DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON DC 20350-3000

MARINE CORPS ORDER 1553.3C

From: Commandant of the Marine Corps
To: Distribution List

Subj: UNIT TRAINING MANAGEMENT (UTM) PROGRAM

Ref: See enclosure (1)

Encl: (1) References

1. <u>Situation</u>. Per the references, this Order seeks to improve the Marine Corps' Unit Training Management (UTM) Program by reorienting it towards planning and execution of standards-based training informed by core and assigned mission essential tasks (METs) and supporting training and readiness (T&R) standards established by references (a) and (b). Additionally, UTM shall be integrated throughout an individual Marine's career, mutually supported by training and education at both unit-levels and formal learning venues. This reinvigoration of unit training is essential to prepare units for continued success in overcoming the challenges presented in the current and future operating environments. This Order is in accordance with references (a) through (z).

2. <u>Cancellation</u>. MCO 1553.3B.

3. <u>Mission</u>. This Order provides policy for the implementation of the UTM Program throughout the Marine Corps in order to aid commanders in the development and execution of training plans that will ensure all Marines and Marine units attain and sustain combat readiness.

4. <u>Execution</u>

    a. <u>Commander's Intent and Concept of Operations</u>

        (1) <u>Commander's Intent</u>

            (a) <u>Purpose</u>. Training and education develops, sustains, and enhances the combat readiness and lethality of all Marines and Marine Corps units. Accordingly, Training and Education Command (TECOM) and Marine Corps units' preparation for combat must promote both individual and collective professional development and warfighting capability. The Nation expects our Corps to be able to consistently fight and win in the current and future operating environment as part of a capable and ready naval force. Marine Corps UTM plays a critical role in reinforcing these foundational precepts.

            (b) <u>Method</u>. Commanding General, Training and Education Command (CG, TECOM) establishes a complementary, service-level training and education (T&E) environment rooted in established T&R standards to develop the force.

TECOM and its major subordinate commands (MSCs) establish and sustain formal learning venues that prepare Marines to capably perform their UTM roles. The T&E environment will reinforce UTM in formal school, unit training, and professional military education (PME) settings to enable achievement of the standards necessary to meet service responsibilities in support of its assigned missions. Formal schools within Training Command (TRNGCMD) and at the Marine Corps Recruit Depots (MCRDs) will design, develop, and implement training informed through regular dialogue with Marine Corps units to produce competent and capable Marines prepared to perform at Marine Corps units' desired minimum standards. Fleet Marine Force commanders, supported by Marine Air Ground Task Force-Training Command (MAGTF-TC), will establish UTM Programs to specify the level of progressive training necessary to accomplish unit METs, thereby enhancing unit readiness and lethality. Education Command (EDCOM) will design, develop, and integrate PME curricula at all levels of professional development with UTM principles to prepare Marines to assume greater responsibilities.

   (c) <u>End state</u>. Resilient Marines and units which possess a bias for ethical, intelligent action; are knowledgeable and decisive in applying their military occupational specialty skills at the appropriate level; can readily adapt at the team or unit-level to rapidly changing conditions within dynamic naval environments; and are highly capable of enabling Marine Corps units and supported warfighting organizations to fight and win in evolving and novel threat contexts.

  (2) <u>Concept of Operations</u>

   (a) The UTM Program combines and applies Marine Corps training principles and the Systems Approach to Training and Education (SATE) to the design and implementation of a unit training plan. UTM employs SATE principles detailed in reference (c) to standardize development of standards-based training aligned to unit METs and associated individual and collective T&R standards. References (d) through (i) provide more information concerning the application of the SATE process to unit training design, implementation, and evaluation.

   (b) Commanders review and validate their assigned mission essential task list (METL), comprised of core tasks assigned by unit type and other tasks as deemed necessary by higher headquarters (HHQ), mission, or commander's discretion. After an initial assessment of mission readiness requirements and current readiness levels of the unit, the commander publishes training guidance to provide the unit training philosophy, vision, and priorities as described in references (d) and (e).

    <u>1</u>. The commander is responsible for the unit's training. However, Marines throughout the unit perform required UTM functions. Functions are assigned to Marines in training management roles to perform the gamut of unit training activities. Each role produces observable indicators of an effective UTM Program, which must be captured to drive continuous training improvement. Commanders must identify individuals and ensure they are properly prepared to execute designated roles and responsibilities as defined in chapter 2 of reference (i).

    <u>2</u>. Attention across the training and education continuum is required to prepare Marines to execute the functions and responsibilities of their roles, from formal learning venues to unit-level training. Formal courses must prepare faculty to understand the T&R process and prepare

Marines to understand and execute their UTM responsibilities commensurate with their level of responsibility. Additionally, commanders and unit leaders must identify both individual and unit-level UTM training requirements to facilitate the success of their programs.

(c) Unit staffs and training planners design a training plan focused on achieving T&R standards to build and maintain unit readiness. The training plan translates the commander's training guidance into a plan for the unit to implement. The training plan identifies unit training milestones, METs, and T&R standards to be trained. All training is aligned to T&R standards, derived from the unit's METs. Reference (e) provides guidance for training plan development.

(d) Unit leaders develop training events and exercises to build and sustain proficiency in T&R standards and to complete individual training requirements. Reference (f) provides guidance for developing training events.

1. T&R manuals provide a building block approach for progressively challenging training, from individual to collective events that support MET proficiency.

2. Service-directed requirements are events required to be completed by the Marine Corps Total Force and shall be considered in a unit's training plan. They are typically derived from reference (j) as annual training requirements. Unit-directed requirements are directed by specific policy applicable to certain Marines within the Total Force, such as Marines assigned to specific unit types or within certain communities. Commanders may determine additional unit-directed requirements as required/appropriate.

(e) Some training will be high risk in nature. High risk training (HRT) is defined as basic or advanced individual or collective training, essential for preparing Marines and units for combat that exposes Marines and trainers to the risk of death or permanent disability despite the presence of, and adherence to, proper safety controls. Planning and an expansion of HRT definitions and requirements is included in references (e) and (k).

(f) Units record training evaluation using a currently approved performance evaluation tool. Evaluations are conducted for each T&R event partially or fully completed and contribute to unit readiness reporting in accordance with reference (l). Training evaluation is conducted in accordance with references (h) and (m).

(g) The Marine Corps Training Information Management System (MCTIMS) is the service enterprise system of record for planning, developing, resourcing, executing, evaluating, and recording Marine Corps training and education for command element (CE), ground combat element (GCE), logistics combat element (LCE), and certain ground-oriented aviation combat element (ACE) units. Additionally, all units report completion of certain events in MCTIMS, such as annual training and the Marine Corps Combat Readiness Evaluation (MCCRE). MCTIMS fully documents the training and education activities of Marines and units by integrating with other United States Marine Corps enterprise systems to execute and record day-to-day and longer-range planning in accordance with the SATE process. Reference (n) provides additional guidance about the functionality of MCTIMS.

(h) The Marine Corps Sierra Hotel Aviation Readiness Program (M-SHARP) is the T&R Program utilized to schedule and report completion of certain T&R events specific to aviation units in the ACE. Reference (o) provides additional guidance about the employment and functionality of M-SHARP.

b. Subordinate Element Tasks

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

(a) Provide oversight and synchronization of the UTM Program across the Marine Corps training and education continuum.

(b) Maintain the UTM functional area checklist in accordance with the Inspector General of the Marine Corps (IGMC) requirements outlined in reference (p) to reinforce UTM concepts as described in references (d) through (i).

(c) Publish and update UTM Program policy, doctrinal publications, and directives that reduce administrative burden and allow rapid change for continued modernization.

(d) Manage the Marine Corps Aviation and Ground T&R Programs.

(e) Develop, manage, and maintain training standards published in reference (q) for Marine Corps UTM roles and instruction at TRNGCMD, EDCOM, MAGTF-TC, and MCRDs.

(f) Establish minimum standards for qualification and designation of unit training managers.

(g) Provide augments to IGMC and TECOM Commanding General's Inspection Program to inspect and assist units with the implementation of UTM Programs.

(h) As necessary, conduct assist visits to provide UTM training and education.

(i) Validate integration of appropriate UTM instruction across TECOM via the Formal Schools Inspection Checklist.

(j) Manage the development and implementation of MCTIMS UTM functionality to meet service- and unit-level reporting requirements.

(k) Coordinate standardization and development of UTM-related training resources with TECOM MSCs.

(l) Provide training products designed to share UTM concepts and ideas to enable more effective and efficient use of training time and resources.

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

(a) Develop role-based UTM-related instructional materials for instructor and faculty development in TRNGCMD formal learning courses in accordance with the references.

(b) Integrate UTM instruction into faculty development requirements for all TRNGCMD facilitators in accordance with reference (q) to ensure facilitators can utilize the T&R manuals for the creation of course content and evaluation.

(c) Provide UTM instruction in TRNGCMD formal learning courses for officers, Staff Non-Commissioned Officers, and Non-Commissioned Officers to prepare Marines to perform Military Occupational Specialties and grade appropriate UTM roles.

(3) Commanding General, Education Command (CG, EDCOM). Integrate appropriate level instruction of UTM roles to students in all EDCOM enlisted and officer PME, and other formal learning environments in accordance with references (d) through (i).

(4) Commanding General, Marine Air Ground Task Force-Training Command (CG, MAGTF-TC)

(a) Develop role-based UTM-related instructional materials to facilitate FMF instruction and faculty development in MAGTF-TC formal learning courses in accordance with references (d) through (i) and (q).

(b) Provide role-based UTM instruction for the FMF and MAGTF-TC formal learning course faculty development in accordance with the references.

(c) As requested, support efforts for the development of a stand-alone UTM capability, to include faculty development, within formal learning courses responsible for officer and enlisted PME, advanced individual training courses (AITCs), and AITC pre-requisites.

(5) Commanding General, Marine Corps Recruit Depots (CG, MCRDs). Integrate UTM concepts into respective MCRD faculty and staff development to ensure T&R basis for training.

(6) Marine Forces (MARFOR) Commanders, Major Subordinate Commands (MSCs) and Subordinate Commanders, and Supporting Establishment Commanders

(a) Ensure the effective, efficient management and reporting of individual and collective training accomplishments via: Marine Online, MCTIMS UTM module, M-SHARP, Defense Readiness Reporting System (DRRS), and other electronic means.

(b) Designate in writing Marines responsible for executing UTM roles, responsibilities, and functions in accordance with reference (i).

(c) Designate in writing Marines to execute the responsibilities as evaluators in accordance with references (h), (m), and (s), as appropriate.

(d) Ensure Marines executing UTM roles, responsibilities, and functions complete required UTM training prior to designation in accordance with reference (q).

(e) Review, update, and publish the unit's METL in MCTIMS annually, within 45 days of assuming command, or within 15 days of the assignment of a new mission in order to support reporting requirements established by reference (l).

(f) Submit training plans and training schedules to HHQ for review and approval in accordance with reference (t) and local directives.

(g) Document planning, execution, and completion of unit training events in the MCTIMS UTM calendar.

(h) Align training plans in accordance with the procedures outlined in reference (u).

(i) Program and allocate resources (i.e., funding, transportation, ammunition, facilities, fuel, etc.) to support organizational training evolutions (individual or collective training events) that support specific METs.

(j) Complete risk assessment for required events in accordance with reference (k).

(k) Conduct continuous internal assessment of your unit's ability to execute core and assigned METs, and report readiness according to the policies and procedures outlined in references (l) and (t).

(l) Conduct ongoing training assessments in the unit's training lifecycle to establish and sustain MET readiness. Assessments shall consider adequate time for retraining if required.

(m) Schedule and coordinate, with HHQ and external agencies, to conduct formal training evaluations at appropriate points in the unit's training cycle in accordance with references (m) and (s).

(n) Provide qualified subject matter experts (SMEs) to T&R working groups or review conferences to represent the command in the development or maintenance of respective T&R manuals per references (a), (o), and (t).

(o) Provide qualified SMEs to applicable community course content review boards in order to ensure PME and other formal learning outcomes match unit-level training needs and service-level T&R requirements per reference (r).

c. Coordinating Instructions

(1) Unit commanders shall provide post-course survey feedback from formal schools to support program of instruction alignment to community and MOS requirements.

(2) Unit commanders shall use MCTIMS UTM / Individual Marine Management (IMM) functionality, in accordance with HHQ guidance, to assist in implementing UTM Programs. These processes provide commanders with an objective status against a unit's METL and service-directed training requirements resulting in critical information to refine and validate the commander's assessment inputs to DRRS.

(3) Commanders, staffs, and unit leaders shall maintain applicable references from enclosure (1) and upload training guidance and training plans in MCTIMS.

(4) Units shall publish and maintain the following MCTIMS Unit Documents:

(a) Commander's Training Guidance

(b) Campaign or training plan, as appropriate for unit level

(5) The MCTIMS UTM Calendar is the focal point for planning, synchronizing, and documenting completion of unit training events. Units shall create training events on the unit calendar, associate those events to T&R events or training requirements, and upload event documentation to that event throughout its lifecycle (planning, execution, and completion). Within each calendar training event, units shall record:

(a) Training time and location.

(b) Unit(s) conducting training.

(c) T&R events, service-directed, or unit-mandated training requirements.

(d) Planning products and documents.

(e) Marines completing training and individual scores.

(f) Risk assessment documents, in accordance with reference (u).

(g) Completion roster (NAVMC or Standard Forms, as appropriate).

(h) Completed performance evaluation checklists for assessed T&R events.

(6) Completion of service- or unit-mandated individual training requirements shall be documented and scored using the MCTIMS calendar; events conducted for fewer than four Marines may be documented using Scoresheets in MCTIMS UTM / IMM.

(7) Units shall document all METL-based training and evaluate associated T&R events using the unit MCTIMS calendar.

(8) Units may request training for Marines assigned to UTM roles through MAGTF-TC.

(9) Units may coordinate MCTIMS training with field support representative sites located by geographic regions at Camp Lejeune, Camp Pendleton, or Okinawa.

5. <u>Administration and Logistics</u>

a. <u>Records Management</u>. Records created as a result of this Order shall be managed according to National Archives and Records Administration (NARA)-approved dispositions in reference (v) to ensure proper maintenance, use, accessibility, and preservation, regardless of format or medium. Records disposition schedules are located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

Refer to reference (x) for Marine Corps records management policy and procedures.

b. <u>Privacy Act</u>. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the 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 shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with reference (y), as amended, and implemented in reference (w).

c. <u>Forms</u>. There are no forms used in this Order.

d. <u>Updates</u>. Updates made to this directive shall be done in accordance with the current iteration of reference (z).

e. <u>Recommendations</u>. Recommendations concerning the contents of this Order are welcomed and may be forwarded to CG TECOM, Policy and Standards Division (PSD), Policy and Learning Branch via the appropriate chain of command.

f. Safety and occupational health guidelines contained in reference (k) will be followed to facilitate execution of this Order.

6. <u>Command and Signal</u>

a. <u>Command</u>. This Order is applicable to the Marine Corps Total Force.

b. <u>Signal</u>. This Order is effective the date signed.

K. M. IIAMS
Commanding General,
Training and Education Command
By direction

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<u>References</u>

(a) MCO P3500.72A
(b) MCO 3500.14 w/Admin CH-1
(c) NAVMC 1553.1A
(d) MCTP 7-20A
(e) MCRP 7-20A.1
(f) MCRP 7-20A.2
(g) MCRP 7-20A.3
(h) MCRP 7-20A.4
(i) MCRP 7-20A.5
(j) MCO 1500.63 w/CH-1
(k) MCO 5100.29C w/CH-2
(l) MCO 3000.13B
(m) MCO 3501.1E
(n) MCO 1553.10
(o) NAVMC 3500.14E w/CH-1
(p) MCO 5040.6J
(q) NAVMC 3500.37D
(r) MCO 1553.2D
(s) MCO 3500.11G
(t) MCO 3500.110
(u) MCO 3502.6A
(v) SECNAV M-5210.1
(w) SECNAVINST 5211.5F
(x) MCO 5210.11F
(y) 5 U.S.C. § 552a
(z) MCO 5215.1K w/Admin CH-1

APPENDIX A

Glossary of Acronyms and Abbreviations

ACE	Aviation Combat Element
AITC	Advanced Individual Training Course
CE	Command Element
CG, EDCOM	Commanding General, Education Command
CG, MAGTF-TC	Commanding General, Marine Air Ground Task Force-Training Command
CG, MCRDs	Commanding General, Marine Corps Recruit Depots
CG, TECOM	Commanding General, Training and Education Command
CG, TRNGCMD	Commanding General, Training Command
DON	Department of the Navy
DON/AA	Department of the Navy/Assistant for Administration
DRMD	Directives and Records Management Division
DRRS	Defense Readiness Reporting System
EDCOM	Education Command
GCE	Ground Combat Element
HHQ	Higher Headquarters
HRT	High Risk Training
IGMC	Inspector General of the Marine Corps
IMM	Individual Marine Management
LCE	Logistics Combat Element
MAGTF-TC	Marine Air Ground Task Force-Training Command
MARFOR	Marine Forces
MCCRE	Marine Corps Combat Readiness Evaluation
MCRD	Marine Corps Recruit Depot
MCTIMS	Marine Corps Training Information Management System
MET	Mission Essential Tasks
METL	Mission Essential Task List
MSC	Major Subordinate Command
M-SHARP	Marine Sierra Hotel Aviation Readiness Program
NARA	National Archives and Records Administration
PII	Personally Identifiable Information
PME	Professional Military Education
PSD	Policy and Standards Division
SATE	Systems Approach to Training and Education
SME	Subject Matter Expert
T&E	Training and Education
T&R	Training and Readiness
TECOM	Training and Education Command
TRNGCMD	Training Command
UTM	Unit Training Management