

Senior Service Representatives at Sister Service/Joint Institutions

Functional Lead: Chief of Staff
Division: Academic Affairs
Responsible Office: Director, Fellows

Reference: (a) MCU Business Regulations
(b) Memorandum of Agreement: Assignment of Military Faculty at the Senior Service Level Colleges and National Defense University of 10 Jun 16

1. Purpose. The purpose of this section is to describe the academic functions related to Marine Corps Professional Military Education (PME) and Joint PME (JPME) requirements of Marine Senior Service Representatives (SSR) at non-Marine PME and JPME institutions. Academic functions include faculty qualifications, but do not include routine military administrative matters or Marine Corps University (MCU) business functions addressed in reference (a).
2. Background. SSRs represent the Commandant of the Marine Corps and report on Marine Corps matters through the President, MCU and are typically, but not necessarily exclusively, assigned pursuant to an umbrella Memorandum of Agreement coordinated by the Director, Joint Force Development (reference (b)).
3. Policy. SSRs will:
 - a. Ensure that respective institutional curriculum treatment of Marine Corps policy, doctrine, concepts, initiatives, and priorities is current and accurate, and notify the Provost of any aspect of local education and training programs that may adversely affect Marine Corps PME requirements.
 - b. Evaluate the qualifications and credentials of assigned Marine faculty and report any issues or concerns regarding them to the Provost.
 - c. Assist the MCU Registrar with identifying institutional demand for Marine students in order to develop the annual PME Quota Plan. Prioritization of PME programs is under the purview of the President, MCU as the PME advocate; selection and assignment of students is under the purview of the Deputy Commandant, Manpower and Reserve Affairs. SSRs are not authorized to allocate quotas or waive prerequisites to any educational program.
 - d. Ensure that Marines assigned as students are oriented on relevant Marine Corps matters and understand their respective roles as students and as representatives of their service.
 - e. Ensure students are registered in the Marine Corps Training Information and Management System.
 - f. Report any instances of substandard academic performance (probation, suspicion of plagiarism, etc) to the Provost.

g. Ensure that student records (diplomas, awards, transcripts, etc) are forwarded for inclusion in official military personnel files.

4. Procedures

a. PME Quota Plan. The MCU Registrar develops the annual PME Quota Plan in late spring/summer to inform MMOA-3 fall selection boards of PME program priorities and seat allocations. As needed, the Registrar may request SSR assistance each spring in identifying the local institution's desired Marine Corps student demographic makeup.

b. Student orientation. The MCU Director, Fellows Program coordinates an annual "regreening" conference targeted at top level school students at which senior Marine Corps leadership briefs current issues and priorities. Where possible, SSRs and students attending programs in proximity of MCU should attend in person. Others will attend virtually; for those unable to attend virtually, SSRs will be provided a recorded or electronic copy of briefing materials for use in conducting student orientation.

c. SSR conference. MCU typically conducts a conference each fall after the start of the Academic Year in order to review PME issues and concerns related to SSR roles and responsibilities. The MCU Director, Fellows Program will coordinate dates and agenda.

Related Policies and Forms:

None

Promulgated: 21 Sep 2020

Reviewed: 2 Dec 2022

Revised: _____