



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

5215

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28 May 2025

MEMORANDUM FOR THE RECORD

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MARINE CORPS DIRECTIVES COMPLIANCE WITH EXECUTIVE ORDER 14168

Ref: (a) Executive Order (E.O.) 14168, "Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government," January 20, 2025  
(b) United States Office of Personnel Management (OPM), Memorandum, "Initial Guidance Regarding President Trump's Executive Order *Defending Women*," January 29, 2025  
(c) Marine Corps Order 5580.5, "Marine Corps Civilian Law Enforcement Policy", August 30, 2019

1. In accordance with references (a) and (b), reference (c) has been reviewed and updated as necessary.
2. The required changes have been incorporated into reference (c) as an administrative update on the relevant pages:
  - a. Change the word "Gender" to "Sex" in paragraph 020402. A. on page 2-6.
  - b. Change the word "Gender" to "Sex" in paragraph 020404. A. on page 2-10.
3. These changes are effective as of the date signed.

SULLIVAN.ANDREW.N  
ORMAN.1142346016  
A. N. SULLIVAN  
Director, Administration and Resource  
Management Division  
By direction

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

MCO 5580.5  
PS  
30 AUG 2019

MARINE CORPS ORDER 5580.5

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MARINE CORPS CIVILIAN LAW ENFORCEMENT POLICY

Ref: (a) 5 U.S.C. 552a  
(b) SECNAV M-5211.5E  
(c) SECNAV M-5210.1  
(d) See Volume Reference List

Encl: (1) Marine Corps Civilian Law Enforcement Policy

1. Situation. This Order is a new Marine Corps Order that should be reviewed in its entirety. This Order provides policy to Commanders, Provost Marshals, Chiefs of Police and civilian police personnel and their supervisors, in the performance of their duties. Reference (d) and its contents aid and justify the generation and dissemination of this Order.

2. Mission. To provide policy and procedures required to hire, train and equip civilian police into Supporting Establishment Law Enforcement assignments.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) This Order establishes policies, procedures and qualification standards associated with the hiring, training, equipping, and utilization of Marine Corps Civilian Police in the support of installation law enforcement program.

(b) Establish guidelines and procedures regarding the organization and administration of Marine Corps Civilian Police aboard Marine Corps installations. Deputy Commandant, Plans, Policies, and Operations is the protection and security advocate,

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Security Division (PS) is responsible for program management of the Marine Corps Law Enforcement Program.

(2) Concept of Operations

(a) All Marine Corps installations and organizations shall be in compliance with this Order.

(b) Local standard operating procedures should be developed to augment enclosure (1).

b. Subordinate Element Missions

(1) Deputy Commandant, Installations and Logistics (DC I&L)

(a) Responsible for planning, programming, policy and oversight of installations and therefore must maintain overall cognizance for execution of the policies identified within this Order.

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

(a) Monitor compliance with this Order and coordinate exceptions if required.

(b) Prior to implementing program modifications, collective bargaining obligations must be satisfied.

(3) Commander, Marine Forces Reserve

(a) Coordinate and assist DC I&L, and DC PPO for the planning, programming, policy, and oversight of Marine Corps Law Enforcement matters aboard all Reserve Facilities.

(b) Ensure compliance with the policies and procedures prescribed in this Order.

(c) Ensure timely review and coordination of changes proposed to this Order.

4. Administration and Logistics

a. Recommendations concerning this Order are invited and will be submitted to the DC PPO, Security Division (PS) via the appropriate chain-of-command.

b. Privacy Act. The generation, collection or distribution of personally identifiable information (PII) and management of privacy

sensitive information shall be in accordance with the Privacy Act of 1974, as amended, per references (a) and (b). Any unauthorized review, use, disclosure or distribution is prohibited.

c. Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (c) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

d. All forms referenced in this Order are listed in Appendices A-H, along with sourcing information and applicable instructions for completion.

5. 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 'GWSmith', with a stylized flourish at the end.

G. W. SMITH, JR.  
Deputy Commandant for  
Plans, Policies and Operations

Distribution: PCN 10208380000



**UNITED STATES MARINE CORPS**

**MARINE CORPS CIVILIAN LAW ENFORCEMENT POLICY**

**Volume 1**

**COMMANDANT OF THE MARINE CORPS  
DEPUTY COMMANDANT FOR PLANS, POLICIES AND OPERATIONS**

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<p style="text-align: center;"><b>VOLUME 1</b></p> <p style="text-align: center;"><b>“MARINE CORPS CIVILIAN LAW ENFORCEMENT (MCCLE) POLICY”</b></p> <p style="text-align: center;"><b>SUMMARY OF VOLUME 1 CHANGES</b></p> <p style="text-align: center;">Hyperlinks are denoted by <u><i>bold, italic, blue and underlined font.</i></u></p> <p>The original publication date of this Marine Corps Order (MCO) will not change unless/until a full revision of the MCO has been conducted.</p> <p>The date denoted by <i>blue font</i> (left header) will reflect the date this Volume was last updated.</p> <p>All Volume changes denoted in <i>blue font</i> will reset to black font upon a <u>full revision</u> of this Volume.</p>			
<b>VOLUME VERSION</b>	<b>SUMMARY OF CHANGE</b>	<b>ORIGINATION DATE</b>	<b>DATE OF CHANGES</b>
ORIGINAL VOLUME	N/A	30 Aug 2019	N/A
Admin CH 1	Administrative changes made to Chapter 2 per Executive Order 14168 dtd 20 Jan 2025		28 May 2025

Submit recommended changes to this Volume, via the proper channels, to:

CMC (PSL)  
3000 Marine Corps Pentagon  
Washington, DC 20350-3000

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**MARINE CORPS CIVILIAN LAW ENFORCEMENT POLICY**

**Volume 1**

**MCO 5580.5 V1**

30 AUG 2019

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**TABLE OF CONTENTS**

<b>REFERENCES.....</b>	<b>REF-1</b>
<b>CHAPTER 1: GENERAL OVERVIEW .....</b>	<b>1-1</b>
0101 SCOPE.....	1-2
0102 GENERAL .....	1-2
0103 HISTORY OF MARINE CORPS CIVILIAN LAW ENFORCEMENT (MCCLE) .....	1-2
010301 MARINE CORPS REQUIREMENTS OVERSIGHT COUNCIL .....	1-2
0104 MARINE CORPS CIVILIAN LAW ENFORCEMENT (MCCLE) HIGHLIGHTS.....	1-2
010401 PROVOST MARSHAL OFFICES (PMO) AND MARINE CORPS POLICE DEPTS .....	1-2
010402 MARINE CORPS CIVILIAN LAW ENFORCEMENT (MCCLE) GS AND WG SERIES .....	1-3
010403 POSITION DESCRIPTIONS .....	1-5
010404 SHAREPOINT ACCESS.....	1-5
010405 MCLEP POSITIONS .....	1-6
010406 PROBATIONARY PERIOD.....	1-7
FIGURE 1-1 MCLEP POSITIONS .....	1-7
<b>CHAPTER 2: CIVILIAN POLICE AND POLICE SUPPORT RECRUITMENT, HIRING, RETENTION AND CONDITIONS OF EMPLOYMENT .....</b>	<b>2-1</b>
0201 GENERAL .....	2-2
0202 RECRUITMENT.....	2-2
020201 ROLES AND RESPONSIBILITIES WITHIN THE RECRUITING PROCESS .....	2-2
0203 HIRING .....	2-3
0204 PROCESS.....	2-3
020401 POLICE APPLICANT SUITABILITY REVIEW .....	2-5
020402 PHYSICAL AGILITY TEST .....	2-6
020403 BODY MASS INDEX .....	2-9
020404 MINNESOTA MULTI-PHASIC PERSONALITY INVENTORY II.....	2-10



# MARINE CORPS CIVILIAN LAW ENFORCEMENT POLICY

## Volume 1

**MCO 5580.5 V1**

30 AUG 2019

020405	MEDICAL PHYSICAL .....	2-11
020406	DRUG TESTING .....	2-12
020407	PROHIBITIONS .....	2-12
0205	TRAINING PREPARATION .....	2-13
020501	MCPA REGISTRATION .....	2-13
020502	BPOC SCREENING.....	2-13
020503	BPOC WAIVERS.....	2-13
020504	STANDARD FORM (SF) 182 .....	2-13
020505	MCPA TRANSCRIPT REQUESTS.....	2-14
0206	TRANSITIONING OFFICER WAIVERS .....	2-14
0207	EXIT INTERVIEWS.....	2-14
0208	CIVILIAN TATTOO POLICY .....	2-14
FIGURE 2-1	PHYSICAL AGILITY TEST MINIMUM CRITERIA PRE-PROBATIONARY PERIOD .....	2-8
FIGURE 2-2	PHYSICAL AGILITY TEST MINIMUM CRITERIA POST-PROBATIONARY PERIOD .....	2-8
<b>CHAPTER 3: TRAINING</b> .....		<b>3-1</b>
0301.	GENERAL .....	3-2
030101	GENERAL CONDUCT AND ADMINISTRATION OF TRAINING .....	3-2
030102	DEPARTMENT OF DEFENSE (DOD) POST COMMISSION CERTIFICATION ...	3-3
030103	INITIAL TRAINING.....	3-3
0302	WEAPONS.....	3-5
030201	FIREARMS QUALIFICATION REQUIREMENTS.....	3-5
030202	COURSES OF FIRE.....	3-5
0303	IN-SERVICE/SUSTAINMENT TRAINING .....	3-15
030301	GENERAL.....	3-15
030302	STANDARDS.....	3-15
0304	MARINE CORPS POLICE ACADEMY .....	3-18

# MARINE CORPS CIVILIAN LAW ENFORCEMENT POLICY

## Volume 1

**MCO 5580.5 V1**

30 AUG 2019

030401	INTRODUCTION .....	3-18
030402	PURPOSE .....	3-18
030403	ADMINISTRATION .....	3-18
0305	CAREER PROGRESSION TRAINING .....	3-19
030501	OVERVIEW .....	3-19
030502	COURSE DESCRIPTIONS.....	3-19
0306	CAREER DEVELOPMENT PROGRAM .....	3-20
030601	OVERVIEW .....	3-20
030602	PERFORMANCE OBJECTIVES.....	3-20
030603	FUNDING OF COURSES .....	3-20
030604	DISTANCE LEARNING .....	3-21
030605	SKILL STRUCTURE AND CAREER PATH .....	3-22
030606	TRAINING COURSES BY POSITION.....	3-24
FIGURE 3-1	MARINE CORPS LAW ENFORCEMENT HANDGUN QUALIFICATION COURSE .....	3-6
FIGURE 3-2	MARINE CORPS LAW ENFORCEMENT HANDGUN LOWLIGHT COURSE .....	3-7
FIGURE 3-3	MARINE CORPS LAW ENFORCEMENT HANDGUN PRACTICAL WEAPONS COURSE .....	3-9
FIGURE 3-4	MARINE CORPS LAW ENFORCEMENT SHOTGUN QUALIFICATION COURSE .....	3-10
FIGURE 3-5	MARINE CORPS LAW ENFORCEMENT RIFLE QUALIFICATION COURSE .....	3-13
FIGURE 3-6	RIFLE “A” TARGET REDUCED 25 YARDS .....	3-14
FIGURE 3-7	GS-0083 TRAINING MODEL .....	3-22
FIGURE 3-8	SKILL LEVEL BY GRADE.....	3-23
FIGURE 3-9	CAREER PATH EXAMPLES.....	3-24

# MARINE CORPS CIVILIAN LAW ENFORCEMENT POLICY

Volume 1

MCO 5580.5 V1

30 AUG 2019

<b>CHAPTER 4: EQUIPPING .....</b>	<b>4-1</b>
0401 GENERAL .....	4-2
0402 EQUIPPING .....	4-2
0403 INITIAL ISSUE UNIFORMS .....	4-2
040301 UNIFORM REQUIREMENTS .....	4-2
040302 ORDERING .....	4-3
040303 RETURNS AND EXCHANGES .....	4-5
040304 UNIFORM MEASURING AND FIT LINES .....	4-5
0404 PERSONAL APPEARANCE .....	4-7
040401 UNIFORM FIT AND WEAR.....	4-7
0405 UNIFORM REPLENISHMENT AND MAINTENANCE.....	4-18
040501 UNIFORM REPLENISHMENT .....	4-18
040502 ANNUAL ALLOWANCE .....	4-18
040503. ALLOWANCE ELIGIBILITY AND VERIFICATION .....	4-18
040504 NON-LE DUTY STATUS.....	4-18
040505 UNIFORM MAINTENANCE.....	4-19
040506 PROMOTIONS.....	4-19
040507 UNIQUE UNIFORM REQUIREMENTS .....	4-19
0406 PROTECTIVE BALLISTIC VESTS .....	4-20
040601 ORDERING.....	4-20
040602 MEASURING FORM/DIRECTIONS.....	4-20
040603 EXTERNAL CARRIER OPTION.....	4-20
040604 MATERNITY CLOTHING.....	4-21
040605 CARE OF BALLISTIC VESTS .....	4-21
040606 FIVE-YEAR VEST WARRANTY .....	4-21
0407 DUTY GEAR .....	4-21
040701 ORDERING/ISSUANCE .....	4-21

# MARINE CORPS CIVILIAN LAW ENFORCEMENT POLICY

**Volume 1**

**MCO 5580.5 V1**

30 AUG 2019

040702	APPROVED PRODUCT LIST .....	4-22
040703	REPLACEMENT.....	4-23
0408	BADGES/CREDENTIALS.....	4-23
0409	EXODUS FROM EMPLOYMENT.....	4-23
040901	UNIFORMS.....	4-23
040902	PROTECTIVE BALLISTIC VESTS.....	4-23
040903	DUTY GEAR.....	4-24
040904	BADGES/CREDENTIALS .....	4-24
0410	MMPI-II .....	4-24
0411	LOST OR STOLEN ITEMS .....	4-24
FIGURE 4-1	STANDARD UNIFORM ISSUE.....	4-3
FIGURE 4-2	MARINE CORPS CIVILIAN UNIFORM FIT LINE .....	4-6
FIGURE 4-3	COOPER INSTITUTE LAW ENFORCEMENT STANDARDS 90% CRITERIA .....	4-14
FIGURE 4-4	MARINE CORPS DECORATIONS .....	4-17
FIGURE 4-5	MARINE CORPS STANDARD APL .....	4-22
<b>APPENDICES</b>		
APPENDIX A	.....	A-1
APPENDIX B	.....	B-1
APPENDIX C	.....	C-1
APPENDIX D	.....	D-1
APPENDIX E	.....	E-1
APPENDIX F	.....	F-1
APPENDIX G	.....	G-1
APPENDIX H	.....	H-1
ACRONYMS	.....	ACR-1

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**REFERENCES**

- (a) MCO 5580.2B W/CH 2
- (b) 5 Code of Federal Regulations, "Office of Personnel Management"
- (c) MCO 6100.13A
- (d) Consolidated Master Labor Agreement between The United States Marine Corps and the American Federation of Government Employees, January 26, 2017
- (e) DoD 6055.05-M CH 1, "Occupational Medical Examinations and Surveillance Manual," April 17, 2017
- (f) NMCPHC-TM OM 6260, "Medical Surveillance Procedures Manual and Medical Matrix" Edition 12, August 2015, Revised May 20, 2019
- (g) SECNAV M-5210.1
- (h) DoDI 5525.15, "Law Enforcement (LE) Standards and Training in the DoD," December 22, 2016
- (i) DoD POST Commission Guideline #1 "Law Enforcement Officer Training Standards"
- (j) United States Marine Corps Police Academy Student Manual, November 2017
- (k) MCO 5500.6H W/CH 1
- (l) NAVMC Dir 5100.8, "Marine Corps Occupational Safety and Health (OSH) Program Manual" May 15, 2006
- (m) MCO 1752.5B
- (n) DoDI 6495.02 W/CH 3, "Sexual Assault Prevention and Response Program Procedures," May 24, 2017
- (o) MCO 5110.1D
- (p) United States Marine Corps Police Academy Policy and Procedures Manual, November 2017
- (q) MCO 1630.3D
- (r) MCO 3440.8
- (s) DoDI 5505.11 W/CH 2, "Fingerprint Card and final Disposition Report Submission Requirements, March 30, 2017
- (t) DoDI 5505.14, "Deoxyribonucleic Acid (DNA) Collection Requirements for Criminal Investigations, Law Enforcement, Corrections, and Commanders, 22 Dec 2015
- (u) United States Marine Corps Police Academy Policy and Procedures Manual, November 2017
- (v) United States Marine Corps SELE Course Catalog, January 2014
- (w) MCO 1020.34H
- (x) MCO 12451.2D
- (y) DoDI 1400.25 Volume 591 W/CH 1, "Uniform Allowance Rates for DoD Civilian Employees," March 3, 2017

<p style="text-align: center;"><b>VOLUME 1: CHAPTER 1</b></p> <p style="text-align: center;"><b>“GENERAL OVERVIEW OF POLICY”</b></p> <p style="text-align: center;"><b>SUMMARY OF SUBSTANTIVE CHANGES</b></p> <p style="text-align: center;">Hyperlinks are denoted by <i><b><u>bold, italic, blue and underlined font.</u></b></i></p> <p style="text-align: center;">The original publication date of this MCO will not change unless/until a full revision of the MCO has been conducted.</p> <p style="text-align: center;">All Volume changes denoted in <b>blue font</b> will reset to black font upon a full revision of this Volume.</p>			
CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

## **CHAPTER 1**

### **GENERAL OVERVIEW**

#### **0101 SCOPE**

This Order outlines policies, procedures, and responsibilities for hiring, training and equipping of Marine Corps Civilian Law Enforcement (MCCLE) Officers and therefore is entitled MCCLE Policy. The strategic goal of this directive is to provide guidance to Installation Commanders, Provost Marshal Offices (PMOs), Marine Corps Police Departments (MCPDs), Human Resource Offices (HROs), and Recruitment Offices for the recruitment and maintenance of officers, procurement of uniforms and protective gear, and required training in accordance with Department of Defense (DoD) and Secretary of the Navy (SecNav) policies, instructions, and regulations.

#### **0102 GENERAL**

This Chapter prescribes a general overview and history of the Marine Corps Civilian Law Enforcement Program (MCCLEP), currently identified as the Marine Corps Law Enforcement Program (MCLEP) which encompasses all Marine Corps Law Enforcement (LE). This policy is applicable to all Marine Corps Installation Civilian Police (CP).

#### **0103 HISTORY OF MARINE CORPS CIVILIAN LAW ENFORCEMENT (MCCLE)**

##### **010301. Marine Corps Requirements Oversight Council (MROC)**

In order to eliminate the need to have the Military Police (MP) Fleet Assistance Program within the Supporting Establishment Law Enforcement (SELE) and for the return of MP's to the Operating Forces, civilian LE billets were approved by MROC Decision Memorandum (DM) 57-2007. Programs and Resources Department was directed to resource all funding for these billets. Since 2007, the MCCLEP has become a program of record and shall continue to hire and employ civilian LE in order to augment the MP force within the supporting establishment (SE). In 2017, MCCLEP became MCLEP, as the Program is comprised of both Marine and Civilian LE.

#### **0104 MARINE CORPS CIVILIAN LAW ENFORCEMENT (MCCLE) HIGHLIGHTS**

##### **010401. Provost Marshal Office (PMO) and Marine Corps Police Department (MCPD)**

###### **A. Provost Marshal Offices (PMO)**

PMO employs a blended force of MPs, CP, Wage Grade (WG) personnel, other General Schedule (GS) employees and contractors. A PMO is generally assigned to a medium to large installation, Air Stations or Recruit Depots, and consists of approximately 50% MP and 50% CP.

###### **B. Marine Corps Police Departments (MCPD)**



MCPD also employs a blended force of CP, WG, other GS employees and contractors. A MCPD is generally assigned to a small base and consists of a majority of CP however, some MCPD's also include MPs.

010402. Marine Corps Civilian Law Enforcement General Schedule (MCCLE GS and WG) Series

A. GS-0083 Civilian Police (CP)

GS-0083 CP perform security and LE duties. GS-0083 CP are required to pass physical agility tests (PATs). Special Reaction Team (SRT) GS-0083 members must pass a first class Marine Corps Physical Fitness Test (PFT) which includes both the PFT and the Combat Fitness Test (CFT). Also required of GS-0083 are the following: weapons qualifications, psychological examinations, background investigations, drug tests, and meet medical standards which includes height and weight standards. GS-0083 officers are required to wear and maintain a uniform commensurate with the high standards of uniform appearance of the Marine Corps, carry a weapon and maintain a valid state driver's license and a current emergency vehicle operator's course (EVOC) certification. GS-0083 also include various specialty billets including Military Working Dog (MWD) Handler, SRT Member, Accident Investigator and Police Officer Trainer. The Police Officer Trainer is required to complete various certifications outlined in Subsection 030302.D.2. Per reference (a), CP are provided standard LE credentials upon graduation of the Basic Police Officer Course (BPOC) or when the BPOC waiver is approved. GS-0083 CP must abide the tattoo policy found in Section 0208. There is no age limitation for GS-0083 series. Work is assigned on a rotating shift, including nights, weekends, and holidays. GS-0083 CP are subject to 24-hour recall and may be required to work overtime. GS-0083-03 through GS-0083-10 are required to attend and pass the BPOC or a Marine Corps approved BPOC if completed prior to hire as CP and a BPOC waiver is granted per Subsection 030103.C. Unless waived, GS-0083-11 through GS-0083-13 are required to attend and pass the Police Commanders Course (PCC) within the first two (2) years of hire. Both the BPOC and the PCC will be funded by Headquarters Marine Corps (HQMC).

B. GS-0080 Security Specialists

GS-0080 Security Specialists perform various physical security duties. They are required to pass a background investigation, maintain a valid state driver's license and current EVOC certification. Work is assigned on a rotating shift, including nights, weekends, and holidays. GS-0080 Security Specialists are subject to 24-hour recall and may be required to work overtime. There is no age limitation for the GS-0080 Security Specialist series. GS-0080 Security Specialists are not required to pass PATs, weapons qualifications, drug tests, or meet medical standards. Additionally, GS-0080 officers shall not wear a uniform or carry a weapon. Personnel serving as GS-0080 Physical Security Specialists will be provided Physical Security Specialist credentials.

C. GS-1811 Criminal Investigators (Criminal Investigation Division (CID) Agents)

GS-1811 CID Agents perform criminal investigative and LE duties and work under the established leadership within the USMC Criminal Investigation Division (CID). GS-1811 CID Agents are required to pass PATs, weapons qualifications, a psychological examination, criminal

history background investigation per the CID Policy and reference (a), drug tests, and meet medical standards which includes height and weight standards. GS-1811 CID Agents carry a weapon and shall maintain a valid state driver's license and a current EVOC certification. GS-1811 CID Agents will be provided USMC CID Criminal Investigator credentials. GS-1811 CID Agents must be able to obtain and maintain a Top-Secret security clearance with Sensitive Compartmented Information eligibility as determined by a Single Scope Background Investigation. Work is assigned on a rotating shift, including nights, weekends, and holidays. GS-1811 CID Agents are subject to 24-hour recall. Newly hired GS-1811 CID Agents must have favorable endorsement by the local PMO/MCPD CID, Provost Marshal/Police Chief (PM/PC), and the Head, USMC CID, PSL, Security Division (PS), Plans, Policies and Operations (PPO), HQMC prior to hire. GS-1811 CID Agents must successfully complete the U.S. Army CID Special Agent Course or the Criminal Investigator Training Program at the Federal Law Enforcement Training Center and the USMC CID Apprentice Agent Training Program within one (1) year after being hired. Initial training requirements may be waived if the agent has previously completed these requirements with appropriate documentation documented in reference (a).

D. GS-1712 Trainer Specialists

GS-1712 Trainer Specialists serve as training instructors for the PMO/MCPD. These positions ensure officers are current with all mandated training to include maintaining physical fitness standards and firearms qualifications. GS-1712 Trainers are not required to perform a PAT. GS-1712 Trainers are required to complete various certifications per Subsection 030302.D.2. to perform their duties successfully per the conditions of employment. These positions may be required to work flexible shifts to accommodate mandated night fire and other night time training events.

E. GS-0303 Support Personnel

GS-0303 Support Personnel positions perform various duties throughout PMO/MCPD. These positions include, but are not limited to, providing support as Domestic Animal Control Technicians and Pass and Identification/Vehicle Registration clerks. These miscellaneous clerk and assistant series vary greatly in tasks and functions per the position description (PD). Individuals assigned these positions may be required to work rotating shifts to include weekends and holidays.

F. GS-1801 Evidence Custodians and Crime Analysts

GS-1801 Evidence Custodians and Crime Analysts provide support to the CID of PMO/MCPD. The primary purpose for the Evidence Custodian is to serve as the custodian of evidence collected by MP, CP, and CID Agents during various investigations. The Evidence Custodian is required to carry a weapon and therefore must pass all weapons qualifications. The primary purpose of the Criminal Intelligence Analyst is to provide analytical support of LE operations, investigations, and initiatives. The Crime Analyst is not required to carry a weapon.

G. GS-0086 Administrative Personnel

GS-0086 Administrative personnel positions perform security specialist administrative duties to the PMO/MCPD in order to provide support as Security Assistants (Office Assistant (OA)) and Alarm Monitors. The tasks and duties for these positions are mainly administrative. The Security

Assistant PD includes the ability to cross-train administrative positions; therefore, an individual may perform various tasks within the PMO/MCPD such as Blotter Clerk, Supply Clerk, Traffic Court Clerk, Contractor Vetting, Motor-T Dispatch, etc. Individuals assigned to these positions may be required to work rotating shifts to include weekends and holidays.

H. GS-2005 Ready-For-Issue (RFI) Technician

GS-2005 RFI positions provide support to the arms room. This position is the Ready-For Issue (RFI) technician. This position requires the individual to have the ability to work with weapons and ammunition in the RFI. Must have a valid Arms, Ammunition, and Explosives (AA&E) screening. This position must complete all required weapons qualifications. Individuals assigned to this position may be required to work rotating shifts to include weekends and holidays.

I. WG-6610 Small Arms Repairer

WG-6610 Small Arms Repairer positions provide support in the arms room. Work in this position involves the maintenance and repair of small arms for PMO/MCPD. This position must complete all required weapons qualifications. Must have a valid AA&E screening and appropriate clearance. Must complete all required courses per the PD. Individuals assigned to this position may be required to work rotating shifts to include weekends and holidays.

010403. Position Descriptions (PDs)

MCCLE PDs are generated at the HQMC, PP&O, PS, PSL level and written in a standardized format. The standardization of the PDs provides all PMs/PCs an understanding of functions of MCCLE employees, allows employees to move within the MCCLE community (installation to installation) while remaining on the same PD, and meet the criteria for promotion. There shall be no modifications to the standardized PD without the approval of the MCLEP Manager. Requests for modifications to PDs shall be submitted to PSL/MCLEP Manager via DoN Tracker.

Defined in Subsection 010402, the LE series are GS-0083 and GS-1811 and grades range from GS-03 through GS-13. There are other positions that provide services to the PMO/MCPD that are part of MCLEP however are not LE positions. These series include; however, are not limited to: GS-0080, GS-0086, GS-1712, GS-1801, GS-2005, GS-0303, and WG-6610. There are two (2) PDs that fall under both the GS-0083 and GS-0080 series, they are the Services Officer and Assistant Services Officer. The PM/PC has the latitude to hire either a GS-0083 or GS-0080 Services Officer and Assistant Services Officer when validated for these positions. The GS-0083 Services and Assistant Services Officer positions are required to perform all duties and functions of a GS-0083 LE officer and the GS-0080 Services and Assistant Services Officer positions have limited requirements per the PD. MCLEP PDs are maintained by PSL and HROs. Current MCLEP funded PDs are located on the PSL SharePoint and within Total Workforce Management System (TWMS).

010404. SharePoint access

Law Enforcement and Corrections Branch (PSL) SharePoint site is available for access by those requiring information regarding MCLEP. This page is used as an information sharing platform and contains a reference library. The SharePoint site becomes the reference for questions related to

policy, doctrine, civilian PD library, key events, community announcements, after action reports repository and more. You must have a Marine Corps Enterprise Information Technology Services (MCEITS) account prior to requesting access to the PSL SharePoint site however, if you do not have an existing account, you should request one through

<https://mceits.usmc.mil/SitePages/MCEITS%20Account%20Request.aspx>. Once your MCEITS account is approved, you should log into the PSL SharePoint at <https://eis.usmc.mil/sites/hqmcppo/PS/PSL/default.aspx> and request access to PSL page.

010405. Marine Corps Law Enforcement (LE) Positions

There are various positions that are funded by MCLEP. Figure 1-1 below provides a list of standardized positions, series, and grades in alphabetical order. This list shall be updated periodically as more PDs are incorporated into MCLEP.

Position	Series	Grades
Accident Investigator	0083	7/8
Accident Investigator Supervisor	0083	9/10
Alarm Monitor	0086	7
Assistant Operations Officer	0083	11
Assistant Services Officer	0080	11
Assistant Services Officer	0083	11
Criminal Intelligence Analyst	1801	7/9
Criminal Investigator	1811	7/9/11
Criminal Investigator Supervisor	1811	12
Deputy Police Chief	0083	12/13
Desk Sergeant/Patrol Sergeant	0083	8/9
Domestic Animal Control	0303	4/5
Evidence Custodian	1801	7/9
Field Training Officer	0083	7/8
Kennel Master	0083	9/10
Military Working Dog Handler	0083	7/8
Military Working Dog Trainer	0083	8/9
Operations Officer	0083	11/12
Pass and ID Vehicle Registration	0303	4/5
Physical Security Specialist Supervisor	0080	11

Physical Security Specialist	0080	7/9
Police Chief	0083	13
Police Detective	0083	9
Police Officer	0083	3/4/5/6/7
Police Officer Trainer	0083	9
Ready For Issue Technician	2005	5
School Resource Officer	0083	5/6/7
Security Assistant	0086	5/6
Services Officer	0080	11/12
Services Officer	0083	11/12
Small Arms Repairer	6610	5
Special Reaction Team	0083	7/8
Special Reaction Team Commander	0083	9/10
Special Reaction Team Lead	0083	9
Tactical Boat Team Member	0083	7
Training Specialist	1712	9
Watch Commander	0083	10

Figure 1-1 -- Marine Corps Civilian Standardized Positions

010406. Probationary Period

The probationary period for most MCCLE employees is two (2) years for those appointed to permanent positions in the competitive service. DoD modified the probationary period from one (1) year to two (2) years in November 2015. The probationary period is a timeframe when the employee has an opportunity to showcase their talents and supervisors can properly assess the employee's capabilities. During the probationary period, the PM/PC has an opportunity to terminate employment should the employee not fulfill the conditions of employment within their PD. There are exceptions to the two (2) year probationary period for various reasons documented in reference (b).

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28 May 2025

**VOLUME 1: CHAPTER 2**

**“CIVILIAN LE AND LE SUPPORT RECRUITMENT, HIRING AND RETENTION AND  
CONDITIONS OF EMPLOYMENT”**

**SUMMARY OF SUBSTANTIVE CHANGES**

Hyperlinks are denoted by *[bold, italic, blue and underlined font](#)*.

The original publication date of this MCO will not change unless/until a full revision of the MCO has been conducted.

All Volume changes denoted in [blue font](#) will reset to black font upon a full revision of this Volume.

<b>CHAPTER VERSION</b>	<b>PAGE PARAGRAPH</b>	<b>SUMMARY OF SUBSTANTIVE CHANGES</b>	<b>DATE OF CHANGE</b>
Admin CH-1	<a href="#">pg. 2-6, par 020402</a> <a href="#">pg. 2-10, par 020404</a>	<a href="#">Change the word "gender" to "sex"</a>	28 May 2025

**CHAPTER 2**

**CIVILIAN LE AND LE SUPPORT RECRUITMENT, HIRING, RETENTION AND  
CONDITIONS OF EMPLOYMENT**

0201 GENERAL

This Chapter prescribes basic guidance on hiring and maintaining MCCLE personnel. This policy is applicable to all Marine Corps Installations that have the requirement for CP.

0202 RECRUITMENT

Installation PMOs/MCPDs must coordinate with their HRO and Office of Civilian Human Resources San Diego (OCHR SAN) to begin the recruitment process as described below.

020201. Roles and Responsibilities within the Recruiting Process

A. Headquarters Marine Corps (HQMC)

HQMC designates the primary point of contact for the coordination of recruitment, provides PDs and recruitment plans and authorization, conducts installation validations, coordinates with Total Force Structure Division regarding current Table of Organization and Equipment, and authorizes resources to execute hiring initiatives. HQMC will coordinate with the Civilian Workforce Management Branch (MPC), Manpower and Reserve Affairs (M&RA) Labor and Employee Relations Section (MPC-40) regarding labor relations issues or union negotiations and Civilian Personnel/Equal Employment Opportunity Section (MPC-10) regarding human resources on behalf of all Marine Corps Installations. HQMC will coordinate with OCHR SAN to oversee the recruitment process. HQMC shall approve/disapprove all BPOC and Police Applicant Suitability Review (PASR) waiver packages.

B. Office of Civilian Human Resources San Diego (OCHR SAN)

OCHR SAN serves as the principal Human Resources Service Center for recruitment initiatives. OCHR SAN will interface with HQMC points of contact, HROs, and other Human Resource (HR) Support in response to questions and concerns regarding the CP recruitment. OCHR SAN will issue certificates to hiring officials and will coordinate with HROs on the selection of candidates and the completion of pre-employment requirements. OCHR SAN will process all Tentative Job Offers (TJOs) and will receive and code requests for personnel actions (RPAs) and process all Final Job Offers (FJOs).

C. Provost Marshal Office (PMO) and Marine Corps Police Department (MCPD)

The PM/PC or designated PMO/MCPD representative is responsible for coordination with the HRO and the contracted HR Support at their installation regarding the recruitment of officers. The PM/PC or representative contributes to the decisions of recruitment and hiring of CP and is responsible for organizing the hiring board for CP and for working with the HRO on Hiring and Labor Relations issues.

D. Human Resources Officers (HROs)

HROs provide advice and guidance to all installation management on recruitment, participate in job fairs and recruiting events to attract potential candidates, assist with completion of any



pre-employment requirements including job announcement information, returns certificates in a timely manner, and provides RPAs to OCHR SAN. HROs will ensure all required pre-employment paperwork (PEP) is delivered and returned, and testing is scheduled and completed in a correct, organized, and efficient manner. Appendix (a) provides an example of the pre-employment core requirements checklist that ensures all PEP is complete and forwarded to OCHR SAN.

E. Manpower and Reserve Affairs (M&RA)

MPC-10 liaises with HQMC and HROs to ensure all PDs are current and ensures any changes or modifications to MCCLE PDs are disseminated and implemented throughout all installation HROs and up to date in TWMS. MPC-40 liaises and negotiates with appropriate unions on behalf of HQMC with changes or modifications to MCCLE policies and ensures any changes or modifications to policies are disseminated and implemented throughout all installations.

0203 HIRING

The initial requirement of recruiting CP is to confirm the vacancy is on the approved Table of Organization (TO). The next steps are validating the Billet Identification Code, PD, series, grade and funding are appropriate on the installation Total Force Structure Management System (TFSMS) TO. Any issues with the billet the installation is trying to recruit to, a correction shall be accomplished within TFSMS by generating a Table of Organization and Equipment Change Request (TOECR). No hiring actions or RPAs shall be generated on any newly installation incorporated/modified billets without a TOECR endorsed by PSL. Once the billet is approved and within TFSMS, installation PMO/MCPD may begin the hiring process. MCLEP's hiring playbook located on PSL SharePoint, provides detailed direction and best practices on the process based on Office of Personnel Management (OPM) guidance and historical hiring data for MCLEP through M&RA and OCHR SAN.

0204 PROCESSES

The hiring process for CP requires detailed coordination between the PMO/MCPD, HRO, and OCHR SAN. The outline below provides highlights of the hiring process in sequential order. As stated above, the hiring playbook provides detailed guidance on hiring processes.

A. Announcement

Installation HROs request a job announcement to be posted by OCHR SAN on USAJobs, if not already posted.

B. Application

An applicant applies for open position on USAJobs. After approved open announcement timeline closes, OCHR SAN will rank applicants by resumes and will provide the PMO/MCPD with a certification list.

C. Ranking of resumes

OCHR SAN reviews and ranks resumes and provides a certification list to installation of individuals that qualify for the position. There are 2 types of Certificate Lists: (1) Delegated Examining

Unit Certificates which include all U.S. Citizens and Veterans and (2) Merit Certificates which include Veterans and current DoD employees.

D. Installation review of certificates/interviews

Upon receipt of the certification list, the PM/PC will coordinate with the HRO to contact chosen applicants for an interview. The command may choose to perform an in-person interview or a telephone/skype type interview prior to TJO. If the command chooses to perform the in-person interview after the TJO, an in-person interview must occur prior to the FJO.

E. Selection of Applicants

The PMO/MPCD interviews and selects applicants and coordinates with the HRO to request a TJO from OCHR SAN.

F. TJO given

Once the installation has selected applicants, OCHR SAN clears applicant through the list of Priority Placement Program (PPP) and provides the TJO to installation.

G. Pre-employment Documents

After the TJO has been given and acknowledged, all pre-employment documents will be forwarded to the applicant via the HRO.

H. Pre-Employment Testing

Additionally, after the TJO has been accepted, the following requirements are accomplished in no particular order; however, all processes below shall be worked concurrently:

1. PAT
2. BMI
3. Minnesota Multiphasic Personality Inventory-II (MMPI-II)
4. Medical Physical Examination
5. Drug Test
6. Background Investigation: Initial OPM Investigation for interim clearance
7. Police Applicant Suitability Review (PASR) for GS-0083 and GS-0080 or USMC CID conducted background investigation for GS-1811

I. FJO and Entry on Duty (EOD) Date

After all testing and investigations are complete, the FJO is provided to the applicant and an EOD is projected.

J. BPOC Registration

Applicant is registered in Data Housing and Reports Tool (DHART) for the BPOC by PMO/MCPD training section per Subsection 030103.A.2.a. and is measured for training uniforms per Subsection 040302.

020401. Police Applicant Suitability Review (PASR)

The PASR will be performed as a hiring process prior to FJO. Any MCCLE officer who was hired prior to September 2010 is grandfathered and will not have a PASR completed. After the TJO has been given by OCHR SAN, the HRO will provide the documents for the PASR to the applicant. The applicant has ten (10) working days to return the documents to the PASR investigator. Should the applicant not return the documents within the above allotted time and were recruited through a Merit Certificate, the installation may rescind the TJO with the assistance of OCHR SAN. Once the documents have been returned to the investigator, the PASR may begin. All applicants must complete the PASR. The PASR includes an examination of the applicant's military, employment, criminal, educational, residential, personal, and financial history. The PASR is a condition of employment which is based on a pass/fail foundation grounded upon the findings of the investigation. Should an applicant's PASR produce a disqualifier(s) or ample derogatory information that produces a failing result, the hiring authority will coordinate with the HRO on the action to rescind the TJO or a waiver may be submitted and coordinated with the MCLEP Manager. The PASR Waiver letter template, appendix (b), provides an example of the requirements that must be submitted for approval.

A. PASR Packet

The PASR packet is received via an encrypted email, US Mail, Fed-Ex, UPS or in person. The following items must be included for the packet to be complete: Personal History Questionnaire (PHQ), Notarized Authorization for Release of Personal Information, Supporting documents: DD-214 member-4 copy, Driver's License, Birth Certificate, High School Diploma, and a Passport size photo. Any disqualifying or derogatory information obtained from the PHQ will be documented and the investigator will notify the hiring installation immediately. Disqualifiers include:

1. Pending felony charges and/or felony conviction
2. Pending domestic violence charges and/or domestic violence conviction
3. Misdemeanor conviction within the last five (5) years
4. Conviction of any crime involving acts of dishonesty, deceit, or fraud
5. Driving Under the Influence/Driving While Intoxicated (DUI/DWI) within the last five (5) years, including refusal to submit testing sample (violation of Implied Consent) or testing beyond the legal limit for DUI/DWI with no conviction.
6. More than three (3) moving violations within last 12 months
7. More than one (1) revoked driver's license or a revocation within the last three (3) years

28 May 2025

8. Marijuana use within the last two (2) years
9. Sale, distribution, or manufacturing of drugs at any time
10. Illegal drug use, other than marijuana, within five (5) years
11. Dishonorable or other than honorable military discharge, dismissal, or bad conduct discharge from U.S. Armed Forces or Coast Guard.

**B. PASR Process Continuation**

Investigator enters applicant's information into an HQMC approved background information program; sends requests to US Secret Service and US Customs and Border Protection for check; sends requests to local LE agencies; conducts on-line check with County Clerk's office, Google search, Social media search, and local newspaper search; sends educational letter to high school, and emails current and former supervisors. After all this information has been returned, the investigator interviews the applicant to make a determination of pass or failure.

**C. PASR Results Maintenance**

PASR results should be maintained throughout the employee's tenure plus five (5) years after his or her attrition. Should an employee move from one installation to another, a copy of the PASR results are required to transfer to the gaining installation from losing HRO to gaining HRO. Should an officer resign or terminate for any time period, if reapplying, he or she must have an additional PASR completed.

**020402. Physical Agility Test (PAT)**

CP must maintain a level of physical readiness demonstrated by a minimum level of fitness to perform job duties. Applicants must furnish the "Hold Harmless Agreement" and the "Health Fitness Certification" signed by a physician, certifying that the applicant is physically fit to participate in the PAT prior to performing a PAT. CP applicants and officers will complete the PAT. SRT applicants and officers do not complete the PAT, except during the hiring process and during the BPOC as the PAT is a graduation requirement. SRT applicants and officers must complete a first-class PFT/CFT per references (a) and (c). CP officers who are also members of the Marine Corps Reserves will be required to participate in both physical assessment programs (except SRT) and will not be exempt from the below testing requirements based upon successful completion of an annual Marine Corps PFT/CFT.

**A. PAT requirements**

PAT events are administered by a PM/PC or Installation Commander designated person with strict protocols and provide objective measurements for the level of fitness that is essential to duty performance. Performance applies to all regardless of the participant's sex, age, or years of service. The absolute standard measurement accounts for the level of physical ability the position demands and for the safety of the officer.

When an applicant takes the PAT after receiving a tentative offer of employment and fails the PAT (PFT for SRT officer), an applicant is given up to 30 calendar days to retake and pass the PAT or PFT before

being removed from the hiring process. If the applicant passes the PAT or PFT on subsequent attempts within the 30-calendar day period, he/she is deemed to have met the PAT or PFT qualification requirement for a final offer of employment. Applicants may run the PAT or PFT as often as the command has time to monitor during the 30-calendar day period. Applicants who do not pass the PAT or PFT within 30 calendar days must reapply.

B, PAT Events

1. 300 Meter Run. Demonstrates anaerobic capacity used in high intensity baton and defensive tactics training, and is important for performing short, intense bursts of effort such as foot pursuits, rescues, and use of force situations. During the initial PAT and during the probationary period, participants must complete the 300-meter run within 71 seconds. After the probationary period is complete, the 300-meter run is no longer required.

2. Crunches. Demonstrate balance and core abdominal muscular strength and endurance which are used in self-defense and high intensity arrest-simulation training. Further, these muscles are important for performing tasks involving the use of force. Crunches also help maintain good posture and minimize lower back problems. Participants must complete at least 25 crunches within 1 minute.

3. Push-ups. Demonstrate upper body muscular strength and endurance of the upper body muscles in the shoulders, chest, and upper arms used in high intensity self-defense and arrest simulation training. This is important for the use of force involving pushing motion, breaking one's fall to the ground, use of the baton, etc. Participants must complete at least 20 pushups within two (2) minutes.

4. 1.5 Mile Run. Demonstrates cardio-respiratory endurance (or aerobic capacity) used in extended control and defensive tactics training. This is important for performing tasks involving stamina and endurance (pursuits, searches, prolonged use of force situations, etc.) and for minimizing the risk of cardiovascular health problems. For the initial PAT and during the CP's probationary period, participants must complete the 1.5 mile run within 16 minutes, 28 seconds. After the probationary period is complete, the officer must complete the 1.5 mile run in 17 minutes, 30 seconds or preform a two-mile walk (absolutely no running will be permitted) within 32 minutes.

5. 25 Foot Dummy Drag. Demonstrates core strength and capacity used in defensive tactics training and is important for rescues and use of force situations.

C. Overall Score

Score will be pass/fail and based on the completion of each event within the below minimum criteria in Figure 2-1.

<b>Probationary Period:</b>	<b>Criteria:</b>
300 Meter Run	71.0 seconds
Crunches	25 Crunches/1 minute
Pushups	20 Pushups/2 minutes
1.5 Mile Run	16 minutes, 28 seconds
Dummy Drag	In a controlled manner for 25 feet

Figure 2-1 -- PAT requirements

**D. Completion of PAT**

CP must complete and pass the PAT semi-annually until their probationary period is complete. Semi-annually is defined as one (1) time between 1 January and 30 June and one (1) time between 1 July and 31 December. After an officer's probationary period is complete, the officer is only required to perform the PAT one (1) time per year (every 365 days). Post-probationary SRT members continue to perform the PFT/CFT per references (a) and (c). After the probationary period has been met, the 300-meter run is omitted, and the officer has an opportunity to complete a one (1) and a half mile run in 17 minutes, 30 seconds or less or they may complete a two-mile walk (no running) in 32 minutes. Applicants that have completed their probationary period must complete the non-modified PAT until graduation of BPOC or approval of the BPOC waiver. Minimum criteria for GS-0083 CP and GS-1811 CID Agents for the modified PAT after the probationary period is provided below in Figure 2-2.

<b>Post-Probationary Period</b>	<b>Criteria:</b>
1.5 Mile Run OR 2 Mile Walk	17:30 min (run) or 32 min (walk)
Crunches	25 Crunches/1 minute
Pushups	20 Pushups/2 minutes
Dummy Drag	In a controlled manner for 25 feet

Figure 2-2 -- Post-probationary PAT requirements

**E. Additional information regarding PAT**

1. Once an officer is hired, PATs will be scheduled as determined by the PM/PC, and the score will be maintained in DHART. The PAT events are to be completed sequentially on the same day allowing no more than ten (10) minutes between the end of one (1) event to the start of another.

2. If any one (1) event in the PAT is failed, the entire PAT is considered failed and all events must be performed again when the PAT is re-taken. CP officers who fail to pass the PAT will be placed on a remedial fitness program, will be considered unqualified to perform LE duties, and shall be properly annotated on the weapons authorization do not draw list located in the arms room or RFI. Failure to pass the remedial PAT within 90 calendar days provides grounds for termination as the CP is not in compliance with the conditions of employment within the PD. An official notification letter from the PM/PC will be given to CP placing them on a remedial fitness program for 90 calendar days.

3. CP officers who have a medical chit and are not physically able to perform a PAT are unqualified to perform LE duties until such a time that they are able to complete and pass the PAT. CP must complete and pass a PAT prior to being reassigned to armed LE duties. CP should be allowed only two (2) PAT failures during their tenure.

4. Because the PAT is required for all GS-0083 and GS-1811 personnel, personnel are allowed four (4) hours during a pay period, mission permitting, to conduct physical fitness training. The scheduling of this training is at the discretion of the immediate supervisor.

5. Injury or Illness During Testing: CP officers (except for SRT police officers) who comply with reference (a) and are injured during the execution of a PAT (for example, pulled muscle during the run) may be given credit for a PAT score if three (3) of the five (5) events for probationary employees or three (3) of the four (4) for post-probationary period were completed prior to the injury. Or, after clearance from a licensed medical doctor, the individual will be given an opportunity to run the entire PAT (all five (5) events) again. Only the PM/PC and his/her training section after reviewing the facts surrounding the incident, can authorize that credit be given for a PAT, or if an individual is given an opportunity to run the entire PAT later. Individuals completing fewer than three (3) events prior to the injury will receive neither a score nor PAT credit. If evaluated and assigned a light duty status as a result of the injury, then the individual will be required to retake the PAT within 90 calendar days after being returned to full duty status by a physician. Individuals who are evaluated and not assigned a light duty status will retake the entire PAT at the PM's/PC's discretion.

6. CP officers encountering a rapid onset illness prior to the PAT will be rescheduled to retake the PAT at the earliest convenience. The requirement for a doctor's note is provided within the Consolidated Master Labor Agreement (CMLA), reference (d). The PM/PC will decide when the individual will be required to take the missed PAT.

7. Pregnant GS-0083 officers and GS-1811 CID agents will be exempt from the PAT during the entirety of pregnancy per reference (a) however may participate in a unit exercise program unless otherwise prescribed by her physician. CP in a postpartum status will not be allowed to perform LE duties until they have met the required PAT and BMI standards and weapons qualifications. CP will be required to meet PAT and BMI standards no later than six (6) months following the physician's authorization to return to full duty.

020403. Body Mass Index (BMI)

Height and Weight Standards (Age Neutral): All CP officers are required to meet and maintain the height and weight standard throughout their employment. CP officers must be within the BMI standards upon hire. The Marine Corps CP height and weight standards are based on the Center for Disease Control BMI standards. This measurement provides a healthy measurement based on a calculation of BMI. Because calculation requires only height and weight, it is inexpensive and easy to use for clinicians and for the general public. The acceptable BMI height and weight standard is 29.99 maximum.

A. BMI Standard

BMI is not always an accurate measure of body fatness. Athletes may have a high BMI due to muscularity rather than increased body fatness. Generally, those with significant musculature will have a BMI in the overweight range (from 25.0 to 29.9), but this does not necessarily indicate that an



28 May 2025

individual is overweight since the BMI is designed for an “average person.” To avoid eliminating CP who possess exceptional muscle mass, those who are not in compliance with BMI may have their body fat determined using the “circumference-based method” per reference (c). This will be performed by installation trainers. If body fat is 22% or less for males and 30% or less for females, then the individual will be considered in compliance with the BMI standard. The correlation between the BMI number and body fatness is strong; however, the correlation varies by sex, race, and age. At the same BMI, women tend to have more body fat than men. Older people, on average, tend to have more body fat than younger adults and athletes may have a high BMI because of increased muscularity rather than obesity.

**B. Applicant BMI Testing**

When an applicant undergoes the BMI determination under a tentative offer of employment and does not meet the BMI standards or the body composition standards, the applicant is permitted to redo the BMI/body composition determination to qualify within 30 calendar days following the initial failure. If the applicant meets the BMI/body composition on subsequent determinations within the 30-calendar day period, he/she is deemed to have met the BMI qualification requirement for a final offer of employment. Applicants who do not meet the BMI/body composition determination within the 30 calendar days must reapply.

**C. BMI Policy**

BMI must be tested twice annually, one (1) time between 1 January and 30 June and one (1) time between 1 July and 31 December for GS-0083 and GS-1811 MCCLE personnel. The BMI will be scheduled per the PM/PC or the training section. BMI testing is not required to be the same day as the PAT or PFT/CFT for SRT members. GS-0083 CP officers and GS-1811 CID Agents who are found to be over their BMI are still qualified to perform LE duties but will be placed on a remedial fitness program. They will be required to retake the BMI within 90 calendar days. BMI will be measured even if the CP officer is on a medical chit which prohibits them from taking their PAT. Failure to pass the BMI after the 90-calendar day retake period provides the PMO/MCPD grounds for termination as the officer is no longer in compliance with the conditions of employment within the PD. CP and CID Agents should be allowed only two (2) BMI failures during their tenure.

**020404. Minnesota Multi-Phasic Personality Inventory II (MMPI-II)**

The MMPI-II is administered to all applicants that require the test per their PD after the TJO is given. These tests are paper and pencil personality scale tests that are valid, objective, and reliable instruments that determine whether the candidate in the pre-employment process has the psychological and behavioral elements required of a police officer. The MMPI-II is a screening tool that reassures the Marine Corps has taken every possible step to ascertain that CP are fit emotionally for duty. Additionally, it is a legal protection measure against questionable on the job actions that lead to cases of alleged negligence. The MMPI was first developed in the 1940s as an objective test that measures psychiatric disorders and negative character traits. The MMPI-II validation has been established by over 8,000 published research studies. Most states require the MMPI-II for armed positions.

**A. Psychological Screening**

Screening is a proven employment screening instrument free of any cultural or sex bias that identifies psychological conditions or patterns of behavior that are critical in determining occupational suitability. Some of the positive and negative factors identified are as follows:



1. Positive Dimensions

Positive dimensions show good judgment, social maturity, ability to work in emergency and high stress situations, reliability and consistency, does not match profiles for criminal behavior, violent or sexual abusive officers.

2. Negative Dimensions

Negative dimensions show cruelty, poor judgment, abuse of alcohol or drugs, inability to respond appropriately to crisis or emergency situations, poor professional boundaries, profile of violence or sexual abuse, social or cultural prejudice, terrorist.

B. Administering and Scoring

The MMPI-II answer sheets are controlled items by the PMO/MCPD. Administrators of tests (generally HRO or LE Support personnel responsible for tracking answer sheets) are required to document the MMPI-II answer sheet number on the installation tracked hiring spreadsheet provided by HQMC per directions in Section 0410. The data is evaluated and scored by a qualified psychologist as determined and selected by PSL. Recommendations will be made with a positive or negative score. The MMPI-II test results will be provided to the installation PM/PC. The test results (MMPI-II) should be maintained throughout the employee's tenure plus five (5) years after his or her attrition.

C. MMPI Results Maintenance

Should an employee move from an installation to another, a copy of the MMPI-II results is required to transfer with the officer to the gaining installation through the HROs. The employee will not personally carry the MMPI-II results to the gaining installation. The results of an MMPI-II are current throughout tenure as a MCLEP officer. However, should an employee resign or terminate and re-apply, he or she must re-take another MMPI-II in order to be rehired.

020405. Medical Physical Requirements

Administering occupational medical examinations satisfy basic medical requirements for GS-0083 and GS-1811 personnel. The health of applicants and employees must be such that the individuals have the capacity to meet demands for performance in the position and for human reliability. Before employment, and annually during employment per reference (c), applicants and employees in these positions must undergo a medical examination and be physically and medically capable of performing the essential duties of the position efficiently and without hazard to themselves or others. Various other MCCLE GS positions require a medical physical prior to employment based on the duties of the position. Applicants must be able to pass the medical physical associated with the position they are applying for prior to being hired and pass subsequent required medical physicals. Unqualified personnel shall be properly annotated on the weapons authorization do not draw list located in the PMO/MCPD arms room or RFI. Medical physical documentation is held by the HRO.

A. Occupational Health guidance

Occupational medical examination guidance for personnel is contained in reference (e). Reference (f) is used in conjunction with reference (e) to provide the baseline examination required before hire. GS-0083 and GS-1811 employees are required to undergo annual examinations to determine

continued fitness for employment per reference (f). Navy/Marine Corps occupational medicine specialists will administer the schedule. Should an installation not have a medical treatment facility, applicants, and hired GS-0083s and GS-1811s may be sent to the nearest DoD medical treatment facility. Should additional medical testing be required for a potential applicant to become medically qualified, the cost of those tests will be borne by that individual.

**B.     Prescription Drugs**

Individuals shall notify their chain of command of any prescription medication that could potentially affect their ability to perform their assigned duties, impair judgment, impair physical abilities, or cause them to jeopardize their safety or the safety of others when taken prior to or while on duty. Officers that are newly prescribed or have made amendments to their current prescriptions for drugs used to address minor or major psychiatric problems must be cleared by Occupational Health .

**C.     Speech**

Individuals must be free from conditions that interfere with distinct speech.

**D.     Allergies**

GS-0083 or GS-1811 applicants and officers must not have allergies related to pepper or a pre-existing history of allergic reaction when exposed to pepper, as students will receive direct Oleoresin Capsicum (OC) contamination (full Level-1 exposure during initial training).

**E.     Skin Conditions**

GS-0083 and GS-1811 applicants and officers that have the medical condition of Pseudofolliculitis Barbae must have medical documentation that lessens the required appearance and grooming standards condition of employment. Facial hair must be trimmed short enough to seal a respiratory mask.

**F.     Immunizations**

Any waivers for required immunizations for position must be approved through HQMC for vaccinations and immunizations requirements.

**020406.     Drug Testing**

Administering pre-employment and random sustainment drug testing is required for various MCCLE positions as these are Department of Navy (DoN) Drug Testing Designated Positions . Various MCCLE positions and all positions at HMX-1 require pre-employment and random sustainment drug test per their PD.

**020407.     Prohibitions**

All MCCLE personnel are prohibited from consuming alcoholic beverages eight (8) hours prior to and be free of effects during their scheduled shift. Employees shall be sent to Occupational Health for testing and fitness for duty should they present evidence via behavior or smell.

0205 TRAINING PREPARATION

020501. Marine Corps Police Academy (MCPA) BPOC Registration

In preparation for projected training, all Marine Corps LE officers who will attend training should be registered in DHART per Subsection 030103.A.2.a.

A. Drop and Add to MCPA

Should an installation need to drop or add an officer to the course after the 30 calendar days prior to the course window, DHART shall be modified and the installation will inform and clarify the updated change with the MCPA Head of Training and Education.

B. Automated Message Handling System (AMHS) message for BPOC

An AMHS message will be released by HQMC providing detailed information for BPOC attendees. Information such as lodging, rental car details, expected graduation dates, etc. shall be outlined in the message. Upon receipt of this message, PMO/MCPD will ensure that training uniform orders are promptly submitted to HQMC-designated representative.

020502. MCPA BPOC Screening

All attendees must be able to perform physical activity. All attendees must be certified using the BPOC Screening/Interview guide by the PMO/MPCD two (2) weeks prior to the start of the BPOC. The BPOC Screening/Interview guide, certified by the PM/PC or PMO/MCPD designee, must be turned in by each attendee on the first day of the BPOC. Attendees who do not have certification forms and those who fail to meet PAT/BMI standards on the initial PAT/BMI test or any of the subsequent PAT/BMI tests during the BPOC are subject to disenrollment. Further details regarding the Screening/Interview guide is provided in Subsection 030103.A.2.b.

020503. BPOC Waivers

The BPOC is the initial training program for CP from the grade of GS-3 to GS-10. However, some CP may have sufficient LE training and experience to warrant applying for a BPOC training waiver. Details regarding the BPOC Waiver process are outlined in Subsection 030103.C.

020504. Standard Form (SF) 182

Prior to attending the BPOC or any other formal training, all HROs shall require all attendees to complete the SF 182 provided by the OPM, per reference (b). This form requires all officers to remain within the agency after training for three (3) times the amount of training time or the officer must reimburse the agency the costs for attended training. The SF 182 will be retained at the PMO/MCPD or HRO. Should the officer voluntarily leave the agency prior to completing the period of service agreed, the officer is required to reimburse the agency for fees for, including but not limited to, uniform procurement and tailoring, travel and other expenses (excluding salary) paid relating to training. Officers that choose to leave the agency before completing the period of service agreed must provide the organization written notice of at least ten working days during which time a determination concerning reimbursement will be made. If the officer fails to give this notice, the officer must pay the full amount of

the additional expenses. The process of the recoupment of these expenses are coordinated through the HRO.

020505. MCPA Transcript Requests

The MCPA is responsible for providing transcripts to former attendees of the BPOC if needed. The official request form, appendix (c), for requesting MCPA transcripts shall be forwarded from the attendee to the MCPA. MCPA will forward the transcript to the requestor. The requestor must provide two (2) forms of identification and signed transcript request form. The official transcript package will include the student's individual academic report, graduation certificate, list of training events, copy of electronic student jacket and a signed transcript request form, and official letter from the MCPA Head of Training and Education. The MCPA will archive a copy of the signed transcript request form and official letter from the MCPA Head of Training and Education. Reconciliation of training records is the responsibility of the MCCLE officer. Transcripts for other MCPA courses may be requested in the same manner as above.

0206 TRANSITIONING OFFICER WAIVERS

CP often transition between installations. In order to waive the PASR and MMPI-II, when officers relocate to another installation, a transitioning waiver shall be requested through the MCLEP Manager. These two (2) requirements, PASR and MMPI-II, are mandatory for the MCLEP hiring process as a new applicant to the gaining installation. This waiver can only be requested if the transitioning officer is currently active. The transitioning waiver approval shall be maintained within the officer's personnel file along with a copy of the initial PASR and MMPI-II from the original installation. An officer who was hired prior to the PASR process and is transitioning between installations is not required to have a PASR conducted. The MMPI-II will be transferred to the gaining installation from the losing HRO to the gaining HRO. Should a former officer with a break in federal LE service re-apply as a MCCLE officer, he/she shall repeat the PASR and MMPI-II along with all other hiring processes. There are no waivers for this requirement.

0207 EXIT INTERVIEWS

Exit interviews conducted by the PM/PC are required for all MCCLE personnel who resign or transfer to another MCCLE installation. Installations shall provide this information to HQMC for possible policy and procedure corrections and implementation.

0208 CIVILIAN TATTOO POLICY

020801. Tattoo Policy. In order to provide a professional appearance, MCCLE has established the following policy for all GS-0083 and GS-1811 personnel.

A. Officers shall not have any visible tattoos on the head (including face, scalp, and inside mouth), neck, hands, or fingers. The neck includes any portion above the crew neck t-shirt. The exception is permanent make up for women in consonance with the provisions for cosmetics in reference (a). A single band tattoo of no more than 3/8 of an inch in width on one (1) finger is the exception to the restriction of tattoos on the fingers.

B. Prohibited tattoos are those that present an unprofessional appearance and are inconsistent with Marine Corps' values and standards of conduct. Prohibited tattoos include images or

words that are obscene, rude, sexist, racist, vulgar, anti-American, anti-social, gang related, extremist group or organization related, or are associated with illegal drugs, drug usage, or drug paraphernalia.

C. As the hiring officials for their organizations, PMs/PCs are the approving officials for tattoos of applicants before they are hired. However, the Branch Head of Law Enforcement, Investigations and Corrections, Security Division, PP&O, may disenroll CP in training at the MCPA who report with tattoos that violate this policy. Accordingly, PMs/PCs are encouraged to discuss with the MCPA Head of Training and Education regarding any CP applicants who may have questionable tattoos before they are hired and sent to training.

D. All tattoos that do not violate the provisions listed in paragraphs above, including full, half and quarter sleeve tattoos, are authorized. All applicants must sign the tattoo letter, appendix (d)

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<p style="text-align: center;"><b>VOLUME 1: CHAPTER 3</b></p> <p style="text-align: center;"><b>“MCCLE TRAINING”</b></p> <p style="text-align: center;"><b>SUMMARY OF SUBSTANTIVE CHANGES</b></p> <p style="text-align: center;">Hyperlinks are denoted by <i><b><u>bold, italic, blue and underlined font.</u></b></i></p> <p style="text-align: center;">The original publication date of this MCO will not change unless/until a full revision of the MCO has been conducted.</p> <p style="text-align: center;">All Volume changes denoted in <b>blue font</b> will reset to black font upon a full revision of this Volume.</p>			
CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

## **CHAPTER 3**

### **GENERAL OVERVIEW**

#### **0301 GENERAL**

This Chapter prescribes basic guidance and roles and responsibilities for training of CP within the MCLEP. This policy is applicable to all Marine Corps Installations that have the requirement for CP.

##### **030101. General Conduct and Administration of Training.**

###### **A. Training Methods**

The PM/PC shall tailor training programs to best meet the needs of PMO/MCPD. Acceptable training methods include, but are not limited to, formal classroom, computer-based training (CBT), roll call, on-the-job (OJT), scenario-based training, Field Training Program (FTP), etc.

###### **B. Training Documentation**

All the training listed in this Chapter will be conducted using approved training materials, e.g. lesson plans, training aids, media, etc. The approval authorities for training material are presented to the Marine Corps Police Force Operational Advisory Group for approval. Training will be documented in the individual CP's training file immediately following its completion. All LE training conducted by PMO/MCPD will be entered into the DHART. All MCCLE personnel's individual training records will be maintained in DHART. General training records may be either hard copy or computerized. All hardcopy training records will be maintained per reference (g) Standards Subject Identification Code (SSIC) 12410.14 for civilian personnel. All annual training plans, monthly training schedules, class rosters, critiques, tests, etc. will be maintained per reference (g).

###### **C. Authorization, Agreement and Certification of Training (SF 182)**

Prior to attending initial, advanced or career progression training, CP must complete and submit a SF 182 to their chain-of-command for approval. Details regarding SF 182 are provided previously in Section 020504.

###### **D. Minimum Standards**

Personnel assigned to LE or security duties will receive appropriate orientation training as directed by the PM/PC within 90 calendar days of assignment to the PMO/MCPD and periodic training per this Order. Topics of orientation training such as familiarizing with installation commands, orders, jurisdiction, medical/fire, radio procedures, patrol zones, Standard Operating Procedures (SOP), PM/PC instructions, restricted areas, areas designated as vital to national security, etc.

###### **E. Training Programs**

1. Training plans. PMs/PCs shall develop training programs that sustain and enhance individual competence. To further that goal, annual training plans and monthly training schedules specifically outlining the organizational mission-oriented training requirements will be



published. Training plans will be tailored to meet the specific needs of the installation while complying with the requirements of reference (h), and other mandated training.

2. Training techniques. To the extent possible, CP and MPs shall train together. Training on Tactics, Techniques and Procedures (TTP) shall be uniform. When training together is not feasible, such as during initial training, the training should be as uniform and consistent as possible.

030102. Department of Defense (DoD) Peace Officers Standards and Training (POST) Commission Certification

Per reference (i), CP must meet the following DoD POST Commission certification requirements:

1. Successfully complete the BPOC or approved equivalent as well as all sustainment training.
2. Meet Marine Corps CP medical and physical fitness standards.
3. Qualify with assigned weapons at least annually per reference (i).

CP who have not performed Marine Corps LE duties for more than 12 consecutive months must complete the DoD POST Commission recertification requirements in reference (h) prior to assuming LE or security related duties.

030103. Initial Training

All GS-0083 and GS-1811 initial training will be funded by HQMC. All other LE support series initial training will be funded by either the installation, MCICOM, Training and Education Command (TECOM), or Marine Forces Reserve (MFR).

A. Basic Police Officer Course (BPOC)

The BPOC is the mandatory initial training requirement for all GS-0083-03 through GS-0083-10 unless waived (see Subsection 030103.C. below). The BPOC maintains accreditation through the Federal Law Enforcement Training Accreditation (FLETA) program. The BPOC is conducted on a continuous basis at the MCPA. The MCPA is managed by the Head, Training and Education, SELE, PSL, PS, PP&O, HQMC.

1. Curriculum. The BPOC meets or exceeds the minimum LE training tasks prescribed in reference (h).

2. Attendance. CP must successfully complete all graduation requirements of the BPOC and meet all certification requirements, which includes but is not limited to weapons, cardiopulmonary resuscitation (CPR), Automated External Defibrillator (AED), OC spray, and other Marine Corps and DoD requirements within 12 months of hire as a CP. Failure to successfully complete any portion of the BPOC will be grounds for termination of employment.

a. DHART. PMO/MCPD shall use DHART to register personnel to attend the BPOC. The registering PMO/MCPD will submit required student information into DHART at least 30 calendar days prior to the course start date. Changes in student enrollment (Add, Drop or

Change) after the mandatory registration date will be entered into DHART and the PMO/MCPD personnel will inform the Head, Training and Education, via email to ensure prompt visibility.

b. BPOC Screening/Interview Guide. The BPOC Screening/Interview Guide is used to ensure attendees meet all prerequisites prior to arrival for training. One (1) copy of the completed Screening/Interview Guide will be retained in the CP's training jacket prior to the Officer's transfer to BPOC. Fourteen calendar days prior to transfer, the PM/PC or PMO/MCPD designee will re-certify that the CP is in compliance with Marine Corps PAT/BMI standards. Appendix (e) provides an example of the Screening/Interview Guide.

c. MCPA Rules and Regulations. Students attending the BPOC will receive an orientation during which they will be briefed on student code of conduct and MCPA rules and regulations. Students may be removed from training for failing to meet academic requirements, failure to meet conditions of employment (such as failing the PAT or BMI standards) and/or failing to comply with MCPA rules and regulations. Adjudication may include administrative and punitive actions up to including dismissal from BPOC and removal from employment. Individuals dismissed from the BPOC will be returned to their home station at which time further administrative/ disciplinary action will be taken, if applicable

3. Graduation Requirements. The graduation requirements are approved by the Head, Training and Education, and distributed to students via the MCPA Student Manual, reference (j) during BPOC Orientation.

4. Course Content Review Board (CCRB). The Head, Training and Education will ensure a CCRB is convened per TECOM standards to review and assess the BPOC curriculum, policies, and administration. CCRB members will be appointed by the Head, Training and Education and shall include, at a minimum, the Director of Training, MCPA; the Senior Curriculum Developer, MCPA; and the BPOC FLETA Accreditation Manager. Input to the CCRB will be solicited from graduates, graduates' supervisors, installation PMO/MCPD, and MCPA staff/instructors. CCRB recommendations will be submitted to the OAG and Head, Training and Education for approval.

**B. Police Commanders Course (PCC)**

The PCC is the mandatory initial training requirement for all GS-0083-11 through GS-0083-13 unless waived (see Subsection 030103.C. below). All GS-0083-11 and above must attend the PCC within two (2) years of being hired in the position. Once onboard, the installation is allowed 30 calendar days to notify the MCPA Head of Training and Education of the requirement for PCC training for the new supervisor. Officers do not have to repeat the course with promotions if they have attended at the lower grade. Training certifications for the PCC will be documented within DHART. HQMC will fund PCC.

**C. Initial Training Waiver**

Former BPOC graduates are exempt from attending another BPOC. CP officers having sufficient LE training and experience may apply for a waiver of the requirement to attend the BPOC. The PM/PC will identify the training and experience background (if applicable) to determine if the new hire is qualified for a BPOC waiver. In order to apply for the BPOC waiver, the officer must have performed two (2) years of LE duties, have performed LE or federal/state police academy instructor duties within the previous six (6) months of hire, and be a graduate of a federal, state, municipal, or U.S. military service CP/MP officer

training academy. Security guard and correction officer duties will not be considered LE experience for the purpose of these training waiver requests. The candidate's application shall be submitted through the appropriate chain-of-command and must include a description of the LE duties performed and be certified, in writing, by the candidate. Additionally, the waiver request must contain the applicant's LE training academy graduation certificate and full transcripts containing all tasks trained on from the police officer training academy attended. Waivers of the BPOC and PCC training will be initiated by the installation PM/PC and submitted to PSL, Attention: Head: Training/Education. Appendix (f) provides an example of the BPOC waiver letter.

D. Field Training Program (FTP)

Per reference (a), CP officers must successfully complete any assigned FTP.

0302 WEAPONS

030201. Firearms Qualification Requirements

Per references (h) and (i), all LE personnel are required to complete firearms qualification and use of deadly force training within every 12 months when assigned LE duties and apply to CP and investigators. The term "every 12 months" is defined as 365 days after the date qualification was met. The term "every 12 months" is specific to LE personnel and should not be confused with other calendar or fiscal year training requirements. The "every 12 months" requirement applies to all firearms qualifications for MCCLE assigned duty firearms. If 365 days have elapsed from the date last qualified with an assigned duty firearm or completed use of force training, the individuals are considered unqualified and shall not be allowed to perform LE duties. Annual firearms qualification/re-qualification may be used to fulfill quarterly sustainment training requirements during the quarter completed. All MCCLE series that are required to carry a weapon shall maintain current firearms qualifications on the handgun and shotgun. Those armed with a rifle shall additionally maintain current firearms qualification on the rifle. Failure to qualify with the pistol, shotgun and/or rifle (if required) during qualification and subsequent requalifications is grounds for termination at any time during the employee's tenure for failure to meet conditions of employment.

030202. Courses of Fire

A. Handgun Qualification Requirements

CP must complete the Marine Corps LE Handgun Practical Weapons Course, the Marine Corps LE Handgun Lowlight Course and the Marine Corps LE Handgun Qualification Course within the previous 365 days before being authorized to perform armed LE duties with the service pistol. If unqualified in any of the three (3) courses of fire, the CP shall not be allowed to perform armed LE duties until qualification is achieved. Unqualified CP shall be properly annotated on the weapons authorization/do not draw list located in the PMO/MCPD arms room or RFI.

1. Marine Corps Law Enforcement (LE) Handgun Qualification Course. Figure 3-1 provides the course of fire. Individuals may have up to three (3) consecutive attempts to qualify. Annually, jacketed hollow-point ammunition must be used for at least one (1) qualification string of fire. After three (3) failed attempts, the individual must receive remedial firearms training prior to attempting to qualify again. After remedial training, the shooter is authorized one (1) additional attempt to qualify. No further attempts to qualify are permitted without additional training and approval from the PM/PC. If

the shooter scores a qualifying score after failing the first attempt, the passing score will be recorded as 180 – Marksman. Once a person qualifies, no more attempts are authorized.

- a. Range: 3 yards – 15 yards.
- b. Ammo: 48 rounds 9mm (4 magazines of 6 rounds each, 2 magazines of 12 rounds each).
- c. Targets: Transition Target II or B-21 or Transition Target I for 15-yard sequence.

d. All shots are fired at center mass. Initial shot of each sequence of fire shall be fired double action, with all subsequent shots fired single action. Prior to holstering, the weapon will be de-cocked, and the safety engaged.

<b>Yard Line</b>	<b>Rounds</b>	<b>Sequence</b>	<b>Remarks</b>
3	12	Draw & fire 2 rounds/4 sec Draw & fire 2 rounds/4 sec Draw & fire 2 rounds, reload 6 rounds & fire 2 rounds/10 sec Draw & fire 4 rounds/8 sec	Strong hand supported “ “ “ “ “ “ 2 rounds strong hand, 2 rounds weak hand supported
7	12	Draw & fire 2 rounds/4 sec Draw & fire 2 rounds/4 sec Draw & fire 2 rounds, reload 6 rounds & fire 2 rounds/10 sec Draw & fire 4 rounds/8 sec	Strong hand supported “ “ “ “ “ “ 2 rounds strong hand, 2 rounds weak hand supported
15	24	Draw & fire 2 rounds/4 sec Draw & fire 2 rounds/4 sec Draw & fire 4 rounds/8 sec Draw & fire 4 rounds, reload, fire 4 rounds/20 sec Kneel, draw & fire 8 rounds/20 sec	Strong hand supported “ “ “ “ “ “ “ “ “ Strong hand supported kneeling

Figure 3-1 – Marine Corps Law Enforcement (LE) Handgun Qualification Course

e. Scoring. Use “K” values on B-21 target or the regular printed values on Transtar I or II. If grease mark of the bullet (not the tear caused by bullet) is located in two (2) scoring areas or touches the outside of a higher scoring ring, the higher value shall be counted.

(1) Possible: 240.

(2) Expert: 228 – 240.

(3) Sharpshooter: 204 - 227.

(4) Marksman: 180 – 203.

(5) Minimum qualifying score: 180.

2. Marine Corps Law Enforcement (LE) Handgun Lowlight Course. Figure 3-2 provides the course of fire. Individuals may have up to three (3) consecutive attempts to qualify. After three (3) failed attempts, the individual must receive remedial firearms training prior to attempting to qualify again. After remedial training, the shooter is authorized one (1) additional attempt to qualify. No further attempts to qualify are permitted without additional training and approval from the PM/PC. If the shooter scores a qualifying score after failing the first attempt, the passing score will be recorded as 12 - passing. Once a person qualifies, no more attempts are authorized.

a. Range: 3 yards – 15 yards

b. Ammo: 18 rounds 9mm (3 magazines of 6 rounds each).

c. Targets: “E” Silhouette Target, B-21 or Transition Target II.

d. All shots are fired at center mass. Initial shot of each sequence of fire shall be fired double action, with all subsequent shots fired single action. Prior to holstering, the weapon will be de-cocked, and the safety engaged.

e. Flashlight Technique. Shooters may use any of the following flashlight techniques: side-by-side, back-of-hand to back-of-hand, or off-set. After firing, the light should be extinguished immediately. The shooter must be able to load, unload, and clear the weapon by feel during this course of fire.

Yard Line	Rounds	Sequence	Remarks
3	6	From ready, 2 rounds/3 sec From ready, 2 rounds/3 sec From ready, 2 rounds/3 sec	Minimal ambient light (sufficient to distinguish the targets)
7	6	From ready, 2 rounds/3 sec From ready, 2 rounds/3 sec From ready, 2 rounds/3 sec	Flashlight
15	6	From ready, 2 rounds/3 sec From ready, 2 rounds/3 sec From ready, 2 rounds/3 sec	Vehicle or improvised light such as vehicle code lights

Figure 3-2 – Marine Corps Law Enforcement (LE) Handgun Lowlight Course

3. Marine Corps Law Enforcement (LE) Handgun Practical Weapons Course. See Figure 3-3 for the course of fire. Individuals may have up to three (3) consecutive attempts to qualify. After three (3) failed attempts, the individual must receive remedial firearms training prior to attempting to qualify again. After remedial training, the shooter is authorized one (1) additional attempt to qualify. No further attempts to qualify are permitted without additional training and approval from the

PM/PC. If the shooter scores a qualifying score after failing the first attempt, the passing score will be recorded as 12 - passing. Once a person qualifies, no more attempts are authorized.

- a. Range: 7 yards – 25 yards.
- b. Ammo: 18 rounds 9mm (3 magazines of 6 rounds each).
- c. Targets: “E” Silhouette Target, B-21 or Transition Target II.
- d. Time Limit: 3 minutes. Time limit begins when shooter arrives at firing line of station 1.
- e. Notes. The shooter is issued a clear weapon and ammunition. On command, the shooter loads and makes ready a Condition 1 weapon and holsters it. The shooter then begins physical activity designed to elevate the heart rate prior to beginning the course of fire. Great care should be taken to not exhaust personnel to the point of being unsafe during the course of fire. Running in place for two (2) minutes with the weapon holstered and restrained is recommended. This is conducted at the 25-yard ready line. All shots are fired at center mass. The initial shot of each sequence of fire shall be fired double action, with all subsequent shots fired single action. The shooter will draw the weapon at Station 1 and will not reholster it. After completing a station, the shooter will de-cock the weapon, engage the safety and hold the weapon in the ready or alert carry position with the muzzle oriented down range and in a safe direction while moving to the next station. Instructors must ensure that shooters maintain control of their weapons and keep the muzzle pointed in a safe direction.
- f. Target Engagement. Three (3) targets are posted and numbered 1 to 3 from left to right. Engagement of targets shall be tactically correct and consistent with proper use of cover and concealment. Right-handed shooters will come out from cover on right side and engage target #3 first. Shooter would continue four (4) round sequence by engaging targets 2 then 1 and 3 again. Left-handed shooters shall engage target #1 first from barricaded position. Firing stations are as follows:

- (1) Station 1: 25 yards, 2 rounds, target 1, tall barricade, standing.
- (2) Station 2: 20 yards, 4 rounds, targets 3-2-1-3 (left-handed 1-2-3-1), low barricade, prone.
- (3) Station 3: 15 yards, 4 rounds, targets 1-2-3-1, window barricade, standing.
- (4) Station 4: 10 yards, 4 rounds, targets 3-2-1-3 (left-handed 1-2-3-1), short barricade, kneeling.
- (5) Station 5: 7 yards, 4 rounds, targets 1-2-3-1, no barricade, standing.

<b>Yard Line</b>	<b>Rounds</b>	<b>Sequence</b>	<b>Remarks</b>
25	2	Draw & fire 2 rounds	Standing barricade, standing position
20	4	Fire 4 rounds, reload 6 rounds	Low barricade, Prone position
15	4	Fire 4 rounds	Standing window barricade, Standing position
10	4	Fire 2 rounds, reload 6 rounds, fire 2 rounds	Short barricade, Kneeling position
7	4	Fire 4 rounds, clear weapon Time Limit: 3 minutes	No barricade Standing position

Figure 3-3 – Marine Corps Law Enforcement (LE) Handgun Practical Weapons Course

g. Scoring is completed by counting the number of hits within the silhouette of the target.

(1) Possible: 18.

(2) Minimum Qualifying: 12.

B. Marine Corps Law Enforcement (LE) Shotgun Qualification Course. CP armed with the shotgun are required to qualify every 12 months with the shotgun. See Figure 3-4 for the course of fire. Individuals may have up to three (3) consecutive attempts to qualify. After three (3) failed attempts, the individual must receive remedial firearms training prior to attempting to qualify again. After remedial training, the shooter is authorized one (1) additional attempt to qualify. No further attempts to qualify are permitted without additional training and approval from the PM/PC. If the shooter scores a qualifying score after failing the first attempt, the score will be recorded as passing. Once a person qualifies, no more attempts are authorized.

1. Range: 10 yards – 25 yards.
2. Ammo: 18 rounds 00 buck.
3. Time Limit: 3 minutes. Time limit begins on command of instructor after shooter is loaded at Station 1.
4. Targets: “E” Silhouette Target, B-21 or Transition Target II.



5. Notes. The shooter will undergo physical activity designed to elevate the heart rate prior to beginning the course of fire. Great care should be taken to not exhaust personnel to the point of being unsafe during the course of fire. Running in place for two (2) minutes is suggested. This is done at the 25-yard Ready Line. After physical activity, the shooter is issued clear weapon and ammunition. All shots are fired at center mass. The shooter shall remove his or her finger from the trigger guard and place the weapon on SAFE prior to loading and moving to the next firing station. Shooters shall not move from one (1) position/station to the next with a Condition 1 weapon. Instructors must ensure that the shooter moves between firing positions with a Condition 3 or a clear weapon only.

<b>Yard Line</b>	<b>Rounds</b>	<b>Sequence</b>	<b>Remarks</b>
25	5	Combat load 5 rounds, fire 5 rounds, patrol load 4 rounds	Standing barricade, standing shoulder position
20	4	Fire 4 rounds, patrol load 4 rounds	Low barricade, Kneeling position
15	4	Fire 4 rounds, patrol load 3 rounds.	No barricade Standing shoulder position
10	5	Fire 3 rounds, combat load 2 rounds, fire 2 rounds, clear weapon.	No barricade Standing underarm (hip) position

Figure 3-4 – Marine Corps Law Enforcement (LE) Shotgun Qualification Course

6. Target Engagement. Three (3) targets are posted and numbered 1 to 3 from left to right. Engagement of targets shall be as directed at each station. Firing stations are as follows:

- a. Station 1: 25 yards, tall barricade, targets 3-2-1-1-2 (left-handed 1-2-3-3-2), standing.
- b. Station 2: 20 yards, low barricade, targets 1-2-3-3 (left-handed 3-2-1-1), kneeling.
- c. Station 3: 15 yards, no barricade, targets 1-2-3-1 (left-handed 3-2-1-3), standing.
- d. Station 4: 10 yards, no barricade, targets 1-2-3 (left-handed 3-2-1); combat load 2 rounds, targets 2-3 (left-handed 2-1) standing.
- e. Scoring. Scoring is completed by counting the number of hits within the silhouette of each target.

(1) Possible: 162.



(2) Minimum Qualifying: 90 (MUST score at least 30 pellet hits per target).

7. For commands using slug ammunition, the following stage of fire must be fired in addition to Shotgun Practical Weapon Course.

a. 25-Yard Line: Shotgun Slug Familiarization. Shooter will have a clear weapon and 6 rounds of 12-gauge slugs.

b. Targets: “E” Silhouette Target, B-21 or Transition Target II.

c. Target Engagement. Shooter will patrol load 4 slugs, engage the target from the standing position, combat load 2 slugs, and then engage the target from a kneeling position. No time limit.

C. Marine Corps Law Enforcement (LE) Rifle Qualification Course.

1. Description. The rifle qualification course is used for qualification on the service rifle. For purposes of this policy, “service rifle” is defined as the police officer’s T/O weapon: M16A4 and/or M4 carbine, both with Rifle Combat Optic (RCO). If the service rifle does not have a RCO, this course may be fired with iron sights. See Figure 3-5 for course of fire. This course is designed to be fired on a known distance range from 25 (zeroing iron sights), 100 (zeroing RCO), and 200 using the “A” target (NSN 6920-00-627-4071), or if a 200-yard range is unavailable, at 25 yards using the Rifle “A” Target Reduced 25 Yards (Figure 3-6). The 25-yard range will only be used when no 200-yard range is available, use of nearest 200-yard range is cost prohibitive, or use of a 200-yard range would be detrimental to mission accomplishment. Zeroing the rifle shall be performed using the 25-Meter Zeroing Target M16A4 (NSN 920-01-253-4005). If a 200-yard range is utilized and there is no 25-yard firing line, the “A” target may be used for zeroing iron sights. The rifle qualification course is fired until achieving a qualifying score not to exceed two (2) consecutive times. Those personnel who do not qualify on their second attempt shall be carefully evaluated to determine if remedial training will correct their deficiencies. If remediation is determined by the PM/PC to be effective, an additional attempt to qualify is authorized; however, if multiple fundamental and presentation issues exist, then additional training shall be conducted prior to attempting qualification again. Ten spotter rounds shall be used to zero the rifle prior to beginning the actual qualification course. The zeroing sequence shall be fired in three (3) round increments, with the last increment consisting of four (4) rounds for zero confirmation. All rapid-fire sequences begin with the weapon in the strong side sling arm position with muzzle facing upwards. Forty rounds are fired at the appropriate target using the following course of fire. The rifle qualification course is the foundation course for this weapon and provides the necessary requisite marksmanship skills.

a. Zeroing the Weapon. All shooters shall adjust their own sights under the close supervision and assistance of the line coach. For service rifle with RCO, the shooter loads a magazine with five (5) rounds and fires from the prone position, clears the weapon. The shooter and the line coach then go downrange and triangulate the target. At this point, line coaches shall assist as necessary. Upon returning to the rear of the ready line, and upon Range Safety Officer (RSO) approval, line coaches and shooters shall move forward, and make necessary RCO adjustments. This procedure is repeated with a second magazine of five (5) rounds and a final magazine of five (5) rounds for zero confirmation. To zero iron sights, the shooter loads a magazine of three (3) rounds and from the prone position, the shooter fires three (3) rounds, clears the weapon. If feasible, the shooter and the line coach

go downrange and triangulate the target. At this point, line coaches shall assist as necessary. Upon returning to the rear of the ready line, and upon RSO approval, line coaches and shooters shall move forward, and make necessary sight adjustments. This procedure is repeated with a second magazine of three (3) rounds and a final magazine of four (4) rounds for zero confirmation.

b. Slow Fire-Prone Position. Shooter begins with a condition 4 weapon. On command to establish a firing position and load, the shooter establishes a prone position, and with a magazine of five (5) rounds, makes a condition 3 weapon. On command to make ready and fire, the shooter pulls the charging handle and releases to make a condition 1 weapon, places the weapon on “fire” in the semi-automatic mode, and engages the target. Shooters may use the loop sling or hasty sling for additional muzzle stabilization during this sequence. Shooters shall be given sufficient time to adjust the sling accordingly prior to this firing sequence. Time limit is 5 minutes and begins on the command to fire.

c. Timed Fire-Standing to Prone Position. The shooter stands at the firing line with a condition 4 weapon and two (2) magazines of five (5) rounds each. On command to load, the shooter makes a condition 3 weapon, and stands with the weapon in the strong side sling arms position. On command establish a firing position, make ready, and fire; the shooter brings the weapon to the ready position and then establishes a prone position. Once the prone position is established, the shooter pulls the charging handle, and releases to make a condition 1 weapon, and places the weapon on “fire” in the semi-automatic mode. The shooter then engages the target with five (5) rounds, conducts a speed reload with the second magazine, and engages the target with five (5) more rounds. Shooters may use the hasty sling for additional muzzle stabilization during this sequence. Shooters shall be given sufficient time to adjust the sling accordingly prior to this firing sequence. Time limit 70 seconds and begins on the command to fire.

d. Slow Fire-Kneeling Position. The shooter stands at the firing line with a condition 4 weapon and a magazine of five (5) rounds. On command to establish a firing position and load, the shooter establishes a kneeling position, and makes a condition 3 weapon. On command to make ready and fire, the shooter pulls the charging handle and releases to make a condition 1 weapon, places the weapon on “fire” in the semi-automatic mode, and engages the target. Shooters may use the hasty sling for additional muzzle stabilization during this sequence. Time limit is 5 minutes and begins on the command to fire.

e. Timed Fire-Standing to Kneeling Position. The shooter stands at the firing line with a condition 4 weapon and two (2) magazines of five (5) rounds each. On command to load, the shooter makes a condition 3 weapon, and stands with the weapon in the strong side sling arms position. On command to establish a firing position, make ready, and fire; the shooter brings the weapon to the ready position, and then establishes a kneeling position. Once the kneeling position is established, the shooter pulls the charging handle and releases to make a condition 1 weapon and places the weapon on “fire” in the semi-automatic mode. The shooter then engages the target with five (5) rounds, conducts a speed reload with the second magazine, and engages the target with five (5) more rounds. Shooters may use the hasty sling for additional muzzle stabilization during this sequence. Time limit 70 seconds and begins on the command to fire.

f. Slow Fire-Standing Position. The shooter stands at the firing line with a condition 4 weapon pointed downrange, and one (1) magazine of ten (10) rounds. On command to load, make ready, and fire, the shooter loads to make a condition 3 weapon, makes ready to make a condition 1

weapon, and fires to engage the target. Shooters may use the hasty sling for additional muzzle stabilization during this sequence. Time limit is ten (10) minutes and begins on the command to fire.

<b>Yard Line</b>	<b>Rounds</b>	<b>Sequence</b>	<b>Remarks</b>
100	15	Zero service rifle with RCO 5 rounds/adjust RCO 5 rounds/adjust RCO 5 rounds/confirm zero 10 minutes	Zero rifle with RCO Prone position
200/25	10	3 rounds/adjust sights 3 rounds/adjust sights 4 rounds/confirm zero 10 minutes	Zero iron sights Prone position
200/25	5	5 rounds/5 minutes	Prone position, from condition 3
200/25	10	10 rounds/70 seconds	From standing/sling arms position, condition 3, to prone position
200/25	5	5 rounds/5 minutes	Kneeling position, from condition 3
200/25	10	10 rounds/70 seconds	From standing/sling arms position, condition 3, to kneeling position
200/25	10	10 rounds/10 minutes	Standing position, from condition 4

Figure 3-5 – Marine Corps Law Enforcement (LE) Rifle Qualification Course

g. Scoring for the Rifle Qualification Course. For the “A” target, hits on the paper (within the target border) and outside the “4” ring are three (3) points. If the grease mark of the bullet (not the tear caused by the bullet) is located in two (2) scoring areas of the target, or touches the outside of a higher scoring ring, the higher value shall be counted. Marksmanship awards, qualification, and record entries shall be based on the following:

(1) Possible Score	200
(2) Expert	170–200
(3) Sharpshooter	160–169
(4) Marksman	140–159
(5) Minimum Qualifying Score	140
(6) Unqualified	Less than 140

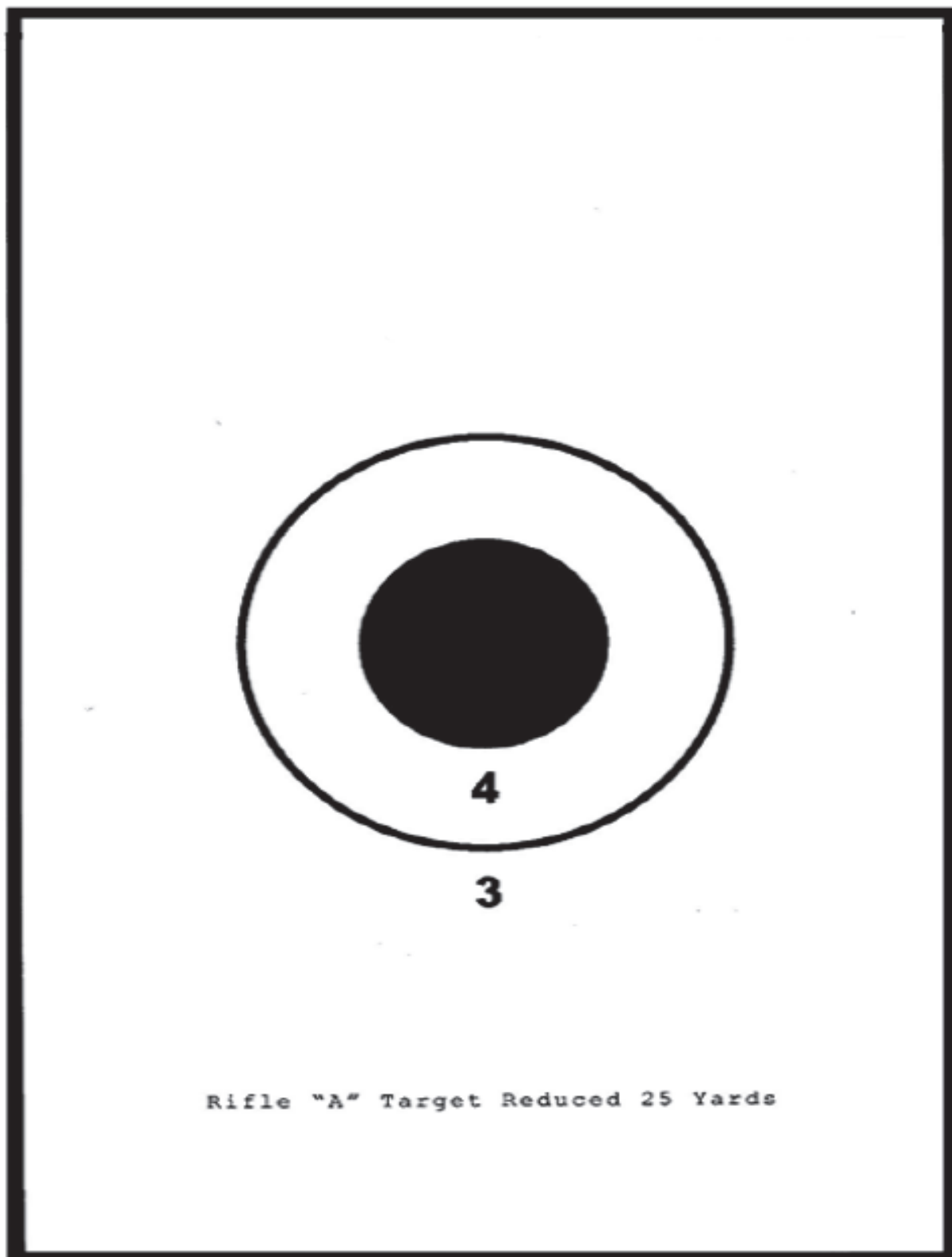


Figure 3-6 – Rifle "A" Target Reduced 25 Yards

0303 IN-SERVICE/SUSTAINMENT TRAINING

Scheduling and funding of all in-service and sustainment training for all MCCLE series is the responsibility of the installation unless initiated, advertised, or approved by PSL.

030301. General

In-service/sustainment training is conducted monthly, quarterly and annually and addresses basic, specialized and advanced TTP. In-service/sustainment training ensures that tasks are practiced, and peak proficiency/readiness is maintained. During in-service/sustainment training, leaders may raise the level of realism until the quality, speed, stress, and environment come as close as possible to actual emergency conditions. Collective training in this stage of practice is more efficient and effective if individual branches, watches, sections, and teams have already achieved proficiency through earlier practice. PMs/PCs shall use training standards to plan, execute, and evaluate training at both the individual and PMO/MCPD levels. Training shall be performance-oriented and standards-based in order to focus the PMO/MCPD on its Mission Essential Task List and maximize training results. In-service/sustainment training shall be approved by the PM/PC prior to implementation.

030302. Standards

A. In Service Training

Per reference (h), all GS-0083 officers and GS-1811 CID Agents must complete a minimum of 40 hours of in-service training annually. This training will encompass Marine Corps requirements, continued proficiency in necessary skills, and familiarity with new developments and techniques, as well as topics selected by the PM/PC contained in reference (h). PM/PC shall develop annual training plans to meet this requirement. The below listed requirements have annual or every 12 months sustainment training requirements although some may not apply if the equipment is not authorized/issued or there is no detention space. The practice of billet-based training profiles in which DoD LE training requirements are exempted is prohibited for any GS-0083 and GS-1811 positions.

B. Requirements

Should references for initial and sustainment training below be modified, the updated requirements shall be upheld.

1. Use of Force. Training and testing within 12 months or more frequently if required by local instructions/SOP. See references (a) and (k) for additional guidance on use of force training.
2. First Aid. Biennial first responder first aid training including adult, child, and infant CPR, AED, communicable diseases, and gunshot wounds per reference (a).
3. Bloodborne Pathogens. Training every 12 months. See reference (l) for additional guidance on bloodborne pathogens training.
4. Annual Sexual Assault Prevention and Response. Program training per reference (m). Annual Sexual assault response training is provided in references (m) and (n).

5. Radar. Operators will receive training and maintain certification in accordance with reference (o).
6. Breath Testing Equipment. Operators will receive training and maintain certification in accordance with reference (o).
7. OC Spray. Personnel carrying chemical or OC spray devices will be trained annually and certified per reference (a).
8. Baton. Annual expandable baton or side-handle baton sustainment training, and defensive tactics and physical restraint techniques (handcuffing, pressure point control techniques, etc.) per reference (a).
9. Human Electro Muscular Incapacitation. Annual certification on device per reference (a) for those personnel armed with same.
10. Incident Response. Annual training on incident response, post-incident actions, and stress disorder per reference (a).
11. Traffic. Biennial training on enforcing traffic regulations per reference (a).
12. Incident Command. At a minimum, all CP must complete IS-100 Introduction to the Incident Command System. Supervisory personnel (CP with the title of sergeant or above) must complete both IS-100 and IS-700 National Incident Management System (NIMS). The Emergency Management Institute of FEMA offers web-based training on the NIMS at the following web-site: <http://training.fema.gov/is>.
13. EVOC. Emergency vehicle operators must have a current certificate. Recertification is every three (3) years.
14. Periodic subspecialty assignment training per reference (a).
15. Legal. Annual training on legal aspects of LE per reference (a).
16. Physical Fitness. Periodic physical fitness testing per Subsection 020404 of this policy.
17. Active Shooter. Annual active shooter response, including practical application, per reference (a). LE supervisors will complete the MCPA Active Shooter-Incident Commander course per reference (p).
18. Saluting. CP will be trained on saluting, when saluting is mandated, by an installation commander per reference (a). Refresher training will be conducted annually at installations where saluting is required.
19. Drunk and Impaired Drivers. Processing drunk drivers per reference (o).
  - a. Initial training on processing drunk and impaired drivers.

b. Biennial refresher training on processing drunk and impaired drivers.

20. D-Cells. Personnel assigned to staff a holding cell or detention space will complete training as prescribed by the PM/PC per reference (q).

21. Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive (CBRNE). Installation CBRNE Protection Program training per reference (r).

22. In-Service/Sustainment Skill Development. Training shall be provided to all newly appointed supervisors and civilian personnel. This training shall consist of, but not be limited to, the following:

- a. Management techniques
- b. Labor relations and contracts
- c. Grievance procedures
- d. Employee relations

23. Fingerprinting. Training on how to obtain record fingerprints to include submitting fingerprint cards or final disposition reports to the Federal Bureau of Investigation (FBI) shall be provided during initial and annual sustainment training per references (s) and (t).

C. Educational Leave/Scheduling Academic Study. When possible, PMs/PCs should grant leave or permissive temporary additional duty (TAD) to employees for the purpose of undertaking academic or vocational instruction consistent with the career development objectives of the employee and the needs of the department.

1. Paid leaves of absence or permissive TAD may be approved if they involve attendance at a state or federal academy, workshop or job-related seminar or training for which any tuition or expense would be paid from the PMO/MCPD training budget.

2. PMs/PCs will consider granting leaves of absence without pay in accordance with established personnel policy for civilian employees who wish to further their education at their own expense.

3. PMs/PCs may exercise discretionary latitude in realigning work schedules of individuals who are pursuing academic or other departmentally authorized career development training so that they may attend classes. Such adjustment may not conflict with procedures for assigning personnel to watch schedules and must be administered equitably.

D. Instructors. Marine Corps LE instructors (Training Specialists, Police Officer Trainers or Subject Matter Experts) will only be assigned topics that they are qualified to teach. Instructors shall be supervised on a regular basis. Instructors will teach from PSL or PM/PC approved lesson plans and training materials and shall not deviate from the approved lesson plan located on PSL SharePoint. All in-service and sustainment training curriculum is posted on PSL SharePoint and shall be maintained by PSL. Any modifications to the curriculum must be approved in writing by PSL prior to implementation. Instructors assigned to the PMO/MCPD shall meet the following requirements.



1. Instructors shall be certified by the PM/PC to instruct subjects in which they are qualified per reference (h).

2. The below provides the required certifications: RSO, Basic Instructor Certification, Defensive Tactics Instructor, Non-Lethal Weapons Instructor (Taser and OC)), Firearms Instructor, EVOC Instructor, Radar Instructor, Lidar Instructor, Basic First Aid, CPR and AED Instructor, and Gas Mask Fit. All initial and sustainment training must be accomplished per reference (a).

#### 0304 MARINE CORPS POLICE ACADEMY (MCPA)

##### 030401. Introduction

The MCPA is a USMC certified Civilian LE training academy. The MCPA is located aboard MCAS Miramar, CA. It is operated under the supervision and leadership of the Head, Law Enforcement & Corrections Branch (PSL), Security Division. The Head, Training and Education is responsible for the efficient functioning of the MCPA on a day-to-day basis.

##### 030402. Purpose

The MCPA provides basic, advanced, and career progression training for MCCLE personnel. The MCPA maintains a professional staff capable of both resident and mobile-training instruction; curriculum development; and DHART management.

##### 030403. Administration

Head, Training and Education is responsible for the following:

- A. Administration of courses
- B. Administration of DoD POST Commission LE Exam
- C. Maintaining MCPA student records
- D. Updating and publishing

SharePoint 1. MCPA Policy and Procedures Manual per reference (u), located on PSL

2. MCPA course catalog per reference (v), located on PSL SharePoint

3. MCPA curriculum

E. Managing staff

1. Ensuring instructors meet MCPA standards

2. Maintaining curriculum development capability

F. Maintain FLETA accreditation



G. The Head, Training and Education is the final authority for administrative/disciplinary action on MCPA students.

## 0305 CAREER PROGRESSION TRAINING

### 030501. Overview

The MCPA provides a continuum of education to improve leadership, sharpen critical thinking skills, and deepen CP understanding of LE practices and concepts. The goal is to create ethical, professional LE leaders who make sound decisions in complex operational situations.

### 030502. Course Descriptions

The most up-to-date course descriptions may be found in the MCPA Course Catalog, reference (v). These courses are designed for personnel assigned to the position. The following are advanced career progression courses for CP and will be funded by HQ.

#### A. Desk Sergeants/Patrol Sergeants Course

This five (5) day course provides the foundation for newly promoted or assigned LE first line supervisors. The backbone of the course is leadership which is taught through lecture, guided discussion, and practical exercise. The duties and responsibilities of Desk Sergeants and Patrol Sergeants are thoroughly covered, and this section may be supplemented with installation-specific procedures and policies when taught locally. Subjects include supervisor's management role, principles of supervision, leadership, communication, operational risk management, planning, decision making, discipline, productivity, handling complaints, motivation, training, liability, legal update, stress, and ethics. This course is designed for the GS-0083-08 and 09.

#### B. Watch Commanders Course

The five (5) day Watch Commanders course complements the First Line Supervision – Tools for the New Desk Sergeants/Patrol Sergeants Course with advanced instruction on leadership and the duties and responsibilities of Watch Commanders. The course prepares newly promoted or assigned Watch Commanders in the following subjects: supervisor's responsibility, leadership, communication, operational risk management, handling employee complaints and grievances, handling complaints against police, planning, performance evaluations, liability, legal update, training, mentoring, ethics, motivation, and FTP overview. This course is designed for the GS-0083-10.

#### C. Police Leaders Course

The five (5) day Police Leaders Course provides a cross-pollination environment for mid-level LE personnel to network, engage, and discuss current issues facing Marine Corps LE. The curriculum is presented in an open-discussion forum by skilled facilitators and seasoned instructors. At the onset of the course, students are required to identify challenges facing Marine Corps LE. The issues identified by the students are then posted throughout the classroom to encourage a continuing dialog. In follow-on sessions, the students work on developing action plans for resolving or mitigating the issues. This course's curriculum is constantly updated; however, core subjects include leadership, terrorism, active shooter response, training roadmaps, ethics, human resources/labor relations, stress management,

budgeting, and use of references. This course may require outside reading and preparation by the students. This course is designated for the GS-0083-08, 09 and 10.

D. Police Commanders Course (PCC)

As discussed in Subsection 030103.B., this eight (8) day course provides a cross-pollination environment for installation-level, senior LE personnel to network, engage, and discuss current issues facing Marine Corps LE. The curriculum is presented in an open-discussion forum by skilled facilitators and seasoned instructors. Course topics include leadership, LE program and organization, policy, law and theory, planning, programs and tools, personnel and finance, and contemporary issues. This course may require outside reading and preparation by the students. This course is designated for GS-0083-12 and 13 and is a mandatory requirement for the Deputy Police Chief and Police Chief.

0306 CAREER DEVELOPMENT PROGRAM

030601. Overview

The intent of the Career Development Plan (CDP) is to provide GS employees in the 0083-Police series the opportunity to improve personal skills, knowledge, and abilities (SKAs) to successfully perform LE tasks, and to progress on a self-determined career path. MCLEP will utilize the CDP to further the employee's professional growth and capabilities in the present and/or future positions of responsibility.

030602. Performance Objectives

The use of performance objectives acquaints the training participants with the information they are required to know, the skills that must be demonstrated, and the circumstances under which the skills will be used. This approach also enables the instructors to relate training directly to the job performance that will be expected by supervisors. CDP performance objectives focus on the elements of the job task analysis, provide clear statements of what is to be learned, and provide the basis for evaluating the participants and training programs. This directive establishes MCLEP's training function. Training programs will ensure the needs of MCLEP are addressed and that accountability is paramount. Training must be consistent with goals and objectives. Acceptable training methods include, but are not limited to, formal classroom, CBT, roll call, OJT, FTP, etc.

030603. Funding of Courses

In-service and sustainment training is essential for a successful CDP.

A. HQMC (PSL) funded courses will be coordinated and funded through PSL. These courses are MCPA Advanced Courses and LE Courses hosted by SELE. The following is the process for approval:

1. Annually, a training plan will be disseminated by MCPA to installations.
2. Execution of scheduled courses will be coordinated via separate correspondence by MCPA.

3. An AMHS message will be disseminated with applicable funding data for execution of courses.

B. Security and Emergency Services Community of Interest includes the GS-0083 LE series that provides mission-oriented career development platforms and promotes the interests of its members and organizations. Funded training opportunities are available and coordinated via PSL. The following is the process for COI training approval:

1. Annually, at the end of the preceding fiscal year, PSL will submit a list of training courses to COI to fund and fulfill for annual requirements.

2. COI will coordinate funding and execution of the training courses.

3. PSL will disseminate a DoN Tracker task to MCICOM, TECOM and MFR to complete with an approved schedule of classes and the number of available seats.

4. The regions will develop and provide a list of training course nominees. PSL and Integration and Analysis Branch will approve the official training course list for the given fiscal year.

5. PSL will disseminate the training course list to COI and will monitor for execution.

6. Invoices will be managed through PS Financial Management via the PSL Lead.

C. TECOM courses will be coordinated via PSL. The following is the process for TECOM training approval:

1. Annually, a list of available TECOM courses will be disseminated to installations by PSL.

2. Coordination of course attendance will be conducted by PSL training chief.

030604. Distance Learning Training

Allows employees to advance their SKAs on their own time and traditionally, at no cost. The following includes but is not limited to appropriate distance learning training:

A. MarineNet

B. MarineNet Video Training

C. National Institute of Justice (NIJ)

D. Defense Acquisition University

E. National Training and Education Division (Department of Homeland Security)

F. Federal Emergency Management Agency (FEMA)

G. National Preparedness Directorate

H. Emergency Management Institute– Independent Study

I. Naval Postgraduate School Center for Homeland Defense and Security. All CP are recommended to take advantage of these courses for career enhancement.

030605. Skill Structure and Career Paths

All employees are eligible for advancement to the next GS level or for promotion and/or a change in position after 52 weeks of service. Employees interested in advancement, promotion, or a lateral position change may use the guidance provided herein to determine the best path for their careers and the training recommendations available to assist with those changes. A training model, Figure 3-7, has been developed for all the following 0083 positions and is illustrated below:

Job Skill Level	Definition	Job Titles Within Skill Levels	Pay Plan	Beginning Grade	Target Grade
1	Entry	Police Officer	GS	3	5
2	Journeyman	Police Officer	GS	6	7
		School Resource Officer	GS	6	7
		Tactical Boat Team Member	GS	7	7
		SRT Member	GS	7	8
		Field Training Officer	GS	7	8
		MWD Handler	GS	7	8
		Accident Investigator	GS	7	8
		Desk Sergeant/Patrol Supervisor	GS	8	9
		SRT Lead	GS	8	9
		MWD Trainer	GS	8	9
		Police Officer Trainer	GS	9	9
3	Supervisor	Accident Investigator Supervisor	GS	9	10
		SRT Commander	GS	9	10
		Kennel master	GS	9	10
		Watch Commander	GS	10	10
		Assistant Operations Officer	GS	11	11
		Assistant Services Officer	GS	11	11
4	Management	Operations Officer	GS	12	12
		Services Officer	GS	12	12
		Deputy Police Chief	GS	12	13
		Police Chief	GS	12	13

Figure 3-7 – GS-0083 Training Model

Employees may advance through the skill levels, grouped by grade below, by attending training and meeting minimum requirements as directed by MCLEP, figure 3-8. \*These positions are a single grade only. Employees would be eligible to apply for a position at the next grade level after one (1) year of service.

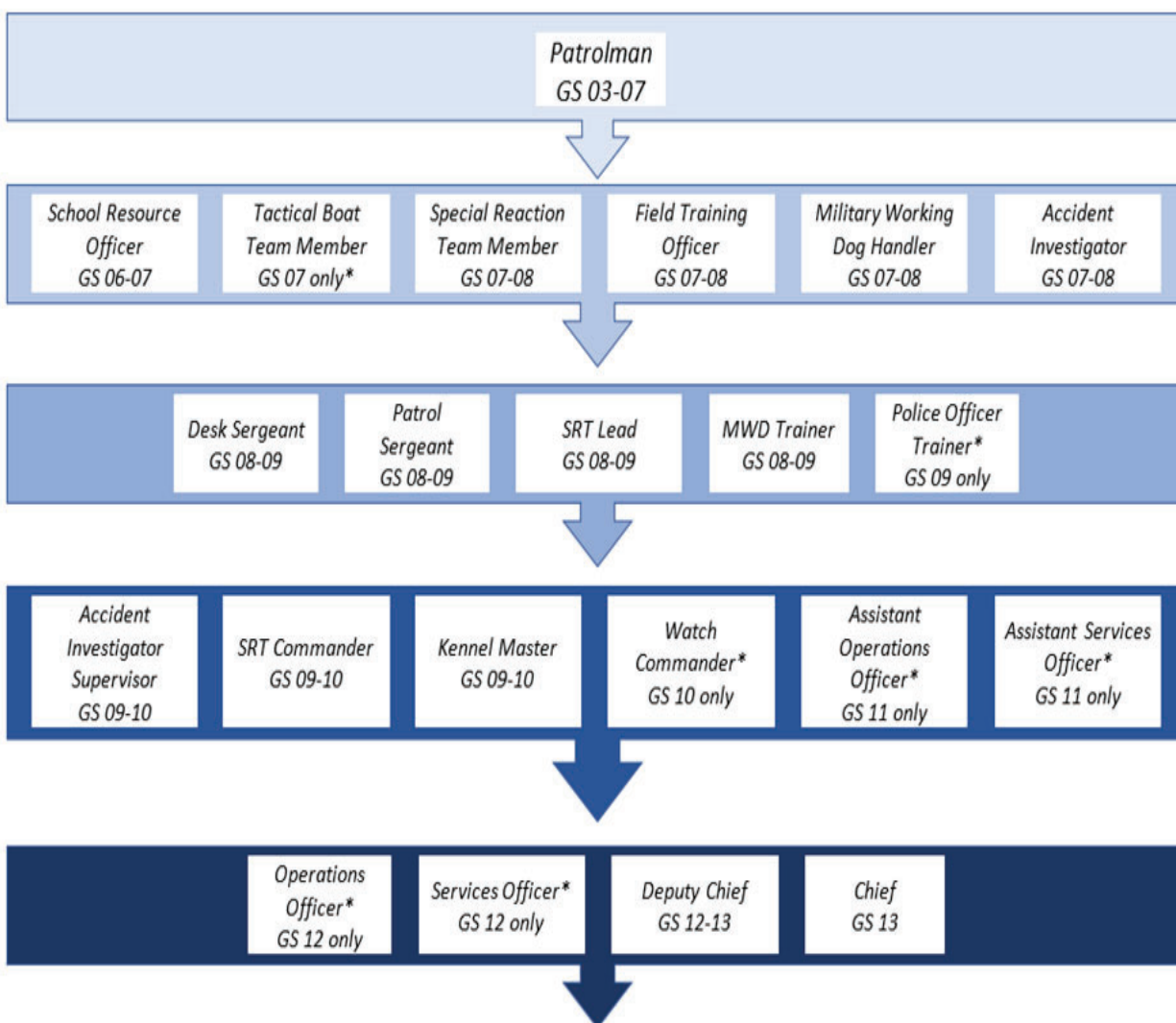
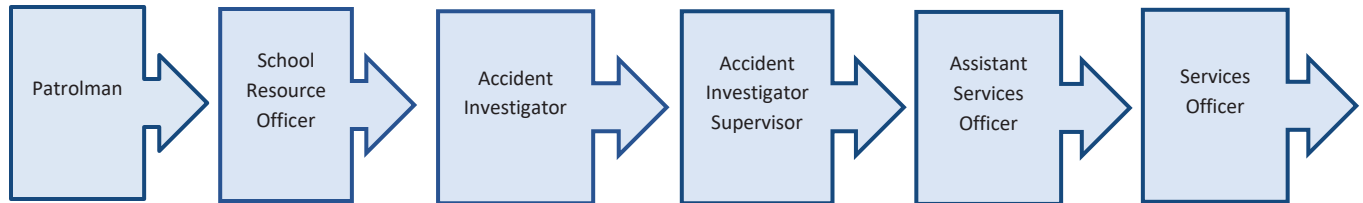


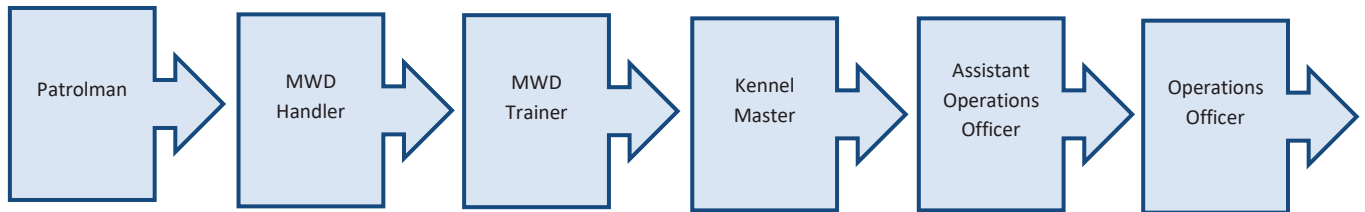
Figure 3-8 – Skill Level By Grade Level

The example Career Paths, figure 3-9, highlight a few various routes employees could follow for advancement within MCLEP 0083-Police series.

**Example Career Path #1**



**Example Career Path #2**



**Example Career Path #3**

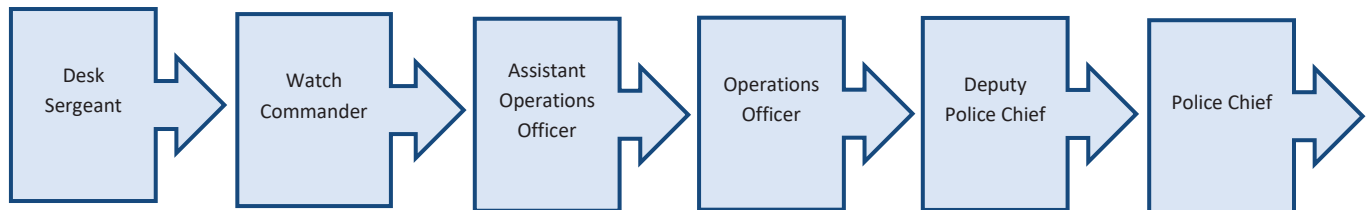


Figure 3-9 – Career Path Examples

030606. Training Courses by Position

Training courses will change annually and are grouped by training levels. There are three (3) training levels:

- A. Core: Initial training that all personnel should have in related position from entry to senior levels.
- B. Core-Plus. Advanced training that is necessary for career progression that all mid-senior personnel should have in addition to the core training. Core-Plus training is recommended for personnel from GS-9 to GS-13.
- C. Career Enhancing/Sustainment: Training intended to maintain credentials or a good training course to have, but not necessary for career advancement.

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**VOLUME 1: CHAPTER 4**

**“MCCLE EQUIPMENT”**

**SUMMARY OF SUBSTANTIVE CHANGES**

Hyperlinks are denoted by ***bold, italic, blue and underlined font.***

The original publication date of this MCO will not change unless/until a full revision of the MCO has been conducted.

All Volume changes denoted in **blue font** will reset to black font upon a full revision of this Volume.

<b>CHAPTER VERSION</b>	<b>PAGE PARAGRAPH</b>	<b>SUMMARY OF SUBSTANTIVE CHANGES</b>	<b>DATE OF CHANGE</b>



## **CHAPTER 4**

### **MCCLE EQUIPPING REQUIREMENTS**

#### **0401 GENERAL**

This Chapter prescribes basic guidance and roles and responsibilities for equipping CP within the MCLEP. This policy is applicable to all Marine Corps Installations that have the requirement for CP.

#### **0402 EQUIPPING**

This Chapter identifies the uniform components, provides guidance for issuance of uniforms, protective vests, duty gear, and badges/credentials, as well as maintenance and handling of these items upon exodus from employment. The steps necessary for the issuance of gear, especially measuring for uniforms and protective vests, should begin upon acceptance of the job offer.

#### **0403 INITIAL ISSUE UNIFORMS**

##### **040301. Uniform Requirements**

The Marine Corps provides an initial issue of training, duty and dress uniforms upon hire and are available to view on PSL SharePoint. The MCCLE issued uniform is the only authorized uniform and shall not be modified without the approval of the Marine Corps CP Uniform Board. The Marine Corps CP Uniform Board consists of the following personnel: MCLEP Manager, PSL military action officer, PSL enlisted Occupational Field manager, and MCICOM, TECOM and MARFORRES representatives. The Uniform Board is responsible for meeting once annually and intermittently as required for uniform modifications. Issued amount of uniforms are found below in Figure 4-1.

##### **A. Training Uniform**

CP will be issued a training uniform consisting of a blue polo style shirt with embroidered badge, tactical trousers, belt, headgear, rain gear, physical fitness gear, 3-in-1 jacket, winter gloves, and footwear. MWD handlers, MWD trainers, and Kennel Masters will be issued a supplemental set of training uniforms detailed in Figure 4-1. Supplemental uniform details for SRT are provided in reference (a).

##### **B. Duty Uniform**

CP will be issued a duty uniform consisting of a dark navy utility shirt and cargo trousers that will be worn with the issued belt, headgear and footwear.

##### **C. Dress Uniform**

CP will be issued a dress uniform consisting of a dark navy class A/B shirt and trousers, head gear, clip-on tie, tie clasp, and name plate. PCs and Deputy Police Chiefs (DPCs) will be issued a formal dress uniform, in addition to the standard dress uniform issue, consisting of a dark navy coat, trousers, white shirt, white cotton gloves, and dress cap with cap badge.

040302. Ordering

All uniform orders require authorization by HQMC prior to submitting orders to the apparel vendor. Uniform orders are submitted for approval to the HQMC-designated representative by Uniform Coordinators. Uniform Coordinators are designated at each installation by PM/PC. Any specific training for uniform coordinators will be funded by the installation. Uniform orders based on measurements taken at installations are certified by the CP for whom it is ordered, the Uniform Coordinator, and a Senior Government Official within the PMO/MCPD Headquarters section. The uniform ordering processes for officers who will be trained at the BPOC and those who are waived from attending the BPOC are described below.

A. Pre-Training Order Process (BPOC Attendees)

1. Training Uniforms. Prior to attendance at the BPOC, CP are measured for proper uniform sizes by Uniform Coordinators. Orders are certified with three (3) signatures noted in paragraph above and submitted to HQMC-designated representative for approval. HQMC-designated representative will notify the Uniform Coordinator of approval and submit orders to vendor. The training uniforms are issued to the BPOC attendees on the BPOC start date.

2. Duty Uniforms. CP are measured for duty uniforms while in attendance at the BPOC. Duty uniforms are shipped to MCPA and issued to the CP prior to BPOC graduation.

3. Dress Uniforms. CP are measured for dress uniforms while in attendance at the BPOC. Dress uniforms are shipped to MCPA and issued to CP prior to BPOC graduation.

Below, Figure 4-1, is a combined list of uniform items that are distributed to CP at the BPOC. Officers shall sign for all equipment, including but not limited to uniforms, vests, and duty gear.

Uniform Item	Unit of Issue	Description	Color
<b>HEAD GEAR</b>			
Training/Utility Cap	1	Baseball style, wool	Dark Navy-Embroidered with large gold letters "Marine Corps Police"
Watch Cap	1	Cold Weather gear	Dark Navy
Dress Cap	1	Baseball style, wool	Dark Navy-Embroidered with large gold letters "Marine Corps Police"
Dress Cap-Chief	1	Modified Pershing	Dark Navy
Hat badge-Chief	1	Police Style	Gold
<b>SHIRT</b>			
Short Sleeve Training	2	Professional Polo	Dark Navy with Embroidered Police Badge
Long Sleeve Duty	3	Utility, Twill	Dark Navy
Short Sleeve Duty	3	Utility, Twill	Dark Navy
Long Sleeve Dress	2	"A/B" Class Polyester	Dark Navy

**MARINE CORPS MARINE CORPS CIVILIAN LAW ENFORCEMENT POLICY**  
**Volume 1** **MCO 5580.5 V1**  
30 AUG 2019

Short Sleeve Dress	2	"A/B" Class Polyester	Dark Navy
Long Sleeve Chief Dress	1	Polyester, Military Creases	White
Rank Insignia	2/Shirt	Corporal or Sergeant Rank	Cloth
Rank Insignia	1 Package	Other Ranks	Gold/Silver
Neck Tie	1	Clip On	Black
Tie Clasp	1	Police Style	Gold
Name Plate	1	Engraved (Last name only)	Gold
<b>TROUSERS</b>			
Training	2	Tactical Style	Khaki
Duty	3	Utility, Six (6) Pocket, Twill	Dark Navy
Dress	2	"A" Class/Polyester	Dark Navy
Dress Chief	1	Dress Style	Dark Navy
Trouser Belt	1	Leather 1.5"	Black with gold or silver buckle
<b>COAT</b>			
All Weather/All Season	1	Tactical 3-in-1 Jacket (Includes ANSI Reflective Vest and Police ID Panel Set)	Dark Navy
Rain Gear	1	Long Reversible Coat, Nylon	Lime Green/Black
Dress Coat Chief	1	100% Polyester	Dark Navy
<b>FOOTWEAR</b>			
Boots	1	Over the ankle	Black
<b>MISC GEAR</b>			
T-Shirt	2	Crew Neck	Gray
Physical Fitness Shorts	2	Nylon Mesh	Black
Sweatshirt	1	Polyester/Cotton	Gray
Sweatpants	1	Polyester/Cotton	Gray
Gloves	1	Cold Weather	Black
Gloves	1	Dress Cotton	White
<b>SUPPLEMENTAL: MWD HANDLER, TRAINER, AND KM</b>			

Short Sleeve Training Shirt	2	Professional Polo	Dark Navy with Embroidered Police Badge
Long Sleeve Training Shirt	2	Professional Polo	Dark Navy with Embroidered Police Badge
Trousers	2	Tactical Trousers	Khaki

Figure 4-1 – Marine Corps Civilian Law Enforcement (MCCLE) Standard Uniform Issue

B. Exempt from Training (Waiver) Process

CP who are waived from attending the BPOC are measured by the installation Uniform Coordinator for all required uniforms (Training/Duty/Dress). Details regarding the waiver package are in Subsection 030103.B.

C. Submission of Orders

Uniform orders are certified by the CP, Uniform Coordinator, and a Senior Government Official within the PMO/MCPD Headquarters section. After certification and approval by HQMC, uniform orders are submitted into the apparel vendor's website by the HQMC designated representative or Uniform Coordinator and considered final. Any costs associated with changes/modifications due to sizing errors, after the final order has been submitted, will be incurred by the installation.

040303. Returns and Exchanges

Uniforms should be inspected by the CP immediately upon receipt to verify the quantities and sizes. If any discrepancies resulting from the apparel vendor's error are found, the Uniform Coordinator should contact the vendor to initiate the Return Authorization (RA) process. Returns must have original tags and be received within the prescribed time frame by the apparel vendor to receive full credit. Worn, altered, or laundered uniforms cannot be returned.

040304. Uniform Measuring Instructions and Fit Lines

CP are measured for proper uniform sizes by installation Uniform Coordinators with the assistance of the HQMC-provided uniform fit line. MCLEP has provided each installation with a one-time complete set of uniforms consisting of regularly ordered sizes to be used to properly fit newly hired officers who are waived from attending the BPOC. Uniforms are not custom-made. Uniform specifications and measurements are manufacturer-specific. CP who wish to have their uniforms altered for a better fit may do so at their own expense and with the approval of the PM/PC.

The following, Figure 4-2, is a list of the items within the uniform fit line and shall be maintained at the installation PMO/MCPD for measuring purposes.

Male	
Uniform Item	Size
Long Sleeve Shirt	S
Long Sleeve Shirt	M
Long Sleeve Shirt	L
Long Sleeve Shirt	XL
Long Sleeve Shirt	XXL
Trousers	28
Trousers	30
Trousers	32
Trousers	34
Trousers	36
Trousers	38
Trousers	40
Trousers	42

Female	
Uniform Item	Size
Long Sleeve Shirt	S
Long Sleeve Shirt	M
Long Sleeve Shirt	L
Long Sleeve Shirt	XL
Trousers	4
Trousers	6
Trousers	8
Trousers	10
Trousers	12
Trousers	14
Trousers	16

Figure 4-2 – Marine Corps Civilian Fit Line

Each piece is specifically marked and therefore shall not be distributed for uniform wear. As officers resign or are terminated, installations may augment their fit line with exiting officers' uniforms or the uniforms may be disseminated at the discretion of the PM/PC to on board officers at their installation.

#### 0404 PERSONAL APPEARANCE

This section identifies the uniform and personal appearance standards for CP. In keeping with the highest of standards, all CP shall wear uniforms per this section and maintain impeccable appearance while on duty. Any activity that detracts from the dignified appearance of any CP is unacceptable. All employees will maintain uniforms in a neat and serviceable condition and shall, by their appearance, set a high standard of neatness, pride, professionalism, and strict conformity with these regulations.

##### 040401. Uniform Fit and Wear

Uniform wear will be in concert with the Marine Corps seasonal garrison uniform change that will occur world-wide in synchronization with the change to, and from, daylight saving time in the United States.

##### A. Seasonal Changes

Regardless of MP uniform changeover provisions, CP may request to wear the long or short sleeve utility shirt with the utility uniform or the long or short sleeve dress shirt with the dress uniform when these uniforms are prescribed for wear to provide for individual comfort with the approval of PM/PC. However, PMs/PCs can require CP to wear the same uniform, long or short sleeves, for special events such as visits by high ranking officers and dignitaries, the Assistant Commandant of the Marine Corps and above, graduations, air shows, base changes of command, etc.

##### B. Shirt

1. Short Sleeve Shirt. The short sleeve shirt is normally worn during the summer season and hot weather, tucked into the trousers, with an open collar, black crew neck t-shirt, and shall allow for the wearing of body armor.

2. Long Sleeve Shirt. The long sleeve shirt is normally worn during the winter season and cold weather, tucked into the trousers, and shall allow for the wearing of body armor.

##### C. Trousers

The trousers will be worn during all seasons. They will be worn with a waist belt, over the boot/shoe, and when armed with police black gear.

##### D. Foot Wear

Black tactical, over the ankle, boots will be worn with all uniforms. Boots will be leather or a combination of leather/nylon.

E. Name Plates, Patches and Marine Corps Police Departments (MCPD) Dome Badges

1. Name plates will be gold with last name engraved only. These name plates shall be worn centered and ¼ inch above the wearer's right pocket. The standard size of the name plate is 2.5 inches long by 5/8 inch in height.

2. The HQMC approved department patch shall be worn 1 inch below the shoulder seam and centered on the wearer's right and left shoulder. Should installations require the ordering of additional departmental patches, they may do so through the HQMC authorized vendor and shall not duplicate the patches through an unauthorized vendor. The cost to order additional patches is borne by the installation and shall not MCLEP funded.

3. The dome badge will be worn centered above the wearer's left breast shirt pocket (or outer jacket or external vest carrier) and only when the individual is in a duty status (or when traveling to or from their home) performing garrison LE duties.

Visual display of location for name plates, patches and badges is shown in Figure 4-4.

F. Headgear

Headgear is removed indoors. CP in a duty status and wearing sidearms will remain covered indoors except when entering a space where a meal is in progress or religious services are being conducted. Headgear will be worn in government vehicles except when doing so would present a hazard to safe driving. Headgear will be kept clean and free of frays, and will be worn centered on the head, with the brim of the cap facing forward, in line with the top of the eyebrows. Headgear shall not be canted back onto the head, or otherwise worn in an eccentric or faddish manner. Sizing of female headgear should be conducted to allow for professional wear of the headgear in a manner consistent with these guidelines, irrespective of volume or length of the female hair style.

1. The summer headgear will be a dark navy polyester/cotton baseball style cap.

2. The winter headgear will be a dark navy wool watch cap.

G. Outer Wear

1. Rain jacket will be black/lime green reversible full length.

2. Cold weather jacket will be a 3-in-1 style, outer and inner shell coat for varying temperatures and climate. The department patch will be worn on the shoulders in the same manner as the shirts. This jacket will be waist length to allow for the use of weapons affixed to the police black gear.

3. Winter gloves will be black leather.

4. The word “Police” will be constructed of a white reflective material and affixed to the duty jacket of the uniform in the middle of the back.

H. Rank Insignia

Lieutenant through Lieutenant Colonel will be the gold- or silver-colored insignia prescribed by reference (w) and shall be worn on the collar of the short-sleeve shirt and dress shirt; and the epaulets of the patrol sweater and dress jacket (authorized for Deputy Police Chiefs and Police Chiefs). Collar grade insignia will be worn on both sides of the collar of shirts (to include when worn under the patrol sweater). The insignia will be centered between the top and bottom edge of collar, with the outer edge of the insignia one inch from the front edge of the collar. PC and DPC oak leaves will be worn with the stem toward the bottom of the collar and the line from the tip to the stem parallel to the front edge of the collar. When the shirt collar is buttoned up, the insignia will be parallel to the collar’s front edge. Captain through Lieutenant insignia will be worn with the long axis of the bars parallel to the front edge of the collar. When the shirt is buttoned up the insignia will be parallel to the collar’s front edge. Rank insignia for Corporal and Sergeant will be medium gold on navy blue sleeve chevrons; two (2) stripes for Corporal and three (3) stripes for Sergeant. The width the chevrons shall be 3 inches; each is 3/32-inch with a 1/16–inch border between the chevrons. Chevrons will be sewn on the short sleeve blue shirt 1 inch and centered below the installation patch. Visual display of location for rank insignia and chevrons is shown in Figure 4-4. On the optional patrol sweater, Corporals and Sergeants shall wear the gold (brushed brass) Army insignia. This rank insignia is not authorized for wear on any other uniform.

I. Service Stripes

A cloth service stripe for every four years of service as a GS-0083 CP will be worn on the long sleeve shirt of the dress uniform. Every police officer, regardless of grade, will be eligible to wear the service stripes. Service stripes are worn centered on the outside bottom half of the left sleeve on the long sleeve blue dress uniform and the dress coat authorized to PCs and DPCs. The service stripe is placed at an angle of 45 degrees with the lower end toward the inside seam of the sleeve and is placed 4 inches from the bottom of the sleeve. Color will be medium gold on navy blue. Visual display of location for service stripes is shown in Figure 4-4.

J. Awards

In addition to the awards authorized in reference (x), the MCLEP has established a Uniform Awards program. The MCLEP Uniform Awards program was established to formally recognize the outstanding efforts and accomplishments of CP and increase the awareness of their sacrifices, services, and contributions. The PMO/MCPD honors individuals who have made an outstanding contribution to the safety and security mission, which includes services to the residents and employees aboard the installation. This recognition will be in the form of certificates and award bars. An award certificate template is provided in appendix (g). Assignment to specialized duties and service awards will be recognized in the form of upper and lower service award tabs for the name plate. Wear of award bars and service award tabs by CP is strictly on a voluntary basis. As such, procurement of award bars and service award tabs is the responsibility of the individual CP.



Awards are not authorized for wear on the training uniform, physical fitness uniform, or tactical uniform. Awards must have been received while assigned as a CP except if approved by the MCLEP Uniform Awards Committee. Wear of unauthorized awards is prohibited. Each PMO/MCPD shall establish a MCLEP Uniform Awards Committee, consisting of PM/PC, DPM/DPC, and Provost Sergeant. The MCLEP Uniform Awards Committee shall evaluate all recommendations for all MCLEP CP personal awards except for the Medal of Valor and Meritorious Conduct Awards which will be approved by the OAG. Based on the merits of recommendation, the Uniform Awards Committee has the discretion to approve the award, approve a lesser or higher award, or deny the award. No more than one (1) award bar is authorized per CP for a single action or event except that a Purple Heart Award Bar may be awarded in addition to another award if so merited. Due to the high level of the Medal of Valor and Meritorious Conduct Awards, the package will be presented to the OAG for decision. All recommendations for new awards or modifications to current awards will be forwarded to the OAG for consideration and approval.

1. Award bars are 1-3/8" x 3/8" photo-etched metal bars with a durable epoxy dome, two (2) needle posts and spring-loaded clutches on back. The following award bars may be voluntarily worn by PMO/MCPD CP and are listed in order of precedence.



a. Police Medal of Valor Award Bar. CP who perform a heroic act that by its nature results in the saving of a life, preventing a serious crime, or apprehending a person who commits a serious crime are eligible to receive the Police Medal of Valor Award Bar. Nominations for the Police Medal of Valor Award Bar will be submitted via the chain of command to the MCLEP Uniform Awards Committee whom will present to the OAG. A certificate authorizing the wear of the award bar will be presented to the approved CP during an official ceremony.



b. Meritorious Conduct Award Bar. CP who distinguish themselves in the line of duty by acts of personal bravery not falling within the guidelines for the Police Medal of Valor are eligible to receive the Meritorious Conduct Award Bar. Nominations for the Meritorious Conduct Award Bar will be submitted via the chain of command to the MCLEP Uniform Awards Committee whom will present to OAG. A certificate authorizing the wear of the award bar will be presented to the approved CP during an official ceremony.



c. Purple Heart Award Bar

(1) CP who in the necessary performance of LE functions suffer serious bodily injury or death while on duty, not due to accidental death or injury, are eligible to receive the Purple Heart Award Bar. Nominations for the Purple Heart Award Bar will be submitted via the chain of command to the MCLEP Uniform Awards Committee. Final approval to

wear the Purple Heart Award Bar shall be determined by the MCLEP Uniform Awards Committee and a certificate authorizing the wear of the award bar will be presented to the approved CP. This award does not include injury in motor vehicle accidents unless special circumstances are determined to exist by the MCLEP Uniform Awards Committee.

(2) CP who were awarded a Purple Heart while serving in the United States Armed Forces, Reserves, or National Guard are authorized to wear the Purple Heart Award Bar.



d. Police Commendation Award Bar. CP performing an outstanding act that results in improved administration or operation, applies unique problem-solving skills, provides substantial savings in labor or operational cost, greatly enhances the mission of the PMO/MCPD, furthers the goals of policing and enhances the lifestyle of community stakeholders, or brings great credit to the department are eligible to receive the Police Commendation Award Bar. The act or acts must be representative of performance beyond the requirements of the normal work assignment. Nominations for the Police Commendation Award Bar will be submitted via the chain of command to the MCLEP Uniform Awards Committee. Final approval to wear the Police Commendation Award Bar shall be determined by the MCLEP Uniform Awards Committee and a certificate authorizing the wear of the award bar will be presented to the approved CP.



e. Officer of the Year Award Bar. Awarded yearly to a single CP, the rank of sergeant or below, that has shown extraordinary commitment to the policing profession and the residents of installation while performing daily activities as a police officer. Through this member's superb dedication to duty, he or she has repeatedly exhibited courage and compassion when faced with the challenges of their daily activities. This officer should be the PMO/MCPD nomination for the installation civilian employee of the year. Final approval to wear the Officer of the Year Award Bar shall be determined by the MCLEP Uniform Awards Committee and a certificate authorizing the wear of the award bar will be presented to the approved CP.



f. Lifesaving Award Bar. CP who perform actions or who apply techniques that result in saving or sustaining a human life are eligible to receive the Lifesaving Award Bar. Nominations for the Lifesaving Award Bar will be submitted via the chain of command to the MCLEP Uniform Awards Committee. Final approval to wear the Lifesaving Award Bar shall be determined by the MCLEP Uniform Awards Committee and a certificate authorizing the wear of the award bar will be presented to the approved CP.



g. Community Service Award Bar. CP who render an extraordinary and continuing service to the community in an off-duty capacity and without risk to personal safety are eligible to receive the Community Service Award Bar. Nominations for the Community Service Award Bar will be submitted via the chain of command to the MCLEP Uniform Awards Committee. Final approval to wear the Community Service Award Bar shall be determined by the MCLEP Uniform Awards Committee and a certificate authorizing the wear of the award bar will be presented to the approved CP.



h. Federal Bureau of Investigation (FBI) National Academy Award Bar. CP that have successfully completed the FBI National Academy are approved to wear the Federal Bureau of Investigation (FBI) National Academy Award Bar.



i. Military Service Award Bar. CP who have served honorably in the United States Armed Forces, Reserves, or National Guard are authorized to wear the Military Service Award Bar.

j. Pistol Qualification Award Bar. CP must successfully qualify annually on the Marine Corps LE Handgun Qualification Course. Upon successful annual qualification, CP are authorized to wear the corresponding Pistol Qualification Award Bar during that annual qualification period.



(1) Expert Qualification Award Bar. The Expert Qualification Award Bar is authorized for wear by CP who achieve an annual qualification period score of 228 – 240.



(2) Sharpshooter Qualification Award Bar. The Sharpshooter Qualification Award Bar is authorized for wear by CP who achieve an annual qualification period score of 204 - 227.



(3) Marksman Award Qualification Bar. The Marksman Qualification Award Bar is authorized for wear by CP who achieve an annual qualification period score of 180 - 203.



(4) Master Qualification Award Bar. The Master Qualification Award Bar is authorized for wear by CP who achieve an annual qualification of Expert three (3) or more consecutive years. If after three (3) or more consecutive years of qualifying expert a CP fails to qualify expert, they must again qualify expert three (3) or more consecutive years to be eligible to wear the Master Qualification Award Bar.



k. Physical Fitness Award Bar. The Physical Fitness Award Bar is awarded to CP who pass the semi-annual physical assessment test (PAT) and score 90% or higher per Cooper's standard chart, see Figure 4-3 below, on all four (4) of the following PAT events during the probationary period: 300-meter run, crunches, pushups, and 1.5-mile run. After the probationary period is met, CP must score 90% or higher on all three (3) of the following PAT events: crunches, pushups and 1.5-mile run. SRT are eligible for the Physical Fitness Award Bar provided they score a 285 or higher on the Marine Corps PFT/CFT. Final approval to wear the Physical Fitness Award Bar shall be determined by the MCLEP Uniform Awards Committee and a certificate authorizing the wear of the award bar will be presented to the approved CP. CP must qualify semi-annually or annually after the probationary period to continue wearing the Physical Fitness Award Bar.

Cooper Standards for Law Enforcement 90% Criteria					
300 Meter Run (Measured in Seconds) Males					
Age	20-29	30-39	40-49	50+	
Seconds	48	49	55	61	
300 Meter Run (Measured in Seconds) Females					
Age	20-29	30-39	40+		
Seconds	56	60	66		
Dynamic Strength (One Minute Sit Ups) Males					
Age	20-29	30-39	40-49	50-59	60+
# Sit Ups	52	48	43	39	35
Dynamic Strength (One Minute Sit Ups) Females					
Age	20-29	30-39	40-49	50-59	60+
# Sit Ups	49	40	34	29	26
Dynamic Strength (One Minute Push Ups) Males					
Age	20-29	30-39	40-49	50-59	60+
# Sit Ups	57	46	36	30	26
Dynamic Strength (One Minute Push Ups) Females					
Age	20-29	30-39	40-49		
# Sit Ups	37	33	18*		
* NOTE: Even though Cooper Standards for Law Enforcement 90% criteria is 18 pushups, 20 pushup are required to pass the PAT					
Cardiorespiratory Fitness Test (1.5 Mile Run) Males					
Age	20-29	30-39	40-49	50-59	60+
# Sit Ups	9:34	9:52	10:09	11:09	12:10
Cardiorespiratory Fitness Test (1.5 Mile Run) Females					
Age	20-29	30-39	40-49	50-59	60+
# Sit Ups	10:59	11:43	12:25	13:58	15:32

Figure 4-3 – Cooper Standards for Law Enforcement (LE) 90% Criteria

2. Service Award Tabs. Service award tabs are made of the same material as the name plates and are fastened behind the officer's name plate. The following service award tabs may be voluntarily worn by CP:

(a) Lower service award tabs designate the year a CP started serving in the MCLEP.

(b) Upper service award tabs allow recognition of a CP's assignment to a specialized duty.

(1) CP assigned to Field Training Officer duties are authorized to wear an upper service award tab with "FTO" engraved.

(2) CP assigned to Accident Investigator duties are authorized to wear an upper service award tab with "AIU" engraved.

(3) CP assigned to SRT duties are authorized to wear an upper service award tab with "SRT" engraved.

(4) PMO/MCPD CP assigned to MWD Handler duties are authorized to wear an upper service award tab with "K-9" engraved.

(5) CP assigned to School Resource Officer duties are authorized to wear an upper service award tab with "SRO" engraved.

(6) Other forms of upper service award tabs for assignment to a specialized duty can be designated as needed by the MCLEP Uniform Awards Committee.

### 3. Procedural Guidelines

#### a. Nomination for Award Bars.

(1) Watch Commanders and above may nominate a CP for an award bar.

(2) All award submissions will be prepared in standard Naval letter format.

(3) The nomination of a CP for an award shall be made within 30 calendar days of the action or event for which the CP has been nominated.

b. Approval of Award Bars. All PMO/MCPD award bar nominations shall be reviewed and approved for authorization to wear by the MCLEP Uniform Awards Committee except for the Police Medal of Valor and Meritorious Conduct which must be approved by the OAG. A certificate signed by the PM/PC authorizing the wear of an award bar shall be presented to the CP. In most instances, this certificate should be presented during a formation.

4. Wearing of Award Bars

- a. Wear of authorized award bars by CP is on a voluntary basis. Approved award bars can be ordered online through a HQMC approved vendor.
- b. The award bar shall be worn on the uniform shirt, jacket or blouse, positioned on the right side, centered 1/8 inch above the name plate or upper service award tab, if worn. Award bars will be placed on the uniform in order of precedence. Award bar order will begin from the wearer's left (closest to the heart) and move to the right in one (1) or more rows, with a maximum of three (3) ribbons per row. When more than one (1) row of award bars is worn, all rows except the uppermost will contain the same number of award bars.
- c. Parallel rows of award bars will either be spaced 1/8 inch apart or placed together without spacing; where possible members shall use joined award bar holders.
- d. When the number of awards earned requires a second row, the higher-ranking awards will be displayed above the lower ranking awards.

5. Wearing of Service Award Tabs

- a. Wear of authorized service award tabs by CP is on a voluntary basis. Approved service award tabs can be ordered online through a HQMC approved vendor.
- b. Lower and upper service award tabs shall be fastened behind the name plate. When the lower service award tab is worn, the name plate and lower service award tab shall be worn centered and 1/4 inch above the wearer's right pocket.
- c. Lower and upper service award tabs can be worn together or separately with the name plate.

6. Awards from Other Agencies. Medals and ribbons awarded to PMO/MCPD members by other governments, municipalities, or LE agencies, and medals or ribbons awarded to members by a previous LE agency (i.e., lateral hires), may be worn with PMO/MCPD approved award bars with prior approval of the MCLEP Uniform Awards Committee. A memorandum evidencing the prior award must accompany the request to wear the ribbon or medal. If approved, the member will be instructed by the Awards Committee on how to wear the previous award in conjunction with PMO/MCPD award bars.

7. Evaluation of the Awards Program. Biannually, the MCLEP Uniform Awards Committee will review the current MCLEP Uniform Awards Program to determine if any changes or additions are necessary.



Figure 4-4 below provides guidance of placement of award bars, upper and lower service award tabs, name plate, badge departmental patch, rank insignia, chevrons and service stipes.

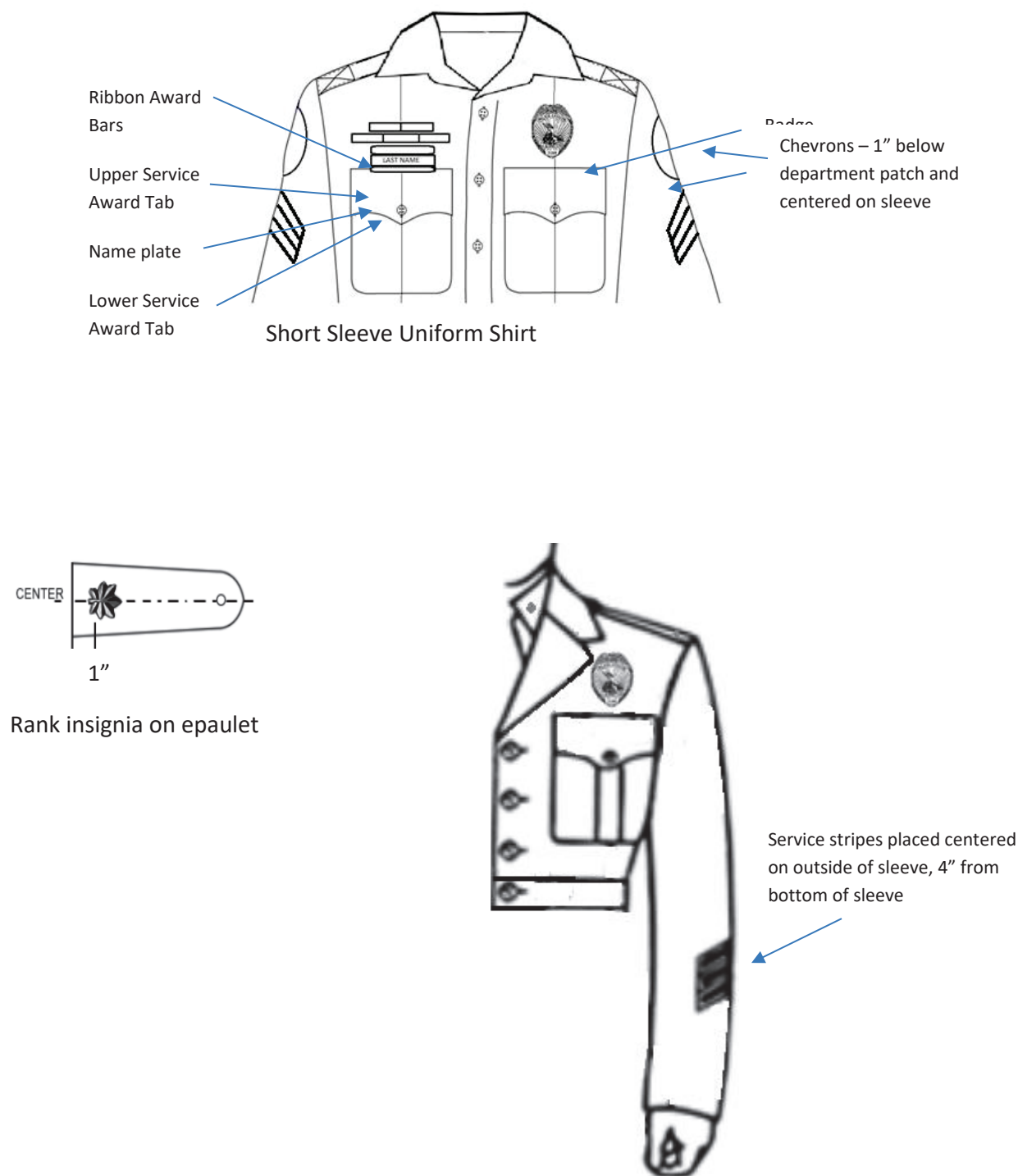


Figure 4-4 – Marine Corps Decorations



0405 UNIFORM REPLENISHMENT AND MAINTENANCE

040501. Uniform Replenishment

MCLEP shall furnish uniforms or provide the employee an allowance for uniforms not to exceed the DoD-approved annual allowance per references (b) and (y). During the time period that CP does not receive their allowance, replacement of uniform pieces that are rendered unserviceable while an officer is in the line of duty, will be provided by HQMC.

040502. Annual Allowance

MCLEP provides replacement uniform allowances up to \$800 per calendar year after one (1) calendar year of employment is accrued as a GS 0083 CP per reference (y). Allowances are provided to only CP that have performed LE duties while wearing a MCLEP uniform during the previous quarter. The uniform replacement allowance is distributed at a maximum rate of \$200 per quarter, beginning the first month of the quarter that an officer reaches one (1) year of service within the program. CP that were not actively working in MCLEP position in which they were hired will not receive allowance. The amount of initial uniform replacement allowance may be pro-rated based on the remainder of months within the quarter after an officer reaches the one-year requirement. For example: an officer hired in March 2017 will receive 33% of the quarterly allowance (\$66) in January 2018 and will receive the full \$200 allowance every quarter starting April 2018. An officer hired in February 2017 will receive 66% of the quarterly allowance (\$132) in January 2018 and will receive the full \$200 allowance every quarter starting April 2018. An officer hired in January 2017 will receive \$200 in January 2018 and will continue to receive the \$200 allowance quarterly during their tenure.

040503. Allowance Eligibility and Verification

PM/PC must establish a process to account for CP purchases of uniform replacement items per reference (b).

A. Verification of Eligibility

Quarterly, the MCLEP Manager or his/her designated representative will coordinate with assigned uniform maintenance manager to verify officer eligibility for distribution of uniform allowances to the installation comptroller's office.

B. Approved Uniform

CP will only purchase replacement uniform items based on the uniform list.

040504. Non-LE Duty Status

CP that are in a non-LE duty status will receive a prorated uniform allowance based upon the months in which they performed LE duties. CP officers who are hired in as military reservists and are activated will begin receiving the uniform allowance upon return from active duty.

040505. Uniform Maintenance

Each CP Officer is responsible for cleaning and maintenance of his/her uniforms. This includes the replacement of uniform clothing or other uniform items no longer serviceable or damaged in the line of duty, as well as sewing of installation replacement patches due to transfer.

040506. Promotions

When a CP Officer is promoted, he/she shall purchase rank insignias and/or chevrons through the approved apparel vendor. Purchase of the insignias and/or chevrons and costs associated with sewing of chevrons will be funded through the officer's uniform allowance. If an officer is promoted laterally before the one-year uniform allowance begins, each PMO/MCPD will order rank insignias and other uniform items as part of an initial issue. The uniform allowance will cover additional uniforms or changes to uniforms due to promotions.

040507. Unique Uniform Requirements

A. Military Working Dog (MWD) Handlers

MWD handlers will wear the standard training uniform for normal tactical employments and training of the MWD team. The applicable uniform items are the training/utility cap, polo shirt, training trousers, trouser belt, and boots. Each MWD handler, MWD trainer, and/or Kennel Master will receive two (2) additional sets of training uniforms per Figure 4-1. Procurement of alternate uniforms, including cargo type jumpsuits or coveralls, is authorized; however, shall not be funded by MCLEP.

B. Bike Patrol

For purposes of patrolling, many PMO/MCPD have procured open source/commercial bicycle uniforms for their respective bike patrols. CP who are assigned duties within a bike patrol may be authorized to wear a similar uniform by the PM/PC. Personnel who perform bike patrol functions also wear personally procured athletic footwear (sneakers/running shoes). Bike patrol must wear department issued black gear, and the approved NIJ Standard Level ballistic vest. Bike Patrol uniforms shall not be funded by MCLEP.

C. Patrol Sweater

The patrol sweater is an optional uniform item authorized for wear by CP. The patrol sweater will not be included in the initial uniform issue. CP electing to procure a patrol sweater will do so at their own expense and shall not be funded by MCLEP. The patrol sweater will be a V-neck design, dark navy in color, made of acrylic wool blend, have matching color shoulder and elbow patches with shoulder epaulets, and a badge tab on the left chest of the garment. All sweaters that meet these specifications are authorized for procurement and wear. The patrol sweater shall be worn over the issued long sleeve uniform shirt and tie with rank insignia placed on the epaulets one (1) inch from the shoulder seam and centered. The patrol sweater shall be tucked into the uniform trousers when wearing the duty belt. The police badge and name plate shall be affixed to the patrol sweater with the dome badge on the wearer's left and the name plate on the wearer's right. No

departmental patches will be worn on the patrol sweater. PMs/PCs may place limitations on the wearing of the patrol sweater based on duties, missions, or functions being performed.

#### 0406 PROTECTIVE BALLISTIC VEST

All armed personnel will wear no less than the approved National Institute of Justice (NIJ) Standard level ballistic vests for LE while on duty. CP can only wear vests procured by the Government.

##### 040601. Ordering

###### A. Pre-Training Order Process (BPOC Attendees)

All CP attending the BPOC will be fitted for a protective ballistic vest at the MCPA. The vest will be manufactured and issued to the student before graduation from the MCPA. Once the vest is received and confirmed sizing is correct, CP must sign official letter, appendix (h), stating that notification of any fit issues will be made within 30 calendar days. Installations/Officers are responsible for fiscal cost of vests that were not sized correctly after 30 calendar days. Vests should be returned to the manufacturer for any required alterations or the warranty may be voided. HQMC-designated representative can assist providing order information requested by the manufacturer for return authorization.

###### B. Exempt from Training (Waiver) Process

New CP who are formally waived from attending the BPOC or are re-instated from prior employment will be measured by the designated representative at the installation. This is normally the Uniform Coordinator or Services Officer. ....

##### 040602. Measuring Form/Directions

Sizing will be determined by following approved vendor measuring instructions. Order forms are provided by HQMC-approved representative and are available on PSL SharePoint. Once measurements have been completed, orders are certified by the CP Officer, Uniform Coordinator, and a Senior Government Official within the PMO/MCPD Headquarters section. After certification, vest orders shall be submitted to the HQMC-designated representative for approval and ordering. Once submitted for order, there is a vendor-specific time period for cancellation (approximately two (2) weeks). After that time, the order is considered final. Any costs associated with changes or modifications due to sizing errors, after the final order has been submitted, will be incurred by the installation.

##### 040603. Optional External Vest Carrier

CP Officers are authorized the use of an external vest carrier. Effective January 2018, MCLEP will procure and issue the ballistic vest with one (1) concealable carrier and one (1) external carrier as an initial issue item. Officers who were hired prior to external carrier policy implementation and who receive the uniform allowance may use their allowance to procure the HQMC-approved external vest carrier if they choose. Purchasers of external carriers must ensure carrier is authorized and compatible with the manufacturer of the ballistic panels. Otherwise, the

warranty to perform to the NIJ-certified standard is void. The external carrier must be dark navy in color. The officer is required to maintain the external vest carrier and ensure the carrier is not faded or in poor condition. Should the external vest carrier become unserviceable or damaged while on duty, replacement shall be purchased through the officer's uniform allowance. The police badge and the name plate shall be affixed to the external vest carrier with the dome badge on the wearer's left and name plate on the wearer's right. No patches will be worn on the external vest carrier.

040604. Maternity Clothing

Protective vests are form fitting. At the point in which a pregnant officer cannot wear her vest, she will likely not be able to fit into her uniform. In this eventuality, the officer may request and then be authorized to wear appropriate civilian attire until she returns to her regular duties.

040605. Care of Ballistic Vests.

A. Ballistic Panels

Do not immerse ballistic panels in liquid. Gently clean ballistic panels with a damp sponge or wash cloth using mild detergent. Remove any excess detergent with a damp sponge or wash cloth using clean water. Allow to thoroughly air dry before inserting panels into carrier. Do not dry clean, machine wash, or bleach. Do not dry outdoors in the sun.

B. Outer shells/carriers

Dry cleaning is the preferred method of cleaning the outer shell garment. Remove ballistic panels from the front and back of the outer shell. Close or remove all VELCRO® Fasteners before dry cleaning or washing. Machine wash the outer shell using "durable press" cycle only at medium water temperature (about 120° F). Use low-suds detergent, according to detergent manufacturer's directions. Air dry or machine dry with low-temperature setting. Do not bleach. The outer shell must be completely dry before inserting the ballistic panels

040606. Five-Year Vest Warranty

Per NIJ guidelines, ballistic vests have five-year warranties by the manufacturer. Any rips, tears, or visible loose fibers in the ballistics panel of the vest are an indication that the vest should be replaced. Replacement of vests at the end of the five-year warranted time period is the responsibility of MCICOM, TECOM or MFR.

0407 DUTY GEAR

040701. Ordering/issuance

All CP are issued duty equipment package while they are at the BPOC or from their assigned PMO/MCPD. GS-0083 and GS-1811 shall sign for all issued equipment and are responsible for maintaining in serviceable condition while employed with MCLEP. Funding for GS-1811 equipment is the responsibility of the installation.

040702. Approved Product List (APL)

The Marine Corps has an APL of duty gear, commonly referred to as “black gear”. The HQMC approved black gear is the only gear authorized for use by CP. Any use of other black gear pieces must be approved by HQMC. Figure 4-5, below, provides a list of the components that are included within the APL and that are provided to CP during the BPOC. BPOC waived CP will receive all black gear from installation PMO/MCPD.

<b>Police Duty Gear</b>	
<b>Item</b>	<b>Provided by</b>
Duty Belt	BPOC or Installation
Inner Belt (Optional)	BPOC or Installation
Duty Belt Keepers, Set of 4	BPOC or Installation
Holster (For Pistol)	BPOC or Installation
Magazine Pouch	BPOC or Installation
Handcuff Pouch	BPOC or Installation
Handcuffs	Installation
OC Spray Carrier	BPOC or Installation
OC Canister (Live)	Installation
Radio Carrier	BPOC or Installation
Surgical Glove Pouch	BPOC or Installation
Surgical Gloves	Installation
Hemi Device Holder	Installation
Hemi Device	Installation
Replacement Cartridge Holder for Hemi Device	Installation
Baton Holder	BPOC or Installation
Expandable Baton	Installation
Flashlight Holster	BPOC or Installation
Flashlight	BPOC or Installation
Key Ring Holder	BPOC or Installation
Gloves (Part of Uniform Issue)	BPOC or Installation
Equipment Bag	BPOC or Installation
Citation Holder	Installation
Clipboard	Installation
Reflective Vest (Part of Uniform Issue)	BPOC or Installation
Whistle	BPOC or Installation

Figure 4-5 – Marine Corps Law Enforcement APL

MCLEP personnel are required to sign for their initial issue of duty gear and will maintain serviceability while employed.

040703. Replacement

Replacement of duty gear due wear and tear is the responsibility of the installation, MCICOM, TECOM, or MFR. Replacement of duty gear due to loss is the responsibility of the CP.

0408 BADGES/CREDENTIALS

All guidance for badge and credential issuance, refurbishment, lost and stolen badges and non-LE Support position credentials is provided in the Badging and Credentialing Policy per reference (a). Law Enforcement Officer Safety Act credentials will be granted through the Badging and Credentialing Policy per reference (a).

0409 EXODUS FROM EMPLOYMENT

040901. Uniforms

When a CP Officer resigns or is terminated, the PMO/MCPD will ensure the Officer's uniforms and uniform items are returned. These uniforms shall be laundered and retained for use in the uniform fit line or made available for re-issue.

A. Transfer to Another Installation

When a CP Officer transfers between departments within MCLEP, the Officer shall maintain his/her individually-issued uniforms for use at the gaining installation. Installation patches shall remain at the Officer's former installation, with the Officer being re-issued any needed organizational items by the gaining installation. Gaining department's installation patches shall be provided to the employee by the gaining installation. Reimbursement for costs associated with sewing of new patches and/or new shirts should be funded with the uniform allowance or by the gaining installation if ineligible for the uniform allowance.

B. Redistribution/Destruction Policy

All PMO/MCPD shall develop a policy for the collection, redistribution, and/or destruction of returned uniform items.

C. Removal of Patches

All installation patches and soft (cloth) badges must be removed prior to disposal of uniform items.

040902. Protective Ballistic Vests

A. Transfer to Another Installation

When a CP Officer transfers from one (1) USMC installation PMO/MCPD to another, the Officer shall retain the individually-fitted ballistic vest for wear at the receiving installation.

B. End of Employment

When a CP Officer resigns or is terminated, the Officer shall return the ballistic vest to the PMO/MCPD. The Command shall document that the vest has been received and have it available to re-issue to another CP at any installation based on the warranty period remaining and wear and tear. This is especially important if there is a warranty period remaining of more than two (2) years. Prior to re-issue, installation must clean vest carrier as defined in Subsection 040605.

040903. Duty Gear

When a CP Officer transfers to another PMO/MCPD, the Officer retains their black gear to use at their follow-on installation. For officers that resign or are terminated, duty gear shall be returned to Supply Section of PMO/MCPD.

040904. Badges/Credentials

A. Transfer to Another Installation

When a CP Officer transfers to another PMO/MCPD, the Officer retains the flat badge and credentials. The Officer returns the dome badge to the former PMO/MCPD. The gaining installation's PMO/MCPD will provide a new dome badge. The flat badge recorded in DHART is attached to the Officer's DHART record. The record is transferred to the gaining installation, and the badge must be entered as received in DHART by the Local Badge Manager. Only flat badges are recorded in DHART.

B. End of Employment

When a CP Officer resigns or is terminated, the Officer shall submit all badges and credentials to the PMO/MCPD. Retirement of badges and credentials for CP is completed per reference (a).

0410 MMPI-II

As stated in Subsection 020406.B, MMPI-II answer sheets are controlled items and therefore shall be maintained at the PMO/MCPD in a locked container for safe keeping. PSL will coordinate annually on the re-supply of MMPI-II answer sheets. In the event there is an immediate need for them, they should be requested through PSL for re-supply. As tests are administered to potential hires, usage must be reported on hiring spreadsheet to include the Subject Number of the test form itself, the date the test was administered and the date the results were received.

0411 LOST OR STOLEN ITEMS

Any lost or stolen items are the responsibility of the installation. An investigation must be conducted by PMO/MCPD. Once a police report is submitted, the funding for replacement of items will be resourced.

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**Appendix A: Police Officer Core Requirements Checklist**

MCLEP POLICE OFFICER CORE REQUIREMENTS CHECKLIST	
<b>NEW HIRES</b>	<b>DATE VERIFIED</b>
Current Valid Drivers License	
Physical Agility Test (PAT)	
Body Mass Index (BMI)	
Drug Test Result (TDP)	
Minnesota Multiphasic Personality Inventory (MMPI)	
Background Investigation/Secret Security	
Police Applicant Suitability Review (PASR)	
Physical Result (OF-178)	
Lautenberg Agreement (DD-2760)	
Selective Service (If applicable)	
<b>TRANSFERS</b>	<b>DATE VERIFIED</b>
Current Valid Drivers License	
Physical Agility Test (PAT)	
Body Mass Index (BMI)	
Drug Test Result (TDP)	
Minnesota Multiphasic Personality Inventory (MMPI)	
Background Investigation/Secret Security	
Police Applicant Suitability Review (PASR)	
Physical Result (OF-178)	
Lautenberg Agreement (DD-2760)	
Selective Service (If applicable)	
SF-75 (Uploaded to USAStaffing)	
TSP-19 (Uploaded to USAStaffing)	
SF-2810 (Uploaded to USAStaffing)	
Release Date Approval (Uploaded to USAStaffing)	
<b>MCLEP TO MCLEP REASSIGNMENTS</b>	<b>DATE VERIFIED</b>
Current Valid Drivers License	
Physical Agility Test (PAT) (verify current)	
Body Mass Index (BMI) (verify current)	
Drug Test Result (TDP) (verify current)	
Minnesota Multiphasic Personality Inventory (MMPI)	
Police Applicant Suitability Review (PASR)	
Physical Result (OF-178) within 1 year	
Release Date Approval (if applicable)	
Secret Security (verify current)	

VERIFIER SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Note: (Uploaded to USASTAFFING if applicable)**

Resume (DG-15)

DD-214 (DD-214)

VA Letter (DG-39)

SF-15 (SF-15)

Transcript (DG-05)

Lautenberg (DD-2760)

Selective Service (DG-30)

Naturalization (DON UD 01)

Recruitment Incentive Agreement (if applicable)

**Appendix B: PASR Waiver Letter Template**

INSTALLATION LETTERHEAD

Date \_\_\_\_\_

From: Provost Marshal \_\_\_\_\_ /Police Chief \_\_\_\_\_

To: MCLEP Manager, Law Enforcement and Corrections Branch, Security Division, Plans, Policies & Operations, Headquarters Marine Corps

Subj: REQUEST FOR WAIVER FOR POLICE APPLICANT SUITABILITY (PASR) REVIEW FAILURE;  
(APPLICANT \_\_\_\_\_)

Ref: (a) MCO 5580.2\_  
(b) MCCLE Policy

Encl: (1) Justification Documents; Applicant \_\_\_\_\_

During the recent PASR, Mr./Mrs. \_\_\_\_\_'s history of \_\_\_\_\_  
was found within his/her investigation which led to the failure of the PASR.

Although this information is within the list of disqualifiers and/or derogatory information for a MCLEP officer, PMO/MCPD \_\_\_\_\_ wishes to continue with the hiring process of applicant \_\_\_\_\_ based on the below modifications in behavior since the incident(s).

Applicant \_\_\_\_\_ has shown improvement in \_\_\_\_\_ area(s) based upon the following examples or by rectifying the issues by performing the following actions:

List example(s) here: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is my opinion that Mr./Mrs. \_\_\_\_\_ is able to uphold the standards of a Marine Corps Civilian Law Enforcement Officer. I, PM/PC \_\_\_\_\_, acknowledges the risk of employing Mr./Mrs. \_\_\_\_\_. Per the references, PMO/MCPD \_\_\_\_\_ requests the opportunity to continue the hiring process for Mr./Mrs. \_\_\_\_\_.

The point of contact for this request is \_\_\_\_\_, at (phone number) or (email address).

Signature of PM/PC **"FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE – Any misuse or unauthorized disclosure can result in both civil and criminal penalties."**\*Attach Enclosure (1) (examples of how applicant rectified the issue)

**Appendix C: Student Transcript Request Form**



**United States Marine Corps Law  
Enforcement DHART – Student Transcript  
Request Form (2016 v.2)**



Version Date – September 1, 2016 – DHART Policy Library  
<https://dhart.hqi.usmc.mil>

In accordance with the DHART records retention policy, Law Enforcement Officers may request a copy of their Student Transcript and/or Academy training records. Current Law Enforcement Officers may obtain a copy of their Student Transcript with most recent training information from their installations Training Department. Academy – Basic Training records must be requested via this form.

Former Law Enforcement Officers and/or any prospective hiring agency/department/organization, must complete and submit the DHART Student Transcript Request Form, identifying themselves and/or the entity they represent and the records being requested.

**Name (including former names used):** \_\_\_\_\_ **Date:**  
\_\_\_\_\_

**Dates of service:** \_\_\_\_\_ **Month/Year of departure (if applicable):**  
\_\_\_\_\_

**Location(s) of previous/current assignment(s):**  
\_\_\_\_\_

**Agency/Department/Organization (if applicable):**  
\_\_\_\_\_

**Contact phone:** \_\_\_\_\_ **Email:**  
\_\_\_\_\_

**Mailing address:**  
\_\_\_\_\_

Law Enforcement Officers who entered service under an approved Basic Police Officer Course Waiver due to prior experience, education and training, will not have any Academy - Basic Training records available for release. Please indicate records requested:

- < > Student Transcript (In-Service/Advanced Training)
- < > Graduation Certificate (Academy)
- < > Academy Training Hours Summary (Academy)
- < > Individual Academic Record (Basic Training)
- < > Other – Please specify:

**MARINE CORPS MARINE CORPS CIVILIAN LAW ENFORCEMENT POLICY**  
**Volume 1**  
**MCO 5580.5 V1**  
**30 AUG 2019**

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In order to comply with the federal paperwork reduction act, records will be returned via email unless otherwise requested. Records will be returned within 7-10 business days upon receipt of the completed DHART Student Transcript Request Form and copy of a valid identification document (E.g. driver's license) for the individual requested; unless an emergent situation warrants immediate response.

**Comments:**

---

Submit completed forms via email to Law Enforcement and Corrections Branch, Plans, Policies and Operations (Security), Headquarters USMC, [grant.frey@usmc.mil](mailto:grant.frey@usmc.mil). In accordance with the records retention policy, all DHART Student Transcript Request Forms submitted to/received by HQMC and any/all documents provided as a result of those requests, will be archived.

---

***For Administrative Use Only:***

---

Date received: \_\_\_\_\_ Respondent: \_\_\_\_\_

Student record number queried: \_\_\_\_\_ Documents provided: < > Transcript < > Grad Cert < >  
Summary < > IAR

Date of response: \_\_\_\_\_

Actions: \_\_\_\_\_

---

FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE – DHART (Data Housing and Reports Tool) is a CAC (Common Access Card) required and enabled site. Any misuse or unauthorized disclosure of information therein can result in both civil and criminal penalties.

\*\*\* Falsification of identity or attempts to obtain information in violation of Title 18 USC 1028 are subject to investigation. \*\*\*

**Appendix D: Tattoo Letter**

From: Human Resources Office, Installation

To: Name of Applicant

**Privacy Act Statement**

**AUTHORITY:** 5 U.S.C. 3301, 3302, 3304, 3305, 3306, 3307, and 3309; MCO 5580.2B CH 2; MSG DTG 071416Z MAR 17: Marine Corps Civilian Law Enforcement Program (MCCLEP) Tattoo Policy Reinforcement; and System of Records Notice (SORN) OPM/GOVT-5, Recruiting, Examining, and Placement Records (March 26, 2014, 79 FR 16834)

**PRINCIPAL PURPOSE(S):** To obtain information to determine the applicants' eligibility for employment in the Marine Corps Law Enforcement Program (MCLEP). The records are used in considering individuals who have applied for positions in the Federal service by making determinations of qualifications including medical qualifications, for positions applied for, and to rate and rank applicants applying for the same or similar positions. These records may also be used to locate individuals for personnel research.

**ROUTINE USE(S):** Information will be used within MCLEP to refer applicants, including current and former Federal employees, for consideration for employment and/or reinstatement. A complete list and explanation of the applicable routine uses is published in the authorizing SORN.

**DISCLOSURE:** Voluntary, however failure to provide the requested information may result in not being considered for employment within MCLEP.

Subj: USMC CIVILIAN POLICE TATTOO POLICY FOR POSITION OF POLICE OFFICER, GS-0083

Encl: (1) Marine Corps Message 151427Z Nov 17, Subject: Tattoo Policy for Marine Corps Civilian Law Enforcement

1. All applicants must read enclosure closely and then provide a written description of ALL body tattoos, brands, body piercing and ornamentation that are on their body.
2. Provide a description and pictures of the specific tattoos, brands, body piercings, and/or ornamentation. Also provide the specific locations of each item, the size of each item, and any coloring of items.
3. All applicants will be screened after tentative job offer is given to determine whether they are in violation of the enclosure regulation.
4. Self-Certify below that you are in compliance with the Marine Corps Policy in Enclosure (1).
5. If applicant is not in compliance, the applicant will be given 30 calendar days to begin removal of body tattoos, brands, body piercings and ornamentation. After 30 calendar days, if the applicant is in compliance with the policy, the pre-employment process will continue. If applicant has made progress but is not fully in compliance, another 30 calendar days will be granted but no final offer will be made until applicant is in full compliance. If applicant fails to meet the policy, he/she will be taken out of the pre-employment process. However, if applicant tries to hide or chooses to not disclose any such body tattoos, brands, body piercings and ornamentation, the applicant will be taken out of the pre-employment process. Description of Items:

\_\_\_\_\_  
\_\_\_\_\_  
(Add additional sheet if needed)

I have read and fully understand the terms and conditions of this Marine Corps Civilian Law Enforcement tattoo policy which is required for employment with the United States Marine Corps civilian police department.

\_\_\_\_ I certify I have NO tattoos, brands, body piercing, and/or ornamentations on my body.

\_\_\_\_ I certify I have SOME tattoos, brands, body piercing, and/or ornamentations on my body and have described them above.

\*Please forward color pictures of tattoos, brands, body piercing and/or ornamentations visible in the duty uniform to ensure applicant is in compliance with MCLEP uniform standards.

Applicant's Signature: \_\_\_\_\_  
(Self-Certification)

Date: \_\_\_\_\_

**“FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE – Any misuse or unauthorized disclosure can result in both civil and criminal penalties.”**

**Appendix E: Screening/Interview Guide**

Provost Marshal/Police Chief's

Screening / Interview Guide – Marine Corps Police Academy (MCPA)

This form is to be destroyed upon completion of the Basic Police Officer Course (BPOC) or as listed in destruction instructions. A copy of this form will be provided to the MCPA Executive Director on training day 1 of the BPOC stipulating successful or unsuccessful screening by the Provost Marshal/Police Chief.

1. Background. All Police Officers for all positions undergo 13 weeks of training in a BPOC at the MCPA, Marine Corps Air Station Miramar, CA. The academy prepares the Police Officer to become a valued member of the team at the installation where assigned. The nature of a Marine Police Officer's responsibilities requires the officer to be mature, self-confident, trustworthy, and cooperative. Police Officers should present an exceptional appearance, be self-starters, and possess good judgment.
2. Action. One copy of the completed Provost Marshal/Police Chief's Screening/Interview Guide will be retained in the Police Officer's training jacket prior to the Officer's transfer to MCPA. Fourteen calendar days prior to transfer, the Provost Marshal/Police Chief will re-certify that the Police Officer is still in compliance with Marine Corps BMI/PAT standards. A copy of this form will be provided to the MCPA Executive Director on training day 1 of the BPOC stipulating successful or unsuccessful screening by the Provost Marshal/Police Chief.

Police Officer attending BPOC:

\_\_\_\_\_  
Grade                      Last name, First name, MI

\_\_\_\_\_  
Installation

\_\_\_\_\_  
MCAS Miramar, CA

\_\_\_\_\_  
MCPA location

\_\_\_\_\_  
BPOC Class Number



**MARINE CORPS MARINE CORPS CIVILIAN LAW ENFORCEMENT POLICY**  
**Volume 1** **MCO 5580.5 V1**  
30 AUG 2019

Prerequisite	Remarks	Initial Screening	Recertification
<b>Physical Agility Test</b>  Meets personal appearance and height and weight standards  Ht _____  Wt _____  BMI _____ (If BMI is 30.0 or higher, than complete body fat)  Body Fat _____  Date _____  Must pass the PAT no more than 14 days prior to start date of BPOC.	The Police Officer must be within the Marine Corps BMI standards IAW MCO 5580.2_.	Certified by:  _____ Training Rep (Print name)  _____ Signature  _____ Title  _____ Date  Date of most recent PAT  _____ 300m run: _____ Push ups: _____ Crunches: _____ 1.5 mile run _____ Dummy drag _____  QUAL / NOT QUAL	Recertified by:  _____ Training Rep (Print name)  _____ Signature  _____ Title  _____ Date  Date of most recent PAT  _____ 300m run: _____ Push ups: _____ Crunches: _____ 1.5 mile run _____ Dummy drag _____  Ht _____ Wt _____  BMI _____ (If BMI is 30.0 or higher, than complete body fat)  Body Fat _____  QUAL / NOT QUAL
<b>Medically and Physically qualified</b>  Date of last physical health exam:  _____	The Police Officer must be physically fit.  The Police Officer must be able to perform rigorous physical activity to include prolonged standing, running, kneeling, etc.	Medical exam completed.  _____ Medical Officer/ Doctor (Print name)    QUAL / NOT QUAL	

**MCO 5580.5 V1**  
30 AUG 2019

<b>Psychological Testing</b>  Date of MMPI-II  _____	The Police Officer must be psychologically sound.	MMPI-II completed.  _____ Administrator (Print Name)	
<b>Drug Test</b>  Date of drug screening  _____	The Police Officer must not use unlawful or unauthorized drugs.	Drug screening completed.  _____ Administrator (Print name)	
<b>Background check</b>	The Police Officer must pass a background check.	Background check completed.  _____ Administrator (Print name)	

I have personally screened \_\_\_\_\_

Grade Name

This Police Officer does/does not meet the requirements listed in MCO 5580.2; the job description; and <http://www.usmccle.com/conditions.htm>. If the Police Officer does not meet the requirements, explain below:

---

---

---

---

(Ensure following signature page is attached)

\_\_\_\_\_  
Provost Sergeant's Printed Name

\_\_\_\_\_  
Provost Sergeant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provost Marshal/Police Chief's Printed Name

\_\_\_\_\_  
Provost Marshal/Police Chief's Signature

\_\_\_\_\_  
Date

---

Provost Marshal/Police Chief's Re-certification: (To be completed 14 calendar days prior to the Police Officer attending BPOC). This Police Officer's qualifications for assignment to BPOC has/has not changed since my initial interview and screening of his/her records. The Police Officer does/does not meet the requirements listed in MCO 5580.2. If the Police Officer no longer meets the requirements, contact HQMC-PSL via naval message. The message must be received by HQMC-PSL NLT seven (7) calendar days prior to the class report date to avoid being noncompliant.

\_\_\_\_\_  
Provost Marshal/Police Chief's Printed Name

\_\_\_\_\_  
Provost Marshal/Police Chief's Signature

\_\_\_\_\_  
Date

**Appendix F: BPOC Waiver Letter Template**

INSTALLATION LETTERHEAD

Date \_\_\_\_\_

From: Provost Marshal \_\_\_\_\_ /Police Chief \_\_\_\_\_

To: MCPA Head of Training and Education, Law Enforcement and Corrections Branch, Security Division, Plans, Policies & Operations, Headquarters Marine Corps

Subj: REQUEST FOR WAIVER FOR BASIC POLICE OFFICER COURSE (BPOC); (OFFICER \_\_\_\_\_)

Ref: (a) MCO 5580.2\_:  
(b) MCCLE Policy

Encl: (1) Resume and training history, Officer \_\_\_\_\_

In consideration of Mr./Mrs./Officer \_\_\_\_\_'s experience and prior attendance at the Military Police School and various law enforcement courses, it is requested that a waiver be granted for his/her attendance at BPOC. Per reference (a), Mr./Mrs. \_\_\_\_\_ has sufficient law enforcement training and experience to warrant an initial waiver.

Mr./Mrs. \_\_\_\_\_ is currently in the hiring process for a GS-0083-07 police officer position as the PMO/MCPD \_\_\_\_\_. Mr./Mrs. \_\_\_\_\_ is currently serving as \_\_\_\_\_. In accordance with reference (a), Mr./Mrs. \_\_\_\_\_ has performed law enforcement duties for a minimum of two (2) years, is a graduate of \_\_\_\_\_ training academy, and qualifies for consideration for an academy waiver.

In addition to his/her law enforcement experience, Mr./Mrs. \_\_\_\_\_ has attended a wealth of specialized law enforcement training:

List Courses here: \_\_\_\_\_

It is my opinion that Mr./Mrs. \_\_\_\_\_ meets the requisite law enforcement training and education identified in reference (a) in order to be successful within the Marine Corps Civilian Law Enforcement Program.

The point of contact for this request is \_\_\_\_\_, at (phone number) or (email address).

Signature of PM/PC

**"FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE – Any misuse or unauthorized disclosure can result in both civil and criminal penalties."**\*Attach Enclosure (1) (transcripts, certificates, DHART records, etc.)

Appendix G: Award Certificate Template

Name  
PM or PC  
Installation

*has been awarded the Police Medal of Valor Award  
for performance of (details of an heroic act that has resulted in the saving of a life,  
preventing a serious crime, or apprehending a person who commits a serious crime).*

*This is to certify that*

*Name*



**United States Marine Corps**

**Appendix H: Vest Sizing Confirmation Letter**

**MARINE CORPS CIVILIAN LAW ENFORCEMENT**  
**PROTECTIVE BALLISTIC VEST**  
**SIZING CONFIRMATION**

**Privacy Act Statement**

**AUTHORITY:** 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; and E.O. 9397 (SSN).

**PRINCIPAL PURPOSES:** To manage, supervise, and administer programs for all Department of the Navy civilian, military, and contractor personnel. Information is used to track personnel actions, record equipment, prepare watch bills and similar administrative uses requiring personnel data.

**ROUTINE USE(S):** Confirmation of receipt of protective ballistic vest.

**DISCLOSURE:** Voluntary, however failure to provide the requested information may result in individual incurring cost associated with any alterations required to vest within 30 days of issuance.

This is to confirm that I am in receipt of a protective ballistic vest with the following Serial Numbers on the front and back ballistic panels:

Front panel \_\_\_\_\_

Back panel \_\_\_\_\_

I will report any issues regarding the fit of the vest to my Command within 30 days. After 30 days, HQMC will not be responsible for costs related to any alteration. Any costs required for alteration after 30 days will be at my expense or the Command's expense should the Command be willing to absorb.

\_\_\_\_\_  
NAME PRINTED

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE RECEIVED

"FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE – Any misuse or unauthorized disclosure can result in both civil and criminal penalties."

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### ACRONYMS

The Acronyms list is evolving and serves as a consolidated source for this MCO. As changes are made within this MCO, the Acronyms list will also update. Annotation of each update/change/addition to the Acronyms list is not required.

The original publication date of this MCO (right header) will not change unless/until a full revision of the MCO is completed.

The date denoted by **blue font** (left header) will reflect the date these Acronyms were last updated as changes/revisions are made within this MCO.

### ACRONYMS

AED	Automated External Defibrillator
APL	Approved Product List
BMI	Body Mass Index
BPOC	Basic Police Office Course
CBRNE	Chemical, Biological, Radiological, Nuclear, High-Yield Explosives
CCRB	Course Content Review Board
CBT	Computer-based Training
CDP	Career Development Plan
CFT	Combat Fitness Test
CID	Criminal Investigation Division
COI	Community of Interest
CP	Marine Corps Civilian Police Officer
CPR	Cardiopulmonary Resuscitation
DHART	Data Housing and Reports Tool
DoD	Department of Defense
DoDI	Department of Defense Instruction
DPC	Deputy Police Chief
DUI/DWI	Driving Under the Influence/Driving While Intoxicated
EOD	Entry on Duty
EVOC	Emergency Vehicle Operations Course
FBI	Federal Bureau of Investigations
FEMA	Federal Emergency Management Agency
FLETA	Federal Law Enforcement Training Accreditation
FJO	Final Job Offer
FTP	Field Training Program
GS	General Schedule
HQMC	Headquarters Marine Corps
HR	Human Resource
HRO	Human Resources Office(s)



LE	Law Enforcement
LEM	Law Enforcement Manual
M&RA	Manpower and Reserve Affairs
MCAS	Marine Corps Air Station
MCCLE	Marine Corps Civilian Law Enforcement
MCCLEP	Marine Corps Civilian Law Enforcement Program
MCEITS	Marine Corps Enterprise Information Technology Services
MCICOM	Marine Corps Installations Command
MCLEP	Marine Corps Law Enforcement Program
MCO	Marine Corps Order
MCPA	Marine Corps Police Academy
MCPD	Marine Corps Police Department(s)
MFR	Marine Forces Reserve
MMPI-II	Minnesota Multi-Phasic Personality Inventory-II
MP	Military Police
MPC	Civilian Workforce Management Branch
MPC-10	Civilian Personnel/Equal Employment Opportunity Section
MPC-40	Labor and Employee Relations Section
MROC	Marine Requirements Oversight Council
MWD	Military Working Dog
NIJ	National Institute of Justice
NIMS	National Incident Management System
OAG	Operational Advisory Group
OC	Oleoresin Capsicum
OCHR SD	Office of Civilian Human Resources San Diego
OJT	On the Job Training
OPM	Office of Personnel Management
PASR	Police Applicant Suitability Review
PAT	Physical Agility Test
PC	Police Chief
PCC	Police Commanders Course
PD	Position Description
PEP	Pre-employment Paperwork
PFT	Physical Fitness Test
PHQ	Personal History Questionnaire
PM	Provost Marshal
PMO	Provost Marshal Office(s)
POST	Peace Officers Standards and Training
PP&O	Plans, Policies and Operations
PS	Security Division
PSL	Law Enforcement and Corrections Branch
RA	Return Authorization
RCO	Rifle Combat Optic
RFI	Ready for Issue

RPA	Request for Personnel Action
RSO	Range Safety Officer
SELE	Supporting Establishment Law Enforcement
SecNav	Secretary of the Navy
SF	Standard Form
SKA	Skills, Knowledge and Ability
SOP	Standard Operating Procedures
SRT	Special Reaction Team
TTP	Tactics, Techniques and Procedures
TAD	Temporary Additional Duty
TECOM	Training & Education Command
TFSMS	Total Force Structure Management System
TJO	Tentative Job Offer
TO	Table of Organization
TOECR	Table of Organization and Equipment Change Request
TWMS	Total Workforce Management System
USMC CID	United States Marine Corps Civilian Investigation Division
WG	Wage Grade

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