MARINE CORPS BULLETIN 1500 W/ADMIN CHANGE

From: Commandant of the Marine Corps
To: Distribution List
Subj: ANNUAL TRAINING AND EDUCATION REQUIREMENTS

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

1. Situation. To transmit administrative changes to MCBul 1500 DTD 8 September 2016 in order to extend annual training and education requirements until publication of a new Marine Corps Order within one year of this Bulletin.

2. Cancellation. MCBul 1500 DTD 8 September 2016.

3. Mission. To notify all on the distribution list of administrative changes within this Bulletin.

4. Execution. In accordance with applicable references, administrative changes are as follows:

   a. Per applicable references, Hazing, Tobacco Cessation, Unit Marine Awareness and Prevention Integrated Training (UMAPIT), Marine Corps Records Management Training, Combating Trafficking in Persons (CTIP), Violence Prevention Awareness Training, and Social Media Conduct continue as Leader-led training, as depicted in enclosure (1) of this Bulletin.

   b. Per applicable references, Marine Corps Operations Security (OPSEC) and Level I Antiterrorism Awareness Training can now be conducted as Leader-led training. Leader-led training is the preferred approach, but commanders have the option to conduct Unit Training by a subject matter expert or on MarineNet, as listed in enclosure (1) of this Bulletin.

   c. The cited references have been corrected to reflect most current publications.

5. Reserve Applicability. 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

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SMCR Marines on orders for 275 days or greater will adhere to active component requirements. Reference (af) listed “Exceptions” to Leader-led training for Marines serving in the Reserve Component and Marines assigned to Individual Augmentee, Joint, Interagency, or Independent Duty assignments/billets. Reference (af) “Exceptions” are eliminated, and applicable waivers remain in effect as depicted in enclosure (1) of this Bulletin.

6. 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, or publication of a new Marine Corps Order on Mandatory Training and Education Requirements in 2018, whichever comes first.

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

DISTRIBUTION: PCN 10201152301
MARINE CORPS BULLETIN 1500

From: Commandant of the Marine Corps
To: Distribution List

Subj: ANNUAL TRAINING AND EDUCATION REQUIREMENTS

Ref: (a) 5 CFR 930.301: Information Systems Awareness Training Program
    (b) 32 CFR 85.6: Health Promotion
    (c) DODD 8570.01-M: Information Assurance Workforce Improvement Program
    (d) DODD 5400.11-R: DOD Privacy Program
    (e) DODD 6490.14 CH1: Defense Suicide Prevention Program
    (f) DODD 5240.06 CH1: Counterintelligence Awareness and Reporting
    (g) DODD 5205.02E DOD Operations Security (OPSEC) Program
    (h) DODI 6495.02 CH3: SAPR Procedures Program
    (i) DODI 5015:02 CH1: DOD Records Management
    (j) DODI 2000.12 CH 3: DOD Antiterrorism Program
    (k) DODI 2200.01: Combating Trafficking in Persons (CTIP)
    (l) DODI 1438.06: DOD Workplace Violence Prevention & Response Policy
    (m) DODI 6055.01 DOD Safety and Occupational Health Program
    (n) SECNAV M-5210.1: Department of Navy Records Management
    (o) SECNAV 5239.3C DON Cybersecurity Program
    (p) SECNAV 1610.2A: DON Policy on Hazing
    (q) MCO 1500.52D: Marine Corps Water Survival Training
    (r) MCO 1700.28B: Hazing
    (s) MCO 1700.29: Marine Corps Semper Fit Program
    (t) MCO 1720.2: Marine Corps Suicide Prevention Program
    (u) MCO 1752.5B: Sexual Assault Prevention and Response (SAPR)
    (v) MCO 3070.2A: Marine Corps Operations Security (OPSEC) Program
    (w) MCO 3400.3G: CBRN Defense Training Requirements
    (x) MCO 3574.2L: Marine Corps Combat Marksmanship Programs
    (y) MCO 3500.27C: Marine Corps Risk Management
    (z) MCO 3535.1D W/CH1: Marine Corps Equal Opportunity Manual
    (aa) MCO 6100.13 W/CH 2: Marine Corps Physical Fitness Program
    (ab) MCO 3302.1E: Marine Corps Antiterrorism (AT) Program
    (ac) MCO 5210.11F: Marine Corps Records Management Program
    (ad) MCO 5580.3: Violence Prevention Program
    (ae) MCO 5300.17: Marine Corps Substance Abuse Program

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.
(af) MARADMIN 188/17: Modifications to Annual Training Requirements

Encl: (1) 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 (af), 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 (af) 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 (1) 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) training is the only and Combating Trafficking in Persons (CTIP) courses are the only training requirements, which must be conducted using MarineNet. Leader-led training is the preferred approach. Commanders have the option to conduct certain training requirements as Leader-led, or unit training by a subject matter expert, or on MarineNet, as depicted in enclosure (1) of this Bulletin.
(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) for publication of an updated Bulletin or new MCO. 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 CG, TECOM (C466) and the Director, Administration and Resource Management Division (ARDiv) within ten months of this Bulletin.

(b) Publish MCBul 1500 annually until such time a new Marine Corps Order is published in 2018, replacing the MCBul 1500 construct.

(2) Deputy Commandants and Heads of Headquarters Staff Agencies

(a) Within one year 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 this Bulletin, or a draft Marine Corps Order, to CG, TECOM (C466) 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 as depicted in enclosure (1).

(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 three months of this Bulletin, review the recurring training requirements with the operating forces and HQMC offices NLT than by the end of 3rd quarter FY 18 30 June 2016 to determine if changes are required.

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

(d) Within eight months of this Bulletin, consolidate inputs and submit the draft Bulletin or new MCO on Marine Corps Mandatory Training and Education Requirements, whichever comes first, 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.

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 (i) 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, or release of a new MCO on Mandatory Training and Education Requirements, 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 CH 1, “Military Training,” January 13, 2009 February 23, 2017
(d) DoD Instruction 1322.31 CH 1, “Common Military Training (CMT),” February 26, 2015 April 11, 2017
(e) DoD Directive 5240.06 CH 1, “Counterintelligence Awareness and Reporting (CIAR),” May 30, 2013
(f) DoD Instruction 2200.01 CH 1, “Combating Trafficking in Persons (CTIP),” April 21, 2015 April 5, 2017
(g) DoD Instruction 6495.02 CH 23, “Sexual Assault Prevention and Response (SAPR) Program Procedures,” July 7, 2015 May 24, 2017
(i) DoD Instruction 6055.01, “DoD Safety and Occupational Health (SOH) Program,” October 14, 2014
(m) DoD Instruction 1438.06, “DoD Workplace Violence Prevention and Response Policy,” January 16, 2014
(o) DoD Instruction 1010.04, “Problematic Substance Use by DoD Personnel,” February 20, 2014
(q) DoD Instruction 2200.01 CH 1, “Combating Trafficking in Persons (CTIP),” April 21, 2015 April 5, 2017
(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 188/17
(ao) MARADMIN 234/13
(ap) MARADMIN 288/13
(aq) MARADMIN 288/13
(ar) 5 U.S.C 552a
(aq) SECNAVINST 5211.5E
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# Annual Training and Education Requirements for Marines

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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 | Leader-led Training #1 or MarineNet #2 is required DD01A00000 | FY

NOTE 1: Leader-led training is the preferred approach. The Training Support Packages/Guided Discussions for leader-led training is available at the following link: [https://vcepub.tecom.usmc.mil/sites/directorates/mtesd/LeaderLedAnnualTraining](https://vcepub.tecom.usmc.mil/sites/directorates/mtesd/LeaderLedAnnualTraining). 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/](https://www.marinenet.usmc.mil/).

NOTE 3: Unit Training is conducted by the parent unit or a support unit subject matter expert. There are varying requirements for instructors and mediums of training. Original orders should be consulted when developing unit training. 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. As of 17 April 2017 (MARADMIN 188/17), Leader-led training was added as an option to conduct Unit Marine Awareness and Prevention Integrated Training (UMAPIT), as the preferred approach. Discussions for leader-led training is available at the following link: [https://vcepub.tecom.usmc.mil/sites/directorates/mtesd/LeaderLedAnnualTraining](https://vcepub.tecom.usmc.mil/sites/directorates/mtesd/LeaderLedAnnualTraining). Information on the objectives and recommendations on presenting UMAPIT is available for download from [www.thegearlocker.org](http://www.thegearlocker.org), Behavioral Health website.
NOTE 5: MarineNet Course Codes for Risk Management (RM) are as follows:

SDRMGTE130: RM for Private-Lance Corporal;
SDRMGTSULO: RM for Small Unit Leaders;
SDRMGTSENO: RM for Senior Leaders.