



UNITED STATES MARINE CORPS

HEADQUARTERS BATTALION
TRAINING AND EDUCATION COMMAND
2006 HAWKINS AVENUE
QUANTICO, VIRGINIA 22134

1500
B 07-1
OCT 13 2020

POLICY LETTER 4-20

From: Commanding Officer, Headquarters Battalion
To: All Hands

Subj: FORMAL SCHOOLS POLICY

Ref: (a) MCO 1553.2C
(b) MARADMIN 178/10

Encl: (1) E-mail Formats
(2) Nomination Letter Format
(3) Drop Letter Format
(4) Change Letter Format

1. Purpose. To promulgate guidance and procedures for submission and routing of formal schools nominations for all Marines administratively assigned to Headquarters Battalion (HQ Bn), Training and Education Command (TECOM) who request enrollment into formal schools.

2. Background

a. Annually, a seat allocation Training Input Plan (TIP) is distributed to the Marine Forces (MARFOR) and Marine Corps Installations Command (MCICOM) Formal Schools Sponsors. The Marine Corps Installations, National Capital Region (MCI-NCR) Formal Schools Section coordinates school enrollments, funding requests, and is the quota management authority for all service members within the NCR requesting to attend TECOM and Department of Defense (DOD) schools and courses. Travel for these schools is funded by TECOM if the Marine requesting a seat complies with procedures and timelines identified both herein and per reference (b).

b. The Battalion S-3 coordinates with the MCI-NCR Schools Sponsor for school registrations. HQ Bn S-3 is the single liaison to MCI-NCR Formal Schools. All Marines administratively assigned to HQ Bn will route their school nomination requests to the Battalion S-3 via their respective company. Direct liaison with the MCI-NCR Formal Schools Sponsor by individual Marines is not authorized.

c. It is the responsibility of individual Marines and their immediate leadership to utilize the Marine Corps Training Information Management System (MCTIMS) to identify class start and end dates, and other relevant information for all courses and schools offered. MCTIMS is accessible to anyone with a DoD common access card (CAC) via the following Unit Record Locator (URL) <https://mctims.usmc.mil/homeport/default.aspx>

d. This policy establishes a streamlined and efficient process for submission and routing of formal schools nominations through the Battalion S-3 for Marines to be registered into formal schools and courses.

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4. Policy

a. Nomination Routing. All Marines will route nominations via their respective company office to the Battalion S-3. Any nominations received by the Battalion S-3 outside of this routing process will be re-routed to the appropriate company office for review. Independent coordination resulting in a school seat allocation outside of the HQ Bn formal schools nomination process will result in absence of funding and support from the MCI-NCR Schools Sponsor, TECOM, or HQ Bn.

b. Nomination Deadline. Nominations must be submitted in the proper format, as provided in the enclosures. Multiple Marines may be submitted in one electronic mail correspondence if for the same course and class date. When multiple Marines are nominated from a single supported organization for the same class date, the supported organization shall indicate the order of priority. Multiple course submissions, or multiple class dates, will be submitted through separate electronic mail correspondence. To ensure timely and accurate enrollment and funding for all students, nominations must be received by the HQ Bn S-3 in accordance with (IAW) the following timeline:

(1) U.S. Marine Corps schools: No Later Than (NLT) 45 days prior to the course report date.

(2) U.S. Army schools: NLT 60 days prior to the course report date.

(3) U.S. Navy schools: NLT 45 days prior to the course report date.

(4) U.S. Air Force schools: NLT 60 days prior to the course report date.

c. Nomination Format. All nominations will be submitted via electronic mail correspondence, by the respective company office, to the HQ Bn S-3 with the proper subject line and electronic mail correspondence body as provided in enclosure (1). The signed nomination letter will also be attached using the format provided in enclosure (2). Nominations not received in the proper format, or not from a company office, are subject to deletion with no further action.

d. Drop Requests. All drop requests will be submitted as soon as a Marine is identified as no longer able to attend a course, and will be submitted IAW enclosures (1) and (3). Failure to submit a drop request prior to the course report date will result in loss of priority for future nominations from the respective supported organization.

e. Change requests. All "change" requests shall be submitted IAW enclosures (1) and (4). Failure to identify the replacement at the time of requesting a drop will result in the loss of the unit's seat allocation.

f. Staff Noncommissioned Officer Academy (SNCOA) Quotas. SNCOA courses are allocated by MCI-NCR according to the percentage of a unit's personnel in each grade. Units with a larger Table of Organization (T/O) will receive a higher allocation than units with a smaller T/O. To ensure efficient utilization of the limited number of available SNCOA seats, all SNCOA allocations not utilized within 30 days of the course report date may be reclaimed by the MCI-NCR Schools Sponsor and reallocated to other sponsors via Formal School Quota Requirements Management Branch (FSQRMB).

g. General Seat Allocations. Allocations for non-SNCOA courses are not provided as a guideline for unit planning purposes. There are additional

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courses not listed in the MCICOM TIP; those courses typically provide MCICOM very limited seat allocations. These are available for units based on individual unit requirements.

h. Additional/Emerging Required School Allocations. Supported organizations should attempt to identify any emerging requirements for a specific course which meets an operational need by providing official electronic mail correspondence to HQ Bn S-3 at least 70 days prior to the course report date. Communication needs to be made from HQ Bn S-3 to the MCI-NCR Schools Sponsor at least 60 days prior to the report date in order to coordinate the allocation need with FSQRMB.

i. Funding Requirements. If requesting funding via TECOM, the request must be identified on the nomination letter upon submission to S-3. A Marine is eligible for funding if the following criteria is met:

(1) The Marines appointed place of work is 51 miles or further than the course location.

(2) The funding line on the course memo in MCTIMS states TAD or PCS TEMINS funding is authorized.

j. Prerequisites. It is incumbent on the respective company office to screen and verify that a Marine meets all prerequisites, and is fully qualified to attend a course. This must be done prior to routing requests to the Battalion S-3. If a Marine is found unqualified by the Battalion S-3, the nomination is subject to deletion without further action.

5. Administration and Logistics

a. Administration. Recommendations regarding the contents of this policy may be forwarded to the Battalion Training Chief via your HQ Bn chain of command.

b. Logistics. The battalion staff will assist in the overall support requirements for training as outlined by this policy.

6. Command and Signal

a. This policy is effective the date signed and applicable to all HQ Bn personnel.

b. The point of contact for this policy is the HQ Bn Training Chief at (703) 784-2555.



E. J. DANIELSON

From:
To:
Subject : NOMINATION FOR M02T4M5
Attachments: Motivated M02T4M5 2020QS1.docx; Super M02T4M5 2020QS1.docx

Good afternoon,

Please see attached for the below (2) nominations.

CID: M02T4M5
COURSE: SERGEANTS SCHOOL
CLASS#: 2020QS1
REPORT DATE: 15 SEP 2020

1. SGT MOTIVATED, JOHN 0987654321
2. SGT SUPER, ALAN 1234567890

Respectfully Submitted,

SIGNATURE LINE

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From:
To:
Subject : DROP REQ FOR M03AAY8
Attachments: Typer M03AAY8 2020050.docx

Good afternoon,

Please see attached for the below drop request.

JUSTIFICATION: Marine received PCS orders that conflict with the report date.

CID: M03AAY8
COURSE: INTERMEDIATE ADMINISTRATIVE SPECIALIST COURSE
CLASS#: 2020050
REPORT DATE: 31 OCT 2020

1. CPL TYPER, ALICE 0987654321

Respectfully Submitted,

SIGNATURE LINE

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From:
To:
Subject : CHANGE REQ FOR M03H5K4
Attachments: Moto M03H5K4 2020003.docx

Good afternoon,

Please see attached for the below change request.

JUSTIFICATION: SSGt Yut was injured in a marching accident and can no longer attend.

CID: M03H5K4
COURSE: INFANTRY UNIT LEADERS COURSE
CLASS#: 2020003
REPORT DATE: 11 SEP 2020

DROP

1. SSGT YUT, BRIAN 0987654321

ADD

2. SSGT MOTO, MIKE 1234567890

Respectfully Submitted,

SIGNATURE LINE

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TRAINING AND EDUCATION COMMAND
2006 HAWKINS AVENUE
QUANTICO, VIRGINIA 22134

1500
S-3
5 Aug 2020

From: Commanding officer, Headquarters Company
To: Marine Corps Installation Command, National Capital Region Formal
Schools Sponsor
Via: Training Chief, Headquarters Battalion, Training and Education Command
Subj: NOMINATION LETTER IN CASE OF SGT JOHN J. MOTIVATED 123456789/0111
USMC FOR M02T4M5 CLASS 2020QS1 SERGEANTS SCHOOL

1. Said name Marine has completed an initial screening, met the course prerequisites, and is nominated to attend this class.

RANK: Sergeant
LNAME: Motivated
FNAME: John
MI: J.
EDIPI: 123456789
COMPONENT: Active/Reserve (Delete the unnecessary one)
EMAIL: john.motivated@usmc.mil
WORK#: (703) 784-2555
MOS: 0111
EAS: 20220203
DOR: 20190201
REQUESTING FUNDING: Y/N (Delete the unnecessary one)
GTCC: Y/N (Delete the unnecessary one)
COURSE ID: M02T4M5
CLASS CODE: 2020QS1
COURSE REPORT DATE: 20191002
COURSE GRADUATION DATE: 20191108

2. Point of contact concerning this matter is SSgt Andy A. Rocker at 703-784-2555 or andy.rocker@usmc.mil.

A. A. Rocker



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5 Aug 2020

From: Commanding officer, Headquarters Company
To: Marine Corps Installation Command, National Capital Region Formal
Schools Sponsor
Via: Training Chief, Headquarters Battalion, Training and Education Command
Subj: STUDENT DROP REQUEST IN CASE OF SGT JOHN J. MOTIVATED 123456789/0111
USMC FOR M02T4M5 CLASS 2020QS1 SERGEANTS SCHOOL

1. Requesting said name Marine to be dropped from the subject line course and class. Reason for drop request is _____.

RANK: Sergeant
LNAME: Motivated
FNAME: John
MI: J.
EDIPI: 123456789
MOS: 0111
COURSE ID: M02T4M5
CLASS CODE: 2020QS1
COURSE REPORT DATE: 20191002
COURSE GRADUATION DATE: 20191108

2. Point of contact concerning this matter is SSgt Andy A. Rocker at 703-784-2555 or andy.rocker@usmc.mil.

A. A. Rocker



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5 Aug 2020

From: Commanding officer, Headquarters Company
To: Marine Corps Installation Command, National Capital Region Formal
Schools Sponsor
Via: Training Chief, Headquarters Battalion, Training and Education Command
Subj: STUDENT CHANGE REQUEST FOR M02T4M5 CLASS 2020QS1 SERGEANTS SCHOOL

1. Requesting Rank Fname MI Lname to be replaced with Rank Fname MI Lname for the subject line course and class.

2. The new nomination has completed an initial screening, met the course prerequisites, and is nominated to attend this class.

MARINE TO BE DROPPED:

RANK: Sergeant
LNAME: Motivated
FNAME: John
MI: J.
EDIPI: 123456789

NEW NOMINATION:

RANK: Sergeant
LNAME: Boot Bands
FNAME: Jim
MI: J.
EDIPI: 123456789
COMPONENT: Active/Reserve (Delete the unnecessary one)
EMAIL: john.motivated@usmc.mil
WORK#: (703) 784-2555
MOS: 0111
EAS: 20220203
DOR: 20190201
REQUESTING FUNDING: Y/N (Delete the unnecessary one)
GTCC: Y/N (Delete the unnecessary one)
COURSE ID: M02T4M5
CLASS CODE: 2020QS1
COURSE REPORT DATE: 20191002
COURSE GRADUATION DATE: 20191108

2. Point of contact concerning this matter is SSgt Andy A. Rocker at 703-784-2555 or andy.rocker@usmc.mil.

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