



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
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ALBANY GA 31704-0302

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MARINE CORPS LOGISTICS BASE ALBANY ORDER 1500.61

From: Commanding Officer
To: Distribution List

Subj: MARINE CORPS LEADERSHIP DEVELOPMENT PROGRAM

Ref: (a) MCO 1500.61
(b) NAVMC 2795
(c) SECNAV M-5210.1
(d) 5 U.S.C. 552a

1. Situation

a. While a formal, structured approach to mentoring is no longer prescribed, mentoring remains an important component of developing Marines and is to be addressed along with teaching, coaching and counseling.

b. The Marine Corps Leadership Development Program (MCLDP) aims to provide Marines with the tools and resources across six functional areas of leadership (Fighter, Fitness, Finance, Family, Fidelity, Future) to develop their subordinates. The Corps has always emphasized developing solid, trustworthy leaders by passing on lessons learned from one generation of Marines to the next. Those lessons are passed directly through established coaching, counseling, and mentoring relationships. In addition to engaged leadership, the individual Marine must commit to participation in Professional Military Education (PME), which plays a pivotal role in the development of tomorrow's leaders.

2. Mission. Marine Corps Logistics Base (MCLB) Albany will implement the guidelines set forth in reference (a), in order to improve development of personal, professional growth, and success among Marines.

3. Execution

a. Commander's Intent

(1) Purpose. To assist leaders with instilling and developing Marines with existing tools and the six functional areas in order to assist with achieving success at the highest level.

(2) Method. This program is designed to better influence our core values and leadership methods. We will strengthen our existing practices, ensuring we are diligent in our counseling procedures and have meaningful daily interaction with our Marines. Counseling is only effective if it occurs professionally, regularly, and in the spirit of helping our Marines succeed. Individual Marines are encouraged to seek out a mentoring relationship and be an active participant in rank appropriate professional reading and PME, both on and off duty. In addition, MCLDP will enhance both individual and collective competencies across our installation, bolstering

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the leadership and warfighting effectiveness of our people, and positively influence our command climate and collective commitment to excellence.

(3) Endstate. Establish a culture where ongoing and regular interaction with Marines and leaders assist in their individual overall development. Generate Marines who will live our core values both on-duty and off-duty and are better equipped to take on greater responsibilities.

b. Concept of Operations

(1) In accordance with reference (a), senior Marines and Sailors under MCLB Albany command will implement the MCLDP. All senior Marines and Sailors will review reference (a) and educate themselves and their subordinates about the concepts and the importance of the MCLDP.

(2) While implementing the MCLDP, Marines and Sailors in this command will adopt the six published areas of leadership development, which will provide a comprehensive basis for leaders to focus on training, coaching and counseling sessions.

a. Fidelity. Faithfulness to one another, our Corps, and the Nation. It is expressed through our motto, "Semper Fidelis," meaning "Always Faithful," as well as our core values, leadership traits and principles, heritage, and high standards of ethical conduct.

b. Fighter. The cumulative skill-sets and knowledge that make Marines well-rounded warriors. This PME, as well as the classifications of duties, such as Military Occupational Specialty (MOS)/Navy Enlisted Code (NEC)/Navy Officer Billet Classification (NOBC), and corresponding standards of performance, interpersonal communication skills, and on and off-duty education enables the training of both individuals and the team.

c. Fitness. The physical, mental, spiritual, and social health and well-being of a Marine. Ensuring holistic well-being boosts morale, cohesiveness, and resiliency - enabling Marines to execute the toughest challenges and recuperate in a shorter amount of time.

d. Family. The bedrock, fundamental social relationships from which Marines draw strength, and cumulatively make a stronger Corps. The challenges of military life require families to be resilient like the Marines they support.

e. Finances. The disciplined practice of personal financial responsibility. Marines and Sailors who are financially responsible mitigate stress and are better prepared for deployments, family changes, big financial decisions (e.g., buying a home or vehicle), and transitioning to civilian life.

f. Future. The practice of setting and accomplishing goals in all of the other five functional areas of leader development. Goal-setting maximizes the likelihood of personal and professional success, which carries through to civilian life.

c. Tasks

(1) Commanding Officer (CO)

(a) Ensure leaders at all levels are afforded the necessary time and resources to effectively coach and counsel their subordinates.

(b) Assign personnel within the command who have subject matter expertise (SME) in the six functional leader development areas that may be beneficial across the command (e.g., command financial counselor, Family Readiness Officer, Force Fitness Instructor, Operations and Training, Staff Judge Advocate, etc.)

(2) Executive Officer (XO)

(a) Provide oversight, guidance and coordination for the leadership development efforts aboard the installation.

(b) In accordance with this Order, provide counsel to all primary and special staff members.

(c) Coordinate with installation subject matter experts to support leadership development training events.

(d) In accordance with reference (a), prepare Command Leadership Development Coordinator appointment letters for the CO's signature.

(e) Ensure that Command Leadership Development Coordinators requiring qualifications or certifications are properly trained and accredited.

(3) Sergeant Major (SgtMaj)

(a) As the senior enlisted advisor, keep the CO and XO informed about all aspects of the program.

(b) Review assignment of personnel appointed to act as SME in support of the MCLDP.

(c) Develop and standardize a mentorship/counseling jacket that incorporates all six functions of leadership.

(d) Ensure all Personnel Identifiable Information (PII) contained in the mentoring/counseling jackets are covered and handled accordingly under reference (d).

(4) Operations Officer/Chief

(a) Implement the MCLDP into the Annual Training Plan.

(b) Coordinate training events that will incorporate the program and the six functional areas.

(5) Company Commander/First Sergeant

(a) Build/standardize counseling jackets using the format developed by the SgtMaj. Ensure that each Marine's check-in sheet is incorporated as part of the counseling jacket to ensure that each Marine has completed the check-in process and has received all the information they need to have a solid foundation to build on aboard the installation.

(b) Ensure that all Marines and Sailors receive a leadership development-focused orientation as part of unit check-in/welcome aboard process.

(c) Ensure that the conduct and documentation of counseling's of all Marines are completed thoroughly and accurately in the company at the required intervals for Non-Commissioned Officers and below.

(d) Ensure that all Marines are indoctrinated thoroughly into this program and are aware of the MCLDP program and resources available. MCLB Albany will focus on the following tasks covering the functional areas of leadership development:

1. Fidelity

a. Review the Leadership Development Program Fidelity-based discussion guide in order to better prepare for mentoring and counseling sessions to facilitate discussing leadership and fidelity with Marines.

b. Ensure Marines read and discuss with their immediate supervisor Marine Corps Publication 6-11 D "Sustaining the Transformation" IOT absorb the foundational perspectives of maintaining the motivation and zeal first ingrained at entry-level training.

c. Incorporate semi-annual training of "Core Values." Training can be done at the section level, and supervised by SNCO's or Officers. Training rosters will be completed and sent to the Company Office for validation.

d. Make "Fidelity" your primary leadership focus semi-annually to be addressed by each section, and at a minimum of two times per annual year.

2. Finance

a. Ensure every Marine completes MarineNet Course Code MCIZ3420GZ - Personal Financial Management as one of their required courses upon joining the unit.

b. Ensure some aspects of "Finance" is a part of the Marines monthly counseling at a minimum of once per quarter to discuss any personal/family past, current and/or future needs.

c. Enable the unit's Marine Financial Counselor to present financial information and/or counseling to Marines in group, individual and/or both types of sessions. Also, incorporate using either on-base or off-base financial resources to present "Finance" information that may be helpful for Marines.

d. Make "Finance" your primary leadership focus semi-annually to be addressed by each section, and at a minimum of two times per annual year.

3. Fighter

a. Read and regularly review the LDP fighter discussion guide with focus on PME, leadership and communication skills IOT reinforce basic leadership principles and facilitate better counseling and mentoring.

b. Conduct regular small group, rank-specific PME sessions at least monthly discussing relevant books on the Commandant's Professional Reading List IOT promote a culture of reading, learning, and discussing warfighting and leadership in the command.

c. Provide "Four Lenses" training to all your Marines annually in order to give your Marines useful tools in "knowing themselves and seeking self-improvement," and "knowing their Marines and looking out for their welfare." At least two Marines in Headquarters Company, will attend Four Lenses training provided by Marine Corps Community Services.

d. Make "Fighter" your primary leadership focus semi-annually to be addressed by each section, and at a minimum of two times per annual year.

4. Future

a. Integrate short, mid and long range goals along with time management classes during counseling sessions to ensure Marines understand how to create, work towards and accomplish their goals. This will assist the Marines in preparing life skills for both their future in and out of the Marine Corps.

b. Once Marines short, mid and long range goals are identified, counseling sessions should review the time management that will be needed in order to accomplish said goals. Future goals should also encompass "life events," such as marriage, divorce, birth of a child, death of a family member, large purchases, etc, and take account of how their goals may change.

c. Counseling sessions for the "Future" pillar should also encompass the other five pillars on how they may affect the Marines goals, such as finance in a life event situation. Focus on resources on how to assist the Marine in accomplishing their goals and commend them when they accomplish a goal.

d. Make "Future" your primary leadership focus semi-annually to be addressed by each section, and at a minimum of two times per annual year.

5. Family

a. Review the Leadership Development Program Family discussion guide prior to counseling Marines IOT better assist Marines related to family issues.

b. Integrate education on Marine Service Programs into Annual Training, counseling sessions and Family Planning Checklists (FPC).

c. Coordinate a Battalion/Company-level PME with the resident Military Family Life Counselor (MFLC) and/or Chaplain at least annually so Marines are aware of the free and confidential personal and family counseling resources available to them, and so the MFLC/Chaplain can instruct Marines on personal coping and family-strengthening techniques.

d. Coordinate a unit family event bi-quarterly to enhance the relationships between the families and the unit. At section's discretion, coordinate a quarterly PME.

e. Make "Family" your primary leadership focus semi-annually. Continue to focus on the other five functional areas of leadership throughout the year.

6. Fitness

a. Incorporate monthly Marine Corps Martial Arts Program (MCMAP) training into company and section physical training plans IOT ensure full participation and gain maximum benefits from the program. Ensure spiritual and ethical portions of MCMAP are fully utilized as part of, and independent of, MCMAP training.

b. Execute a comprehensive physical fitness program IOT enhance physical readiness of the force. Foundational training in High Intensity Tactical Training (HITT) for all Marines is encouraged and will be conducted as resources allow. Within 30 days of the publishing of this Order, you will have and sustain at least two sections of physical training sessions a month, and one company level physical training session a month.

c. A competitive spirit will be fostered by way of providing incentives for individual, section, and company Physical Fitness Test/Combat Fitness Test (PFT/CFT) performance improvement on individual and average PFT/CFT scores. Incentives can include "72s," Marine Corps Ball tickets, trophies, duty exemptions, etc. Intent is to reward not only overall performance, but to track and reward incremental improvement from a baseline.

d. Nutrition is an important component of fitness. Ensure Marine are aware of nutrition resources including online nutrition courses and classes provided by Marine Corps Community Services and utilize them as appropriate.

e. Make "Fitness" your primary leadership focus semi-annually to facilitate the efficient use of training resources on and off the installation to organize the four chords of fitness. The resources will work to optimize physical readiness stressors. Continue to focus on the other five functional areas of leadership throughout the year.

d. Coordinating Instructions

(1) Counseling. Counsel Marines using techniques found in reference (b). Counseling is to be conducted by the reporting senior/immediate supervisor and the Marine. All regular scheduled counseling's will include some aspect of all six functions of leadership. Counseling's are subject to review at all higher-level proceedings, to include meritorious boards, FPCs, office hours, or on request. Jackets are to be kept up to date and provided upon request.

(2) Mentoring. The MCLDP encourages Marines to seek out and engage in mentoring. Such relationships are vital to the long-term development of career-oriented Marines. Mentoring often occurs outside the chain of command, and our more senior Marines can share their own corporate knowledge which can benefit developing leaders throughout the unit. As such, our more senior

Marines are encouraged to share their wealth of experience while our developing leaders are encouraged to seek them out.

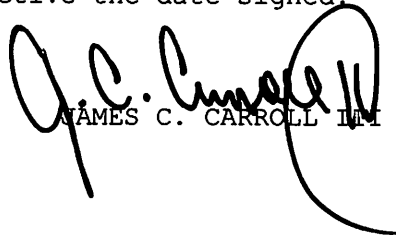
(3) PME. PME and reading are critical components of leadership development. At the unit level, PME positively affects command climate when incorporated into training plans. Staff rides, book clubs, Commanders' Calls, Bosses Nights, and SNCO calls are some effective methods of unit PME.

(4) Training. Training for the LDP will be incorporated into applicable training programs and into a unit's daily battle rhythm on a continuous basis, and not administered in one application in order to satisfy a training requirement.

4. Administration and Logistics. Recommended changes concerning the contents of this Order may be forwarded to the SgtMaj. Counseling and training jackets will be covered under reference (c) for records management purposes and under reference (d) for PII.

5. Command and Signal

- a. Command. This Order is applicable to MCLB Albany.
- b. Signal. This Order is effective the date signed.


JAMES C. CARROLL III

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