



# OFFICIAL FILE COPY

UNITED STATES MARINE CORPS

MARINE AVIATION TRAINING SUPPORT GROUP

NAVAL AIR STATION

LEMOORE, CALIFORNIA 93246-5017

GruO 1510.1D  
TRNG  
14 Apr 93

## GROUP ORDER 1510.1D

From: Commanding Officer  
To: Distribution List

Subj: MARINE AVIATION TRAINING SUPPORT GROUP (MATSG) STANDARD  
OPERATING PROCEDURES FOR TRAINING (SOP FOR TRAINING)

Ref: (a) MCO P1500.44C  
(b) MCO 1510.25C  
(c) MCO P5354.1B  
(d) MCO 5390.2D  
(e) MCO 1510.29B  
(f) MCO 6100.3J  
(g) MCO 6100.10A  
(h) MCO 1550.3M  
(i) MCO 3400.3D  
(j) MCO 5100.19C

Encl: (1) Annual/Quarterly Training Plan  
(2) Quarterly Marine Training Report  
(3) Lesson Plan Format w/Critique Sheet/Class Attendance  
Roster

1. Purpose. To establish a viable training program for this Group which implements the instructions contained in references (a) through (j), as they pertain to individual and unit training and to promulgate policy and implementing instruction by which MATSG will administer or monitor the training and assist those commands having Marines permanently assigned.

2. Cancellation. GruO 1510.1C. 21

3. Scope. This directive outlines the training to be accomplished within MATSG and is designed to comply with the requirements referred to in reference (a) by generating training plans which avoid conflict or inconvenience to the commands exercising operational control over Marines.

4. Objectives. Training will be developed to ensure that the following objectives are accomplished in the precedence listed:

a. To ensure the readiness of this unit to perform and accomplish its mission.

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b. To accommodate the development of the full potential of each individual Marine to execute his or her duty effectively and efficiently in the accomplishment of the assigned mission.

c. To improve and increase the individual Marine's knowledge of his or her Military Occupational Speciality (MOS) in order to accomplish mission oriented requirements and to provide every Marine with the opportunity to develop leadership skills.

d. To provide the individual Marine with Battle Skills/Essential Subjects Training required by reference (a).

e. To develop the related skills, knowledge, and attitudes for a variety of subjects which augment, support or aid in the attainment of those requirements of mission oriented, career, and essential subjects training.

## 5. Training

a. Mission Oriented Training. Mission oriented training includes all training that provides a Marine with the skills, knowledge and attitudes necessary to discharge his or her duties in support of the command's mission.

b. Related Training (Directive). That training which augments, supports or adds to other individual training conducted by the unit and is directed by higher authority. Related training (directive) includes, but is not to be limited to the subjects listed below.

(1) Troop Information. This program is designed to keep the individual Marine informed of his or her personal benefits, rights and responsibilities, and to provide an awareness of the nation which they serve. It is intended to instill in each Marine human qualities and character traits required of a total combat effective Marine as well as build a foundation for personal conduct and judgment in situations both within and outside the military society. The Troop Information program encompasses, but is not restricted to the below listed topics as outlined in reference (c).

(a) Drug Abuse. Instruction and information related to the inherent dangers involved in the unlawful use, sale, or possession of illicit substances such as marijuana, dangerous drugs, and opiates. Performance objectives are:

1 Describe the physiological/psychological dangers inherent in drug use.

2 State the penalties and possible consequences of drug possession and/or sale.

(b) Alcohol Abuse/Alcoholism. Instruction designed to discourage excessive use of alcohol. Performance objectives are:

1 Describe the physiological/psychological dangers inherent to alcohol abuse.

2 Describe the behavior patterns related to alcoholism.

3 Describe the penalties and consequences of driving under the influence (DUI), driving while intoxicated (DWI), and public intoxication (PI).

4 Be familiar with the various methods of treatment and rehabilitation available to those individuals suffering from alcoholism.

(c) Equal Opportunity. Instruction and information designed to improve mutual understanding among all Marines and to ensure that each Marine understands that the Marine Corps guarantees him/her equal rights, equal opportunities, and equal protection without regard to race, creed, sex, color, or national origin. In accordance with reference (d), the unit's leadership program is an important means for providing each Marine with the necessary instruction on equal opportunity, and it will be utilized to its fullest extent. The performance objectives of this program will include:

1 Identifying, eliminating, and preventing institutional and individual discriminatory practices.

2 Eliminating prejudice and promoting harmonious, professional and personal interrelationships among all personnel.

3 Assuring that the opportunity for individual and professional growth and advancement is available to every Marine regardless of race, creed, color, sex, or national origin.

(d) Personal Affairs. Information designed to assist the individual Marine in the management of his or her personal and financial affairs and those of dependents.

(e) Uniform Code of Military Justice (UCMJ) Training. Training required by Executive Order to be accomplished in order to ensure that each Marine is aware of the provisions of the Uniform Code of Military Justice. Performance objectives are:

1 Explain the background/basis of the UCMJ.

2 To be able to describe, in detail, Articles 15 and 31 of the UCMJ.

3 To be able to define the difference between the types of courts-martial and to list the types of discharges that can be given by each.

4 Explain the right of appeal to punishment awarded under the UCMJ.

(f) Character and Moral Education. Instruction and information designed to increase motivation toward maintaining a high degree of personal and moral character among individual Marines.

(g) Citizenship. Instruction and information to assist Marines in comprehending the values of our government, our American heritage, and the privileges and responsibilities inherent with the right to vote. Performance objectives are:

1 To be able to describe in general terms how our government works and how the American citizen can influence it.

2 To be aware of the privileges and responsibilities inherent with the right to vote.

(h) Personal Conduct. Information related to matters of personal conduct both while on duty and while in a liberty status. Instructions on standards of conduct in relation to the awarding of conduct markings to all corporals and below shall be addressed.

(i) Leadership. Information to develop the leadership qualities of all Marines within the command to enable them to assume progressively greater responsibilities in the Marine Corps and society. As stated in reference (e), all officers and enlisted Marines will participate in leadership training. Performance objectives are:

1 To emphasize the dignity of each individual Marine and the quality of human understanding.

2 To foster high morale and a strong sense of esprit while eliminating specific areas which cultivate a perception of lowered standards of personal and professional discipline.

3 Fostering the constant application of leadership principles by Marine leaders, particularly leadership by example.

4 Stressing proper moral and ethical behavior.

5 Promoting harmonious interaction among Marines

across barriers of race, ethnic group, grade, age, and sex with fair, consistent treatment for all.

6 Improving personal and professional performance counseling.

7 To stress the importance of the unit's mission and the importance of team efforts to achieve its success.

(2) Code of Conduct Training. Designed to impart a working knowledge of the Code of Conduct and the role of the Marine applying it. Performance objectives are:

(a) Explain the historical basis/background.

(b) Define the obligations of the Code.

(c) Define the individual rights obligations and the association with the Geneva Convention.

(3) Water Survival Qualification Training. Designed to reduce fear of water, instill self-confidence, and develop an individual's ability to survive in water. Reference (f) establishes that all Marines will be qualified a third class swimmer as a minimum. Requalification requirements are in accordance with reference (f). Marines assigned to MATSG are exempt from any requirements but every effort will be made to qualify them.

(4) Marksmanship Training. Marines assigned to units aboard NAS Lemoore are not required to requalify annually.

(5) Physical Fitness Training. It is essential to the combat readiness of the Marine Corps that every Marine, regardless of age or duty assignment, be physically fit.

Marines must maintain the ability to pass the Physical Fitness Test at any time and meet the physical condition and military appearance standards detailed in references (g) and (h). Good physical condition and appearance promote sound leadership qualities which serve all Marines well in all aspects of their duties.

(a) Physical Fitness Test (PFT). The PFT will be administered by MATSG on a quarterly basis. All Marines aboard NAS Lemoore will participate together. All Marines joining permanently, not tested in current year, will be tested within 30 days of joining with results being submitted to the MATSG Training Officer.

(b) Weight Control Program. Those individuals who are identified as overweight will be directed to report to the Commanding Officer, MATSG, who will request a preliminary medical

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evaluation by an Appropriately Credentialed Health Care Provider. All documents will be completed and retained by MATSG. If the Health Care Provider discovers no underlying or associated disease process as the cause of the individual's condition, this fact will be certified and the Marine will be assigned to the Weight Control Program, instructed on reducing diets and assigned to a Remedial PT Program. Weigh-ins or measurements will be taken every 2 weeks by the MATSG training NCO to determine the individual's progress. Commands must continue to refer to MATSG all potentially overweight Marines for prompt and accurate evaluations.

(c) Quarterly/Monthly Training Report. Physical fitness and weight control programs shall be managed in accordance with instructions contained in reference (h), and reported to this command as part of the Quarterly or Monthly Training Report. Personnel medically excused from physical training must be reported to the MATSG Training Officer by the unit's Senior Marine Representative. MATSG will manage and administer the weight control programs for Marines attached to Navy commands.

(d) Morale Welfare and Recreation Facilities. Naval Air Station Lemoore Morale Welfare and Recreation Facilities possess several facilities equipped to provide individual conditioning and weight control programs on a voluntary basis for all members of the command. Additionally, intramural athletic programs have been established to promote competition while aiding individuals in attaining a high level of physical fitness. Marines are required to perform their weekly physical training and encouraged to participate in intramural programs whenever possible.

c. Career Training. Career training is that training which provides a Marine with the skill, knowledge and attitudes required for increased grade and responsibility. Career training involves both MOS and leadership training.

(1) MOS Training. Every Marine will be afforded the opportunity to improve his or her MOS skill and knowledge based on the requirements outlined in reference (a).

(a) When a Marine is assigned to perform duties within their primary MOS, it is possible to develop their skills and, at the same time, accomplish mission-oriented training.

(b) For Marines assigned to perform duties out of their MOS, they must take the opportunity to develop and maintain MOS proficiency separate from mission-oriented training. This may be accomplished through the use of MCI courses.

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(2) Leadership Training. Every Marine will be afforded the opportunity to develop leadership skills. Training will be conducted in the principles and techniques of leadership through scheduled training. Marine officers will receive leadership instruction concurrent with all officer meetings (AOM's) and other functions. Leadership training will be conducted in accordance with the guidelines provided by reference (e). Special attention by the unit's senior Marine and command interest will be given to the proper teaching and development of those leadership traits and techniques which are the hallmark of the Marine Corps.

d. Battle Skills/Essential Subjects Training. All enlisted Marines must maintain proficiency in the essential subjects established by reference (a). These subjects are:

- (1) Code of Conduct and Military Law/UCMJ.
- (2) Marine Corps History, Discipline and Courtesy.
- (3) Close Order Drill.
- (4) Interior Guard.
- (5) First Aid and Field Sanitation.
- (6) Uniform Clothing and Equipment.
- (7) Physical Fitness.
- (8) NBC Defense.
- (9) Service Rifle and Marksmanship.
- (10) Individual Tactical Measures.
- (11) Security of Military Information.
- (12) Substance Abuse.

(a) All permanently assigned Gunnery Sergeants and below will be required to pass the BST/EST annually. Retraining shall be accomplished for anyone who fails to demonstrate the required knowledge. All Marines, Gunnery Sergeant and below joining after the current annual test and who have not been tested in current year will be tested within thirty (30) days of joining and the results submitted to the MATSG Training Officer.

(b) Demonstrative performance shall be the primary means used to evaluate Marines in BST/EST subjects. Written or

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oral tests should not be the primary means to test Marines for essential subjects knowledge and skills, however, they may be used when mission and inadequate facilities so dictate.

e. Related Training (Non-Directive). This training augments, supports and adds to other individual training conducted by this unit but not expressly directed by higher authority. This training may be sponsored by other agencies such as Morale Welfare and Recreation, yet still support mission-oriented, career and essential subjects training. This training may include the subjects listed below:

- (1) Sports League Athletic Competition (Captain's Cup).
- (2) Troop information.
- (3) Drug and alcohol abuse control.
- (4) Traffic safety.

6. Correspondence Courses. Active participation in completion of military correspondence courses by any Marine enhances the professional qualifications of the Marine, increases the readiness of their unit, and is indicative of exemplary initiative on behalf of the Marine. All Officer's, SNCO's and NCO's will be automatically enrolled upon reporting to this Station for duty, in the appropriate Professional Military Education (PME) Course for their grade if not previously completed.

a. Marine Corps Institute Courses. Correspondence and nonresident extension courses offered by the Marine Corps Institute have become a major factor in the Marine Corps training effort and are explained fully in reference (i). Active participation with MCI enables a Marine to maintain an MOS proficiency paramount to both career training and mission-oriented training.

(1) All Group personnel taking MCI courses will submit all requests for enrollment, disenrollment and extensions, as well as individual lessons to the MATSG Training NCO or directly to the MATSG Training Officer. Neither Marines nor commands other than MATSG will forward materials or questions to MCI headquarters directly. All matters relative to MCI instruction testing or status must be addressed through MATSG.

(2) Marines enrolled in MCI courses are expected to complete at least two lessons per month if enrolled in technical MOS courses, or one sub course per month if enrolled in PME courses.

(3) Marines will submit lessons which are to be graded by MCI through MATSG who maintains notice of enrollment cards. Final examinations will be administered by MATSG.

(4) Once a Marine is accepted for enrollment, completion of the course becomes compulsory and only the MATSG Commanding Officer can request that he/she be disenrolled. Disenrollment will not normally be considered.

(5) Testing and remedial study for Marines delinquent on lesson submission will be conducted at MATSG every Friday at 1400.

b. Professional Military Education/Reading Program. The Marine Corps has made an extensive effort to provide its Officers, SNCO's and NCO's with a comprehensive Professional Military Education (PME) system. The purpose of this system is to prepare Officer's, SNCO's and NCO's for the increased responsibility that accompanies promotion to higher grades. The Marine Corps Professional Reading Program will assist each Marine's efforts to achieve operational competence and to better understand the nature of our calling as leaders of Marines. Every Marine is expected to meet the professional reading requirements commensurate with their grade. Copies of the Commandant's reading list will be provided to units by MATSG. MATSG has established a professional reading area in the station library with many of the books on the Commandant's reading list available for check-out.

(1) Warrant Officers - Colonels. Although Headquarters Marine Corps controls formal schools and training for officers, each Officer is expected and encouraged to continue their off-duty and professional education. Officers will attend regionally sponsored symposia and complete as appropriate, Amphibious Warfare, Command and Staff (non-resident), & Warfighting Skills Program.

(2) Sergeants Major/Master Gunnery Sergeants. Sergeants Major/Master Gunnery Sergeants will attend regionally sponsored PME Seminars, Headquarters Marine Corps sponsored symposia, attend a resident Sergeants Major/Master Gunnery Sergeants senior course, meet the Professional Reading requirements for their grade and are encouraged to enroll in the newly developed Warfighting Skills Program from MCI.

(3) First Sergeants/Master Sergeants.

(a) All First Sergeants/Master Sergeants with no SNCO level PME background will enroll in the SNCO Academy Advanced Nonresident Course.

(b) All First Sergeants/Master Sergeants who have completed either the formal SNCO Resident Advanced Course or SNCO

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Academy Advanced Nonresident Program from MCI will enroll in the newly developed Warfighting Skills Program from MCI.

(c) First Sergeant/Master Sergeants who have completed the Resident SNCO Advance Course or SNCO Academy Advanced Nonresident Course and the Warfighting Skills Program will enroll in the MCI Amphibious Warfare School Nonresident Subcourse 7612 (Command and Staff).

(d) First Sergeants/Master Sergeants will attend regionally sponsored PME seminars.

(4) Gunnery Sergeants. The Gunnery Sergeant PME Program consists of the Resident SNCO Advanced Course, the Warfighting Skills Program from MCI, and the Gunnery Sergeant Professional Reading requirements for their grade.

(a) All Gunnery Sergeants with no SNCO level PME background, regardless of time in grade, will enroll in the SNCO Academy Advanced Nonresident Program.

(b) All Gunnery Sergeants who have completed the former SNCO Academy Advanced Nonresident Program from the MCI will enroll in the newly developed Warfighting Skills Program from the MCI.

(c) The Resident SNCO Advanced Course will transition to a Gunnery Sergeants course vice First Sergeants/Master Sergeant's and only Gunnery Sergeants with less than two years in grade will be assigned to the Resident SNCO Advance Course.

(5) Staff Sergeants. The Staff Sergeants PME Program consists of the Resident SNCO Career Course, & the SNCO Academy Advanced Nonresident Program from MCI.

(a) All Staff Sergeants promoted to that grade on or after 1 August 89 will attend a Resident SNCO Career Course (dependent upon seat availability) within 36 months of promotion unless previously attended as a Staff Sergeant selectee.

(b) All Staff Sergeants with less than two years in grade will enroll in the SNCO Academy Career Nonresident Program unless scheduled to attend a Resident Career Course within the next 12 months. If the Nonresident Program has been completed or the Resident Career Course has been attended, the Staff Sergeant will enroll in the SNCO Academy Advanced Nonresident Program.

(c) All Staff Sergeants with more than two years in grade will enroll in the SNCO Academy Advanced Nonresident Program from MCI, if not already completed.

(6) Sergeants. The Sergeants PME Program consists of the Resident Noncommissioned Officers Basic Course, The SNCO Career Nonresident Program (SNCO CNP) and professional reading requirements.

(a) All Sergeants will attend a Resident NCOBC within 36 Months after promotion to Sergeant, unless attended as a Corporal.

(b) Upon completion of the Resident NCOBC, Sergeants with enroll in and complete the SNCO Career Nonresident Program (SNCO CNP) through MCI.

(c) Marines who complete the Resident NCOBC as a Corporal will enroll in the SNCO CNP when promoted to Sergeant.

(7) Corporals. When promoted to Corporal, the Marine will enroll in and complete the newly developed Noncommissioned Officer Basic Nonresident Program (NCOBNP) through MCI.

(a) Professional reading for Corporals will be included in the NCOBNP.

## 7. Training Management

a. Guidance. Reference (a), (c) and this order provide information necessary for effective management of this Command's training program. Enclosure (3) lists essential items to be considered by instructors in preparing meaningful training sessions. Copies of lesson plans and critique sheet for classes conducted during the quarter will be submitted with the appropriate Quarterly/Annual Training Report.

b. Leadership Training. All Marines, both officers and enlisted, will participate in leadership training which must be conducted throughout the year. This training can be unscheduled to take advantage of unexpected situations, but most leadership training must be part of an overall master training plan or program. Reference (e) provides explicit guidance for the content and scope of leadership training.

c. Training Plans. Annual and Quarterly Training Plans, (enclosure (1) Forecast of next years training) will be incorporated by each command. The format and detail should be appropriate to each command's requirements and preference. (An objective oriented Annual Leadership Training Plan is required. Reference (e) applies). The annual Training Plan reflecting quarterly training highlights will be submitted to MATSG with the Annual Training Report (4th calendar quarter of current year).

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d. Quarterly Training Report

(1) Training Departments from each command will submit to the Commanding Officer, MATSG (Attn: TrngO) a Quarterly (First 3 Qtrs) Training Report (enclosure (2)) which details the results of administered physical fitness tests, leadership training, BST/EST subjects training and testing, troop information training, swim qualification testing, driver safety training and off duty education. The Annual Training Report (4th Qtr) will include all training completed in previous 3 quarters and will be submitted with the unit's next year's Annual and Quarterly Training Plan (enclosure (1)).

(2) The required report information shall be submitted to MATSG by the 10th working day following each quarterly period/calender year. Enclosure (1) may be used to submit the information.

(3) Each command may submit training data to MATSG in writing at any time prior to quarterly training report periods if desired. Data reported to MATSG in writing prior to the required quarterly training report will still be reported on the quarterly training report.

e. MATSG Master Training Record (MMTR). The MMTR will be prepared and maintained by MATSG for all Marines. The MMTR will be a complete and usable summation of all training conducted by all units and reported in writing to MATSG. MATSG will consolidate all data reported and incorporate it in the MMTR. The MMTR will serve as a single data source to help ensure all Marines are current in required training areas.

f. Evaluation

(1) Most of the objectives for BST/EST, MOS, leadership and mission-oriented training call for the display of an overt, observable skill. Therefore, performance tests and observation should be the primary means of determining individual proficiency, supplemented by written tests as appropriate.

(2) Whenever possible, evaluation should be conducted concurrently. For example, evaluations made in connection with reports could also be used to evaluate a Marine's ability to perform his or her duties in support of the unit's mission (mission-oriented training) or to evaluate MOS leadership proficiency.

g. Records. Commanders will maintain such records as deemed necessary to manage, conduct and evaluate individual training within their units.

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#### h. Inspections

(1) Inspections should be scheduled internally within each command. Those commands desiring the assistance of MATSG during personnel or training inspections will receive appropriate assistance when requested.

(2) Requirements for training inspections by higher authority such as the Inspector General Marine Corps (IGMC) inspections or Commander Strike Fighter Wing Pacific inspections will be published by separate bulletin.

#### 8. Action

##### a. Unit Senior Marines

(1) Ensure that the requirements of references (a) through (j) and this Order are complied with by all personnel under your authority.

(2) Ensure that all personnel actively participate in the monthly scheduled training events with any conflicts being brought to the MATSG Training Officer's attention immediately.

##### b. MATSG Training Officer

(1) Establish a training management system to ensure that training priorities delineated in paragraph 4 above, are adhered to. As a minimum this system should include:

(a) Unit Training Report.

(b) Appropriate Marine Corps and Group Directives.

(c) Training Schedules/Plans.

(d) Instructor Selection/Preparation Procedures.

(e) Critique/Evaluation Procedures.

(2) Prepare an Annual Leadership Training Plan.

(3) Prepare other training schedules in specific terms as per the instructions of paragraph 7.c, above.

(4) Publish a quarterly training bulletin for MATSG headquarters.

(5) Ensure compliance with the quarterly training bulletin through frequent training inspections and review of lesson plans.

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(6) Ensure the annual execution of all directed training requirements, i.e., BST/EST, PFT, all troop information topics, etc, are carried out and properly recorded.

(7) Brief all new arrivals on the MATSG Training Program.

(8) Closely monitor all participation in MCI and other military correspondence courses to ensure their proper execution as per the instructions of paragraph 6, above.

(9) Prepare a detailed turnover file to present all facets of assigned duties. Concentration will be primarily on daily procedural aspects of the assignment.

(10) Keep the Commanding Officer informed of progress and bring to his attention any problem areas or proposals for needed improvements and changes to the MATSG Training Program.

c. MATSG/Personnel Officer

(1) Coordinate with the training officer to ensure that training related MMS, OQR, and SRB entries are recorded in a timely fashion.

(2) Review fitness reports to ensure entries relative to physical fitness tests are correct.

(3) Provide copies of the references listed in enclosure (3) to those units in need of same.

d. Unit Training Departments

(1) Ensure that the requirements of references (a) through (j) and this Order are complied with by all Marines in your respective commands.

(2) Permanently assigned Marines will be required to conduct the PFT quarterly (once during each three month period). Notify MATSG Training Officer at least one (1) week prior to scheduled events as to time, date, location and number of personnel participating.

(3) Notify MATSG Training Officer one (1) week prior to scheduled annual BST/EST Test for permanent personnel Gunnery Sergeant below as to time, date, location, and number of personnel being tested.

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(4) Ensure timely submission of required plans/reports to  
MATSG Training Officer per this Order.

  
D. L. PERCY

DISTRIBUTION: A

