



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380

MCO 1510.25C
TDE-33
18 Mar 1986

MARINE CORPS ORDER 1510.25C W/CH 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: Troop Information Program

Ref: (a) MCO P5300.12
(b) MCO P5354.1B
(c) MCO 5300.10
(d) UCMJ, Article 137
(e) Marine Corps Manual
(f) SL 1-3, Index of Publications Authorized and Stocked
by the Marine Corps (PASMC)
(g) MCO P1080.35E

Encl: (1) Personal Affairs Training
(2) Personal Financial Management Training
(3) Personal/Financial Affairs Counseling Checklist
(4) List of Approved Films
(5) Film Distribution List

1. Purpose. To provide guidance to commanders on the formulation and conduct of the Troop Information Program within the Marine Corps.

2. Cancellation. MCO 1510.25B.

3. Background. An inherent part of leadership and training for each commanding officer is the responsibility for keeping all personnel informed of their personal benefits, rights, and responsibilities, and for giving them an awareness of the strengths and weaknesses of the Nation which they serve. Concurrently, as the commander develops unit/individual proficiency through training, he educates his personnel in other areas that affect them as Marines, citizens, and responsible family members. The Troop Information Program is designed to help instill in each individual the qualities and character traits required of a combat effective Marine. In addition, it is designed to help both within and without the military society, at home or abroad, where self-confidence, self-respect, and understanding of others and their beliefs and rights must be kept in perspective.

PCN 102 016500 00

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4. General. The Troop Information Program encompasses topics that augment training and support the Marine Corps mission of maintaining an effective force-in-readiness and employing that force if required.

5. Scope of the Program. The Troop Information Program includes, but is not limited to, the below listed topics. (Certain topics reference specific Marine Corps directives. Compliance with the education, information, or training requirements in such directives constitutes compliance with this Order.)

a. Substance Abuse. Instruction/information that relates to the inherent dangers involved in substance abuse as described in reference (a).

b. Equal Opportunity/Sexual Harassment/Human Relations. Instruction/information on Marine Corps policy on equal opportunity and sexual harassment, the importance of recognizing the dignity, needs, and aspirations of the individual as described in references (b) and (c).

c. Personal Affairs. Instruction/information designed to assist the Marine with managing personal affairs and dependent/family matters. A breakdown of subject areas necessary for personal affairs training at the unit level is contained in enclosure (1).

d. Personal Financial Management. Instruction/information designed to aid Marines in their dealings with financial institutions. Enclosure (2) provides a list of subject areas for a unit's personal financial management training program.

e. UCMJ. Instruction/information on essential portions of the UCMJ, as required in reference (d).

f. Character and Moral Education. Instruction/information designed to instill the personal attributes which have traditionally characterized United States Marines as described in reference (e).

g. Counterintelligence Awareness. Instruction/information designed to ensure each Marine understands his responsibility to report to appropriate authority, information or circumstances concerning a threat to the security of DoD personnel, resources, and classified or unclassified information. "The Collectors" brief, normally provided by a member of the Naval Security and Investigative Command, and similar types of counterintelligence briefs, will be introduced early in a Marine's career and continued throughout. Additionally, instruction/information will be provided that relates to the local terrorist threat, emphasizing the inherent danger to military and dependent personnel, and their responsibility to report such information to an appropriate authority.

18 Mar 1986

h. Morale, Welfare, and Recreation (MWR) Programs.

Instructions/information that relates to the benefits gained by our Marines and their families through their use of MWR programs. These emphasize the availability of various MWR facilities and services which contribute to the stimulation, development, and maintenance of the mental, physical, and social well-being of our Marines and their families.

6. Information

a. Reference (f) contains listings of authorized printed materials for use in the Troop Information Program.

b. Enclosure (3) is a personal/financial affairs counseling checklist the commander may use in the management of this training.

c. Enclosure (4) is a list of Armed Forces information films approved by the Commandant of the Marine Corps for Marine Corps use that have been distributed on a onetime basis to training support centers.

d. Enclosure (5) is the distribution list for approved Armed Forces information films.

7. Action

a. Commanders will establish a Troop Information Program to fulfill the particular needs of the command and to ensure accomplishment of the requirements of paragraph 5, above. To the extent possible, troop information sessions are to be conducted at the lowest unit level to facilitate communication and exchange of ideas between the small unit leader and the individual Marine.

b. Commanders will be guided in the management of the training aspects of the Troop Information Program by reference (g). Commanders will maintain the records and lesson plans they deem necessary to manage and conduct the Troop Information Program.

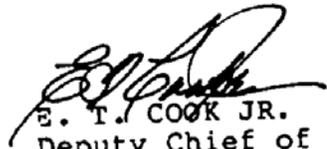
c. Deploying unit commanders will incorporate those subjects contained in enclosure (3), paragraph 3, in their predeployment training.

d. Reserve commanders will implement this Order, as applicable, to the extent deemed consistent with their mission and the references.

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8. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.



E. T. COOK JR.
Deputy Chief of Staff for
Training

DISTRIBUTION: A plus 7000045 (10)
6306093,122 (2)
6306 (less 6306093,122) (1)

Copy to: 8145001



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380

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TDE-33
21 May 1986

MARINE CORPS ORDER 1510.25C Ch 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: Troop Information Program

1. Purpose. To direct a pen change to the basic Order.
2. Action. Enclosure (5), page 2, add:

"Commanding Officer
Attn: (TAVSC)
Marine Corps Air Station
Kaneohe Bay, HI 96863-5001"


H. E. PIERPAN
Deputy Chief of Staff
for Training

DISTRIBUTION: A plus 7000045 (10)
6306093, 122 (2)
6306 (less 6306093, 122) (1)

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PCN 102 016500 01

PERSONAL AFFAIRS TRAINING

<u>TOPIC</u>	<u>INSTRUCTIONAL FUNCTION</u>	<u>REFERENCES</u>
Legal Assistance	Explain services available at no cost from legal assistance attorneys, as enumerated in chapter 19 of the reference.	JAGINST 5800.7
Family Programs	Explain the functions and available services provided through the Marine Corps Family Services Centers; explain the services provided through the Family Advocacy Program and Employment Resources Centers.	MCO 1700.24
Casualty Assistance	Outline what will be done if the member becomes a casualty. Stress emergency data.	MCO P3040.4
*Uniformed Services Health Benefits Program (Including CHAMPUS)	Outline benefits available and limitations; explain costs/ cost sharing; dependents options for inpatient and outpatient care and how to obtain benefits. Include information on local medical facilities.	SECNAVINST 6320.8 DoD 6010.8-R (CHAMPUS (Regulations
Red Cross	Explain services available and how to get them. Stress importance of individuals educating their families to notify the Red Cross first in the event of a situation requiring the member's presence at home.	MCO 1700.21
*Personal Documents	Explain the importance of retaining important documents in a safe place known to dependents.	None
Non-Naval Medical and Dental Care	Explain the procedures for an active duty member to receive medical and dental care from non-naval sources.	NAVMEDCOMINST 6320.1

ENCLOSURE (1)

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Passenger Transportation	Explain individual entitlements in conjunction with PCS, TAD and separation.	Joint Travel Regulations MCO P4600.7
Marine Corps Personnel Sponsorship Program	Explain the utilization of the Marine Corps-Wide sponsorship program.	MCO 1320.11
Space Available Transportation	Explain space available passenger transportation to Marine Corps members.	MCO 4630.16
*Defense Enrollment Eligibility Reporting System (DEERS)	Explain the importance of maintaining dependent eligibility in the DEERS data base.	MCO P5512.11
Transportation of Personal Property	Explain different aspects of movement of members' / dependents' personal property to include do-it-yourself moves.	Joint Travel Regulations MCO 4050.41 MCO P4600.7
Voluntary Education Programs	Explain the opportunities in the Marine Corps voluntary education and veterans entitlement programs which enhance career progression and advance personal development.	MCO 1560.25 MCO 1560.26 MCO 1560.27 MCO 1560.28
Standards of Conduct	Explain standards of conduct expected of all personnel as set forth in enclosure (6) of the SECNAVINST.	SECNAVINST 5370.2 MCO 5370.3
Religious Ministries	Explain the scope of religious ministries throughout the Marine Corps.	SECNAVINST 1730.7 MCO 1730.6
Exchange Services	Explain the mission and purpose of the exchange system, including the note that exchange profits are used to support local recreation programs and build needed special services facilities.	MCO P4066.13

ENCLOSURE (1)

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Special Services	Explain the availability of various special service facilities and services, and their benefits to participant's mental and physical well-being, and leisure enjoyment.	MCO P1710.17
Club System	Explain the availability of Marine Corps clubs which promote well-being, morale, camaraderie, and offer social facilities with dining and entertainment services.	MCO P1746.15
Food Service Patron Education	Explain the food service program in the Marine Corps.	MCO P10110.34

*Primarily for members with dependents.

ENCLOSURE (1)

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PERSONAL FINANCIAL MANAGEMENT TRAINING

<u>TOPIC</u>	<u>INSTRUCTIONAL FUNCTION</u>	<u>REFERENCES</u>
Survivor Benefits	Acquaint individuals with various benefits in sufficient detail to assist in estate planning for married members so that all Marines may apprise their families of what they may expect in the event the Marine member dies.	MCO P3040.4
*FHA and VA Insured Home Loan	Explain the purpose of and how to establish eligibility. Advise members to get legal advice before entering into any agreement for the purchase or sale of a home.	VA Pamphlet 26-4, 26-5, and 26-6
Navy Relief	Explain various services and purposes for which loans/grants can be made and how to get them.	MCO 1700.21
Allotments of Pay	Explain rights and advantages of registering allotments for various purposes.	DODPM & MCO P7220.31
*Allotments for Support of Dependents	Explain certain aspects of allotments as they pertain to the support of dependents of Marines.	DODPM & MCO P7220.31
Credit Union	Outline the functions of and services available from the local credit union.	MCI Course 34.20b (Personal Finance)
Financial Management	Explain the possible pitfalls of installment buying, truth in lending, and actions when valid indebtedness complaints are received.	SECNAVINST 1740.2 MCO P5800.8 MCI Course 34.20b (Personal Finance)
Serviceman's Group Life Insurance	Outline program, option costs, settlement options, etc.	MCO P1741.8

ENCLOSURE (2)

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Basic Allowance Patron Education (BAS)	Provides the basic policy for entitlement to and reporting BAS for officer and enlisted personnel.	MCO 10110.33
Insurance Counseling	Explain policy and procedures on solicitation aboard military installations and requirements for motor vehicle liability insurance.	SECNAVINST 1740.2
Survivor Benefit Plan (SBP)	Explain the benefits of participation in the SBP.	MCO P1741.11 and Marine Corps bulletins relating to the program.
Direct Deposit Program	Outline the benefits of participation in the Direct Deposit Program.	MCO P7220.31 chap. 9, sec. 2; NAVMC 2783
Checking Account Management	Explain the procedures and methods in proper checking account management, of include the impact of automated teller machines and credit cards.	MCI Course 34-20b (Personal Finance) NAVSO P-3607 Personal Finance Management Course (Stock #0515-LP- 945-9050) AFIS pamphlet "What Everyone Should Know About Checking Accounts" (FSN 5010041200)
Off-Duty Employment	Explain limitations on civilian off-duty employment.	MCO 5330.3

*Primarily for members with dependents.

ENCLOSURE (2)

PERSONAL/FINANCIAL AFFAIRS COUNSELING CHECKLIST

The subjects listed below should be included in counseling sessions during that period of a Marine's career, as indicated, and as applicable in each case. Subjects may be added or deleted at the discretion of the commander.

1. FIRST PERMANENT DUTY STATION/SUBSEQUENT DUTY STATIONS (WELCOME ABOARD)

Dependent identification card entitlement, as contained in the current edition of MCO P5512.11.

BAQ entitlement under the current edition of MCO P1751.3.

Direct deposit.

Financial institutions within the area.

Checking account management.

2. AT TIME OF MARRIAGE

BAQ entitlement under the current edition of MCO P1751.3.

Direct deposit/dependent allotments.

Dependent identification card entitlement, as contained in the current edition of MCO P5512.11.

Joint checking account management.

3. WHEN ASSIGNED TO OVERSEAS TOUR (ACCOMPANIED OR UNACCOMPANIED) OR WHENEVER A MARINE IS SEPARATED FROM DEPENDENTS BECAUSE OF DEPLOYMENT OR EXTENDED FIELD EXERCISES OF 30 DAYS OR MORE

Travel and transportation entitlements/allowances for Marines and dependents as contained in JTR, volume 1 and MCO P4600.7.

Transportation/storage of personal property entitlements, as contained in JTR, volume 1 and MCO P4600.7.

Record of emergency data.

Serviceman's Group Life Insurance.

Personal check cashing privileges of deployed Marines enrolled in direct deposit.

Dependent identification card entitlement, as contained in the current edition of MCO P5512.11.

ENCLOSURE(3)

MCBul 11101 series (Excess Housing Available to Families).

Red Cross.

Information on overseas areas.

DEERS (Defense Enrollment Eligibility Reporting System).

Direct deposit/dependent allotment process.

Checking account management.

4. WHEN DISCHARGED/RELEASED FROM ACTIVE DUTY

Travel and transportation entitlements/allowances for Marines and dependents, as contained in JTR, volume 1 and MCO P4600.7.

Transportation/storage of personal property entitlements as contained in JTR, volume 1 and MCO P4600.7.

SGLI/VGLI.

VA benefits.

Employment of training assistance as explained in the current edition of MCO P1760.8.

Uniformed Services Health Benefits Program (emphasizing end of entitlement under CHAMPUS), as contained in the current edition of SECNAVINST 6320.8.

Employment Resource Center services.

Opportunities for service with the Marine Corps Reserve.

5. UPON RETIREMENT

Survivor Benefit Plan as explained in the current edition of MCO P1741.11.

Uniformed Services Health Benefits Program (CHAMPUS), as contained in the current edition of SECNAVINST 6320.8.

VA benefits and social security compensation.

Employment of training assistance, as contained in the current edition of MCO P1760.8.

Legal assistance availability.

Record of emergency data.

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Dependent identification entitlement, as contained in the current edition of MCO P5512.11.

Continuation of direct deposit.

Employment Resource Center services.

Travel and transportation entitlements/allowances for Marines and dependents, as contained in JTR, volume 1 and MCO P4600.7.

Transportation/storage of personal property entitlements, as contained in JTR, volume 1 and MCO P4600.7.

ENCLOSURE (3)

LIST OF APPROVED FILMS

1. The following approved films have been procured and distributed for use within the Marine Corps:

20021DN	John F. Kennedy (1917-1963)
20028DN	A Free People
20030DN	A Personal Affair
20037DN	The Congress
20039DN	Thailand
20040DN	The Presidency
20044DN	We, The People
20048DN	The Supreme Court
20050DN	Which Way America
20052DN	Jesse Owens Returns to Berlin
20057DN	Making Contact Abroad
20060DN	The Eagle Has Landed
35336DN	Black History, Lost, Stolen, or Strayed
AFIF 205	11:59--Last Minute to Choose
20068DN	Eye of the Storm
22104DN	Acid
22107DN	Weed
23369DN	Nine Single Concepts-Drug Abuse Part I
23370DN	Nine Single Concepts-Drug Abuse Part II
23371DN	Nine Single Concepts-Drug Abuse Part III
22198DN	Proudly Them
20077DN	The Perfect Drug Film
21597DN	Dollars and Sense--Learning to Live It
20093DN	The Prejudice Film
46022DN	Alcoholism--The Bottom Line
20100DN	Martin Luther King, Jr.: From Montgomery to Memphis
22172DN	Is it Always Right to Be Right?

2. The following approved films have not been procured/or distributed for use within the Marine Corps, but may be available at other armed services installations:

AFIF 211	About Addiction
AFIF 212	Speed Scene
20076DN	Heritage in Black

3. Additional information on available films is published in the current edition of OPNAVINST 5290.1. Training Audiovisual Support Centers, located at major commands, are an immediate source of detailed information on the most recent films and can provide advice as to the effectiveness of films and other training aids.

ENCLOSURE (4)

FILM DISTRIBUTION LIST

Commanding General
Marine Corps Development
and Education Command
Quantico, Virginia 22134-5001
(2 prints)

Commanding General
(Attn: OIC ATAU)
Marine Corps Air Station
Cherry Point,
North Carolina 28533-5001
(2 prints)

Commanding General
Marine Corps Base
Camp Lejeune, North Carolina
28542-5001 (4 prints)

Commanding Officer
Marine Corps Air Station
FPO Seattle 98764-5001
(2 prints)

Commanding General
Marine Corps Base
Camp Pendleton, California
92055-5001 (4 prints)

Commanding Officer
Marine Corps Air Station
Beaufort, South Carolina
29904-5001 (2 prints)

Commanding General
Marine Corps Air Ground
Combat Center,
Twentynine Palms, California
92278-5001 (2 prints)

Commanding Officer
Marine Corps Air Station
Yuma, Arizona 85369-5001
(1 print)

Commanding General
Marine Corps Base
Camp Smedley D. Butler
FPO Seattle 98773-5001
(3 prints)

Commanding Officer
Marine Corps Air Station
Tustin, California
92710-5001 (1 print)

Commanding General
Marine Corps Recruit
Depot/Western Recruiting Region
San Diego, California 92140-5001
(3 prints)

Commanding Officer
Marine Corps Air Station
(Futenma), FPO Seattle
98772-5001 (1 print)

Commanding General
Marine Corps Recruit
Depot/Eastern Recruiting Region
Parris Island, South Carolina
29905-5001 (2 prints)

Commanding Officer
Marine Corps Air Station
New River, Jacksonville,
North Carolina 28545-5001
(2 prints)

Commanding General
4th Marine Aircraft Wing
FMF USMCR
4400 Dauphine Street
New Orleans, Louisiana 70146-5400
(2 prints)

ENCLOSURE (5)

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Commanding General
Marine Corps Air Station
El Toro, Santa Ana, California
92709-5001
(2 prints)

Director
1st Marine Corps District
605 Stewart Avenue
Garden City, Long Island, New York
11530-4761
(2 prints)

Director
4th Marine Corps District
Building 75
U.S. Naval Base
Philadelphia, Pennsylvania
19112-5000
(2 prints)

Director
6th Marine Corps District
75 Piedmont Avenue N.E.
Atlanta, Georgia 30303-2201
(3 prints)

Director
8th Marine Corps District
Building 10,
Naval Support Activity
New Orleans, Louisiana 70142-5100
(4 prints)

Director
9th Marine Corps District
10000 West 75th Street
Shawnee Mission, Kansas 66204-2265
(2 prints)

Director
12th Marine Corps District
Naval Station
Treasure Island
San Francisco, California 94130-5059
(1 print)

*Commanding Officer
Attn: (TAVSC)
Marine Corps Air Station
Kaneohe Bay, HI 96863-5001
(1 print)

ENCLOSURE (5)