

CONCEPT CARD						
<b>COURSE TITLE:</b>	Values-based Leadership				<b>DATE:</b> 2018/02/08	
<b>ANNEX (if applicable):</b>	N/A			<b>ANNEX TITLE (if applicable):</b> N/A		
<b>LESSON:</b>	Records Management			<b>LESSON TITLE:</b> Records Management		
<b>METHOD(S)</b>	<b>HOURS</b>	<b>S:I RATIO</b>	<b>MEDIA (if applicable):</b>			
Guided Discussion	.25-.75 (.5 target)	6:1 ideal, NTE 24:1	N/A			
<b>TOTAL HOURS:</b>	.25-.75					
<b><u>TERMINAL LEARNING OBJECTIVE(S) OR LESSON PURPOSE STATEMENT:</u></b>						
After this guided discussion you will have a better understanding of why Records Management matters to me; how the Marine Corps is addressing Records Management, how to handle records management at the individual level, and where to seek assistance at the unit level.						
<b><u>ENABLING LEARNING OBJECTIVE(S) OR LEARNING OUTCOME(S):</u></b>						
There are no formal learning objectives for Lesson Purpose classes per NAVMC 1553.1, 4-17.						
<b>AMMUNITION REQUIREMENT(S):</b> <input type="checkbox"/> Extended <input type="checkbox"/> Unexpended						
<b>DODIC</b>	<b>NOMENCLATURE</b>	<b>UNITS PER STUDENT</b>	<b>UNITS FOR SUPPORT</b>	<b>UNITS PER STUDENT</b>	<b>UNITS FOR SUPPORT</b>	<b>UNIT OF ISSUE</b>
<b><u>NOTES:</u></b>						
Prior to conducting the lesson, instructors will identify appropriate learning outcomes, which are achievable if all Marines actively participate in the guided discussion. Evaluate the students' comprehension of subject matter based upon their ability to prove understanding of Department of Defense and Marine Corps policies.						
<b><u>REFERENCES:</u></b>					<b><u>REFERENCE #:</u></b>	
<i>Leaders Resource Guide</i> Title 10, Subtitle C, Part IV, Chapter 661, § 7861, "Custody of Departmental Records and Property" Office of Management and Budget (OMB) Directive M-12-18, "Managing Government Records Directive," Aug 24, 2012 OMB Circular A-130 Revised, "Management of Federal Information Resources" 44 United States Code § 3301 and 3106 MCO 3030.1 DoD Directive 5400.11, "DoD Privacy Program," May 8, 2007 SECNAV M-5210.1 DoD Directive 5100.03, "Support of the Headquarters of Combatant and Subordinate Unified Commands," February 9, 2011 DoD Directive 5015.02, "DoD Records Management Program," February 24, 2015 Presidential Memorandum, "Managing Government Records," November 28, 2011 Title 36, Code of Federal Regulations, Part 1236.22 DON CIO Memorandum, "Department of the Navy Policy for Record Keeping Systems and Applications," March 21, 2013 National Continuity Policy, May 4, 2007 National Continuity Policy Implementation Plan, August 2007 MCWP 3-40.2, Information Management Title 41, Code of Federal Regulations, Parts 102-193, "Creation, Maintenance, and Use of Records" DoD Directive 5015.02-STD, "Electronic Records Management Software Applications Design Criteria Standard," April 25, 2007 MCO 5210.11F, Marine Corps Records Management Program, 2015						
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Previous Editions are Obsolete						