



**UNITED STATES MARINE CORPS**

2D MARINE AIRCRAFT WING  
II MARINE EXPEDITIONARY FORCE  
POSTAL SERVICE CENTER BOX 8050  
CHERRY POINT, NC 28533-0050

WgO 1500.23E

G-3  
**OCT 19 2010**

WING ORDER 1500.23E

From: Commanding General, 2d Marine Aircraft Wing  
To: Distribution List

Subj: 2D MARINE AIRCRAFT WING (2d MAW) STANDING OPERATING  
PROCEDURES (SOP) FOR TRAINING

Ref: (a) MCO 1553.3A  
(b) MCO 1510.34A  
(c) MCO 1553.4B  
(d) NAVMC 3500.18A  
(e) MCO 1510.121A  
(f) MCO 3574.2K W/CH1  
(g) MCO 1500.52C  
(h) MCO P1700.29 W/CH1  
(i) MCO P6100.13 W/CH1  
(j) MARADMIN 174/05  
(k) MCO 1754.6B

1. Situation. To provide guidance, assign responsibilities, and establish policies for the conduct of training within 2d MAW.

2. Cancellation. WgO P1500.23D

3. Mission. Commanders are responsible for their unit's training programs. References (a) through (k) and this order will be used to manage, conduct, and evaluate unit training.

4. Execution

a. Commander's Intent and Concept of Operations. To provide guidance, assign responsibilities, and establish policies for the conduct of training for all 2d MAW personnel.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

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5. Administration and Logistics. This order incorporates new policies and procedures and should be reviewed in its entirety.

6. Command and Signal

a. Command. This Order is applicable to all units of 2d MAW.

b. Signal. This Order is effective the date signed.

  
R. W. REGAN  
Chief of Staff

LOCATOR SHEET

Subj: 2D MARINE AIRCRAFT WING (MAW) STANDING OPERATING  
PROCEDURES (SOP) FOR TRAINING

Location:

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(Indicate the location(s) of copy(ies) of this Order.)

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## CHAPTER 1

### GENERAL

1. Background. References (a) through (k) establishes basic guidance and policies for training. This manual provides additional guidance in areas peculiar to 2d MAW and where necessary to effectively implement training philosophy and requirements.

2. Concept of Training. Training will be designed to enhance the professional development of each organization as an intricate component of the air/ground team. Ultimately, 2d MAW training will ensure that our Marines, individually and collectively, are prepared to defeat the enemy against which they are committed.

### 3. Training Policy

a. The primary focus of training will be at the squadron level or equivalent.

b. Commanders will be given the latitude and opportunity to develop and institute training programs best suited to the operational needs of mission accomplishment. Commanders are responsible for the scope, execution, and effectiveness of their units' training program. All training will be conducted as required by references (a) through (l).

c. Training shall focus on subjects related to mission accomplishment, battlefield survival, and professional development.

d. Chemical, Biological, Radiological and Nuclear (CBRN) training will be incorporated into all mission-oriented training per reference (a).

e. In order to update the weekly Commanding General's (CG) Operations/Intelligence (Ops/Intel) Brief, every Friday each Group will submit, via email to G-3 Training, the total number of their unit personnel who were trained in the CBRN, Marine Corps Martial Arts Program (MCMAP), Rifle/Pistol, Swim and level B code of conduct for the week prior. If no training occurred during that week, an email submission is still required.

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## CHAPTER 2

### TRAINING REQUIREMENTS

1. Background. References (a) and (b) are the source documents for unit training management. Whether individual or collective, training has but one goal: success on the battlefield.

#### 2. Training Priorities

a. In cases where requirements severely task a Commander's capability to conduct training, priority will be given to the training most critical to the unit's MET's and the welfare of the individual Marines. Such priority provides flexibility to the Commander in allocating training resources. Group Commanders will establish training priorities and ensure training is accomplished. Training priorities will be included in the unit's ground training SOP.

b. Group Commanders are authorized to defer specific unit training requirements, per reference (a).

3. Individual Training Standards (ITS). Reference (b) establishes the ITS System which envisions eventual implementation of ITS for each Military Occupational Specialty (MOS)/billet requirement. As ITS' are published and received, they will form the basis for individual training requirements in each applicable MOS. In addition, Commanders are responsible for ensuring that all individual training requirements are accomplished unless specifically deferred or exempted by reference (b).

4. Collective and Specialized Training. Commanders are responsible for:

a. Developing and conducting collective training which prepares two or more individuals (crews, teams, squads, platoons, etc.) to accomplish tasks required of the unit as an entity.

b. Developing and conducting specialized skill training, which provides their Marines with skills and knowledge needed to perform specific duties.

5. Formal Schools Training. Formal schools training encompasses Marine Corps formal schools and schools of other military services attended by Marines. Commanders will use these schools to enhance their individual and collective training programs.

a. Each year 2d MAW provides Marine Corps Combat Development Command (MCCDC) a Training Input Plan (TIP). The TIP consists of a requested number of quotas for individual courses in formal schools training. The total numbers of quotas requested in the TIP reflect those quotas requested from all Group Commands.

b. S-3's are the direct representative for their Commanding Officer and are responsible to ensure the following procedures and formats shown in appendix A are used when nominating Marines for a formal schools course:

(1) Nominees must meet all pre-requisites per each formal schools course announcement.

(2) The following statement will accompany each request, "The above nomination(s) has/have been screened by the Commanding Officer in accordance with the pre-requisites and found qualified to attend the subject course."

(3) EAS, MOS, or rank waiver requests must be accompanied with justification.

(4) All nominees must have at least one year remaining on their contract from the graduation date of the requested class. A small number of courses will require a minimum of two years remaining on their contract from the graduation date of the requested course.

(5) Nominations will be submitted via email from the requesting unit's S-3 chain of command.

(6) Units shall submit their nomination 60 days prior from the class report date. Marine Corps Forces Command (MARFORCOM) enters nominations into the Marine Corps Integrated Management System (MCTIMS) website starting 60 days prior to the class report date. At the 45 day window, all remaining seats

are returned to the service in charge of the seats and are filled with that Service's Members. After that, if there are any remaining seats, they are filled on a first come first serve basis.

(7) S-3s are encouraged to have access to MCTIMS to check the status of the Marines they nominated for a course, as well as to gather course information and pre-requisites.

(8) MARFORCOM is the responsible agency for entering 2d MAW nominations in MCTIMS. After MCTIMS entries are made, funding is requested from Training and Education Command (TECOM), provided the course is funded by TECOM.

(9) Units are not authorized to go directly to MARFORCOM or TECOM to request a quota.

(10) A drop request must be submitted along with justification for the drop of a nominee from any formal schools course. MARFORCOM and TECOM track unit drops and the justifications for the drops.

(11) Units are not authorized to send replacement Marines on a previous nominated Marine's appropriation data. Issued appropriation data will be returned with the drop, at which time the unit may submit a request to fill the seat and receive appropriation data for a new Marine. This request is not a guarantee that the replacement Marine will receive appropriation data.

## TRAINING MANAGEMENT

1. Background. Commanders must manage their training resources wisely. There will never be enough time, money, or facilities available. To maximize use of training assets, standards prescribed by reference (b) will be used throughout 2d MAW.

2. Training Management. Performance is the hallmark of Marine Corps training. The Marine Corps Ground Training and Aviation Training and Readiness Manuals are examples of performance-oriented training standards. Both are based on the Systemic Approach to Training (SAT) as defined in reference (b). Established and developed training standards to measure collective and individual performance will be used to determine proficiency and evaluate and maintain quality control within 2d MAW.

### 3. Training Directives and Reports

a. Ground Training SOP's will be published at all unit command levels. Each SOP will define the Commander's training goals in sufficient detail to ensure that Marines are trained to fight and win on the modern battlefield. Although compliance with the training directives of higher headquarters is required, it must not be the heart of the Unit's SOP. Local command initiative is encouraged.

b. The Annual Training Plan will state the Commander's training goals for the upcoming calendar year. It will be used to assist, not restrict, the unit in managing its unit training programs.

c. A Quarterly Training Bulletin will be prepared by each command based on the Commander's training goals specified in the Annual Training Plan. Although training objectives will be stated, the manner in which they are to be achieved should be left to the discretion of subordinate Commanders.

d. A Monthly Training Schedule will be prepared by each command, based on the Commander's training goals specified in the Quarterly Training Bulletin. Monthly Training Schedules will provide detailed schedules of all training evolutions for the upcoming month.

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4. Training Inspections. Commanders at all levels will conduct inspections, both formal and informal, to ensure their training goals and the training requirements of higher headquarters are met. The AIRS inspection checklists are utilized to construct the 2d MAW Training inspection checklists. Commanders can request current checklists from the 2d MAW Inspectors Office, or Commanders can download the appropriate functional areas from the 2d MAW SharePoint site.

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## CHAPTER 4

### LEADERSHIP TRAINING

1. Background. Leadership training is the responsibility of each Commander. An emphasis on the leadership potential of each Marine has always been a valuable asset in developing leadership qualities in Marines. Developing the leadership potential of Marines will enable them to assume greater responsibilities and better serve the Marine Corps.

2. Policy. Commanders will develop leadership training programs per reference (d) that enhances mission accomplishment and troop welfare. Commanders have a great deal of flexibility in accomplishing leadership training.

3. Action. Each Commander will develop a leadership training program per reference (d) as follows:

a. Leadership training will be incorporated into the unit training plan.

b. Training development plans, related records, attendance rosters, and reports generated during the process of implementing the leadership programs will be retained for two years.

c. Family planning instruction will be conducted per reference (k).

d. MCCS training should be included in the training plan to ensure basic leadership and infantry skills are sustained by all Marines in the unit, per references (a) and (d).

CHAPTER 5

PROFESSIONAL MILITARY EDUCATION (PME)

1. Background. PME is the lifelong study of the foundations of the military profession. The program consists of resident instruction, distance education, professional reading, and other avenues of professional self-study. PME is designed to equip Marines with the skills, confidence, understanding, and vision to exercise sound military judgment in progressively more demanding leadership positions.

2. Policy. 2d MAW recognizes the importance of the PME program and supports the policy that all Marines complete appropriate PME requirements in a timely manner. Additionally, Commanders are to make every effort to afford their Marines the opportunity to attend the resident course appropriate to their grade. To that end, Commanders will develop and implement PME programs per reference (c).

3. Responsibility. The education establishment, including Commanders at all levels, and the individual Marine, shares the responsibility for professional development of each Marine. Ultimately, Marines are responsible for their own professional development. Each Marine is expected to pursue a lifelong program of mental fitness in much the same manner he or she does for physical fitness.

4. Resident PME Courses. PME is designed to equip Marines with the skills, confidence, understanding, and vision to exercise sound military judgment in battle. The following applies to the SNCO Advance, SNCO Career, and Sergeant's PME resident courses:

a. All PME course nominations are entered into TIMS by MARFORCOM.

b. Nominations are due to 2d MAW G-3 Training 60 days prior to the class report date.

c. Pre-requisites for all PME courses will be met per reference (c) and submitted via email in the respective formats shown in Appendices A, B, and C.

d. The Command Screening Checklist, shown in Appendix F, of reference (c) must be signed by the unit Commanding Officer and Sergeant Major.

5. Nonresident PME Courses. Marine Corps Institute (MCI) correspondence courses can benefit Marines in their MOS or billet, and can provide PME to those unable to attend resident schools. MCI publishes an annual listing of active and discontinued courses. Commanders at all levels will ensure their Marines are participating in the MCI nonresident courses per reference (c). Participation in other service military correspondence courses is encouraged.

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## CHAPTER 6

## MARINE CORPS COMMON SKILLS (MCCS) PROGRAM

1. Background. Each Marine is required to possess basic common skills, regardless of Military Occupational Specialty (MOS). The MCCS program is a system of ITS directives, which provides progressive, building block skills expected of all Marines. MCCS is conducted in three phases: Phase I - Basic Marine Training conducted during recruit training and Officer Candidate School (OCS)/Naval Academy (NAVACD), Phase II - Basic Combat Training which is conducted at the School of Infantry (SOI) and The Basic School (TBS), and Phase III - Sustainment Training conducted in the Operating Forces and Supporting Establishment.

2. Policy. Every Marine regardless of MOS will be taught those fundamental common skills needed to survive and fight on today's battlefield. Sustainment of these skills is the responsibility of Commanders at all levels. All Marines (Private - Gunnery Sergeant, Warrant Officer - Chief Warrant Officer-2, Second Lieutenant - Captain) will conduct sustainment training and be evaluated annually on the mastery/non-mastery of basic common skills.

3. Action. Commanders will:

a. Per reference (f), plan, conduct, and evaluate MCCS training and testing.

b. Consider mastery/non-mastery scores when assigning proficiency marks to Corporals and below and when writing fitness reports for Sergeants and above.

c. Ensure MCCS scores are reported to the Marine Corps Total Force System (MCTFS) for those Marines listed in paragraph 1 of this chapter.

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CHAPTER 7

MARKSMANSHIP TRAINING

1. Background. Marksmanship proficiency is imperative to military effectiveness in combat. The objective of marksmanship training is to develop this proficiency to the highest practicable level.

2. Policy. Marksmanship training with individual small arms will be conducted per reference (g).

3. Action. Commanders will ensure efficient use of range facilities and quotas allocated to their units.

a. Commanders will ensure that Marines who are required to re-qualify with their T/O weapons each fiscal year are afforded the opportunity to do so.

b. Commanders shall conduct preliminary marksmanship training as required in reference (g).

c. Commanders will record the shooters' qualifications per reference (g).

d. Commanders will ensure completion of unit marksmanship requirements prior to deployment.

e. Commanders should ensure that shooters assigned to the range are not burdened by administrative matters or assigned any additional duties during the period of assignment.

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CHAPTER 8

COMBAT WATER SURVIVAL TRAINING

1. Background. The inherent nature of Marine Corps operations and training requires Marines to achieve the ability to survive in water. Combat water survival training is designed to reduce fear of water, instill confidence, and develop the individual Marine's ability to survive in water.

2. Policy. Combat water survival training will be conducted per reference (h).

3. Action. Commanders will develop a combat water survival program and a remedial training program per reference (h).

a. All Marines, regardless of age, rank, or time in Service must obtain and maintain a valid swim qualification throughout their career.

b. Commanders should maintain one qualified Marine Combat Instructor of Water Survival (MCIWS) on-hand to conduct and/or assist in the certification, re-certification, and remedial training of the unit.

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CHAPTER 9

PHYSICAL FITNESS AND BODY COMPOSITION PROGRAM

1. Background. Physical fitness on the part of every Marine is essential to the effectiveness and combat readiness of the Marine Corps. The Marine Corps is traditionally associated with a military image of being neat and trim in appearance. The habits of self-discipline required to gain and maintain a healthy body must be a part of the character of each Marine.

2. Policy. Commanders will develop Physical Fitness and Body Composition Programs per reference (j).

3. Action

a. Commanders will establish a Physical Fitness Training (PFT) Program per reference (j) and the following:

(1) Unit Commanders/OICs will ensure that all Marines perform at least five combat conditioning sessions, of 30 minutes duration, per week. Commanders are encouraged to conduct organized physical conditioning when possible.

(2) Commanders will ensure that all Marines complete a Physical Fitness Test (PFT) and a Combat Fitness Test (CFT) annually with scores being reported in accordance with reference (j).

(3) Unit Commanders will establish and conduct a remedial conditioning program for Marines who fail the PFT.

b. Body Composition Program. Commanders will establish a Body Composition Program (BCP) per reference (j).

(1) Commanders will continually monitor their Marines to ensure they maintain the proper weight and body fat standards. At a minimum, Marines will be weighed upon checking-in and semi-annually. Those Marines found to be overweight and exceed body fat percentage standards will be medically evaluated and assigned to the BCP as prescribed in reference (j).

(2) Commanders will ensure individual records are reviewed prior to assignment to/removal from the BCP.

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CHAPTER 10

MARINE CORPS SEMPER FIT PROGRAM

1. Background. Semper Fit will be a comprehensive fitness, recreation, and healthy promotion program used to encourage and support healthy lifestyles resulting in increased productivity, reduced medical costs, and greater combat readiness.
2. Policy. The Semper Fit Program shall be built around the following standardized programs: Health Promotion, Fitness, Sports and Athletics, Basic Social Recreation (to include the Single Marine Program and recreation centers/rooms), Recreational Aquatics, Parks and Recreation and Outdoor Recreation which encourage and support healthy lifestyles and result in increased productivity, reduced medical costs, and greater military readiness. The Semper Fit Program will provide Commanders with a "combined arms support team" of fitness professionals, medical experts, educators, and recreation specialists.
3. Action. Commanders will develop a Semper Fit Program per reference (i). At a minimum, Commanders will:
  - a. Assign, in writing, a SNCO or higher to act as a liaison with the installation Semper Fit Director to coordinate program support and awareness of capabilities.
  - b. Promote a smoke-free working environment and issue a written tobacco-use policy which includes a list of designated smoking/smokeless tobacco use areas.
  - c. Ensure that all Marines receive education and training annually in Suicide Awareness, STD/HIV Transmission Prevention, Alcohol and Substance Abuse Prevention and Control and the effects of tobacco use.
  - d. Ensure that three additional hours of Semper Fit Health Promotion training are provided annually. The three hours may be divided among the remaining Semper Fit elements.

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CHAPTER 11

JOINT SERVICE TRAINING PROGRAM (JTSP)

1. Background. The JSTP is a closely coordinated, specialized course of instruction in which all services participate at the direction of Chiefs of Staff. A joint service cadre under the Fleet Aviation Specialized Operational Training Group (FASOTRAGRU) Pacific/Atlantic conducts the training. The Department of the Navy operates these schools with instructors in support from other service.
2. Policy. Command implementation of the JSTP must be strictly in accordance with reference (1). Information concerning JSTP must be held to a strict need-to-know basis and precaution must be taken to ensure complete security of the course.
3. Action. In accordance with reference (1):
  - a. Commanders at all levels will ensure their unit JSTP requirements are met.
  - b. Commanders will ensure all administrative matters are properly addressed.

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APPENDIX A

DROP/ADD SCHOOLS NOMINATION FORMAT

CID:							
COURSE:							
CLASS#:							
REPORT DATE:				GRAD DATE:			
#	RANK	NAME (LAST, FI, MI)	SSN	MOT	FUNDING	UNIT	MOS
1							
2							
3							
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