



UNITED STATES MARINE CORPS
COMMAND ELEMENT
II MARINE EXPEDITIONARY FORCE
PSC BOX 20080
CAMP LEJEUNE, NC 28542-0080

MEFO 5300.2 Ch 1
G-1

MAY 14 2020


II MARINE EXPEDITIONARY FORCE ORDER 5300.2 Ch 1

From: Commanding General, II Marine Expeditionary Force
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR THE INTERNAL II MARINE EXPEDITIONARY
FORCE AUGMENTS

Encl: (1) New page insert to II MEFO 5300.2 Appendix C

1. Purpose. To update the previous billet requirements for the II Marine Expeditionary Force (II MEF) H-1 Guard.
2. Execution. This II MEF order supersede all previous versions and is in effect the day it is signed.
3. Filing Instructions. File this transmittal immediately behind the signature page of the basic Bulletin.


Z. T. SCHMIDT
By direction

DISTRIBUTION: A, B

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

APPENDIX C

II MEF INTERNAL AUGMENT H-1 GUARD

LNNR	TYPE	BILLET DESCRIPTION	LENGTH	GRADE	BMOS	PERM TASKED	TASKED	SECURITY CLEARANCE
1	H-1 GUARD	H-1 GUARD	6 MONTHS	SSGT- GYSGT	8014	MIG	MIG	SECRET
2	H-1 GUARD	H-1 GUARD	6 MONTHS	SGT	8014	DIV	DIV	SECRET
3	H-1 GUARD	H-1 GUARD	6 MONTHS	SGT	8014	DIV	DIV	SECRET
4	H-1 GUARD	H-1 GUARD	6 MONTHS	SGT	8014	DIV	MIG	SECRET
5	H-1 GUARD	H-1 GUARD	6 MONTHS	SGT	8014	DIV	MIG	SECRET
6	H-1 GUARD	H-1 GUARD	6 MONTHS	CPL	8014	DIV	DIV	SECRET
7	H-1 GUARD	H-1 GUARD	6 MONTHS	CPL	8014	DIV	DIV	SECRET
8	H-1 GUARD	H-1 GUARD	6 MONTHS	CPL	8014	DIV	DIV	SECRET
9	H-1 GUARD	H-1 GUARD	6 MONTHS	CPL	8014	DIV	DIV	SECRET
10	H-1 GUARD	H-1 GUARD	6 MONTHS	CPL	8014	DIV	MIG	SECRET
11	H-1 GUARD	H-1 GUARD	6 MONTHS	CPL	8014	DIV	MIG	SECRET
12	H-1 GUARD	H-1 GUARD	6 MONTHS	CPL	8014	DIV	MIG	SECRET
13	H-1 GUARD	H-1 GUARD	6 MONTHS	PVT- LCPL	8014	DIV	MIG	SECRET
14	H-1 GUARD	H-1 GUARD	6 MONTHS	PVT- LCPL	8014	DIV	MIG	SECRET
15	H-1 GUARD	H-1 GUARD	6 MONTHS	PVT- LCPL	8014	DIV	DIV	SECRET
16	H-1 GUARD	H-1 GUARD	6 MONTHS	PVT- LCPL	8014	DIV	DIV	SECRET
17	H-1 GUARD	H-1 GUARD	6 MONTHS	PVT- LCPL	8014	MIG	MIG	SECRET
18	H-1 GUARD	H-1 GUARD	6 MONTHS	PVT- LCPL	8014	DIV	MIG	SECRET
19	H-1 GUARD	H-1 GUARD	6 MONTHS	PVT- LCPL	8014	MIG	MIG	SECRET
20	H-1 GUARD	H-1 GUARD	6 MONTHS	PVT- LCPL	8014	DIV	DIV	SECRET
21	H-1 GUARD	H-1 GUARD	6 MONTHS	PVT- LCPL	8014	DIV	DIV	SECRET
22	H-1 GUARD	H-1 GUARD	6 MONTHS	PVT- LCPL	8014	DIV	DIV	SECRET
23	H-1 GUARD	H-1 GUARD	6 MONTHS	PVT- LCPL	8014	DIV	DIV	SECRET

24	H-1 GUARD	H-1 GUARD	6 MONTHS	PVT- LCPL	8014	DIV	DIV	SECRET
25	H-1 GUARD	H-1 GUARD	6 MONTHS	PVT- LCPL	8014	DIV	DIV	SECRET
26	H-1 GUARD	H-1 GUARD	6 MONTHS	PVT- LCPL	8014	DIV	DIV	SECRET
27	H-1 GUARD	H-1 GUARD	6 MONTHS	PVT- LCPL	8014	DIV	DIV	SECRET
28	H-1 GUARD	H-1 GUARD	6 MONTHS	PVT- LCPL	8014	MIG	MIG	SECRET
29	H-1 GUARD	H-1 GUARD	6 MONTHS	PVT- LCPL	8014	DIV	DIV	SECRET
30	H-1 GUARD	H-1 GUARD	6 MONTHS	PVT- LCPL	8014	DIV	DIV	SECRET
31	H-1 GUARD	H-1 GUARD	6 MONTHS	PVT- LCPL	8014	DIV	DIV	SECRET
32	H-1 GUARD	H-1 GUARD	6 MONTHS	PVT- LCPL	8014	DIV	DIV	SECRET
33	H-1 GUARD	H-1 GUARD	6 MONTHS	PVT- LCPL	8014	MIG	MIG	SECRET
34	H-1 GUARD	H-1 GUARD	6 MONTHS	PVT- LCPL	8014	DIV	DIV	SECRET
35	H-1 GUARD	H-1 GUARD	6 MONTHS	PVT- LCPL	8014	DIV	DIV	SECRET
36	H-1 GUARD	H-1 GUARD	6 MONTHS	PVT- LCPL	8014	DIV	DIV	SECRET



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21 SEP 2015

II MARINE EXPEDITIONARY FORCE ORDER 5300.2

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR THE INTERNAL II MARINE
EXPEDITIONARY FORCE AUGMENTS

Ref: (a) MCTFSPRIUM
(b) MCO 1610.7, Performance Evaluation System
(c) MCO P1070.12K, Individual Records Administration Manual
(d) II MEFO 1430.1F, Meritorious Promotions
(e) MCO P1400.32D, Enlisted Promotion Manual
(f) MCO 1040.31, Enlisted Retention and Career Development
Manual
(g) MCO 3040.4, Marine Corps Casualty Procedures Manual
(h) MCO 4050.38D, Personal Effects and Baggage Manual
(i) MCO 1000.6, Assignment, Classification, and Travel
Systems Manual
(j) II MEFO 3100.4A, Personnel Augmentation for the II
Expeditionary Force Command Operations Center
(k) MCO 7220.24N Selective Reenlistment Bonus (SRB) Program

Encl: (1) SOP for Internal II MEF Augments

1. Situation. To publish policy and guidance on the administration of required II Marine Expeditionary Force (II MEF) internal augments to support deployment and exercise requirements across II MEF.

2. Mission

a. II MEF has internal staffing requirements that are not captured on specific command tables of organization but are required to support training and security requirements for II MEF and its Major Subordinate Commands. Appendix (A) in Enclosure (1) outlines support augment requirements and identifies tasked commands for staffing purposes. Appendices (B) through (I) contain specific personnel augmentation requirements.

b. Summary. This Order is being established to consolidate and formalize several requirements that were previously tasked via naval message or other agreement.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

3. Execution

- a. Instructions contained herein are effective upon receipt.
- b. Major subordinate commands/major subordinate elements (MSC/Es) who are tasked to fill internal augment billets will monitor and screen Marines to ensure nominated Marines fulfill all requirements.
- c. Any requests for review/validation of existing support will be made via naval message to II MEF G-1 Manpower Officer. Upon receipt the II MEF G-1 Manpower Officer will coordinate validation with II MEF G-3, II MEF G-4 and supported organization with final approval by the II MEF Commanding General or II MEF Chief of Staff.

4. Administration and Logistics. All assigned augment personnel will report to the II MEF G-1 Manpower office in Building H-1, Room 246 prior to reporting to their internal augment billet.

5. Command and Signal

- a. Command. This Order is applicable to all II MEF Major Subordinate Commands and Elements.
- b. Signal. This Order is effective the date signed.


G. S. JOHNSTON
Chief of Staff

DISTRIBUTION: A

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

CHAPTER

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Chapter 1

Concept and Organization

1. Concept. The II MEF internal augment program temporarily assigns Marines from II MEF major subordinate command/elements (MSC/E), via temporary additional duty, to fulfill a validated II MEF requirement to support training and security across II MEF.
2. Objective. This Order establishes detailed formal instructions for the administration, assignment, and relief of augment personnel provided by MSC/Es to II MEF organizations requiring personnel augmentation.
3. Scope. Instructions in this Order are applicable to those personnel assigned to duty with II MEF and its MSCs to fill authorized augment billets.
4. Policy
 - a. The II MEF staff sections, with assistance from the II MEF G-1, determine and validate total personnel requirements to support II MEF and its MSCs. The II MEF CG and/or Chief of Staff will approve all requests for internal augment upon completion of validation by staff sections.
 - b. An augment assignment normally consists of a six-month tour unless a longer tour is required for a specific billet that requires extensive training or extended continuity to ensure mission accomplishment.
 - c. All personnel assigned to internal augment will have sufficient active service remaining in order to have 30 days, in addition to any terminal leave approved for separating Marines, upon completion of the tour requirement to allow for appropriate check out, unless otherwise authorized by the II MEF G-1 Manpower Officer. Request for early tour termination for augment Marines will require the parent commands identification of replacement nominee prior to approval.

Chapter 2

Administration of Internal Augment Personnel

1. General

a. MSC/E commanders are responsible for providing and maintaining the required personnel for II MEF internal augments by issuing no-cost temporary additional duty orders as required.

b. II MEF G-1 Manpower Officer is responsible for assigning and terminating personnel from II MEF internal augment.

2. Marine Corps Total Force System (MCTFS) Reporting. Commanders with administrative control (AdCon) of assigned augment Marines will ensure all required unit diary items are reported by the servicing Installation Personnel Administration Center (IPAC) in accordance with reference (a).

3. Personnel Records. IPAC will ensure that Official Military Personnel Files (OMPFs) are audited, and all administrative entries are completed and signed by the parent unit prior to reporting for II MEF augment assignment.

4. Training/Marksmanship Qualification

a. Marines assigned to internal augment will participate in normal military training except for marksmanship. Marines assigned to augment for one year may be afforded the opportunity to attend NCO school, SNCO Academy or other developmental courses as qualified and mission allows. Commanders will make liaison with the parent unit of Navy personnel for normal training requirements.

b. Marines who have not fulfilled annual requirements will participate in marksmanship training prior to checking in for internal augment. Personnel exempt from annual marksmanship training must have a MCTFS entry reflecting this requalification exemption.

5. Individual Equipment and Clothing. Minimum uniform issue is required.

6. Billeting and Subsistence. Commuted rations (ComRats) and basic allowance for housing (BAH) authorized by II MEF MSC commanders remain in effect during augment assignment as long as prerequisites are still met. For II MEF internal augments, the AdCon Commander will billet and provide subsistence for internal augment personnel as required.

7. Disbursing. The AdCon Commander will assume responsibility for all pay related matters for II MEF internal augment personnel.

8. Fitness Reports and Conduct/Proficiency Markings. Fitness reports are submitted in accordance with reference (b). Conduct and proficiency marks are assigned to corporals and below in accordance with reference (c). The Navy PSD will provide guidance on the preparation and submission of performance evaluations for Navy personnel.

9. Promotions

a. II MEF internal augments are eligible for promotion. Commanders will ensure promotion opportunities exist for augment personnel. If qualified and recommended for promotion during the augmentation tour, augment personnel shall be promoted by the commanding officer of the organization to which temporarily assigned.

b. All augment Marines will be screened and processed for meritorious promotion in accordance with reference (d).

10. Leave and Liberty

a. Commanders and Supervisors will grant leave and liberty for augment personnel as mission allows. Normally, annual leave for these personnel should not exceed two weeks during a six month augment assignment.

b. Augment personnel desiring separation leave in conjunction with their Expiration of Active Service (EAS) must submit a Terminal Leave Request issued by local IPAC and route to their parent command via augment command no less than 60 days prior to the requested leave date. Augment termination for separation leave will be effected only upon assignment of a suitable replacement.

c. Emergency leave approval will not automatically terminate an internal augments TAD period. Emergency leave is normally granted for a period of 10-15 days which shall be considered a short duration. Emergency leave that results in a longer period or a submission for a Humanitarian Transfer or TAD period will result in the termination of the internal augments TAD period and require a replacement by the supporting MSC within a suitable timeframe, normally to be considered five working days.

11. Discipline

a. Commanders will request the immediate termination of augment personnel who are in an Unauthorized Absence (UA) status,

In Hands of Civilian Authorities (IHCA) or In Hands of Military Authorities (IHMA) in excess of 10 working days or projected to exceed 10 working days. Requests for termination of augments must be in writing, via e-mail or naval correspondence to the II MEF Manpower Officer. If approved and when termination orders are received, make liaison with the respective parent command for personal effects disposition. In addition, provide the parent command with any correspondence relative to the absentee's status.

b. The AdCon Commander assumes the responsibility for action regarding minor offenses of the Uniform Code of Military Justice (UCMJ) committed by augment personnel, specifically, those offenses that would normally be referred to Non-Judicial Punishment (NJP) or Summary Courts-Martial (SCM). Exceptions will be coordinated between the commander and the parent unit commander.

12. Administrative Separation. Internal augment Marines recommended by the commander for administrative separation will be detached and returned to their parent unit. Replacement Marines will be sourced and report within five business days.

13. Career Retention. Career retention is accomplished in accordance with reference (f) and other applicable instructions. The NPAC will provide guidance on regulations governing career planning for Navy personnel.

14. Death, Serious Injury/Illness and Hospitalization

a. Upon notification of Death, Serious Injury/Illness or Hospitalization on the augment, the supported organization will:

(1) Immediately notify the parent command of the casualty. Coordinate with the parent command for the notification of Headquarters Marine Corps via Defense Casualty Information Processing System (DCIPS).

(2) Convene an investigation to inquire into the circumstances surrounding the death or serious injury/illness to the augment person in accordance with the Manual of the Judge Advocate General (JAGMAN). The obligation to conduct such an investigation remains with the organization even when termination of augment assignment request is submitted. Submit the completed investigation to the parent command through the chain of command.

(3) Notify the II MEF G-1 Manpower Officer, via e-mail or naval correspondence, in order to coordinate replacement with supporting MSC/E.

(4) Ensure all appropriate record book and unit diary entries are completed via the servicing IPAC.

(5) Coordinate with parent command to prepare the appropriate casualty message via DCIPS with a copy to II MEF COC and parent command. The AdCon unit Adjutant will coordinate with parent command to ensure compliance with reference (g).

(6) Collect and inventory personal effects and return government property as required by reference (h). Coordinate with the parent command for appropriate disposition, and notify II MEF Manpower Officer and AdCon unit Adjutant when complete.

b. Request termination of augment assignment in the event of hospitalization, the assignment to a no duty status, or assignment to light duty status which significantly limits ability to perform augment duties if the status is expected to be in excess of 15 days. Requests for termination of augments must be in writing, via e-mail or naval correspondence to the II MEF Manpower Officer.

15. Inspections. Include augment personnel in all formal inspections as directed.

16. Humanitarian Transfer Requests. Internal Augment Marines requesting a Humanitarian Transfer in accordance with reference (i) will be returned to their parent command once their request is approved by the Commandant of the Marine Corps (CMC). Requests for Humanitarian Transfer will be sent via the parent command. Coordination will be made with the NPAC concerning Navy personnel humanitarian situations.

17. Utilization of Internal Augments. Internal augment personnel will only be utilized by the supported organization to fulfill those billet tasks that the internal augment is assigned for. The internal augment will not be utilized to fulfill another augment or Base FAP requirements.

Chapter 3

Personnel Requirements

1. Personnel Requirements

a. II MEF internal augment requirements are contained in Appendices (B) through (I).

b. Personnel are assigned, whenever possible, to a billet commensurate with their grade but will not be sourced more than one rank higher or lower than the grade required.

c. Personnel in receipt of a Selective Reenlistment Bonus (SRB) may not be assigned to augment billets outside of the primary MOS for which they received their SRB per reference (k).

d. Personnel nominated as augments must meet all Marine Corps standards and be able to successfully perform the technical requirements of the billet. They must also not have any medical or personal issues that will interfere with their ability to adhere to the working hours of the billet nominated for.

2. General Assignment Criteria and Restrictions. Marines in the following categories will not be nominated or assigned as a II MEF internal augment:

a. Received non-judicial punishment (NJP) within the past six months.

b. Convicted by courts-martial within the past 12 months.

c. Displayed pattern of substandard performance or unacceptable conduct during the past six months.

d. Convicted by military or civilian court for drug/alcohol related offenses.

e. Assigned to a second period to the body composition and/or military appearance program.

f. Less than 30 days active service remaining after planned rotation date to include any terminal leave calculation. Provisions of chapter 1 paragraph 4d of this Order apply.

g. Assigned to limited duty or on light duty for more than 30 days for the same injury.

h. Personnel with pending or unresolved Family Advocacy Case Review Committee (CRC) issues.

i. Cannot obtain the security clearance-level required in Appendices (B) through (I).

j. For MMCC billets: Do not have a valid state driver's license.

3. Operational Commitments/Deployments

a. MSC/Es may request internal augment personnel have their TAD period terminated early in order to support short-notice operational commitments or to fill a short-notice requirement for deployment. When requesting the termination, the MSC/E must provide a replacement name or official reclama with by-name justification.

b. Personnel will not be terminated from augment for scheduled operational commitments, unless a replacement is provided by the MSC/E.

Chapter 4

Assignment and Relief Procedures

1. Augment Orders

a. MSC/Es will issue augment orders for II MEF internal augments that are completed in the format of Appendix K.

b. Include the following information in the orders:

(1) Duty assignment: BIC: _____ for duty as

(Billet description)

(2) Replacement for

(Name of individual relieved or indicate vacant billet)

2. Reporting Instructions and Orders Endorsement. Upon tasking from II MEF G-1 Manpower, MSCs will ensure augment personnel report within 5 working days for assignment. All personnel will report to II MEF G-1, Bldg H-1, Wing 2FS Rm 246 for orders endorsement and instructions. Marines will be assigned BIC numbers that relate to the billet filling as shown in the appendices.

3. Augment Termination

a. The Marine's TAD orders will terminate:

(1) Five (5) working days after a replacement reports for II MEF internal augments, except Command Operations Center (COC) which is fourteen (14) days.

(2) For cause when requested in writing by the individual's commanding officer via the II MEF G-1 Manpower Officer. The request for termination must include complete justification.

(3) For personnel in receipt of permanent change of station/assignment orders or who are separating from active duty. Termination orders are issued at least 30 working days prior to the effective date of transfer/separation. Replacements are required sufficiently in advance to ensure proper turn over.

(4) When requested by the parent unit commander via their chain of command and approved by the II MEF G-1 Manpower Officer.

(5) Marines demonstrating a pattern of misconduct during their augmentation tour (i.e., legal, personal problems, insufficient job performance, lack of maturity, etc.,) shall be requested to be replaced by the supported organization as necessary. This will be accomplished by documenting the nature of the misconduct/issue and providing to the II MEF G-1 Manpower Officer for review and decision. The supported organization and parent command will be involved in the decision process. Any disagreements to terminate will be brought to the II MEF Chief of Staff for resolution. Replacements are required from the parent command once the decision to terminate has been made.

b. Augment personnel are returned to their parent command upon completion of their augment assignment. Those personnel assigned to six-month tours can be extended for a period not to exceed six additional months (1 year total augment period) provided both parent command and supported organization agree. Those personnel assigned to one year billets will not be extended on an internal augment except on a case-by-case basis. Requests to extend an internal augment will be submitted to the II MEF G-1 Manpower Officer. Request for augment extensions must be fully justified in writing by the respective MSC/E.

APPENDIX A

MEF STRENGTH REPORTII MEF INTERNAL AUGMENT BILLETS

OF

LOCATION	II MEF BILLETS	# DIV BILLETS	# MLG BILLETS	# MHG BILLETS	# MAW BILLETS
EOTG	22	12	6	4	0
H-1 GUARD	23	8	0	15	0
MIMMS	5	1	2	1	1
SIM CENTER	19	10	4	2	3
MMCC	13	3	5	2	3
COC	4	0	0	4	0
SECURITY OFFICE	1	1	0	4	0
TOTAL	87	35	17	28	7

APPENDIX B

II MEF INTERNAL AUGMENTEXPEDITIONARY OPERATIONS TRAINING GROUP

BIC	BILLET DESCRIPTION	GRADE	TASKED COMAND	ADCON COMMAND	MOS	CLNC
M20133EOT01	CIV AFF OFF	MAJ	DIV	MHG	0530	SECRET
M20133EOT02	MIL POLICE	CAPT	MHG	MHG	5803	SECRET
M20133EOT03	COR SPEC	SSGT	MHG	MHG	5831	SECRET
M20133EOT04	INF UNIT LDR	GYSGT	DIV	MHG	0369	SECRET
M20133EOT05	INF UNIT LDR	GYSGT	DIV	MHG	0369	SECRET
M20133EOT06	INF UNIT LDR	SSGT	DIV	MHG	0369	SECRET
M20133EOT07	INF UNIT LDR	SSGT	DIV	MHG	0369	SECRET
M20133EOT08	INF UNIT LDR	SGT	DIV	MHG	03XX	SECRET
M20133EOT09	INF UNIT LDR	SGT	DIV	MHG	03XX	SECRET
M20133EOT10	INF UNIT LDR	SGT	DIV	MHG	03XX	SECRET
M20133EOT11	INF UNIT LDR	SGT	DIV	MHG	03XX	SECRET
M20133EOT12	INF UNIT LDR	SGT	DIV	MHG	03XX	SECRET
M20133EOT13	AAV CREWMAN	SSGT	DIV	MHG	1833	SECRET
M20133EOT14	AMMO TECH	CPL	MLG	MHG	2311	SECRET
M20133EOT15	ARMORER	CPL	MLG	MHG	2111	SECRET
M20133EOT16	CYBER NET OPR	CPL	MHG	MHG	0651	SECRET
M20133EOT17	CORPSMAN	HM2	MLG	MHG	8404	SECRET
M20133EOT18	MOTOR T OPR	CPL	DIV	MHG	3531	SECRET
M20133EOT19	INTEL SPEC	SSGT	MHG	MHG	0231	SECRET
M20133EOT20	ADMIN SPEC	LCPL	MLG	MHG	0111	SECRET

APPENDIX C

II MEF INTERNAL AUGMENTH-1 GUARD

BIC	BILLET DESCRIPTION	GRADE	TASKED COMMAND	ADCON COMMAND	MOS	CLNC
M20133H1G01	H-1 GUARD	SSGT	MHG	MHG	8014	SECRET
M20133H1G02	H-1 GUARD	SGT	MHG	MHG	8014	SECRET
M20133H1G03	H-1 GUARD	PVT-CPL	MHG	MHG	8014	SECRET
M20133H1G04	H-1 GUARD	PVT-CPL	DIV	MHG	8014	SECRET
M20133H1G05	H-1 GUARD	PVT-CPL	DIV	MHG	8014	SECRET
M20133H1G06	H-1 GUARD	PVT-CPL	DIV	MHG	8014	SECRET
M20133H1G07	H-1 GUARD	PVT-CPL	MHG	MHG	8014	SECRET
M20133H1G08	H-1 GUARD	PVT-CPL	MHG	MHG	8014	SECRET
M20133H1G09	H-1 GUARD	PVT-CPL	MHG	MHG	8014	SECRET
M20133H1G10	H-1 GUARD	PVT-CPL	MHG	MHG	8014	SECRET
M20133H1G11	H-1 GUARD	PVT-CPL	MHG	MHG	8014	SECRET
M20133H1G12	H-1 GUARD	PVT-CPL	DIV	MHG	8014	SECRET
M20133H1G13	H-1 GUARD	PVT-CPL	DIV	MHG	8014	SECRET
M20133H1G14	H-1 GUARD	PVT-CPL	DIV	MHG	8014	SECRET
M20133H1G15	H-1 GUARD	PVT-CPL	MHG	MHG	8014	SECRET
M20133H1G16	H-1 GUARD	PVT-CPL	MHG	MHG	8014	SECRET
M20133H1G17	H-1 GUARD	PVT-CPL	MHG	MHG	8014	SECRET
M20133H1G18	H-1 GUARD	PVT-CPL	MHG	MHG	8014	SECRET
M20133H1G19	H-1 GUARD	PVT-CPL	MHG	MHG	8014	SECRET
M20133H1G20	H-1 GUARD	PVT-CPL	MHG	MHG	8014	SECRET
M20133H1G21	H-1 GUARD	PVT-CPL	MHG	MHG	8014	SECRET
M20133H1G22	H-1 GUARD	PVT-CPL	MHG	MHG	8014	SECRET
M20133H1G23	H-1 SECURITY	PVT-SGT	DIV	MHG	8014	SECRET

APPENDIX D

II MEF INTERNAL AUGMENTMATERIAL READINESS TRAINING CENTER (MRTC) INSTRUCTOR

BIC	BILLET DESCRIPTION	GRADE	TASKED COMAND	ADCON COMMAND	MOS	CLNC
M27101MRT01	SNCOIC	GYSGT/SSGT	MLG	HQTRS REG MLG	3043/3051	N/A
M27101MRT02	INSTRUCTOR	SSGT	DIV	HQTRS REG MLG	0411	SECRET
M27101MRT03	INSTRUCTOR	SGT	MLG	HQTRS REG MLG	0411	SECRET
M27101MRT04	INSTRUCTOR	SGT	MAN	HQTRS REG MLG	0411	SECRET
M27101MRT05	INSTRUCTOR	SGT	MHG	HQTRS REG MLG	0411	SECRET

1. TAD period for this assignment is 7 months to allow for attendance at Basic Instructor Course

APPENDIX E

II MEF INTERNAL AUGMENTII MEF G-7, SIMULATION AND EXERCISE SUPPORT DEPARTMENT CENTER
(BATTLE SIMULATION CENTER)

BIC	BILLET DESCRIPTION	GRADE	TASKED COMAND	ADCON COMMAND	MOS	CLNC
M201338IM01	MTWS OPERATOR	LCPL	MHG	MHG	8014	SECRET
M20133MM02	MTWS SNCO	SSGT	MLG	MHG	8014	SECRET
M20133MIM03	MTWS NCO	SGT	DIV	MHG	8014	SECRET
M20133MIM04	MTWS OPERATOR	CPL	DIV	MHG	8014	SECRET
M20133MIM05	MTWS OPERATOR	CPL	DIV	MHG	8014	SECRET
M20133MIM06	MTWS OPERATOR	CPL	DIV	MHG	8014	SECRET
M20133MIM07	MTWS OPERATOR	LCPL	MHG	MHG	8014	SECRET
M20133MIM08	MTWS OPERATOR	LCPL	MAW	MHG	8014	SECRET
M20133MIM09	MTWS OPERATOR	LCPL	MAW	MHG	8014	SECRET
M20133MIM10	MTWS OPERATOR	LCPL	MAW	MHG	8014	SECRET
M20133MIM11	MTWS OPERATOR	LCPL	MLG	MHG	8014	SECRET
M20133MIM12	MTWS OPERATOR	LCPL	MLG	MHG	8014	SECRET
M20133MIM13	MTWS OPERATOR	LCPL	MLG	MHG	8014	SECRET
M20133MIM14	CAST OIC	CAPT	DIV	MHG	0302/ 0802/N9953	SECRET
M20133MIM15	CAST SNOIC	SSGT	DIV	MHG	0861	SECRET
M20133MIM16	CAST OPS CHIEF	SSGT	DIV	MHG	0369	SECRET
M20133MIM17	CAST ASST	CPL	DIV	MHG	0861/0341	SECRET
M20133MIM18	CAST RANGE SPT	LCPL	DIV	MHG	0861/0341	SECRET
M20133MIM19	CAST TRNG SPT	LCPL	DIV	MHG	0861/0341	SECRET

APPENDIX F

II MEF INTERNAL AUGMENTMAGTF MOVEMENT CONTROL CENTER (MMCC)

BIC	BILLET DESCRIPTION	GRADE	TASKED COMAND	ADCON COMMAND	MOS	CLNC
M20133MMC01	MT OPS CHIEF/OPR	SSGT-SGT	MLG	MHG	3537/ 3531	SECRET
M20133MMC02	ENG EQUIP OPR	SGT-CPL	MLG	MHG	1345	SECRET
M20133MMC03	DRIVER	CPL-PVT	MLG	MHG	8014	SECRET
M20133MMC04	LAND SPT SPEC	CPL-PVT	MLG	MHG	0481	SECRET
M20133MMC05	DRIVER	CPL-PVT	MLG	MHG	8014	SECRET
M20133MMC06	DRIVER	CPL-PVT	DIV	MHG	8014	SECRET
M20133MMC07	DRIVER	CPL-PVT	DIV	MHG	8014	SECRET
M20133MMC08	DRIVER	CPL-PVT	DIV	MHG	8014	SECRET
M20133MMC09	DRIVER	CPL-PVT	MAW	MHG	8014	SECRET
M20133MMC10	DRIVER	CPL-PVT	MAW	MHG	8014	SECRET
M20133MMC11	DRIVER	CPL-PVT	MAW	MHG	8014	SECRET
M20133MMC12	DRIVER	CPL-PVT	MHG	MHG	8014	SECRET
M20133MMC13	DRIVER	CPL-PVT	MHG	MHG	8014	SECRET

APPENDIX G

II MEF INTERNAL AUGMENTII MEF G-3 COMMAND OPERATIONS CENTER (COC)

BIC	BILLET DESCRIPTION	GRADE	TASKED ORG	ADCON COMMAND	MOS	CLNC
M20133COC01	COC CLERK	LCPL/SGT	CA DET	MHG	8014	SECRET
M20133COC02	COC CLERK	LCPL/SGT	CA DET	MHG	8014	SECRET
M20133COC03	COC CLERK	LCPL/SGT	CA DET	MHG	8014	SECRET
M20133COC04	COC CLERK	LCPL/SGT	CA DET	MHG	8014	SECRET

NOTES

1. Internal augment period is six months with one rotation starting per quarter. Each rotation will have a 14 day training/turn over period. (May 1st through November 14th and November 1st to May 14th in order to ensure a 14 day turnover is completed)

2. This sourcing may be accomplished with Civil Affairs Det Marines that are in dwell, as avail, to relieve the MEF Staff Sections from losing their personnel.

APPENDIX H

II MEF INTERNAL AUGMENT

II MEF SECURITY OFFICE

BIC	BILLET DESCRIPTION	GRADE	TASKED COMMAND	ADCON COMMAND	MOS	CLNC
M20133SEC01	SECURITY NCO	CPL-SGT	DIV	MHG	8014	SECRET

EXAMPLE OF AUGMENT ORDERS

DD FORM 1610, MAY 2003

PREVIOUS EDITION IS OBSOLETE.

ENCLOSURE (1)