



UNITED STATES MARINE CORPS

MARINE CORPS DETACHMENT
1273 IOWA AVE
FORT LEONARD WOOD, MISSOURI 65473-8963

5420

ADJ

18 Feb 04

FIRST ENDORSEMENT on CG ltr 5420 of 26 Jan 04

From: Commanding Officer

To: Company Commander, Motor Transport Instruction Company

Subj: MOTOR TRANSPORT TRAINING AND EDUCATION CENTER OF
EXCELLENCE (MTTECOE) CHARTER

1. Forwarded for action.

A handwritten signature in cursive script, appearing to read "B. E. Oneil".

B. E. ONEIL



UNITED STATES MARINE CORPS
TRAINING AND EDUCATION COMMAND
1019 ELLIOT ROAD
QUANTICO, VIRGINIA 22134-5027

IN REPLY REFER TO:
5420
C461
26 JAN 2004

From: Commanding General
To: Company Commander, Motor Transport Instruction Company
Via: Commanding Officer, Marine Corps Detachment, Fort Leonard Wood,
MO

Subj: **MOTOR TRANSPORT TRAINING AND EDUCATION CENTER OF EXCELLENCE
(MTTECOE) CHARTER**

Ref: (a) TECOMO 5420.1
(b) TECOMBul 1553 of 21 Jan 2003
(c) MCBul 5603 of 10 Jul 2003
(d) TECOMO 3501.1

1. Situation. IAW reference (a), the purpose of this letter is:

a. To designate the Marine Corps Motor Transport Instruction Company as the MTTECOE.

b. To assign the Company Commander, Marine Corps Motor Transport Instruction Company, as Director, MTTECOE.

c. To set forth a charter for the MTTECOE.

2. Mission. The MTTECOE is chartered to serve as the focus for Motor Transport training and education issues within the Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel, Facilities (DOTMLPF) process in order to meet MAGTF Motor Transport Operator training requirements. The MTTECOE, in conjunction with appropriate Training and Education Command (TECOM) staff sections provides connectivity and timely coordinated solutions for validated Motor Transport training and education requirements. This support is provided to TECOM, the Operating Forces, the Advocates, Headquarters Marine Corps (HQMC)-Installation and Logistics (I&L), Marine Corps Systems Command (MSCS), Marine Corps Combat Development Command (MCCDC), and the Marine Corps Warfighting Lab (MCWL). In addition, the MTTECOE will identify, track, and incorporate into the training and education continuum Motor Transport training and education requirements and opportunities as identified by new requirements, technology, equipment, organizational changes, or doctrine.

3. Execution. The MTTECOE will perform the following core functions:

a. Develop training continuum for the Motor Transport (35) Occupational Field. Director, MTTECOE will define the training continuum for the (35) Occupational Field (motor transport operators and incidental operators ONLY, maintainers will be done by the LOG TECOE). As such, the following is directed:

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(1) Develop, coordinate, and implement a Motor Transport Strategic Training and Education Plan (in concert with LOG TECOE).

(2) Develop, in concert with the Advocates and Operating Forces, standards for initial MOS qualification and required sustainment training for this occupational field.

(3) Identify and prioritize required distance learning products as well as training devices/simulators required to support training.

(4) Review curricula in support of all Motor Transport training (to include applicable unit training).

(5) Ensure that all portions of the training continuum for the 35 Occupational Field (entry level, skill progression training, professional military education, unit training, and Common Skills training) are mutually supporting and avoid unnecessary duplication.

(6) Provide support to other TECOE and other agencies with respect to development of training and education for Motor Transport type skill sets.

b. Develop and review the Motor Transport Training and Readiness (T&R) Manual. Deputy Commanding General (DepCG) TECOM will designate those T&R Manuals for which the MTTECOE is responsible. In accordance with reference (a), you will assume responsibility for developing, staffing and submission to DepCG TECOM of designated T&R Manuals. You will coordinate with TECOM G3 and Ground Training Branch for the transfer of those T&R Manuals for which you are responsible. As directed in reference (a), TECOM GTB will function in Direct Support of Director, MTTECOE for development of those T&R manuals. TECOM will publish an annual bulletin designating MTTECOE T&R Manual development and review requirements. Publication, review timelines, and Plan of Action and Milestones (POA&M), will be established by Director, MTTECOE and approved by DepCG, TECOM.

c. POI Review. As Director, MTTECOE, you will have curriculum review authority over all organizations that provide Motor Transport Operator training. You will ensure standardization of all programs of instruction in support of Motor Transport Operator training. Plan of Instruction (POI) approval authority will reside with CG, Training Command or CG, Education Command in accordance with reference (b). TECOM, Ground Training Branch (GTB) will ensure that you are afforded the opportunity to review and comment on POIs for incidental operators that include Motor Transport related training and education.

d. Assist in the drafting of Doctrine and Tactics, Techniques, and Procedures. Director, MTTECOE will coordinate with Doctrine Division, MCCDC and identify those doctrinal publications for which you should serve as the proponent. Follow-on actions will be defined in reference (c), Marine Corps Doctrinal Proponency Assignments.

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Director, MTTECOE will ensure that approved doctrinal concepts are incorporated in applicable POIs.

e. Assign Action Officers (AOs) to participate in MCWL/Joint experimentation. TECOM G3 will coordinate with MCWL to determine applicable participation by MTTECOE in Marine Corps/Joint experiments. When designated, you will assign appropriate AOs to provide the necessary support and participation. You will ensure that regular updates are provided to TECOM G3, and such other staff sections, as you deem appropriate. At the end of the experiment, you will submit a detailed report to TECOM G3 identifying lessons learned and recommendations, to include experimental capabilities that should be transitioned and actions being taken by MCWL to ensure that occurs. Direct liaison with MCWL will only occur once approved by TECOM G3.

f. Assign Action Officers in support of acquisition programs. TECOM will serve as a full partner with MCSC to ensure that the required training for acquisition programs is in place prior to fielding. TECOM G3 will coordinate with MCSC to identify all programs that fall under your area of cognizance and provide you a list of those programs for which you will assume TECOM lead for coordination. For those programs, you will ensure that appropriate AOs are assigned and their names provided to TECOM and MCSC. The AOs will serve as TECOM representatives at all MCSC Integrated Product Teams and such other forums as may be required. You will ensure that continuous coordination is maintained with MCSC, and all other TECOM staff sections, and that the program office has developed fully supportable and resourced Manpower and Training Plans for these programs. Prior to each Milestone Decision for these programs, you will provide a recommended TECOM position to TECOM G3 and identify any and all training concerns with the program. Direct liaison with MCSC will only occur once approved by TECOM G3.

g. Serve as TECOM representative on Advocate forums. Director, MTTECOE will serve as the TECOM representative on the Motor Transport Operational Advisory Group. You will carry out your actions in accordance with the guidance provided in reference (d). Advise TECOM G3 of any other forums for which you should serve as the TECOM representative.

4. Administration and Logistics

a. Submit recommended changes to this charter to CG, TECOM (C461). Changes are subject to approval by the CG, TECOM.

b. Upon receipt of this letter you will perform a mission analysis of the requirements outlined in this charter. Within 60 days of receipt you will provide the DepCG, TECOM a POA&M to ensure the execution of the actions contained in this charter and identify any additional resources that you will require to execute the actions. In addition, you will provide any modifications you feel are needed to the charter, to include any necessary additional functions. These

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recommendations will be coordinated with TECOM G3 prior to submission to DepCG, TECOM.

5. Command and Signal

a. The Director, MTTECOE is a TECOM special staff officer. As such, it is important that your recommendations, decisions, and actions in that capacity are consistent with the TECOM position or view on each particular matter. By the same token, it is critical that all MTTECOE proposals, positions, actions or responses are fully coordinated with the TECOM staff and CG, through the normal staff action process. Correspondence, directives, and other written material signed and issued in your capacity as the Director, MTTECOE will be signed either "By direction" or forwarded for signature of the CG/DepCG, TECOM via TECOM G3. Copies of all "By direction" correspondence will be forwarded to the TECOM Adjutant and the TECOM G3.

b. Relationship with other formal schools. Currently, the NCO and SNCO (35) Occupational Field is taught at Marine Corps Combat Service Support School (MCCSSS). The Director, MTTECOE will coordinate with the LOG TECOE in the development of NCO and SNCO Motor Transport training curricula.


G. J. FLYNN
Deputy

Copy to: CG MCCDC (EFDC)
CG EDCOM
CG MCSC
CG MCWL
G3
GTB
ATB
FSTB
MCDet Fort Leonard Wood