



UNITED STATES MARINE CORPS
2D MARINE LOGISTICS GROUP
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2DMLGBul 3502
G-3

JUL 09 2019

2D MARINE LOGISTICS GROUP BULLETIN 3502

From: Commanding General
To: Distribution List and Occupational Field Sponsors

Subj: POLICY FOR THE PROFESSIONAL DEVELOPMENT AND EDUCATION OF
ENLISTED MARINES

Ref: (a) MOS Manual
(b) 2D MLGO OccField/Mentorship Order

1. Purpose. To establish policy for the professional development and education of the enlisted force within 2d Marine Logistics Group (2d MLG).
2. Cancellation. This letter will remain in effect until revised or rescinded by the Commanding General of 2D MLG.
3. Background. Operational requirements and the nature of individual taskers within 2d MLG in support of deployments often inhibit commands from sending Marines and Sailors to their required Professional Military Education (PME) for promotion and Occupational field development. Training and Education Command (TECOM) schools and other formal schools provide the needed training and education for opportunities to enhance leadership development and operational readiness within our units. Too often, limited depth within a Military Occupational Specialty (MOS) creates a risk that commanders are unwilling to take for operational commitment and training.
4. Policy. This policy requires that all commanders incorporate the formal training and education requirements for enlisted Marines and Sailors in the unit Training, Exercise and Evaluation Plan (TEEP) and should be considered to take precedence over unit training events and service-level exercises. Priority for school seats will be given to units during their "Force Generation" (R+O-> D-180) period in their Unit Life Cycle (ULM).
5. Coordinating Instructions. Required Promotion PME: Enlisted Marines must be enrolled for attendance in their appropriate grade required resident course within the first 12 months of promotion to their current grade or upon joining the unit. Marines are required to complete their non-resident course within six months of their promotion or date joined to the unit in order to meet resident course submission deadlines. Commander's discretion is to be used when school seat availability conflicts with promotion consideration or when senior Marines join a unit and are not PME complete in their current grade. Marines have a responsibility to ensure they meet all physical and academic pre-requisites for attendance at their required school. Failure on the Marine's part to complete the requirements due to apathy or neglect will

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result in adverse administrative action documented in the Marine's Official Military Personnel File (OMPF). Refusal to attend will result in adverse administrative or punitive action. Exceptions to this policy will be granted on a case-by-case basis by the Commanding General.

a. Advanced MOS PME. Enlisted Marines must be enrolled to attend their grade specific advanced or intermediate level PME course within the 24 months of promotion to their current grade or upon joining the unit. Marines are required to complete any non-resident courses within 12 months of their promotion or date joined unit in order to meet resident course submission deadlines. Commander's discretion is to be used when school seat availability conflicts with billet and deployment considerations or when senior Marines join a unit not PME complete in their current grade. Marines have a responsibility to ensure they meet all physical and academic pre-requisites for attendance at their required school. Failure on the Marine's part to complete the requirements due to apathy or neglect will result in adverse administrative action documented in the Marine's Official Military Personnel File (OMPF). Refusal to attend will result in adverse administrative or punitive action. Exceptions to this policy will be granted on a case-by-case basis by the Commanding General.

b. Unit MOS Advocates. Designated unit MOS advocates per the (reference) will track the health of Occupational field training for Marines within their unit and ensure commanders and training sections are kept aware of MOS specific training opportunities.

c. Occupational Field Sponsors. Group Level Occupational Field Sponsors establish tracking mechanisms that provide essential oversight in the tracking of MOS development through school completion percentages and manpower gaps. Coordinate with unit Sergeants Major to assist units in MOS management.

6. The point of contact for this matter is the 2D MLG G-3 Chief Master Gunnery Sergeant Harwood at 910-467-7095 or dale.harwood@usmc.mil.



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