

ENGINEER OPERATIONS CHIEF - PROGRAM OF INSTRUCTION

v 2015 - WORKING

SECTION I - COURSE DESCRIPTIVE DATA

1. COURSE TITLE: ENGINEER OPERATIONS CHIEF
2. LOCATION: Marine Corps Engineer School
PSC Box 20069
Camp Lejeune, North Carolina 28542-0069
3. COURSE ID: M0313G2
4. OTHER SERVICE COURSE NUMBER: N/A
5. MILITARY ARTICLES AND SERVICE LIST NUMBER (MASL): N/A
6. PURPOSE: To provide skills progression training to Combat Engineers for duty in the Operating Forces.
7. SCOPE: This course provides instruction in supervisory and management level operational and planning skills in engineering related subjects pertaining to administrative, military briefing, mobility, MAGTF engineering, unit training and staff advisor functions.
8. LENGTH (PEACETIME): 27 Training Days
9. CURRICULUM BREAKDOWN (PEACETIME):

200.50	Academic Hours
7.75	Demonstration
3.00	Guided Discussion
3.00	Guest Speaker
93.00	Informal Lecture
57.75	Practical Application
10.00	Practical Application (Individual)
20.50	Performance Examination
5.50	Written Examination
32.00	Administrative Hours
2.00	Administrative
2.00	Check Out
1.00	End of Course Critique
1.00	Graduation
13.00	Personal Hygiene
13.00	Physical Training
10. LENGTH (MOBILIZATION): 20 Training Days

Mobilization Note: Due to the content of the course and the instructional strategy, there is no difference in the academic hours planned in the event of mobilization. MCES will teach the same course in a 6 day week, 10 hour training day basis, rather than 5 day week, 8 hour training day used in peacetime. For mobilization, administrative time will be minimized to the greatest extent possible and only academic hours will be used to determine mobilization training days.



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- 11. CURRICULUM BREAKDOWN (MOBILIZATION): Same as PeaceTime
- 12. MAXIMUM CLASS CAPACITY: 12
- 13. OPTIMUM CLASS CAPACITY: 12
- 14. MINIMUM CLASS CAPACITY: 4
- 15. CLASS FREQUENCY: 1
- 16. TARGET POPULATION DESCRIPTION/PREREQUISITES:
Target Population Description: Master Sergeant, Master Gunnery Sergeant

Prerequisites: Master Sergeant or Master Gunnery Sergeant. Must be a graduate of the Combat Engineer Platoon Sergeant Course (CID: M03ACQ2). Rank prerequisites may be waived for those who are filling the billet of Company Operations Chief or higher.
- 17. MOS RECEIVED. NONE
- 18. OCC FIELD. 1. HQMC, DC I&L, (LPE)
- 19. FUNDING. 1. CG TECOM (C 464)
2. MARFORRES
- 20. REPORTING INSTRUCTIONS.

GOVERNMENT MESSING AND BILLETING ARE AVAILABLE AND DIRECTED.

Students report to Commanding Officer, Marine Corps Engineer School, Courthouse Bay, Camp Lejeune, North Carolina.

During working hours, report to Building BB-12 (MCES Personnel Office), second building on the right (water side along Ellen Path) after turning left at the "Y" at the end of Horn Road (Marines Road).

After working hours, report to the AOOD at Building BB-28 (Headquarters, MCES), first building on the left after entering Courthouse Bay (at the intersection of Horn Road and Command Drive).

All students will report in with Medical Record, Dental Record, and Command Screening Checklist (signed) on or before reporting date. Command Screening Checklist can be obtained online at MCES website.

Students will report in service "Alpha" uniform. Appropriate seasonal service uniform will be needed for graduation ceremony.

- 21. INSTRUCTOR STAFFING REQUIREMENTS. See Appendix A for Instructor Computation Worksheet.

LN#	GRADE	MOS	BILLET DESCRIPTION	FILLED	VACANT
243	E9	1371	Academic Chief/Instructor	1	0



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22. SCHOOL OVERHEAD REQUIREMENTS.

LN#	GRADE	MOS	BILLET DESCRIPTION	FILLED	VACANT
021	E4	0121	Personnel Clerk	1	0
031	E3	0151	Personnel Clerk	1	0
047	G11	1750	Instructional Systems Specialist	1	0
228	O4	1302	Company Commander	1	0
229	E8	8999	Co 1st Sgt	1	0
230	E7	1371	Co Operations Chief	1	0
236	E7	1371	Academic Analyst	1	0
238	G11	1712	Training Specialist	1	0
241	O3	1302	Academic Officer	1	0
411	G07	1702	Education Specialist	1	0

23. TRAINING/EDUCATION SUPPORT REQUIREMENTS.

The following facility requirements are identified for one iteration of the course:

FACILITY	FACILITY ID	SQ FT	REQ'D	ON HAND	SHORT
CLASSROOM 30'x35'	N/A	1050	1	1	0
COMPUTER LAB, 30'x35'	N/A	1050	1	1	0

The following material requirements are identified for one iteration of the course:

NOMENCLATURE	NSN	UNITS OF ISSUE	REQ'D	ON HAND	SHORT
ALCOHOL PAD	6510017863736	PACKAGE	1	1	0
ALCOHOL, LIQUID	6505002051711	PINT	1	1	0
BINDER, 1" WHITE 3-RING	7510012034708	EACH	12	12	0
BINDER, 2" WHITE 3-RING	7510012038814	EACH	12	12	0
BINDER, AWARDS RED	7510010567927	EACH	13	13	0
BOOK, MEMO	7530002220078	EACH	12	12	0
CALCULATOR	7420011828532	EACH	12	12	0
CART, COMPUTER	NL	EACH	1	1	0



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CHAIR	710501C001378	EACH	12	12	0
CLIPS, PAPER	7510001614292	PACKAGE	1	1	0
COMPUTER, MULTIMEDIA	704201C000008	EACH	13	13	0
CONTROL, REMOTE WIRELESS	673001C000031	EACH	1	1	0
DA FORM 1248	NL	EACH	32	32	0
DA FORM 1250	NL	EACH	32	32	0
DA FORM 1251	NL	EACH	32	32	0
DA FORM 1252	NL	EACH	32	32	0
DA FORM 1711	NL	EACH	32	32	0
DISK, CD RECORDABLE	7045015155375	EACH	32	32	0
DISK, RECORDABLE DVD	OPEN PURCHASE	PACK	2	2	0
FILM, TRANSPARENCY	1371002124602	EACH	160	160	0
FOLDER, HANGING	7530013576855	EACH	12	12	0
GTA 5-2-5 RECON CARD	NL	EACH	12	12	0
MAP, CAMP LEJEUNE SPECIAL	7643014255064	EACH	4	4	0
MARKER, DRY ERASE	7520016863605	ASSORTMEN T	4	4	0
MILITARY STENCILS	667501C009214	EACH	4	4	0
MONITOR, COMPUTER	702501C000008	EACH	13	13	0
PAPER, COMPUTER	750008000096	BOX	1	1	0
PAPER, GRAPH	7530005824196	PAD	2	2	0
PAPER, LAMINATION	9330006187214	ROLL	1	1	0
PEN, ALCOHOL (BLACK) MEDIUM	752001C008405	SET	4	4	0
PEN, BLACK	7520015573155	DOZEN	1	1	0
PEN, RED	7520015573166	DOZEN	1	1	0
PENCIL	7510011475947	DOZEN	3	3	0
PENCIL, COLOR ASSORTED	7510002855827	SET	1	1	0
PENS, MAP FINE POINT	7520013925295	SET	4	4	0
PLASTIC, 8M OVERLAY	9330013587525	ROLL	1	1	0
PODIUM	NL	EACH	1	1	0
POSTER BOARD	7530005150478	EACH	24	24	0
PRINTER	702501C001378	EACH	1	1	0
PROJECTOR, SMARTBOARD	NL	EACH	1	1	0
PROTECTOR, DOCUMENT	7510013479580	BOX	1	1	0
REPORT COVERS, PRESENTATION	7510014341257	DOZEN	6	6	0
RULERS, METAL	7510001734897	EACH	12	12	0



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SCREEN, PROJECTOR	673001C001008	EACH	1	1	0
SOFTWARE, MICROSOFT PROJECTS (CURRENT EDITION)	NL	AMPOULE	3	0	3

Memo: Training requirement for planning and estimating engineer projects/schedules as depicted in POI.

STAPLES, 1/2" OFFICE	7510002729662	BOX	1	1	0
STAPLES, OFFICE	7510002729662	BOX	1	1	0
TABLE	7110001774902	EACH	10	10	0
TABS, COLORED ASSORTED	7510013152024	PACKAGE	5	5	0
TAPE, CARTRIDGE BLACK ON WHITE	7510014907265	EACH	1	1	0
TAPE, SCOTCH	7510005519818	ROLL	2	2	0

24. TASK LIST. See Appendix B.

CDD NOTES: None

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APPENDIX A - INSTRUCTOR COMPUTATION WORKSHEET (LOCKSTEP)

SECTION I COURSE DATA

COURSE: M0313G2 ENGINEER OPERATIONS CHIEF

LOCATION Marine Corps Engineer School
 PSC Box 20069
 Camp Lejeune, North Carolina 28542-0069

PROGRAMMED ANNUAL INPUT (FY15): 12 LENGTH (AVG CAL DAYS): 38
 PROGRAMMED NUMBER OF CLASSES/YEAR: 1 LENGTH (TRAINING DAYS): 27
 SYLLABUS HOURS: 200.50

SECTION II CURRICULUM BREAKOUT

(A) TRAINING SITUATION	(B) MAX CLASS SIZE	(C) MAX RATIO (X:1)	(D) INST REQ	(E) SYLLABUS HOURS	(F) INST MANHOURS
Demonstration	12 /	12.00 =	1.00 X	7.75 =	7.75
Guest Speaker	12 /	12.00 =	1.00 X	3.00 =	3.00
Guided Discussion	12 /	12.00 =	1.00 X	3.00 =	3.00
Informal Lecture	12 /	12.00 =	1.00 X	93.00 =	93.00
Performance Examination	12 /	6.00 =	2.00 X	9.00 =	18.00
Performance Examination	12 /	12.00 =	1.00 X	11.50 =	11.50
Practical Application	12 /	6.00 =	2.00 X	55.00 =	110.00
Practical Application	12 /	12.00 =	1.00 X	2.75 =	2.75
Practical Application (Individual)	12 /	6.00 =	2.00 X	10.00 =	20.00
Written Examination	12 /	12.00 =	1.00 X	5.50 =	5.50
TOTAL INSTRUCTOR MANHOURS PER CLASS(G):					274.50



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SECTION III INSTRUCTOR COMPUTATION

TOTAL INSTRUCTOR MANHOURS PER CLASS	X	PROGRAMMED NUMBER OF CLASSES	=	ANNUAL INSTRUCTOR CONTACT HOURS	274.5
ANNUAL INSTRUCTOR CONTACT HOURS	X	1.26	=	ANNUAL INSTRUCTOR HOURS	345.87
ANNUAL INSTRUCTOR HOURS	/	12	=	MONTHLY INSTRUCTOR HOURS	28.82
MONTHLY INSTRUCTOR HOURS	/	145	=	INSTRUCTORS REQUIRED	0.199 = 1

ICW NOTES: ICW does not reflect the necessary instructors needed during practical and performance exercises. Two additional senior instructors are needed for proper execution and evaluation of training. BIC number #MS305000414 is needed for 34 out of 201.5 academic hours in this POI. BIC number #MS305000415 is needed for 23.5 out of 201.5 academic hours. A Utilities Instruction Company Instructor will be used for 14 hrs during C-04B03 and C-04B03XP. At this time, MCES does not require additional structure to prosecute this POI.



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APPENDIX B - TASKLIST

DUTY: 1371-ADMN Administration

- TASKS: 1371-ADMN-2001 Manage unit training
- 1371-ADMN-2002 Deliver a military brief

DUTY: 1371-EOPS Engineer Operations

- TASKS: 1371-EOPS-2001 Establish operations center
- 1371-EOPS-2002 Manage engineer forms/reports
- 1371-EOPS-2003 Analyze engineer form/report(s)
- 1371-EOPS-2007 Estimate requirements for engineer projects
- 1371-EOPS-2011 Establish project/operation schedules
- 1371-EOPS-2012 Arrange external support for engineer projects/operations

DUTY: 1371-MOBL Mobility

- TASKS: 1371-MOBL-2008 Plan engineer aspects of gap crossing operations
- 1371-MOBL-2009 Design a non-standard bridge
- 1371-MOBL-2020 Direct explosive hazards reduction operations

DUTY: 1371-PLAN Planning

- TASKS: 1371-PLAN-2001 Participate in the Marine Corps Planning Process (MCP)
- 1371-PLAN-2002 Plan a base camp

TASK LIST NOTES: None



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SECTION V - STUDENT PERFORMANCE EVALUATION

Students are evaluated on each lesson's learning objectives through written examinations concerning the subject material and through formal observation of student performance during performance evaluations.

a. Written Evaluation. Knowledge-based learning objectives are evaluated by written test items. Students are required to attain a score of 80% or better on all written evaluations unless otherwise specified.

b. Practical Application. Students will be informally evaluated and provided feedback by instructors through observation of student performance during all practical application. Instructors will provide additional instruction if needed.

c. Performance Evaluation. Performance testing covering all performance-based learning objectives conducted throughout the course. Students are required to master all performance-based evaluations to graduate the course. Performance-based evaluation checklists will be adhered to for master/non-master based on learning objectives.

(1) Essay Evaluation. Performance evaluations based on essay (written) requirements are graded as Master/Non-Mastered and are instructor staff evaluated for relevancy and content. Essays will be submitted to Marine Corps Engineer School Commanding Officer/Deputy Director for possible submittal to other engineer corespondence for posting.

d. Examination Violations. Any student caught cheating or violating any element while conducting written or performance examinations will be dropped from the course and returned back to the parent unit with appropriate special fitness report comments.

e. Examination Failures. Any student who has failed an examination will be counseled and retested on the designated lesson. Failing the retest will result in student being counseled by the Academic Chief, re-taught the lesson and retested. Students failing any lesson examination three times will be dropped from the course. Students must pass all tests to graduate the course with an average score of 80% or better.

f. Fitness Reports. Students will receive an academic fitness report which will not indicate a final grade or class standing, but will assess their performance. This is in keeping with the mastery learning philosophy which guides the school.

g. Commanding Officer or Academic Officer/Chief retain discretion over enforcement of the above procedures.

