs are earned through graduation from a course or series of courses identified as a pipeline C-School.

Navy Training Quota Management System (NTQMS): The Navy's authorized yield management system used to allocate the training classroom seat inventory for specific types of students in specific courses. NTQMS is the Navy's official source of authorized sellable quotas.

Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE): The system used by Navy Recruiting Command to manage and control accessions. PRIDE is used to classify and select recruits for specific ratings and to make recruit A-School reservations.

Planners: The representatives who are responsible for planning and maintaining quota requirements in the Navy system. They include Enlisted Community Managers (ECM), Officer Community Managers (OCM), USAF, USMC, USA, FN, NAVSEA, Merchant Marines, and DOD civilians.

Production Management Office (PMO): An office under CHNAVPERS Chief Operating Officer comprised of three divisions: Operations (formerly the Student Quota Management Office (SQMO)), Governance/Planning Integration, and Metrics/Analysis. PMO is responsible for optimal performance of the Navy Enlisted Accession Supply Chain and acts as the principal advisor to the Chief Operating Officer and Executive Agent to the Governance Board of Directors (GBOD). PMO also acts as the Navy QMA for A and C-schools and the primary point of contact for inter-service training quotas.

Quota: A space or seat in a particular course of instruction for a trainee.

Quota Control Authority (QCA): The command or organization that grants permission for a specific trainee to fill an available quota. For example, the QCA for recruit A-School seats is CNRC. The QCA for fleet A and C-Schools is Director, Enlisted Assignment Division (Navy Personnel Command (PERS-40)). Naval Education and Training Security Assistance Field Activity (NETSAFA) is QCA for IMS training. QCA for all other Schools is TSC Hampton Roads or TSC San Diego dependent upon coast.

Quota Management Authority (QMA): PMO is the quota management authority for the Navy. The PMO exercises overall quota management for the Navy's initial and specialized skills training. As QMA, PMO is responsible for allocating and reallocating quotas in Navy courses for Navy, other service, DOD civilians, and Foreign Nationals (FN).

Quota Manager (QM): A module of NTQMS that utilizes the yield management system to provide sellable quota data to CeTARS and PRIDE. QM aids QMA in managing sellable quotas ensuring adequate training seats are available. QM is used to monitor, update, balance and transfer quotas within available capacity.

Resource Sponsor: A Deputy CNO or director of a major staff or office responsible for providing resources for training requirements. With few exceptions, the Navy's single resource sponsor for manpower and training is the DCNO, Manpower Personnel Training and Education.

Sellable Quota (also known as Sellable Quantity): Represents the number of seats which can be sold by Commander, Navy Recruiting Command (CNRC) or used by BUPERS detailers to assign personnel, within certain constraints, at a particular point in time. For A-Schools, this number is initially based on the Executable/Working Quantity but is computed based on the booking history of a particular course and a reading day which is a benchmark day for a Class that has not yet convened. The sellable quota is typically more than the Executable/Working Quantity at various points in time prior to class convening to allow for Attrition and Other Loss, and should match the Executable/Working Quantity at class convening. For C-Schools, the value of sellable quotas is set to the Executable/Working Quantity value, and may not exceed that value unless the Executable/Working Quantity is changed to a lower value than the Used Quantity.

Sponsor Program Proposal (SPP): Resource Sponsor's projected funding for the Future Years Defense Plan (FYDP).

Student Input Plan (SIP): The SIP is produced annually for individual skill training courses and includes A, C, D, F, G, M and T type courses. These plans identify the actual number of school quotas available for a particular year. The quotas identified in the SIP reflect approved requirements and normally reflect manpower and training resource constraints. The resulting quotas represent the actual number of students who will be trained. Upon Resource Sponsor validation and approval, the TA loads the SIP into CeTARS.

Training Agent (TA): The office, bureau, command or headquarters exercising command of Navy's formalized training effort. These include: Naval Education and Training Command (NETC); Chief, Bureau of Medicine and Surgery (BUMED); Navy Special Operations Command (NAVSOC); Office of the Judge Advocate General (OJAG); and Navy Occupational Safety and Health Organization (NAVOSH).

Training Requirements: Need for personnel trained to a given rating, NEC, or through a specific pipeline. Training requirements are generated by customer organizations (COCOMs, Type Commanders, Enterprises, Agencies, other services, etc.). They are usually expressed in the numbers of personnel required to take training (quantity) and the knowledge and skills required to do the work assigned (quality). Also referred to as a demand signal, training requirements are formulated from a variety of sources and entered into the Training Requirements Manager (TRM) of NTQMS for Class A and C-Schools and in the SIP for all individual courses.

Training Requirements Manager (TRM): A web-based data collection system which allows planners to enter training requirements for A and C-School for the Future Year Defense Plan (FYDP). TRM is a module of NTQMS.

OUT-YEAR PLANNING PROCESS

1. <u>Out-year Student Quota Management Planning Process</u>. Navy quota management planning consists of three primary processes.

   a. Training requirements determination: Training requirements for initial skills, skills progression or advance skills training are derived by force structure levels, end strength planning and the need for personnel to perform particular job skills in the fleet. Training requirements are projected 3-7 years in advance of the actual year of training execution to allow adequate time to plan and program the necessary training resources. This process involves Enterprises, Enablers, Resource Sponsors, Training Agents, Strength Planners, Enlisted Community Managers (ECM), Officer Community Managers (OCM), Detailers, School Planners, Course Managers, and other planners. Once training requirements are determined, feasibility studies will be coordinated as follows: NETC will aggregate and coordinate with commands within their domain; PMO will coordinate with BUMED, OJAG, NAVSOC, and NAVOSH.

   b. Feasibility Studies: Conducted by NETC, BUMED, OJAG, NAVSOC, and NAVOSH, these studies determine if adequate resources including personnel, equipment, and space are available to meet projected needs. If adequate resources exist, the training requirements become the approved training plan. Training requirements that are beyond capacity are identified as constrained and are coordinated between Learning Center, Enterprise/Enabler and TA for mitigation. Where no mitigation can be found, the Learning Center develops program issue papers for adjudication by the TA and ultimately Resource Sponsor consideration during POM/PR development.

   c. Student Input Plan (SIP) Development: The product of TRM and Feasibility Study processes. TRM requirements are automatically fed into CeTARS as the "Plan" and are manually modified by Learning Centers if constraints are identified during Feasibility Studies. The output is the interim SIP, and it becomes the final SIP upon Resource Sponsor approval.

2. PMO will:

   a. Coordinate and oversee the out-year planning process.

b. Notify planners when TRM is available for submitting training requirements.

c. Review disparities and adjust when applicable.

d. Notify Resource Sponsors and TAs that the requirements have been loaded in CeTARS.

e. Ensure quotas are loaded in CeTARS. Quota loading timeline is as follows:

(1) 18 months prior to A-School execution year. PMO will ensure that at least 15 months of executable quotas are loaded at all times, to ensure CNRC can sell quotas 365 days out.

(2) 12 months prior to C-School execution year. PMO will load C-School quotas.

3. Training Agents will:

a. Review requirements and direct feasibility studies.

b. Identify constrained courses and associated costs.

c. Forward feasibility results to the Resource Sponsor and copy PMO.

d. Monitor and/or coordinate issue mitigation strategy between Centers and Enterprise/Enablers as necessary.

e. Approve POM/PR issue papers for input to Resource Sponsor

f. Develop and load class schedules. Schedule loading timeline is as follows:

(1) 19 months prior to A-School execution year. TAs will load A-School schedules. TAs are to ensure sufficient schedules are loaded to enable PMO to continually provide 15 months of executable quotas to CNRC.

(2) 13 months prior to C-School execution year. TAs will load C-School schedules.

4. Resource Sponsors will:

    a. Validate proposed training requirements.

    b. Review results of Feasibility Studies. Assess and validate POM/PR issue papers. Notify appropriate OPNAV staff, TAs, and PMO of program decisions on training issues and resources.

    c. Approve the Student Input Plan (SIP).

5. Training Requirements Planners will:

    a. Submit requirements via TRM during the designated period.

        (1) C-School requirements are the number of graduates needed to meet fleet demand. Schoolhouse non-graduate rate, both academic and non-academic, is automatically calculated, but may be overridden by the planners.

        (2) A-School requirements are the number of graduates needed to maintain rating or community health. Schoolhouse non-graduate rate, both academic and non-academic, is automatically calculated, but may be overridden by the planners.

    b. Coordinate training requirements with appropriate Enterprises/Enablers, stakeholders and appropriate Learning Centers.

TIMELINE FOR OUT-YEAR PLANNING / PROGRAM EXECUTION YEAR PROCESS

TIMELINE	ACTION	RESPONSIBLE PARTY	SAMPLE DATE
29 mos prior to YOE	Establish Initial Training Requirements via TRM	ECMs, OCMs, Other Services, Detailers	May-July xx
27 mos prior to YOE	Aggregate TRs	PMO, TAs	Jul xx
26-25 mos prior to YOE	Conduct Feasibility Studies	Training Agents	Aug-Sep xx
24 mos prior to YOE	Forward FS Results to Resource Sponsor	Training Agents	Oct xx
23 mos prior to YOE	Begin to load the SIP for all unconstrained courses	Training Agents	Nov xx
22-19 mos prior to YOE	Review results of FS and coordinate constraints	Resource Sponsor	Dec-Mar xx
22-19 mos prior to YOE	Develop and Submit Funding Issue Papers	Training Agents, Resource Sponsor	Dec-Mar xx
21 mos prior to YOE	Authorize final SIP (i.e. clear constrained courses)	Resource Sponsor	Jan xx
21 mos prior to YOE	Load Final SIP in CeTARS	Training Agents	Jan xx
21 mos prior to YOE	Develop Class Schedules A-School	Training Agents	Jan xx
19 mos prior to YOE	Load Class Schedules A-School	Training Agents	Mar xx
18 mos prior to YOE	Verify Executable Quotas in CeTARS A-School	PMO	Apr xx
18 mos prior to	Spread Quota and make Executable	PMO	Apr xx

YOE	A-School		
15 mos prior to YOE	Develop Class Schedules C-School	Training Agents	Jul xx
13 mos prior to YOE	Load Class Schedules C-School	Training Agents	Sep xx
12 mos prior to YOE	Verify Executable Quotas in CeTARS C-School	PMO	Oct xx
12 mos prior to YOE	Spread Quota and make Executable C-School	PMO	Oct xx

EXECUTION YEAR PROCESS

1. Execution Year Process. Begins when the plan is loaded into CeTARS, the SIP is approved, and the execution quotas are spread. Executing the SIP will be completed per the training capacity established in CeTARS. It is recognized that the Navy's training goals will vary during execution years. The purpose of the emergent quota management process is to update the quota allocation plan that best meets the Navy's training goals at any given time. As a result, changes to the SIP during execution years will be completed using a structured but flexible process. PMO will oversee the management of training quotas during execution years.

REQUESTS FOR EMERGENT REQUIREMENTS

1. Process. All changes to requirements shall be forwarded to PMO for processing. PMO will track the request and provide updates on a weekly basis.

   a. Request will be processed as follows:

       (1) Requirement for training quota increase due to CNO N1 leadership decision or requests from Fleet, ECM/OCM, FN, and/or other services for quotas in excess of approved SIP.

       (2) PMO reallocate available executable quotas where possible.

       (3) If no executable quotas are available, PMO queries TAs/Centers to determine additional quota availability.

       (4) TAs direct feasibility to determine ability to meet demand.

       (5) TA will forward the approval/disapproval to PMO within five (5) working days.

       (6) If approved PMO adjust the quota spread to reflect increased quotas.

OPERATIONAL PARAMETERS AND BUSINESS RULES

1. Out-Year Planning Processes

     a. PMO will solicit training requirements from Requirements Planners.

     b. PMO will oversee the out-year planning process in accordance with enclosure (2) using NTQMS as the information system tool.

     c. A-School requirements are the number of graduates needed to meet rating demands. Boot camp and schoolhouse loss rates (non-graduates both academic and non-academic) will be factored into the planning process by PMO to provide sufficient graduates.

     d. C-School requirements are the number of graduates needed to meet fleet demand. Schoolhouse loss rates (non-graduates both academic and non-academic) are applied by PMO prior to transferring the data to Resource Sponsors for approval.

     e. Requirements that deviate 20 percent from the current fiscal year minus one (CFY-1) should be justified in TRM.

     f. Training requirements will be based on historical attrition. Challenges to the attrition figures will be submitted to PMO with the appropriate A and C-School requirement.

     g. PMO will review requirements with CNO N1 strength planners to validate approved end strength estimates.

     h. PMO will establish A-School requirements with monthly spreads and link those to monthly goals in the accession plan in coordination with CNO N1 accession and strength planners.

     i. Training Agents (TA) will review requirements and conduct feasibility studies.

     j. PMO will verify that schedules are loaded in CeTARS and ensure quotas are executable as follows:

(1) 18 months prior to A-School start dates. PMO will ensure that at least 15 months of executable quotas are loaded at all times, to ensure CNRC can sell quotas 365 days out.

(2) 12 months prior to C-School start dates

2. Execution Year Processes

a. PMO will manage execution year quotas per the capacity constraints identified by TAs and Resource Sponsors as established in the approved SIP.

b. CNRC goals will be based on ship-day sellable quotas. These ship-day sellable quotas will be provided to CNRC in the Enlisted Recruiting Goals and Policies Letter - the FY Accession Plan.

c. CNRC will fill ship-day sellable quotas as specified in the Enlisted Recruiting Goals and Policies Letter - the FY Accession Plan.

d. PMO will provide monthly reclassification guidance via electronic correspondence.

e. Ship-day sellable and sellable quotas for A-Schools will be generated by NTQMS.

f. When recruiting goals are not met by CNRC, training requirements may be shifted into the future. Any adjustment to the planning numbers (e.g. rolling them right) shall be coordinated with the individual learning centers with the TAs informed. When training requirements increase or decrease for other reasons, TAs will be notified by PMO. TAs will review changes and add classes when possible.

g. When there are no quotas available for a particular A-School or when only a communication line between NTQMS and PRIDE exist and no actual quotas appear for CNRC to sell, forced booking by CNRC for an A-School seat in PRIDE will only be initiated with approval of PMO. Prior to PMO approval, CNRC is authorized to use PRIDE's force program for split cycle and gender type issues.

h.   PMO may reallocate quotas from one Student Category (SCAT) to another and/or from one gender to another without prior approval of the TAs.

i.   PMO will notify the TA of training requirements that exceed the planned requirements, i.e., emergent requirements in excess of the approved SIP.

j.   Unused quotas are made available by QCAs 30 days prior to class convening date to allow use of the quotas by all activities.

k.   PMO will be responsible for the operation of NTQMS and recommend changes to mathematical algorithms when necessary.

l.   TAs will notify PMO, detailers, and ECMs/OCMs via e-mail prior to class cancellations, courses deactivation and course planned activations.

m.   Introduction of a new accession program or rating: Upon notification that a new accession program or rating has been approved, PMO will gather and provide the following to the TA, CNRC PRIDE programmers, and other programmers as required:

   (1) Training Agent/NETPDTC.

      (a) Accession Program, APGM.

      (b) RATING.

      (c) CDP.

      (d) CIN.

      (e) Monthly Executable Quota spread.

      (f) Service Category.

      (g) Student Source Code, SSRC.

      (h) Person Service Status, PPS (Enlisted Officer)

   (2) CNRC PRIDE Programmers.

      (a) Accession Program, APGM.

Enclosure (4)

(b) Rating.

(c) Program/Rating Qualifications.

(d) Class Parameters

n.   Upon notification that an accession program or rating cancellation has been approved, PMO will notify CNRC and the TA and provide disposition of existing quotas. This also applies when a single program is being discontinued for a given rating with multiple accession programs.

SUMMARY OF CHANGES
OPNAVINST 1500.47B

This instruction has been revised throughout and should be read in its entirety. Renamed commands and reflected changes in roles and responsibilities due to organizational changes. Enhanced the definitions and roles under the responsibilities and actions section. Below is a brief summary of changes throughout the instruction.

Heading/ Paragraph	Brief Summary of Changes
Subject	No Change
References	Removed OPNAVINSTs 1500.56A, 1500.44A. Updated OPNAVINST 1500.27F. Added OPNAVINST 1510.10B.
Enclosures	Deleted enclosure (5) – Quota Management Office Organization
Purpose	Specified that quotas are for initial and specialized skills training
Objectives	Emphasized the primary goals are to get trained Sailors to the fleet quickly, optimizing the use of training resources by matching and controlling capacity.
Policy	Named Director, Production Management Office (PMO) as the single quota management process owner. OPNAV N13 formerly designated such process roles. Listed the information systems to be utilized in managing student quotas.
Responsibilities	Described below:
PMO	Added PMO as Quota Management Authority (QMA) and process owner.
Training Agents (TA)	Provided clarity to TA responsibilities.
Resource Sponsors	Provided clarity to Resource Sponsor responsibilities.
Quota Control Authority (QCA)	Added requirement to respond to requests from QAA for redistribution of unfilled specialized skills training quotas.
Oversight and Feedback	Added PMO as process owner.