



UNITED STATES MARINE CORPS

MARINE FORCES RESERVE
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IN REPLY REFER TO:

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FORCE POLICY LETTER 04-11

From: Commander, Marine Forces Reserve
To: Distribution List

Subj: PROFESSIONAL MILITARY EDUCATION (PME)

Ref: (a) Chairman of the Joint Chiefs of Staff
Instructions (CJCSI) 1800.01C
(b) CJCSI 1805.01
(c) MCO 1553.2A
(d) MCO 1553.4B

Encl: (1) Resident SNCO Command Screening Checklist, NAVMC Form
11580

- Purpose. Per the references, to publish and distribute the objectives, policies, and responsibilities for Officer and Enlisted Professional Military Education (OEPME).
- Background. Professional Military Education (PME) has always and continues to be the career long study of the foundations of the military profession. This philosophy empowers our leaders by developing analytical skills and the critical thinking capabilities that enable our Marines to adapt quickly in any environment. My vision of PME remains unchanged as it is absolutely essential for our Marines to be equipped with the skills necessary to exercise sound military judgment in contemporary operations.
- Command Objective. Results of recent promotion boards have revealed that both resident and nonresident PME have become an institutional priority. Marines who are not PME complete are not being selected for promotion. No longer can Marines have their PME requirements waived. As stated to the leadership in times past, PME is an individual responsibility and an institutional expectation. Make no assumptions - only a force of dedicated, highly educated, and well-trained men and women capable of leveraging new ideas will succeed in the complex and fast-paced environment of future military operations. Ensuring our Marines have enough time to meet their PME requirements, must be a top priority. Commanders and Inspector-Instructors

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must make every effort to send their Marines to the requisite PME, especially those who continue to volunteer for additional combat tours. Failure to get these Marines to their PME will result in losing the talents of combat-tested Marines because they are not eligible for promotion.

4. Policy. My overarching goal is to both educate and train the right person for the right task at the right time. To remain ready, we must seek every opportunity to sharpen our skills and improve our repertoire. We cannot wait until an individual is placed into a leadership position before providing the proper education and training. Our Force requires knowledgeable, empowered, innovative, and decisive leaders that are capable of succeeding in fluid and chaotic operating environments. Similarly, a more comprehensive knowledge of interagency and multinational cultures and capabilities will be an absolute. This policy will be at the heart of building both Officer and Enlisted leaders that are committed to lifelong learning.

5. Endstate. At its highest levels and in its purest form, education fosters breadth of view, diverse perspectives, critical analysis, abstract reasoning, comfort with ambiguity and uncertainty, and innovative thinking, particularly with complex, non-linear problems. As a Force, we will continue the development of a professional cadre of Marine leaders instilled with, and openly embracing, the significant contribution that career education opportunities contribute to their excellence in the profession of arms.

6. Responsibilities. Participation in PME is a requirement for which both the Marine and his unit share responsibility.

a. Individual Marine

(1) Assume responsibility for your own professional development by actively participating in and tracking your PME requirements.

(2) Pursue a lifelong program of mental fitness in much the same manner as physical fitness.

(3) Take full advantage of the many opportunities that have been made available. The preferred method should be in-residence education that produces the learning synergies that only come from daily, face-to-face interaction with fellow students and faculty. Distance Education opportunities will achieve similar results for those unable to participate in resident PME.

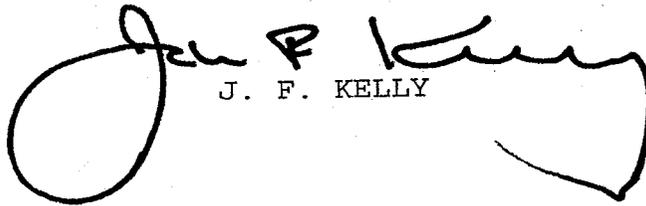
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b. Unit

(1) Keep your Marines informed of their PME requirements and assist them with scheduling course dates.

(2) Balance operational tempo with educational opportunities as you invest in the long term development of your Marines and create opportunities for both participation and completion of PME. PME will have priority over operational requirements.

(3) Ensure all Marines are properly prepared prior to their course dates. In so doing, it is imperative that Unit Commanders/Inspector-Instructors complete the screening checklist for all enlisted Marines attending resident PME courses contained in the enclosure.



J. F. KELLY

Directives issued by this Headquarters are published and distributed electronically. Electronic version of the Force directives can be found at:

<http://www.marines.mil/unit/marforres/MFRHQ/G1/Adjutant/ForceOrders/PolicyLetters.aspx>

Resident SNCO Academy Command Screening Checklist

1. **Purpose:** To ensure Marines selected to attend resident Enlisted Professional Military Education are fully qualified.
2. **Information:** PME schools are not screening institutions. In order to preclude Marines from being turned away upon arrival, it is necessary that parent commands ensure their Marines satisfy enrollment prerequisites set forth in MCO P1553.4A and this checklist. A failure to satisfy any of the prerequisites on the checklist disqualifies a Marine from attending the course.
3. **Action:** The completed Command Screening Checklist will hand-carried to the course of instruction and maintained in the Marine's student academic record. The checklist will be destroyed upon completion of TAD.

Privacy Act Statement	
This Statement serves to inform you of the purpose of this data collection and to apprise how the collected data will be used. The Privacy Act System of Records Notice that allows for collection of this information is NM01500-2 DON EDUCATION AND TRAINING RECORDS located at http://www.privacy.navy.mil/privacy/noticenumber/NM01500-2.doc . Please read this Statement carefully.	
AUTHORITY: 10 U.S.C. § 5041, Headquarters U.S. Marine Corps, and E.O. 9397 (SSN)	
PRINCIPAL PURPOSE: Information is obtained to identify personnel who are assigned as students to a resident PME course of instruction. The collected information will be maintained in the Marine Corps Training Information Management System (MCTIMS) database.	
ROUTINE USE: Information collected on this form may be shared outside the DoD for those specific purposes and listed organizations identified as DoD Blanket Routine Uses at http://www.defenselink.mil/privacy/dod_blanket_uses.html .	
RETENTION: Automated MCTIMS records are retained permanently.	
DISCLOSURE: Providing information on this form, including your Social Security Number, is voluntary. Failure on your part, however, to answer all questions, or any misrepresentation (by omission, concealment, or by misleading, false, or partial answers), may serve as a basis for denied assignment to the course of instruction you are requesting to attend.	

Name : _____	Grade : _____
SSN : _____	Unit : _____

1	Course attending : <input type="checkbox"/> Sergeants <input type="checkbox"/> Career <input type="checkbox"/> Advanced			
Prerequisites		Yes	No	Remarks
2	Appropriate grade.	<input type="checkbox"/>	<input type="checkbox"/>	
	DOR :			
3	Meets minimum obligated service (1 year) upon completion of school in accordance with the MCTIMS school catalog.	<input type="checkbox"/>	<input type="checkbox"/>	
	EAS :			
4	Successful completion of appropriate grade level distance education program.	<input type="checkbox"/>	<input type="checkbox"/>	
	Program :			
	Date Completed :			
5	Possesses appropriate uniforms for the course. Uniform requirements can be obtained from the MCU/EPME website.	<input type="checkbox"/>	<input type="checkbox"/>	
6	Meets height/weight standards per MCO 6110.3.			
	Date of Weigh-in :			
	Height :	<input type="checkbox"/>	<input type="checkbox"/>	
	Weight :			
	BF% (if required) :			

