



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

MCO 3500.14 w/Admin CH 2  
PSD  
22 Nov 2024

MARINE CORPS ORDER 3500.14 ADMINISTRATIVE CHANGE 2

From: Commandant of the Marine Corps  
To: Distribution List

Subj: AVIATION TRAINING AND READINESS (T&R) PROGRAM

Ref: (b) Training and Education 2030

1. Situation. After reviewing reference (b), the Sponsor discovered that the Training and Readiness (T&R) manual signature authority language requires clarification.

2. Mission. To implement changes to the Order.

3. Execution. Changes to the Order are as follows:

a. The Commanding General (CG), Training and Education (TECOM) is the signature authority for all Aviation Training and Readiness (T&R) Manuals.

b. The Director, Policy and Standards Division (PSD), TECOM is the signature authority for resource neutral Aviation T&R Manuals.

4. Administration and Logistics

a. Records Management. Records created because of this directive shall be managed according to National Archives and Records Administration (NARA)-approved dispositions per SECNAV M-5210.1 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 MCO 5210.11F for Marine Corps records management policy and procedures.

b. Privacy Act. 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 the Privacy Act of 1974, as amended (5 U.S.C. 552a) and implemented per SECNAVINST 5211.5F.

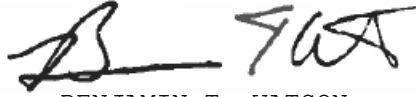
DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

c. Recommendations. Recommendations pertaining to this Order shall be directed to: CG, TECOM, PSD, 2007 Elliot Road, Quantico, Virginia 22134.

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.

A handwritten signature in black ink, appearing to read 'B. T. Watson', is written over the printed name.

BENJAMIN T. WATSON  
By direction

DISTRIBUTION: PCN 10203350100



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

MCO 3500.14  
C 4610  
21 Dec 05

MARINE CORPS ORDER 3500.14 (Administrative Change 28 Jan 11)

From: Commandant of the Marine Corps  
To: Distribution List

Subj: AVIATION TRAINING AND READINESS (T&R) PROGRAM

Ref: (a) NAVMC 3500.14B

1. Situation. To establish policies regarding the training of Marine Corps aircrews, Unmanned Aircraft System (UAS) Operators, Marine Command and Control System (MACCS) Operators, Airfield Emergency Services and Meteorological and Oceanographic (METOC) personnel.

2. Cancellation. MCO P3500.14H.

3. Mission. To provide policy for the preparation, approval, maintenance, and review of aviation T&R manuals.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Aviation T&R Program provides policy, procedures and direction for aviation units to develop warfighting capabilities by providing commanders with standardized programs of instruction. The program supports MAGTF and combatant commanders via Mission Essential Task List linkages. The Aviation T&R Program, Core Model, and Unit Core Competency Resource Models (CCRM) are designed to align with DoD, Joint, and USMC training and readiness requirements and guidelines.

(2) Concept of Operations

(a) The fundamental bases upon which aviation T&R manuals are structured are the Commandant of the Marine Corps-approved Core Model and the CCRM.

(b) Aviation Type/Model/Series communities, UAS communities, MACCS agencies, Airfield Emergency Services and METOC personnel will develop, maintain, and periodically review T&R manuals based on the Core Competency Model and the CCRM outlined in the reference.

b. Coordinating Instructions. Recommended changes to this Order are invited, and will be submitted via the syllabus sponsor and the appropriate chain of command to the Commanding General, Training and Education Command, Aviation Training Division via e-mail or the Automated Message Handling System (AMHS) using the following plain language address: CG TECOM ATD.

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

5. Administration and Logistics

a. Commanding General, Training and Education Command (Aviation Training Division) shall:

(1) Maintain liaison with the operating forces and Deputy Commandant, Aviation regarding policies and procedures contained in the reference.

(2) Ensure compliance with policies outlined in the reference.

(3) Initiate changes and revisions to aviation T&R manuals and the reference as required.

b. Aviation T&R Program syllabus sponsors shall:

(1) Comply with the reference when coordinating changes.

(2) Maintain close liaison with community units, tactical squadrons, and operational support aircraft units regarding T&R manual relevancy and administration.

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.

/s/  
J. N. MATTIS  
By direction

DISTRIBUTION: PCN 10203350100



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
2 NAVY ANNEX  
WASHINGTON, DC 20380-1775

MCO 3500.14  
C 4610  
21 Dec 05

MARINE CORPS ORDER 3500.14

From: Commandant of the Marine Corps  
To: Distribution List

Subj: AVIATION TRAINING AND READINESS (T&R) PROGRAM

Ref: (a) NAVMC DIRECTIVE 3500.14

1. Situation. To establish policies regarding the training of Marine Corps aircrews, Marine Command and Control System (MACCS) operators, Airfield Emergency Services and Meteorological and Oceanographic (METOC) personnel.

2. Cancellation. MCO P3500.14H.

3. Mission. To provide policy for the preparation, approval, maintenance, and review of aviation T&R manuals.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Aviation T&R Program shall provide policy, procedures and direction for aviation units to develop warfighting capabilities by providing commanders with standardized programs of instruction. The program supports MAGTF and combatant commanders via Mission Essential Task List linkages. The Aviation T&R Program, Core Competency Model, and Unit Core Competency Resource Models (CCRM) are designed to align with DoD, Joint, and USMC training and readiness requirements and guidelines.

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MCO 3500.14  
21 Dec 05

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5. Administration and Logistics

a. Commanding General, Training and Education Command (Aviation Training Branch) shall:

(1) Maintain liaison with the operating forces and Deputy Commandant, Aviation regarding policies and procedures contained in the reference.

(2) Ensure compliance with policies outlined in the reference.

(3) Initiate changes and revisions to aviation T&R manuals and the reference as required.

b. Aviation T&R Program syllabus sponsors shall:

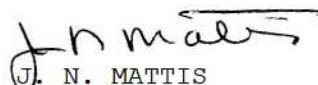
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J. N. MATTIS  
By direction

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