



DEPARTMENT OF THE ARMY
U.S. ARMY QUARTERMASTER CENTER AND SCHOOL
FORT LEE, VIRGINIA 23801-5000



REPLY TO
ATTENTION OF

MEMORANDUM OF UNDERSTANDING
BETWEEN
U.S. ARMY QUARTERMASTER CENTER AND SCHOOL,
U.S. ARMY TRAINING AND DOCTRINE COMMAND,
AND MARINE CORPS COMBAT DEVELOPMENT COMMAND

SUBJECT: Consolidated U.S. Marine Corps (USMC) and U.S Army
(USA) Mortuary Affairs Training

1. PURPOSE: The purpose of this memorandum of understanding (MOU) is to define the roles of the U.S. Army Quartermaster Center and School (USAQMC&S), Fort Lee, VA; U.S. Army Training and Doctrine Command (TRADOC), Fort Monroe, VA; and the Marine Corps Combat Development Command (MCCDC), Quantico, VA; concerning the consolidated U.S. Army (USA) and U.S. Marine Corps (USMC) mortuary affairs training at the U.S. Army Quartermaster Center and School.

2. REFERENCES:

- a. AR 350-10, Management of Army Individual Training Requirements and Resources
- b. AR 351-9, OPNAVINST 1500.27D, AFR 50-18, MCO 1580.7C, Interservice Training.
- c. TRADOC Reg 351-1, Training Requirements Analysis System (TRAS).
- d. Interservice Training Review Organization Procedures Manual, Version 2.2, January 1995.

3. PROBLEM: To specify guidelines, channels of command, control, and coordination attendant to performing host/tenant support responsibilities.

4. SCOPE: This MOU delineates specific responsibilities and procedures between the USAQMC&S and the MCCDC for the conduct of the consolidated mortuary affairs training. Included in its scope are course design, program of instruction (POI) modification, training, and the support needed by USA personnel to accomplish this training. The courses covered by this MOU are: Mortuary Affairs Specialist AIT, Joint Mortuary Affairs Senior NCO, and Mortuary Affairs Officer Courses.

5. TERMS AND CONDITIONS:

a. Administration.

(1) The USAQMC&S will:

(a) Establish standards of performance related to academic requirements for the consolidated mortuary affairs courses in consonance with Commanding Officer, Marine Corps Detachment (CO, MCD), or his designated representative.

(b) Coordinate any administrative or academic policy changes which affect USMC personnel with the CO, MCD or his designated representative.

(c) Act as host for US Army/USMC mortuary affairs training and instruction taught at the USAQMC&S and provide the following:

1 Appropriate facilities to support training as required. This includes administrative space, access to classrooms, and training areas.

2 Instructor Development Course (IDC) certification and faculty development courses, as required.

3 Maintenance and repair of equipment for consolidated instruction.

4 All equipment required for consolidated instruction.

(d) Prepare training requirement analysis system (TRAS) documents IAW TRADOC Reg 351-1 for consolidated training.

(2) The Training and Education Division, MCCDC will:

(a) Include the USMC annual training requirements during the Department of the Army Structure Manning Decision Review process as defined in AR 350-10, Management of Army Individual Training Requirements and Resources.

(b) Furnish the estimated training requirements projected by fiscal year (FY) to the Army's Structure Manning Decision Review (SMDR) in time to be included in the proper planning cycle.

(3) The CO, MCD will:

(a) Exercise all authority associated with command, including, but not limited to, administrative control, TAD, pay,

legal, leave, liberty and training matters.

(b) Conform to local USA policies and standing operating procedures in all instances except where they are in direct conflict with USMC policy.

(c) Provide orientation on USMC training requirements.

(d) Assist USAQMC&S in applying the Systems Approach to Training (SAT) in the areas of analysis and design, and provide subject matter experts (SME) as required, to support related training requirements.

(e) Coordinate personnel academic functions in support of students attending the USAQMC&S.

(f) Administer USMC student recognition program.

b. Concept of Operations. The POI for the consolidated mortuary affairs training is a joint USA/USMC responsibility. The USA is responsible for the physical maintenance of the POIs. Any changes to the POIs will be fully staffed between USA and USMC, and be mutually agreed upon prior to incorporation into the formal curriculum.

(1) The USAQMC&S will:

(a) Provide instructor personnel to share proportionately in the consolidated instruction as determined in accordance with Interservice Training Review Organization Manpower Analysis Procedures.

(b) Ensure that USA instructors serve normal, stabilized tours to meet mutually agreed upon instructor requirements and provide timely replacements to the maximum extent possible.

(c) Provide appropriate instruction, equipment, and facilities to support consolidated training and training schedules IAW reference c.

(d) Manage existing uniform academic recycle and drop Policies for consolidated training. Administrative recycles and drops of USMC students will be coordinated between the CO, MCD and the Mortuary Affairs Center (MAC).

(e) Provide training materials for consolidated courses required to support USMC students.

(f) Provide the CO, MCD periodic academic status reports on USMC students enrolled in the consolidated course.

(g) Ensure that additional duties within the academic department of the host service school are assigned equally to the USMC and USA instructors.

(h) Render efficiency/fitness reports as directed by CO, MCD/HQMC.

(i) Coordinate training impact and POI changes of the consolidated courses by submitting proposed POI changes to the CG, MCCDC (C461) for review via the CO, MCD, to ensure that changes meet current training requirements of the USMC. Provide copies of POI changes to the CG, MCCDC.

(2) The USMC will:

(a) Provide instructor personnel to share proportionately in the consolidated instruction as determined in accordance with Interservice Training Review Organization Manpower Analysis procedures.

(b) Provide a USMC instructor who is technically qualified and fully knowledgeable in the instructional element for the consolidated course.

(c) Assign the USMC instructor to a position commensurate with his/her rank and experience.

(d) Ensure that the USMC instructor serves a normal, stabilized tour and provide timely replacement to the maximum extent possible.

(e) Ensure the USMC instructor meets the standards of performance and personal and professional conduct required by his/her assigned service.

(f) Coordinate with the training department on scheduled leave for the USMC instructor who is assigned to consolidated training.

(g) Purchase, provide, and maintain service-unique equipment. Be responsible for budgeting and obtaining unique consumables used in this course.

(h) Provide USMC instruction and instructors for the USMC-unique training.

(i) Coordinate with the appropriate training department for any action to add, delete, or change USMC-unique training materials and equipment requirements.

6. FUNDING.

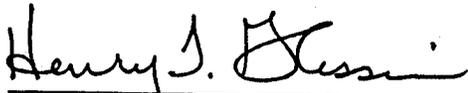
a. For new training, host service will advise the participating service in writing of the anticipated funding requirements. Operations and maintenance (O&M) funding requirements will include both mission and base support for all consolidated training; base support only for collocated training, and for service-unique tracks of consolidated courses.

b. O&M funds to transfer will be based upon amounts approved by the ITRO Executive Board. Funding will be provided to the host service by using Military Interdepartmental Purchase Requests (MIPRs) until program budget decisions (PBDs) realign interdepartmental funding. If mission/training requirements change prior to a PBD, MIPRs will be adjusted to reflect increases/decreases in requirements.

c. After PBDs have accomplished interdepartmental transfers, any additional budget base transfers (PBDs) that are required as a result of changes in mission/training requirements caused by the participating service will be initiated by the host service. If participating service desires immediate changes in mission/training requirements, it will provide host with interim funding through a MIPR until a PBD can be processed.

d. Host and participating service will effect an Interservice Support Agreement (ISA). The ISA will be reviewed annually and updated as required.

7. TERMS OF UNDERSTANDING. This MOU becomes effective upon the date of last signature and will remain so unless cancelled by mutual agreement, by operation, rule, or regulation, or because of national security requirements. The terms of this MOU may be reviewed and supplemented by mutual consent, provided such changes are accomplished by written agreement and attached hereto. Each party agrees to conduct an annual review of this MOU on the anniversary date.



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Major General, USA
Commanding
U.S. Army Quartermaster
Center and School



ROBERT E. SEGER
Senior Executive Service
Acting Deputy Chief of
Staff for Training
U.S. Army Training and
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AUG 14 1996

(Date)

27 Aug 96

(Date)



KEITH T. HOLCOMB
Brigadier General, USMC
Director, Training and
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6 Dec 1996

(Date)