



**UNITED STATES MARINE CORPS**  
REGION 7 (NORTH AND WEST AFRICA)  
MARINE CORPS EMBASSY SECURITY GROUP  
UNIT 7900, BOX 600 DPO AE 09213-0600

Canc frp: 20 Jun 2016

RegBul 1510  
Reg 7  
20 Jun 16

REGION BULLETIN 1510

From: Commanding Officer, Region 7  
To: Distribution List A

Subj: REGION 7 QUARTERLY TRAINING PLAN FOR 3RD QTR CALENDAR YEAR 2016

Ref: (a) NAVMC 3500.98, MCESG Training & Readiness Manual  
(b) GruO P1510.10, Standard Operating Procedures for Training  
(c) GruBul 1510, CY-16 Annual Training Plan

Encl: (1) Region Training Card (RTC)  
(2) Post One Command and Control Exercises  
(3) Region Headquarters 3rd Quarter Training Schedule

1. Situation. The purpose of this bulletin is to establish Region 7's quarterly training plan for the 3rd quarter (1 July - 30 September) of calendar year 2016 (CY16). The references along with the guidance contained herein will be used to develop and implement training for the next three months. This document is intended to complement the Group Training Plan, reference (c), and not to simply restate requirements that are already in place. Updates will be published quarterly as needed to provide changes, deletions, and additions to the training plan.

2. Cancellation. CY16 Region Bulletin 1510 dtd 20 Mar 2016.

3. Mission. Region 7 headquarters will coordinate efforts and conduct standards based training in order to ensure mission accomplishment and efficient use of resources at all levels of command.

4. Execution

a. Commander's Intent:

(1) Purpose: Each detachment will be responsible for completing their assigned training in order to provide top level security for the Department of State.

(2) Method: Through the utilization of T&R Mission Essential Tasks (METS), small unit leadership, and Individual Training Records/Electronic Training Jackets.

(3) End State: Region 7 is a technically, tactically, and professionally superior command; a force in readiness, demonstrating qualities of flexibility, reliability, and sustainability; and is prepared to meet any mission set forth by MCESG or DoS.

b. Concept of Operations. Additional guidance and requirements for training plan execution within Region 7 is provided below.

(1) MOT/FOT. Enclosure (1) of reference (b) is the standard MOT/FOT certification form for every Marine Security Guard (MSG) within MCESG. The

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only modifications to this form allowed are additions of post-specific requirements. Detachment Commanders (DetComdrs) will be MOT/FOT certified by the Regional Security Officer (RSO) within two weeks of arrival at Post; this requirement will be completed prior to certifying/re-certifying any MSGs. The outgoing DetComdr is responsible for recertifying all MSGs, ensuring each has at least three months before their MOT/FOT expiration date. Date of remediation will be written in the "REMEDIATION" box. If a MSG is being certified on Post One during a Response Drill, it will be annotated on the after action report. Posts with initial MOT/FOT requirements that require more than one dated certification will use the earliest dated certification (standard MOT/FOT enclosure (1) of reference (b)) as the expiration date/NLT date for recertification. MOT/FOT certification will be recorded in MCTIMS.

(2) Weapons Handling. Monthly weapons handling training must include a review and conduct of the following procedures for all SPE systems: upload/download, weapons conditions, weapons safety rules, weapons carries, immediate and remedial actions, disassembly and assembly, and functions checks. Weapons handling skills will be tested by the DetComdr monthly and assessed by Inspecting Officers (IOs) during Semi-Annual Inspections (SAIs). Test completions will be annotated on MCTIMS monthly. All DetComdrs and IOs also will complete the MarineNet Range Safety (RTAMRSOCAA) course. Completing this course does not relieve the RSO of his/her duties as the range safety officer during FAMFIRE. It serves to enhance the safety aspect of the range and appropriate weapons safety.

(3) FAMFIRE. MSGs are required to FAMFIRE a minimum of every six months with their assigned weapons. If any MSG goes longer than six months between FAMFIRE, a waiver to the Commanding Officer must be submitted 30 days prior to expiration. These waivers are valid for 90 days upon signature.

(a) Ranges will not be conducted without an RSO representative present and serving as both the Range Safety Officer (RSO) and Officer in Charge (OIC) of that range.

(4) Indoor Simulated Marksmanship Trainer (ISMT)

(a) Monthly ISMT training will be conducted per reference (c). Marines will focus on weapons handling and the force continuum. DetComdrs will utilize this resource to the fullest extent possible and work towards enhancing the operational capabilities of every Marine through the ISMT. MSGs will use MSG black gear (holstered) for roving scenarios, and full response gear for response scenarios.

(b) DetComdrs are directed to exhaust all available means in order to maintain the ISMT system in an operational state. All correspondence with either the helpdesk or Region 7 Operations section will be documented and retained in the training turnover binder under section I. Following extensive attempts to repair and preserve the ISMT, if unsuccessful, the DetComdr will submit a request to waive ISMT training for a period not to exceed six months. Requests for extension will be evaluated at the end of this period. Sample ISMT waiver requests are located on [Region 7 SharePoint > Training > ISMT](#).

(c) Monthly ISMT training usage reports are required to be filled out by the DetComdr NLT the 30<sup>th</sup> of each month, and can be found on the above link.

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(5) Physical Training and Body Composition Program

(a) Prior to appointment as a Command Physical Training Representative (CPTR)/Combat Conditioning Instructor (CCI), DetComdrs and Region IOs will complete the MarineNet PFT/CFT Certification Course (TSD0PCFT01). DetComdrs and Training NCOs will be the only authorized CPTR/CCI at the detachment. DetComdrs (or acting DetComdr) are responsible for the conduct of the BCP, PFT, and CFT. Training NCOs will only assist the DetComdr in administering official PFTs/CFTs.

(b) Create and maintain a PFT/CFT/BCP binder with the following sections:

1. Approved PFT/CFT route maps will be signed by the DetComdr, and reviewed/signed by the RSO, current assigned IO during an SAI, and the Region OpsO upon completion of that SAI. Certification information can be found on [Region 7 SharePoint > Training > PFT and CFT Certifications](#).

2. MCO 6100.13, Ch. 2.

3. MCO 6100.13, Ch. 3.

4. MCO 6110.4, pg 5-7 of Encl. (1), Encl. (3), and Encl. (4).

5. Completed NAVMC 11622s for past two years (monthly inventory events as well as official scored events).

6. Completed ORM for each PFT/CFT event.

(c) Detachments are required to purchase and maintain all required equipment IAW MCO 6110.3 w/Ch1 in order to conduct a body composition evaluation (BCE). Semi-annual all hands BCEs will be conducted during SAIs. These BCEs will be submitted into MCTIMS as an official height/weight, with supporting NAVMC 11622 documentation uploaded into unit folder for [Region7 SharePoint > Training > Reg 7 HTWT Worksheets](#).

(d) Assignment to the Body Composition Program (BCP) is required for any Marine who is found to be out of height/weight standards. The DetComdr is responsible for the semi-annual weigh-in requirements conducted during SAIs to be submitted via MCTIMS. Information on the BCP program can be found on [Region 7 SharePoint > Training](#).

(e) A minimum of five, 30-minute physical training (PT) sessions are required each week.

(f) Training NCOs will schedule a PFT/CFT during SAIs and will demonstrate to the Inspecting Officer they can apply the requirements for conducting PFTs and CFTs. PFTs and CFTs do not need to be run for score during an SAI; however, every effort to do so shall be made in order for the Inspecting Officer to assess the Detachment's overall fitness. In the event a Marine is physically unable to run a PFT or CFT for score due to a documented medical ailment, the previous inventory PFT/CFT (most recent one) event may run for record. This will be approved by the Operations Officer on a case-by-case basis only. Within 30 days upon returning to full-duty, Marines will execute a PFT or CFT.

(g) Any Marine moving on the next movement cycle will execute an official PFT or CFT (depending on which semi-annual period) prior to

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departing their post, unless moving during the 2-16, 4-16, or 5-16 Movement Windows. All Marines will have a PFT or CFT (depending on that semi-annual period) completed 30 days prior to movement.

(h) Should a Marine fail to achieve a 3rd Class PFT/CFT score or is placed in the BCMAP, the DetComdr will develop a Remedial Conditioning Program (RCP) training plan in accordance with MCO 6100.13 w/Ch1. This plan will be executed for a minimum of 30 days and will continue until the Marine corrects all deficiencies. The RCP training plan will not be conducted as punishment but will be developed to facilitate individual improvement with the use of mentorship and realistic progressive challenges and will be tailored as closely as possible to correcting the individual Marine's deficiencies. The training plan will be maintained by the Training NCO and a copy will be placed into the Marine's ITR for the duration they are assigned to RCP.

(6) Response Training

(a) Response drills are required to be planned events. Performance Evaluation Check Lists (PECL) shall be used to assist in developing a viable scenario that can be properly evaluated. An example copy of PECL is located on [Region 7 SharePoint > Training > Region Bulletin 1510 > Performance Evaluation Check List \(PECL\)](#) and is provided as a resource in drill planning. Drills should be tailored to the host embassy's OP Plans, and should answer:

1. What is the area of focus?
2. What is the desired end state?
3. What training do the Marines gain from this drill?

(b) Safety is paramount and will not be compromised for training. Incorporate medical training into every response drill. Incorporate Chemical, Biological, Radioactive, and Nuclear (CBRN) scenarios and equipment at least quarterly and enter the dates on the ITC. DetComdrs are encouraged to use creative planning for drills.

(c) MSGs on duty (carrying a condition one pistol) at the beginning of any drill will immediately remove their black gear (keeping the pistol retained in the black duty holster) and place it out of the way, but available (e.g. react gear rack or shelf), for the conduct of the drill. All other weapons used in the conduct of a drill will be cleared by the individual carrying that weapon and one other MSG or RSO representative. If a weapon changes hands at any time, it will be cleared prior to being handed off and upon being received. MSGs will use weapons that are appropriate to the current response.

(d) Additional Tactical Decision Games (TDGs), Table Top Exercises (TTXs), and Post One exercises are highly encouraged; however, they are not a replacement for a response drill. The TDGs should be operationally focused, realistic, and based on the most dangerous and/or the most likely enemy course of action.

(e) RSOs will be notified in advance for all drills being conducted. All Response Drills will be documented in the Chronological Log and underlined in red ink, as well as annotated on each Marine's ITC. DetComdrs will be subjected to at least one drill a month without prior

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knowledge of the time, date and scenario. This will require RSO support or scheduling by the Assistant DetComdr/Response NCO.

(f) Sometimes drills involve a complex scenario that encompasses different types of response (e.g. a crowd of protesters where someone penetrates the hard line and places a bomb - Internal Defense to Intruder Containment to Bomb Search). In that case, the drill will be counted as one training evolution for the monthly requirements (one of the three minimum), but detachments may annotate each of the three types of drills to cover the requirement mandating each type of drill to be run once every quarter.

(g) New DetComdrs will report to the Commanding Officer when they have completed each type of drill (within 14 days of arrival at post).

(h) Response drill After Action Reports (AAR) will be written by either the Training or Operations NCO and filed in the training binder. AARs will detail which detachment members physically participated in the drill, as well as if the RSO(s) were included, not just if they were contacted. AARs will be incorporated into the Quarterly Training Schedule for monthly review (may be during Guard School) by all members of the detachment.

(i) At a minimum, DetComdrs will don react gear and participate in drills at least once a month, and will otherwise be involved in drill development, assessment, and after action for all drills.

(j) Post One Command and Control exercises are an excellent tool to prepare Post One for the task-saturation that comes with most real-world responses. Detachments will implement these exercises in accordance with enclosure (2). Local area familiarization will be done monthly and criticality and vulnerability assessments will be done once per quarter.

(7) Leadership Development

(a) Marine Corps Leadership Development (MCLD) is a relatively new service level initiative which aims to codify and organize many of the best practices already in daily use throughout our Corps. When effectively executed, leadership development is a continuous human development-focused effort. It exists to drive the personal and professional development of all Marines through structured, scheduled, focused, and regularly recurring discussion groups and "kneecap-to-kneecap" activities. The end state is to make our Marines better leaders, enhance individual and collective proficiency and decision-making, and create future leaders who are fully prepared to assume positions of increased responsibility.

(b) Region 7 has adopted the Corps' six functional areas of leadership development and uses them to focus individual development efforts. Commonly known as the "6 Fs," these functional areas are:

1. Fidelity - character, Core Values
2. Fighter - competence, technical skills
3. Fitness - physical, mental, emotional, spiritual fitness
4. Family - relationships with whomever the Marine identifies as family
5. Finances - financial health

6. Future - achieving a Marine's future goals, inside or outside the Marine Corps

(c) DetComdrs will conduct monthly leadership development training and education with every MSG either on a group or individual basis. While centered on the "6 Fs," leadership development should not be viewed as simply another checklist-driven program or initiative. It must be embraced as a way of approaching critical tasks that all Marine leaders share: to coach, counsel, mentor, and inspire subordinates. Specific to our mission, guided discussions under the Fidelity banner should cover: disciplinary issues, liberty incident scenarios, voting, and U.S. government civics - the latter discussed without overtly expressing political leanings.

(d) Resources for the "6 Fs" can be found on the Lejeune Leadership Institute's portal on Leadership Development located here: <https://www.mcu.usmc.mil/sites/leadership/sitepages/main.aspx>.

(8) Professional Reading Program

(a) Per MARADMIN 458/14, Quarterly PME Themes, DetComdrs will ensure each MSG is reading a minimum of three books from the Reading List per calendar year (at least one will be in 1st quarter), with an accompanying book review or presentation to the detachment. A copy of the book review or presentation will be retained either in MCTIMS or via hardcopy/electronic means. ITRs may be utilized for this purpose. If group discussions are held, appoint a note taker and ensure a copy of the naval letter format discussion notes are also maintained. Discussion notes will include recommendations (audience and action), analysis of the content (thesis and synopsis), key characters, key passages, analysis of the quality of the book (applicability, timeliness, completeness and style), lessons learned, and final group thoughts.

(b) In MARADMIN 458/14, the Marine Corps has announced a series of resources to help unit commanders with their PME activities. MCU/EDCOM will provide an annual list of quarterly PME themes for unit PME program managers to consider as a consistent thread for a 90-day period of unit PME events.

(9) Language Training. Although weekly language training is not mandated, MSGs are required to memorize mission essential phrases (as determined by RSO and DetComdr) in the host country's primary language, as well as to be able to apply them during each response drill. If the host country has a predominately spoken secondary language, each MSG will memorize the mission essential phrases in the secondary language as well. Language cards are to be used as an aid only and are not a substitute for the requirement to know mission essential phrases by heart. DetComdrs are encouraged to incorporate this into their response drills.

(10) MarineNet

(a) Aside from the mandatory MCESG MarineNet courses, DetComdrs are also required to complete Counseling for Marines (MCIZ0112DZ), Range Safety Officer Course (RTAMRSOCAA), and both Company and Platoon level Unit Training Management Course training (UT03A0000 and UT04A0000, respectively).

(b) DetComdrs shall also read and be familiar with the following record-keeping references:

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1. MCO 5215.1K - MARINE CORPS DIRECTIVES MANAGEMENT PROGRAM (knowing what a change, revision, and review are, and how to annotate on the NAVMC Cards).

2. SECNAV M-5210.1 (Dec 2005) RECORDS MANAGEMENT MANUAL (knowing what goes into a specific SSIC section).

3. SECNAV M-5210.2 (Jul 2012) Standard Subject Identification Code (SSIC) Manual (knowing which SSIC codes are which).

4. OPNAVINST 5215.17 (Directives Management).

5. SECNAV M5216.5 (Mar 2010) CORRESPONDENCE MANUAL (knowing how to write Naval Letter Format, and different forms to use).

(c) The DetComdr, the A/DetComdr and Mess NCO (and any assistants to the Mess collateral duty) are also required to complete the Semper Fit Advanced Fitness Course (MCIZ4134AZ).

(d) Permissions: Each movement cycle, DetComdrs will submit add/drop requests for Marines for the following permission:

1. MarineNet: Only A/DetComdr OR Training NCO will be given Training Manager permissions in MarineNet. Only one Training Manager will be assigned per detachment, unless otherwise authorized by the Commanding Officer.

2. MCTIMS: DetComdr, A/DetComdr, and Training NCO.

(11) Rank Appropriate PME

(a) Unless a Marine has completed a resident PME course, the required non-resident PME must be completed NLT 12 months following promotion (This includes Marines just arriving to Region 7). It is highly encouraged to accomplish the required PME one rank higher than the Marine's current rank. Furthermore, it is highly encouraged to complete this PME directly after being promoted.

(b) Regional Culture and Language Familiarization (RCLF). Sergeants with a date of rank of 1 Oct 2012 or later and Commissioned Officers with a date of commissioning of 1 Apr 2009 or later are required to complete the appropriate RCLF blocks of training to be considered PME complete for that rank. Marines with a date of rank before the above mentioned dates are "grandfathered" in but are still encouraged to participate in the training. The training can be found on MarineNet and listed under RCLF. Information regarding this program can be found on [Region 7 SharePoint > Education](#).

(c) All Region 7 Marines will read MCESG Training Requirements located in Enclosure (1) of Reference (c). Section 3 details grade specific Enlisted Professional Military Education (EPME) requirements.

(12) Off Duty Education. Marines are encouraged to pursue off duty education. Off duty education completion records will be uploaded on [Region 7 SharePoint > Education](#). Tuition Assistance (TA) will be submitted and approved via the web based module by DetComdrs. DetComdrs will submit their own TA requests to their assigned Inspecting Officer, and the Region 7 Education Officer will track all DetComdr requests. Every instance in which a Marine has to repay their TA will be reported via email to the Region 7

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Education Officer (Cc'ing the Region 1stSgt). DetComdrs are required to track enrollment, completion, and repayment (as necessary) for all TA.

(13) Marine Occupational Specialty (MOS) Training. The Marine Security Guard Program offers a dynamic opportunity for Marines to gain experience operating in a joint environment outside of their primary occupational specialties. Skills sharpened by collateral duties, small unit operations, and personnel management serve to position MSGs for future success in the Marine Corps. In order to ensure that the broadening of each Marine's professional growth includes MOS development, occupational oriented training via MarineNet will supplement the training plan. Each Marine throughout Region 7 is required to complete one course per quarter from their MOS Roadmap or training courses offered on MarineNet. DetComdrs will ensure courses taken are related to the Marine's MOS. Marines with MOSs that have comparative fields in other DoD services will take Army, Navy, and Air Force online MOS training once USMC MOS online training is complete in order to continue quarterly MOS sustainment training.

(14) Sexual Assault Prevention and Response (SAPR). The training requirements will be satisfied by conducting the following three classes:

(a) IO UVA Training. IOs will conduct their initial Uniformed Victim Advocate (UVA) training during IO training by the MCESG Sexual Assault Response Coordinator (SARC). Additionally, 16 hours of annual refresher training must be conducted. Training resources can be found on the HQMC SAPR SharePoint site.

(b) "Take a Stand" class. This training must be given to all non-commissioned officers (NCOs) by a UVA. This is a one-time requirement for NCOs at the rank of Cpl and once again upon promotion to Sgt. A code of "SB" will be entered in MOL for all NCOs who complete this training. The training will be conducted by a Region 7 UVA via VTC or during SAIs. This training also satisfies the annual "AT" course code requirement for that year a Marine takes it for their time in grade requirement. All follow-on years for that grade must still take the "AT" course. Retain attendance rosters on [Region 7 SharePoint > SAPR Resources > Take A Stand Resources](#) and create/submit a MCTMS entry with SB and AT codes.

(c) "Step Up" class. This training is required for Lance Corporals and below. This requirement is outlined in MARADMIN 288/14 for non NCOs, must be provided by a UVA, and takes the place of the Annual SAPR training for these Marines. A code of "SE" will be entered for all non-NCOs who receive the annual "Step Up" training.

(d) Annual Year SAPR Overview Training. Required for all Marines within MCESG and must be provided annually during the fiscal year by a certified UVA. The code of "AT" will be entered in MOL for all Marines who complete this training. "Take a Stand" and "Step-Up" training also satisfies this training. Training briefs are available on [Region 7 SharePoint > Training > Annual Training Classes](#).

(e) Sexual Harassment and Hazing Prevention Classes. Utilize guidance in reference (c).

(15) Unit Marine Awareness and Prevention Integrated Training. Region 7 will comply with MARADMIN 512/14 execute the following classes via the UMAPIT references and training aids (located per the MARADMIN): Never Leave a Marine Behind, all ranks' Suicide Prevention Courses, Substance



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Abuse, and Child Abuse/Domestic Violence. The UMAPIT training code for entry into MCTFCS is B9.

(16) Defense Travel System (DTS)/Government Travel Charge Card (GTCC)

(a) MSG personnel. Within 10 days of arrival to post, every Marine is required to take the online training "Programs & Policies - Travel Card Program (Travel Card 101)". This training is available via [Passport](#). All completed DTS training and Statements of Understanding (SOU) will be sent to the Region 7 Admin email account.

(b) Region Headquarters personnel. In addition to Travel Card 101, Region 7's APCs will complete Travel Card Program Management (APC Course), DTS (Basic) DTS Travel Documents (DTS 101), AO/RO Training for Accountable Officials and Certifying Officers, AO/RO DTS The Approval Process, and Programs and Policies (updated for improper payment avoidance) via [Passport](#). Depending on the roles held by each member they will have to complete additional training.

(17) Voter Training. As deployed members of the armed forces, Region 7 Marines are rarely afforded the opportunity to participate in state and federal elections in person. Training is required in order to ensure the flawless execution of absentee voting. Each Marine will fulfill their annual requirement for Military Voter Training and annotate on their ATC. The Future Operations Officer is the POC for this training.

(18) Casualty Assistant Calls Officer (CACO) Training. All MCESG SNCOs and Officers are required to receive annual training on the Casualty Assistance Program. This training will be conducted via <https://slsp.manpower.usmc.mil/files/index.html>.

(19) Counter-Espionage Training. Required annually for MSGs and will be provided by the RSO or other qualified personnel (refresher training required annually after initial instruction).

(20) Family Readiness Training. Required semi-annual PME for all Marines. POC is the Region 7 DFRO. Training will be conducted via MarineNet and will consist of the following courses:

(a) MFZFRCT02A Command Team Training - Command Team Members, conducted between January and June.

(b) MFZFRCT04A Command Team Training - Program Components, conducted between July and December.

(c) Personal Financial Management (MCIZ3420GZ) and Semper Fit Basic Fitness Course (MCIZ4133AZ) are both required but are one-time requirements.

c. Tasks

(1) Inspecting Officers. Ensure detachments are in compliance with Region Bulletin 1510 during Semi-Annual Inspections.

(2) DetComdrs

(a) In accordance with references (b) and (c), ensure each MSG completes all individual training requirements.

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(b) In accordance with references (b) and (c), supervise the proper documentation of all training via MCTIMS.

(c) Conduct an audit of the Marine's basic training record (BTR) and education page in Marine OnLine (MOL) upon arrival to post, quarterly, and approximately 30 days prior to departure.

(d) In accordance with reference (b), ensure the standards of the Mission Oriented Training/Familiarization Oriented Training (MOT/FOT) Certification Form are put into effect immediately and properly updated in each MSG's ETJ on MCTIMS.

(e) Oversee the development and publishing of detachment quarterly training schedules.

(f) Ensure any MSG executing permanent change of station (PCS) orders has completed all semi-annual and quarterly training requirements NLT 30 days prior to departure from post.

(g) Ensure any MSG executing PCS orders has completed a FAMFIRE NLT 60 days before departure from post.

(3) Detachment Training NCOs

(a) Modify all current ITRs to reflect 3rd QTR CY16 using updated RTC from enclosure (1).

(b) Implement and track all detachment training utilizing the proper ITC, ATC, RTC, and the MOT/FOT Certification Form.

(c) Ensure each Marine's ETJ is updated accordingly and that make-up training is conducted and properly documented.

(d) It is recommended that detachments maintain all current and previous ITC, ATC, and RTCs for cross-validation with MCTIMS.

(e) By the last day of each month, the training NCO will verify completed training has posted on the Marine's Basic Training Record on MOL Education page and ETJ on MCTIMS. Contact the Region Operations section if completed training persists unrecorded on MOL/MCTIMS. Classes completed on MarineNet will also be verified as occasionally the system will not auto populate.

(4) MSGs. Familiarize yourself with RegBul 1510 and DetBul 1510 and conduct regular self-audits of training and readiness records in order to ensure timely completion of all requirements.

(5) Region Headquarters Administrative Clerk (Ops Support)

(a) In accordance with references (b) and (c), ensure each Marine at Region Headquarters staff completes all individual training requirements as set forth in enclosure (3).

(b) In accordance with reference (b), supervise the proper documentation of all training via MCTIMS.

(c) Conduct an audit of the Region Headquarters Marines' BTR and education page from MOL upon arrival and quarterly.

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(d) Assist the Operations Officer in developing Region Headquarters quarterly training schedules and prepare all training materials and presentations in accordance with it.

d. Coordinating Instructions

(1) Execution Phases. Training within Region 7 will be executed in three phases: (1) plan for training, (2) execute the training, and (3) record the training.

(a) Phase One: Planning. Detachments will prepare a Quarterly Training Schedule (QTS) which will encompass the necessary training per the references. These bulletins will be published 10 days prior to the start of each quarter. Detachments will have 10 days from the execution date of this RegBul 1510 (effective 31 March 2016) to publish their 2ndQTR CY 16 Quarterly Training Schedule. Additional training (MCMAP, additional PME, etc.) requests requiring Region Headquarters review will be submitted NLT 30 days prior to the first day of training.

(b) Phase Two: Execution. Detachment members will attend weekly Guard School, complete required classes on MarineNet, or conduct individual training events in order to accomplish all required training. For Guard School, ensure lesson plans (created from MCEG class outline), attendance rosters (using provided format), and make-up training forms are maintained for each session. Ensure hard copy training aids (if utilized) are included within quarterly binders. For electronic records, each session must have a separate folder which contains the PowerPoint, lesson plans, attendance rosters, and make-up training forms.

(c) Phase Three: Recording. MSGs within Region 7 are encouraged to have an ITR to supplement MCTIMS recording. ITRs can be formatted in the following order:

1. Section A: Current ITC, ATC, RTC
2. Section B: MOT/FOT Certification
3. Section C: Reports (BTR and education page from MOL), Tuition Assistance (TA) information and grade reports, book reviews and/or presentations
4. Section D: MarineNet Certificates and FAMFIRE cables
5. Section E: MOS Roadmaps
6. Section F: Misc. (previous detachment information, previous ITC, ATC, RTC sheets)
7. Section G: Evaluation forms (T&R Forms)

e. Reporting. Completed training will be reported by creating training events on Marine Corps Training Management System (MCTMS) with substantiating documentation uploaded into the appropriate folder. All directions for creating and submitting occasions into MCTMS can be found on [Region 7 SharePoint > Training](#). DetComdrs are responsible for appropriate filing and naming of files. Incorrect MCTMS uploads will not be approved.

f. Region Training Card (RTC). Enclosure (1) contains Region specific requirements for all Region 7 detachments and HQ staff. DetComdrs may add

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additional post specific requirements to RTCs and their quarterly training plan.

g. Annotation of completed training. On hard copy RTCs, ITCs and ATCs (monthly, quarterly, semi-annual, and annual), the Training NCO will annotate the date completed using black ink. Annotations will be input in the designated location on the ITC/ATC/RTC. Electronic copies of the ITR to include RTC, ITC, and ATCs are authorized to be maintained in accordance with reference (b).

h. Suspension of Training. Any request for suspension of training must be obtained from the Region Commanding Officer. DetComdrs will review GruO 1510.10 for procedures and priority of work with a training suspension. Detachments will not suspend training until they receive approval from Region Headquarters to do so.

5. Administration and Logistics. All administrative and logistical tasks will be conducted in accordance with all references listed in this bulletin. Reference (c) and this bulletin will be physically located, in full, in the Training NCO's turnover binder. Locator sheets are not authorized.

6. Command and Signal

a. Command. This bulletin is applicable to the Region Headquarters and all MSG detachments within Region 7.

b. Signal. This bulletin is effective on 20 June 2016.

K. FRUSHOUR