



UNITED STATES MARINE CORPS
MARINE TACTICAL AIR COMMAND SQUADRON 28
MARINE AIR CONTROL GROUP 28
2D MARINE AIRCRAFT WING, U. S. MARINE CORPS FORCES, ATLANTIC
POSTAL SERVICE CENTER BOX 8070
CHERRY POINT, NORTH CAROLINA 28533-8070

IN REPLY REFER TO:

1510

S-3T

16` Dec 99

From: Commanding Officer, Marine Tactical Air Command Squadron 28
To: Distribution List

Subj: ANNUAL TRAINING PLAN FOR CALENDAR YEAR 2000

Ref: (a) MCO 1553.3
(b) MCO 1510.25C W/CH 1
(c) MCO 5390.2D
(d) MCO 1500.51A
(e) WgO P1500.23D
(f) GruO P1510.3G
(g) SqdnO P1510.1J
(h) MTACS-28 Strategic Planning Guide

Encl: (1) Mission Oriented Training Requirements
(2) Formal Training Requirements
(3) Ancillary Training Requirements
(4) Professional Readiness Education Program (PREP)
(5) SNCO/Officer Professional Military Education (PME)
(6) MCI Requirements by Grade
(7) MCI Requirements by Section
(8) Resident Professional Military Education (PME) Courses
(9) Sample Monthly Calendar

1. Purpose

a. To establish the 2000 Annual Training Plan for MTACS-28 per references (a) through (h).

b. To identify the annual training requirements for MTACS-28 Marines per enclosures (1) through (9).

c. To provide the Marines with the knowledge and skills necessary to perform their duties in support of the Squadron's organizational mission.

2. Objective

a. To craft, execute, and manage an annual training plan based on the Squadron's Mission Essential Tasks List (METL),

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training required by Headquarters, U. S. Marine Corps, 2D Marine Aircraft Wing, Marine Air Control Group 28, and any other training mandated by the Commanding Officer.

b. Training will be progressive and will maximize existing operational obligations.

c. Whenever possible, training will be accomplished on the Squadron level in order to receive the maximum return on the training resources available. However, this does not preclude the obligation within the sections to conduct opportunity "hip-pocket" training.

d. Training will be prioritized. Mission-oriented training will take priority in order to accomplish the Squadron's operational obligations.

e. Training will be conducted with a realistic and aggressive approach in order to meet all requirements for each Marine in a timely manner.

f. Lesson plans must include an evaluation of the student's ability to perform a learning objective. The primary method for evaluating performance is the practical application. Satisfactory completion must be reflected in the Individual Training Record (ITR).

3. Approach to Training

a. Mission Oriented Training. Individual and collective training provides Marines with the skills, knowledge, and attitudes necessary to execute combat-related missions. Lessons should be selected from enclosure (1). The following guide will be used to prioritize mission oriented training:

(1) Military Occupational Specialty (MOS).

(2) Training and Readiness (T&R)/Individual Training Standards (ITS).

(3) Ground Commodities (Maintenance Management Training (clerk and supervisor), Maintenance Programs, Publications, Calibrations, Tools, and Embarkation).

(4) Operational Security (Information Assurance).

(5) Cross Training.

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(6) Driver.

b. Formal Training. Formal training is directive in nature and will be completed as noted in enclosure (2).

(1) Marine Battle Skills Training (MBST) will focus on Level 4 Sustainment Training.

(a) General Military Skills (GMS). GMS will be conducted by a self-study program and will be monitored by a monthly GMS test. At a minimum, every Private through Gunnery Sergeant will be required to pass this exam annually. Additional tests may be administered to ensure that these skills do not atrophy.

(b) Battle Skills Training (BST). BST will be conducted by the traditional student-teacher method. Initially, the Squadron will review our Table of Equipment (T/E) and warfighting vision. The S-3 will then conduct a semiannual BST practical application for every Private through Gunnery Sergeant.

c. Ancillary Training. Ancillary training consists of Marine Corps Headquarters directed annual training requirements as per enclosure (3). These requirements, along with the Commanding Officer's directed training, will be implemented as per enclosures (4) and (5).

4. Action

a. Section Heads are directed to:

(1) Meet the training requirements as set forth in the enclosures.

(2) Assign, in writing, a Marine to be the training representative for your section. Ensure that the training section is informed of any changes to this assignment. Additionally, an alternate must be identified as a member of the rear party detachment should the primary representative be deployed.

(3) Provide a detailed training schedule for the upcoming month to the training section by the 15th of each month. This schedule will provide adequate time for class preparation and notification of personnel to ensure maximum attendance.

(4) Ensure all MOS related training is documented by providing lesson plans, attendance rosters, and critiques to the training section no later than 24 hours after the training event.

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The training section will maintain a record of these documents and submit a copy to the S-1 for entry in the Service Record Books (SRB), Officer Qualification Records (OQR), and Unit Diary as appropriate.

(5) Submit schedule changes to the training section no later than 24 hours in advance.

(6) Establish and conduct appropriate internal training inspections to determine adequacy, quality, and efficiency of training and management.

(7) Maintain MOS/T&R Qualification Records for all Marines in the section. Maintain Individual Training Records within respective sections in accordance with applicable ITS.

(8) Ensure that all Marines in his/her section have completed the appropriate MCI/PME courses for his/her rank and/or MOS, or are actively enrolled and participating in a PME program per enclosures (6), (7), and (8).

(9) Welcome, train, and educate all augments and battlestaff members. Develop an attitude that we are eager to assist all Marines interested in cross-training.

b. The Training Officer is directed to:

(1) Schedule and conduct a monthly training meeting using the Monthly Calendars (enclosure 9). This meeting will give each section training representative an opportunity to audit the previous month's training events, and preview the next month's training schedule. This will allow us to reschedule missed training opportunities and deconflict upcoming events.

(2) Coordinate the training requirements listed in enclosures (1) through (3) in accordance with the references.

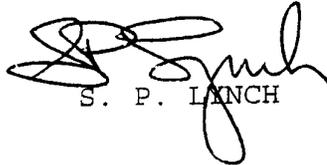
(3) Plan, execute, and ensure that the PREP days outlined in enclosure (4) are included in the monthly calendars (enclosure 9). PREP days are designed to develop "block training" for the numerous ancillary training requirements.

(4) Ensure that SNCO/Officer PMEs are conducted on a monthly basis, selecting a topic from enclosure (5).

(5) Spot check the progress of the monthly training plan to ensure it is being conducted as published.

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5. In accordance with one of the tenants of our Strategic Planning Guide, to "Take Care of Marines", the Squadron Operations Officer will publish a Monthly/Quarterly Event Calendar, depicted in enclosure (9). This will provide a level of predictability to our working environment and will provide the Squadron OICs the starting point from which to develop their detailed plans. Training inputs for the Monthly/Quarterly Event Calendar from the Section Heads will be submitted to the Training Officer. Deadlines and procedures are outlined in paragraph (4), subparagraph (a), sections (3) and (5) of this Annual Training Plan.


S. P. LANCH

DISTRIBUTION: A

MISSION ORIENTED TRAINING REQUIREMENTS

	<u>Month</u>	<u>Qtrly</u>	<u>SA</u>	<u>AN</u>
CENTAD/S-1 (MOS 0121/0131/0151/0193)	(hours)			
<u>Personal Affairs</u>				
Legal matters			1	
Tricare			1	
Support Agencies			1	
Family Readiness		2		
<u>Financial Management</u>				
Skills		1		
Survivor Benefits		1		
VA Benefits		1		
<u>Education Benefits</u>				
MGIB, MCI, College, Dantes		1		
<u>MOS</u>				
PME/Classes (per training plan)				
Maintenance Internal Inspection		120		
<u>Personnel Administration</u>				
Personnel Accountability				
Procedures		1		
Service Record				
Maintenance Procedures		1.5		
Promotions Procedures				
Separation Process				
Procedures		1		
Pay and Allowances				
Dispensation		1		
MCTFS Reporting and Maintenance		1		
<u>General Administration</u>				
Casualty Processing				
Reporting & Assistance		1		
Awards Processing		.5		
Fitness Reports Processing			1	
Directives and Publications				
Maintenance		1		
Command Files Maintenance		.5		

Enclosure (1)

MISSION ORIENTED TRAINING REQUIREMENTS

	<u>Month</u>	<u>Qtrly</u>	<u>SA</u>	<u>AN</u>
Naval Correspondence		1		
Order Writing Procedures	.5			
Travel Settlements	.5			
Mail Handling Procedures	.5			
<u>Legal Administration</u>				
Non-Judicial Proceedings		1		
Judicial Proceedings		.5		
Admin Separations Processing	.5			
<u>Internal Inspection</u>				
Internal Controls and Reviews	1			
UALS Assistance and Oversight		1		
<u>Service Records</u>				
New Join Processing	.5			
Annual Audit Processing		1		
Dependent Add/Drop (Actions & Forms)		.5		
Record of Emergency Data/SGLI		.5		
Maintenance Actions			.5	
UD Breakdown		1		
<u>Promotions</u>	1			

S-3 (MOS 7202/7208/7210/7220/7234/7236/7242)

<u>T&R and WTPP</u>	1 st QTR/2 nd QTR/3 rd QTR/4 th QTR			
Block I Academics	18	18		
Block II Academics	24		24	
Block II Prac. App.	20		20	
Block III Academics		22		22

T & R Block I:

Package A (Refresher Training)

Security of Classified Material	1
ATO's and FRAG's	1
Authentication Procedures	1
Briefing and Debriefing Procedures	1

MISSION ORIENTED TRAINING REQUIREMENTS

	<u>Month</u>	<u>Qtrly</u>	<u>SA</u>	<u>AN</u>
Communications Nets			1	
Emergency Procedures			1	
T & R Program			1	
 <u>Package B (Operational Procedures)</u>				
Assault Support Request			1	
Joint Tactical Airstrike Request			1	
Manual Cross-tell			1	
Plotting Symbolology			1	
Crew Coordination			1	
TACC Crew Brief			1	
 <u>Package C (Equipment)</u>				
Introduction to TACC Systems			1	
CTAPS Applications			1	
TCO/MSBL Operations			1	
MSCS Operations			1	
C4I Systems			1	
 T & R Block II:				
<u>Package A (Common)</u>				
Aviation Ordnance/SCL			1	
TACC Reports/Formats			1	
Weather			1	
EMCON Planning			1	
Introduction to Electronic Warfare			1	
EP Capabilities			1	
SEAD			1	
Identification Procedures			1	
Tanker Management			1	
Rules of Engagement			1	
 <u>Package B (Command & Control)</u>				
Joint Air Operations			1	
Theater Air Ground System			1	
Coordination Requirements			1	
Internal/External Information Flow			1	
Airspace Management			1	
Air Defense Sectors/Zones			1	
CAP Management			1	
IADS Employment			1	
Close Air Support			1	

MISSION ORIENTED TRAINING REQUIREMENTS

	<u>Month</u>	<u>Qtrly</u>	<u>SA</u>	<u>AN</u>
<u>Package C (Integration)</u>				
Airspace Control Measures (FSCM/ADCM)			1	
AAW Doctrine			1	
ADC Responsibilities			1	
Theater Missile Defense			1	
Supporting Arms Integration			1	
AFATDS			1	
<u>Block II Practical Application</u>				20
T & R Block III:				
<u>Package A (TACC Procedures)</u>				
Command and Control of Amphibious Operations			1	
MACCS in support of Special Operations			1	
ICO/TDC Responsibilities			1	
Crew Chief Responsibilities			1	
TACC Casualty Procedures			1	
TACC Employment & Power Requirements			1	
<u>Package B (Air Operations)</u>				
JTAO Procedures			1	
ICAC2			1	
OPLANS & OPORDERS			1	
ROE Development			1	
CSAR/TRAP			1	
RCC Operations			1	
Unmanned Aerial Vehicles			1	
<u>Package C (Data Link Operations)</u>				
TADIL-A			1	
TADIL-B/NATO Link-1			1	
TADIL-J			1	
TDS Platforms			1	
SIS Aircraft			1	
Data Link Operations			1	
Data Link Ops Messages			1	
Interface Coordination			1	
Data Link Troubleshooting			1	

MISSION ORIENTED TRAINING REQUIREMENTS

Month Qtrly SA AN

S-4

Hazmat (all S-4 Marines)

Petroleum, Oils, Lubricants Explosives	1
Harmful Chemicals	1
Accidental Spill SOP	1
Accidental Injury SOP	1
Battery Storage	1
Material Safety Data Sheets (MSDS)	1

Embark/Logistics (MOS 0431)

Hazardous Materials	1
Prepare Supplies/Equipment for Sea Lift	1
Prepare Supplies/Equipment for Rail lift	1
Prepare Supplies/Equipment for Aircraft DCD Training	1
Unit Movement Control Center	1
Special Assignment Airlift Mission Request (SAAM)	1
Load Plan Aircraft	1
Load Plan Ship	1
Load Plan Rail	1
MAGTF Deployment Support System level IV, V, & VI Reports (MDSSII)	1
Vehicle Load Capability	1
Palletizing Gear Procedures	1

Motor Transport (MOS 3521/3531)

Tool Maintenance	1
Hydraulic Lift Operation	1
STE-ICE Operation	1
Bleeder Ball Operation	1
Multimeter Operation	1
Proper Equipment Repair Order/Shopping List (EROSL) Preparation	1
Testing Cooling Systems	1
Replacing Differential Input/Output Seals	1
Replacing Lights and Reflectors	1
Inspection of Drive Belts	1

MISSION ORIENTED TRAINING REQUIREMENTS

	<u>Month</u>	<u>Qtrly</u>	<u>SA</u>	<u>AN</u>
Adjusting Alternators			1	
Use of Slave Cables			1	
SF-91 Preparation			1	
5-ton Tire Inflation (Field Environment)			1	
5-ton Tire Replacement			1	
Towing Tactical Vehicles			1	
Capabilities of M923/925			1	
Capabilities of M998			1	
M105 Trailer hookup			1	
Proper Dispatch Records			1	
Prepare M925 for C-3			1	
SL-3 Maintenance			1	
Hazmat Spills			1	
Field Expedient Repairs			1	
Parts Cleaning Safety			1	
 <u>Utilities</u> (MOS 1141/1142/1161/1341)				
Safe Load Banking			1	
Safe Generator Use			1	
Air Conditioner Safety			1	
Shop Floor Safety			1	
Shop Floor Hazmat			1	
Shop SOP			1	
ERO/EROSL Preparation			1	
Tool Care/Maintenance			1	
Material Handling Equipment Safety (MHE)			1	
Generator Pit Safety			1	
Embark Preparation for Generators			1	
Embark Mobile Electric Power				
Distribution System (MEPDS) Panel			1	
Protective Gear and Clothing			1	
Shop Tool Safety			1	
MEPDS Cable Color System			1	
Open Purchase Procedures			1	
Parts Cleaner Safety			1	
Hazmat Pit Care/Safety			1	
Field Footprint Schematic Designing			1	
Generator Capabilities			1	
 <u>Armory</u> (MOS 2111)				
Inventory/Accounting Procedures			1	
Articles of the UCMJ			1	
Transport of Weapons and Ammunition			1	

MISSION ORIENTED TRAINING REQUIREMENTS

	<u>Month</u>	<u>Qtrly</u>	<u>SA</u>	<u>AN</u>
Prepare/Maintain NAVMC 10561			1	
Security Rounds Control			1	
Deadly Force			1	
Maintaining Lock and Key Control			1	
Safety Procedures			1	
Basics of Publications			1	
Procedures for Annual Gauging			1	
Loading and Clearing Procedures			1	
Tool Control Inventory			1	
ERO/EROSL Reconciliation			1	
SL-3 Inventory Procedures			1	
Issue and Recovery of Bulk Weapons			1	
Daily Sight Count Procedures			1	
Pre-Fire Inspection (PFI) of M16A2			1	
Prepare/Maintain NAVMC 10576 and NAVMC 10520			1	
S-6 (MOS 2841/2881/5937/5939/5962/5974)				
MIMMS (EROs, EROSLs, DASF Reconciliation, DPR, REFs)		2		
PUBS (Reconciliation, NAVMAC 10772, on line)		2		
Records (SL-3, REF'S)		2		
Tools (Control & Accountability, REF'S)		2		
MODS (Forms, REF'S, Procedures)		2		
CAL (UCR, Records, Control & Accountability, REF'S)		2		
EMBARK (Marking, REF'S, Records, etc.)		1		
Safety		2		
TACC/XTACC SOP		1		
Correspondence Procedures			1	
CMS/CMCC (Control & Accountability)		1		
Nutrition				1
Test Equipment Operation		1		
<u>AVRAD Section</u>				
Radio Procedures		1		
RF Propagation MCI Antenna Theory		1		
SINGARS Normal Operation		1		
SINGARS Frequency Hopping		1		
AN/VRC-102 HARRIS HF			1	
AN/MRQ-12 TM 09955A-10/1			1	
AN/GRC-171 (B) V4 TM-09878A-45			1	

MISSION ORIENTED TRAINING REQUIREMENTS

	<u>Month</u>	<u>Qtrly</u>	<u>SA</u>	<u>AN</u>
AN/PRC-104		1		
AN/VRC-83		1		
<u>TACC Section</u>				
MSCS Hardware Setup & Configuration		1		
MSCS TADIL A & B Theory & Prac. App.		1		
CTT Configuration & Operation		1		
TCO Configuration & Operation		1		
HP Specific Commands & File Systems		1		
TCO-IOW Interface		1		
IOW Configuration & Operation		1		
Basic Windows Network & Configuration	1			
Basic Unix Commands	1			
CTAPS Commands & File Systems	1			
MERWS Setup		1		
MERWS Packup & Inventory		1		
HT-20T Setup		1		
CTAPS Operations (APS, CAFMSX, ADS)		1		
Router Configuration		1		
CTAPS Load SUM, SCRAM, SSN	1			

MMO (MOS 0411)

Marines with the designation of 0411 will receive four hours of training per month from the following list:

- Tool Control (Clerk)
- Use of ERO/EROSL (Clerk)
- Maintenance Float (Clerk)
- Introduction to Publications (Clerk)
- Daily Processing Report (DPR) (Supervisor)
- Turnover Folder (Supervisor)
- NAVMC 10772 (Clerk)
- Reconciliation/Validation (Clerk)
- Closing of EROs (Clerk/Supervisor)
- Modification Control (Clerk)
- Logistics Maintenance Management
(LM2) Report (Supervisor)
- Table of Authorized Materiel
(TAM) Report (Supervisor)
- Material Report (Supervisor)
- Publications Management (Clerk/Supervisor)
- Master Header Information File (MHIF) (Clerk)

MISSION ORIENTED TRAINING REQUIREMENTS

Month Qtrly SA AN

Calibrations Reports (Clerk)
 Desktop Procedures (Clerk/Supervisor)
 Priority Utilization (Supervisor)
 Shop Procedures (Supervisor)
 Marine Corps Readiness and Evaluation
 System (MARES) Reporting (Supervisor)

Supply (MOS 3043/3051)

Critical Low Density (CLD)	
Accounting UM 4400-123 Vol 1+2	2.5
Mechanical Allowance List	
(MAL) UM 4400-124	2.5
Due and Status File (DASF) UM 4400-124	2.5
Fiscal Management WgO 7000.14	2.5
Personal Effects Accounting	
MCO 4050.38D	2.5
Consolidated Memorandum Receipt	
(CMR) UM 4400-124	2.5
Loaded Unit Balance File	
(LUBF) UM 4400-124	2
Rollback Procedures UM 4400-124	1
Receipting for Material UM 4400-124	.5
Warehouse Procedures	2
Check-in/Check-out Procedures	.5

FORMAL TRAINING REQUIREMENTS

	<u>Week</u>	<u>Month</u>	<u>Qtrly</u>	<u>SA</u>	<u>AN</u>
	(hours)				
1. Physical Fitness Training MCO 6100.3J					
Section PT	3				
Squadron PT		1.5			
Team Sports		1.5			
Physical Fitness Test				2	
2. Leadership Training and Education MCO 5390.2D		1			
3. NBCD Integrated Training MCO 3400.3E					4
Gas Chamber Drill					
MOPP Gear Exchange					
Survival Measures					
Equipment Serviceability					
Proficiency Lecture					
4. MCI Courses MCI Procedures Manual					As required
5. Formal Schools GruO 1510.3P					As required
6. Marksmanship Training MCO 3574.2J					Fiscal year requirement
Rifle Range (8 Quotas/month)					
Pistol Range (6 Quotas/month)					
Improved Simulated Marksmanship Training (ISMT)					As required
7. Water Survival Training/Testing MCO 1500.52A					
					CWS4 EVERY 2 YEARS
					CWS3 EVERY 3 YEARS
					CWS2 EVERY 4 YEARS
					CWS1 EVERY 5 YEARS
					WSQ NO REQUAL REQ
8. MBST MCO 1510.89 & MCO 1510.90					7
a. BST Practical Application					
Duty Area 11 Individual Weapons					
Duty Area 14 Tactical Measures					

FORMAL TRAINING REQUIREMENTS

	<u>Week</u>	<u>Month</u>	<u>Qtrly</u>	<u>SA</u>	<u>AN</u>
Duty Area 16					
Duty Area 17					
Field Sanitation					
Duty Area 18					
Duty Area 19					
Duty Area 20					
b. GMS Written Exam					
E-3 and Below (100 Questions)					
Cpl and Sgt (125 Questions)					
SSgt and GySgt (150 Questions)					
9. Substance Abuse MCO P5300.12A					1
10. Troop Information MCO 1510.25C W/Ch 1					20
11. Sexual Harassment MCO 5300.10B					1
12. Equal Opportunity MCO P5354.1C W/Ch 1-2					1
13. Information Assurance Certification and Training CMC MSG 181133ZFEB99					1
14. Arms, Ammunition, and Explosives ALMARs 397/97 & 093/98					1
15. Safe Driving Lecture MCO 5100.19D				1	

ANCILLARY TRAINING REQUIREMENTS

Ancillary training requirements will be met through the Professional Readiness Education Program (PREP) (enclosure 4) and SNCO/Officer PME (enclosure 5) on an annual basis.

1. Troop Information

Team Marine	MCO 5300.10B
Sexual Harassment/Informal Resolution System	MCO 5300.10B
Hazing	MCO 1700.28
Equal Opportunity/Human Relations	MCO P5354.1C W/Ch 1-2
Religious Ministries	MCO 1730.6D
Sponsorship Program	MCO 1320.11E
Privacy Act	MCO P5211.2B
Article 137	UCMJ & MCO P5800.16
Standards of Conduct	SECNAVINST 5370.2J
Legal Assistance	JAGINST 5800.7C W/Ch 1-2 & MCO P5800.16
DEERS	MCO P5512.11A W/Ch 1-2
Family Programs	MCCSC Pamphlet
American Red Cross	Red Cross Pamphlet
Navy Relief	NMCRS Pamphlet
Personal Documents	(none)
Passenger Transportation	MCO P4600.7C
Space-A Travel	MCO 4630.16C
Transportation of Personal Prop.	MCO P4600.39
Food Service Patron Education	MCO P10110.34E
Voluntary Education Programs	MCO P1560.25B & MCO 1560.28B
Casualty Assistance/Survivor Benefits (RED)	MCO P3040.4D
Survivor Benefit Plan	MCO P1741.11B
Arms, Ammunition, and Explosives	ALMAR 397/97 & ALMAR 093/98
Information Assurance Certification and Training	CMC MSG 181133ZFEB99
Counterintelligence Awareness	WgO P1500.23D

2. Health

Suicide Awareness	MCO 6200.4A
Semper Fit (3 hours)	MCO 6200.4A
Substance Abuse	MCO P5300.12A & MCO 6200.4A

PROFESSIONAL READINESS EDUCATION PROGRAM (PREP)

The program will be implemented on a semiannual basis to ensure that all Marines in the Squadron are given the opportunity to attend the required training. In those instances where Marines are unable to attend scheduled training, videos will be made available for viewing through the Squadron Training Officer.

Theme I Health and Safety (6 hours)

Health

Suicide Awareness	MCO 6200.4A	Annual
STD/HIV Prevention	MCO 6200.4A	Annual
Health Care Benefits	SECNAV 6320.8	Annual
Semper Fit	MCO 6200.4A	Annual
Substance Abuse	MCO 5300.12A	Annual

Safety

Electrical Safety	MCO P5100.8F	As required
Fire Safety	MCO P11000.11B	As required
Ground Safety	MCO P5100.8F	As required
Ergonomics/Back Safety	MCO P5100.8F	As required
Home Safety	MCO P5100.8F	As required
Lock out/Tag out	MCO P5100.8F	As required
Hazmat	MCO P5100.8F	As required
ORM	MCO 3500.27	As required

Theme 2 Legal and Finance (6.5 hours)

Legal

Privacy Act	MCO P5211.2B	Annual
Legal Assistance	MCO P5800.16	Annual
Wills/POA	MCO P5800.16	As required
UCMJ (137)	UCMJ & MCO P5800.16	Annual
Personal Documents	(None)	Annual
Casualty Assistance/Survivor Benefits (REDS)	MCO P3040.4D	Annual
Request Mast	MCO 1700.23E	As required
Chain of Command	MCO 1700.23E	As required
Arms, Ammunition, and Explosives	ALMAR 397/97 & 093/98	Annual

PROFESSIONAL READINESS EDUCATION PROGRAM (PREP)

Finance

Finance Management	MCI 34.20b	Annual
Credit Union	MCI 34.20b	Annual
Checking Account Mgmt	MCI 34.20b	Annual
Navy/Marine Corps Relief	NMCRS Pamphlet	Annual
FHA & VA Loans	VA PAM 26-4/5/6	Annual
Allotments	DFAS-KS 7220.45R	Annual
Bonds	MCO 5120.4E	As required
SGLI	MCO P1741.8D W/ERRATUM	Annual
Insurance Counseling	SECNAVINST 1740.2	Annual
Off-Duty Employment	MCO 5330.3D W/Ch 1	Annual
BAS	MCO 10110.47	Annual

**Theme 3
Marine Information
(7 hours)**

Personal Development

Sponsorship Program	MCO 1320.11E	Annual
Team Marine	MCO 5300.10B	Annual
Religious Ministries	MCO 1730.6D	Annual
American Red Cross	Red Cross Pamphlet	Annual
Voluntary Education	MCO P1560.25B	Annual
Commissioning Programs	MCO 1040.43 W/Ch 1	As required
Career Planning Guidance	MCO P1040.31	As required
Family Programs	MCCSC Pamphlet	Annual
DEERS	MCO P5512.11A W/Ch1-2	Annual
PME	MCO P1553.4	As required
Voting	MCO 1742.1	As required

Quality of Life/Standards

Sexual Harassment/Informal Resolution System	MCO 5300.10B	Annual
Equal Opportunity/Human Relations	MCO P5354.1C W/Ch1-2	Annual
Hazing	MCO 1700.28	Annual
Standards of Conduct	SECNAVINST 5370.2J	Annual
Code of Conduct	SECNAVINST 1000.9	As required
Food Service Patron Education	MCO P10110.34E	Annual
MCCS (Special Services, Exchange Services, and Club System)	MCO P1700.27 W/Ch 1	Annual
Information Assurance Certification & Training	CMC MSG 181133ZFEB99	Annual

PROFESSIONAL READINESS EDUCATION PROGRAM (PREP)

Counterintelligence Awareness

	WgO P1500.23D	Annual
Security	SECNAVINST 5510.36	As required

Travel

Passenger Transportation	MCO P4600.7C	Annual
Transportation of Personal Property		
	MCO P4600.39	Annual
Leave and Liberty	MCO P1050.3G W/Ch 1-4	As required
Space-A Travel	MCO 4630.16C	Annual

SNCO/OFFICER PROFESSIONAL MILITARY EDUCATION (PME)

A topic from the list below will be given as PME for SNCOs and officers each month in order to fulfill Headquarters Marine Corps' required training and the Commanding Officer's directed training.

Survivor Benefit Plan (SBP)	MCO P1741.11B	Annual
Operational Risk Management	MCO 3500.27	As required
UCMJ	UCMJ & MCO P5800.16	Annual
Casualty/Family Assist. Team	MCO P3060.18	As required
Fitness Reports	MCO P1610.7E W/ERRATUM	As required
Required Reports After Accidents	TM 4700/1H	As required
Educational Opportunities/Commissioning Programs	ASO P1560.5B *	
Transition Assistance Program	MCO P1754.5 W/Ch 1	As required
Techniques of Military Instruction (TMI)	MCRP 3-0B	As required
North Atlantic Treaty Organization (NATO)		As required
Law of War		As required
Marine Corps & Military History/Lessons Learned **		As required
Contingency Areas **		As required
Correspondence Manual	SECNAVINST 5216.5D	As required

* See Training Officer for other associated MCO's.

** Specific topics and guidance will be delineated during scheduling.

MCI REQUIREMENTS BY GRADE

<u>Rank</u>	<u>MCI Courses</u>
LCpl and below	<ol style="list-style-type: none">1. Fundamentals of Marine Corps Leadership (MCI 03.3)2. Personal Finance (MCI 34.20)3. Terrorism Awareness (MCI 02.10)
Cpl to MSgt/1stSgt	<ol style="list-style-type: none">1. Sergeants Distance Education Program (MCI 8000)
Sgt to MSgt/1stSgt	<ol style="list-style-type: none">1. SNCO Career Distance Education Program (MCI 7100)
SSgt. to MSgt/1stSgt	<ol style="list-style-type: none">1. SNCO Advanced Distance Education Program (MCI 7200)
GySgt to MSgt/1stSgt and WO and above	<ol style="list-style-type: none">1. Warfighting Skills Program (MCI 7400)
CW03, CW04, Capt and above	<ol style="list-style-type: none">1. Amphibious Warfare School Distance Education Program (MCI 8500-8600)
CW04, Maj and above	<ol style="list-style-type: none">1. Command and Staff College Distance Education Program (MCI 8800)

MCI REQUIREMENTS BY SECTION

<u>Section</u>	<u>MCI Courses</u>
CENTAD/S-1	<ol style="list-style-type: none">1. Correspondence Procedures (MCI 01.31)2. Order Writing Clerk (MCI 01.38)3. Legal Admin Clerk (MCI 01.43)4. Unit Mail Clerk (MCI 01.44)
S-3	<ol style="list-style-type: none">1. Communications for the FMF Marine (MCI 25.20)2. Communications Security (MCI 25.25)3. Introduction to Electronic Warfare (MCI 95.26)4. Communication Plans and Orders (MCI 25.40)5. Incidental Motor Vehicle Operator (MCI 35.30)
S-4/Embark/Logistics	<ol style="list-style-type: none">1. MIMMS (AIS) (MCI 04.10)2. Fixed-Wing Air Embarkation (MCI 04.11)3. Ground Maintenance Management Procedures for Supervisors (MCI 04.14)4. The Validation and Reconciliation Clerk (MCI 04.15)5. The Logistics and Embarkation Specialist (MCI 04.5)6. Introduction to Amphibious Embarkation (MCI 04.7)7. Landing Support Specialist (MCI 04.81)
Motor Transport	<ol style="list-style-type: none">1. Motor Transport NCO: Combat Operations (MCI 35.03)2. Cooling and Lubrication System Maintenance (MCI 35.13)3. Automotive Brake System (MCI 35.15)4. Administrator Course for Troubleshooting the M998 Electrical System (MCI 35.20)5. Troubleshooting the M998 Electrical System (MCI 35.21)6. Automotive Fuel and Exhaust System (MCI 35.21)

MCI REQUIREMENTS BY SECTION

Section

MCI Courses

- | | |
|---------------------|--|
| | 6. Single Channel Ground Airborne Radio System (SINCGARS) (AN/PRC-119) (MCI 25.38) |
| | 7. Electronic Mathematics for Marines (MCI 28.20) |
| | 8. Fundamentals of Digital Logic (MCI 28.6) |
| | 9. Introduction to Test Equipment (MCI 28.7) |
| Supply Warehouseman | 1. Basic Warehousing (MCI 30.1) |
| | 2. Warehousing Operations (MCI 30.3) |
| Supply Admin | 1. Supply Management (MCI 30.20) |
| | 2. Field Subsistence Supply Operations (MCI 30.22) |
| | 3. SASSY Operating Stocks and Demands Supervisor (MCI 30.26) |

MCI REQUIREMENTS BY SECTION

<u>Section</u>	<u>MCI Courses</u>
	<ol style="list-style-type: none">7. Incidental Motor Vehicle Operator (MCI 35.30)8. Dispatching Procedures for Motor Transport (MCI 35.38)9. Automotive Engine Maintenance and Repair (MCI 35.80)10. Automotive Power Trains (MCI 35.9)
Utilities	<ol style="list-style-type: none">1. Plumbing and Sewage Disposal (MCI 11.21)2. Reverse Osmosis Water Purification Unit (MCI 11.22)3. Marine Electrician (MCI 11.41)4. Solid-State Devices (MCI 11.42)5. Interior Wiring (MCI 11.43)6. Fundamentals of Refrigeration (MCI 11.61)7. Refrigeration Servicing (MCI 11.62)8. Utilities Officer/Chief (MCI 11.69)9. Fundamentals of Diesel Engines (MCI 13.35)10. Diesel Engine Maintenance and Troubleshooting (MCI 13.43)
Armory	<ol style="list-style-type: none">1. Armory Procedures (MCI 21.24)2. Inspection and Repair of Shoulder Weapons (MCI 21.28)3. Inspection and Repair of the M2 Machine Gun (MCI 21.31)4. Inspection and Repair of the Squad Automatic Weapon, M249 Machine Gun (MCI 21.33)5. Inspection and Repair of the MK19 Machine Gun (MCI 21.34)6. Inspection and Repair of the M9 Pistol (MCI 21.35)
S-6	<ol style="list-style-type: none">1. MIMMS (AIS) (MCI 04.10)2. Solid-State Devices (MCI 11.42)3. Communications Security (MCI 25.25)4. Antenna Construction and Propagation of Radio Waves (MCI 25.15)5. HF/UHF Field Radio Equipment (MCI 25.32)

RESIDENT PROFESSIONAL MILITARY EDUCATION (PME) COURSES

<u>Rank</u>	<u>Courses</u>
Cpl	1. Corporal's Course
Sgt	1. Sergeant's Course
SSgt	1. Career Course
GySgt	1. Advance Course
MSgt/1stSgt	1. MSgt/1stSgt Seminar
MGySgt/SgtMaj	1. MGySgt/SgtMaj Seminar

December 1999

Sun	Mon	Tue	Wed	Thu	Fri	Sat
SSgt AN Fitreps (Dec 31)		CO's Cup	0730 - Formation (Awards/Promotions)	0800 - UTM MCCDC 1500 - Staff Mtg/AOM Motor T Stables NBC Training	0730 - Chaser Course 0730 - PREP III 0930 - Brks Insp (NCO)	
Focus of Effort: Win CO's Cup XTACC Set up			XTACC T&E Set up			
5 Focus of Effort: SATEX (Battlestaff Training)	6	7 Calendar Input Due	8 0830 - Sqdn New Join Brief	9 MARINCO OF THEQTR BOARD 1500 Staff Mtg/AOM Calendar Mtg NBC Training	10 0630 Sqdn Tm Sport (Basketball) 0930 Brks Insp (SNCO) CG TOURENDEX	11 SQDN CHRISTMAS Party
12 Focus of Effort: XTACC LOADEX	13	14	15 Station Safety Brief SRB/OQR Audit	16 TBD PFT 1500 Staff Mtg / AOM	17 0630 Conditioning Hike/BST 0930 Brks Insp (SNCO)	18
19 Focus of Effort: FAMILY TIME	20	21	22	23 0730 Formation 1000 Staff Mtg/AOM	24 Christmas Holiday	25
26 FOCUS OF EFFORT: FINAL PFT TRAINING OPPORTUNITY	27	28	29 TBD PFT 1500 NCO PME GMS Testing	30	31 NEW YEAR'S EVE	

FINAL

OCTOBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Names for rifle and pistol range due Mon. prior to shooting 8 quotas per week rifle 6 quotas per week pistol				0730 Formation Awards/Promotions 0930 Brks Inspection (NCO)	1
3	4	5	6	7	8	9
Focus of Effort: CROSS TRAINING		Sqd Mtrt. Sgt Board Sqn New Join Brief	1500 Staff Mig AOM PME Motor-T Stables	0630 Team Sport 0930 Brks Inspection(SNCO) Sqdn calendar inputs due to S-3 NLT 1200	COLUMBUS DAY '99 (1200 8OCT-1200 12OCT)	
10	11	12	13	14	15	16
Focus of Effort: ARE YOUR MARINES FINANCIALLY STABLE?	COLUMBUS DAY '99 (1200 8SEP-1200 12SEP)		1500 Staff Mig AOM	0730 Formation 0930 Brks Inspection (SNCO)		
17	18	19	20	21	22	23
Focus of Effort: Have you been to the Marriage Enrichment Workshop?		SRB/OOR Audit	Marriage Enrichment Workshop	1500 Staff Mig AOM PME	0630 Squadron Run 0930 Brks Inspection(SNCO)	
24	25	26	27	28	29	30
Focus of Effort: GMS Testing		GMS Testing NCO PME 1500-1600	1500 Staff Mig AOM	0730 Formation 0930 Brks Inspection (SNCO/OFFICER) MACG 28 O' Call 1600		
31						

DRAFT

NOVEMBER

1999

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>Focus of Effort: WTI Retrograde.</p>	<p>0730 Formation (Awards/Promotions)</p>	<p>WTI Main Body Returns Meeting NBC Training</p>	<p>Calendar Input Due 1500 Staff Mtg/AOM Motor-T Stables</p>	<p>Calendar Input Due 1500 Staff Mtg/AOM Motor-T Stables</p>	<p>0630 Team Sport 0930 Brks Insp (NCO) Publish December Calendar</p>	<p>PVT-SGT BALL</p>
<p>7</p> <p>Focus of Effort: Recognize excellence. Submit awards for WTI.</p>	<p>SNCO BALL 1400 Brithaven Visit</p>	<p>0730 Cake Cutting Ceremony 0830 Sqdn New Join Brief</p>	<p>1130 Sqdn Safety Brief</p>	<p>Veteran's Day</p>	<p>0730 Chaser Cis 0930 Brks Insp 1500 BIS O'Call</p>	<p>13</p>
<p>14</p> <p>Focus of Effort: Supply Audit/Reconciliation of Gear.</p>	<p>15</p> <p>MAKEUP PT 0630</p>	<p>MAINT STD</p>	<p>SRB/OOR Audit</p>	<p>17</p> <p>1500 Staff Mtg PME</p>	<p>7202 Trng/AOM 0630 BST Hike 0930 Brks Insp (SNCO) 1600 MACG 28 O'Call</p>	<p>20</p>
<p>21</p> <p>Focus of Effort: Keep Marines and families Informed.</p>	<p>22</p> <p>0730 PREP II</p>	<p>1500 NCO PME</p>	<p>NBC Training GMS Testing Range Quotas Due</p>	<p>24</p> <p>Thanksgiving</p>	<p>26</p> <p>Thanksgiving</p>	<p>27</p>
<p>28</p> <p>Focus of Effort: Monitor programs in effect.</p>	<p>29</p> <p>MACG 28 Commander's Cup Field Day? Picnic SET-UP MISTEX</p>	<p>MAINT STD</p>	<p>0730 Formation NBC Training GMS Testing Range Quotas Due</p>	<p>24</p> <p>Thanksgiving</p>	<p>26</p> <p>Thanksgiving</p>	<p>27</p>

December 1999

Sun	Mon	Tue	Wed	Thu	Fri	Sat
SSgt AN Filreps (Dec 31)		CO's Cup	0730 - Formation (Awards/Promotions)	0800 - UTM MCCDC 1500 - Staff Mtg/AOM Motor T Stables NBC Training	0730 - Chaser Course 0730 - PREP III 0930 - Brks Insp (NCO)	4
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12 Focus of Effort: XTACC LOADEX	13	14 0700 - 1200 SATEX / BATTLESTAFF TRAINING WING BATTLESTAFF PARTICIPATION	15 Station Safety Brief SRB/OQR Audit	16 TBD PFT 1500 Staff Mtg / AOM	17 0630 Conditioning Hike/BST 0930 Brks Insp (SNCO)	18
19 Focus of Effort: FAMILY TIME	20	21 NBC Training (Last Chance)	22	23 0730 Formation 1000 Staff Mtg/AOM	24	25
26 Focus of Effort: FINAL FY 99 TRAINING OPPORTUNITY	27	28	29 TBD PFT 1500 NCO PME GMS Testing	30 0730 Formation SQDN Safety Brief 1030 Staff Mtg/AOM	31 Christmas Holiday	
1200 23 DEC - 1200 28	DEC CHRISTMAS				NEW YEAR'S EVE	



MTACS-28 LONG RANGE PERSPECTIVE



MONTH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
AUGUST 1999	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
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	Safety Day										Safety Day										Safety Day										
	MISTEX										MISTEX										MISTEX										
	Embark Day										Embark Day										Embark Day										
	WTH 1-00										WTH 1-00										WTH 1-00										
	MISTEX										MISTEX										MISTEX										
SEPTEMBER 1999	W	T	F	S	S	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T		
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	WTH 1-00										WTH 1-00										WTH 1-00										
	MISTEX										MISTEX										MISTEX										
	WTH 1-00										WTH 1-00										WTH 1-00										
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OCTOBER 1999	F	S	S	M	T	W	T	F	S	S	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
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DECEMBER 1999	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	
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JANUARY 2000	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	
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 = Weekend