



UNITED STATES MARINE CORPS
MARINE CORPS UNIVERSITY
EDUCATION COMMAND
2076 SOUTH STREET
QUANTICO, VA 22134

IN REPLY REFER TO:
1000
VPBA
SEP 21 2020

EDUCATION COMMAND ORDER 1000.1C

From: Commanding General, Education Command
To: Distribution List

Subj: MARINE CORPS UNIVERSITY / EDUCATION COMMAND ORGANIZATIONAL
MANUAL AND BUSINESS/STAFF REGULATIONS (SHORT TITLE: MCU
BUSINESS REGS)

Ref: (a) SECNAV M-5216.5
(b) MCO 5216.20B

Encl: (1) Section 1: MCU Organizational Manual
(2) Section 2: MCU Staff Actions and Business Rules
(3) Section 3: MCU Business Process and Information Directory

1. Situation. In order to function as a fully operational academic institution as well as a Marine Corps command, Marine Corps University (MCU) employs numerous business processes and business rules that facilitate effective and efficient staff actions. Also, the organization of MCU, while including many of the staff sections and staff functions of a traditional Marine Corps unit (e.g. G-1 for general and personnel administration) includes some staff sections and functions more similar to those found in a traditional university (e.g. Vice Presidents, Registrar, etc.). Therefore, MCU requires a unifying document that provides a clear description of the organization of the University, of each staff section and the functions for which each section is responsible, and of the staff actions, business processes, and business rules necessary to ensure effective and efficient staff functioning across the University.

2. Cancellation. This Order cancels MCU/EDCOM Order 1000.1B.

3. Mission. The MCU Business/Staff Regulations and Organization Manual outlines the organizational structure and responsibilities of the MCU Staff and provides the policy, guidance, business rules, and business processes necessary to ensure effective and efficient staff functioning across the University, and to ensure compliance with applicable policies, orders, regulations, and laws.

4. Execution

a. Commander's Intent. To ensure the effective and efficient functioning of the MCU staff and to provide a comprehensive source for the staff and faculty of MCU of the staff actions,

business rules, and business processes required to accomplish all tasks in compliance with applicable policies, orders, regulations, and laws.

b. Concept of Operations. This Order outlines the organization of MCU along with the responsibilities and functions of each staff section. Additionally, this Order will direct users to applicable points of contact, established policies, and/or established business processes and rules necessary for the effective and efficient functioning of the MCU staff. This Order is organized into the following three sections:

(1) Organizational Manual. This section provides an overview of the organization of MCU along with a description of each staff section and the responsibilities and functions thereof.

(2) Staff Actions and Business Rules. This section provides the business rules and staff actions that are required to ensure effective and efficient staffing across the University.

(3) Business Process and Information Directory. This section provides a comprehensive list of all functions and business processes used by the various directorates and staff sections of MCU that are necessary for the day-to-day functioning of the University and to ensure compliance with applicable laws, regulations, policies, and orders. Additionally, this section will direct users to applicable MCU directives, procedures, and/or points of contact. In order to allow continuous updates of individual section business processes, points of contact, and general information, the Business Process and Information Directory will be available online at URL <https://sites.google.com/usmcu.edu/mcu-business-regs/home/business-process-directory>.

c. Tasks

(1) Chief of Staff. Provide oversight and supervision of staff and faculty to ensure compliance with all applicable policies, orders, regulations, and laws.

(2) Vice President, Business Affairs (VPBA). Assume overall responsibility for the management and execution of the MCU Business Regulations.

d. Coordinating Instructions

(1) All MCU special staff, vice presidents, staff sections, faculty, and directors should be familiar with the contents of this Order, and will comply with the established policies, procedures, and processes herein.

(2) All MCU staff sections will inform VPBA when applicable business processes/rules under their purview are updated, cancelled, or developed.

5. Administration and Logistics

a. In order to ensure that the MCU Business Regulations are comprehensive enough to provide detailed guidance for efficient and effective staff functioning but also flexible enough to allow for updated processes and rules from all staff sections, the many processes listed as part of

the Business Process Directory, and the referenced directives, procedures, guidance, and points of contact for each may be updated without requiring a change to this Order.

b. The MCU Business Regulations are available electronically at URL <https://sites.google.com/usmcu.edu/mcu-business-regs/home>.

c. Recommended changes to this Order should be submitted to VPBA for review.

6. Command and Signal

a. Command. This Order is applicable to all service members (active and reserve) and civilian personnel assigned or attached to EDCOM.

b. Signal. This policy is effective the date signed until superseded or cancelled by authority of Commanding General, EDCOM.



J. M. BARGERON

Distribution:
MCU VPs
MCU Directors
MCU Staff

Section 1

Marine Corps University / Education Command

Organizational Manual

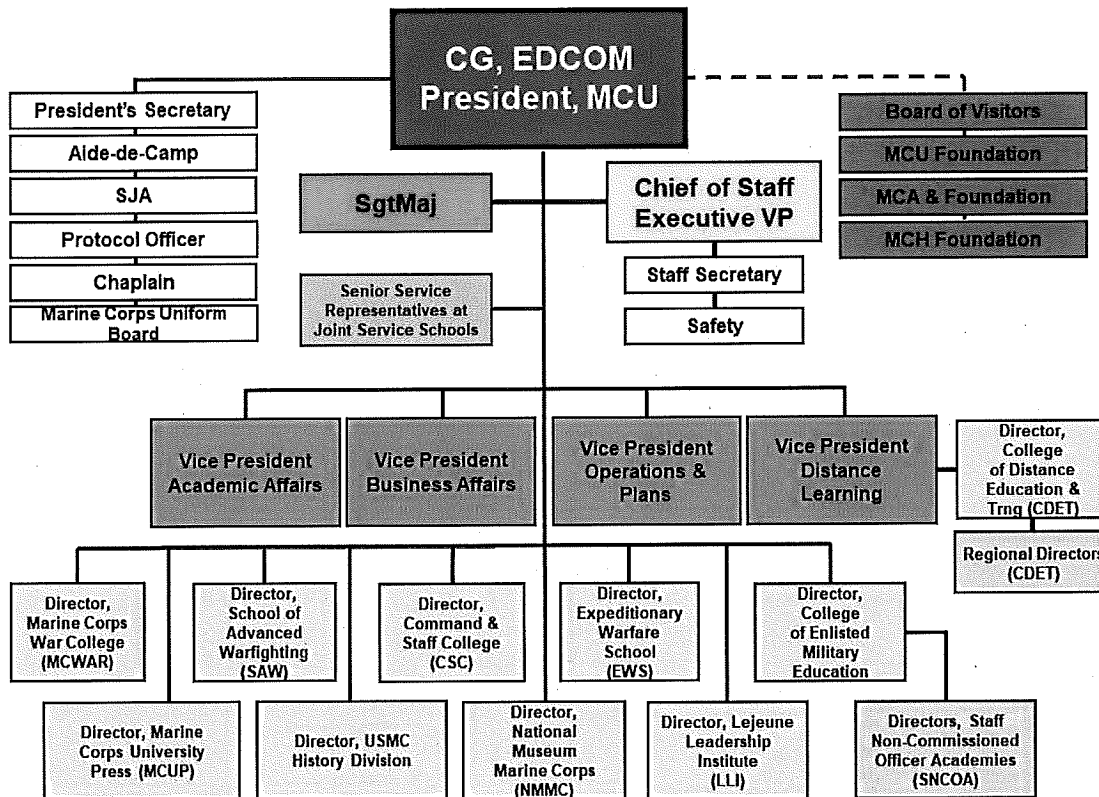


Figure 1

1. Marine Corps University (MCU) Organization. Figure 1 depicts MCU organization. See below for a brief description of each portion of the wire diagram.

2. President, Marine Corps University (MCU) / Education Command (EDCOM), Commanding General. The Commanding General (CG) exercises full command authority over EDCOM. The President, MCU is the chief executive officer of the University. The President exercises oversight of all operations and is responsible to the Commandant of the Marine Corps (CMC) for the development and implementation of Professional Military Education (PME) policy and programs for the Marine Corps.

a. President's Secretary / Executive Assistant (EA). The EA provides administrative and secretarial support to the President, MCU. The EA manages the president's calendar, appointments, correspondence, contact information, scheduling, work-flow, and special projects.

b. Aide-de-Camp. The Aide-de-camp assists the Commanding General with routine administrative duties, scheduling, preparing trip itineraries, coordinating CG participation in events and activities, coordinating transportation, and other varied duties.

c. Staff Judge Advocate (SJA). The SJA is the legal advisor to the CG, faculty, staff, and student body. The SJA provides legal support and guidance for cases of alleged misconduct, certain situations that require inquiries or investigations, labor relations, financial management, gift acceptance, and any other event or situation that requires legal review or support.

d. Protocol Officer. The Protocol Officer plans, coordinates, and manages all requirements and actions in support of MCU distinguished visitors. The Protocol Officer is responsible for MCU invitations, tracking the RSVPs of invited attendees, arranging catering for certain events, coordinating gift exchanges or gifts of appreciation for invited guests, ensuring customs and courtesies are arranged and followed for certain distinguished visitors, and other tasks as required.

e. Chaplain. The Chaplain serves as the religious advisor to the CG, the faculty and staff, and to the student body as needed. The Chaplain is responsible for tending to the spiritual and moral well-being of service members and their families. The chaplain's responsibilities include performing religious rites, conducting worship services, providing confidential counseling and advising commanders on religious, spiritual, and moral matters.

f. Marine Corps Uniform Board Program Manager. The Uniform Board Program Manager serves as an advocate to CMC on all uniform related issues and as the subject matter expert on all regulations dealing with the wear of Marine Corps uniforms and accessories, grooming standards, allowance issues (including supplemental issue and cash allowances), and policy issues. Additionally, the Program Managers manages the Marine Corps Uniform Board website, facilitates all Uniform Board meetings, and manages the civilian clothing allowance program for the Marine Corps.

3. Chief of Staff (COS). The COS supervises the headquarters staff and coordinates staff actions throughout the university. The COS serves as the Executive Vice President, MCU, and as the Chair of the Executive Steering Committee (ESC). The COS serves as designated MCU liaison to the Marine Corps Heritage Foundation (MCHF).

a. Staff Secretary (SSEC). The SSEC oversees and manages the administrative support for the office of the President and COS. The SSEC receives, disseminates, tracks, and coordinates final responses for tasks assigned to MCU from higher headquarters; directs and supervises the operation of the President's driver and administrative personnel; coordinates the release of all MCU MARADMINs and other message traffic; and coordinates with MCU staff to ensure all required staff actions involving the President are complete.

b. Safety Officer. The Safety Officer is responsible for planning, implementing, and overseeing EDCOM's Safety policy, and for ensuring that EDCOM is in compliance with all safety regulations and Occupational Health and Safety (OHS) guidelines.

4. Sergeant Major (SgtMaj). The Sergeant Major is the senior enlisted advisor to the Commanding General and the senior Enlisted PME advisor to the President, MCU.
5. Senior Service Representatives (SSRs) at Joint Service Schools. SSRs are assigned to represent the CMC at sister service and JPME institutions to ensure matters pertaining to the Marine Corps and its personnel are effectively and properly integrated. The President, MCU is the SSR's conduit to the CMC concerning all matters related to PME policy and certain administrative matters. Operational control and routine day-to-day duties are at the discretion of the SSR's immediate reporting senior as defined by local school policies and directives.
6. Board of Visitors (BOV). The MCU BOV is an advisory board that meets semi-annually to provide advice and recommendations to the MCU President.
7. Foundations and Foundation Liaisons. MCU is supported by three foundations, each of which communicate with MCU through assigned liaison officers.
 - a. Marine Corps University Foundation (MCUF). MCUF provides vital private resources that strengthen the education and training of Marine leaders both within MCU and the operating forces and supporting establishment. The Vice President for Academic Affairs is assigned as the MCUF Liaison.
 - b. Marine Corps Association and Foundation (MCAF). The preeminent association and foundation for all Marines and friends of the Corps dedicated to leader development, recognition of professional excellence, and expanding awareness of the rich traditions, history, and spirit of the United States Marine Corps. The Vice President for Operations and Plans is assigned as the MCAF Liaison.
 - c. Marine Corps Heritage Foundation (MCHF). MCHF preserves and promulgates the history, traditions, and culture of the Marine Corps and educates all Americans in its virtues. The COS is assigned as the MCHF Liaison.
8. Sponsored, Academic, and Service Chairs. In addition to the permanent military and civilian faculty teaching at the University, several additional senior military officers, interagency representatives, and noted scholars, sponsored by various entities, support MCU by providing expertise in multiple military service related areas, strategic thinking, policy, federal government agencies, and academic disciplines.
9. Vice President for Academic Affairs (VPAA). VPAA is the Chief Academic Officer of the University and reports directly to the President of MCU. As the principal advisor to the President on academic policy, the VPAA: Develops policies and procedures for integrating learning throughout the officer and enlisted professional military education continuum; Facilitates course content review processes within the University; Oversees the development of university faculty development plans and programs; Oversees management of MCU sponsored research; Oversees the provision of adjunct faculty (full-time and part-time Chairs and Scholars not directly employed within a specific educational program) support to educational programs; In conjunction with educational program directors and the Director, Fiscal Office, oversees the development of a systematic approach to resource identification and acquisition in support of

educational programs; Oversees relationships with accrediting bodies (military and civilian); Adjudicates student requests for waivers of master's degree eligibility requirements; Serves as the Designated Federal Official (DFO) for MCU's Board of Visitors (BOV); Serves as the principal MCU representative to the Military Education Coordination Committee (MECC) Working Group, and in the absence of the President, to the MECC; Serves as designated MCU liaison to MCU Foundation; Is a member of the MCU Executive Steering Committee.

a. Office of the VPAA (OVPA). Consists of the Academic Operations Officer, Faculty Development and Outreach Coordinator (FDOC), the Director, Fellows, Scholarships, and Foreign PME programs, the Director of Research, and the Business Management Office. OVPA coordinates the operations and activities of the department and provides it with fiscal support.

(1) FDOC. Plans and coordinates comprehensive University-level faculty development programs; researches and publicizes faculty opportunities for professional growth in specific academic/curricular fields; assists faculty members in organizing MCU-sponsored educational forums and colloquiums; supports educational program faculty development efforts; manages the MCU Speakers' Bureau and coordinates external requests for academic support; serves as Alternate DFO for BOV and coordinates BOV meetings.

(2) Director for Fellowships, Scholarships, and FPME. Responsible for program oversight and management of the CMC Fellowship/Olmsted Scholar/Foreign PME programs managed by TECOM; responsible for management of program budget; and writing and updating of the Marine Corps Order (MCO 1520.28) governing the programs. Coordinates MCU annual Senior Service Representative Conference and Top Level School "re-greening" conference.

(3) Director of Research. MCU's Director of Research oversees University policy and guidelines related to research and sponsored projects, chairs the Sponsored Projects Council, and develops partnerships and processes to facilitate faculty, staff, and student research. The position also provides analysis of PME futures and macrolevel assessment information to VPAA.

(4) Business Management Office. VPAA's Business Management Office provides direct support to all sections within VPAA, History Division, and the MCU Press by assisting with all purchase request submissions, Defense Travel System (DTS) entries, management of invoices and payments in Wide Area Work Flow (WAWF), and by providing budget/fiscal guidance as needed.

b. Academic Support Division (ASD). Supports VPAA in the development of Marine Corps PME policy, including assisting with Joint PME requirements; developing MCU academic policy; managing the curricula review process; providing education officer assistance with curricula development and assessment; providing registrar functions for MCU's degree programs; implementation of the faculty and student awards program; provides direct support to faculty, students, and staff in effective written and verbal communications; and serving as MCU's designated liaison with Southern Association of Colleges and Schools Commission on Colleges on all issues related to regional accreditation.

(1) Director, Academic Support Division. Dual-hatted as Deputy VPAA and serves as Acting VPAA in absence of principal. Designated as MCU Institutional Accreditation Liaison (IAL) and manages regional accreditation issues related to MCU's status as a member of the Southern Association of Colleges and Schools Commission on Colleges; develops and manages MCU academic policies; oversees curricula review process; and manages MCU memoranda of understanding with outside agencies related to academic Chairs.

(2) Education and JPME Management Officers. Provide guidance on academic programs of instruction and development of curricula for MCU schoolhouses and programs; run the OPME and EPME Curriculum Review Boards for CG EDCOM; develop PME orders and policy to include coordination of review of external programs for equivalent credit and the management and integration of Joint PME; provide technical advice and support for PAJE accreditation issues; coordinate the actions of the PME Continuum Working Group; manage the Marine Corps PhD Program; and represent MCU at TECOM, DoN, DoD, and Joint working groups and like fora related to academic and PME policies.

(3) MCU Registrar. Provides registrar functions for MCU's degree granting programs and Expeditionary Warfare School. Develops annual PME Quota Plan; maintains the MCU Academic Calendar; validates master's degree eligibility; maintains student academic performance records; serves as Recorder on all resident officer PME Student Performance Evaluation Boards; produces and issues official transcripts certifying type and quality of academic performance; and coordinates faculty Rose Award selection board, and is AA representative for annual Awards Ceremony and Commencement Exercise.

(4) Leadership Communication Skills Center. Consists of Director and 2 communications instructors. Provides direct support to MCU students, faculty, and staff, with primary emphasis on master's degree programs, in the process and assessment of effective written and verbal communications; prepares and delivers instruction related to communications to all levels of PME across the educational continuum; assists in facilitating a graduate-level thesis program that includes a research plan, written essay, and oral defense.

c. MAGTF Instructional Group (MIG). Consists of Director, 3 Staff Instructors, 2 Mentor Instructors, and a Communications Instructor. The MIG assists all MCU directorates and schools by developing, delivering, and evaluating professional military education to improve the critical thinking and adaptability skills that enhance professional competence in leadership, warfighting, and staff abilities. Provides instructional support to the Senior Enlisted PME program, the First Sergeant's Course, and Commandant's Combined Commandership Course; designs, develops, and delivers the Strategy and Policy Course and the Reserve Senior Staff Course; and provides Red Team support on an as available basis. The Director also exercises administrative oversight of MCU Academic Chairs not designated as administratively aligned with specific educational programs.

d. Brute Krulak Center for Innovation and Creativity (Krulak Center). Consists of Director, Deputy, Operations Officer, Information Operations Cell, MCU Red Team, MCU Chairs in Cyber Security and Maritime Warfighting, and MCUF sponsored academic Chairs in various

subjects and disciplines. The Krulak Center enables an interdisciplinary approach to complex problem solving, fosters an environment that enhances collective warfighting capability, and facilitates and encourages novel solutions to current and future warfighting challenges in order to expand the Corps' competitive edge and improve warfighting effectiveness. The Krulak Center sponsors student writing contests, faculty research, coordinates and engages in wargaming outreach and support, to include the annual "Sea Dragon" competition, facilitates integrated learning opportunities for students outside and across educational program curricula, and coordinates the annual MCU Innovation Summit to showcase student creative problem solving research and ideas.

e. Libraries of the Marine Corps (LoMC). Housed aboard the MCU campus in the Gray Research Center, the LoMC consists of the Research Branch, the Virtual Branch, and the Quantico Family Library. The LoMC supports study and teaching at all levels throughout the Marine Corps by providing comprehensive storage, organization, retrieval, and access to tactical, operational, and strategic warfighting and international relations information.

f. Center for Regional and Security Studies (CRSS). (Effective 1 July 2020) The CRSS houses MCU regional faculty subject matter experts, engages in and supports faculty efforts for sponsored research, and provides Language, Regional Expertise, and Culture (LREC) education to the Total Force via the Regional and Culture Studies Program (RCSP), executing all aspects of RCSP management, content updates, and oversight of LREC instruction and RCSP region assignment associated with TECOM formal schools. The CRSS also provides training and operational support throughout unit deployment cycles, along with training exercise and wargaming support on behalf of TECOM.

10. Vice President for Business Affairs (VPBA). VPBA provides executive oversight, policy implementation, management, planning, and evaluation of all MCU administrative processes, military and civilian personnel actions, information and personnel security management, facilities, logistics, and financial management. VPBA is a member of the MCU ESC.

a. G-1 / Administrative Services. The G-1 is responsible for all administrative requirements for the CG, permanent personnel, and assigned individual mobilized reservists assigned to Education Command. The service and support provided by the G-1 includes, but is not limited to, the following: review of all correspondence routed for the CG's signature; correspondence and directive format review; MCU and higher headquarters route sheets; MARADMIN review and routing; manpower and staffing requirements; DTS and Government Travel Charge Card (GTCC) administration; files, directives, and records management; electronic personnel administrative requests (EPARs); Freedom of Information Act (FOIA) requests; personal and unit awards; performance evaluation system / fitness reports; leave and liberty; Table of Organization and Equipment Change Request (TOECR); official mail; and serious incident or casualty reporting.

b. Student Services. Student Services is responsible for University-wide student support to include coordinating with Marine Corps Base Quantico organizations that provide support to