



UNITED STATE MARINE CORPS  
TRAINING COMMAND  
3300 RUSSELL ROAD  
QUANTICO, VIRGINIA 22134-5001

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2 Jul 03

COMMANDING GENERAL'S POLICY LETTER 3-03

From: Commanding General, Training Command  
To: Distribution List

Subj: SITUATIONAL REPORTS EXECUTIVE INFORMATION SYSTEM (SREIS)  
GUIDANCE

1. Commander's Intent. As the majority of you are located outside of Quantico, my ability to speak with you and hear your concerns on a regular basis is severely curtailed. In an effort to mitigate this I instituted the SREIS to serve as an electronic "open door" for your use to maintain the lines of communications and keep me informed on significant issues and concerns.

2. Background. After reviewing the last seven months of input, it is time to calibrate how SREIS is being used, with particular attention on the Commander's Assessment block. Below is guidance provided in order to assist you in framing how you choose to elevate issues for my consideration.

3. Guidance

- a. Positive and noteworthy events.
- b. Concerns raised to the staff and their status. Highlight the ones that have come to an impasse, or on which you disagree with the response provided.
- c. Issues affecting your relationship with the service/base at which you are a tenant to include any ITRO items.
- d. Follow-ups on large projects such as center of excellence initiatives.
- e. Significant time awaiting training issues (large #'s of students or inordinate delays).

4. Coordinating Instructions

a. In addition to identifying the problem, I also wish to know what actions you have taken to address the situation. Provide such items in the following format:

(1) Issue: Brief description identifying the nature of the problem and any background information that you deem is relevant.

(2) Actions Taken: What actions you have taken to resolve the situation and what individuals/organizations you have contacted.

b. While I will read all the commander comments, I do not review the staff assessment block of SREIS. The Chief of Staff and the Executive

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Assistant are responsible for reviewing these comments and ensuring appropriate follow-on actions. This allows your staff to raise routine concerns to my staff for adjudication. Issues that remain unresolved from the Top Issues block are candidates for the Commanders Assessment block if timely and appropriate resolution does not appear forthcoming. It is up to you to decide when that should occur.

c. Upon receipt of your comments, the G-3 will consolidate all input, ensure addition of any clarifying statements, and submit to me via Chief of Staff/Executive Assistant.

d. If the urgency of an issue precludes waiting until the submission of the SREIS, then you are encouraged to employ routine staff and command channels to address issues that require timely resolution.

- (1) CO's/XO's - Call TECOM C/S or TRNGCOM for advice or heartburn issues.
- (2) DET CDR's - Call Director, ITRO for advice or heartburn issues.
- (3) Staff Members - Call directly to TECOM Staff member who has cognizance over the function. Cross-functional items to Schools LNO Section of G-3.

e. None of this is intended to cut out/preclude direct contact between CO's/Det CDRs and CG TRNGCOM. It is simply a way to take care of routine business/issues that do not or should not require General Officer attention.

5. Command and Control. My points of contact for these issues are Col R. W. Strahan, Chief of Staff, at DSN 278-3730, and Mr. R. Woods, Training Command Executive Assistant, at DSN 278-0020.

  
GEORGE T. FLYNN

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