

EXPEDITIONARY WARFARE SCHOOL



STUDENT INFORMATION HANDBOOK

ACADEMIC YEAR 2016

17 JULY 2015

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UNITED STATES MARINE CORPS
EXPEDITIONARY WARFARE SCHOOL
MARINE CORPS UNIVERSITY
2077 GEIGER ROAD
QUANTICO, VIRGINIA 22134-5038

IN REPLY REFER TO:
1500
C 403C

JUL 17 2015

From: Director
To: EWS Faculty and Students

Subj: EXPEDITIONARY WARFARE SCHOOL STUDENT INFORMATION HANDBOOK
ACADEMIC YEAR 2016

1. Purpose. This handbook provides policies and daily operational procedures for the EWS Academic Year 2016.
2. Certification. Reviewed and approved this date.

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F. L. DONOVAN

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CHAPTER 1

HISTORY, MISSION, AND ORGANIZATION OF EWS

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CHAPTER 1

HISTORY, MISSION, AND ORGANIZATION OF EWS

1000. HISTORY

Brigadier General John A. Lejeune, Assistant Commandant of the Marine Corps, attributed the carnage of World War I to the "intellectual bankruptcy" of military leaders. He believed that Marines had been remiss in their formal education by not producing farsighted-military leaders to use new weapons and tactics developed throughout the war effectively. To General Lejeune these innovations meant that the Marine Officers had to receive more intense and formal training than ever before. In April of 1917, General Lejeune decided upon Quantico, Virginia as an appropriate location for a Marine Corps training base.

When General Lejeune assumed command of Quantico on 17 August 1917, the Wartime Officers Training Camp still existed. With augmentation from other organizations at Quantico, Lejeune opened the Marine Corps Officers Training School in the fall of 1919 and, a few months later, the Marine Officers Infantry School. Recognizing the similarities in the two schools, Colonel John C. Beaumont combined the two courses into one. Beaumont created nine-month courses for field grade officers and one for company grade officers modeled after the Army's Command and General Staff School. The schools, under the direction of Major General Smedley D. Butler, were to cover tactics, topography, law, administration, and engineering. The first class of the Company Grade Officers Course convened in 1921.

In December 1934, the Fleet Marine Force was organized. As a result, General Thomas Holcomb, Commanding Officer of Quantico established a research department that focused on amphibious warfare. Every amphibious operation in history was studied in detail. A comprehensive library on amphibious warfare soon developed, quickly becoming the world's leading source on the subject. The Company Grade Officers Course was then re-designated as the Junior Course, which all officers were expected to attend before becoming field grade officers. The program of study for the Junior Course included tactical operations through the regimental level, with "refresher" courses on map reading, weapons, tactics, landing operations, small wars, and topography. The Senior Course was a continuation of the Junior Course.

After being closed for six years due to World War II and a shortage of manpower, both schools reopened on 1 October 1946,

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with six-month courses. During a reorganization in the same year, the courses were re-designated the Amphibious Warfare School (AWS) and the Senior Course. Two years later Geiger Hall, the home of AWS, was constructed. In 1954, with additional emphasis on aviation, both courses were extended to cover a nine-month period.

The formation of the Marine Corps Development and Education Center (MCDEC) on 1 August 1964 resulted in the re-naming of the Senior Course to the Command and Staff College (C&SC) and the Junior School to the AWS.

Not long after AWS assumed its new title, Marines landed in force in the Republic of Vietnam in 1965 and Quantico geared up for the wartime role of providing highly-qualified officers to lead Marines in combat. During the Vietnam conflict the course at AWS was shortened to six months in order to conduct two courses a year.

AWS returned to the nine-month course in the post-Vietnam summer of 1973. The extra time allowed the school to present a more detailed and comprehensive course of instruction to meet the Cold War threat and to incorporate the demands of technological advances.

Strong emphasis throughout the Marine Corps on Professional Military Education (PME) highlighted the period from 1987 to 1991. In 1989, at the direction of then Commandant of the Marine Corps, General Alfred M. Gray, five Marine Corps schools were organized into the Marine Corps University (MCU). The AWS curriculum was refined during this period and emphasis was given to combined arms applications, Warfighting skills, tactical decision-making, and Marine Air-Ground Task Force (MAGTF) expeditionary operations. In December of 2001, the Commandant of the Marine Corps directed that AWS merge with the Command and Control Systems Course (CCSC) conducted by Command and Control Systems School. The merger of these two captain level courses blended the best of both courses - the command and control emphasis of CCSC and the detailed instruction on expeditionary operations taught at AWS. The new school was designated the Expeditionary Warfare School (EWS) and its first class commenced operation August 2002.

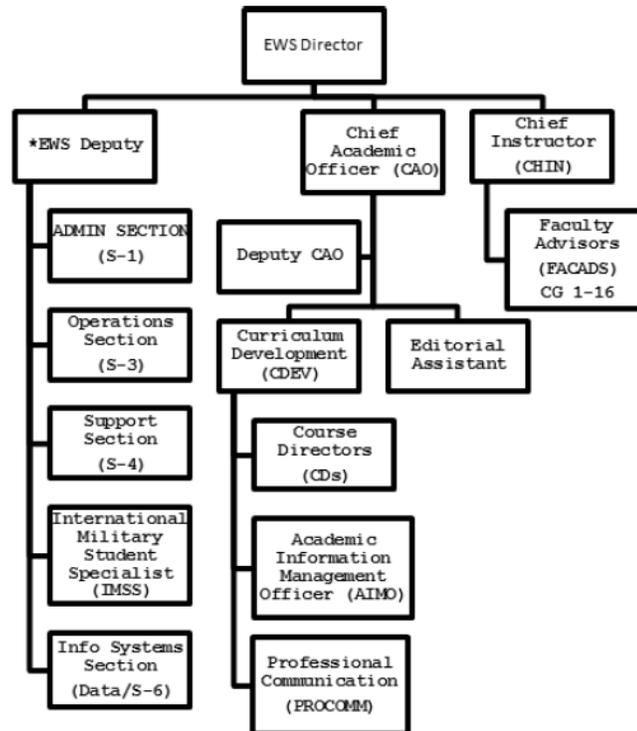
EWS continues to follow the guidance of General Lejeune by meeting the challenges of the future through a professional military educational program that ensures the Marine Corps' leaders are the best prepared of any military organization in the world.

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1001. MISSION. Expeditionary Warfare School (EWS) educates and trains company grade Marine Air-Ground Task Force (MAGTF) officers to serve in the expeditionary environment.

1002. ORGANIZATION.

1. Faculty Organization. The EWS faculty organization is shown below.



b. Chief Academic Officer (CAO). The CAO is responsible to the Director for ensuring long-term educational consistency, integrity and instructional professionalism. He is also the primary link to MCU's Vice President for Academic Affairs (VPAA) and ensures MCU academic policy compliance. In addition the CAO accomplishes the following tasks:

(1) Lead, mentor, train and develop the Deputy CAO (DCAO), the officers and staff of CDEV and Professional Communications, as well as the Editorial Assistant and the Case Method Instructor. Act as reporting senior of those officers assigned.

(2) Develop, vet and maintain the EWS academic curriculum.

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(3) Supervise the development and implementation of Learning Outcomes (LOs) and supporting educational objectives (EOs).

(4) Supervise the EWS Course Curriculum Review Board (CCRB) process. Consolidate findings and present Director with recommended changes to core courses and sub-courses.

(5) Review master lesson files for compliance with LOs accomplishment and academic policy.

(6) Monitor classroom presentations and Conference Group (CG) discussions, provides instructional assessments for Course Directors (CDs), Sub-Course Directors (SCDs) and Faculty Advisors (FACADs) when appropriate.

(7) In conjunction with the Chief Instructor (CHIN), monitor FACAD grading to ensuring consistency and compliance with grading rubrics. Recommend corrective actions to CHIN if anomalies are identified.

(8) In conjunction with the CHIN and the Deputy Chief of Academics (DCAO), design, develop, and review Instruction Rating Forms (IRFs), After Instruction Reports (AIR), curriculum evaluation packages, CCRB Reports, and course surveys.

(9) Oversee the MCU Curriculum Review Process IAW Chapter 3 of the MCU Academic Regulations including preparation of the Biennial Curriculum Review Board presentation.

(10) Prepare and submit to MCU required academic reports IAW Chapter 4 of the MCU Academic Regulations including:

- (a) Records of CCRB proceedings,
- (b) Annual Assessment Plan, and
- (c) MCU Four Column Matrix.

(11) Coordinate with the EWS College of Distance Education and Training (CDET).

(12) Compare the EWS curriculum with curricula at other schools within the MCU.

(13) Represent Director at MCU academic and curriculum planning meetings, serves as a member of the PME Continuum Working Group and the MCU Faculty Develop Advisory Group. Coordinates with MCU for participation in MCU faculty development (FACDEV).

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(14) Review the academic aspects of the end of course, alumni, and alumni supervisor surveys IOT recommend curriculum improvements to the Director.

(15) Supervise and coordinate school approved extracurricular academic enhancement programs including elective courses and other voluntary enrichment activities, e.g., voluntary electives and brown bag presentations.

(16) When assigned, sit as a non-voting member of Student Performance Evaluation Board (SPEB) to act as a subject matter expert in the area being investigated or as an advisor to the board.

(17) In support of the CHIN, coordinate the academic professional development portion of the faculty development program.

(18) When tasked by the Director, participate in the distinguished graduate selection board.

(19) As assigned by the Director, serves as the Chairman of academic related SPEB.

b. Chief Instructor (CHIN). The CHIN is responsible to the Director for ensuring synchronized and professional FACAD performance ISO academic consistency and instructional professionalism. The CHIN coordinates with the CAO on all matters pertaining to execution of the academic curriculum. In addition the CHIN accomplishes the following tasks:

(1) Model professionalism, competence, skill and fitness for FACADs and the student body.

(2) Mentor, train and develop FACADs as the EWS main effort and in their roles as mentors leaders, facilitators, educators and trainers for their students.

(3) Hold FACADs accountable to Marine Corps standards and IAW the Director's guidance and standards.

(4) Coordinate with the Operations Manager, CAO, and the DCAO to ensure the EWS Master Schedule is accurate and reflects the most recent changes.

(5) Maintain FACAD and student body adherence to the EWS Master Schedule.

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(6) Serve as the Occupational Field Expansion Course (OFEC) CD.

(7) Monitor academic progress of students. ICW the CAO, notify Director when student academic performance drops below acceptable levels.

(8) In conjunction with the CAO, monitor grades awarded by the FACADs to ensure consistency and compliance with appropriate grading policy and rubrics.

(9) Coordinate the overall FACDEV program to include the summer FACDEV, designated course preparation instruction (CPI), academic schedule reviews (final pre-instruction coordination), and academic professional development.

(10) Coordinate with the CAO for the content and scheduling of the academic professional development portion of FACDEV.

(11) Act as FACAD reporting senior and student reviewing officer.

(12) When assigned by the Director, sit as a SPEB member and serve as the principal reviewing authority for issues concerning substandard student academic performance.

(13) Ensures FACAD office spaces, conference rooms, and designated external spaces are maintained in a state of professional appearance.

(14) Approve all FACAD requested off-site events and keep the Director informed.

c. Faculty Advisor (FACAD). Selected from across the Marine Corps and joint force due to proven leadership and MOS experience, FACADs are the main effort. FACADs model professionalism, competence, skill and fitness for their CGs and hold them accountable to Marine Corps/service standards and IAW the Director's guidance and standards. Duties include:

(1) Mentor: FACADs take an active role in CG members' lives and the lives of their families, fully leveraging the 10 month resident experience to impact personal growth and development.

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(2) Leader: FACADs lead their CG through the academic year. Presence, availability and substantive interaction are the standard.

(3) Facilitator: FACADs facilitate inclusive, high quality CG discussions that foster critical thinking and intellectual curiosity ISO LO, EO, and knowledge point (KP) accomplishment.

(4) Educator: FACADs educate everyday by modeling positive and professional actions as a Field grade officer. When directed, FACADs educate within their MOS scope and experience level as SCDs.

(5) Trainer: FACADs high levels of MOS experience and skill is leveraged daily in CG discussions, PEs, MAGTF Ops rotations and during OFEC.

(6) Ensure grading and assessment consistency by leveraging approved rubrics and making appropriate judgment calls based on experience and commitment to professional and academic integrity.

(7) Monitor student academic progress; notify CHIN when student academic performance drops below standards.

(8) Maintain adherence to the EWS Master Schedule.

(9) Formally counsel each student a minimum of three times during the academic year IOT provide academic and personal performance feedback.

(10) Maintain a student record folder to document the student's professional and academic performance.

(11) Ensure FACAD office space, CGs, and designated external spaces are maintained in a state of professional appearance.

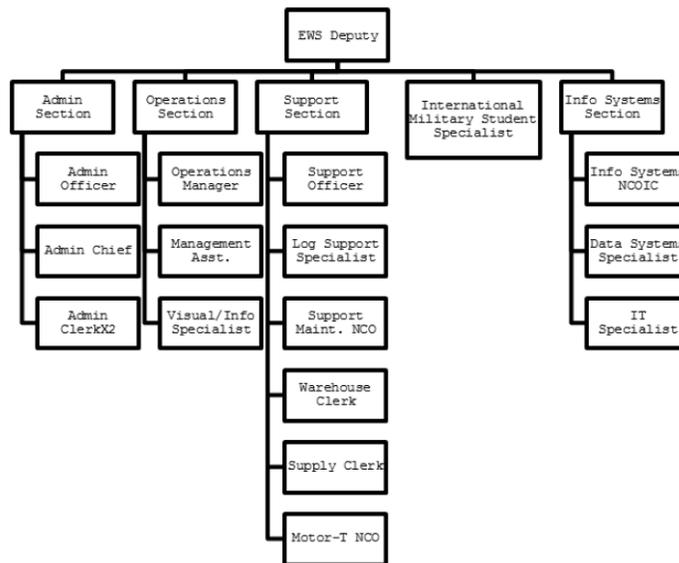
(12) Conduct physical training with the CG twice per month.

(13) When assigned, plan, coordinate and supervise the execution of assigned PE by filling the role of the commander and/or advisor.

(14) Execute OFEC responsibilities IAW published OFEC training objectives and guidance from OFEC Coordinator and SCDs.

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2. Staff Organization. The EWS staff organization is shown below.



3. Student Organization. The EWS student organization includes the following billets:

a. Class President. The Class President is normally the senior Marine Corps Officer in the class as selected by the Director. Duties include:

(1) Coordinating with CG Leaders.

(2) In conjunction with the Deputy Director, Operations Manager, and Support Officer, assist with the planning of select social events and student projects listed in Class President turn-over binder.

(3) Ensures the duty CG accomplishes the tasks in paragraph 2013.10.

(4) In collaboration with the student CG leaders, designate key student billets in the class to include:

(a) Social Representative (volunteer)

(b) Cruise Book Coordinator (volunteer)

(c) Sports/Athletics Representative (volunteer)

(d) USMC Birthday Ball Coordinator (volunteer)

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(e) Information Management Officer (volunteer)

b. Class Vice-President. The class Vice-President is normally the senior sister service officer in the class as selected by the Director. The primary duties are to assist the class president as necessary and to assume the duties of the class president in his/her absence.

c. Class Treasurer. The class Treasurer is the senior USMC Finance officer. Besides managing the student account fund in conjunction with the EWS Support Officer, this officer will also oversee duties as the USMC Birthday Ball and Mess Night Treasurer.

d. Conference Group Leaders. The CG leaders, are selected by the Faculty Advisors (FACAD) and are normally the senior U.S. officers in their respective CGs. They primarily serve as the points of contact for the class president and the faculty. Primary responsibility for the CG leaders are the accountability of the students within his/her CG and the coordination of CG activities. Each CG leader is normally assisted by other functional representatives, such as the social representative, academic representative, logistician, athletics coordinator, and information systems officer.

e. Student Officer Billets and Additional Duties. Student officers can expect to hold a wide variety of billets during practical exercises (PEs), capstone exercises, and OFEC. In order to broaden a student's experiences, some of these billets may be outside of their military occupational specialty (MOS).

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CHAPTER 2

STUDENT ADMINISTRATION, SUPPORT AND GEIGER HALL RULES

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CHAPTER 2

STUDENT ADMINISTRATION, SUPPORT, AND GEIGER HALL RULES

2000. ADMINISTRATIVE SUPPORT. Administrative support is coordinated through the EWS Administrative Section (S-1). All students should first check-in with the Student Service Section located in room 26 in the basement of the MCU prior to going to the Installation Personnel and Administration Center (IPAC). The EWS S-1 is located in Room 111 on the first floor of Geiger Hall.

2001. CHECK-IN

a. The MCU G-1 and EWS S-1 coordinate a port and starboard one-stop check-in with base and supporting organizations at Breckinridge Hall, Building 2076 and Geiger Hall, Building 2077. Students are required to bring their official orders and supporting documentation to complete PCS/PCA check-in with IPAC. The Provost Marshall's Office will assist personnel to register vehicles, pets, and weapons. Students are required to present their vehicle registration, certificate of insurance, driver's license, military ID, and their Government Travel Charge Card (GTCC) upon check-in to EWS S-1.

2002. RECALL INFORMATION. The EWS S-1 maintains a list of local addresses and telephone numbers of students, staff, and faculty. Any changes to a student's contact information must be reported to the S-1 via their respective FACAD.

2003. IDENTIFICATION CARDS

1. U.S. Military Students. All officers and their family members have ID card support while aboard Marine Corps Base Quantico (MCBQ). To apply for new or replacement identification cards, all personnel should go to the Defense Enrollment Eligibility Reporting System (DEERS) Office in Little Hall.

2. International Military Students (IMs). IMs and their family members will be issued an ID card from the DEERS Office in Little Hall. This will be completed during their sponsorship process or during IMS orientation.

2004. MAIL AND TELEPHONE PROCEDURES

1. Students, staff and faculty are not authorized to receive personal mail at EWS. The only mail personnel may receive at the EWS address for official use only. The school address will not be used as a forwarding address. The official mailing address

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for EWS is as follows:

Rank, Name
Expeditionary Warfare School
Marine Corps University
2077 Geiger Road
Quantico, Virginia 22134-5038

2. Telephone Calls. Incoming telephone calls for students should be directed to the S-1, Room 111 at 703-784-1864. The fax number for EWS is 703-784-2582. Due to the large number of students, telephone calls will be limited emergency calls only. Officers will be called from class to receive telephone calls only if the incoming caller indicates that the call is an emergency.

3. Emergency Notification During Non-School Hours. During non-school hours, a telephone recall system will be used to relay information of an emergency or unusual nature. For this purpose, each FACAD and CG Leader will establish an emergency recall system for his/her respective CG.

2005. ACADEMIC DAY

a. The normal academic day for students is from 0900 to 1630 with a 90 minute lunch included. These hours may be modified based on the academic requirements of any particular day. However, there will be professional enrichment lectures, field trips (i.e. Norfolk site visit, Battlefield Staff Rides), MOS enhancement training, travel away from the local area, and multi-day travel that will require attendance after normal academic hours. The academic schedule is available to the students on Google Apps for Government should be reviewed daily by each student.

b. Student Accountability

(1) Morning Reports are due to the S-1 NLT 0845. The Morning Report will be turned in by the CG Leader after the FACAD has reviewed and signed it.

(2) OFEC Accountability

(a) When the Fall and Spring OFEC takes place at MCBQ, the OFEC SCD will submit morning reports to the S-1 NLT 0845 (OFEC SCDs may delegate this task to a student acting in a leadership billet).

(b) If TAD during the Fall or Spring OFEC, either

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the senior faculty member/OFEC SCD or senior student (if warranted) will report accountability for the group to the CHIN or Deputy Director upon arrival at and departure from the TAD site. Daily reporting while in a TAD status is not required as the OFEC SCD will be responsible for accountability during periods of TAD.

2006. HAZARDOUS WEATHER NOTIFICATION

1. Destructive weather such as hurricanes, tornadoes, and cold temperatures coupled with precipitation can produce hazardous driving conditions. Paragraph 2006.4 lists the inclement weather condition codes and numbers of local area radio and television stations. This information is available at the MCB Quantico Hotline at 703-784-3638, the MCB Website at <http://www.quantico.marines.mil/Resources/Weather.aspx>, MCBQ Facebook site (www.facebook.com/officialmarinecorpsbasequantico) and MCBQ Twitter site (www.twitter.com/MCB_Quantico).

2. If inclement weather conditions are expected, announcements concerning Quantico will be addressed in two areas: (1) "the Quantico dependent school system" and (2) "all other Marine Corps Base activities." EWS is organized under Marine Corps Combat Development Command (MCCDC). Closure of the Quantico dependent schools is not an indication that MCCDC/EWS will be closed.

3. Variations in precipitation and temperature can produce varied driving conditions in the local area. Use good judgment and do not drive in conditions that are unsafe. Students who are unable to proceed to work must inform the chain of command by contacting their FACADs, CG Leaders, or the EWS S-1.

4. The following are the Base Weather Code descriptions:

CODE GREEN (Condition Normal): The base is open on time. Employees are expected to report to work on time. *Local radio and television stations will NOT announce Code Green.*

CODE YELLOW (Open with reasonable delays): The Base is open on time. Reasonable delays for reporting to work are excused. Liberal leave may be authorized for civilian personnel. *Will be announced on local radio and television stations.* As a general rule, EWS will begin classes at 1000 when Code Yellow is in effect which equates to 1 hour after the base opening in order to allow for the dispersion of gate traffic.

CODE BLUE (Open at a specified time): The Base opens at specified time. Liberal leave may be authorized for civilian

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personnel. *Will be announced on local radio and television stations.* As a general rule, EWS will open one hour after the base's opening time when Code Blue is in effect. For example, if the base opens at 1100, we will start at 1200 in order to allow for the dispersion of gate traffic.

CODE RED (Closed for non-essential personnel): Weather conditions are severe and the base is closed for normal operation, only emergency and essential personnel are expected to report to work. *Will be announced on local radio and television stations.* No EWS personnel are considered essential to base operations; therefore we will be closed whenever the base is in Condition Red. For 24-hour base information, dial the PAO hotline or tune into one of the following local stations for closure information:

Cable TV Channels

- TV 4 - WRC - (NBC) Washington
- TV 5 - WTTG - (FOX) Washington
- TV 7 - WJLA - (ABC) Washington
- TV 9 - WUSA - (CBS) Washington
- NEWS CH 8 - Washington

FM Radio Stations

- FM 93.3 - WFLS - Fredericksburg
- FM 95.5 - WPGC - Washington
- FM 99.3 - WYSK - Fredericksburg
- FM 101.5 - WBQB - Fredericksburg
- FM 107.3 - WRQX - Washington
- FM 107.7 - WTOP - Washington

If a notice of cancellation is not broadcast prior to 0715, the normal schedule will be in effect. Absentees are reported by the CG Leaders to their respective FACAD.

2007. ABSENCE FROM SCHEDULED INSTRUCTION. A FACAD may authorize up to one full day of short-term absence from a period of instruction, as long as the absence is not in conjunction with a weekend or special liberty (i.e. 72 or 96). Only the Deputy Director, via the chain of command, may authorize absences for periods of more than one day. Officers who are absent due to illness or emergency must report it via their respective FACAD who will annotate it on the morning report.

2008. LEAVE, LIBERTY, PERMISSIVE TAD, AND ADVANCE PAY. EWS Leave and Liberty Policy Letter dated 25 July 2014 establishes

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guidelines on for conducting leave and liberty while at EWS. A separate LOI will be completed and published for the holiday break period. See paragraph 2008-5 for more details regarding the holiday break.

1. Leave

a. Annual and emergency leave is approved through the faculty chain of command using the NAVPERS 1336/3 form. Requesting annual leave during the academic year is normally discouraged, except for the December holiday break. Extenuating circumstances associated with leave will be reviewed on a case-by-case basis.

b. Marines are authorized to take leave in conjunction with special liberty. Leave may commence immediately upon termination of a special liberty period, or terminate just prior to the commencement of a special liberty period. However, it is emphasized that leave must commence and terminate in the vicinity of the local area of the Marine's primary duty station.

c. Procedures for Requesting Emergency Leave During Nonworking Hours. Notify the FACAD, then contact the Officer of the Day (OOD), Headquarters and Service Battalion, Building 2006, 703-784-2261/62 to coordinate an emergency leave authorization. The OOD can quickly execute emergency leave authorizations and normally calls the Deputy Director, International Military Student Specialist, or Director as appropriate.

d. Once approved, EWS S-1 will enter a student's leave request into MOL. EWS S-1 will also check students out/in to/from leave based on start and end dates. If there is a change in the student leave period (left later than requested start date, checked in early) it is incumbent on the student to contact the EWS S-1 to make the adjustments to avoid the student being charged an erroneous number of leave days. Officers from a different service will forward their approved requests through their FACAD to the appropriate Sister Service Advisor for processing.

2. Liberty

a. Liberty, other than established U.S. federal holidays, must be requested using the NAVPERS 1336/3 form.

b. Liberty exceeding 96 hours is prohibited.

c. Students are not authorized to travel further than 80

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miles for a 24 hour liberty period without permission. They will not travel beyond 300 miles for a special liberty period (i.e. up to 96 hours) without permission. Students must leave an emergency contact number with their FACAD for special liberty travel.

3. Permissive TAD. Permissive TAD must also be requested using the NAVPERS 1336/3 form.

a. In order to receive permissive TAD (PTAD) for house hunting trips, the student must be in receipt of PCS orders. PTAD for house hunting must be submitted through the chain of command and is only approved on a case-by-case basis.

b. Permissive TAD may be used in conjunction with leave, liberty, and/or TAD.

c. Maternity and paternity leave is approved in accordance with MCO 1050.3J.

4. Advance Pay. Advance Pay is authorized when students PCS prior to coming to EWS. Under disbursing procedures, the balance of the payback will be recouped when the student PCSs from EWS. Ensure that any advance taken can be repaid within the 9-month EWS course. Students are eligible to take another advance when executing their next PCS move.

5. Holiday Break. The Holiday break is generally scheduled for the last two calendar weeks of the year. Students will be afforded an opportunity to use leave during this time. If a student does not wish to take leave they will report to school during regular duty days.

2009. TEMPORARY ADDITIONAL DUTY ORDERS

1. The Defense Travel System (DTS) will be utilized by all DOD employees in support of TAD travel; this includes students, faculty and staff. All DOD employees will be responsible for creating their individual authorizations and vouchers. In certain situations, the S-1 will assist those with complex authorizations or vouchers.

2. Authorizations for all travel will be created NLT 14 days in advance of the scheduled departure. Vouchers must be created within 5 working days after the travel is completed. Orders for IMs will be created by the S-1 utilizing the same preparation timeline.

3. Group travel, when required, will be coordinated by the S-1

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and support sections. These sections will coordinate with SATO to set up travel to and from the TAD site. The individual traveler will utilize DTS to create a TAD authorization and input travel information once received. Upon conclusion of the TAD period, the traveler will prepare the voucher in DTS, including uploading receipts.

4. Coordinating instructions that include allowances and fiscal lines of accounting will be provided by the S-1 and support sections via separate correspondence prior to each event.

5. All travelers are required to have a Government Travel Charge Card (GTCC) with a Statement of Understanding (SOU) filed with the S-1. Applications and SOUs for the GTCC may be obtained from the S-1.

6. Since IMSS do not have a GTCC and may not have a U.S. personal credit card, they will not be required to pay for travel/lodging while on TAD to the greatest extent possible. IMSS may be issued travel advances or the cost for their travel/lodging needs may be paid for by the unit travel card. For any issues please see the IMSS.

7. Once all travel has been completed, individual travelers will utilize DTS to complete their final travel claim/voucher for settlement within five (5) working days. Travelers are required to upload all receipts, or legible copies of receipts into DTS for which reimbursement will be claimed. Tips and miscellaneous expenses for which receipts are not available must be clearly annotated on a statement in lieu of receipt form which is maintained in the S-1.

2010. FITNESS / EVALUATION REPORTS. Chapter 6 of the EWS SOP, paragraphs 6007-6008, address specific requirements for USMC, sister service and IMS end of the year fitness and academic reports. Fitness reports on all Marine Corps officers are prepared and submitted at the end of the academic year. Marine Corps reports are non-observed academic fitness reports and will contain comments on student leadership billets held, recognition received, class standing and selection to the President's Honor Roll. End of year evaluation reports on Army, Air Force, and Navy officers are submitted on the form required by their respective service. In the case of IMSS, EWS prepares an academic report upon successful completion of the course for transmittal to each officer's country.

2011. UNIFORMS. The uniform of the day is published on the academic schedule.

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1. Marine Corps Uniforms

a. Summer Uniform of the Day. April through October, the Service "C" uniform will be worn with all ribbons and devices.

b. Winter Uniform of the Day. November through March, the Service "B" uniform will be worn with all ribbons and devices.

2. Army, Air Force, Navy, and International Military Officers. Sister service students and IMSs will wear comparable uniforms as prescribed by their respective service regulations.

3. Uniforms for Special Occasions

a. Birthday Ball, Mess Night, and Graduation. Special events during the academic year include the Marine Corps Birthday Ball, Mess Night, and other significant events that may arise. Be prepared to wear all service and dress uniforms during the year.

b. International Military Officer Presentations. The sponsor will wear their Service "A" uniform when their assigned IMS delivers his/her operational culture brief to the student body. Additionally, the IMS will wear the equivalent to the Service "A" uniform.

4. Females. Females have the option of wearing slacks or skirts while wearing either the Service "B" or "C" uniform. On the special occasions designated in paragraph 2011-3, the letter of instruction for the event will designate the female uniform (trousers or skirts).

5. Civilian Attire. During the academic year, certain academic and social functions require business attire (coat and tie/dress). At all times students are expected to exercise good judgment with regard to when and what type of casual attire is worn. Appropriate casual civilian attire for males is considered a collared shirt (tucked in if not cut straight across the back and even all the way around), slacks, serviceable jeans with belt, or shorts. Appropriate casual civilian attire for females is considered a collared shirt (tucked in if not cut straight across the back) or a collarless shirt (not t-shirts), serviceable jeans with belt, slacks or shorts. Skirts and dresses are authorized; length should be business casual appropriate. Flip flops and shower shoes are not authorized. Variation of this guidance will be provided by the EWS Director, as required.

2012. ACADEMIC LOGISTICS SUPPORT. All support is coordinated

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through the EWS Support Officer.

1. School Supplies. School supplies (except writeable compact discs) for CG projects are provided by the Support Section (located in the basement of Geiger Hall in room B-34). writeable compact discs will be drawn from the Editorial Assistant in room 106.

2. Copying

a. Copyright Law. Students will follow the guidelines outlined in Appendix C of the EWS SOP for copyright policy.

b. Copying Facility. Officers may use the multifunctional printer/scanner/fax located in the student lounge and CG printers to print materials needed for class and practical exercises. Students are not allowed as a general rule to reproduce lengthy presentations, doctrinal publications, and assigned reading. Students will use electronic means for reading and preparing for class as much as possible. Copiers and printers located in faculty spaces and S-1 are off limits without permission from a faculty or staff member.

2013. PUBLICATIONS AND BOOKS

1. Issue. Publications and books are issued on three levels: faculty issue, CG issue, and student issue. Additional copies of publications are available for check out from the Supply Clerk by individual students.

2. Recovery. All issued publications and books are required to be returned upon check out from EWS as indicated on the book signature sheet. No writing or marking, other than highlighting, is authorized in the books and publications issued by the Support Section. Students will be required to replace books they attempt to return that have excessive wear, stains, writing or extreme highlighting.

3. Purchase. Requests for new purchases of books in support of the curriculum are included in the annual fiscal year budget submission.

2014. COMMUNICATION AND RESEARCH RESOURCES

1. EWS Professional Communications Department. The EWS Professional Communications Department provides professional advice on all aspects of writing by appointment or on a drop-in basis. Students may arrange for individual and/or group tutorials, obtain reference materials, and/or use interactive

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software. In addition, English language study materials, including reference books and software are available for the IMSS. The Communication Department is located in room 128 on the first deck of Geiger Hall. Communication instructors may be reached at 432-0111/0139 and 423-1374.

2. Gray Research Center (GRC)

a. The GRC has a comprehensive professional reference library for MCCDC. The collection numbers some 44,000 volumes to include extensive information on amphibious operations, related military subjects, and national and international affairs. In addition, a family and children's library is available for use by dependents. The Marine Corps Online Library System (MCOLS) is also available to access a variety of military and civilian resources throughout the country. The GRC's hours of operation from 6 August through 3 June are:

Monday through Thursday	0730 - 1945
Friday	0730 - 1745
Saturday	1000 - 1745
Sunday	1000 - 1745
Holidays	Closed

b. The GRC archives is open to both military and civilian patrons and maintains over nine million copies of historical documents and audiovisual items. Over 325,000 documents are now offered on their website. Services include a professional archivist on duty at all times, reproduction of documents, maps, photographs, slides, videos and films. Students have access to computers, printers, scanners, and a book copier and are allowed to bring their laptops, scanners and copy stands for use. No appointment is necessary. The research archives contact information is listed below:

Research Archives
703-784-4685/4538
Fax: 784-4665
DSN: 278-4685/4538

NOTE: (It is imperative that if a student has checked out a book or some other form of reference material that it is returned PRIOR to EWS graduation. Failure to do so could prevent the student receiving their diploma.)

c. The Visual Information Repository (VIR) houses approximately 20,000 original Marine Corps films and videos from 1918 to the present, and over 100,000 slides detailing activities of the United States Marine Corps visual media. The

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VIR contact information is listed below:

Visual Information Repository
703-784-1997/4616
Fax: 703-784-3266
DSN: 278-1997/4616

2015. GEIGER HALL

1. Geiger Hall Hours. Geiger Hall has no overnight or weekend duty. The building is normally opened by 0630 and secured NET 1630 on weekdays. Students desiring access to the building during non-working hours must enter through the cipher lock door at the northwest end of the building and make the appropriate entry in the logbook.

2. Conference Rooms. Students spend the majority of their time at EWS in their conference rooms. It is imperative that the conference rooms are kept clean and orderly. The appearance and security of conference rooms is the responsibility of the FACAD.

a. Individual CG coffee messes are permitted in conference rooms but coffee makers must be plugged directly into the wall, placed on a cookie sheet and must have an approval chit from the Quantico Fire Marshall. Coffee pots may not be placed on top of any other appliances or on unstable surfaces.

b. Food and drinks are permitted in conference rooms at the FACAD's discretion. Perishable items must be stored in a plastic container, and no items can remain in CG room refrigerators over a holiday period.

c. Alcohol is never allowed in the CG rooms.

d. Trash must be removed daily.

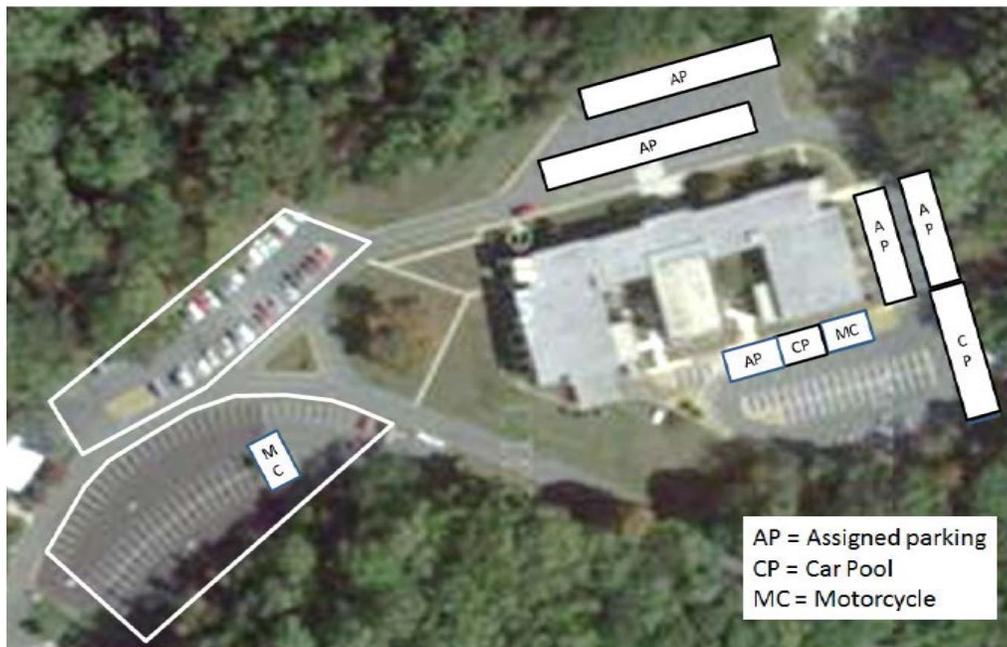
3. Mailboxes. Mailboxes are assigned to each student during check-in and are used to issue books and publications that the student will use throughout the year. Because they are small, these mailboxes cannot be used as storage. Mailboxes must be checked daily..

4. Workout Facility. Gym and locker room facilities are located in the basement of Geiger Hall. Gym rules are posted and must be strictly adhered to. Students, faculty and staff as well as MCU personnel and immediate family members may use the gym to conduct physical training but must adhere to the same clothing standards as required at the Barber Gym on MCBQ. PT gear is not permitted in the Warrior Room, Galley/MCCS store and

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is discouraged on both the first and second deck of Geiger Hall unless absolutely necessary. Lockers are located in the basement of Geiger Hall in the workout facility locker room. Each student will be assigned a locker.

5. Parking. All numbered spaces are reserved for EWS faculty and staff members. There are reserved parking spaces in the front parking lot for visiting instructors and other guests. Guest speakers and VIPs normally have parking arranged along the curb in front of Geiger Hall using white parking signs. Parking spaces are limited, therefore, carpools are encouraged. Ten spots are dedicated to carpooling and will be issued out on a first-come, first-served basis. Those authorized to park in the carpool spots will receive a vehicle placard by the Support Section and will be spot-checked for compliance. Student parking is available in the north lot on Geiger Road, west parking lots at the end of Geiger Road, and directly behind Geiger Hall. Both carpool and motorcycle spots are marked as such. Those students parking in carpool spots must have a carpool pass obtained from the Support office at the start of the academic year. Personnel receive at least one warning before tickets are issued. Refer to the diagram below.



6. The Galley / MCCS Store. The galley snack bar, operated by Marine Corps Community Services (MCCS), is located in the basement of Geiger Hall. The hours of operation are 0800-1400 unless otherwise posted.

7. Tobacco use. The use of smokeless tobacco is forbidden in Classroom 1 (CR1), Classroom 2 (CR2) and Draude Auditorium.

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There is a designated smoking area in the back parking lot of Geiger Hall.

8. Student Lounge. The student lounge is a common area that students can use in between classes and during lunch. Both the microwave and the refrigerator are for common use. The student lounge can also be used for parties and other special functions by scheduling it through the operations office. Individuals or CGs who use the student lounge are responsible for cleaning up after the event.

9. Warrior Room

a. The Warrior Room was built as a place for students, faculty, staff and guests to build camaraderie.

b. The room honors those past AWS and EWS students and faculty who have made the ultimate sacrifice in service to our country and must be treated with the utmost respect.

c. The duty CG will ensure the Warrior Room is presentable at all times.

d. At the direction of the EWS Director, the Warrior Room is the only authorized location for the consumption of alcohol within Geiger Hall. Consumption is normally authorized to commence only at the end of the academic day. Use of the Warrior Room by a CG will be approved by the CHIN.

10. Duty Conference Group. The Duty CG will be responsible for the following during its assigned week:

a. Conduct morning and evening checks of Geiger Hall during weekends and holidays, ensuring that the Security Logbook is being utilized properly and all personnel within Geiger Hall after hours are properly logged in and out.

b. Conduct a police call of CR1, CR2, and Draude Auditorium at the end of each academic day ensuring that all trash and debris are properly disposed of in the receptacles. Ensure that no food items remain in the open and that items left out are either disposed of or placed in the refrigerators located in student lounge area.

c. At the end of each academic day, ensure that CR2 is structured per the diagram on the door with two chairs per table to ensure each student has a seat for the next day's classes. In the case of a shortage of tables/chairs, contact the Support Section.

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d. Conduct a police call of the student lounge area, to include the Warrior Room, at the end of each academic day ensuring that all trash and debris are disposed of in the receptacles. Ensure that no food items remain out or open on the islands and that they are either disposed of or placed in the refrigerators. Ensure that drinking glasses are not left adrift in the Warrior Room and that the keg dispenser is not in need of servicing.

e. Conduct a police call of the gym area at the end of each academic day ensuring that all trash and debris are disposed of in the receptacles. Ensure that the televisions and radio are turned off if the gym is not being utilized.

f. Be prepared to assist the EWS Support Section Staff in restructuring the classrooms in preparation for execution of practical exercises or events, as determined by the Chief Instructor, applicable Course Director, or the Support Officer. A designated representative from the CG will check with the Support Officer on the Friday prior to the CG's duty week to determine this requirement and to receive the information on when to be at the appropriate place of duty.

g. Each Thursday, ensure that a keg has been ordered (if necessary) for the Warrior Room for the following week and all Warrior Room guest mugs and pitchers are washed and returned to the cabinet or hung on the pegs provided.

h. Each Thursday, conduct a field day of basement and first deck head facilities, CR1, CR2, Draude auditorium, the gym, hallways, and all building stairwells. Field day of head facilities includes trash removal, sweeping the deck, and cleaning toilets, sinks, and mirrors. Field day of CR1, CR2, and the auditorium includes dusting the window sills, vacuuming, and police call. Field day of the gym includes wiping down all equipment, sweeping, and swabbing the deck. Field day of hallways and stairwells include sweeping and mopping the deck, dusting ledges, and clearing any cobwebs. The first deck hallway will be swept only.

i. During the winter months, be prepared to assist the Support Section in shoveling snow and spreading salt from the sidewalks around Geiger Hall. Snow removal and salt spreading on sidewalks will generally commence NLT 90 minutes prior to the adjusted start time of the academic day.

j. The Duty CG is not responsible for clean up after class social events. Each class social event will have a designated

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working party for clean-up.

11. Bicycles. Bicycles will be kept under the covered area at the rear of Geiger Hall. They are not to be kept in the ladder wells at either end of the building.

12. Visitors. Due to limited parking and the dynamics of the EWS curriculum, personal visitors and student guests are discouraged during normal working hours. All visitors must check in at the S-1.

2016. STUDENT COMPLAINT POLICY

1. As an academic institution, MCU is required to have an established student complaint process.

a. This process is described in chapter 1 of the MCU Student Handbook and chapter 9 of the MCU Academic Regulations, both dated 31 Oct 13.

b. Before making written complaints, students are encouraged to seek resolution by discussing them informally with the faculty advisor, instructor, or course director who is most closely associated with the matter. If an issue cannot be resolved informally, a student may make a formal complaint using the procedures described in Chapter 1 of the MCU Student Handbook and chapter 9 of the MCU Academic Regulations dated 31 Oct 13.

c. Processes and rights described in these procedures do not replace or supersede the Request Mast Policy, Uniform Code of Military Justice Article 138 (Grievance Against a Commanding Officer), or any procedures provided for action under the UCMJ.

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CHAPTER 3

ACADEMICS

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CHAPTER 3

ACADEMICS

3000. INTRODUCTION. This chapter summarizes the academic policies and procedure for EWS. Additional information on these topics may be found in Chapter 5 of the EWS Standard Operating Procedure and the MCU Student Handbook, both of which are available on Blackboard.

3001. SCHEDULES AND CLASSES

1. Academic Schedule

a. The academic schedule is available on EWS Google Apps for Government (GaFG). Students will check the schedule on a daily basis as unforeseen changes may occur. Each student is responsible for being on time and prepared for each academic event. The schedule will designate the appropriate uniform and provide administrative notes relative to the conduct of the schedule.

b. Classes are generally held Monday through Friday from 0900 to 1630 with a 90 minute break for lunch / physical training (PT). Occasionally, field activities, enrichment lectures, or other special events may be scheduled during the evening hours.

2. Classroom Etiquette

a. Class Breaks. There will be breaks provided during lectures approximately every 50 minutes. Students will remain seated for the duration of the lecture. However, if there is an extreme situation, individuals may take breaks if required.

b. Questions in Class. Students should expect to ask questions and be questioned during class periods. When a student asks or answers a question, they must stand when recognized, give their rank, name and CG, and then state the question or answer.

c. Table Tops. Students should remove the necessary study materials prior to class and leave briefcases, book bags, and attaché cases on the floor.

d. Classrooms and Draude Auditorium. CGs are assigned seating areas in both the Draude Auditorium and CR2. Students should expect to move to the front and fill in all empty seats

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in Draude Auditorium for guest speakers. The seating assignments for CR2 is shown below:

FACULTY						FACULTY					
FACULTY						FACULTY					
FACULTY						DIR/VIPs					
16	16	16	16	16	16/14	12	14	14	14	14	14
16	16	16/15	15	15	15	11	14	14/13	13	13	13
15	15	15	15	12	12	10	13	13	13/11	11	11
12	12	12	12	12	12	9	11	11	11	11	11/10
15	8	8	8	8	8	8	10	10	10	10	10
15	8	8	8	7	7	7	10	10	10/9	9	9
15	7	7	7	7	7	6	9	9	9	9	9
7	5	5	5	5	5	5	9/6	6	6	6	6
5	5	5	5	4	4	4	6	6	6	3	3
4	4	4	4	4	4	3	3	3	3	3	3
1	1	1	4	4	4	2	3	2	2	2	2
1	1	1	1	1	1	1	2	2	2	2	2
SCREEN											

e. Personal Electronic Devices. Unless instructed otherwise, students are authorized to use computers for professional use in Class Rooms 1 and 2, as well as in Conference Rooms. Computers and other electronic devices are not normally authorized for use in Draude Auditorium and no electronic devices are authorized during guest lectures in Draude Auditorium.

f. Cell phones and watch alarms. Students must ensure that cell phones and watch alarms are turned off during lectures and seminars.

g. Arriving Late or Leaving Early. If a student must leave early, he/she must be seated in the back of the class so as not to disrupt the class when departing. If arriving late to a class, students should take seat in the back of the class so as not to disrupt the class then take their seat with their CG at the first break.

h. Electronic version of Presentations. Electronic versions of presentations will not be posted on Blackboard until after the lecture is complete in order to ensure the briefer receives the full attention of the audience.

3002. ACADEMIC FREEDOM/NON-ATTRIBUTION POLICY. Chapter 1 of MCU Academic Regulations (31 Oct 13) provides MCU's philosophy

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and policy on academic freedom and non-attribution.

1. Academic freedom is the ability of faculty, students, and staff within the University to pursue knowledge, speak, write, and explore complex, and often controversial, concepts and subjects. Academic freedom is a key tenet at MCU and is fundamental and essential to the health of the academic institution.

2. Non-attribution is the lack of attributing any statement, comment, or remark to participants (faculty, staff, students, or guest speakers) engaging in academic discourse by name in public media or forums, or knowingly transmitting them to persons who will enter statements into the public arena, unless specifically authorized to do so. This is particularly important in regard to guest speakers as it allows them to be candid in their remarks to the class.

3003. CURRICULUM. The EWS curriculum is built on MCU approved Program Outcomes and LOs. EWS accomplishes four program outcomes that are threads that run through the entire curriculum. They can be summarized as: MAGTF Officers, Critical Thinkers and Decision-Makers, Effective Communicators, and Ethical Leaders. These are supported by 23 LOs that describe what we expect graduates to know or be able to do when they graduate. The LOs are published as an appendix to the EWS SOP. To accomplish the assigned LOs, the EWS curriculum consists of nine courses, each building on the knowledge from previous courses.

1. Foundations. This course sets the stage for the EWS academic year by introducing the students to Marine Corps tenets through three sub-courses: *Who We Are*, *How We Fight* and *Where We Fight*. *Who We Are* reviews key touch points in Marine Corps history that have shaped today's roles and missions. *How We Fight* is a study of the organization and structure of Marine Corps operating forces and the supporting establishment. *Where We Fight* examines the expeditionary environment based on a regional review of current and potential littoral conflicts in and around maritime choke points and sea lines of communication including US interests, potential threats, and operational culture in the region. These lessons are taught by regional experts from the Marine Corps Center for Advanced Operational Culture Learning (CAOCL). The course begins to build knowledge of our Navy teammates on the Navy-Marine Corps team with a trip to Norfolk to visit a variety of ships and other Navy organizations. Upon completion of the Foundations Course provides the, students will possess the baseline Marine Corps

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knowledge that supports the rest of the EWS curriculum.

2. Doctrine. This course introduces students to key Marine Corps doctrinal publications to include MCDP 1 Warfighting, MCDP 1-0 Marine Corps Operations, and MCDP 6 Command and Control. FACADs facilitate conference group discussion on the origins, development, merits, and applicability of Marine Corps doctrine. This knowledge will be applied throughout the rest of the curriculum.

3. Planning. The Planning Course is focused on the understanding and application of the Marine Corps Planning Process (MCPPE). Working as Operational Planning Teams (OPT), the students work their way through the six steps of MCPPE. Knowledge gained during the Doctrine and Planning courses supports the instruction that follows in the MAGTF Operations, Amphibious Operations, and Small Wars courses and provides a foundation that will be applied over and over the execution of planning exercises throughout the remainder of the curriculum as well as throughout a student's career.

4. MAGTF Operations. This course focuses on the application of enduring concepts such as task organization, integrated planning, single-battle concept, combined arms integration, and doctrinal MAGTF employment. In a series of eight four-day rotations, students work as OPTs to develop plans for each element of the MAGTF and selected warfighting functions. Rotations cover these topics: Aviation Combat Element (ACE), Ground Combat Element (GCE) in the Offense, GCE in the Defense, Logistics Combat Element (LCE), Fires, Command, Control, Communications, and Computers (C4), Marine Air Assault Task Force, and Intelligence, Surveillance and Reconnaissance (ISR). The knowledge gained in this course contributes to the students' ability to integrate the MAGTF capabilities to create synergistic effects and prepare students for the transition to MAGTF operations from the sea during Amphibious Operations.

5. Amphibious Operations. A core mission of the Marine Corps is to conduct amphibious operations and EWS is the premier amphibious school of the Marine Corps. The Amphibious Operations Course addresses the role of the Marine Corps as an expeditionary force as part of a larger Naval or joint operation, and includes employment of the MAGTF in amphibious operations and Maritime Prepositioning Force (MPF) operations. EWS teaches the knowledge and skills to conduct an amphibious operation—everything from conceptual planning to the detailed mechanics of the landing plan. The course concludes with a two-week capstone exercise where the students are organized as

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battle staffs representing the amphibious force and its various subordinate elements planning for an amphibious operation while another MAGTF ashore plans for the defense. Students carry this knowledge from EWS back to the operating forces where they are well prepared to serve as members or leaders of OPTs for planning amphibious operations or other operations including "small wars" that the Corps is likely to be engaged in.

6. Small Wars. Small Wars provides students an understanding of the term "small wars" as an umbrella over a range of operations that go by many other names such as military operations other than war, stability and support operations, limited scale wars, counterinsurgency, and irregular warfare. These are the types of operations that our graduates are most likely to participate in as they return to the operating forces. Students review FMFRP 12-15 Small Wars Manual to develop an understanding of its historical importance and its applicability today. Past and current small wars are studied to determine the role they play in today's complex security environment. At the conclusion of Small Wars, students will have a historical understanding of small wars, planning and leadership challenges of small unit leaders engaged in small wars, and the complexities our students will face in future small wars in the expeditionary environment.

7. Leadership and Ethics. The goal of the Leadership and Ethics Sub-course goes beyond developing one's personal leadership skills to include techniques for developing subordinates' leadership ability. Additionally, it is designed to inspire students to lead within a framework of ethical values. Under the umbrella of this course, the students are addressed by a number of senior leaders—active duty, retired, and noted civilians—and they participate in a series of discussions among their peers to help develop a personal strategy and command philosophy for future leadership billets.

8. Professional Communication. The ability to communicate effectively in both verbal and written forms is a fundamental skill that all military officers must possess. The Professional Communication Sub-course is designed to achieve that end with a program focused on both academic and professional writing. The school administers an initial grammar and writing assessment shortly after the students arrive and those whose skills need improvement are assigned to attend a series of remedial lessons. During the core curriculum students write position papers, a contemporary issues paper, and a command philosophy. There is also a major writing assignment—the argumentative research paper—on a topic of the student's own choice. The course also

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provides instruction to help improve the students' ability to "stand and deliver" with application during numerous planning exercises, a battle study presentation, and two battlefield staff rides.

8. Occupational Field Expansion Course (OFEC). Specialized military occupational specialty (MOS) training, known as OFEC makes EWS unique in the Officer PME continuum. As a career-level school, EWS is tasked with educating and training the students at the tactical level. Unlike schools later in the Officer PME continuum, MOS training is included as part of the EWS curriculum. The OFEC enhances the students' ability to blend the military art (education) with the military science (training) to increase their proficiency as MAGTF Officers. The OFEC is divided into a one week Fall session and a two week Spring session. The OFEC sub-courses are as follows: Infantry, Armor, Artillery, Intelligence, Logistics, Communications, Special Operations Forces (SOF), ACE, Engineer, Navy Surface Warfare Officer (SWO) and Critical Warfighting Disciplines which covers Adjutants, Military Police, Staff Judge Advocates, Comptrollers and other MOSs not listed above.

3004. LEARNING MANAGEMENT SYSTEM. Blackboard is the learning management system currently being used by EWS. Blackboard is used to post all lesson cards and required reading materials, administer quizzes and some exams, submit student writing requirements, and post student grades. Student readings will normally be posted to Blackboard two weeks prior to the start of a course.

3005. INTERNATIONAL MILITARY STUDENT (IMS) BRIEFS. Various lectures, events, and other presentations are used to supplement the major segments of the EWS curriculum. One of these events is the IMS Briefs which are conducted throughout the year. During these briefs each IMS will present a twenty minute presentation on his country. The brief will include, but is not limited to, history, geography, culture and traditions, government, and military organization.

3006. STUDY ASSIGNMENTS

1. Study assignments are made to supplement classroom work and help prepare for classroom assignments, requirements, and discussions. Study assignments are noted on the academic schedule and are detailed on each lesson card.

2. The following terms will be used in making study assignments:

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a. Scan. Read rapidly and be familiar with the subject matter in general terms. The planning factor for scanning is 50 pages per hour.

b. Read. Read and understand, fix in mind the scope of the subject matter contained in the reference and be prepared to find the reference in the text. The planning factor for reading is 25 pages per hour.

c. Review. Re-read to the extent necessary to discuss the matter involved without further reference to a text. The planning factor for reviewing is 50 pages per hour.

3007. STUDY METHODS/TIME MANAGEMENT

1. Students are encouraged to plan their study time wisely. The academic year schedule is designed to provide the students with time to prepare for upcoming discussions, practical exercises, or writing assignments. The academic schedule gives students general guidance on what needs to be accomplished for the next day and for future assignments. Students should understand that significant reading and preparation time will be required during off-duty time to complete the EWS school year and requirements. It is imperative that students forecast upcoming reading requirements in order to maximize student preparation time.

2. The following schedule is recommended to help each student with time management:

Two weeks prior to the event:

- Review the schedule.
- Identify all necessary publications and materials required.
- Download any reference material from Blackboard to your personal digital device.
- Scan material and estimate personal time management requirements.

One week prior to the event:

- Review the schedule for changes.
- Utilize your time to complete the required readings and to take notes.

One/two days prior to the event:

- Review the schedule for changes.
- Ensure any reference material is downloaded from

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Blackboard to your personal digital device.

- Review the readings and your notes.

3008. ASSESSMENT AND GRADING POLICY.

1. The goal of academic assessment is to ensure learning LOs, EOs and KPs are achieved ISO program outcomes and the mission statement. The following policies ensure assessment is fair and equitable.

2. The curriculum is driven by the MCU approved program outcomes and LOs. Students are assessed for accomplishment of each LO, EO and KP in a form of assessment such as a quiz, test, examination, writing assignment or oral presentation. Several LOs may be assessed in a single assessment venue while the accomplishment of a single LO may be assessed in more than one course or through more than one assessment venue.

3. Testing Procedures. The following standardized testing procedures apply across core courses, sub-courses and CGs:

a. Test questions are given as originally written by either the CD or SCD. FACADs do not have the authority to modify the questions to meet their individual desires or educational goals.

b. Tests are handed out and turned in at the predetermined dates and times. Late submissions result in student grade reduction.

c. A single test review is given by the CD or SCD. FACAD review sessions are not authorized as they have the potential to introduce unfairness or the perception of unfairness between CGs.

4. Leadership Evaluation. Students perform a variety of leadership assignments. A rubric is provided to guide the evaluation of assigned leadership billets. Evaluation of student leadership performance during PEs and other activities not under the observation of the student's FACAD is based upon the judgment of the evaluator who provides feedback to the appropriate FACAD.

5. Rubrics. Rubrics assist instructors in assessing student work, ensuring consistency, and providing student feedback. Rubrics are used for academic papers, military correspondence, discussion contribution, presentations, PEs, and examinations. Instruction on grading and standards for each graded event is

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included during CPI's to ensure the appropriate use rubrics for that event and to gain grading consistency across CGs.

6. Grading. Assessment and grading is both subjective and objective. CD, SCDs, instructors and FACADs ensure consistency by leveraging appropriate rubrics and making judgment calls based on their experience and commitment to maintaining professional and academic integrity across 16 CGs. There are four categories of grades: Exceeds Standard, Meets Standard, Needs Improvement, and Fails to Meet Standard.

a. The majority of students perform in the "Meets Standards" category by reading assigned material, making acceptable discussion contributions, and performing adequately on PEs, oral presentations, and written requirements. The grade for "Meets Standards" is 90% although the FACAD or instructor can move that up or down some percentage points if student performance can be differentiated to that degree of accuracy.

b. Those that stand out due to increased performance, participation, or contributions fall into the category of "Exceeds Standards" with a numerical grade of 95% or more. FACADs or instructors that award this rating are prepared to validate the student's performance via rubric, counseling session or quiz/exam results. To award "Exceed Standards" to every CG member denigrates the efforts and contributions of those who truly exceed and is not upholding EWS professional and academic integrity.

c. Students whose performance falls into the category of "Needs Improvement" receive a grade in the range of 75-85%. A student who needs improvement is counseled by the FACAD or instructor with specific attention to the areas requiring improvement. The FACAD or instructor supports this with a written assessment using the Individual Student Discussion Participation Rubric or other EWS rubrics. The completed rubric is provided to the FACAD for inclusion in the student folder.

d. A student who fails to meet standards receives a grade of less than 75% is the subject of written counseling and a written assessment. Students who fail to meet standards three times may be referred to a SPEB. For SPEB procedures, refer to chapter 15 of the MCU Academic Regulations dated 31 October 2013.

7. Remediation. The minimum passing for graded events is a score of 75%, unless otherwise noted. Students who fail a graded event are remediated to ensure they comprehend the material. However, the original earned grade is not to be

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changed. Remediation is conducted by the CD, SCD, instructor or FACAD with appropriate subject matter expertise. Remediation may take the form of a written or oral assessment.

8. Failure of three assessment events or failure to maintain an overall cumulative grade of 80% are grounds for dismissal from the course. Students who fail to meet standards on three assessments or who fail to maintain an overall grade average of 80% at any time after completion of the Doctrine Course are referred to a SPEB, which makes recommendations to the Director. If the substandard academic performance is found to be due to a deficiency in aptitude or attitude, the student may be awarded a certificate of attendance in lieu of a diploma or may be dismissed from the course. The authority to award a certificate of attendance or dismiss a student from the course rests with the President, MCU. Either of these outcomes results in an adverse fitness report. For SPEB procedures, refer to chapter 15 of the MCU Academic Regulations dated 31 October 2013.

9. Consistency of Grading. All graders adhere to the standard described in paragraph 6, above. The normal average grade for a conference group should fall between 88% and 92%. The grades for any CG that falls outside this range are reviewed by the CHIN for approval prior to posting. If the CHIN in conjunction with the COA determines that the grader has failed to correctly apply the rubric or adhere to the grading standard, the CHIN may direct a review and adjustment to the grades before posting.

10. Grades for individual assessment events are computed numerically and entered into the Blackboard Grade Center. For each course, the number grades are converted into a letter grade which are entered on the student's final transcript. This is the scale to be used for the awarding of letter grades.

- 97-100 A+
- 93-96.9 A
- 90-92.9 A-
- 87-89.9 B+
- 83-86.9 B
- 80-82.9 B-
- 77-79.9 C+
- 75-76.9 C
- < 75 F

11. OFEC Grading. OFEC is assessed on a pass/fail basis with no weight for OFEC included in the student grade average. The OFEC SCD provides a brief narrative assessment of the performance of each member of the OFEC sub-course to the student's FACAD with

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particular attention to those who exceeded standards and those who needed identifiable improvement. Failure to meet standards at OFEC results in the student appearing at a SPEB.

12. Student Performance Evaluation Board (SPEB). SPEBs are administrative in nature, not disciplinary. As such, the purpose of the SPEB is to provide a forum for resolution of a wide variety of student-related issues. These may include, but are not limited to, allegations of violations of academic integrity, extended absences, substandard academic performance, attitudinal problems, and violations of professional ethical standards or integrity issues.

3009. STUDENT EVALUATION OF THE CURRICULUM

1. As part of a continuing effort to improve the curriculum at EWS, students are expected to provide constructive evaluation on topics such as relevancy, method of delivery, and professionalism of instruction or on other aspects of the course. A number of students (normally one per CG) will be assigned to complete an Instruction Rating Form (IRF). These forms should be completed and submitted at the conclusion of each lecture or class. At the conclusion of each course students will complete a survey. Additionally, there will be a comprehensive end of course survey just prior to graduation.

2. Approximately eighteen months after graduation, former students and their Commanding Officers will receive an after graduation evaluation questionnaire. The delay is designed to give the graduate more time to reflect on his evaluation of the course and his Commanding Officer the opportunity to observe and report on the effectiveness of the officer's education and training. Evaluations are carefully considered in both planning and in making adjustments to the curriculum.

3010. HONORS AND AWARDS. Those students who excel while attending EWS will be recognized. This formal recognition will take the form of inclusion on the MCU President's Honor Roll, the General Roy S. Geiger Award, the International Military Student Officer Award, and other awards recognizing superior achievement throughout the academic year.

1. *Marine Corps University President's Honor Roll* formally recognizes officers who distinguish themselves while attending EWS. Up to 15 percent, of the class may be selected for the MCU President's Honors Roll List via recommendations of a board consisting of faculty members and approved by the Director.

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2. *The General Roy S. Geiger Award for Leadership Excellence* is sponsored by the Marine Corps Scholarship Foundation and presented for overall student leadership. This officer will have displayed the highest degree of professionalism warranting his/her selection as the most representative officer in the profession of arms.

3. *The International Military Officer Award* is presented by the Marine Corps University Foundation in recognition of the international military officer that exhibits outstanding leadership and academic excellence while attending EWS.

4. *MOS Awards* are presented to the officers determined to be the most professional representatives of their specific occupational field. The OFEC SCD and FACAD are responsible for recommending an officer for the specific awards listed, below.

a. *The Major Walter M. Murphy Memorial Award* is sponsored by the Marine Corps Association & Foundation and presented to the outstanding Logistics Combat Element (LCE) student.

b. *The Lieutenant Colonel Robert J. Johnson, Jr. Memorial Award* is sponsored by the Marine Corps Aviation Association and is presented to the outstanding Aviation Combat Element (ACE) student.

c. *The Captain Larry K. Shipman Memorial Award* is sponsored by the Marine Corps Association & Foundation and presented to the outstanding Ground Combat Element (GCE) student. This award available to infantry, artillery, armor and SOF students.

d. *The Lieutenant Colonel Earl "Pete" Ellis Memorial Award* is sponsored by the Marine Corps Association & Foundation and is presented to the outstanding Critical Warfighting Discipline (CWD) student.

5. *The Colonel Donald G. Cook Award Memorial Award* is sponsored by the Armed Forces Communications and Electronic Association Education Foundation and is presented to the outstanding communications student.

6. *The MCIA Intelligence Officer Award* is sponsored by Marine Corps Intelligence Association and presented to the outstanding intelligence officer student.

7. *The First Lieutenant Harry L. Martin Memorial Award* is presented by the Marine Corps Engineers Association to the outstanding engineer student.

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8. Other awards presented to EWS students to recognize superior performance:

a. Professional Writing Awards. Students will write an argumentative research paper, which will demonstrate the graduate's ability to conduct and articulate credible research on issues affecting the Marine Corps or other militaries. Papers deemed publishable will be submitted by EWS to the *Marine Corps Gazette* and also will be eligible for the EWS Professional Writing Award. The Marine Corps Association & Foundation sponsors the competition and provides recognition, including monetary awards of \$300 and \$200 to the authors of the two best papers.

b. The *Captain Patrick M. Rapicault Memorial Writing Award* recognizes the writing achievement of one IMS.

c. The *Lieutenant General John J. Yeosock Memorial Award* recognizes the writing achievement of one sister service EWS student.

3011. NAVY STUDENT ADDITIONAL QUALIFICATION DESIGNATION (AQD)

1. Per the Manual of Navy Officer Manpower and Personnel Classifications (NAVPERS 15839I), the Navy Officer Occupational Classification System (NOOCS) is the method the Navy uses to identify skills, education, training, experience and capabilities related to both officer personnel and manpower requirements. This system consists of code structures that form the basis for officer manpower management and officer personnel procurement, training, promotion, distribution, career development and mobilization.

2. In accordance with NAVPERS 15839I, Volume 1, Appendix D, Navy students who graduate from EWS are eligible for the "Expeditionary Warfare Planner - BX1" AQD Code.

3. Navy students should submit a request to their respective Detailer along with a copy of their EWS graduation certificate to obtain the Expeditionary Warfare Planner AQD.

3012. ACADEMIC INTEGRITY

1. Purpose. To define the MCU standards for academic integrity in terms of academic honesty, student collaboration, and plagiarism and to identify standard procedures to address cases of non-compliance. Refer to Chapter 1 of the MCU Student Handbook

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and Chapter 14 and Appendix N of MCU Academic Regulations (31 Oct 13) for additional information.

2. Background. Academic integrity is a belief in academic honesty and an intolerance of acts of falsification, misrepresentation or deception. It is the standard at MCU for it rests upon an expectation that students and faculty will adhere to the core values and ethics embraced by the Marine Corps. Values such as honesty, trust, fairness, respect and responsibility form the basis of academic integrity. Honesty encourages a free exchange of ideas to achieve intellectual enlightenment. Trust fosters a willingness to engage collaboratively in the learning process, which involves sharing ideas in the quest for knowledge. Fairness is the foundation of educational inquiry. Respect allows for civility in public discourse. These values are fundamental elements sustaining the reputation and credibility of this institution's students and faculty, and the value of the education it delivers and the degrees it awards.

3. Components of Academic Integrity

a. Academic Honesty and Personal Integrity

(1) Professional and Academic Credentials. Students and faculty must depict their educational credentials and professional backgrounds accurately and non-fraudulently.

(2) Original Academic Submissions. Each student assignment is expected to be an original effort submitted in response to a specific graded event. Assignments, although original, completed in previous schools, courses, or blocks of instruction may not be simply "recycled" or subdivided and submitted anew as graded events for current requirements. Such behavior is academically dishonest and a hindrance to learning. However, expanding a theme or topic from a previously graded short paper into a more thoroughly researched and comprehensive written requirement (e.g., a paper of 20-30 pages) does not constitute a simple "recycling" of previous work. A student may incorporate the original ideas from the short paper into the 20-30 page paper, for example, as long as those ideas are properly cited using the unpublished paper/working paper citation format defined in Diana Hacker's *A Writer's Reference*.

(3) Archived Academic Submissions. Student learning requires effort. Simply using the solutions devised by students from previous academic years, gleaned from archived schoolhouse files, library databases or the internet, as the solution to a

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problem, exercise, or assignment for credit in the current academic year is academically dishonest.

b. Collaboration. Collaboration consists of students working together discussing academic topics, assignments, or readings; proposing possible solutions to assigned problems or scenarios; and/or jointly producing academic deliverables. Collaboration between students is essential to learning at MCU, especially in the seminar format, and is always encouraged except in specific cases. In those cases in which collaboration is not permitted, the FACAD, instructor, or Course Director will make clear that the effort is to be the student's individual work. Student handouts defining the requirements for graded assignments, events, or examinations that are meant to be individual student efforts will contain a statement indicating collaboration on the assignment, event, or examination is not permitted. Collaboration on assignments, events, or examinations that contain a statement prohibiting collaboration will be treated as instances of academic dishonesty and may be referred to a SPEB for review. It is the student's responsibility to consult his FACAD, instructor, or Course Director if there is any doubt as to whether collaboration is permitted.

c. Plagiarism

(1) Definition. Plagiarism is defined as the presentation of another's writing or ideas as one's own without appropriate citation or credit. The misuse of another author's writings, even when the exact wording is not lifted from the source, is unethical and academically dishonest. Such misuse includes not only the "limited" borrowing, without attribution, of another writer's distinctive and significant research findings, hypotheses, theories, rhetorical strategies, and interpretations, but also the "extended" borrowing, even with attribution, of another writer's ideas or interpretations to the extent that the student's paper no longer meets the requirement for original thought.

(2) Forms of Plagiarism

(a) Plagiarism of Language. Appropriation of either whole papers or sections of exact phrasing or group of phrases lifted from another source without quotation marks and/or proper endnote or footnote attribution.

(b) Plagiarism of Ideas/Paraphrasing. The

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presentation of another writer's unique ideas, which was derive from previously published works but which are not acknowledged as deriving from those sources. The appropriation of concepts, data, or notes disguised in newly crafted sentences; or reference to a borrowed work in an early endnote or footnote coupled with extensive further use without attribution.

(c) Self-plagiarism. The presentation of an article or paper to two different publications, or the submission of the same paper for two different courses. In submitting work for publication in journals, however, it is permissible to use the same data from one article to modify the focus of the paper in a significant manner and submit the newly revised paper for publication in a different journal.

(d) Improper use of material extracted from the Internet, other electronic sources, and verbatim passages used in oral presentations without proper acknowledgment.

(3) Student Tools to Prevent Unintentional Plagiarism

(a) EWS Professional Communications Department. The Communications Department is a ready resource to students for all issues related to written or oral communications. The best defense against possible plagiarism is thorough documentation of the work. Diana Hacker's A Writer's Reference contains detailed examples of proper citation for attribution of another author's works or original thought.

(b) Plagiarism Detection Software. Although plagiarism can be intentional, it is often unintentional. In the process of conducting research for assigned academic papers, students may inadvertently take unique ideas or even direct verbiage from sources and internalize them as their own. In such instances, students fail to attribute the ideas and verbiage to the source documents when they draft their papers. In an effort to ensure this does not happen, the University provides students access to plagiarism detection software either through direct student access or through the Communication Department. Prior to submitting written assignments to their instructors for grading, students should conduct a "self-check" against unintentional plagiarism through a software scrutiny of the draft assignment. The plagiarism detection software will identify the "probability" of plagiarism within the draft document and alert the students to unintentional plagiarism related to similarities in syntax, phrasing, and verbiage with published works. When the "probability" of plagiarism is detected by the software, students should review their work,

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appropriately edit the draft, and incorporate the proper citations and attributions prior to submitting the work to their instructors for grading. In addition to student utilization of plagiarism detection software, faculty members may utilize the software to detect instances of plagiarism in submitted student assignments.

(c) Preliminary Drafts of Written Assignments.

Students should retain copies of preliminary drafts of their written work. These drafts may help refute accusations of plagiarism, should they arise.

4. PENALTIES FOR ACADEMIC DISHONESTY. EWS will pursue appropriate corrective courses of action for faculty or student cases of academic dishonesty. Such courses of action may include, but are not limited to: disenrollment; suspension; denial or revocation of degrees or diplomas; a grade of "no credit" with a transcript notation of "academic dishonesty;" rejection of the work submitted for credit; a letter of admonishment or other administrative measures. Additionally, student and faculty members of the United States military services may be subject to appropriate administrative or disciplinary action under the Uniform Code of Military Justice for instances of academic dishonesty. Civilian or civil servant faculty or students who commit academic dishonesty may be subject to appropriate administrative or disciplinary action in accordance with the laws and regulations concerning federal employees.

a. Faculty and Staff. Faculty and staff allegations of academic dishonesty may be addressed through procedures outlined in the JAGINST 5800.7 Manual of the Judge Advocate General (JAGMAN) and Manual for Courts-Martial United States for military members or through applicable civil service laws and regulations for federal employees.

5. REPORTING ALLEGED INCIDENTS OF ACADEMIC DISHONESTY. Any EWS student, faculty, or staff member who suspects or becomes aware of a violation of the University's academic integrity policy is ethically bound to immediately report his/her suspicions to the FACAD, instructor, or immediate supervisor within the appropriate chain of command. All such reports of suspected violations must then expeditiously be reported to the Chief Instructor and Director. If an individual fails to report a violation of which he is aware, that failure is considered a violation of academic honesty through complicity. All alleged violations will be investigated. These procedures are designed to protect the integrity of the academic process and ensure due process. The Director will inform the Vice President for

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Academic Affairs (VPAA) of the suspected violation, for situational awareness. The recommended course of action in response to the allegation will be presented by the Director to the President of the University, in accordance with procedures outlined in Chapter 2 of the MCU Staff Regulations dealing with the Student Performance Evaluation Board.

6. ACKNOWLEDGEMENT OF MCU'S ACADEMIC INTEGRITY POLICY. All students at MCU are required to read and acknowledge understanding of the MCU Staff Regulation on Academic Integrity during the first week of class. A faculty member is also required to sign the document acknowledging that he/she has reviewed the academic integrity policy with the student. The administration office of each college, school, academy, or program will maintain a current file of signed acknowledgement forms for a period of five years.

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CHAPTER 4

SERVICES

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CHAPTER 4

SERVICES

4000. GENERAL. MCBQ provides various services to students attending the EWS. For any services needed but not addressed in this student handbook, students should contact the operations office for assistance.

4001. MEDICAL, DENTAL, HEALTH EDUCATION, AND VETERINARY SERVICES

1. Medical Treatment

a. Emergency Care. In case of emergency call 911. No emergency services are provided on MCBQ. The option for emergency room care at civilian facilities is more flexible for dependents that are eligible for TRICARE. The government pays the bill for emergency room services at civilian hospitals for active duty members only when the care was required because of a legitimate threat to life or limb. However, to receive coverage all active duty members and their families must report emergency room visits to Health Net Federal Services (1-877-874-2273) within 24 hours. Emergency services are available at Mary Washington Hospital in Fredericksburg, Potomac Hospital in Woodbridge, Stafford Hospital in Stafford and Dewitt Hospital at Fort Belvoir. Family members enrolled in TRICARE receive benefits according to their type of coverage plan.

b. Physicals and Sports Medicine. Sports Medicine, physicals, and physical therapy appointments are made via referrals from your primary Health Care Provider (Physician Assigned from the Quantico Medical Clinic). You must see a physician through an appointment for the referral. Sick call is for acute medical issues. Physical Therapy and Sports Medicine normally have offices main side at OCS and TBS. During the summer OCS period, permanent personnel may be sent to TBS for treatment. Students must consult with their faculty advisor prior to establishing a recurring appointment to evaluate the impact on the student.

c. Non-emergency Care

(1) The Naval Regional Medical Clinic Quantico is available during normal working hours to care for Military Personnel and TRICARE Prime members. TRICARE Standard members may receive care at the clinic subject to availability only. TRICARE Standard family members will make appointments with and

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visit the local Health Care Manager from which they chose to receive health care.

(2) Any questions you may have regarding your health care can be addressed by calling the Health Benefits Advisor (703-784-1901). The Clinic information desk can be reached at (703-784-1515).

2. Dental Treatment. The main dental clinic is located in the Medical Clinic on the second deck. Complete dental service is available for active duty. Dependents must go off base. Dental sick call hours for those experiencing dental pain are 0730-0900 and 1300-1400 Monday through Friday. A 24-hour dental watch is maintained to care for dental emergencies. Dental Watch can be contacted at (703-784-2802/3/4).

Reminder: If you are coming from overseas you must re-enroll in a Dental Plan.

3. Health Promotion. The Health Promotion Department is located in the Semper Fit Center at Barber Physical Activities Center. Veronica Nelson is the Director of Physical Fitness & Health Promotion and can be reached at (703) 784-2672.

4. Veterinary Services. The veterinary wellness clinic is located at 3310 Purvis Road. Clinic hours are Monday through Friday 0800-1600. The clinic is closed for lunch from 1200 to 1300. Call (703-784-2770/0904) for an appointment or additional information. The clinic is closed for federal holidays and the afternoon of the last working day of each month.

4002. DEPENDENT SCHOOLS. The Quantico Dependent School System will accept children for registration Monday through Friday from 0900-1530. Children must meet age requirements and reside on-base to be eligible to attend the Dependent School System. However, upon presentation of a written statement from the Quantico Housing Officer that on-base quarters will be assigned within ninety days after commencement of the school term children of military personnel residing off-base may enter the Quantico Dependents Schools. For information on which school a child will be attending, call Pupil Personal Services at (703-630-7026). All children who attend the Department of Defense Education Activity must have a birth certificate, and an up-to-date vaccination record. Children who are five years old on or before 01 September are eligible for enrollment in kindergarten. Children who are six years old on or before 01 September are eligible for enrollment in first grade.

4003. OFF-BASE PUBLIC SCHOOLS. Personnel residing off-base can

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obtain information about registration at local schools by calling the numbers listed below. Please note that copies of birth certificates, vaccination records, and physicals are required by local school districts.

Prince William County Schools - 703-791-7200
www.pwcs.edu 703-791-2776

Stafford County Schools - 540-658-6000
www.stafford.schoolfusion.us

Spotsylvania County Schools - 540-834-2500
www.spotsylvania.k12.va.us

4004. CHILD DEVELOPMENT CENTER. The MCBQ Child Development Center is a Marine Corps Community Services (MCCS) activity, operated to provide quality care for the children of authorized military personnel, visiting military personnel, and civilians working, living, or in receipt of orders to Quantico. Tours of the Center are available by appointment only. Contact (703-784-0674/4453).

4005. REGISTRATION OF VEHICLES AND WEAPONS. All personnel attending EWS must have a current registration on their vehicle. All personnel under the age of 26 must also have a Driver's Improvement Card. To register vehicles, students must go out the Quantico back gate near the MCX/Commissary and travel west on MCB-1. After passing under I-95, continue driving until you come to a traffic light. Turn left at the light and look for Military Police Headquarters at 27130A Telegraph Road. Personnel seeking to register a vehicle must have a valid drivers' license, current vehicle registration, proof of insurance, and military ID. All personnel living in base housing must also register all weapons with the Military Police and Lincoln Housing. The phone number for the Provost Marshal/Military Police is (703-784-2800).

4006. TRAFFIC MANAGEMENT OFFICE (TMO). Questions regarding the shipment of household goods can be referred to TMO at (703-784-2831/2832 or) in person at building 2009, 2nd floor.

4007. TRAVEL CLAIMS. Students with questions regarding their travel claim may call the EWS admin office at (703-784-1864) or go to the EWS admin office to work their claim through the Defense Travel System.

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4008. HOUSING. Housing aboard MCBQ is executed as a private/public venture. The MCBQ Housing Office validates eligibility for housing; housing is provided by Lincoln Military Housing via rental agreement directly with the service member. There are no specific "set aside" houses for MCU students; however, there is a "window" of time beginning on 15 April 2015 during which student housing applications receive prioritization on the Base Housing list. Click the "Family and Bachelor Housing" tab in the MCU New Student Documents and Links section for detailed information about applying for housing or using the housing referral services. Application instructions will be posted NLT 1 February.

The housing office phone number is (703-784-2711). Students living in base housing and experiencing a problem should contact Lincoln Housing at (703-432-8500).

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CHAPTER 5

EWS INFORMATION TECHNOLOGY POLICIES, SECURITY, AND USE

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CHAPTER 5

EWS INFORMATION TECHNOLOGY POLICIES, SECURITY, AND USE

5000. E-CONTENT INITIATIVE

1. In accordance with the MCU E-Content initiative, also known as Bring Your Own Device, students are advised of the requirement to access materials and submit student requirements electronically via Blackboard. MCU will make available a small number of basic eReader devices for issue to those students who are not able to have access to a suitable device to access digital content. Access to a number of government computers will be available, however this will be limited, and students are encouraged to have some sort of digital device such as a laptop, tablet computer, or digital reader such as a Nook or a Kindle.

2. Students will also require Internet access to reach Blackboard to download course materials, take quizzes, and submit assignments. Most curriculum which require Internet access can be completed and submitted using one of four means: the government owned computers that are available in Geiger Hall and the Gray Research Center (MCEN & .edu), a personal computer accessing the no-cost WiFi Internet access ("CampusNet") located in all MCU facilities to include Geiger Hall, or the student's personal Internet provider.

3. As the number of government owned computers with Internet access and WiFi capability is limited, it is highly recommended that students download materials at home as well as bring and use personal electronic devices to augment the government owned computers and government provided WiFi at the above locations. While at EWS, all students will need access to a personally owned device that is capable of meeting the recommended electronic device configurations are listed below.

a. Laptop Computer Configuration

- (1) PC is recommended (Apple will work also)
- (2) Microsoft Windows 7 or 8 recommended
- (3) Microsoft Office
- (4) Adobe Acrobat Reader
- (5) Ability to connect to WiFi internet

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(6) CAC reader and Active Client Software recommended (EWS has both available for checkout)

b. Tablet Computer and E-Readers. Tablet computers with WiFi capability and CAC Reader will access most curriculum requirements. Some limitations will exist without CAC Reader, such as the ability to access government sites for doctrinal publications.

4. Technical Support for Personally Owned Devices. EWS/MCU IT offers no technical support for personally owned devices. While PC use is recommended, Apple devices can be used as well. Students using Apple devices must take extra steps in order to access secure content via Common Access Card (CAC). Students may visit www.militarycac.com for further information.

5. Digitized Curriculum Materials

a. Each student will be provided compact discs NLT 2 weeks prior to the start of the major courses. The disc will contain all the material that is required for the sub-courses or lessons during the course (lesson card, references, articles, etc.).

b. Extracts from doctrinal publications will no longer be provided. Instead, a link to the document on the appropriate government web site will be included in the lesson card.

c. Other documents, such as articles or extract of pages from books may be scanned, submitted for copyright permission and included in the master lesson file as a scanned searchable PDF document.

6. Printed Curriculum Materials

a. Two copies of each doctrinal pub will be provided for each CG library. If a student needs a hard copy of a particular pub, he may request it from the Pubs Issue Room on a temporary loan basis, much like a library checkout.

b. At the specific request of Course Director, a limited number of hard copy pubs will be issued to all students.

c. Maps and certain planning products (charts, worksheets, etc.) will be made available in hard copy. Course Directors will identify the documents and quantities that will be required to the Support Section.

7. Printing. Unlimited printing will not be allowed. There

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are numerous legitimate requirements for printing documents in conjunction with various PEs and other activities. The printers are not to be used to print the class presentations and readings. If excessive use is detected, printing privileges will be suspended.

5001. MCEN & .edu INTERNET ACCESS. The Marine Corps Enterprise Network (MCEN) and the Marine Corps University Network (.edu) interconnects Marine Corps commands and activities and provides access to the Internet.

1. Usage. The United States Government Information Systems are for official use and authorized purposes only. Unauthorized use of these systems violates US Government regulations and is punishable through appropriate administrative and/or judicial actions.

2. Access. The Internet has been deemed to be in the best interest of the Marine Corps, provided that such access is in accordance with the policy outlined in MARADMIN 162/00. That policy states that access shall be appropriate in frequency and duration and be related to assigned tasks. Examples of official use are:

- a. To obtain information to support USMC missions.
- b. To obtain information that enhances the professional skills of EWS students.
- c. To improve professional or personal skills as part of a formal academic education or military/civilian professional development program as approved by the Director of EWS.

3. Personal Use. Department of Defense and Marine Corps policy also allow EWS students and faculty members to use Marine Corps computers to access the Internet for incidental personal purposes such as Internet searches and brief communications as long as such use:

- a. Does not adversely affect the performance of official duties.
- b. Serves a legitimate public interest such as enhancing professional skills or improving morale.
- c. Is of minimal frequency and duration and occurs during an individual's personal time (i.e., off-duty hours, lunch hours, etc).

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d. Does not overburden computing resources or communications systems.

e. Does not result in added costs to the US Government above normal operating expenses.

f. Is not used for purposes that reflect adversely upon EWS, the Marine Corps University, or the Marine Corps.

4. Prohibited Use. Use of Marine Corps computing resources for purposes other than those previously described is prohibited. The following are examples of specifically prohibited activities:

a. Introducing classified information onto unclassified workstations.

b. Unauthorized storing, accessing, processing, or distributing classified, proprietary, and sensitive, "For Official Use Only," or Privacy Act protected information on an EWS workstation.

c. Knowingly writing, coding, compiling, storing, transmitting, or transferring malicious software code, to include viruses, logic bombs, worms, or macro viruses.

d. Accessing, storing, processing, displaying, distributing, transmitting, or viewing material that is pornographic, sexist, racist, subversive, or promotes hate crimes is prohibited. This includes accessing pornographic web sites, sending or receiving E-mails with pornographic file attachments, and utilizing lewd or sexually suggestive screen savers or wallpaper.

e. Obtaining, installing, copying, pasting, transferring, or using software or other materials obtained in violation of the appropriate vendor's patent, copyright, trade secret, or licensed agreement.

f. Activities whose purposes are for commercial financial gain.

g. Illegal, fraudulent, or malicious activity.

h. Fundraising not authorized by DOD 5500.7-R.

i. Gambling, wagering, or placing bets.

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j. Writing, forwarding, or participating in chain letters and/or hoaxes.

k. Posting personal home pages.

5. Limitations. In addition to the regulatory constraints identified above, the administrators of MCEN and .edu have implemented limitations on user actions in order to defend against malicious activity and to ensure resources are available for critical tasks. Some examples of limitations are:

a. For MCEN and .edu use: A maximum E-mail attachment size of 10 MB.

b. No forwarding of E-mail with attached files bearing file extensions .bat or .exe.

6. Security. There are six MCEN workstations in the student lounge for use by EWS students with MCEN accounts. As a user, you are responsible for ensuring the security of the Information System and all information transmitted or received. When using the MCEN or .edu network each EWS subscriber will:

a. Comply with DOD and Marine Corps policies and orders regarding the acceptable use of Government resources.

b. Protect their password or CAC PIN from compromise.

c. Immediately change their password or CAC PIN if it is compromised or they suspect it has been compromised.

d. Lock the workstation when leaving for short periods.

e. Log off when leaving the workstation for an extended period or when a connection is not required.

f. Individual EWS users are responsible for initiating and tracking trouble tickets with the EWS IT helpdesk (703-432-0126) located in room 108 of Geiger Hall for all issues.

g. Any MCEN hardware related issues will be coordinated between the CG Information Technology Representative (IT Rep) and the EWS Information Systems NCOIC.

7. No Privacy. All EWS users are reminded that they should have no expectation of privacy when using U.S. Government Information Systems. Use of Government Information Systems,

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including use of the Internet and E-mail, is subject to monitoring, accessing, and recording, and may be passed to law enforcement. Any violation of the aforementioned prohibited activity can result in disciplinary or administrative action. Internet access may be revoked on a case-by-case basis at the discretion of the EWS Director.

5002. PERSONAL COMPUTER/DEVICE CONNECTIVITY

1. Connecting any personally owned computer, tablet, phone, external hard drive, or other equipment to an MCEN or .edu workstation/port is strictly prohibited at EWS.

2. WiFi and .edu. MCU has established a campus wide .edu and WiFi capability throughout their facilities, including Geiger Hall that supports EWS. The .edu and wireless network is available for staff and students to connect to the Internet. Using these .edu workstations and personal WiFi-enabled devices and does not have the same level of restrictions present on the MCEN network.

a. The network SSID (the name you will see on your WiFi device) is CampusNet. You can connect without a password at this time and you will connect directly to the Internet after you accept the user agreement on your Internet browser.

b. Since the .edu and WiFi are government networks (funded with government funds), the Marine Corps rules for accessing prohibited sites apply. That means no pornographic sites, no Internet gambling sites, no file sharing (P2P) sites, etc. If it is found that a user is using an excessive amount of bandwidth we will ask them to cease.

c. As these are unclassified networks, no sensitive government information is to be transmitted over the network and computers connected to the network must not have sensitive information on them (which should not be a problem because sensitive information is prohibited on personally owned devices). A working definition of sensitive information is anything you would not be comfortable with posting on a public web site. Paragraph 5003.4 addresses Personally Identifiable Information (PII) guidelines.

5003. PUBLIC KEY INFRASTRUCTURE. The Department of Defense has mandated the adoption of a public key infrastructure (PKI) system to protect DOD computing resources. PKI certificates can exist on the user's Common Access Card (CAC). DOD policy further requires that all users eligible for the CAC must use

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the CAC for their private key.

1. DoD Instruction. The DOD instruction implementing PKI (DODI 8520.2) directs that private official military websites (those that would have required a username and password) require PKI certificates for access. The instruction also directed the use of cryptographic logon (CLO) which requires users to logon to DOD computers using the PKI certificate (on their CAC) rather than the traditional password system.

2. MCEN and .edu Terminals. All MCEN and .edu terminals designated for student use have CAC readers installed as integral components of the keyboard or as external devices.

3. Student Responsibility. It is each student's responsibility to ensure that he or she has an active PKI certificate on his or her CAC. Certificates may be installed or updated at the DEERS office located in Little Hall.

4. Outlook Web Access. EWS students with valid MCEN accounts and electronic mailboxes may use Outlook Web Access (OWA) in order to read, write, and/or edit basic E-mail messages with attachments via the Internet. Outlook Web Access on the MCEN and .edu is PKI enabled. To access OWA users must use PKI. The EWS Information Systems section has a supply of CAC readers that students may draw in order to use their CACs on their home computers. These CAC readers are only available for temporary loan while students are assigned to EWS and must be returned prior to detaching. The MCEN OWA link can be found on the EWS Blackboard homepage.

5. Anti-Virus Software. In addition to the PKI certificate, users accessing OWA must have the latest version of anti-virus software loaded and actively running. The Department of Defense site license for Symantec (Norton) and McAfee Anti-virus software extends to an employee's privately owned computers. Symantec (Norton) or McAfee anti-virus software and instructions for download and installation on home computers is available at <https://infosec.navy.mil/avpick/index.jsp?pk=153>.

2. Conference Group Computers. Each CG space contains five appropriately labeled .edu computers. As a user of the .edu internet you are responsible for ensuring the security of the Information System and all information transmitted or received.

3. Additional Restrictions. In addition to the restrictions listed in paragraph 5001 above, the following are prohibited:

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a. Disconnecting or connecting any workstation (.edu or MCEN) from or to the physical connections within Building 2077 unless directed to do so by a member of the EWS Information Systems Section ONLY.

b. Connecting any personally owned computers OR personally owned external media devices (USB thumb drives and/or external hard drives) to the .edu.

c. Introducing network packet sniffing, Internet Control Message Protocol flooding, or packet spoofing software.

5. Privacy. All EWS .edu and WiFi users are reminded that, as with the MCEN, they should have no expectation of privacy when using the .edu and its' information systems. Use of .edu Information Systems is subject to monitoring, interception, accessing, and recording, and may be passed to law enforcement. Any violation of the aforementioned prohibited activity may result in disciplinary or administrative action. .edu access may be revoked on a case-by-case basis at the discretion of the EWS Director.

5004. INFORMATION ASSURANCE (IA) AND SYSTEMS SECURITY. To safeguard against unauthorized access or modification of information, each user must be able to detect and protect against information compromise.

1. Information Assurance. Information Assurance is the Joint term applied to those security actions taken to protect friendly information and information systems. Information shall be protected against destruction, safeguarded against intrusion, and defended against exploitation. Users must ensure that the information they receive and transmit in the performance of their academic duties is available, accurate, and useable. All users share responsibility for protecting curriculum information.

2. Threats. Threats are potential violations of security and are typically a result of human interface with the information systems. Through the Internet, intruders can inflict severe damage to information systems from virtually any location with little fear of detection. A compromised password can allow attackers to bypass security features. Once inside a system, an attacker can employ malicious code to inflict tremendous damage. Types of malicious codes include viruses, Trojan horses, logic bombs, and worms. Additionally, carelessness with passwords and inattention to physical security measures can result in an attacker either modifying critical academic information, or

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causing our operating systems to deny authorized users access.

3. Classified Material. A major goal for an attacker is to gain access to classified or sensitive information. No classified material is authorized on either MCEN or .edu at EWS; however, many of the EWS practical exercises may have information that can be considered sensitive. As such, each .edu user will:

- a. Comply with the password requirements identified below.
- b. Protect his/her password from compromise and take appropriate remedial action in the event of compromise or suspected compromise in accordance with paragraph 5000.
- c. Properly dispose of written or printed materials and CDs (shredder, burn bag, etc).
- d. Log off the workstation when all work is complete.
- e. Ensure no unauthorized or unapproved software is loaded onto any .edu or MCEN workstation.
- f. Comply with all user authentication and security measures implemented on .edu workstations.

4. Personally Identifiable Information (PII). Under Secretary of the Navy Memo dated, 12 Feb 10, and CMC White Letter 1-11 dated 22 Apr 11 outline guidance on handling and safeguarding personally identifiable information. Students will be familiar with these references and report lost stolen or compromised instances of PII.

5005. PRINTER CONFIGURATIONS. The ability for students to print appropriate items is a requirement in academia. Students are not allowed as a general rule to reproduce lengthy presentations, doctrinal publications, and assigned reading. Students should use electronic means for reading and preparing for class as much as possible. However, students must use good judgment and apply the same principles of resource stewardship that they would use in the operating forces.

1. CG 1-13. CGs 1 through 13 will print .edu documents to the printer located in their CG Room or in the basement student lounge area.

2. CG 14-16. CGs 14 through 16 will print .edu documents to the printer located in their CG Room or the printer located in

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CR1.

5006. MAINTENANCE. Maintenance must be performed on resources periodically. When these situations occur, the EWS Information Systems section will notify, as far in advance as possible, EWS students and faculty that required maintenance must be performed.

5007. STUDENT IT Representative. Each CG will assign one student to act as the group's Information Technology Representative (IT Rep). The IT Rep's duties are as directed by each Faculty Advisor, but include coordination of hardware issues or any other EWS IT related issues with EWS Information Systems NCOIC.

5008. PERTINENT LINKS. The following lists of web sites are provided to assist you in your academic requirements:

1. EWS Blackboard: <http://cdet.blackboard.com>
2. MCU. The Marine Corps University: www.mcu.usmc.mil
- 3 a. MCU IET Help Desk:
<https://eis.usmc.mil/sites/mcu/default.aspx>
4. Doctrine. Marine Corps Doctrine: www.doctrine.usmc.mil
5. GRC. The Gray Research Center: www.mcu.usmc.mil/MCRCWEB/INDEX.htm
6. TECOM. Training and Education Command: www.tecom.usmc.mil

5009. SECURITY OF CLASSIFIED INFORMATION/MATERIAL

1. The EWS Security Manager provides information and instruction concerning responsibility for issue, storage, and destruction of classified information use at EWS.
2. The loss or suspected compromise of classified material must be reported directly to the Security Manager.

5010. COORDINATING INSTRUCTIONS

1. No Open Containers. Students should take care not to have open containers of coffee or soft drinks in the immediate area of any MCEN or .edu workstation or printer.

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2. Daily Logoff. All MCEN and .edu workstations will be properly logged-off at the end of each workday.
3. Maintenance. Computer monitors, keyboards, and ancillary devices will be properly maintained and kept clean.
4. Location. Under no circumstance is any - either MCEN or .edu - EWS information technology equipment to be taken outside of Geiger Hall by a EWS student without permission from the Information Systems NCOIC.
5. Reconfiguring. Under no circumstance is any - either MCEN or .edu - EWS information technology equipment to be reconfigured by an EWS student without approval of the Information Systems NCOIC.
6. Downloading, Transferring, Copying, Reproducing, and/or Disseminating. CD R/W is a curriculum productivity tool only. Downloading, transferring, copying, reproducing, and/or disseminating audio or video media for use other than professional development is prohibited.
7. Network efficiency. Students play a critical role in maintaining the capabilities of all networks at EWS. Trends of inefficient use of bandwidth will substantially hinder the speeds of the network. The following guidelines will help maximize the network's ability to support students throughout the year.
 - a. Personal Use. Networks are for official use only. Accessing social media websites, personal email accounts, video or audio streaming sites, or gaming sites are prohibited on Campus Net. These sites use a tremendous amount of bandwidth and greatly hinder the network's ability to support exercises and collaboration among students.
 - b. Imagery and Videos. Students and faculty should minimize the use of videos and large images in products that will be posted on the network. When images and videos are needed, students are encouraged to use formats that minimize file sizes. This will prevent unnecessary use of bandwidth.
 - c. File Sharing Applications. File sharing applications require a constant link to their server and will greatly hinder bandwidth available for other students. These are not for official use and are prohibited on the network.
 - d. Collaboration Sites. Students often have to collaborate

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and share information and products while at EWS. Emailing documents to a massive audience is a grossly inefficient use of the network's bandwidth. Uploading a document to the school's Blackboard site will provide a central location for others to access as required. The use of Google Drive under the Google Apps for Government on the .edu account is also encouraged as a means to collaborate with fellow students.

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CHAPTER 6

MISCELLEANOUS

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CHAPTER 6

MISCELLANEOUS

6000. MARINE CORPS ASSOCIATION & FOUNDATION. The Marine Corps Association & Foundation (MCAF) is dedicated to providing professional development and special services to all those who have earned and worn the eagle globe and anchor. Its mission is to support the Marine Corps by disseminating knowledge of military art and science among Marines; to provide professional development opportunities for Marines; and to foster the spirit and preserve the traditions of the Marine Corps. The MCAF is the premier provider of all in-print books listed on the Marine Corps Professional Reading Program. The MCAF professional military education (PME) forums feature prominent speakers and offer insights and perspectives on historical and current military topics.

6001. MARINE CORPS UNIVERSITY FOUNDATION. The Marine Corps University Foundation (MCUF) was incorporated in the Commonwealth of Virginia on June 25th, 1980 as the Marine Corps Command and Staff College Foundation. MCUF's mission is to provide resources that enhance and enrich Marine Corps Professional Military Education. The Foundation's program focus begins at the Marine Corps University at Quantico and, when possible, extends to include support for professional military education in the Operating Forces and the Supporting Establishment throughout the Marine Corps.

6002. STUDENT/FAMILY ACTIVITIES. Students and their families are encouraged to participate in the many EWS sponsored activities scheduled throughout the year, to include a family picnic and a holiday party complete with a visit from Santa. Student and staff spouses are also encouraged to conduct their own social events (visits to the White House, to the CMC's Quarters, and various other activities). EWS participates in the MCU Marine Corps Ball and conducts a Mess Night. Begin saving your money early to enjoy these Marine Corps traditions. Although the majority of the responsibility for these events falls upon the class president and social representatives, the EWS staff is available to assist in their planning and execution.

6003. FUND DRIVES. EWS participates in two fund drives each year: (1) the Combined Federal Campaign and (2) the Navy/Marine Corps Relief Society Campaign. While participation is not mandatory, it is highly encouraged. All other solicitation in support of other charities or fund raising events is prohibited.

6004. SIGNIFICANT EVENTS. The EWS significant events calendar is located on Google Apps for Government. The calendar is available on a "read-only" basis to each student. Students should review the calendar for information concerning holidays, specific educational highlights, and important social events, etc.

6005. SPOUSES' DAY. EWS conducts a Spouses' Day during the first week of the academic year. Spouses' Day includes a "Welcome Aboard" brief by the Director, a discussion with the student's Faculty Advisor, a tour of Geiger Hall, and a display of activities available at Quantico. This event is generally scheduled from 1300-1700. EWS students have no scheduled activities during this time in order to allow their spouses to attend this event.

6006. MESS NIGHT. EWS conducts a Mess Night late in the academic year. This is a student activity planned and conducted under the leadership of the student and faculty Mess Night coordinators. The Director approves all arrangements and the Guest of Honor for the Class Mess Night. The EWS staff will provide assistance whenever necessary. Attendance is mandatory for all students.

6007. MARINE CORPS MARATHON. The Marine Corps Marathon is scheduled for Sunday 25 October 2015. Those interested in running either the marathon or the 10K are encouraged to contact their CG physical training representative, as each CG will be provided a limited number of slots. About 75 students, staff, and faculty who are not running will be required to support this event by distributing water at an assigned water point during the race.

6008. OFFICERS' CLUB. The Clubs at Quantico (TCAQ) Officers' club, located adjacent to the Crossroads Inn, provides valuable socialization and mentoring opportunities for all officers and serves as a venue for many official functions. For additional information on TCAQ, visit www.quantico.usmc-mccs.org. Students are encouraged to participate in the various activities offered by TCAQ.

6009. EWS NEWSLETTER. With the help of numerous EWS spouses, EWS publishes a newsletter. The newsletter contains information for military family members regarding social events and upcoming base and area activities. Spouses are welcome to volunteer to help edit and publish the FAMILY CONNECTIONS.

6010. RUNNING/BICYCLING. Running and bicycling is encouraged and Quantico offers many scenic trails. A map of the trails in and around EWS is located on Blackboard and displayed at select trail kiosks. On roadways, personnel will jog facing traffic and obey traffic rules and regulations. The wearing of reflective clothing, vest, or belt is mandatory when conducting physical training or exercising on or near roadways during hours of darkness. Running on the golf course is prohibited and the trails of OCS are also prohibited during certain times. The wearing of portable headphones, earphones, or other listening devices while jogging, walking, skating, skateboarding or bicycling on roads and streets on Marine Corps installations is prohibited. Bicycle safety is emphasized; this includes the mandatory use of bicycle helmets approved by the (ANSI) or SNELL Memorial Foundation (SNELL) by all personnel who ride bicycles on installation streets and roadways. MCCDC military police will ticket violators.

6011. SPEED LIMIT. The speed limit is 25 mph on Geiger Road between Fuller Road and Geiger Hall. The military police closely monitor the speed limit because this road goes to a residential area on Geiger Ridge.

6012. HUNTING AND FISHING

1. Hunting. MCB Quantico offers the opportunity to hunt on base. Quantico hunters are required to have both a Virginia State and base-hunting license. Military members can buy a Virginia in-state hunting license at one of the local sporting goods stores. To purchase the state license you must have proof of having completed a sanctioned hunter's safety course (old hunting license or completion card). The Virginia Hunters Safety Course is offered aboard Quantico twice each fall and information is announced in the base paper. Furthermore, all hunters using base hunting grounds must adhere to the rules and regulations of the Department of Natural Resources and Environment, who can be contacted at 703-784-5383.

2. Fishing. MCB Quantico offers fishing. Virginia State and base fishing licenses are required. Base licenses are sold at Lunga Reservoir and MCX (firearms counter). For further information contact the Department of Natural Resources and Environment at 703-784-5383.

6013. MARINE CORPS MARTIAL ARTS PROGRAM (MCMAP). In accordance with MCO 1500.45A, Marine Corps Martial Arts Program, EWS will conduct a martial arts program for the EWS Class of 2016 IAW Marine Corps Martial Arts Program Standard Operating Procedures dtd 28 Jul 2014. The overall depth of the program will be

determined by the experience and number of students in the class who are capable of being MCMAP instructors to their EWS classmates.

a. A staff member will serve as the MCMAP Course Director, to supervise the implementation of the program, and advise the Director as required. The MCMAP Course Director will appoint a student (usually the senior MCMAP instructor) to schedule training for students and coordinate with EWS Support Staff for required support.

b. MCMAP training will not conflict with the academic schedule.

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CHAPTER 7

LIST OF ACRONYMS

ACE - Aviation Combat Element

AQD - Additional Qualification Designation

C4 - Command, Control, Communications and Computers

CAC - Common Access Card

CAO - Chief Academic Officer

CAOCL - Center for Advanced Operational Culture Learning

CCRB - Course Curriculum Review Board

CG - Conference Group

CHIN - Chief Instructor

CD - Course Director

CDET - College of Distance Education and Training

CDEV - Curriculum Development

CPI - Course Preparation Instruction

CR1 / CR2 - Classroom 1 / Classroom 2

DCAO - Deputy Chief Academic Officer

DEERS - Defense Enrollment Eligibility Reporting System

DTS - Defense Travel System

.edu - Marine Corps University's network

EWS - Expeditionary Warfare School

EO - Educational Objective

FACAD - Faculty Advisor

FACDEV - Faculty Development

GaFG - Google Apps for Government

GCE - Ground Combat Element

GRC - Gray Research Center

GTCC - Government Travel Charge Card

IMS - International Military Student

IPAC - Installation Personnel and Administration Center

IRF - Instruction Rating Form

ISR - Intelligence, Surveillance and Reconnaissance

IT - Information Technology

KP - Knowledge Point

LCE - Logistics Combat Element

LO - Learning Outcome

MAGTF - Marine Air-Ground Task Force

MCAF - Marine Corps Association & Foundation

MCUF - Marine Corps University Foundation

MCBQ - Marine Corps Base Quantico

MCCS - Marine Corps Community Services

MCEN - Marine Corps Enterprise Network

MCMAP - Marine Corps Martial Arts Program

MCPP - Marine Corps Planning Process

MCU - Marine Corps University

MOS - Military Occupational Specialty

MPF - Maritime Prepositioning Force

OFEC - Occupational Field Expansion Course

OPT - Operational Planning Team

PE - Practical Exercise

PT - Physical Training

SCD - Sub-course Director

SPEB - Student Performance Evaluation Board

TAD - Temporary Additional Duty