



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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IN REPLY REFER TO:
12410
MRT
14 Apr 16

From: Commandant of the Marine Corps

Subj: LETTER OF INSTRUCTION (LOI) FOR IMPLEMENTATION AND MANAGEMENT OF THE ETHOS LEARNING MANAGEMENT SYSTEM

Ref: (a) DODI 1015.10
(b) SECNAV INST 5401.2A
(c) MCO P1700.27B W/CH 1
(d) MCO P12000.1A W/CH 1-5
(e) MROC DM 08-2014

1. Situation. In accordance with the references, in August 2015 the Business and Support Services Division (MR) implemented a new web-based learning management system, Ethos, to manage, house and deliver employee training. Ethos contains annual compliance training and a resource library of classes in a wide variety of subjects including leadership, management and technical competencies. Ethos will replace the need to input training information into the PeopleSoft Human Resources Management System (HRMS) training module and MarineNet and additionally, may replace Total Workforce Management Services (TWMS). It allows for online learning development and presentation.

2. Mission. Marine Corps Community Services (MCCS) will implement Ethos at all installations by March 31, 2016; use Ethos to present, record, and manage all MCCS and other miscellaneous non-appropriated business instrumentalities (NAFIs) training; build job specific curriculum; serve as official data collection with regard to training statistical information; and allow for community specific social media connections.

3. Execution.

a. Commander's Intent and Concept of Operations

(1) Commander's Intent.

(a) Revolutionize MCCS training methodologies to include, but not limited to, scheduling of instructor-led training, facilitation of online learning content development and delivery, mobile learning, community specific curriculum, and social media communication capabilities.

(b) Standardize training content where possible across all programs.

(c) Utilize system data points to assess training effectiveness and to help identify future resourcing priorities.

(2) Concept of Operations.

(a) Each installation will designate an Ethos site administrator to assist local Instructors and employees with the technical use of the system. The administrator will typically be the local training coordinator. Local instructors will be able to manage training sessions, rosters and materials. Employees will be able to view their transcripts and request available training.

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(b) Supervisors will be required to assign and approve instructor-led training for their employees in the system. This will require the routine communication between supervisors and their staffs emphasized in Performance Coaching.

b. Subordinate Element Mission.

(1) Training Branch, CMC (MRT) will:

(a) Notify installation site administrators and instructors of pre-implementation requirements prior to regional training.

(b) Manage and administer the Ethos system and make adjustments necessary for the most effective use of the system at each installation, as well as, provide access to compliance training.

(c) Oversee, approve and install any online content developed across MCCS programs. This will be done to ensure standardization of training content and delivery.

(d) Publish standard operating procedures (SOP) for use of system capabilities.

(e) Establish and maintain a helpdesk for Ethos issues and support.

(f) Fund system licenses, maintenance and fees.

(g) Collect, analyze and maintain training metrics.

(h) Report training metrics to Higher Headquarters, as required.

(i) Monitor and ensure compliance with this LOI and the SOP (once published).

(2) Commanding Generals. Commanding Generals will assist with communicating the changes described herein and ensure installations implement and adjust local operations to conform to this guidance.

(3) Regional/Installation Commanders. Regional/installation commanders will ensure regional and installation MCCS Directors implement Ethos and adjust local training operations to conform to this guidance.

(4) MCCS Director/Installation Human Resources-Training Directors:

(a) Ensure all employees are aware of their access to and role within Ethos.

(b) Participate in and assist with suggested improvements to Ethos.

(c) Designate a local site administrator to provide on- site systems assistance to all local employees/users. Issues requiring further systems administration assistance will be elevated to the Ethos systems administrator at MR Division.

(d) Ensure local instructors use Ethos to create training sessions, manage rosters and close out sessions upon completion of training.

(e) Approve training requirements for all locally assigned Family Readiness Officers (FROs),

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and any other positions that typically report to active duty military who will not have access to the system.

(f) Provide local guidance regarding required training and professional development.

(g) All mandated training should be completed during duty hours. For exceptions, training conducted or directed to be conducted outside of the normal working hours, ensure proper employee compensation. The issues of compensated time versus non-compensated time for training will remain a responsibility of the installation.

(5) CMC, (MPC-40) will ensure bargaining obligations are coordinated and accomplished.

4. Administration and Logistics.

This LOI remains in effect until cancelled.

5. Command and Signal.

a. Command. This LOI is applicable to those commanders and staff responsible for the operation of MCCA NAF Training.

b. Signal This LOI is effective on the date signed.



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