



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO 1550.26
C 465 DM
17 Aug 95

MARINE CORPS ORDER 1550.26

From: Commandant of the Marine Corps
To: Distribution List

Subj: POLICIES AND PROCEDURES GOVERNING MARINE CORPS INSTITUTE
(MCI) TRAINING AND EDUCATION PRODUCT DEVELOPMENT

1. Purpose. To delineate command relationships between CG MCCDC and Director, MCI.

2. Background

a. The MCI was established by Major General John A. Lejeune at Marine Barracks, Quantico, Virginia in February 1920. Although the MCI was relocated to Washington, DC in November 1920, CG MCCDC is tasked to maintain operational control and technical direction over MCI and to oversee the coordination of MCI with external agencies.

b. MCI Company, the organizational unit to which the Marines and civilians of MCI are administratively joined, is a subordinate unit of Marine Barracks, Washington, DC. The Commanding Officer of Marine Barracks, Washington, DC is the Director of MCI and the Company is commanded by the Deputy Director, MCI.

c. The Systems Approach to Training (SAT) establishes the process for developing and evaluating MCI training and education products.

d. This Order establishes functional relationships between the MCI and MCCDC for developing, preparing, administering, and publishing MCI course material.

3. Mission

a. The MCI develops, publishes, distributes, and administers Distance Training and Education courses and job aids. The

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

17 Aug 95

purpose of these products is to enhance skills and knowledge and to satisfy other training and education requirements as identified by CG MCCDC.

b. As a collateral responsibility, MCI Company supports the ceremonial missions of Marine Barracks, Washington, DC.

c. The SAT establishes the methodology for training and education in the Marine Corps. The systematic development and evaluation of MCI training and education products is a multi-step process. The process is conducted by MCI consistent with the SAT. CG MCCDC conducts periodic evaluation of training and education programs and products through the SAT Evaluation Phase to determine instructional program efficiency and effectiveness.

4. Policy

a. All products developed, published, and administered by MCI must support a valid training and education requirement as identified by CG MCCDC (C 46).

b. All requests for new MCI products will be approved by CG MCCDC (C 46).

5. Action

a. CG MCCDC

(1) Ensure MCI training and education requirements and products are identified, developed, and validated through the Combat Development Process and the SAT.

(2) Coordinate product development priorities between the Training and Education Division, the Marine Corps University (MCU), and the Fleet Marine Force by establishing a focal point for the receipt, evaluation, staffing, and tasking of MCI training development products.

(3) Coordinate MCI participation in all Training and Education Subject Matter Expert Conferences and Professional Military Education (PME) Course Content review boards.

(4) Grant the Director, MCI, "By direction" authority for CG MCCDC for the express purpose of communicating with operating forces and training institutions on matters relating to training and education requirements.

(5) Ensure MCI is an active participant in all stages of the Standards Development Process.

b. Director, MCI

(1) Ensure all operations, plans, and policies for the preparation, publication, and administration of MCI products are staffed and coordinated with CG MCCDC (C 46).

(2) Serve as the Executive Agent for CG MCCDC for the preparation, publication, and administration of MCI products.

(3) Ensure all MCI training products conform to Marine Corps training standards and policies.

(4) Coordinate the development of all nonresident PME programs with the President, MCU.

(5) Exercise CG MCCDC "By direction" authority for the purpose of communicating with the operating forces and training institutions on matters relating to training and education requirements. Provide information copies of all communications to CG MCCDC (C 46).

c. Commanding Generals of Marine Forces Atlantic/Pacific and Supporting Establishment Commands; and Commanders of Separate Organizations not Commanded by a General Officer

(1) Submit all requests, with justification, for new MCI products (occupational specialty courses, nonresident PME materials, and job aids) to CG MCCDC (C 46) for review, prioritization and entry into the Combat Development Process.

(2) Submit recommendations concerning the improvement of existing MCI products to the Director, Marine Corps Institute, Arlington, VA 22222-0001 via the appropriate chain of command.

MCO 1550.26

17 Aug 95

6. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

Paul K. Van Ripper

PAUL K. VAN RIPER
By direction

DISTRIBUTION: PCN 10201901000

Copy to: 7000110 (55)
8145005 (2)