



**DEPARTMENT OF THE NAVY**  
HEADQUARTERS UNITED STATES MARINE CORPS  
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MARINE CORPS BULLETIN 1500

From: Commandant of the Marine Corps  
To: Distribution List

Subj: ANNUAL TRAINING AND EDUCATION REQUIREMENTS

Ref: See enclosure (1)

Encl: (1) References  
(2) Annual Training and Education Requirements for Marines

1. Situation. To publish a comprehensive listing of required training and education events contained in references (a) through (ar), to create efficiencies in training and optimize time available to unit commanders to conduct Mission Essential Task List (METL)-based training.

2. Cancellation. MCBul 1500 ADMIN CH dtd 15 Jul 2015.

3. Mission. Overall force readiness is important. Training involving certain subject matter contained in references (a) through (ar) is required; either by law, by the Department of Defense (DoD), the Department of the Navy (DON), or by the Commandant of the Marine Corps (CMC) through Headquarters Marine Corps (HQMC). These training and education events are required for members of the service, regardless of Military Occupational Specialty (MOS) or rank/grade or Component, unless otherwise exempted or waived.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Enclosure (2) lists the minimum training requirements, the authoritative directive for the required training, and the frequency for completion of the requirements both for Active and Reserve Component Marines. Commanders may direct additional training, as required.

(b) In cases where the frequency of training specified in this Bulletin differs from the frequency specified in other authoritative directives, the information in this Bulletin takes precedence.

(2) Concept of Operations

(a) Commanders are in the best position to determine the method for training and educating their Marines. MarineNet and other tools are intended to assist commanders in training, but are not required unless specified. Annual Cyber Awareness/Personally Identifiable Information (PII)

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and Combating Trafficking in Persons (CTIP) courses are the only training requirements, which must be conducted using MarineNet.

(b) Within eight months of this Bulletin, recommended additions or deletions to this Bulletin must be submitted to Commanding General, Training and Education Command (CG TECOM) (C 466). CG TECOM will consolidate and staff all inputs and make recommendations to Deputy Commandant, Combat Development and Integration (DC CD&I). CD&I will adjudicate and approve additions/deletions and will publish the MCBul 1500 annually.

b. Subordinate Element Missions

(1) DC CD&I

(a) As advocate for training and education (T&E), adjudicate additions, deletions, or modifications to recurring T&E for Marines via the Director, Administration and Resource Management Division (ARDiv) within ten months of this Bulletin.

(b) Publish MCBul 1500 annually.

(2) Deputy Commandants and Heads of Headquarters Staff Agencies

(a) Within nine months of this Bulletin, revise directives that address recurring training, in order to conform to those training frequencies specified within this Bulletin. Forward suggested changes to ARDiv in order to ensure changes are published within one year of this Bulletin.

(b) Request approval from Commanding General, Marine Corps Combat Development Command (CG MCCDC) before increasing any recurring training requirements, which would affect all Marines. Coordinate these requests through CG, TECOM (C 466).

(c) Engage with the applicable DoD or DON offices and request they revalidate their annual training requirements for active and reserve component Marines.

(d) Continue to review required training with purpose of consolidating or reducing 'All-Hands'-type requirements.

(3) Marine Force, Marine Expeditionary Force, and Unit Commanders

(a) Use this Bulletin to aid in the development of annual short-, mid-, and long-range training plans. This Bulletin lists the minimum annual training requirements for all Marines. Commanders may direct additional training as required.

(b) Develop and execute training to ensure the readiness of your command. In many cases, small unit discussions or case studies may be the preferred method of instruction.

(c) Ensure that all reports, qualifications, statistical data, waivers, and required information are submitted per the guidance listed in the authoritative directive for each requirement.

(4) CG TECOM (C 466)

(a) As proponent for T&E, act as custodian for this Bulletin.

(b) Within six months of this Bulletin, review the recurring training requirements with the operating forces and HQMC offices NLT than 30 June 2016 to determine if changes are required.

(c) Within nine months of this Bulletin, staff the draft Bulletin with recommended changes to HQMC for validation and concurrence.

(d) Within ten months of this Bulletin, consolidate inputs and submit the draft Bulletin with recommendations to DC CD&I.

5. Administration and Logistics

a. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities will be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII will be in accordance with the Privacy Act of 1974, as amended (reference (ap) and implemented per reference (aq)).

b. Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (ar) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

c. Cancellation Contingency. This Bulletin will expire one year after date of publication or upon publication of an update to this Bulletin, whichever comes first.

6. Command and Signal

a. Command. This Bulletin is applicable to the Marine Corps Total Force. Modifications for Reserve Component Marines apply to Selected Marine Corps Reserve (SMCR) Marines in a drilling status or on active duty orders for less than 275 days. Active Reserve and SMCR Marines on orders for 275 days or greater will adhere to Active Component requirements.

b. Signal. This Bulletin is effective the date signed.

  
R. S. WALSH  
Deputy Commandant for  
Combat, Development and Integration

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References

- (a) 5 CFR 930.301
- (b) 32 CFR 85.6
- (c) DoD Directive 1322.18, "Military Training," January 13, 2009
- (d) DoD Instruction 1322.31, "Common Military Training (CMT)," February 26, 2015
- (e) DoD Directive 5240.06 CH 1, "Counterintelligence Awareness and Reporting (CIAR)," May 30, 2013
- (f) DoD Instruction 2200.01, "Combating Trafficking in Persons (CTIP)," April 21, 2015
- (g) DoD Instruction 6495.02 CH 2, "Sexual Assault Prevention and Response (SAPR) Program Procedures," July 7, 2015
- (h) DoD Directive 5205.02E, "DoD Operations Security (OPSEC) Program," June 20, 2012
- (i) DoD Instruction 6055.1, "DoD Safety and Occupational Health (SOH) Program," October 14, 2014
- (j) DoD Directive 1350.2 CH 2, "Department of Defense Military Equal Opportunity (MEO) Program," June 8, 2015
- (k) DoD Instruction 2000.12 CH 1, "DoD Antiterrorism (AT) Program," September 9, 2013
- (l) DoD 8570.01-M CH 4, "Information Assurance Workforce Improvement Program," November 10, 2015
- (m) DoD Instruction 1438.06, "DoD Workplace Violence Prevention and Response Policy," January 16, 2014
- (n) DoD Directive 6490.14 CH 1, "Defense Suicide Prevention Program," April 1, 2016
- (o) DoD Instruction 1010.04, "Problematic Substance use by DoD Personnel," February 20, 2014
- (p) DoD Instruction 5015.2, "DoD Records Management Program," February 24, 2015
- (q) DoD Instruction 2200.01, "Combating Trafficking in Persons (CTIP)," April 21, 2015
- (r) DoD 5400.11-R, "Department of Defense Privacy Program," May 14, 2007
- (s) SECNAVINST 1610.2A
- (t) SECNAVINST 5239.3C
- (u) SECNAVINST 5350.16A
- (v) OPNAVINST 5300.11
- (w) MCO 1500.52D
- (x) MCO 1700.28B
- (y) MCO 1700.29
- (z) MCO 1720.2
- (aa) MCO 1752.5B
- (ab) MCO 1754.11
- (ac) MCO 3070.2A
- (ad) MCO 3400.3G
- (ae) MCO 3574.2L
- (af) MCO 3500.27C
- (ag) MCO P5354.1D W/CH 1
- (ah) MCO 6100.13 W/CH 2
- (ai) MCO 3302.1E
- (aj) MCO 5210.11F
- (ak) MCO 5239.2B
- (al) MCO 5300.17
- (am) MCO 5580.3
- (an) MARADMIN 234/13

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(ao) MARADMIN 288/13  
(ap) 5 U.S.C 552a  
(aq) SECNAVINST 5211.5E  
(ar) SECNAV M-5210.1

Annual Training and Education Requirements for Marines

Annual Training Requirement	Mandate Authority	Order	Qualification Requalification	Waiver	Delivery Method	Training per Fiscal Year (FY)/ Calendar Year (CY)
Marine Corps Water Survival Training (MCWST)	USMC	MCO 1500.52D, Marine Corps Water Survival Training (MCWST), dtd 10 Nov 10	Page 1-2, paragraph 8	Page 8-1, paragraph 2	Unit Training <sup>1</sup>	WS-B valid for 2 years; WS-I and WS-A valid for 3 years
Chemical, Biological, Radiological and Nuclear Defense Training Requirements	USMC	MCO 3400.3G, Chemical, Biological, Radiological and Nuclear Defense Training Requirements dtd 07 Dec 11	Individual Training: Page 3, paragraph (8)(c); Exemptions: Page 4, paragraph 8.e	Page 4, paragraph 8.d	Unit Training <sup>1</sup>	Active Component individual training: Every 2 FYs and within 6 months prior to deployment. Reserve Component: Within 6 months prior to deployment.
Marine Corps Combat Marksmanship - Pistol	USMC	MCO 3574.2L, Marine Corps Combat Marksmanship Programs, dtd 04 Sep 14		Page 8-3, paragraph 5	Unit Training <sup>1</sup>	Active Component: FY Reserve Component: Within 6 months prior to deployment. Marines selected to SSgt will conduct initial qualification w/in 2 years of promotion.
Marine Corps Combat Marksmanship – Rifle	USMC	MCO 3574.2L, Marine Corps Combat Marksmanship Programs, dtd 04 Sep 14		Page 6-10, paragraph 14	Unit Training <sup>1</sup>	FY
Sexual Assault Prevention and Response (SAPR)	DoD DoDI 6495.02	MCO 1752.5B, Sexual Assault Prevention and Response Program, dtd 01 Mar 13 (SAPR) MARADMIN 234/13	Page 3-7, paragraph 6.a. and 6.b. and page 8-1 paragraph 3	No waivers or exemptions	Unit Training <sup>1</sup>	FY

Annual Training Requirement	Mandate Authority	Order	Qualification Requalification	Waiver	Delivery Method	Training per Fiscal Year (FY)/ Calendar Year (CY)
Annual Cyber Awareness/ PII Training	5 CFR 930.301 DoD DoD 8570.01-M DoD 5400.11-R DON SECNAV 5239.3C	MCO 5239.2B MARADMIN 288/13	MCO 5239.2B Paragraph 4.a.(3)(n)5 MARADMIN 288/13 Paragraph 4.A	No waivers or exemptions	MarineNet <sup>2</sup> CYBERM0000	FY
Marine Corps Records Management Course: Every Marine's Responsibility	DoD DoDI 5015.02 DON SECNAV M-5210.1	MCO 5210.11F, Marine Corps Records Management Program, dtd 07 Apr 2015	Paragraph 4.c.(3)(d)	No waivers or exemptions	Unit Training <sup>1</sup> or MarineNet <sup>2</sup> M01RMT0700	FY
Combating Trafficking in Persons (CTIP)	DoD DoDI 2200.01 DON OPNAVINST 5300.11	DoD DoDI 2200.01 DON OPNAVINST 5300.11	DoDI 2200.01, page 10, paragraph 9	No waivers or exemptions	MarineNet <sup>2</sup> is required DD01AO0000	FY
Hazing	DON SECNAVINST 1610.2A	MCO 1700.28B, Hazing, dtd 20 May 13	Page 2, paragraph 4.b	No waivers or exemptions	Unit Training <sup>1</sup>	CY – Refresher training
The Marine Corps Operations Security (OPSEC) Program	DoD DoDD 5205.02E	MCO 3070.2A, The Marine Corps OPSEC Program, dtd 02 Jul 13	Paragraph 4c(3)(g) and Table 1 (pg 14)	No waivers or exemptions	Unit Training <sup>1</sup> Or MarineNet <sup>2</sup> OPSECUS001	CY – Refresher training
Risk Management (RM)	DoD DoDI 6055.01	MCO 3500.27C, Marine Corps Risk Management (RM), dtd 26 Nov 14	Page 3, paragraph 4.b.(3)(e)	No waivers or exemptions	Unit Training <sup>1</sup> or MarineNet <sup>2</sup> MARMGMT001	Every 2 CY
Marine Corps Equal Opportunity (EO) and Sexual Harrassment	DoD DoDD 1350.2 DON SECNAVINST 5350.16A	MCO P5354.1D W/CH 1, Marine Corps Equal Opportunity (EO) Manual, dtd 14 Apr 03	Page 4-3, Paragraph 4001.2	No waivers or exemptions	Unit Training <sup>1</sup>	CY

Annual Training Requirement	Mandate Authority	Order	Qualification Requalification	Waiver	Delivery Method	Training per Fiscal Year (FY)/ Calendar Year (CY)
Marine Corps Physical Fitness Program - PFT	USMC	MCO 6100.13 W/CH 1, Marine Corps Physical Fitness Program, dtd 01 Aug 08	End (1), page 2-1, paragraph 2.a	End (1), page 1-12, paragraph 7.b	Unit Training <sup>1</sup>	CY
Marine Corps Physical Fitness Program - CFT	USMC	MCO 6100.13 W/CH 1, Marine Corps Physical Fitness Program, dtd 01 Aug 08	End (1), page 301, paragraph 2.a	End (1), page 1-12, paragraph 7.b	Unit Training <sup>1</sup>	CY
Level I AT Awareness Training/ Counter Intelligence Awareness and Reporting	DoD DoDI 2000.12 DoDD 5240.06	MCO 3302.1E, Marine Corps Antiterrorism (AT) Program, dtd 8 Mar 2009	Page 10, Paragraph 7.a	No waivers or exemptions	Unit Training <sup>1</sup> Or MarineNet <sup>2</sup> JATLV10000	CY
Violence Prevention Awareness Training	DoD DoDI 1438.06	MCO 5580.3, Violence Prevention Program, dtd 01 Dec 2012	Paragraph 3.b(8) and Appendix D	No waivers or exemptions	Unit Training <sup>1</sup> or MarineNet <sup>2</sup> ILEVPPA01A	CY
Tobacco Cessation (Semper Fit)	DoD 32 CFR 85.6	MCO 1700.29, Marine Corps Semper Fit Program Manual, dtd 08 Jan 13	Page 6, paragraph 4.b.(9)(c)	Page 1-4, paragraph 12	Unit Training <sup>1</sup> or MarineNet <sup>2</sup> SFTOBCESSO	CY Note 3
Unit Marine Awareness and Prevention Integrated Training	DoD Multiple DoDD and DoDI; DoDD 6490.14 DoDI 1010.04	MCO 5300.17, Marine Corps Substance Abuse Program, dtd 11 Apr 2011; MCO 1754.11, Marine Corps Family Advocacy, dtd 26 Mar 2012; MCO 1720.2 Marine Corps Suicide Prevention Program, dtd 10 Apr 2012	MCO 5300.17, Page 2-1, paragraph 1.c; MCO 1754.11, paragraph 3.b.(7)(h); MCO 1720.2, paragraph 2.b.(13)(c)	No waivers or exemptions	Unit Training <sup>1</sup>	CY Note 4

**NOTE 1:** Unit Training is conducted by the parent unit or a support unit. There are varying requirements for instructors and mediums of training. Original orders should be consulted when developing unit training.

**NOTE 2:** MarineNet is a USMC web based distance learning system with computer-based courses. MarineNet can be accessed at the following link: <https://www.marinenet.usmc.mil/>.

**NOTE 3:** Tobacco Cessation is the only required Semper Fit courses. Commanders may also choose to train using additional Semper Fit courses based on the needs of their units. This Bulletin supersedes reference (y), which requires two additional Semper Fit courses.

**NOTE 4:** As of 1 Jan 2015, Unit Marine Awareness and Prevention Integrated Training (UMAPIT) integrates and replaces the previous stand-alone training on Child Abuse and Domestic Violence, Combat Operational Stress Control, Substance Abuse, Suicide Prevention, and Family Advocacy into one package. Information on the objectives and recommendations on presenting UMAPIT is available for download from [www.thegearlocker.org](http://www.thegearlocker.org), Behavioral Health website.