

**MCO P1510.94**

**STANDING OPERATING  
PROCEDURES FOR RESIDENT  
ENLISTED PROFESSIONAL  
MILITARY EDUCATION  
(SOP FOR RESIDENT ENLISTED PME)**



**U.S. MARINE CORPS**

**PCN 102 016575 00**



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

MCO P1510.94  
TU 05  
4 Feb 92

MARINE CORPS ORDER P1510.94 W/CH 1

From: Commandant of the Marine Corps  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR RESIDENT ENLISTED  
PROFESSIONAL MILITARY EDUCATION (SHORT TITLE: SOP FOR  
RESIDENT ENLISTED PME)

Ref: (a) MCO 1553.1B (The Marine Corps Training and  
Education System)  
(b) MCO 1553.2 (Management for Marine Corps Formal  
Schools and Training Centers)  
(c) MCO 1553.3 (Marine Corps Unit Training Management)  
(d) MCO P1553.4 (Professional Military Education)

Encl: (1) LOCATOR SHEET

1. Purpose. To prescribe policy for the conduct of Marine Corps resident enlisted Professional Military Education (PME).

2. Background. Significant changes have taken place regarding the philosophy and structure of Marine Corps PME. References (a) through (d) are the cornerstone policy documents which support these progressive changes. Formal enlisted PME, once an opportunity available to a select number of Marines, is now a requirement of all Marines above the grade of corporal. Additionally, NCO Basic Courses/NCO Schools, presently under the cognizance of local commanders, are being consolidated under the cognizance of the President, Marine Corps University.

3. Action. Addresses will familiarize themselves with this Manual and be guided accordingly. During the consolidation phase, NCO Basic Courses will conform to the provisions of this Manual. Annually, during the month of August, this SOP will be reviewed by the President, Marine Corps University. Recommendations for changes or revisions to this SOP should be forwarded to the President, Marine Corps University, via the chain of command.

4. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.

4 FEB 92

5. Certification. Reviewed and approved this date.

  
W. E. BOOMER

By direction

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MCO P1510.94 Ch 1  
C 40  
11 Mar 93

MARINE CORPS ORDER P1510.94 Ch 1

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PROFESSIONAL MILITARY EDUCATION (SHORT TITLE: SOP FOR  
RESIDENT ENLISTED PME)

Encl: (1) New page inserts to MCO P1510.94  
(2) List of Effective Pages

1. Purpose. To transmit new page inserts and direct pen changes to the basic Manual.

2. Action

a. Remove pages 1-3 through 1-6, 3-3, 3-4, and Appendixes D, E, and G. Replace with the corresponding pages in enclosure (1).

b. Page 1-7, paragraph 1006.6, line 5; delete "NCOBC" and insert "Sergeants Course".

c. Page 1-7, paragraph 1006.7; add: "c. Commanders will ensure the Command Screening Checklist (appendix A) is properly completed and signed."

d. Page 2-3, paragraph 2001.2, line 2; change "...the CG of the host base/station.." to read "...the CG/CO of the host..."

e. Page 2-3, paragraph 2001.3, delete the words "acting for the Director, MAGTEC".

f. Page 2-3, paragraph 2002.1a, add the following sentence to the end of the paragraph: "References (a) through (d) provide additional guidance regarding the conduct of Marine Corps formal schools."

g. Page 2-4, paragraph 2002.1b, line 4; change "...the local CG MARSCHOOL..." to read "...the local CG/CO MARSCHOOL..."

h. Page 2-4, paragraph 2002.1c, line 1; delete "...NCO Basic..." and insert "...Sergeants..."

i. Page 2-4, paragraph 2002.1c, line 3; delete "...MAGTEC..." and insert "...Training and Education Division (CG MCCDC (C46))."

11 Mar 93

j. Page 2-4, paragraph 2002.2c, line 1; change the first sentence to read: "IAW reference (b), annual..."

k. Page 2-4, paragraph 2002.2d, line 1; delete "NCO Basic, SNCO Career, and SNCO Advanced Courses..." and insert "All courses..."

l. Page 2-5, paragraph 2003.3; delete the entire paragraph and insert the following:

"3. Distinguished Graduate Awards. All resident enlisted PME schools will have a Distinguished Graduate program for recognizing academic achievement. The Marine Corps Professional Military Education/Training Awards Program (MCO 1650.31\_) defines the policies for the administration of these awards.

a. Honor Graduate. The student achieving the highest cumulative average (based on first-attempt test scores) will be recognized as the class Honor Graduate.

b. Distinguished Graduates. All students achieving a cumulative average of 95.0 or higher (based on first-attempt test scores) will be recognized as Distinguished Graduates."

m. Page 2-5, paragraph 2003.4c, line 2; change to read as follows: "...averages for Distinguished Graduate honors."

n. Page 2-6, paragraph 2004.2, line 3; change "...the local CG MARSCHOOL..." to read "...the local CG/CO MARSCHOOL..."

o. Page 3-5; add the following to the top of the page:

" (2) Reporting seniors will submit a "not observed" academic fitness report with appropriate section C comments on"

p. Page 3-5, paragraph 3006.2b, last line; change "...host CG..." to read "...host CG/CO."

q. Page 3-5, paragraph 3006.2b(2), line 5; change "...returned to parent unit..." to read "...returned to the parent command..."

r. Page 3-6, paragraph 3010.1, line 3; delete the words "...Director, MAGTEC (STD)..." and replace with "...Director, Training and Education Division (CG, MCCDC (C 461))..."

s. Page 3-6, paragraph 3010.2, line 4; delete the words "...Director, MAGTEC (PBD)..." and replace with "...Director, Training and Education Division (CG, MCCDC (C 463))..."

t. Page 3-7, paragraph 3012, line 3; delete "(TU 050P)" and replace with "(C 400P)".

u. Page 3-7, paragraph 3012, line 4; delete "The Director, SNCO Academy, MCCDC..." and replace with "The Sergeant Major, MCU..."

v. Page B-1; delete paragraph 3.

w. Page H-1; delete the terms "Individual Records Administration Manual," "Marine Air-Ground Training and Education Center," and "Noncommissioned Officer Basic Course."

### 3. Summary of Changes

a. Sergeants Course. To further emphasize the focus of the curriculum, the NCO Basic Course (NCOBC) has been redesignated the Sergeants Course.

b. Distinguished Graduate Awards. The Distinguished Graduate Program has been modified to provide a fairer system of recognition. The present system recognizes the top 10% of each class as Distinguished Graduates. Conceivably, a student with a 93 average might not be in the top 10% of one class, while a student with an 88 average is in the top 10% of another. As this honor is mentioned in the student's fitness report, it is appropriate that the system be as fair as possible. Accordingly, the Distinguished Graduate Program now recognizes the top student in each class, regardless of final cumulative average, as the Honor Graduate, and all students with a final cumulative average of 95.0 or higher as Distinguished Graduates.

c. Command Relationships. As a result of MCCDC reorganization, a number of command relationships have been modified. They are spelled out in Figure 1-1 and are summarized as follows:

(1) The Director, Marine Air-Ground Training and Education Center (MAGTEC) is now the Director, Training and Education Division (CG MCCDC (C 46)). As such, he is responsible for the funding of formal PME schools and programs and is the approval authority for Programs of Instruction, Course Descriptive Data, and overall education policy.

(2) The Marine Corps University is now a separate entity, (moved from under the MAGTEC umbrella) answering directly to the CG MCCDC. The President, MCU also serves as the CG Marine Corps Schools, Quantico.

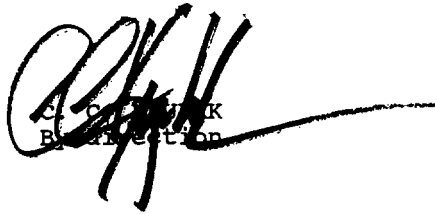
d. CO, Marine Corps Schools, Kaneohe Bay, HI. The original Manual incorrectly placed the stand-alone NCO Basic Course at MCAS Kaneohe Bay, HI, under the OPCON/ADCON of COMCABWEST. The CO, MCAS, Kaneohe Bay, HI is now recognized as the CO, Marine Corps Schools, Kaneohe Bay, HI, to accurately reflect the command relationship which has existed all along.

e. After-Action Report Content. Accountability of student TAD funds is now accomplished by assigning each student a separate TON number. The course After-Action Report has been expanded to include a recapitulation of TON number utilization.

4. Change Notation. Significant changes in the revised pages for this Change are denoted by an arrow (>) symbol.

5. Filing Instructions. This Change transmittal will be filed immediately following the signature page of the basic Manual.

6. Certification. Reviewed and approved this date.



A handwritten signature in black ink, appearing to be 'R. J. ...', is written over a faint, partially obscured stamp. The stamp contains the text 'U.S. MARINE CORPS' and 'HEADQUARTERS'.

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PROFESSIONAL MILITARY EDUCATION (SHORT TITLE: SOP FOR  
RESIDENT ENLISTED PME)

Location: \_\_\_\_\_  
(Indicate location(s) of copy(ies) of this Manual.)

ENCLOSURE (1)



LIST OF EFFECTIVE PAGES

1. The following is a list of pages in effect after insertion of this Change. Missing pages should be obtained by requisitioning the basic Manual and/or pertinent change in accordance with MCO P5600.31E.

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ENCLOSURE (2)

SOP FOR RESIDENT ENLISTED PME

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Entering Change
1	11Mar93		INCORPORATED DUR REVIEW

SOP FOR RESIDENT ENLISTED PME

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SOP FOR RESIDENT ENLISTED PME

CHAPTER 1

INFORMATION/ORGANIZATION/RESPONSIBILITIES

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CHAPTER 1

INFORMATION/ORGANIZATION/RESPONSIBILITIES

1001. GENERAL. Professional Military Education (PME) is the lifelong study of the foundations of the military profession, providing individual Marines with the skills, confidence, understanding, and vision to make sound military decisions in progressively more demanding leadership positions. PME has as its primary theme the effective employment of combat forces at the tactical, operational, and strategic levels of war.

1002. MARINE CORPS PME PROGRAM. The Marine Corps PME program is a dynamic system for educating Marines throughout their careers. It identifies areas that should receive emphasis at each level of education and provides guidelines for PME institutions in structuring their curricula. The professional development of enlisted Marine leaders consists of a progressive integration of Marine Battle Skills Training (MBST) and Professional Military Education. MBST is a four-phase program (Basic Warrior Training, Marine Combat Training, Marine Leader Training, and Sustainment Training) that provides an expanding foundation of basic combat skills, leadership skills, and the development of the Marine's ability to plan and supervise basic combat training. PME focuses on developing military judgement as the Marine leader advances in grade.

1003. RESIDENT ENLISTED PME REQUIREMENTS BY GRADE. The following resident PME requirements have been developed in a building block progression to provide each enlisted Marine with the requisite skills and knowledge to advance successfully to the next higher grade:

1. Private through Corporal - None.
- >2. Sergeant - Sergeants Course.
3. Staff Sergeant - SNCO Career Course (SNCOCC).
4. Gunnery Sergeant - SNCO Advanced Course (SNCOAC).
5. First Sergeant/Master Sergeant - Regional seminars.
6. Sergeant Major/Master Gunnery Sergeant - Annual symposium.

>1004. SOURCES OF RESIDENT ENLISTED PME. The mission of the Marine Corps University (MCU) is to develop, recommend, implement and monitor resident and nonresident PME policies and programs for all Marines, Regular and Reserve. Under the cognizance of the President, MCU, regional SNCO academies and stand-alone Sergeants Schools provide resident (or "formal") PME to all enlisted Marines.

1005. ORGANIZATION AND COMMAND RELATIONSHIPS. Figure 1-1 depicts Marine Corps resident enlisted PME organization and command relationships.

1006. GENERAL RESPONSIBILITIES

1. Commanding General, Marine Corps Combat Development Command (CG MCCDC)

a. As Commanding General, Marine Corps Schools (CG MARSCHOOL) exercises operational control, technical direction, and coordination of all Marine Corps PME schools.

b. Advises and guides Marine Corps commanders of the operating forces, bases, and stations, in all matters relating to PME, including, but not limited to, development of educational objectives, oversight of unit-level and formal school management procedures, and proponentcy for worldwide Marine Corps PME support resources.

c. Develops and implements policy and programs for the professional military education of Marines.

d. Approves Programs of Instruction (POI) for all resident and nonresident PME courses.

>2. Director, Training and Education Division (CG MCCDC (C 46))

a. Provides the staff expertise required to assist the CG MCCDC/CG MARSCHOOL in the development and implementation of policy, plans and programs for training and educating all Regular and Reserve Marine Corps personnel and units.

> b. Ensures that the Director, Marine Corps Institute, plans develops, and administers nonresident PME programs that either parallel or supplement resident Marine Corps PME courses.

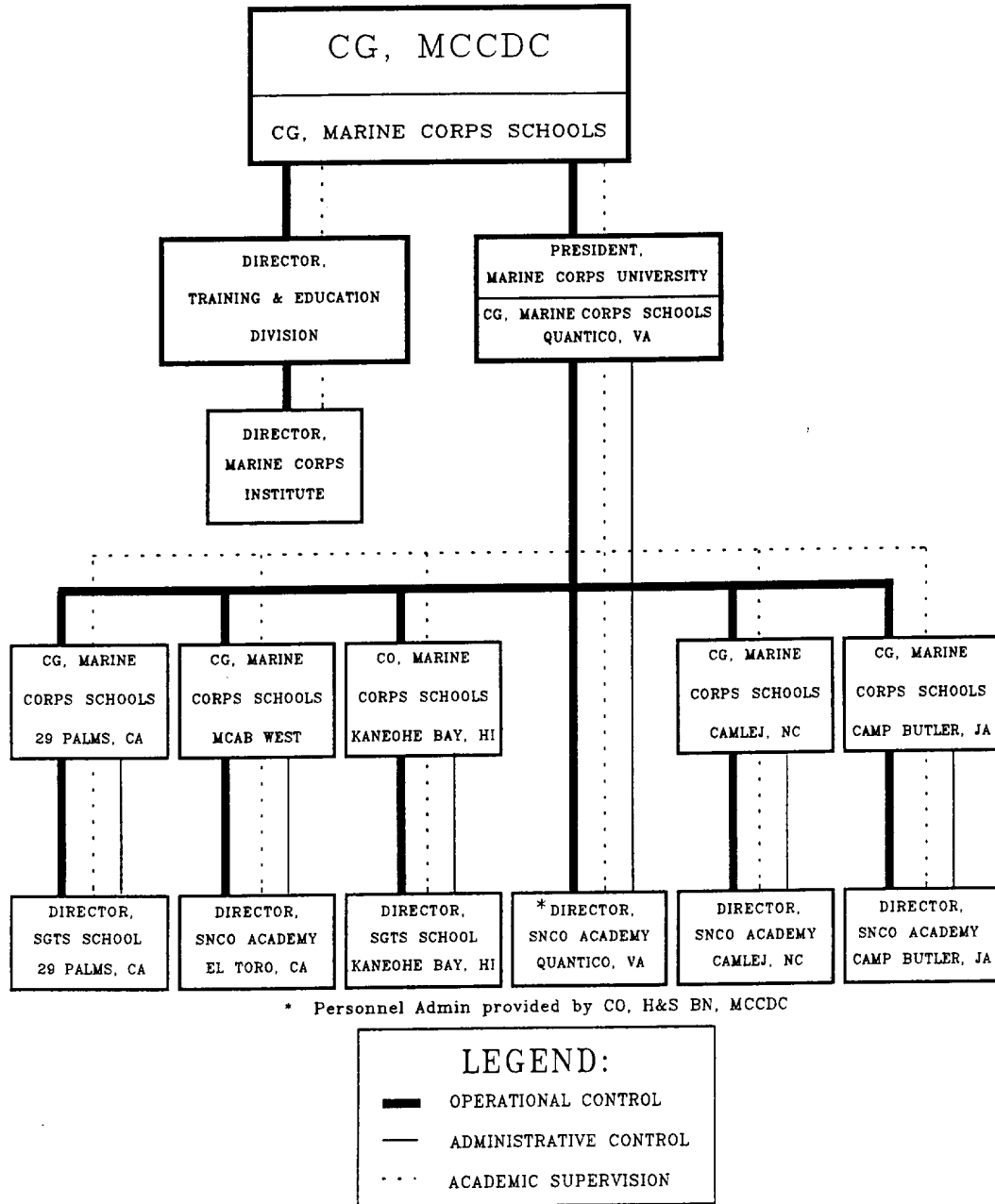


Figure 1-1.--Organization/Command Relationships

>3. Commanding Generals/Commanding Officers of Commands Which Host Formal Schools. Host commanders, as CG/CO MARSCHOOL for their respective base/station, exercise operational and administrative control over their resident formal schools. They also provide budgetary support (sourced from CG MCCDC (C 463FM)) and infrastructure support to the resident school and have disciplinary authority over permanent personnel and students.

4. President, Marine Corps University. The President, MCU develops, recommends, implements, and monitors the resident and nonresident PME policies, plans, and programs for all Marines, Regular and Reserve. Specific responsibilities include:

> a. Oversight of all PME school operations in the Marine Corps. Implementation of academic standards for all resident enlisted PME schools is routinely executed via the regional CG/CO MARSCHOOL.

b. Coordination with the Training and Education Division, MCCDC, during the development, evaluation and revision of training standards and educational objectives, PME school POI's, nonresident instruction, and professional self-study.

c. Review and update of the Marine Corps Professional Reading Program.

d. Participation in the development, documentation, and refinement of warfighting doctrine and practice throughout the Marine Corps.

e. Identification of Marine Corps-wide PME support requirements.

f. Provision of administrative and training support for international military students assigned to PME schools at MCCDC.

>5. Director, SNCO Academy/Sergeants School

> a. The directors of the regional SNCO Academies and the stand-alone Sergeants Schools are responsible for the execution of their institution's mission and the daily functioning of their respective schools. Directors receive academic guidance from the President, MCU. Policy guidance will be transmitted through the OPCON chain of command. When originating from the President, MCU, policy guidance will be passed to the regional CG/CO MARSCHOOL, and then disseminated, as appropriate, to school directors for implementation.



b. To assure a timely and unfettered flow of ideas and information within the enlisted PME organization, directors are authorized direct communications with the President, MCU regarding solely academic matters.

6. SNCO Academy, MCCDC. The SNCO Academy at Quantico, VA, is designated the "lead school," and as such, is responsible for the preparation, submission, and maintenance of course descriptive data (CDD), and POI's. Reproduction of supporting materials for the Sergeants Course, SNCOCC, and SNCOAC is a shared responsibility between Quantico and Directors at all PME sites.

7. Commanders

a. Commanders are responsible for ensuring that their Marines are provided the opportunity to satisfy PME requirements.

b. Commanders will ensure that Marines are fully qualified to attend prior to assigning them to school.

c. Commanders will ensure the Command Screening Checklist (appendix A) is properly completed and signed.

SOP FOR RESIDENT ENLISTED PME

CHAPTER 2

OPERATIONS AND POLICY

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CHAPTER 2

OPERATIONS AND POLICY

2001. GENERAL

1. Operational control (OPCON) is defined as the authority to perform those functions of command over subordinate forces involving organizing and employing commands and forces, assigning tasks, designating objectives, and giving authoritative direction necessary to accomplish the mission. OPCON does not, in and of itself, include authoritative direction for logistics or matters of administration, discipline, internal organization, or unit training.
2. OPCON over PME schools is exercised for the CG MARSCHOOL by the CG/CO of the host base/station or a designed. Policies and procedures are defined in host base/station directives.
3. The President, MCU, prescribes academic and performance standards and develops, implements, and reviews course curricula for all resident enlisted PME schools.
4. School directors are responsible for effecting coordination with external agencies providing support for academic functions via the host commander's operational chain of command.
5. Unit commanders are responsible for ensuring that students satisfy enrollment prerequisites set forth in reference (c).

2002. PROGRAM MANAGEMENT POLICIES

1. Fundamental Operational Guidance

a. The Formal Schools Catalog (NAVMC 2771) promulgates the purpose of each formal PME course and provides a synopsis of the approved scope of instruction. It also provides student eligibility criteria, quota management procedures and general guidance regarding the conduct of Marine Corps formal schools. References (a) through (d) provide additional guidance regarding the conduct of Marine Corps formal schools.

b. Resident enlisted PME schools exist to train and educate Marine NCO's/SNCO's. They are not physical fitness academies or drill instructor schools. Accordingly, directors shall attempt to educate all students enrolled in their courses of instruction. When a student fails to complete the appropriate nonresident program or has demonstrated an inability to complete the prescribed course due to gross noncompliance (i.e., can't

read, physically or medically unable to participate, etc.), the student will be disenrolled in accordance with procedures found in paragraph 2004.2 of this SOP. Letters of noncompliance will be forwarded to unit commanders via the local CG/CO MARSCHOOL, regardless of the disposition of the student.

c. The SNCO academies and stand-alone Sergeants Schools will conduct courses of instruction that conform with the CDD contained in the POI approved by the Director, Training and Education Division (CG MCCDC (C46)).

d. Directors are responsible for the overall implementation of respective courses of instruction. Minor modifications to POI's may be made by the director to accommodate scheduling constraints or for the purpose of validating contemplated course improvements.

e. Conferences, seminars, and symposia conducted in relation to enlisted PME will be a coordinated effort between the director, the host commander, and the President, MCU.

2. Course Development and Review. The SNCO Academy, MCCDC, will develop courses in accordance with guidance from the President, MCU.

a. Course Content Review Board. The Course Content Review Board (CCRB) is an ad hoc committee tasked with evaluating the quality and relevancy of the course of instruction. CCRB's will be conducted by directors as required. Results and recommendations will be forwarded to the President, MCU.

b. Directors Conference. Directors and their academic SNCOIC's will attend a conference sponsored by the SNCO Academy, MCCDC, at least annually, for the purpose of addressing academic and policy issues, coordinating policy and procedural changes and conducting a Marine Corps-wide CCRB. Results and recommendations will be forwarded to the President, MCU.

c. Inspection. In accordance with reference (b), annual, on-site assistance visits will be conducted by the President, MCU to assist in improving the efficiency and effectiveness of instructional programs.

d. External Evaluation. All courses will conduct a survey of their graduates for the purpose of course evaluation and to assess the effectiveness of curricula in preparing graduates for their warfighting duties.

2003. CURRICULUM POLICIES

1. Teaching Methodology. PME curricula should be designed to facilitate an appropriate mix of reading, writing, oral presentations, case studies, seminars, practical application exercises, wargaming, lectures and films; whichever most clearly and effectively conveys the material.

2. Grading Academic Performance

a. All examinations will be administered on a mastery/nonmastery basis. Mastery learning occurs when a student performs to a predetermined level those tasks required by the learning objectives. A grade average of 80 percent is considered as passing ("mastery") for each graded event. Specific academic performance criteria may be found in the individual POI's for each course.

b. The grading process will not include curves or quotas that dictate numbers or percentages of passing grades/failures.

c. Objective evaluation methods, when appropriate, may be utilized when they more accurately assess student strengths and weaknesses (i.e., drill, leadership, techniques of military instruction).

3. Distinguished Graduate Awards. All resident enlisted PME schools will have a Distinguished Graduate program for recognizing academic achievement. The Marine Corps Professional Military Education/Training Awards Program (MCO 1650.31) defines the policies for the administration of these awards.

a. Honor Graduate. The student achieving the highest cumulative average (based on first-attempt test scores) will be recognized as the class Honor Graduate.

b. Distinguished Graduates. All students achieving a cumulative average of 95.0 or higher (based on first-attempt test scores) will be recognized as Distinguished Graduates.

4. Remediation Procedures

a. Resident enlisted PME schools are not responsible for raising deficient Marines to acceptable levels of reading comprehension, physical fitness or personal appearance. They are, however, tasked with educating all enrolled students. Therefore, directors will set up remedial programs for Marines encountering difficulties with the course of instruction.

b. One retest is authorized for any graded event. Directors may waive the retest limitations on a case-by-case basis.

c. Initial test scores will be used in computing cumulative averages for Distinguished Graduate honors. All passing retest scores (80 to 100) will be scored as 80 for cumulative average computation when determining satisfactory course completion. Four initial test failures or two initial test failures and two retest failures are grounds for academic disenrollment. (See Appendix E).

d. Administrative disenrollments for reasons beyond the control of the student will not reflect adversely on performance evaluations and will not preclude re-enrollment when the situation is resolved.

#### 2004. STUDENT POLICIES

1. Enrollment. Attendance is open to all personnel who satisfy the basic enrollment prerequisites. Appendix A is a command screening checklist which will be used to ensure that potential students satisfy these requirements. Marines with permanent or temporary physical/medical waivers should not normally be accepted to attend resident courses. However, exceptions may be granted by Directors if the Marine can participate in drill, field exercises, and certain portions of the physical conditioning program.

2. Disenrollment. Faculty members may recommend that a student be disenrolled for a number of reasons. Authority to disenroll a student rests with the Director and with the local CG/CO MARSCHOOL or his designate. Disenrollment cases are resolved on an individual basis and any actions will be coordinated with the parent unit through the chain of command. The decision to disenroll will not be taken lightly and will be based on common sense and what is in the best interests of the Marine involved and the Marine Corps. Students may be disenrolled for the following reasons:

a. Administrative

(1) Noncompliance with Course Prerequisites

(a) When a student is not in compliance, the director shall notify the commander of the parent unit via the local chain of command. A sample letter of noncompliance is provided in appendix B.

(b) Noncompliance does not warrant disenrollment in all cases. For example, while a student who has not completed the required nonresident program will be disenrolled and returned to the parent unit, a student who is having difficulty reading or is not in good physical shape may be retained and provided additional help to overcome the problem. In either case, the director will forward a letter of noncompliance. If the student is subsequently disenrolled, a separate disenrollment letter (appendix C) will be forwarded to the unit commander via the local chain of command.

(2) Emergency Leave. Students granted emergency leave for a period in excess of 3 training days are subject to administrative disenrollment. Consideration will be given to the proposed duration of emergency leave, the student's performance to date, and the specific period of instruction the student would be missing. A disenrollment letter (appendix C) will be forwarded to the unit commander via the local chain of command.

(3) Cancellation of TAD Orders. A student may be administratively disenrolled if the Marine's TAD orders are cancelled by the command originating the orders. A disenrollment letter (appendix C) will be forwarded to the unit commander via the local chain of command.

(4) Medical. A student may be medically disenrolled upon the recommendation of a medical officer and approval of the director. Consideration will be given to the extent of injury, the duration of the medical condition, the student's ability to participate in the course, and the student's overall performance. A disenrollment letter (appendix C) will be forwarded to the unit commander via the local chain of command.

(5) Family/Financial Hardship. Pre-enrollment screening should preclude attendance by any student with existing family/financial problems. However, should problems arise during the course of the school, a Marine may be administratively disenrolled. A disenrollment letter (appendix C) will be forwarded to the unit commander via the local chain of command.

(6) Unprofessional Conduct. A student who is found guilty of an offense under the Uniform Code of Military Justice, is convicted by civil authorities, does not demonstrate the leadership traits normally expected of a NCO or SNCO, or whose attitude (unmotivated/apathetic) adversely affects the performance of others, may be disenrolled. A disenrollment letter (appendix C) will be forwarded to the unit commander via the local chain of command.

b. Academic Failure. A student who does not maintain a satisfactory level of academic achievement is subject to academic disenrollment. Disenrollment will be based on the student's inability to satisfy POI standards as well as recommendations from the course SNCOIC regarding the student's overall performance. A disenrollment letter (appendix C) will be forwarded to the unit commander via the local chain of command.

## 2005. FACULTY POLICIES

1. Personnel Assignment. Particular attention should be placed on the screening of directors, course SNCOIC's, chief instructors, and advisor/instructors. These Marines are the educators and role models for future SNCO's and therefore must possess a high degree of maturity, leadership, and professionalism. CMC (MM) will screen and assign only the highest caliber NCO's and SNCO's to fill these significant and demanding billets. Directors will be assigned in cooperation with the Sergeant Major of the Marine Corps and the President, MCU, utilizing the director profile found at appendix D. The desired instructor profile is found at appendix E.

2. Faculty Development. Directors are responsible for conducting active, continuous, faculty development programs. These may include professional development seminars, reading requirements for the entire faculty, and attendance at Marine Corps or command sponsored schools such as Instructional Management School. The President, MCU, has the authority to establish courses of instruction for faculty development and curriculum development staffs and require attendance at such courses whenever he determines that the need exists.



SOP FOR RESIDENT ENLISTED PME

CHAPTER 3

ADMINISTRATION AND REQUIREMENTS

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CHAPTER 3

ADMINISTRATION AND REQUIREMENTS

3001. GENERAL

1. Administrative control (ADCON) is defined as the direction or exercise of authority over subordinate or other organizations in respect to administrative matters such as personnel management, supply, services, and other matters not included in the operational missions of the subordinate or other organizations.

>2. ADCON over PME schools is exercised by the CG/CO of the host base/station or a designee. Additionally, the CG/CO of the host command or his designee is responsible for logistics support, budgetary support (sourced from CG MCCDC (C 463)), and the exercise of the military justice system.

3. PME schools will adhere to the administrative policies and procedures regarding correspondence control, records management, disbursing, etc., defined by the the local commander.

3002. CLASSIFIED MATERIAL. Classified material will be handled in accordance with OPNAVINST 5510.1. As a general rule, classified material will not be prepared/held at any enlisted PME site.

3003. CORRESPONDENCE

1. Correspondence will be prepared in accordance with the Navy Correspondence Manual (SECNAVINST 5216.5) and this Manual.

2. The director will develop appropriate procedures for handling the internal correspondence matters of the educational institution.

3004. COMMAND SCREENING CHECKLIST. Parent commands will include a completed copy of appendix A with the service record book of each student at the time of enrollment.

3005. DISCIPLINE

>1. Authority to administer military justice (i.e., Article 15 hearings, investigations, and courts-martial) rests with the host CG/CO or his designee.

>2. Directors who believe a student should be the subject of immediate disciplinary action should report the circumstances and the recommended forum for adjudication to the host CG/CO.

>3. The determination as to whether or not the student should be prosecuted at the school site or returned to the parent command is made by the host CG/CO.

#### 3006. PERFORMANCE EVALUATIONS

##### 1. Permanent Personnel

> a. SNCO Academy directors are designated as the reporting senior (fitness report or Conduct and Proficiency marks, as appropriate) for all personnel other than course instructors. The reviewing officer and "third officer" for sighting adverse fitness reports shall be designated by the CG/CO of the host command.

> b. Directors of stand-alone Sergeants Schools and SNCO Academy course SNCOIC's are designated as reporting seniors (fitness report or Conduct and Proficiency marks, as appropriate) for all instructors and/or support personnel assigned to their course. SNCO Academy directors will serve as reviewing officers for fitness reports written by course SNCOIC's. The reviewing officer and "third officer" for stand-alone Sergeants Schools will be designated by the CG/CO of the host command.

> c. Fitness reports on directors will be submitted by the CG/CO of the host command or a designate.

2. Students. Upon departure from their parent command, students should receive a "to TAD" (TD) fitness report. Upon completion of a course of instruction, the student receives a "from TAD" (TD) fitness report. Upon disenrollment from a course of instruction, the student receives a "from TAD" (TD) fitness report. No other reports are required during the period of TAD except for "grade change" (GC).

##### a. Successful Completion of the Course

> (1) "Not observed" fitness reports will be submitted on each student completing the prescribed course. (see appendix F). Course SNCOIC's/directors of stand-alone Sergeants Schools are designated as reporting seniors for these reports. SNCO Academy directors are designated as reviewing officers. Reviewing officers for stand-alone Sergeants School will be assigned by the host CG/CO.

(2) Reporting seniors will submit a "not observed" academic fitness report with appropriate section C comments on each graduate. Standard section C statements will include the following: course title, final grade, and if appropriate, distinguished graduate (see appendix F for examples). Class standing will not be reported. Sections B and C may also cite exceptional performance such as class leader, individual awards, etc.

b. Disenrollment. A student may be disenrolled for a variety of reasons. In all cases, the director will be the reporting senior. The reviewing officer will be assigned by the host CG/CO.

(1) Administrative Disenrollment. In cases of administrative disenrollment, students shall receive a "not observed" fitness report with section C remarks indicating the reason for disenrollment (i.e., medical problem, emergency leave, family/financial hardship, parent command request, etc.).

(2) Disciplinary Disenrollment. In cases of disciplinary disenrollment, students shall receive a "not observed" fitness report with section C remarks indicating the UCMJ offense found guilty of. The Marine reported on is required to sign item 24 of section D. If the Marine is being returned to the parent unit for adjudication of an alleged offense, section C remarks will not mention the alleged offense.

(3) Academic Disenrollment. In cases of academic disenrollment, students shall receive a "not observed" fitness report with section C remarks indicating the reason for disenrollment (i.e., failure to satisfy academic or performance standards). Based on the reason for failure, the Marine reported on may be required to sign item 24 of section D. For example, if the Marine has put forth every effort to learn, but has failed due to poor reading ability, the report is not adverse. However, if the reason for failure is determined to be lack of motivation or poor attitude, an adverse fitness report is dictated.

3007. LETTERS OF NONCOMPLIANCE. Letters of noncompliance are forwarded to parent commands via the local chain of command. Appendix B is provided as a sample letter.

3008. DISENROLLMENT LETTERS. Disenrollment letters will be forwarded to the commander of the disenrolled student via the local chain of command. Appendix C provides a sample letter.

3009. COURSE COMPLETION CERTIFICATE. Only students who complete a course of instruction with a final cumulative average of 80 or better will receive a graduation certificate at an appropriate ceremony.

3010. AUTOMATED INFORMATION SUPPORT. The Marine Corps Automated Instructional Management System (MCAIMS) and the By Name Assignment (BNA) system are computer-based information processing systems designed to assist in the planning, conduct and reporting of resident enlisted PME.

1. MCAIMS facilitates the scheduling of instruction, production of lesson plans, and management of student information. The Director, Training and Education Division (CG MCCDC (C 461)) is the functional manager of MCAIMS, providing implementation assistance to all formal schools, as well as the current edition of the MCAIMS User Manual. The President, MCU will provide guidance on the usage of MCAIMS once all schools are equipped with the required hardware and software.

2. BNA provides rosters of personnel assigned to formal courses of instruction and records the course completion status of those individuals. Use of BNA for reporting graduates of formal school courses is mandatory. The Director, Training and Education Division (CG MCCDC (C 463)) is the functional manager of BNA, providing implementation assistance to all formal schools, as well as the current edition of the By Name Assignment User Manual.

3011. STUDENT RECORD BOOKS

1. A student record book (different than a service record book) will be opened and maintained on each student until disenrollment or graduation. Student record books will contain the following information, at a minimum. Directors/NCOIC's may include additional information as they see fit.

a. Personal Data. Includes general service information, educational background, physical data (height, weight, etc.).

b. Counseling Records. Includes documentation on all forms of student counseling (i.e., formal, informal, nonmastery).

c. Grade Computation. A form which lists all events, lesson numbers, relative grade weights for each event, scores, and final cumulative average.

2. Student record books will be properly disposed of per SECNAVINST 5212.5 (Disposal of Navy and Marine Corps Records) upon successful completion of the course of instruction.

However, student record books will be retained for 2 years on all students who were disenrolled, regardless of the reason.

3012. AFTER-ACTION REPORTS. After-action reports will be forwarded to the Director, Operations and Policy, Marine Corps University (C 400P), via the appropriate chain of command, within 3 weeks of each class graduation. The Sergeant Major, MCU will maintain these reports for an indefinite period after completion of MCU staffing. Appendix G shows format and required information.

3013. PERSONAL AWARDS. SECNAVINST P1650.1 and MCO 1650.19 provide guidance and instructions pertaining to decorations, awards, certificates of commendation, and letters of appreciation. Directors have the authority to submit award recommendations on all deserving personnel via their local chain of command.

3014. COMMAND BRIEF. Each instructional site will develop and maintain a command brief which provides information regarding their mission and functions. SNCO Academy, MCCDC will provide the core portion of the brief which addresses characteristics common to all resident enlisted PME schools.

APPENDIX A

COMMAND SCREENING CHECKLIST

1. Purpose: To assist in the preparation and selection of Marines for resident enlisted Professional Military Education.
2. Information: PME schools are not screening institutions. In order to preclude Marines from being turned away upon arrival, it is necessary that parent commands ensure their Marines satisfy enrollment prerequisites set forth in MCO P1553.4 and this checklist.
3. Action: One copy of the completed checklist will be placed on the left side of the Marine's SRB prior to TAD assignment. The checklist will be destroyed upon completion of TAD.

-----

NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ SSN: \_\_\_\_\_

UNIT: \_\_\_\_\_

<u>Prerequisite</u>	<u>Yes/No</u>	<u>Remarks</u>
1. Appropriate grade. If not, explain.	___/___	DOR: _____ _____
2. Agreement to serve the minimum obligated service of 1 year upon completion of school (NAVMC 2771).	___/___	EAS: _____ _____ _____
3. Successful completion of appropriate non-resident program.	___/___	Program: _____ Date Completed: _____ _____
4. Meets fitness standards (MCO 6100.3). Physically capable of participation in a progressive physical readiness program.	___/___	Last PFT Score: _____ _____ _____ _____
5. Full duty status. Medically qualified to participate in a progressive physical readiness program.	___/___	_____ _____ _____ _____

SOP FOR RESIDENT ENLISTED PME

COMMAND SCREENING CHECKLIST

6. Meets height/weight \_\_\_/\_\_\_ Alternate Wt: \_\_\_\_\_  
standards (MCO 6100.10). \_\_\_\_\_  
Indicate approved \_\_\_\_\_  
alternate weight if \_\_\_\_\_  
applicable. \_\_\_\_\_

7. No existing family or \_\_\_/\_\_\_ \_\_\_\_\_  
financial hardships. \_\_\_\_\_  
\_\_\_\_\_

8. Possesses appropriate \_\_\_/\_\_\_ \_\_\_\_\_  
uniforms for the course. \_\_\_\_\_  
Uniform requirements \_\_\_\_\_  
for each course will be \_\_\_\_\_  
provided by the school. \_\_\_\_\_

\_\_\_\_\_  
Sergeant Major/SNCOIC Date Commanding Officer/OIC Date



SOP FOR RESIDENT ENLISTED PME

APPENDIX B

SAMPLE LETTER OF NONCOMPLIANCE

From: Director, Staff Noncommissioned Officer Academy  
To: Commanding Officer, (parent unit)  
Via: (1) Commanding General, Marine Corps Schools, (host  
command)  
(2) (Chain of command, as appropriate)

Subj: LETTER OF NONCOMPLIANCE

Ref: (a) MCO P1510.16

1. (Grade, name) reported to (course title, class number) (without completing the required nonresident program/with a deficiency in reading comprehension/not in compliance with medical prerequisites/not in compliance with physical fitness prerequisites).

2. The reference requires completion of the nonresident program prior to attendance at the resident school and this prerequisite cannot be waived. Accordingly, (Grade, name) has been disenrolled. He/She is welcome to return when all prerequisites have been satisfied.

OR

2. Despite noncompliance with course prerequisites specified the reference (elaborate as necessary), (Grade, name) will be retained in the course and attempts will be made to resolve the deficiency.

OR

2. (Grade, name) has been disenrolled because his/her (specify deficiency) precludes successful completion of the course.

SIGNATURE

SOP FOR RESIDENT ENLISTED PME

APPENDIX C

SAMPLE LETTER OF DISENROLLMENT

From: Director, Staff Noncommissioned Officer Academy  
To: Commanding Officer, (parent unit)  
Via: (1) Commanding General, Marine Corps Schools  
(host base/station)  
(2) (Appropriate chain of command)  
  
Subj: DISENROLLMENT OF (grade, name, SSN/MOS)  
  
Ref: (a) MCO P1510.16

1. (Grade, name, SSN/MOS) was disenrolled from (course title, class number) on (date) for (failing to satisfy minimum academic standards/failing to satisfy minimum leadership standards/non-compliance with enrollment prerequisites/medical reasons/as requested/specify other reasons). (Elaborate as necessary).

2. Attendance and performance requirements specified in the reference require disenrollment when (state the condition).

3. (Grade, name) demonstrated a positive attitude and willingness to learn while attached to the Academy. When (prerequisites are met/medically qualified/the problem or deficiency is resolved), he/she is welcome to return.

OR

3. The unsatisfactory (academic/leadership) performance of (Grade, name) precludes his/her return to this course.

SIGNATURE

APPENDIX D

ENLISTED PME DIRECTOR PROFILE  
> (SNCO ACADEMY OR STAND-ALONE SERGEANTS SCHOOL)

1. General. The director billet is in many ways equivalent to a command billet. Therefore, the Marine selected should possess demonstrated leadership skills, maturity and a diversified background gained by serving in a variety of billets.

A role model for our enlisted leaders, the director is a prominent figure whose dealings will extend beyond the enlisted community. The director must be capable of representing not only his academy/school, but Marine Corps education programs as well.

2. Specific Characteristics. A solid background in the following areas is desired:

a. Academics. The director sets the tone for the conduct of all courses of instruction at the school. This requires an in-depth knowledge of the professional military education (PME) program and personal experience in the academic arena. Specific areas include curriculum development, faculty development, and oversight of programs of instruction.

b. Personnel. The director is responsible for efficiently managing his T/O and to some degree, the recruiting of qualified instructors for his school.

> c. Fiscal/Supply. The director must be able to plan a budget and manage and maintain a T/E.

> d. Administration. In addition to responsibility for the day-to-day administration of the school, the director writes and reviews fitness reports/Conduct and Proficiency marks, and may be called upon to address large audiences regarding his school, PME, or other associated topics. The ability to communicate effectively, both orally and in writing is mandatory.

e. Reserve Component Requirements. The Marine Corps PME program mandates integration of Regular and Reserve Marines at all levels of resident enlisted PME. The director must have an understanding of the unique needs and limitations of IRR and SMCR Marines in fulfilling their PME obligations.

APPENDIX E

ENLISTED PME INSTRUCTOR PROFILE

1. Appropriate Grade for course
  - > a. Sergeants course
    - (1) Staff Sergeant.
  - b. Staff Noncommissioned Officer Career Course
    - (1) Gunnery Sergeant.
  - c. Staff Noncommissioned Officer Advanced Course
    - (1) Master Sergeant.
2. Conforms to physical fitness standards as prescribed in MCO 6100.3.
3. Conforms to personal appearance and weight control standards as prescribed in MCO 6100.10.
4. Record does not indicate a trend concerning disobedience of orders or regulations, misbehavior, alcohol abuse, or substandard performance.
5. Does not have a history of financial instability.
6. Consistently high markings in Items 13a (Regular Duties), 13e (Handling Enlisted Personnel), 13f (Training Personnel), 14b (Personal Appearance), 14c (Military Presence), 14g (Judgment), 14h (Presence of Mind), 14j (Leadership), and 14n (Growth Potential) of the fitness report.
7. Desire previous successful tour as an instructor.

APPENDIX F

SAMPLE SECTION "C" COMMENTS

1. Course Completion

a. Successful Completion. "This is a "not observed" report due to academic duty of less than 90 days. (Grade, name) successfully completed (course title, class number) with a final cumulative average of (score)."

b. Distinguished Graduate. "This is a "not observed" report due to academic duty of less than 90 days. (Grade, name) successfully completed (course title, class number) as a DISTINGUISHED GRADUATE with a final cumulative average of (score)."

2. Upon Disenrollment

a. Noncompliance. "This is a "not observed" report due to academic duty of less than 90 days. (Grade, name) has been disenrolled from (course title, class number) for noncompliance with course prerequisites. He/She is encouraged to return when all prerequisites are satisfied."

b. Administrative Reasons. "This is a "not observed" report due to academic duty of less than 90 days. (Grade, name) has been disenrolled from (course title, class number) for (medical reasons/emergency leave/unprofessional conduct/specify reason). He/She is encouraged to return when (medically qualified/the problem or deficiency is resolved/specify the condition)."

c. Academic Performance (Not Adverse). "This is a "not observed" report due to academic duty of less than 90 days. (Grade, name) has been disenrolled from (course title, class number). (Grade, name) demonstrated a positive attitude and willingness to learn but (was unable to attain the minimum passing grade of 80/failed four exams/specify reason).

d. Academic Performance (Adverse). "This is a "not observed" report due to academic duty of less than 90 days. (Grade, name) has been disenrolled from (course title, class number). (Grade, name) demonstrated an (indifferent attitude/unwillingness to learn/other negative characteristics) and (failed to attain the minimum passing grade of 80/failed four exams/specify reason and elaborate as necessary).

APPENDIX G

SAMPLE AFTER-ACTION REPORT

From: Director, Staff Noncommissioned officer Academy  
> To: President, Marine Corps University (C 40), Marine  
Corps Combat Development Command, 2076 South Street,  
Quantico, VA 22134-5067

Via: (Appropriate chain of command)

>Encl: (1) TON# Usage Report

Subj: COURSE AFTER-ACTION REPORT

1. Course Information

- a. (Course title)
- b. (Class number)
- c. (Class capacity)
- d. (Course convening date/Number of students reporting)
- e. (Graduation date/Number of students graduated)

2. Student Information

	Male	Female	
>	<u>Marine</u>	<u>Marine Reserve</u>	<u>Total</u>
a.	Students reporting aboard		
b.	Noncompliance disenrollments		
c.	Academic disenrollments		
d.	Medical disenrollments		
e.	Leadership disenrollments		
f.	Other disenrollments		
g.	Students graduated		
h.	Average years in service		

SOP FOR RESIDENT ENLISTED PME

3. The enclosure is submitted as directed. Point of contact is (Grade, name) at (phone number).

SIGNATURE

-----  
> \*\*\*SEPARATE PAGE FOR ENCLOSURE\*\*\*  
-----

TON # USAGE REPORT

SCHOOL:

DATE:

TON #'S UTILIZED:

NAME	SSN/MOS	UNIT	TON #
------	---------	------	-------

(Last, First, MI)

TON #'S REMAINING:

Enclosure (1)

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## APPENDIX H

## LIST OF ACRONYMS AND ABBREVIATIONS

<u>LONG TITLE</u>	<u>ACRONYM/ ABBREVIATION</u>
administrative control	ADCON
By Name Assignment	BNA
Course Content Review Board	CCRB
course descriptive data	CDD
commanding general	CG
commanding officer	CO
Marine Corps Schools	MARSCHOOL
Marine Battle Skills Training	MBST
Marine Corps Automated Instructional Management System	MCAIMS
Marine Corps University	MCU
Marine Corps Combat Development Command	MCCDC
noncommissioned officer	NCO
operational control	OPCON
professional military education	PME
program of instruction	POI
staff noncommissioned officer	SNCO
Staff Noncommissioned Officer Advanced Course	SNCOAC
Staff Noncommissioned Officer Career Course	SNCOCC



SOP FOR RESIDENT ENLISTED PME

<u>LONG TITLE</u>	<u>ACRONYM/ ABBREVIATION</u>
staff noncommissioned officer in charge	SNCOIC
standing operating procedure	SOP
temporary additional duty	TAD

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