



UNITED STATES MARINE CORPS  
TRAINING AND EDUCATION COMMAND  
MARINE CORPS SYSTEM COMMAND  
QUANTICO, VIRGINIA 22134

TECOM  
PROG003024

MARCORSYSCOM  
PROG03024

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
COMMANDING GENERAL,  
MARINE CORPS TRAINING AND EDUCATION COMMAND  
AND  
COMMANDING GENERAL,  
MARINE CORPS SYSTEMS COMMAND

Subj: MEMORANDUM OF UNDERSTANDING TO ENHANCE COORDINATION FOR  
TRAINING AND EDUCATION DURING PROGRAM ACQUISITION

Ref: (a) DoDD 5000.1, "The Defense Acquisition System"

1. **PURPOSE:** This Memorandum of Understanding (MOU) defines the responsibilities, procedures and working relationship between Marine Corps Systems Command (MARCORSYSCOM) and Training and Education Command (TECOM) with regard to training and education (T&E) matters relating to acquisition programs.

2. **BACKGROUND:** Department of Defense and Department of the Navy acquisition policies only provide broad guidance for the consideration of T&E matters during the execution of defense acquisition programs. Therefore it is necessary that Marine Corps activities engaged in matters dealing with acquisition and T&E work together to develop detailed work processes and guidance to ensure that T&E matters are carefully considered during the acquisition process and that all T&E issues are identified and resolved as early in the acquisition cycle as possible. To that end, the Commanding General, TECOM, and the Commanding General, MARCORSYSCOM recognize the need for enhanced coordination between the two commands.

3. **SCOPE:** This MOU applies to the working relationship between TECOM and MARCORSYSCOM with respect to those acquisition programs managed by the MARCORSYSCOM.

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**4. SPECIFIC ACTIONS AND RESPONSIBILITIES:**

a. **TECOM** will:

(1) In coordination with MARCORSYSCOM, develop desktop procedures to be used by MARCORSYSCOM acquisition personnel and TECOM Action Officers (AOs) as a guide to ensure that T&E considerations are addressed early and continuously in the acquisition processes and fully evaluated in preparation for all key program decision points.

(2) Develop a coordinated training package that will address the acquisition process with a focus on T&E issues. The training package should include a discussion of this MOU and the associated desktop procedures.

(3) Ensure AOs and other key personnel receive an adequate level of training on this MOU, the desktop procedures and T&E considerations in the acquisition process, and that the information be included in the TECOM orientation program.

(4) Ensure an AO is assigned to participate as an empowered member of the program IPT for each MARCORSYSCOM acquisition program to facilitate the development of the T&E requirements and transition of the system into the Marine Corps training continuum.

(5) Review, and within a reasonable period of time, comment on MARCORSYSCOM program management plans, acquisition and contracting documents, and T&E products and deliverables.

(6) Assign an AO to support the development of the Milestone Team Assessment in preparation for key acquisition program milestones.

(7) Provide appropriate level TECOM representation at Marine Corps Program Decision Meetings.

(8) Lead an annual review to ensure that this MOU, the desktop procedures and training package remain current.

b. **MARCORSYSCOM** will

(1) In coordination with TECOM, develop desktop procedures to be used by MARCORSYSCOM acquisition personnel and TECOM AOs as a guide to ensure that T&E considerations are addressed early and continuously in the acquisition process and fully evaluated in preparation for all key program decision points.

(2) Participate in the development of a coordinated training package that will address the acquisition process with a focus on T&E issues.

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(3) Ensure Program Managers (PMs), Project Officers (POs), Manpower and Training Specialists (MTSs) and other acquisition personnel receive an adequate level of training on this MOU, the desktop procedures and T&E considerations in the acquisition process.

(4) Ensure that each Product Group has adequate Manpower and Training support. The goal is to assign a dedicated Manpower & Training Specialist (MTS) to each Product Group. The MTS, among other things, is responsible for ensuring the appropriate manpower and training analyses are conducted as early as possible during the acquisition process.

(5) Request from TECOM G-3 assignment of an AO to each acquisition program and associated IPT.

(6) Ensure all T&E deliverables are developed in accordance with appropriate Marine Corps T&E standards and requirements.

(7) Ensure that MARCORSYSCOM program management plans, acquisition and contracting documents, and resulting training T&E products and deliverables are provided to assigned TECOM AOs for review and comment.

(8) Take action to ensure that all programming initiatives and budget requests contain funding adequate to ensure that each acquisition program can meet the T&E requirements outlined in key program documentation and program plans.

(9) Ensure AO participation in Milestone Team Assessment activities.

(10) Ensure CG, TECOM is included as a Marine Corps Program Decision Meeting Principal Advisor and that the TECOM staff is provided the opportunity to review and comment on key program documentation in preparation for key program decision points and milestone reviews.

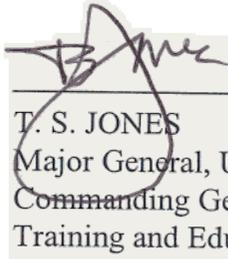
(11) Participate in the annual review of this MOU, the desktop procedures and training package.

(12) Per the reference, the respective Program Manager retains responsibility and authority over all programmatic decisions and is ultimately responsible for ensuring that training and education is in place to ensure life cycle support.

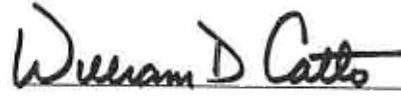
**5. EFFECTIVE DATE AND IMPLEMENTATION:** This MOU is effective upon signature and will be implemented until superseded, modified, or terminated by mutual agreement. Either

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command may elect such actions by providing written notification to the other. This MOU will be updated biennially or as necessary based on mutual concurrence by both commands.

  
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T. S. JONES  
Major General, U.S. Marine Corps  
Commanding General  
Training and Education Command

28 Feb 03  
DATE

  
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W. D. CATTO  
Brigadier General, U.S. Marine Corps  
Commanding General  
Marine Corps Systems Command

27 Jan 03  
DATE