



**UNITED STATES MARINE CORPS**

MARINE AVIATION TRAINING SUPPORT GROUP 23  
700 AVENGER AVENUE  
LEMOORE, CA 93245-5016

Canc: Jan 03  
GruBul 1500  
TRNG  
3 Jan 02

GROUP BULLETIN 1500

From: Commanding Officer  
To: Distribution List

Subj: MATSG-23 ANNUAL TRAINING PLAN FOR CALENDAR YEAR 2002

Ref: (a) MCO P1510.25C  
(b) GruO 1510.1D  
(c) NAVMC 2767

Encl: (1) MATSG-23 Annual Training Plan  
(2) MATSG-23 Annual Leadership Training  
(3) MATSG-23 Annual Related/Troop Information Training Plan  
(4) MATSG-23 Annual MOS Training

1. Purpose: To establish the MATSG-23 Annual Training Plan for calendar year 2002 in accordance with references (a) through (c).

2. Information: References (a) through (c) provide detailed guidance and information for the development of a viable training program. Accordingly, the following annual training is to be conducted within the Group:

a. MATSG-23 Leadership Training, Related/Troop Information Training and MOS Training will be conducted monthly. Classes will be conducted from 1400 to 1530 on Thursdays.

b. Physical fitness Training will be conducted as a group three times per week by the Marines permanently assigned to MATSG-23. As required, remedial PT will be conducted daily from 1300.

c. Marines not attached to MATSG-23 are encouraged to attend the leadership/drill training if schedules allow.

3. Training Goal: The primary goal of the Annual Training Plan, as stated in references (a) through (c), is to identify training requirements and that training to be completed during the calendar year.

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4. Leadership Goal: The MATSG-23 leadership goal is to improve leadership abilities in problem solving, communication skills, knowledge of self, subordinates and the Corps, and developing individual responsibilities for success in combat.

5. Action:

a. The MATSG-23 Training Officer will ensure the training identified herein is accomplished.

b. The MATSG-23 Training SNCO/NCO will utilize the Annual Training Plan contained in enclosure (1) to identify training requirements and training to be undertaken during the calendar year as required by references (a) through (c).



D. D. VEGA

By direction

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MATSG-23 ANNUAL TRAINING PLAN

<u>Subject</u>	<u>Schedule</u>	<u>Reference</u>
A. Related/Troop Info	Weekly (Thu 1400-1530)	MCO 1510.25C
B. MOS Training	As required	MCO 1510.25C
C. Driver Improvement Training	As required	MCO 5100.19C
D. Holiday Safe Driving	As required	MCO 5100.19C
E. Officer/SNCO Classes	CO's Briefs	NAVMC 2767
F. Battle Skills Training	Annually	MCO 1500.44C
G. Battle Skills Testing	Annually	MCO 1500.44C
H. Physical Fitness Testing	Semi-Annually	MCO 6100.3J
I. Physical Fitness Training	Weekly	MCO 6100.3J
J. Remedial P/T	As required	MCO 6100.3J
K. Basic Warrior Training	Quarterly	MCO 1500.44C
L. Individual MCI	As required	MCO 1550.3M
M. Personal Affairs Lecture	Annually	MCO 1510.25C

Enclosure (1)

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MATSG-23 ANNUAL LEADERSHIP TRAINING

<u>Subject</u>	<u>Schedule</u>	<u>Reference</u>
Marine Corps Philosophy Leadership	Quarterly	NAVMC 2767
Instilling and Developing Values	Quarterly	MCO 5390.2D
Leadership Styles	Quarterly	MCO 5305.3A
Equal Opportunity	Quarterly	MCO 5305.3A
Fraternization	Quarterly	MCO 5300.20A
Prevention of Sexual Harassment	Quarterly	MCO 5300.10B
Substance Abuse	Quarterly	MCO 5300.12
Code of Conduct	Quarterly	AR 350-30
Marine Corps History	Quarterly	MCO 1500.44C
Communicating and Counseling	Quarterly	MCO 5390.2D
Senior and Subordinate Relations	Quarterly	MCO 5390.2D
Developing Leaders	Quarterly	MCO 5390.2D

Enclosure (2)

**MATSG-23 ANNUAL RELATED/TROOP INFORMATION TRAINING PLAN**

<u>Subject</u>	<u>Reference</u>
Alcohol Abuse	MCO P5300.12
Navy Relief	MCO 1700.21B
Driver Safety	MCO 5100.19C
Request Mast	MCO P1500.19C
Service Rifle M16A2	MCO P1500.44C
Family Planning	MCO 5390.2D
First Aid	MCO 1500.44C
Security of Military Information	MCO P1500.44C
Map Orientation	MCO P1500.44C
Professional Military Education	MCO P1553.4
M9 Service Pistol	MCO P1500.44C
Uniform Code of Military Justice	MCM 1998

1. Added related training (non-directive) to be covered by MATSG-23 will include the following:

a. SNCO Academy	As available	GruO 1510.1D
(MCCDC, Quantico, VA and MCB Camp Pendleton, CA)		MCO P1510.16
SNCO Career Nonresident Program		MCO 1510.16
b. NCO Leadership	As available	GruO 1510.1D
(MCCDC, Quantico, VA and MCAGCC Twenty-nine Palms, CA)		MCO P1510.1D
Marine NCO Nonresident Program		MCO P1550.3M

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MATSG-23 ANNUAL MOS TRAINING

Subject

Reference

Humanitarian TAD/PCS Request

MCO P1000.6F

MC Directives System

MCO P5215.1G

Correspondence/Effective Writing  
Procedures

SECNAVINST 5216.5C

Court Martial Procedures

MCM 1998

Maintenance Correspondence Files

MCO P5210.11D

BIR/BTR Audit

MCO P1080.40A

Annual Audits

MCO P1080.40A