



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

MEFO 3502.1

G-3

28 JUL 2015

II MARINE EXPEDITIONARY FORCE ORDER 3502.1

From: Commanding General
To: Distribution List

Subj: TRAINING, EXERCISE AND EMPLOYMENT PLAN STANDARD
OPERATING PROCEDURES (SHORT TITLE: TEEP SOP)

Ref: (a) MCO 3120.12 Marine Corps Global Force Management
(GFM) and Force Synchronization
(b) 36th Commandant's Planning Guidance 2015
(c) MEFO P3120.5C Force Deployment Planning & Execution
(FDP&E) Standing Operating Procedures
(d) MEFO 3100.6 Deployment for Training Intentions
Message
(e) NASO P-1000 Financial Management Policy Manual
(f) MCO 4610.37F Marine Corps Transportation Account Code
Policy

Encl: (1) Training, Exercise and Employment Plan (TEEP) Program

1. Situation. This Order will establish policy, responsibilities and procedures for the II Marine Expeditionary Force (II MEF) TEEP Program and TEEP Budget.

2. Mission. CG II MEF provides instructions for implementation and maintenance of the II MEF TEEP by II MEF staff sections, Major Subordinate Commands and Major Subordinate Elements (MSC/E) to effectively and efficiently synchronize actions to organize, train, equip and deploy II MEF units and personnel in support of Combatant Commander (CCDR), Joint and Service force requirements, and unit initiated training within fiscal constraints.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commanders Intent. The purpose for the II MEF TEEP is to visually depict all current and forecasted future operations and activities in order to maintain visibility of the commitment, readiness, availability, deployment, and redeployment of II MEF forces. The TEEP informs II MEF planners

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in the development of risk assessments, prioritization and resource allocation decisions and force sourcing recommendations in concert with Service global force management priorities and my priorities. The annual TEEP budget message publishes fiscal resource parameters to execute the TEEP.

(2) Concept of Operations

(a) Development of the annual II MEF TEEP will be scheduled to provide appropriate inputs and outputs to support Service-level force synchronization efforts and will adhere to the concept of top-down guidance with bottom-up refinement.

(b) Enclosure (1) establishes oversight authority and provides II MEF specific policy among the MEF staff, MSCs/MSEs, and the individual units.

b. Coordinating Instructions

(1) Terms of Reference

(a) Training. Training events are defined as Service-sponsored and standard-based individual or collective activities that instill skills, knowledge, and experience required to accomplish the Commander's mission objectives and priorities in alignment with service training direction and goals. Examples of training include Integrated Training Exercise (ITX), Weapons and Tactics Instructor (WTI) course, Tactical Marine Air-Ground Task Force (MAGTF) Integration Course (TMIC), Large Scale Exercise (LSE), and Mountain Exercise (MTNEX) and Deployments for Training (DFT).

(b) Exercise. A military exercise is a maneuver or simulated war-time operation involving planning, preparation, and execution conducted for the purpose of training and evaluation. Military exercises are Joint Staff and GCC-sponsored events designed to achieve operational capability, capacity and standardization at the joint and combined level in support of strategy. This category also includes MEF, Marine Expeditionary Brigade (MEB) and Marine Subordinate Command/Elements (MSC/E)-level internally-directed exercises and activities to test, experiment and evaluate concepts, tactics and equipment. Examples of exercises include BOLD ALLIGATOR, AFRICAN LION, and prepositioning exercises.

(c) Employment. Employments are joint, service and CCDR requirements for U.S. Marine Corps forces to perform operations, missions and tasks in support of strategic, tactical

and/or institutional objectives. Examples of employment include Unit Deployment Program (UDP), Marine Expeditionary Units (MEUs), Tactical Air Integration (TAI), Special Purpose Marine Air-Ground Task Force-Crisis Response-Africa (SPMAGTF-CR-AF), and African/Southern Partnership Station.

(d) Community Relations Events. These are events that promote the Marine Corps story and are considered must do events. II MEF G-3 Strategic Engagement office will provide requirements and coordinate efforts. Examples of these type events are Fleet Weeks, Mullet Festival, Shrimp Festival, and Marine Days.

(e) Officer Conducting Exercise/Command Element (OCE/CE). The MSC/E designated by II MEF G-3 as the lead unit for any TEEP event that includes more than one II MEF unit.

(f) Force Generation. A Service process that focuses efforts across Headquarters, U.S. Marine Corps (HQMC), the supporting establishment, and the operating forces toward efficient and effective preparation of designated Marine Corps forces. See reference (a) for further discussion of force generation.

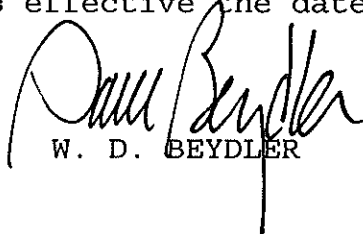
(g) Force Synchronization. A Service process promoting a holistic approach to resourcing validated requirements through identification, reconciliation, and scheduling of Marine Corps forces through forming, organizing, training, and deployment life-cycles. See reference (a) for further discussion of force synchronization.

4. Administration and Logistics. Omitted.

5. Command and Signal

a. Command. This Order is applicable to II MEF MSCs/MSEs.

b. Signal. This Order is effective the date signed.


W. D. BEYDLER

DISTRIBUTION A:

LOCATOR SHEET

Subj: TRAINING, EXERCISE & EMPLOYMENT PLAN (TEEP) PROGRAM

Location: _____
(Indicate location(s) of copy(ies) to this Manual

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Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Implementing Change

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Chapter 1

Introduction

1. Policy. The TEEP is the Commander's management tool designed to identify required unit, personnel, equipment, and resources for the efficient and effective execution of training, exercises, employment and community relation events. This order provides a comprehensive and iterative approach to TEEP and associated budget construction and management.

2. Scope. In the 36th Commandant's Planning Guidance, reference (b), II MEF Command Element is directed to manage institutional risk by focusing efforts on sourcing requirements associated with the Global Force Management (GFM) process as well as maintain proficiency in MEB-level crisis response and maintaining MEF-level warfighting proficiency, within limited time and resources. The TEEP is an output of force synchronization and GFM. It is a graphical depiction of II MEF commitment in support of requirements and unit initiated training. Top-down guidance comes in the form of directed participation in CCDR operations and exercises and Service-level training. Bottom-up refinement is the inclusion of unit initiated training, derived from the Cost to Run a MEF (C2RAM) tool, in the TEEP.

3. Responsibilitiesa. Assistant Chief of Staff G-3

(1) Represent CG II MEF at the quarterly Force Synchronization Conference (FSC) hosted by Marine Forces Command (MFC) on behalf of Deputy Commandant, Plans, Policy, and Operations (PP&O).

(2) Manage the overall TEEP process to include associated budgeting. Host quarterly MEF TEEP conferences in order to coordinate II MEF requirements and sourcing solutions.

(3) Publish the TEEP budget via Automated Message Handling System (AMHS) and maintain the II MEF TEEP via the G-3 Future Operations SharePoint site.

(4) Publish annual TEEP funding controls to the MSCs in coordination with II MEF G-4, G-7, and G-8.

(5) Provide funding oversight of the entire II MEF TEEP.

(6) Provide recommendations to CG II MEF on training, exercises and events to be included in the TEEP. Recommendation will be based on mission analysis that highlights exercise objectives and training benefits for MSC/Es participation as it relates to force generation.

(7) Report on a quarterly basis to CG II MEF the status of TEEP budget execution in coordination with II MEF G-4, G-7, and G-8.

(8) Ensure funding for the TEEP is planned, programmed, budgeted, and executed to comply with this SOP.

(9) Designate the OCE/CE for each TEEP event where more than one II MEF unit will participate.

(10) Support II MEF G-4, G-7, and G-8 with validation, as appropriate, of any request for additional/supplemental exercise funds resulting from projected costs in excess of allocated amounts.

b. Assistant Chief of Staff G-4

(1) Publish upcoming fiscal year long range Strategic Airlift (STRATAIR) planning guidance and data call annually during the month of June.

(2) Consolidate and publish the II MEF long range forecast for STRATAIR annually during the month of July based on MSC/E input.

(3) Manage the MEF STRATAIR budget. Request accounting data from G-8 in support of approved TEEP events. Coordinate execution of airlift and conduct monthly reconciliation with G-8 to account for authorized, committed, and obligated status of funds. Events not approved will be referred to G-3 for determination and guidance.

(4) Consolidate monthly short range forecast from MSC/Es and deconflict changes in timing, size, scope and transportation cost with G-3, G-7, and G-8 as required.

(5) Provide transportation cost estimates for STRATAIR, Port Handling (PH), Inland Transportation (IT), Transportation of Things (TOT), and Transportation of People (TOP) as required.

(6) Provide knowledgeable representation to the quarterly TEEP Conference.

(7) Support II MEF G-3, G-7, and G-8 with validation, as appropriate, of any request for additional/supplemental exercise funds resulting from projected costs in excess of allocated amounts.

(8) Provide recommendations to CG II MEF on events to be included in the TEEP. Recommendations will be based on mission requirements associated with composite and decomposite of MEU (e.g. Supply Logistics Analysis Program inspections) or annual requirements (FSMAO analysis or maintenance stand-downs) that benefit the MSC/Es in the force generation process.

c. Assistant Chief of Staff G-7

(1) During the FSC, advocate for MSC/E force planners in scheduling Service-level exercises.

(2) Ensure application of institutional priorities in scheduling deploying units to Service-level exercises.

(3) Periodically update Service-level exercises force list in accordance with changing MSC priorities and unit assignments.

(4) Provide guidance for unit exercise planning, preparation and participation.

(5) Support II MEF G-3, G-4, and G-8 with validation, as appropriate, of any request for additional/supplemental exercise funds resulting from projected costs in excess of allocated amounts.

d. Assistant Chief of Staff G-8

(1) Publish annual TEEP planning estimates to II MEF G-3.

(2) Assist the II MEF G-3 in its oversight responsibilities of the TEEP budget.

(3) Pass budget authority to MSC/E G-8/Comptroller for each TEEP event.

(4) Conduct quarterly TEEP status of funds meeting with MSC/E exercise fiscal officers.

(5) Coordinate with G-3, G-4, and G-7 to publish funding controls.

(6) In coordination with II MEF G-4, cross-level obligated/estimated and executed funds per event monthly to monitor TEEP budget execution and in support of appropriate redistribution of funds.

(7) Provide unique fiscal Special Interest Codes (SIC) for each TEEP event.

(8) Support II MEF G-3, G-7, and G-8 with validation, as appropriate, of any request for additional/supplemental exercise funds resulting from projected costs in excess of allocated amounts.

(9) Receive requests for additional exercise funds and staff to II MEF G-3, G-4, and G-7 for validation and to II MEF command deck for funding decision.

d. II MEF MSCs and MSEs

(1) Ensure funding for the TEEP is planned, programmed, budgeted, and executed to comply with this SOP.

(2) Ensure expenditures stay within authorized TEEP controls. Inform CG II MEF prior to exceeding funding controls.

(3) Provide knowledgeable representation to the II MEF G-3 Annual TEEP Conference.

(4) Provide knowledgeable representation to the II MEF G-8 quarterly TEEP status of funds meetings.

(5) Ensure all unit-initiated training events and associated costs are included in the II MEF TEEP and TEEP budget and adhere to references (c) and (d).

(6) Ensure the units' C2RAM data capture tool is utilized to develop unit training plans, estimate the associated training costs, and define the projected training benefits as defined by the unit Mission Essential Task List.

(7) Provide Long Range Forecast for annual STRATAIR requirements to II MEF G-4 SMO. See Appendix A for proper format.

(8) Provide Short Range Forecast to II MEF G-4 SMO on the 20th of each month projecting the next four months. See Appendix B for proper format.

(9) In the event estimated exercise TOT cost exceeds available/allocated amounts, staff and submit MSC/E CG/CO letter of justification to CG II MEF no later than 42 days prior to TEEP event training day 1, identifying each additional equipment item required to TOT, why required, and estimated total round trip TOT cost.

(10) 2d Marine Aircraft Wing. Forecast, budget and coordinate all Operations and Maintenance, Navy STRATAIR funds for aviation specific units. Provide II MEF G-4 SMO accounting data in support all STRATAIR requirements.

Chapter 2

Training Exercise and Employment Plan (TEEP) and Budget Process

1. Introduction. The TEEP is the Commander's management tool designed to identify required unit, personnel, equipment and resources for the efficient and effective execution of training, exercises and employment. The TEEP tracks resource utilization over time and defines the approved unit participation as it relates to a specified event. The II MEF TEEP resides on the G-3 FOPS Secure Internet Protocol Router Network (SIPRNET) SharePoint site. The TEEP budget is the Commanding General's management tool to ensure efficient use of available fiscal resources.

2. Background. The TEEP process is cyclical processes that enables CG II MEF to source global force management and Service-level requirements, and have visibility of subordinate unit training. MARFORCOM hosts the FSC quarterly, generally the last month of each quarter, for PP&O to develop sourcing solutions for known GCC and Service-level force requirements. II MEF G-3 typically conducts a pre-FSC TEEP conference to ensure that all requirements are addressed.

a. During the first quarter (Q1) FSC, MFC refines both requirements and sourcing solutions for those requirements for the current fiscal year (FY).

b. During the Q2 FSC, MFC continues current FY refinements and provides known requirements for the following FY for the operating forces to begin developing sourcing solutions.

(1) II MEF G-3 and G-8 will conduct a mid-year review of the TEEP budget during late Q2 or early Q3 to adjust fiscal allocations for the remainder of the current FY.

(2) II MEF G-3 will solicit sourcing solutions from MSC/Es for the following FY requirements based on the Q2 MFC FSC, MSC/E unit initiated training and begin developing the associated budget for the following FY TEEP.

c. In Q3, MFC will confirm the requirements and sourcing solutions two years out.

(1) II MEF G-3 will finalize the upcoming FY TEEP budget by publishing the TEEP Budget message via the AMHS.

(2) II MEF G-3 will provide sourcing solutions for the known requirements 2 FYs out.

d. During Q4, MFC will make final refinements for the upcoming FY requirements and sourcing solutions, usually minor adjustments. The main focus of this FSC is the refinement of the next 2 FY's requirements and sourcing.

(1) II MEF G-3 provides any clarifying details for the upcoming FY to MFC.

(2) II MEF MSC/Es provide refinements to the following 2 FY sourcing solutions.

3. TEEP Budgeting Process

a. Following the Q2 FSC, II MEF G-3 will require MSC/Es to confirm known requirement sourcing, provide unit initiated training and provide cost estimates for both. These cost estimates will include all anticipated costs for each event to include Operations and Maintenance and strategic lift costs. This data will be the basis for the annual TEEP budget message.

b. As part of the annual TEEP budget message, the II MEF G-8 publishes the upcoming FY TEEP budget guidance. This guidance contains the upcoming FY Funds Planning Estimates (PEs) in support of the TEEP. These figures are only estimates and may be adjusted by the G-8 should funding levels change.

c. The March TEEP-Budget Conference examines the current FY GCC and Service requirements and associated funding. It also serves as the initial data call for the next FY budget requirements. Executing the first TEEP-Budget Conference for the next FY in March provides a quarter to review MFC's initial data call (December MFC FSC) and provides six months of refinement prior to execution of the first quarter of the next FY.

Chapter 3

TEEP Funding

1. Introduction. II MEF G-3, in coordination with the G-4, G-7, and G-8, publishes the respective controls to each MSC during Q3 for TEEP execution for the upcoming FY. These controls are requirements based as determined by the FSC sourcing solutions and unit initiated training for the upcoming FY. Commanders will operate within the limits of their respective TEEP controls.

2. Operations and Maintenance Marine Corps (O&M,MC) 1107

a. Service Title 10 funds appropriation Operation and Maintenance, Marine Corps (O&M,MC) appropriation provides funding for active Marine Corps Forces' missions, functions, activities and facilities. This appropriation also finances the Operating Forces sustainment requirements, depot maintenance, base operating support costs, training and education requirements, Marine Corps' headquarters administration and service wide support requirements, and defense commissary operations.

(1) Funds consumable material (Bill of Material) and services requirements for II MEF, approved exercises or unit DFTs.

(2) Classes of Supply: Class III, Petroleum, Oil and Lubricant (POL), Class IV (construction material), Class IX repair parts block requirements and secondary reparables (SECREPs), contract services (port-a-johns, dumpsters, fuel, telephone, etc), contract maintenance support, leased vehicles, garrison mobile equipment (GME) vehicles, hazardous material disposal, and Class VIII medical supplies in the form of Authorized Medical Allowance List/Authorized Dental Allowance Lists (AMAL/ADAL) replenishment.

(3) Exercise Support Funds are intended for direct support of approved TEEP exercises.

3. Transportation. Transportation funding responsibilities are outlined in references (d) and (e). Transportation costs represent a significant portion of the overall II MEF TEEP budget; therefore, accurately budgeting and accounting for

transportation costs is critical. Transportation costs represent a significant challenge due to the large dollar amounts involved and the various appropriations that can be used.

a. STRATAIR. For the purpose of the Order, STRATAIR consists of all Special Assignment Airlift Missions (SAAM) and Group Operational Passenger System (GOPAX) requests coordinated through Air Mobility Command (AMC). II MEF G-4 SMO is responsible for managing STRATAIR for the entire II MEF. As such, they will serve as sole point of contact with AMC on all issues with potential funding implications. Under no conditions will other staff sections or MSC/Es contact AMC or air carriers directly.

b. PH/IT and Commercial Ticket Program (CTP). The Joint Exercise Transportation Program (JETP) funds transportation in support of all JCS exercises. The II MEF G-8 will centrally manage these high interest appropriations provided by DOD JCS.

c. TOT/TOP. The CG, II MEF provides overall funding for TOT/TOP for HQMC directed exercises and MEF/MSC level exercises either through budget baseline or reimbursements. MSC/Es are responsible for budgeting and accounting on behalf of their respective units and consolidating those operational requirements when assigned as the OCE.

4. Service Incremental Funding (SIF) 0100. SIF is O&M-like funding that off-sets Service costs incurred as a result of participating in designated Chairman Joint Chiefs Staff exercises. SIF is a Defense-wide appropriation, MARFORCOM advocates on behalf of the Marine Corps for SIF under the auspices of the Combatant Commander Exercise Engagement (CE2) fund. SIF is Office of Secretary of Defense controlled, Joint Staff J7 managed, and USMC apportioned funds.

APPENDIX A

EXAMPLE LONG RANGE FORECAST

R 101526Z JUL 15
 FM CG SECOND MARDIV G FOUR//MOBILITY//
 TO RUJIAAA/CG II MEF G FOUR
 INFO RUJIAAA/CG SECOND MARDIV COMPT
 RUJIAAA/CG SECOND MARDIV G THREE
 RUJIAAA/CG SECOND MARDIV G FOUR
 BT
 UNCLAS
 SUBJ/FY16 LONG RANGE FORECAST FOR STRATAIR
 REF/A//MEFO 3502.1//
 NARR/REF A IS CG II MEF TEEP SOP//
 POC/BURNS/MAJ/2D MARDIV MOBILITY
 OFFICER/JAMES.R.BURNS1(AT)USMC.MIL/
 TEL: DSN 751-8310//
 POC/HYATT/MAJ/2D MARDIV G-3 PLANS/CALEB.HYATT(AT)USMC.MIL/
 TEL: DSN 751-8918//
 POC/PINDEL/CWO4/2D MARDIV ASST MOBILITY OFFICER/ANTHONY.R.
 PINDEL(AT)
 USMC.MIL/TEL: DSN 751-8295//
 RMKS/1. IAW REF A, FOL LONG RANGE FORECAST FOR STRATAIR IS
 SUBMITTED. THIS IS A G-3/G-4 COORDINATED MESSAGE.
 2. SPECIAL ASSIGNMENT AIRLIFT MISSION (SAAM):
 DATES/UNIT/ICAO-ICAO/PAX/STONS/QTY ACFT/TOTAL
 COST/FUNDS/EXERCISE
 18-20 JAN/RECON/KNKT-TNCC/25/33.2/(1)C-17/\$335.4K/O&M,MC/DUTCH
 BILAT
 3. GROUP OPERATIONAL PASSENGER SYSTEM (GOPAX):
 DATES/UNIT/ICAO-ICAO/PAX/EXERCISE
 12-14 OCT/8TH MAR/KNKT-KRIV/141/ITX 1-16
 12-14 OCT/2D BN, 2D MAR/KNKT-KRIV/978/ITX 1-16
 12-14 OCT/1ST BN, 8TH MAR/KNKT-KRIV/978/ITX 1-16
 12-14 OCT/2D BN, 10TH MAR/KNKT-KRIV/474/ITX 1-16
 12-14 OCT/2D TANK BN/KNKT-KRIV/99/ITX 1-16
 12-14 OCT/2D AA BN/KNKT-KRIV/106/ITX 1-16
 12-14 OCT/2D LAR BN/KNKT-KRIV/130/ITX 1-16
 12-14 OCT/2D CEB BN/KNKT-KRIV/339/ITX 1-16
 12-14 OCT/TRUCK CO DET/KNKT-KRIV/30/ITX 1-16
 21-23 NOV/8TH MAR/KRIV-KNKT/141/ITX 1-16
 21-23 NOV/2D BN, 2D MAR/KRIV-KNKT/978/ITX 1-16
 21-23 NOV/1ST BN, 8TH MAR/KRIV-KNKT/978/ITX 1-16
 21-23 NOV/2D BN, 10TH MAR/KRIV-KNKT/474/ITX 1-16
 21-23 NOV/2D TANK BN/KRIV-KNKT/99/ITX 1-16
 21-23 NOV/2D AA BN/KRIV-KNKT/106/ITX 1-16

21-23 NOV/2D LAR BN/KRIV-KNKT/130/ITX 1-16
21-23 NOV/2D CEB BN/KRIV-KNKT/339/ITX 1-16
21-23 NOV/TRUCK CO DET/KRIV-KNKT/30/ITX 1-16
3-5 MAR/3D BN, 6TH MAR/KNKT-KNYL/782/TALON EX 2-16
3-5 MAR/10TH MAR/KNKT-KNYL/125/TALON EX 2-16
25-27 APR/3D BN, 6TH MAR/KNYL-KNKT/782/TALON EX 2-16
25-27 APR/10TH MAR/KNYL-KNKT/125/TALON EX 2-16
3-5 MAY/2D MAR/KNKT-KRIV/141/ITX 3-16
3-5 MAY/2D BN, 8TH MAR/KNKT-KRIV/978/ITX 3-16
3-5 MAY/1ST BN, 10TH MAR/KNKT-KRIV/474/ITX 3-16
3-5 MAY/2D LAR BN/KNKT-KRIV/130/ITX 3-16
3-5 MAY/2D TANK BN/KNKT-KRIV/99/ITX 3-16
3-5 MAY/2D CEB BN/KNKT-KRIV/339/ITX 3-16
3-5 MAY/TRUCK CO DET/KNKT-KRIV/30/ITX 3-16
4-6 JUN/2D MAR/KRIV-KNKT/141/ITX 3-16
4-6 JUN/2D BN, 8TH MAR/KRIV-KNKT/978/ITX 3-16
4-6 JUN/1ST BN, 10TH MAR/KRIV-KNKT/474/ITX 3-16
4-6 JUN/2D LAR BN/KRIV-KNKT/130/ITX 3-16
4-6 JUN/2D TANK BN/KRIV-KNKT/99/ITX 3-16
4-6 JUN/2D CEB BN/KRIV-KNKT/339/ITX 3-16
4-6 JUN/TRUCK CO. DET/KRIV-KNKT/30/ITX 3-16
31 AUG-28 SEP/3D BN, 8TH MAR/KNKT-KRNO/960/MTN EX 5-16
31 AUG-28 SEP/3D BN, 8TH MAR/KRNO-KNKT/960/MTN EX 5-16
4. FOR ANY QUESTIONS CONTACT THE POC'S LISTED ABOVE.//
BT
#1364
ODA8

APPENDIX B

EXAMPLE OF SHORT RANGE FORECAST

R 041526Z SEP 15
 FM CG SECOND MARDIV G FOUR//MOBILITY//
 TO RUJIAAA/CG II MEF G FOUR
 INFO RUJIAAA/CG SECOND MARDIV COMPT
 RUJIAAA/CG SECOND MARDIV G THREE
 RUJIAAA/CG SECOND MARDIV G FOUR
 BT
 UNCLAS
 SUBJ/SHORT RANGE FORECAST FOR STRATAIR (OCT15-JAN16)
 REF/A//MEFO 3502.1//
 NARR/REF A IS CG II MEF TEEP SOP//
 POC/BURNS/MAJ/2D MARDIV MOBILITY
 OFFICER/JAMES.R.BURNS1(AT)USMC.MIL/
 TEL: DSN 751-8310//
 POC/HYATT/MAJ/2D MARDIV G-3 PLANS/CALEB.HYATT(AT)USMC.MIL/
 TEL: DSN 751-8918//
 POC/PINDEL/CWO4/2D MARDIV ASST MOBILITY OFFICER/ANTHONY.R.
 PINDEL(AT)
 USMC.MIL/TEL: DSN 751-8295//
 RMKS/1. IAW REF A, THE FOL SHORT RANGE FORECAST FOR STRATAIR IS
 SUBMITTED. THIS IS A G-3/G-4 COORDINATED MESSAGE.
 2. SPECIAL ASSIGNMENT AIRLIFT MISSION (SAAM):
 DATES/UNIT/ICAO-ICAO/PAX/STONS/QTY ACFT/TOTAL
 COST/FUNDS/EXERCISE
 OCTOBER: NONE
 NOVEMBER: NONE
 DECEMBER: NONE
 JANUARY
 18-20/RECON/KNKT-TNCC/31/45.2/(1)C-17/\$335.4K/O&M,MC/DUTCH BILAT
 3. GROUP OPERATIONAL PASSENGER SYSTEM (GOPAX):
 DATES/UNIT/ICAO-ICAO/PAX/EXERCISE
 OCTOBER
 12-14/8TH MAR/KNKT-KRIV/120/ITX 1-16
 12-14/2D BN, 2D MAR/KNKT-KRIV/978/ITX 1-16
 12-14/1ST BN, 8TH MAR/KNKT-KRIV/978/ITX 1-16
 12-14/2D BN, 10TH MAR/KNKT-KRIV/474/ITX 1-16
 12-14/2D TANK BN/KNKT-KRIV/99/ITX 1-16
 12-14/2D AA BN/KNKT-KRIV/106/ITX 1-16
 12-14/2D LAR BN/KNKT-KRIV/130/ITX 1-16
 12-14/TRUCK CO DET/KNKT-KRIV/30/ITX 1-16
 NOVEMBER
 21-23/8TH MAR/KRIV-KNKT/120/ITX 1-16
 21-23/2D BN, 2D MAR/KRIV-KNKT/978/ITX 1-16

MEFO 3502.1

21-23/1ST BN, 8TH MAR/KRIV-KNKT/978/ITX 1-16

21-23/2D BN, 10TH MAR/KRIV-KNKT/474/ITX 1-16

21-23/2D TANK BN/KRIV-KNKT/99/ITX 1-16

21-23/2D AA BN/KRIV-KNKT/106/ITX 1-16

21-23/2D LAR BN/KRIV-KNKT/130/ITX 1-16

21-23/TRUCK CO DET/KRIV-KNKT/30/ITX 1-16

DECEMBER

NONE

JANUARY

3-5/3D BN, 6TH MAR/KNKT-KNYL/782/TALON EX 2-16

3-5/10TH MAR/KNKT-KNYL/125/TALON EX 2-16



COMMAND ACTION TRACKER (CAT) v2.4

Welcome THOMAS WELDON; G-3 FOPS

MainPage-> CAT Routing

Number: 2015-05-12_II
MEF G-3_G-3
FOPS_001

Status:
PENDING

Issued: 2015-05-12
15:50:39

Due: 2015-05-20

Subject: II MEF
TRAINING, EXERCISE,
EMPLOYMENT PLAN
STANDARD
OPERATING
PROCEDURE

Reference: THOMAS
WELDON; CTR; 451-
0384

Action Routed to Me

Operation Req'd: Remarks:

APPROPRIATE ACTION

Click Attachment Name before selecting 'View' or 'Delete'

II MEF TEEP Budget SOP 11 May 2015.docx THOMAS WELDON 2015-05-12 15:50

Add CAT Document References [Show](#)

Full Action List

Seq Number	Operation Req'd	Send To	Date In	Concur	Date Signed	Signed By	Remarks
001	ORIGINATOR	II MEF CE : G-3 FOPS			2015-05-12 15:50	THOMAS WELDON	This is O6 level staffing. Purpose: to establish policy, responsibilities and procedures for the II MEF TEEP Program and TEEP Budget. Email comments to FOPS POC (Tom Weldon) NLT COB 20 May.

002	APPROPRIATE ACTION	2ND MAW : G-3 A C/S	2015-05-12 15:50				
003	APPROPRIATE ACTION	2D MLG : G-3 A C/S	2015-05-12 15:50				
004	APPROPRIATE ACTION	2D MAR DIV : G-3 A C/S	2015-05-12 15:50				<i>See CRM</i>
005	APPROPRIATE ACTION	II MHG : S-3	2015-05-12 15:50				
006	APPROPRIATE ACTION	26 MEU : S-3	2015-05-12 15:50				
007	APPROPRIATE ACTION	24 MEU : S-3	2015-05-12 15:50				
008	APPROPRIATE ACTION	22 MEU : S-3	2015-05-12 15:50				
009	INFORMATION	II MEF CE : SJA	2015-05-12 15:50				
010	INFORMATION	II MEF CE : SECURITY	2015-05-12 15:50				
011	INFORMATION	II MEF CE : PAO	2015-05-12 15:50				
012	INFORMATION	II MEF CE : MEDICAL	2015-05-12 15:50				
013	INFORMATION	II MEF CE : IMO	2015-05-12 15:50	YES	2015-05-21 01:19	Frederick Hopewell	
014	INFORMATION	II MEF CE : IG	2015-05-12 15:50				
015	INFORMATION	II MEF CE : HSS / SURGEON	2015-05-12 15:50				

016	INFORMATION	II MEF CE : G-9 A C/S	2015-05-12 15:50				
017	INFORMATION	II MEF CE : G-10 A C/S	2015-05-12 15:50	YES	2015-05-19 03:34	richard saxton	
018	INFORMATION	II MEF CE : STAFF SEC ADMIN	2015-05-12 15:50				
019	INFORMATION	II MEF CE : STAFF SEC	2015-05-12 15:50				
020	INFORMATION	II MEF CE : CMDMSTRCHF	2015-05-12 15:50				
021	INFORMATION	II MEF CE : SGTMAJ	2015-05-12 15:50				
022	APPROPRIATE ACTION	II MEF CE : G-8 / COMPTROLLER	2015-05-12 15:50				
023	APPROPRIATE ACTION	II MEF CE : G-7 A C/S	2015-05-12 15:50				
024	APPROPRIATE ACTION	II MEF CE : G-6 A C/S	2015-05-12 15:50				
025	APPROPRIATE ACTION	II MEF CE : G-4 A C/S	2015-05-12 15:50	YES	2015-05-20 02:59	JESSICA KOSKI	
026	APPROPRIATE ACTION	II MEF CE : G-3 MEB 2D	2015-05-12 15:50				
027	APPROPRIATE ACTION	II MEF CE : G-3 A C/S	2015-05-12 15:50				
028	APPROPRIATE ACTION	II MEF CE : G-2 A C/S	2015-05-12 15:50				
029	APPROPRIATE ACTION	II MEF CE : G-1 ADJUTANT	2015-05-12 15:50				

030	APPROPRIATE ACTION	II MEF CE : G-1 A C/S	2015-05-12 15:50				
031	APPROPRIATE ACTION	II MEF CE : CHIEF OF STAFF	2015-05-12 15:50				

STANDARDIZED COMMENT MATRIX PRIMER

The matrix below is a Word document table to be used as a template for submitting comments on draft publications and draft program directives. Except as noted below, an entry is required in each of the columns. To facilitate consolidating matrixes from various sources, **do not adjust the column widths**.

Column 1 – ITEM

Numeric order of comments. Accomplish when all comments from all sources are entered and sorted. To number the matrix rows, highlight this column only and then select the numbering ICON on the formatting tool bar.

Column 2 -

Used to track comments by source. Manually enter numbers from the first comment to the last comment. These numbers will stay with the comment and will not change when consolidated with other comments.

Column 3 – SOURCE

J1 - J-1	JFCOM - US Joint Forces Command
J2 - J-2	NORTHCOM - US Northern Command
J3 - J-3	PACOM - US Pacific Command
J4 - J-4	SOCOM - US Special Operations Command
J5 - J-5	SOUTHCOM - US Southern Command
J6 - J-6	STRATCOM - US Strategic Command
J7 - J-7	TRANSCOM - US Transportation Command
J8 - J-8	DTRA – Defense Threat Reduction Agency
USA – US Army	DIA – Defense Intelligence Agency
USN – US Navy	DLA – Defense Logistics Agency
USAF – US Air Force	MDO – Missile Defense Organization
USMC – US Marine Corps	NSA – National Security Agency
USCG – US Coast Guard	DISA – Defense Information Systems Agency
CENTCOM - US Central Command	NGA – National Geospatial-Intelligence Agency
EUCOM - US European Command	LC – Joint Staff Office of Legal Counsel

Column 4 – TYPE

- C – Critical (Contentious issue that will cause non-concurrence with publication)
- M – Major (Incorrect material that may cause non-concurrence with publication)
- S – Substantive (Factually incorrect material)
- A – Administrative (grammar, punctuation, style, etc.)

Column 5 – PAGE

Page numbers expressed in decimal form using the following convention: (Page I-2 = 1.02, Page IV-56 = 4.56, etc.) This format enables proper sorting of consolidated comments.

0 – General Comments

0.xx - Preface, TOC, Executive Summary (Page i = 0.01, Page XI = 0.11)

1.xx – Chapter I

2.xx – Chapter II

3.xx – Chapter III

x.xx – Chapter x, etc.

51.xx – Appendix A

52.xx – Appendix B

52.01.xx - Annex A to Appendix B

53.xx – Appendix C, etc.

99.xx – Glossary

NOTE: For Program Directives enter the page number as a whole number, (1, 2, 3, etc.) PDs are normally sorted by paragraph and line number and the page number helps to find the paragraph.

Column 6 – PARA

Paragraph number that pertains to the comment expressed. (i.e. 4a, 6g, etc.)

NOTE: An entry in this column should be used when commenting on draft program directives. An entry is optional for comments on draft joint publications.

Column 7 – LINE

Line number on the designated page that pertains to the comment, expressed in decimal form (i.e., line 1=1, line 4-5 = 4.5, line 45-67 = 45.67, etc.) For figures where there is no line number, use "F" with the figure number expressed in decimal form (i.e. figure II-2 as line number F2.02). For appendices, use the "F" and the appendix letter with the figure number (i.e appendix D, figure 13 as line number FD.13; appendix C, annex A, figure 7 as line number FCA.07)

Column 8 – COMMENT

Provide comments using line-in-line-out format according to JSM 5711.01A, *Joint Staff Correspondence Preparation* (Examples are provided in CJCSI 5120.02, Joint Doctrine Development System. To facilitate adjudication of comments, copy and insert complete sentences into the matrix. This makes it unnecessary to refer back to the publication to understand the rationale for the change. Do not use Tools, Track Changes mode to edit the comments in the matrix. Include deleted material in the comment in the strike

through mode. Add material in the comment with underlining. Do not combine separate comments into one long comment in the matrix, (i.e. 5 comments rolled up into one).

Column 9 - RATIONALE

Provide concise, objective explanation of the rationale for the comment.

Column 10 - DECISION

A - Accept

R – Reject (Rationale required for rejection.)

M - Accept with modification (Rationale required for modification.)

NOTE: This column is for the LA and JSDS use only. No rationale required for accepted items. Rationale for rejection is placed in the rationale comment box and highlighted for clarity. For modifications, the complete modified language will be placed (and annotated) as the bottom entry for that item in the “Comments” column and the rationale for the modification placed in the rationale comment box and highlighted for clarity.

TIPS AND TRICKS OF THE TRADE

Headers and Footers

1. Publication name
2. Classification (Unclassified/Secret/ etc.)
3. Column headings
4. Filename (insert from header/footer drop down menu)
5. As of “date” (insert from header/footer drop down menu—manually enter date when finalized for tracking purposes)
6. Page X of Y (insert from header/footer drop down menu—manually enter last page number for Y when finalized—tracks total # of pages and does not default back to actual page #)

Combining Matrixes

1. Select all and correct for font and font size (Times New Roman, #10).
2. Copy one entire matrix and paste it a few lines below the last row of another matrix.
3. Adjust column widths as necessary to match one matrix with the other (use the column headings in the document header as a guide).
4. Merge the matrices into one by deleting the lines between the two.

Item (row) numbering (automatic numbering)

1. Highlight column number 1 from top to bottom.
2. Delete the existing number and then renumber by selecting automatic line numbering on the formatting tool bar.

Sorting

1. Select: “Table” on top menu toolbar.
2. Select: “Sort.”
3. Select: “Sort by, Column 5 (Page column), Number, Ascending.”
4. Select: “Then by, Column 7 (Line column), Number, Ascending.”
5. Select: “Then by, Column 4 (Type column), Text, Descending.”

Executive Summaries

Do not make comments on the executive summary until the FC. Main body text will be copied and pasted into the executive summary reducing the amount of time spent on making the two accurate. The contractor with LA and/or JSDS input will include an executive summary in the FC released for review and comment.

CBIRF OPERATING CONCEPT

ITEM	#	SOURCE	TYPE	PAGE	LINE	COMMENT	RATIONALE	DECISION (A/R/M)
1	1	CBIRF				CBIRF concurs without comment.		
2	1	26 MEU				The 26th MEU has no change recommendations for the document.		
3	1	24 MEU				24 MEU concurs. No recommended changes.		
4	1	2d MarDiv	S	3	12	II MEF G-3 Strategic Engagement Office will coordinate efforts.	Remove or reword.	A
5	2	2d MarDiv	S	7	12	Change Title to TRAINING EXERCISE AND EMPLOYMENT PLAN (TEEP) AND BUDGET	Match chapter title	A
6	3	2d MarDiv	S	7	22	Change to OPERATIONS AND MAINTENANCE MARINE CORPS (O&M, MC) 1106	1106 is O&M for active component	A
7	4	2d MarDiv	S	11	13	What exactly is the G-8 doing in this step? Are they being asked to reconcile TEEP execution against estimates?	Yes, in order to support re-allocation of funds or identify funding deficiencies.	
8	5	2d MarDiv	S	11	19	Job Order Number/Local Use (JNLU)	Correct format.	R Use of JLNUs removed by II MEF G8.
9	6	2d MarDiv	S	12	7	When is long range forecast for annual STRATAIR requirements due to II MEF G4?		A Need to resolve with G4.
10	7	2d MarDiv	S	12	11	Provide similar timeline guidance for the paragraph above	Provide timeline	A
11	8	2d MarDiv	S	16	22	Recommend the addition of guidance on Letter of Justification (LOJ) requirement(s) for Service-level exercises	This SOP should address LOJs.	A
12	9	2d MarDiv	S	16	34	Should CE2 be C2E2?	No, CE2 is correct.	R
13								
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CBIRF OPERATING CONCEPT

ITEM	#	SOURCE	TYPE	PAGE	LINE	COMMENT	RATIONALE	DECISION (A/R/M)
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CBIRF OPERATING CONCEPT

ITEM	#	SOURCE	TYPE	PAGE	LINE	COMMENT	RATIONALE	DECISION (A/R/M)
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