

UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS RECRUIT DEPOT
3800 BELLEAU WOOD
SAN DIEGO, CALIFORNIA 92140-5199

BnO 1553.2

6A 3

8 Jan 1998

BATTALION ORDER 1553.2 w.c.v.1

From: Commanding Officer
To: Distribution List

RETURN TO H & S BN FILES

Subj: PROFESSIONAL MILITARY EDUCATION

Ref: (a) MCO P1553.4
(b) DepO P1510.45B

1. Purpose. To establish policies and procedures to implement the Professional Military Education (PME) Program within Headquarters and Service Battalion (HQSVCBN).

2. Cancellation. BnO 1553.1.

3. Background

a. Reference (a) defines objectives and sets policies, programs and responsibilities for coordinating the professional education of Marines. Reference (b) establishes the Depot's PME Program.

b. PME is the lifelong study of the foundations of the military profession. PME is designed to equip Marines with the skills, confidence, understanding, and vision to exercise sound military judgment in battle.

c. The Marine Corps PME Program is a dynamic system for educating Marines throughout their careers. It identifies areas that should receive emphasis at each level of education and provides guidelines for PME institutions in structuring their curriculums. All officers, staff noncommissioned officers, and noncommissioned officers shall participate in the program. Consisting of resident instruction, nonresident courses, professional reading, and other avenues of professional self-study, the program requires a personal commitment by each Marine.

4. Enlisted PME Program

a. NCO PROGRAM. The NCO program focuses on combat and leadership skills that facilitate success in battle and an ability to teach those skills to subordinate Marines. The NCO program has two components:

- Sergeants Nonresident Program (MCI Program 8000)
- Sergeants Course

(1) Sergeants Nonresident Program. This program develops skills, knowledge, and military judgment necessary to fulfill the duties and responsibilities of a sergeant. The curriculum is divided into two primary areas of study: (1) battle skills and (2) leadership and administration. Completion of this program is prerequisite for attending the Sergeants Course.

(2) Sergeants Course. The Sergeants Course is the resident PME course designed to enhance the experience, skill, knowledge, judgment, and confidence of NCOs in the grade of sergeant. It presents the functional concepts of leadership, and stresses the responsibilities of a Marine leader in combat and combat preparation. The Sergeants Course integrates selected skills required of sergeants through lectures, demonstrations, and extensive practical application.

b. SNCO Career Program. The SNCO Career Program continues the development of skills essential for battlefield success with particular emphasis on the ability to conduct and supervise unit training. The SNCO Career Program has two components:

- SNCO Basic Nonresident Program (SNCOBNP)
- SNCO Career Course (SNCOCC)

(1) SNCO Career Nonresident Program. The SNCOCNP builds on the Sergeants Course curriculum with the specific purpose of developing effective Marine SNCOs. Emphasis is on leadership and the basic mechanics of training management. Enrollment in this program is required of sergeants once they have completed the Sergeants Nonresident Program. Completion is a prerequisite for attending the SNCO Career Course.

(2) SNCO Career Course. A resident PME course for staff sergeants or staff sergeant selectees, SNCOCC expands leadership concepts and stresses the responsibilities of Marine leaders at the platoon and company level.

c. SNCO Advanced Program. The SNCO Advanced Program focuses on battle leadership at the company level and the management of unit training. The Advanced Program has three components:

- SNCO Advanced Nonresident Program (SNCOANP)
- SNCO Advanced Course (SNCOAC)
- Warfighting Skills Program (WAFSKIP)

(1) SNCO Advanced Nonresident Program. Broader in scope than the career-level program, the SNCOANP further develops the SNCO's abilities to manage unit training responsibilities and company-level combat duties. Enrollment in this program is required of staff sergeants once they have completed the SNCOCC. Completion is a prerequisite for attending the SNCO Advanced Course.

(2) SNCO Advanced Course. A course that completes formal, resident enlisted PME process, the SNCOAC is designed to improve the military judgment, leadership, training management techniques, and confidence level of gunnery

sergeants. The course builds on previous PME in a rigorous learning environment characterized by an extensive practical application.

(3) Warfighting Skills Program. This MCI program teaches Marine Corps doctrine and its application at the company level. Focusing on infantry tactics, WAFSKIP includes instruction in tactical fundamentals, combat techniques, fire support, combined arms warfare, and combat leadership.

d. SNCO Senior Program. This program provides professional forums for the discussion of contemporary issues and dissemination of information to the senior enlisted leadership of the Marine Corps. It has two components:

- First Sergeant/Master Sergeant Regional Seminars
- Sergeant Major/Master Gunnery Sergeant Symposium

(1) First Sergeant/Master Sergeant Regional Seminars. Each of the four regional SNCO Academies (SNCOA) conducts an annual First Sergeant/Master Sergeant Seminar. Marines are required to attend at least one of these seminars during their time in grade as a First Sergeant/Master Sergeant and are encouraged to attend them periodically thereafter. The President, Marine Corps University, in coordination with the regional SNCOA directors and the Sergeant Major of the Marine Corps, develops the agenda items for these seminars.

(2) Sergeant Major/Master Gunnery Sergeant Symposium. An annual symposium for Sergeants Major/Master Gunnery Sergeants shall be hosted by the Regional SNCO Academy at Quantico. Marines are required to attend at least one of these symposium during their time in grade as Sergeant Major/Master Gunnery Sergeant and are encouraged to attend them periodically thereafter. The President, MCU, in coordination with the Director, SNCOA, MCCDC, and the Sergeant Major of the Marine Corps, develops the agenda items for this symposium.

5. Officer PME Program. The officer PME Program is defined in reference (a).

6. PME Requirements By Grade. The following PME requirements have been developed in a building-block progression to provide each Marine with the requisite skills and knowledge to advance successfully to the next higher grade. All nonresident courses are products of MCI unless otherwise stated.

a. Private Through Lance Corporal. There are no PME requirements for these grades; however, participation in the professional reading program and other avenues of self-study are strongly encouraged (for example, lance corporals could take the MCI course entitled Fundamentals of Marine Corps Leadership). Reference (b) directs privates-lance corporals to complete the "Personal Finance" course offered through MCI.

b. Corporal

(1) Enroll in the Sergeants Nonresident Program (MCI 8000) within 6 months after promotion to Corporal.

(2) Participate in the Professional Reading Program.

c. Sergeant

(1) Attend the resident Sergeants Course within 24 months after promotion to sergeant. To attend, individuals must have completed the NCO Basic Nonresident Program (MCI 7000), or MCI Course 03.3, The Marine NCO, or Sergeants Nonresident Program (MCI 8000), be in full duty status and meet Marine Corps fitness and weight standards.

(2) Enroll in the SNCO Career Nonresident Program within 6 months of completing the resident Sergeants Course.

(3) Participate in the Professional Reading Program.

(4) Participate in a professional self-study program.

(5) May attend the resident SNCO Career Course as a staff sergeant selectee.

d. Staff Sergeant

(1) Attend a resident SNCO Career Course. To attend, individuals must have completed the SNCO Career Nonresident Program, be in full status, and meet Marine Corps fitness and weight standards.

(2) Enroll in the SNCO Advanced Nonresident Program within 6 months of completing the resident SNCO Career Course.

(3) Participate in the Professional Reading Program.

(4) Participate in a professional self-study program (MCI Warfighting Skills Program, for example).

(5) May attend the resident SNCO Advanced Course as a gunnery sergeant selectee.

e. Gunnery Sergeant

(1) Attend a resident SNCO Advanced Course within 24 months after promotion to gunnery sergeant. To attend, individuals must have completed the SNCO Advanced Nonresident Program, be in full duty status, and meet Marine Corps fitness and weight standards.

- (2) Complete the MCI Warfighting Skills Program.
- (3) Participate in the Professional Reading Program.
- (4) Participate in a professional self-study program.

f. First Sergeant/Master Sergeant

- (1) Attend a First Sergeant/Master Sergeant regional seminar.
- (2) Participate in the Professional Reading Program.
- (3) Participate in a professional self-study program.

g. Sergeant Major/Master Gunnery Sergeant

- (1) Attend a Sergeant Major/Master Gunnery Sergeant symposium.
- (2) Participate in the Professional Reading Program.
- (3) Participate in a professional self-study program.

h. Warrant Officers

(1) WO/CWO2

(a) Upon completion of the Warrant Officer Basic Course, complete the MCI Warfighting Skills Program.

- (b) Participate in the Professional Reading Program.
- (c) Participate in a professional self-study program.

(2) CWO3

- (a) Enroll in the AWS Non Resident Program.
- (b) Participate in the Professional Reading Program.
- (c) Participate in a professional self-study program.

(3) CWO4

- (a) Complete the AWS Nonresident Program.
- (b) Participate in the Professional Reading Program.
- (c) Participate in a professional self-study program.

BnO 1553.2
8 Jan 1998

i. Second Lieutenant/First Lieutenant

(1) Upon completion of TBS and initial MOS qualification, complete the MCI Warfighting Skills Program.

(2) Participate in the Professional Reading Program.

(3) Participate in a professional self-study program.

j. Captain

(1) Complete the two stand-alone MCI courses (Warfighting and MAGTF Fundamentals). These courses are prerequisite to attendance at AWS and equivalent schools of other services.

(2) Attend AWS or an equivalent school in residence or complete the AWS Nonresident Program.

(3) Participate in the Professional Reading Program.

(4) Participate in a professional self-study Program.

k. Major

(1) Attend Command and Staff College (C&SC) or an equivalent school in residence or complete the C&SC Nonresident Program. Students attending equivalent schools must complete the MAGTF Operations sub-course of the C&SC nonresident program.

(2) Participate in the Professional Reading Program

(3) Participate in a professional self study program.

l. Lieutenant Colonel

(1) Attend a senior-level school in residence or complete an equivalent nonresident program.

(2) Participate in the Professional Reading Program.

(3) Participate in a professional self study program.

7. Policy

a. Marines will comply with the PME requirements set forth in this Order.

b. Marines will be provided time during the normal workday routine to complete PME requirements.

8. Action

a. Company Commander will:

(1) Direct Marines to enroll in nonresident courses as long as they are otherwise qualified to enroll.

(2) Monitor the participation of Marines in the courses to ensure they remain active.

(3) Counsel Marines that fail to remain active and set specific deadlines to turn in lessons.

b. Battalion S-3 will:

(1) On the first month of each quarter the S-3 will generate a report that will reflect the status of enrollment and completion of required courses. This report will be distributed to the Battalion Commander, Battalion Sergeant Major, and Company Commanders.

(2) Assume staff cognizance for the PME Program.



P. J. MULLIN

DISTRIBUTION: A

UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS RECRUIT DEPOT
3800 BELLEAU WOOD
SAN DIEGO, CALIFORNIA 92140-5199

BnO 1553.2 Ch 1
3
3 Jun 1998

BATTALION ORDER 1553.2 Ch 1

From: Commanding Officer
To: Distribution List

Subj: PROFESSIONAL MILITARY EDUCATION

1. Purpose. To direct changes to the basic Order.
2. Action. On page one of the basic Order, change the office originator code from 6A to 3.
3. Filing Instructions. File this change transmittal immediately following the signature page of the basic Order.



P. J. MULLIN

DISTRIBUTION: A