



DEPARTMENT OF THE NAVY
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MARINE CORPS ORDER 1553.2C

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS FORMAL SCHOOL MANAGEMENT POLICY

Ref: (a) MCO 1553.1B
(b) NAVMC 1553.2
(c) NAVMC 1553.1
(d) MCO 1553.4B
(e) TECOMO 5041.1
(f) MCO P3500.72A
(g) NAVMC 3500.14C
(h) MCO 1200.18
(i) MCO 1553.10
(j) MCO 1580.7E
(k) MCO 5100.29B
(l) MCO 3500.27C
(m) NAVMC 5100.8
(n) DoD Instruction 6055.01
(o) Secretary of Defense Memorandum, Sensitive Screening in Support of Sexual Assault Prevention and Response (SAPR), 17 Apr 2014
(p) Public Law 113-291, Section 524
(q) Public Law 103-160
(r) Public Law 113-66
(s) CJCSI 1800.01D
(t) CJCSI 1805.01A
(u) CJCSI 3500.01H
(v) CJCSN 3500.01
(w) SECNAV M-5210.1
(x) SECNAVINST 5211.5E
(y) 5 U.S.C 552a

1. Situation. Provide management policies and procedures for the establishment and operations of Marine Corps Formal Schools and Training Detachments.

2. Cancellation. MCO 1553.2B

3. Mission. All Marine Corps formal learning venues including those outside the Training and Education Command (TECOM) chain of command will adhere to the guidance contained in this directive to ensure standardization of practice and commonality of documentation. Per reference (a), formal schools are defined as an institution that develops and/or presents programs of instruction (POI) or curricula approved by the appropriate general/flag officer to meet a specified training and education requirement. Reference (b) will be reviewed annually and published, as required, in lieu of revising this Order to promulgate the requirements and establish procedures to implement the policy.

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4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The standards and procedures set forth in the references (a) through (y) apply to commanding officers (CO)/officers in charge (OIC)/directors (DIR) and all personnel assigned to Marine Corps Formal Schools. Formal school COs/OICs/DIRs will ensure that all POI/curricula are developed based on the guidance contained in this Order and references (b) thru (d). Formal schools shall be administered to ensure continuity of service level processes and satisfaction of identified learning requirements.

(2) Concept of Operations

(a) Under the authority vested in the Commandant of the Marine Corps (CMC), the Commanding General, Marine Corps Combat Development Command (CG MCCDC), advises and guides Marine Corps commanders of the operating force (OPFOR), bases, and stations in all matters related to Marine Corps training and education. Such matters include, but are not limited to, development of individual and collective training events and outcomes, oversight of unit-level and formal school management procedures, and advocacy for worldwide Marine Corps training and education support resources.

(b) Per reference (a), CG TECOM is the proponent charged with the development, coordination, resourcing, execution, and evaluation of training and education concepts, policies, plans, and programs to ensure Marines and Sailors are prepared to meet the challenges of present and future operational environments. This mission is essential for the perpetual development of cost-effective, realistic, safe, modern, professional, mission-oriented training and education conducted within the supporting establishment and by the OPFOR, which allows the ability to streamline the integration of doctrine, innovative technologies, and new warfighting ideas into the Marine Corps training and education continuum.

(c) Inspector General of the Marine Corps evaluates the effectiveness in the implementation of the procedures outlined in references (c) and (e) during inspections utilizing the functional area checklist 400.

b. Subordinate Element Missions

(1) Marine Corps Forces Commanders, Deputy Commandants

(a) Schools under your cognizance are required to abide by the guidance in this directive and the references.

(b) Report any issues concerning training or education to CG, TECOM for resolution.

(c) Provide input on training and education affecting sponsored occupational fields (OccFld).

(d) Assist CG TECOM in the determination of training and readiness (T&R) events and learning outcomes, revisions to existing curricula, the infusion of distance learning (DL) technologies, and the development and execution of an integrated curriculum plan for military

occupational specialty (MOS) and non-MOS learning requirements outlined in references (c) and (f) thru (h).

(e) Solicit, develop, validate, prioritize, and submit training input plan (TIP) requirements to CG TECOM Formal School Quota Requirements Management Branch (FSQRMB).

(f) Headquarters Marine Corps Staff Agencies and Commanders Ordering Personnel to Formal Schools.

1. Use Marine Corps Training Information Management System (MCTIMS) Student Registrar (REG) to determine class reporting and graduation dates, school seat availability, and prerequisites, per reference (i).

2. Ensure personnel under your cognizance are entered in REG, against your respective quotas, not less than 45 days prior to the class reporting date. Changes or deletions can be made up to the reporting date.

3. Direct liaison is authorized for the purpose of switching like school seat quotas between organizations, e.g., OE FL (enlisted FMFLANT) to OE FP (enlisted FMFPAC). If the command is unable to fill or transfer quotas, notify CG, TECOM at least 30 days prior to the class report date.

4. Direct any problems with the training quota memorandum (TQM) text or schedules in REG to CG, TECOM(C 466 MTESD) FSQRMB.

5. Ensure students report to their assigned school as directed in the TQM.

(2) Deputy Commandant, Manpower and Reserve Affairs (DC M&RA)

(a) Report all manpower issues impacting training and education to CG TECOM for resolution.

(b) Comply with appropriate coordinating instructions contained within the references for determining entry-level seat requirements at formal schools.

(c) Solicit, develop, validate, prioritize, and submit TIP requirements to CG TECOM.

(d) In concert with COs/OICs/DIRs, pre-screen all military High Risk Training (HRT) Instructor Candidates prior to assignment to Marine Corps Formal Schools or Training Detachments.

(3) Director, Safety Division (SD), Headquarters Marine Corps (HQMC)

(a) Maintain a memorandum of understanding with the Commander, Naval Safety Center (NAVSAFECEN) to ensure required HRT safety assessments and assist visits are conducted for all TECOM Formal Schools at a frequency not to exceed 2 years. (Note: Safety assist visits differ from safety assessments in that they render assistance pertaining to a specific safety problem vice a complete safety overview. Assist visits may be requested, as required. These visits are at no cost to the requesting unit.)

(b) Develop and audit risk assessment checklists and inspect all HRT courses identified by TECOM Formal Schools on a periodic basis (not to

exceed 3 year intervals) for compliance with this Order and all other pertinent directives.

(c) Monitor the conduct of risk assessments for HRT courses under development, existing HRT courses, and HRT courses undergoing modification where elements of risk are introduced or removed.

(d) Upon request, assist CG TECOM in assessing nominated courses as HRT.

(e) Coordinate with the NAVSAFECEN to manage assessment requests via the NAVSAFECEN website (http://www.public.navy.mil/navsafecen/Pages/shore/HRT/HRT_Division.aspx), to provide the means for HRT courses to place such a request.

(5) Commanding General, Training and Education Command (CG TECOM)

(a) Per reference (a), as the proponent you are delegated approval authority for all training and education standards and formal POIs/curricula for the Marine Corps.

(b) Establish TECOM Formal Schools with the appropriate academic faculty and support personnel to satisfy Marine Corps-wide learning requirements.

(c) Develop, coordinate, promulgate, monitor, and evaluate training and education policy, plans, concepts, and programs in formal schools.

(d) Ensure training simulation capabilities are considered during the development of T&R events and POIs in order to improve the efficiency and effectiveness of learning.

(e) Delegate POI/curricula approval authority to major subordinate commands (MSC), as appropriate.

(f) Develop and publish POIs/curricula per references (b) thru (d) and ensure they comply with all applicable Marine Corps Directives.

(g) Conduct compliance review, validation and approval for POIs, every 3 years for compliance review, validation, and approval for all training and education courses taught at Marine Corps Recruit Depot - San Diego, Marine Corps Recruit Depot - Parris Island (MCRD PISC), and Marine Air-Ground Task Force - Training Command (MAGTFTC).

(h) Ensure timely and accurate plans of action and milestones (POA&M) are submitted for course content review boards (CCRB) to the appropriate POI approval authority. Ensure coordination is conducted with designated advocates to provide appropriate command representation and provide a feedback loop to maintain positive communication.

(i) Review all equivalent course documents from other service schools and civilian courses, to include any Center for Naval Aviation Technical Training courses, in order to determine if they meet Marine Corps training and education requirements, per reference (j).

(j) Submit for review and validation all approved POIs/curricula to the American Council for Education for recommended course accreditation every 3 years or sooner, as required.

(k) Ensure all formal schools implement a staff and faculty development plan.

(l) Ensure all formal schools implement a formal school evaluation plan.

(m) Provide Curriculum Assist Visits (CAV) to requesting formal schools.

(n) Manage a commanding general's inspection program and implement this program to evaluate the effectiveness of training and education within established formal schools and the OPFOR, per reference (e).

(o) Develop and publish the annual TIP and related TQM based on requirements submitted by DC M&RA HQMC, and other formal training and education requirements submitted by OccFld managers and force commanders.

(p) Incorporate operational safety, safety and occupational health, and RM into POIs/curricula of all appropriate military and civilian training and education, per references (k) thru (n).

(q) Review, approve, and designate courses meeting HRT criteria and provide CMC (SD) an annual update of the identified courses.

(r) Delegate HRT approval authority to MSCs, as appropriate.

(s) Design, manage, and maintain automated information management systems to develop, promulgate, record, evaluate, and track standards based training to serve the needs of the OPFOR and the supporting establishment.

(t) Ensure MCTIMS has the ability to integrate with, and provide training metrics to, readiness, manpower, logistics, and other training systems to report and share data relative to mission essential task list based readiness reporting.

(u) Ensure formal schools use applicable MCTIMS functionality in the performance of schoolhouse functions.

(v) Publish in MCTIMS Student Registrar Module, all pre- and post-course requirements for Marine attendance and graduation.

(w) Ensure formal schools, requirement sponsors, and the OPFOR use MCTIMS Student Registrar Module to maintain accountability of students from course commencement through graduation, per reference (i).

(x) Ensure DL courseware is developed for entry-level, MOS, and by-grade professional development based on approved T&R events and/or learning outcomes.

(y) Per reference (o), ensure service level training and education installations conduct appropriate screening and selection of sensitive military, civilian, and contractor positions that directly and

regularly engage our recruits, officer candidates, midshipmen, and entry level Marines attending MOS training.

(z) Ensure occupational standards are gender neutral and accurately predict performance of actual, regular, and recurring duties of a military occupation and are applied equitably to measure individual capabilities, per references (p) thru (r).

(aa) Request a periodic safety evaluation from CMC (SD) at a frequency not to exceed 2 years.

(bb) Provide and maintain a service level formal school in order to support the training and education requirements of all Marine Corps Formal School instructors, curriculum developers, and school administrators.

(6) Commanding General, Training Command (CG TRNGCMD)

(a) Exercise command and operational control of all assigned Marine Corps Formal Schools.

(b) Enforce policies and administrative procedures for the application of this Order, per reference (b), (c), and risk management (RM) processes, per references (k) thru (n).

(c) Per paragraph 4.b.(5)(e), CG TRNGCMD is delegated POI approval authority for TRNGCMD Formal Schools and Training Detachments from CG TECOM.

(d) Require all subordinate elements to submit POIs to CG TRNGCMD for compliance review, validation, and approval every 3 years. Ensure coordination is conducted with designated advocates to provide direction relative to special requirements, current vision and strategies, as well as the ever changing operating environment.

(e) Ensure timely and accurate POA&Ms are submitted for CCRBs to CG TRNGCMD. Ensure coordination is conducted with designated advocates to provide appropriate command representation and a feedback loop to maintain positive communication.

(f) Per paragraph 4.b.(5)(r), CG TRNGCMD is delegated HRT approval authority from CG TECOM to review, approve, and designate courses meeting HRT criteria.

(g) Provide CAVs to requesting formal schools.

(h) Resource all approved POIs within the operational budget.

(7) Commanding General, Education Command (CG EDCOM)

(a) Exercise command and operational control of all assigned Marine Corps Formal Schools.

(b) Manage and enforce policies and administrative procedures for the application of this Order, per reference (b) thru (d), and RM processes, per references (k) thru (n).

(c) Per paragraph 4.b.(5)(e), CG EDCOM is delegated curricula approval authority for EDCOM Formal Schools from CG TECOM.

(d) Require all subordinate elements to submit curricula to CG EDCOM for validation and approval.

(e) Detail policies and procedures for all subordinate formal schools, per references (b) thru (d), and (s) thru (v).

(f) Design, develop and implement all resident and nonresident professional military education programs, per references (b) thru (d), and (s) thru (v).

(g) Resource all approved curricula within the operational budget.

(h) Manage and maintain a service level learning management system (e.g. MarineNet) to support DL requirements for entry-level, MOS, and by-grade professional development based on approved T&R events and/or learning outcomes.

(8) Commanding General, MAGTFTC

(a) Exercise command and operational control of all assigned Marine Corps Formal Schools.

(b) Enforce policies and administrative procedures for the application of this Order, per reference (b), (c), and RM processes, per references (k) thru (n).

(c) Submit all POIs to CG TECOM for compliance review, validation, and approval every 3 years for the following assigned formal schools: Marine Corps Tactics and Operations Group, Marine Corps Logistics Operations Group (MCLOG), Tactical Training Exercise Control Group, Marine Corps Mountain Warfare Training Center, Marine Aviation Weapons and Tactics Squadron - One. Ensure coordination is conducted with designated advocates to provide direction relative to special requirements, current vision and strategies, as well as the ever changing operating environment.

(d) Ensure timely and accurate POA&Ms are submitted for CCRBs to CG TECOM. Ensure coordination is conducted with designated advocates to provide appropriate command representation and a feedback loop to maintain positive communication.

(e) Resource all approved POIs within the operational budget.

(f) Per paragraph 4.b.(5)(r), CG MAGTFTC is delegated HRT approval authority from CG TECOM to review, approve, and designate courses meeting HRT criteria.

(9) Commanding General, MCRD San Diego

(a) Exercise command and operational control of all assigned Marine Corps Formal Schools.

(b) Enforce policies and administrative procedures for the application of this Order, per reference (b), (c), and RM processes, per references (k) thru (n).

(c) Submit all POIs to CG TECOM for compliance review, validation, and approval every 3 years for the following assigned formal schools: Recruit Training, Drill Instructor School, and Recruiter School.

(d) Ensure timely and accurate POA&Ms are submitted for CCRBs to CG TECOM.

(e) Resource all approved POIs within the operational budget.

(10) Commanding General, MCRD PISC

(a) Exercise command and operational control of all assigned Marine Corps Formal Schools.

(b) Enforce policies and administrative procedures for the application of this Order, per reference (b), (c), and RM processes, per references (k) thru (n).

(c) Submit all POIs to CG TECOM for compliance review, validation, and approval every 3 years, for the following assigned formal schools: Recruit Training and Drill Instructor School.

(d) Ensure timely and accurate POA&Ms are submitted for CCRBs to CG TECOM.

(e) Resource all approved POIs within the operational budget.

5. Administration and Logistics

a. This Order applies to the Marine Corps learning environment and does not apply to off-duty or civilian education.

b. Safety and occupational health guidelines contained in references (k) thru (n), as well as other applicable directives in the 5100 series, will be followed to facilitate execution of this Order.

c. Chairman's High Interest Training Issues (HITI). Per references (u) and (s), HITIs are an un-prioritized list of special interest broad mission areas or operational capabilities selected and published annually by the Chairman to ensure visibility by the combatant commands and combat support agencies in developing joint training plans. Some HITIs will have very specific supporting guidance on observed areas of concern or interest, while others will be less specific, but no less important to address.

d. Submit all recommendations concerning this Order to CG TECOM via Marine Air Ground Task Force Training and Education Standards Division.

e. Upon revision of the references, this policy will be updated to reflect the changes.

f. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per

references (w) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

g. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The 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 (x)) and implemented per reference (y)

6. Command and Signal

- a. Command. This Order is applicable to the Marine Corps Total Force.
- b. Signal. This Order is effective the date signed.



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

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