



UNITED STATES MARINE CORPS  
TRAINING AND EDUCATION COMMAND  
QUANTICO, VIRGINIA 22134-5027

TECOMO 3501.1  
C461  
16 DEC 2002

TRAINING AND EDUCATION COMMAND ORDER 3501.1

From: Commanding General  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR ADVOCATE INTEGRATION

Ref: (a) CMC Policy Memo 1-99  
(b) MAGTF Training and Education Operational Advisory Group Charter dated...  
(c) MCO P3900.15A

Encl: (1) Operational Advisory Group Assignments  
(2) TECOM Advocacy Interaction and MAGTF T&E OAG Processes

1. Situation. This order establishes standing operating procedures (SOP) for TECOM integration into the advocacy process.

a. The advocacy process was established by reference (a) to assist each element of the Marine Air Ground Task Force (MAGTF) with identifying capabilities, needed to meet operational requirements and to ensure these capabilities are developed through the Expeditionary Force Development System (EFDS). Since its introduction, the advocacy process has emerged as the primary medium for the support establishment to address the material and non-material requirements of the operating forces. TECOM supports the EFDS by providing training and education solutions to enhance operational capabilities.

2. Mission. TECOM establishes a systematic, disciplined, process to identify and prioritize advocate training and education issues and shortfalls in order to provide timely coordinated solutions for validated training and education requirements.

3. Execution

a. Commander's Intent. TECOM addresses training and education issues vetted through the EFDS process by seeking out and identifying training and education issues and shortfalls pertaining to all advocates, establishing a Training and Education Operational Advisory Group (T&E OAG) under the Command Element Advocate, and vetting these issues through the T&E OAG for prioritization and resourcing as appropriate. The end state is a process that prioritizes advocate training and education requirements based on the needs of the Marine Corps, and produces viable, resourced, and timely solutions to training and education requirements.

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### b. Concept of Operations

(1) TECOM will provide subject matter experts as representatives to each Operational Advisory Group (OAG) and Advocate Board. Enclosure (1) assigns TECOM responsibility for OAG representation. TECOM organizations assigned as the TECOM Lead in enclosure (1) will provide TECOM representation to each OAG. Assigned representatives are required to familiarize themselves with OAG issues, identify training and education related concerns, and ensure these issues are presented to the CG TECOM for further action as required.

(2) The T&E OAG is the central coordination point for OAG and advocate training and education issues. The T&E OAG will validate advocate training and education requirements, and prepare and submit recommended training and education priorities and solutions to CG, TECOM. Upon selection of a course of action, CG TECOM will direct appropriate action by subordinate elements. If a selected course of action requires action by MCCDC agencies outside of TECOM, a solution-planning directive (SPD) will be prepared per instruction contained in reference (c), for approval by CG MCCDC. Per reference (b), the T&E OAG will meet on a semi-annual basis or as required. The T&E OAG Executive Steering Committee (ESC) is composed of representatives from TECOM, Training Command (TRNGCOM), Education Command (EDCOM), the Advocates, and Marine Corps operating forces. The Marine Corps Warfighting Laboratory (MCWL), Marine Corps Systems Command (MARCORSYSCOM), MAGTF Training Command (MAGTFTC), Mountain Warfare Training Center (MWTC), MCRD, Parris Island, and MCRD, San Diego will serve as voting members of the ESC when issues affecting those organizations are under discussion.

### c. Tasks

#### (1) TECOM

##### (a) G3

- 1 Coordinate implementation of this order.
- 2 Provide the primary conduit between the Advocates, Operating Forces/ Supporting Establishment, the EFDS and TECOM.
- 3 Assign the T&E OAG Executive Steering Committee Chairman.
- 4 Assign a T&E OAG Secretariat.
- 5 Maintain a Master Schedule of all OAGs, Advocate Boards, and TECOM representatives to both.
- 6 Review OAG charters and, as required, assign TECOM representatives.
- 7 Coordinate T&E OAG meetings, call for topics, and reports.

(b) Aviation Training Branch. Assign OAG representation as directed in Encl (1).

(c) Range and Training Area Management Division. Assign OAG representation as directed in Enclosure (1).

(2) Training Command

(a) Provide OAG representatives as directed in Enclosure (1).

(b) Provide a Colonel to represent Training Command on the T&E OAG Executive Steering Committee.

(3) Education Command

(a) Provide OAG representatives as directed in Enclosure (1).

(b) Provide a Colonel to represent Education Command on the T&E OAG Executive Steering Committee.

(4) MAGTFTC

(a) Provide a representative to the T&E OAG.

(b) As required, provide a Colonel to represent MAGTFTC on the T&E OAG Executive Steering Committee.

(5) MCRD San Diego and Parris Island

(a) Provide a representative to the T&E OAG.

(b) As required, provide a Colonel to represent MCRD on the T&E OAG Executive Steering Committee.

(6) Marine Aviation Weapons Tactics Squadron-1

(a) Provide OAG representatives as directed in Enclosure (1).

(b) Provide a representative to the T&E OAG.

(c) As required, provide a Colonel to represent MAWTS-1 on the T&E OAG Executive Steering Committee.

(7) Marine Mountain Warfare Training Center

(a) Provide a representative to the T&E OAG.

(b) As required, provide a Colonel to represent MWTC on the T&E OAG Executive Steering Committee.

d. Coordinating Instructions

(1) All OAG representative assignments will be coordinated through the TECOM G-3.

(2) OAG representatives will:

(a) Maintain OAG schedules and provide updates to TECOM G-3 by 15 March, June, September, and December.

(b) Prior to attendance and upon receipt of the OAG's request agenda/topic items, the OAG representative will contact the TECOM G-3 for guidance and potential TECOM topics.

(c) Within 3 working days after the conclusion of an OAG, representatives will provide a "quick look" via email to the TECOM G-3 highlighting significant training and education issues discussed at the OAG.

(d) No later than 30 days after the conclusion of an OAG, representatives will provide a formal response via an after-action report (AAR), in item/discussion/recommendation format, to TECOM G-3 via the appropriate administrative chain. AARs will detail all training and education issues, all action items approved by the OAG, proposed Universal Needs Statements (UNS), and identify the date of the next OAG.

(e) OAG representatives will stress at all OAGs that the primary medium for addressing issues within the EFDS is via an UNS. As such, they will encourage UNS submission as part of all OAG results.

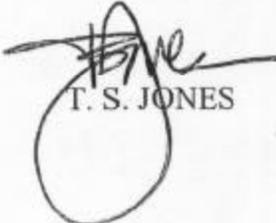
(f) All Universal Needs Statements (UNS) with training and education issues will be reviewed and prioritized at the T&E OAG.

4. Administration and Logistics. TECOM G3 will schedule, issue call for topics/agenda items, and coordinate T&E OAG conferences.

5. Command and Signal

a. The order is applicable to all of TECOM and is effective immediately.

b. Enclosure (2) provides diagrams illustrating the Advocacy process and the MAGTF T&E OAG process.

  
T. S. JONES

## OPERATIONAL ADVISORY GROUPS

Combat Service Support Element Advocate Board – Semiannually <sup>1</sup>		
OAGs	SPONSOR	TECOM lead <sup>4</sup> / Center of Excellence
MSSG	1st FSSG	TRNGCOM/MCSSS
Logistics Education	LPC-1, I&L	EDCOM
Motor Transport	MATCOM	TRNGCOM <sup>5</sup>
Engineer	2d FSSG	TRNGCOM/MCES
Validation of Supply Chain Cost Metrics (New as of Jan 2002)	TBD	TECOM G4
Command Element Advocate Board – Semiannually		
C4	Dir C4	TECOM G3
Fires	III MEF	TRNGCOM/Ft Sill
Intelligence, Surveillance, and Reconnaissance	HQMC, Dir Intel	TECOM G3
Info Ops	MFP	GTB
Componency	MCCDC	MSTP
MEF HQ Group	I MEF	MSTP
Expeditionary Readiness & Blue Green Interface Issues	II MEF	EDCOM
MAGTF Training & Education	TECOM	TECOM G3
Ground Combat Element Advocate Board – Semiannually <sup>2</sup>		
Div Combat Engineer	2d CEB	TRNGCOM/MCES
Infantry	1st MarDiv	TRNGCOM/SOI East
Tank		TRNGCOM/Ft Knox
Assault Amphibians	3d AABn	TRNGCOM/AASBn
Artillery		TRNGCOM/Ft. Sill
Light Armored Reconnaissance		TRNGCOM/SOI West
Reconnaissance	3rd MarDiv	GTB
Command & Control	6th Marines	TECOM G3
Aviation Combat Element Advocate Board – Semiannually <sup>3</sup>		
Assault Support	MAG-39	MAWTS1
Marine Wing Support Group	2d MAW	MAWTS1
AV-8B (& Harrier Review Panel)	MAG-13 & MAG-14	MAWTS1
Marine Air Control Group	3d MAW	MAWTS1
Aviation Logistics	HQMC ASL	MAWTS1
OSA		MAWTS1
Navy/Marine Corps TACAIR EW	Navy Lead	ATB
EA-6B	Navy Lead	ATB
FA-18 /Homet Roadmap Team	Navy Lead	ATB
Strike Weapons	Navy Lead	ATB
Installations Advocate Board – Semiannually		
East Coast Regional Review Board	MARFORLANT / MARFORBASESLANT	RTAMD
West Coast Regional Review Board	MARFORPAC / MARFORBASESPAC	RTAMD

**Notes:**

- 1 CSSE OAGs based on issues not community.
- 2 GCE OAGs based on community.
- 3 ACE OAGs based on community and functions of Marine Aviation. The sponsor for ACE OAGs change with each meeting.
- 4 The TECOM Lead addressed in column 3 will provide their POCs in writing, which are supporting their assigned OAG's to the TECOM G3.
- 5 TRNGCOM will assign action to appropriate formal school.

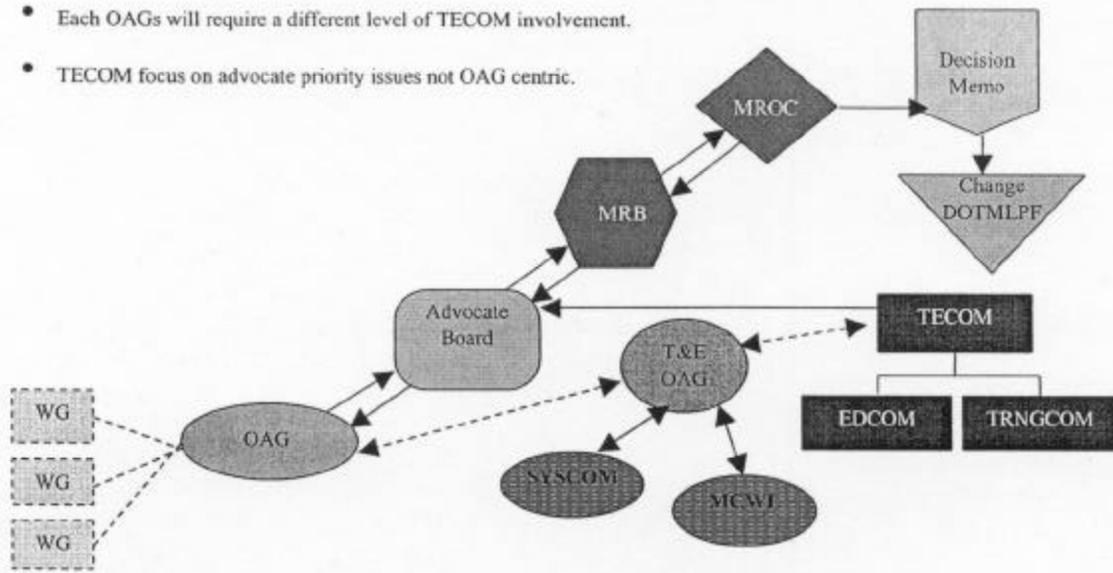
### TECOM ADVOCACY INTERACTION PROCESS

**Goal:** Enhance Training & Education support of the Operating Forces.

**Assumptions:**

- Advocacy Boards best forum for receiving feedback on TECOM support of advocacy process & operating forces.
- Each OAGs will require a different level of TECOM involvement.
- TECOM focus on advocate priority issues not OAG centric.

**Advocates:**  
 Command Element – MCCDC  
 Ground Combat Element – PP&O  
 Aviation Combat Element – AVN  
 Combat Service Support – I&L  
 Supporting Establishment – I&L  
 Manpower & Recruiting – M&RA



### MAGTF T&E OAG PROCESS

