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MCO 1510.121A
C469
01 Oct 04

MARINE CORPS ORDER 1510.121A

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS COMMON SKILLS (MCCS) PROGRAM

Ref: (a) MCO 1510.89B (MCCS Vol. I)
(b) MCO 1510.90A (MCCS Vol. II)

Encl: (1) Functional Learning Center (FLC) and MCCS Task
Alignment

1. Purpose. To provide information, policy intent, and execution instructions for the Marine Corps Common Skills (MCCS) Program.

2. Cancellation. MCO 1500.51A and MCO 1510.121.

3. Background. The missions assigned to the U. S. Marine Corps require all Marines to possess basic common skills. The MCCS program is a system of ITS directives that provide progressive, building block skills expected of all Marines, enlisted personnel and officers alike, throughout the progression of their careers. The ITSS contained in the references represent those common entry-level and sustainment level skills required of all Marines. MCCS directives will annotate those common skills aligned to specific grades. The MCCS provide a foundation upon which unit commanders, Formal Schools, and Distance Learning (DL) developers build training packages for individual Marines as part of unit training, formal courses of instruction, and continuing education.

4. Directives of MCCS

a. The ITSS in reference (a) identify the skills required of all Marines regardless of rank. These skills are introduced in entry-level training and form the basis for annual MCCS training and evaluation for all Marine ranks.

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distribution is unlimited.

b. Reference (b) provides the rank specific ITSS for non-commissioned officers, staff non-commissioned officers, and officers.

c. The three levels of MCCA are:

(1) Entry-Level Training (ELT). Entry-level training is where initial teaching of the skills that are common to all Marines regardless of rank takes place. The focus of ELT is for Marines to learn and demonstrate mastery of skill-based common skills tasks.

(2) Sustainment Training. Sustainment training is the sustainment of skills common to all Marines regardless of rank through annual training and evaluation. Methods include practical application of MCCA training, skills-based performance evaluation, and the General Military Skills (GMS) test. When conducting sustainment training, Marines are evaluated in the application of increasingly complex skill-based tasks. Knowledge-based tasks are also evaluated relative to the duties and responsibilities of Marines based on seniority and experience. The basis for these tasks are to continue to demonstrate mastery of skill-based common skills tasks.

(3) Continuing Education. The training and education that support continuing education are conducted in various formal schools supported by Education Command. The focus of continuing education is to develop an understanding of the application of knowledge-based tasks. Additionally, on-the-job training and correspondence courses/distance learning provide a means to conduct continuing education.

5. Policy

a. Every Marine, regardless of MOS, will be taught the common skills needed to fight and win on today's battlefield.

b. Common skills proficiency is an integral part of every Marine's performance of duty. Commanders will consider a Marine's common skills proficiency when assigning proficiency marks and writing fitness reports.

c. Entry-level MCCA are the basis for ELT and MCCA Sustainment Training. ELT will be conducted in accordance with

a program of instruction approved by Commanding General, Training Command. Sustainment Training is the responsibility of commanders at all levels and will be incorporated into unit training plans.

6. Implementation of MCCS

a. MCCS Sustainment Training is annual training and evaluation of common skills tasks within a unit's training program. MCCS Handbooks, developed by the Marine Corps Institute (MCI), will be based on the ITS in the references and these handbooks will be utilized as job aids to assist in the preparation for and conduct of sustainment training.

b. All units, both in the operating forces and supporting establishment, except those units exempted in subparagraph (e), will conduct MCCS training annually. All Marines (private - gunnery sergeant, warrant officer 1 - chief warrant officer 2, 2nd lieutenant - captain) will conduct sustainment training and be evaluated annually on their mastery of common skills.

(1) Private - sergeant are required to complete MCCS training annually and take a skills-based performance evaluation, GMS exam, or a combination of both.

(2) Staff sergeant - gunnery sergeant, warrant officer 1 - chief warrant officer 2, and 2nd lieutenant - captain with less than 15 years of active duty service, are required to complete MCCS training annually and take a skills-based performance evaluation, GMS exam, or a combination of both. A Limited Duty Officer (LDO) captain is not required to conduct annual MCCS training.

c. GMS testing and evaluation will be accomplished through use of the MCI test booklet. The test may be administered in a written or skills-based performance format. A minimum score of 80% is required to demonstrate mastery of the GMS test. Marines who fail the test will be provided remedial instruction in those areas found deficient and retested until they demonstrate mastery in the areas of deficiency.

d. GMS test scores will be reported to the Marine Corps Total Force System (MCTFS) for those Marines listed in paragraph 4a. This MCTFS input will provide the commander the capability

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to retrieve data and information on Marines assigned to their commands.

e. GMS test scores will be considered when assigning proficiency marks for corporals and below, and in fitness reports for Sergeants and above.

f. Skills-based performance evaluation is the preferred method of conducting performance-based MCCA tasks to standard. Tasks that cannot be reasonably performed or evaluated due to non-availability of equipment, ranges/training areas, or ammunition may be evaluated using the knowledge-based test (GMS) constructed by MCI.

g. The Inspector General, Marine Corps (IGMC) will evaluate major subordinate command compliance with the intent of this order.

h. The following types of units are not required to conduct MCCA training:

(1) Formal Schools are not required to conduct annual MCCA training/testing of their students.

(2) Units located where access to weapons, equipment, and suitable training areas is limited/impractical are not required to conduct annual MCCA training. Drill instructors filling authorized 8511 billets, MCCA instructors at the MCRD's and instructors at the SOIs are exempt from the annual MCCA requirements with approval from their commanders.

i. Commanding Generals have the authority to waive GMS and/or MCCA training for 1 year. For separate organizations, waivers must be obtained in writing from Commanding General, Marine Corps Combat Development Command (C 469).

7. Action

a. IGMC. Inspect and evaluate major subordinate commands/independent units and activities (as listed in MCO 5040.6) for compliance with the intent of this order.

b. Commanding General, Training and Education Command

(1) Ensure that MCCS handbooks are published in sufficient quantity to comply with the distribution plan.

(2) Review ITS orders, MCCS handbooks, and testing material annually and update, as required.

(3) Review and approve the programs of instruction for MCRD, OCS/NAVACD, MCT, ITB, and TBS every three years and ensure compliance with this order.

c. Commanding Generals. Ensure command's training policy adheres to guidance set forth in this order.

d. Commanders

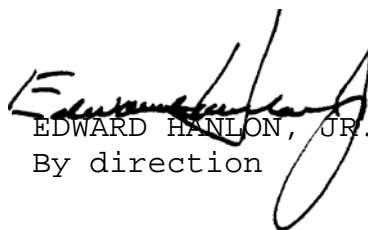
(1) Plan, conduct, and evaluate MCCS training and testing in accordance with the policy contained in this order.

(2) Request waivers, in accordance with paragraph 6e of this order, when mission and resources prevent compliance.

(3) Consider MCCS mastery/non-mastery scores when assigning proficiency marks to corporals and below and when writing fitness reports for sergeants and above.

(4) Ensure proficiency is maintained in individual skills in accordance with the tasks and standards listed in the reference.

8. Reserve Applicability. This order is applicable to the Marine Corps total force.


EDWARD HANLON, JR.
By direction

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Functional Learning Center (FLC) and MCCS Task Alignment

DUTY AREA	TASKS	MCRD's	MCT	ITB	OCS	TBS	NAVACD
01 Military Just. and Law of War	9	All			All	All	All
02 MC Org, Hist, Cust, & Court	9	All			All	All	All
03 Close Order Drill	3	All			All		All
04 MC Uniform, Cloth, & Equip	9	All			All	All	All
05 MC General Leadership	1	All			All		All
06 Substance Abuse	5	All			All		All
07 Troop Information	19	All			2,5-8, 14-19	1,3,4, 9-13	2,5-8, 14-19
08 MC Leadership	4	All				All	
09 Force Protection & Interior Guard	8	All			1-5	5-8	1-5
10 Code of Conduct	3	All			All		All
11 Individual Weapons	19	1-11	12-19	12-19	1,2	3-19	1,2
12 Crew Served Weapons	1		All	All		All	
13 Scouting and Patrolling	7	1	2-7	2-7	1,7	All	1,8
14 Tactical Measures, Offensive	3		All	All	All	All	All
15 Tactical Measures, Defensive	3		All	All		All	
16 Munitions	4		All	All		All	
17 Combat Conditioning and Continuing Actions	9	1-6, 9	1,2,7,8	1,2,7,8	1-6	7-9	1-6
18 Land Navigation	4		All	All	All	All	All
19 Communications	2		All	All		All	
20 NBC Defense	12	2,3	1, 4-12	1, 4-12		All	
21 First Aid	8	All				All	
22 Physical Fitness	1	All	All	All	All	All	All
23 Martial Arts	16	All			1-7	8-16	1-7
24 Combat Water Survival	1	All				All	