From: Director  
To: Total Force  

Subj: NEW TRAINING SUPPORT REQUEST (TSR) PROCESS FOR LANGUAGE, REGIONAL EXPERTISE, AND CULTURE (LREC) TRAINING AND OPERATIONAL SUPPORT SERVICES  

Ref: (a) MARADMIN 227/20 – DIVESTMENT OF CENTER FOR ADVANCED OPERATIONAL CULTURE LEARNING AND ESTABLISHMENT OF THE MARINE CORPS UNIVERSITY CENTER FOR REGIONAL AND SECURITY STUDIES  

Encl: (1) LREC TSR Process Flowchart  
(2) Procurement Request (PR) Submission Instructions for the LREC IDIQ Contract  

1. Per Reference (a), the CRSS will coordinating all LREC services after July 1, 2020. All LREC services executed after April 26, 2020 will be unit funded, regardless of the TSR submission date and will follow the new process described here and in Enclosure (1):  

2. Units will determine the individual LREC capabilities and levels of proficiency required to execute their mission and meet HHQ and theater entry requirements. As required, seek assistance from CAOCL representative, local TECOM Training Support Center (TSC), or CRSS.  

3. If contracted support is desired, download the current TSR from CAOCL/CRSS training webpage, electronically sign, and submit it NLT T-45 days (T = the first day of the month of training, e.g. NLT 15 April for training during June). 90-120 days of lead team is recommended for Operational Culture and Language Experts (OCLEs) and Expeditionary Culture and Language Experts (ECLEs, commonly referred to as Cultural Advisors (CULAD)). CAOCL/CRSS will respond to the unit with a cost estimate.  

4. To purchase contract support, units will submit PR IAW Enclosure (2) NLT T-35 days and provide CAOCL/CRSS an updated TSR (if details changed from the previous TSR). NLT T-30, CAOCL/CRSS submits an associated task order for contracting and notifies units when it is awarded. Units not purchasing support will notify CAOCL/CRSS to cancel their TSR(s). Alternate LREC sourcing solutions include but are not limited to: computer-based instruction, resident courses, VTC, conference calls, and unit-led instruction via Service-approved materials.  

5. For questions concerning this matter, contact CRSS_Training@usmcu.edu or Training Officer, Major Christopher A. Morton at 703-432-1075 or christopher.morton@usmcu.edu.

G. M. DALLAS
This is the TSR process for all LREC training and operational support services procured with a support start date after April 26, 2020 (unless previously awarded on a task order), regardless of when the TSR is submitted.

Unit or individual requires LREC training or operational support

Access to Training Support Center?

Yes

Unit contacts TSC for assistance with determining LREC training requirements and best methods/resources for LREC training objectives.

Unit downloads TSR form from CAOCL/CRSS website (https://www.usmcu.edu/caocl/training/)*

T-45

Unit submits TSR to organizational inbox using "submit" button on PDF, or directly to the above POC.

CAOCL/CRSS representative response to unit with a cost estimate for desired training

Unit wants to procure services as quoted?**

Yes

CRSS generates associated task order and submits it to Quantico contracting

T-30

Task Order Awarded

CRSS notifies unit via email when pertinent Task Order is

CRSS notifies unit of TSR cancellation as soon as possible

**NOTE: As with any operational requirement, if unit funding is insufficient to get the desired support, request additional funding support from HHQ.

No

Unit determines if funds are available?**

Yes

CRSS representative responds to unit with a revised cost estimate

Unit submits updated TSR to CRSS

Yes

Unit notifies CAOCL/CRSS of TSR cancellation as soon as possible

No

Unit desires to modify request?

No

NLT T-35

CRSS notifies unit via email when pertinent Task Order is

***NOTE: Each task order has a specific period of performance (POP). If required, schedule changes are feasible within the POP, but not outside of it. CRSS will default to 1 week prior and 2 weeks after scheduled events

Yes

Execute Training

Unit pursues alternate sourcing solutions with TSC