



UNITED STATES MARINE CORPS

II MARINE EXPEDITIONARY FORCE
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II MEF Order 1320.2

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II MEF ORDER 1320.2

From: Commanding General, II MEF
To: Distribution List

Subj: II MEF G-1 INDIVIDUAL AUGMENTATION PROCESSES AND PROCEDURES

Ref: (a) CJCSI 1301.01E, "Joint Individual Augmentation Procedures," February 01, 2013
(b) MCO 3502.6A
(c) MCO 1001.61A
(d) MCO 1001.59A
(e) BUMEDINST 6440.5C
(f) II MEFO 3100.3B
(g) II MEF Camp Lejeune NC Position Description A163A, A163B

Encl: (1) II MEF G-1 Operations Individual Augmentation Guidance

1. Situation. II Marine Expeditionary Force (II MEF), through the Individual Augmentation (IA) process, supports various joint- and service-validated and tasked billets for operational and exercise manning documents. II MEF G-1 Operations (G-1 Ops), in accordance with appropriate orders and messages, implements the IA process. This Order defines the processes and procedures II MEF units and staffs use to provide personnel to fill validated and tasked IA billets.

2. Mission. II MEF, when tasked by higher headquarters, utilizes a standardized IA requirements identification process along with billet sourcing procedures to task II MEF Major Subordinate Command (MSC) and Major Subordinate Elements (MSE) in order to efficiently and effectively fulfill validated, global, joint, and service IA requirements.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Efficiently and effectively fulfill validated joint and service IA requirements assigned to II MEF by utilizing II MEF G-1 Ops written IA processes and procedures that apply to all II MEF staff sections, MSCs, and MSEs.

(2) Concept of Operations. II MEF Assistant Chief of Staff (AC/S) G1 documents and standardizes IA sourcing processes and procedures including IA tasking flows, Reserve Component (RC) sourcing, Blue In Support of Green (BISOG) sourcing, Reclaim of IA tasking, and risk to source requirements. II MEF staff and MSC/Es utilize established processes and procedures to fulfill IA sourcing requirements. II MEF G-1 Operations provides an IA common operating picture for II MEF units and forces by collecting, collating, and analyzing IA support data relating to institutional readiness, deployable

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capacity, and home station unit ability to conduct training and maintenance operations.

b. Tasks

(1) Commanding Generals, Commanding Officers, Officers in Charge, and Detachment Commanders

(a) Coordinate with II MEF AC/S G-1 to support joint- and service-tasked IA requirements.

(b) Provide representation to the Individual Augmentation Working Group (IAWG) as required.

(2) AC/S G-1

(a) Retain oversight of this Order and ensure compliance across II MEF.

(b) Update this Order as required.

(c) Coordinate with II MEF staff sections, MSCs, and MSEs to support joint- and service-tasked IA requirements.

(d) Conduct the IAWG.

(3) II MEF Staff Sections

(a) Coordinate with II MEF AC/S G-1 to support joint- and service-tasked IA requirements.

(b) Provide representation to the IAWG as required.

4. Administration and Logistics


a. The point of contact for this Order is the II MEF AC/S G-1 Operations section. The following telephone numbers are provided: Operations Officer (910) 451-8137, Assistant Operations Officer (910) 451-8296, and Operations Chief (910) 451-8330.

b. This Order is published electronically and can be accessed online at the II MEF G-1 SharePoint portal: \\fs01.mcw.ad.usmc.mil\IIMEF\II MEF\Command Element\G-1\Adjutant\Directives\II MEF ORDERS.

5. Command and Signal

a. Command. This Order is applicable to all II MEF units.

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


N. L. COOLING
Chief of Staff

LOCATOR SHEET

Subj: II MEF G-1 INDIVIDUAL AUGMENTATION PROCESSES AND PROCEDURES

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Chapter 1

Individual Augmentation (IA) Process Descriptions

1. General. The USMC manpower pool (end strength) assigns personnel to units with Tables of Organization (T/Os). Manpower is assigned to units based on staffing goals and other criteria established by Manpower and Reserve Affairs (M&RA). Personnel from these units are used to support the IA operational requirements levied on the Marine Corps for joint billets, for units deploying or deployed to combat areas, and for exercises. These IA operational requirements are uncompensated structure. That is, the unit that sources the IA does not have other personnel assigned to it to fill the personnel gap. Figure 1-1 illustrates this relationship.

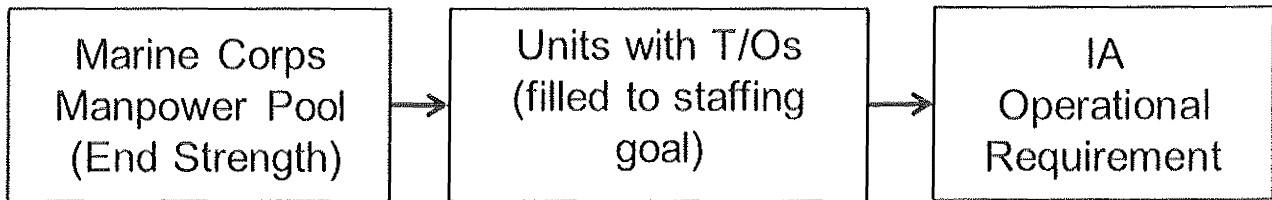


Figure 1-1. Manpower Pools

2. Manpower Pool Reductions. The IA manpower pool for operational requirements, which are sourced from unit T/Os, is reduced for various reasons. These reasons partially define the business rules used to fill an IA billet. The business rules include Commandant of the Marine Corps (CMC) priorities, individual dwell time, medical restrictions, legal restrictions, permanent change of station (PCS) timing, Reserve Component (RC) statutory requirements, and command (current and slated). Operational requirements further define Military Occupational Specialty (MOS) and grade requirements.

3. Deployable Manpower Availability. In relationship to sourcing IAs, institutional readiness is a measurement of the deployable manpower availability of a particular unit. The concept can be applied to the USMC as a whole as well as to the subordinate units that supply the IAs. This is a unit-level, strategic health assessment, that defines the number of personnel, by MOS and grade, who are available to fill an IA billet. This availability number does not take into account the parent unit's floor of personnel required to conduct home station maintenance and readiness training. It is strictly focused on supplying personnel for forward deployed operations and exercises.

a. An availability model defines and categorizes the impact IA assignments have on a parent unit. Unit analysis by MOS and grade shows risk to the unit's ability to perform its home station missions, and provides information for a commander's decision about that risk. This method is a snap shot of a unit's deployable personnel health at a moment in time.

(1) The by-MOS and grade availability model analysis uses two numbers to calculate a percentage of personnel remaining at the unit. The numerator is calculated by subtracting the number of deployed personnel, D, from unit manning level for the specific MOS and grade, X. The formula is $(X-D)/X$.

(2) Multiple calculations for each MOS and grade combination in the unit are required to show the full picture. The denominator can also be the unit's T/O, the unit's staffing goal, or the authorized strength report (ASR) number.

(3) An infantry battalion example of the by-MOS and grade consumption model would show four calculations: $(X-D)/X$ (X minus the number of 0369s Staff Sergeants sourced to IAs divided by X, the number in the MOS and grade combination population by based on T/O, staffing goal, manning level, and authorized strength). These calculations would be done for all MOS and grade combinations in the unit. The data would be captured on a run chart format to show the unit MOS/grade history over time.

(4) An information management application that is based on authoritative data is being developed to provide current and accurate unit-level manpower availability.

b. With anticipated changes in the operational environment deploying units may be assigned multiple mission essential tasks (METs) to train to, with potential disaggregated subunits during the actual deployment. This may drive potential requirements to source IAs to these units above T/O for specific MOSSs. This will increase the IA requirements on other, supporting units.

4. Force Requirements and Validation Process

a. Joint Force Requirements. Reference (a) provides detailed descriptions of the Joint IA request, validation, tasking, and sourcing processes. These processes happen at the combatant commander (CCDR) and service headquarters levels. For II MEF G-1 Operations, two concepts from reference (a) are important: Global Force Management (GFM) and the Secretary of Defense's (SECDEF) Orders Book (SDOB).

(1) GFM is a joint process that provides comprehensive insights into the availability of U.S. military forces for use in support of global military requirements. CMC has charged Marine Forces Command (MFC) to be the GFM coordinator for the Marine Corps. MFC implements GFM through periodic (quarterly or semi-annual) force synchronization conferences. MEFs and Marine Forces (MARFORs) are major contributors to these conferences. The conferences provide a three year outlook on future USMC force deployments and tasking.

(2) The SDOB informs the SECDEF of upcoming unit and individual (through joint manning documents (JMDs)) deployments and is the method the SECDEF uses to approve these deployments.

b. Service Force Requirements. Reference (b) defines how the Marine Corps generates and prepares forces, either units or individuals, to fill validated requests in the GFM process. Manning Marine Expeditionary Units (MEUs), rotational forces for the Unit Deployment Program (UDP), and joint and service IAs are the primary concerns of the order. MFC is the coordinator for service force requirements. Service force requirements are developed and validated at the service, vice the Joint Staff, level. Once validated at Headquarters Marine Corps (HQMC) by Plans, Policy, and Operations (PP&O) and M&RA, service force requirements are implemented by MFC through the force synchronization conferences. MFC coordinates sourcing with

Marine Forces Pacific (MFP), Marine Forces Reserve (MFR), and the Support Establishment and tasks sourcing to II MEF. II MEF G-1 Ops processes and procedures to source IA tasks are described in Chapter 2 of this enclosure. Figure 1-2 shows an overview of the joint and service force validation and sourcing process.

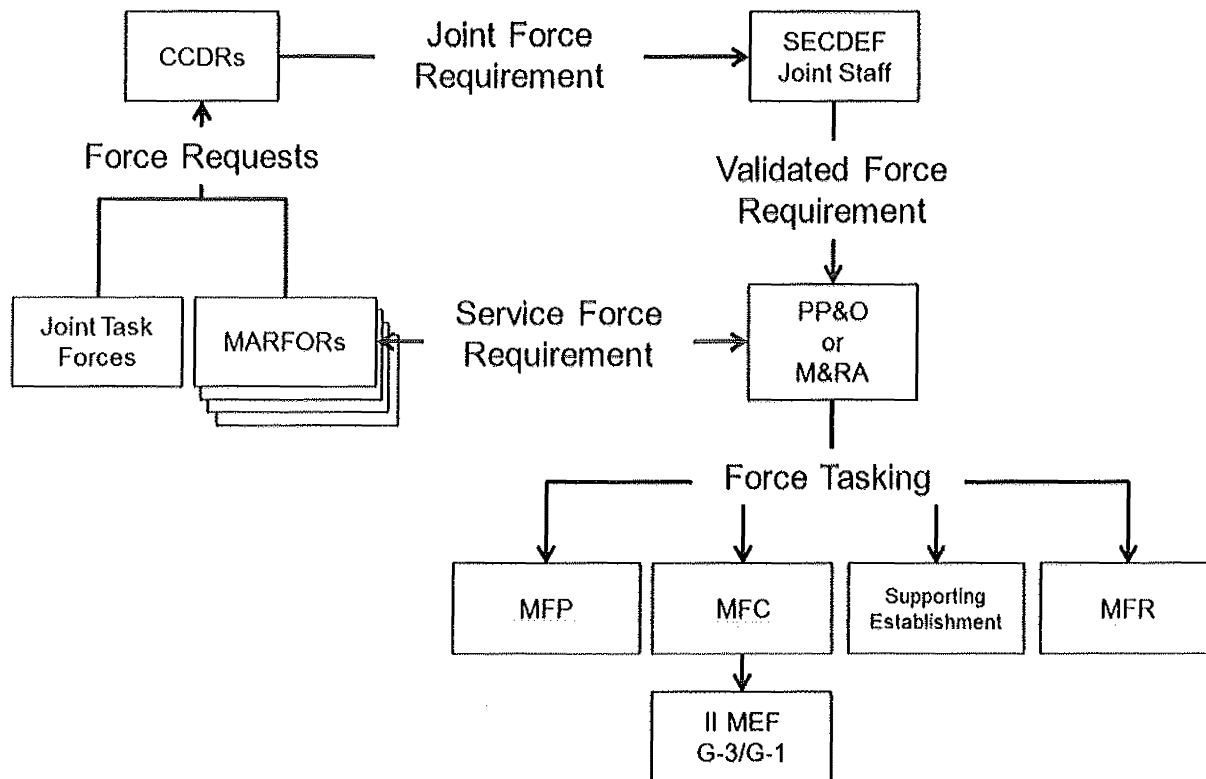


Figure 1-2. Force Requirement Development Overview

c. Funding sources for IAs will be defined during the validation process.

5. II MEF IA Tasking Process

a. Once MFC tasks II MEF with a validated IA requirement, the II MEF G-1 Ops section enters the requirement, usually in the form of a manning document, into a playbook. G-1 Ops, in coordination with the MSCs and MSEs, assigns specific line numbers to be filled by specific MSCs and MSEs. G-1 Ops routinely tasks 2d Marine Division (DIV), 2d Marine Logistics Group (MLG), 2d Marine Aircraft Wing (MAW), and II Marine Headquarters Group (MHG), to provide IA personnel fills. Formal tasking is done by automated message handling system (AMHS) messages. Daily management of the IA sourcing process is done in Excel spreadsheets called playbooks, and by individual staff work.

b. Other II MEF units, primarily MSEs, are involved in the IA sourcing process. These MSEs, for example Marine Corps Security Force Regiment, Chemical Biological Incident Response Force, Marine Expeditionary Units (MEUs) normally are only given by-name tasking for a specific MOS and grade individual. Figure 1-3 shows a high level view of the process.

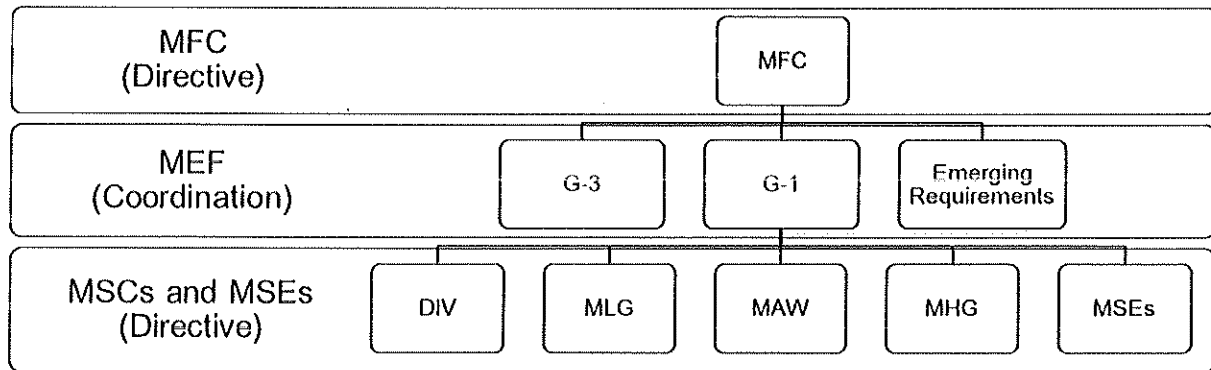


Figure 1-3. IA Tasking Process Flows

c. IAWG. Representatives of all II MEF units involved in IA staffing form the IAWG. The IAWG meets weekly to review current manning document completion status, discuss IA allocations, and plan for anticipated IA requirements. The II MEF G-1 Ops Officer (G-1 Ops O) chairs the IAWG, with a II MEF G-3 Future Operations Plans (FOPS) Officer as the co-chair. The IAWG immediately follows the Force Requirements Working Group, which has a unit focus. Table 1-1 shows the information system requirements for all IAWG members.

Table 1-1. Systems Access Requirements

| System | Granting Authority Requirements |
|--|--|
| Non-secure Internet Protocol Router (NIPR) | System Authorization Access Request (SAAR) DD Form 2875 w/ Cyber Security Certificates Common Access Card (CAC) e-mail shared drive |
| Secure Internet Protocol Router (SIPR) | SAAR w/ Cyber Security Certificates SIPR Token e-mail shared drive |
| AMHS | Organizational Messaging Point of Contact (OMPOC) letter |
| Marine Corps Total Forces System (MCTFS) | SAAR DD Form 2875 w/ Cyber Security Certificates |
| Marine Corps Requirements Tracking Module (MRTM) | Manpower Management Force Augmentation (MMIB-2)/MRTM request form |
| Report Studio & Web Orders | Manpower Information System Support Office (MISSO-2) SAAR w/ Cyber Security Certificates |

6. Sourcing Priorities. II MEF sources IAs based on three priorities: JMDs, Service Individual Augments, and Service Forces that require IA support. Recent examples of service forces are II MEF (Fwd) in Operation Enduring Freedom (OEF), Security Force Assistance Advisor Teams (SFA-AT), Special Purpose Marine Air Ground Task Forces (SPMAGTFs) and MEUs. The Marine Corps tasking process for each of these levels is commensurate with priorities established by the CMC.

a. The CMC priorities are published in a classified AMHS message and are the official IA fill priorities. These priorities change as the operational environment changes.

b. Other considerations for IA sourcing require coordination with the II MEF G-3. Examples of these considerations include relief in place (RIP) plans for deployed and deploying units, Force Deployment Planning and Execution (FDP&E) for personnel and unit movements, and Theater Security Cooperation (TSC) event timing and requirements.

7. IA Stake Holders. The following agencies/organizations have a stake in the IA personnel assignment process: Marine Forces Central Command (MARCENT), Marine Forces Africa Command (MARFORAF), Marine Forces Europe Command, (MARFOREUR), Marine Forces South Command (MARFORSOUTH), Marine Forces North Command (MARFORNORTH), Marine Forces Reserve (MARFORRES), Marine Corps Forces Special Operations Command (MARSOC), Marine Corps Systems Command (MARCORSYSCOM), Training and Education Command (TECOM), US Fleet Forces Command (USFFC), and CCDRs. During the development of IA requirements and subsequent adjustment of those requirements, II MEF G-1 Ops and G-3 liaison with stakeholders via MFC as required for timely sourcing of IA personnel. MSCs and MSEs are officially tasked via AMHS for all requirements.

8. Reserve Manpower Officer (RMO). The II MEF RMO section coordinates RC IA requirements in conjunction with G-1 Ops. The section is structured with Active Reserve (AR) Marines. The section has three Marines, one officer and two enlisted. The RMO assists G-1 Ops with filling IA billets through use of the II MEF Individual Mobilization Augmentee (IMA) detachment, advertising through II MEF and MFR global sourcing websites, direct contact, and networking with RC Marines.

a. RMO tasks. The RMO maintains a database of RC Marines who have volunteered for deployment as IAs. When requested by G-1 Ops the RMO section coordinates with the II MEF IMA and the Marines in the database to fill an IA requirement. RMO tasks associated with the IA process include building Requirement Tracking Numbers (RTNs) in the Manpower Requirement Tracking Module (MRTM) and having the RTN approved; sourcing the IA into the RTN for Assistant Secretary of the Navy (ASN) approval, and upon approval, coordinating orders writing with Manpower Management Integration Branch Force Augmentation (MMIB-2) section of M&RA; managing operations and maintenance (O&M) and Active Duty for Operational Support (ADOS) funds both Active Component (AC) and Contingency Operations (CO), coordinating individual RC member's travel itineraries and settling 30-day (partial) travel claims for RC members on orders.

b. Other RC support agencies. In addition to the RMO the Deployment Processing Command/Reserve Support Unit-East (DPC/RSU-East) and the Marine Corps Individual Reserve Support Activity (MCIRSA) also support RC Marines. DPC/RSU-East resides aboard Camp Lejeune. It is manned by AR, IMA, and Individual Ready Reserve (IRR) Marines and Selected Reserve Sailors to administratively and medically process mobilizing and demobilizing RC Marines and Sailors, Department of Defense contractors, Retired-Recall Marines, and also provide or coordinate all necessary Pre-Deployment Training (PTP).

c. RC IA Fill Processes. Reference (c) and reference (d) provide detailed descriptions of the RC mobilization and demobilization processes and

timelines. IRR, Selected Marine Corps Reserve (SMCR), and IMA Marines have different processes to fill IA billets. The following paragraphs describe three RC scenarios II MEF RMO may use when filling these billets.

(1) IRR Marines can volunteer to fill a II MEF IA billet requirement through direct coordination with the II MEF RMO. The Marine must submit a Reserve Qualification Summary (RQS) and an official photo. The II MEF RMO coordinates with MFC and MMIB-2 for orders writing, fiscal data, and reporting instructions. The Marine then reports to DPC/RSU-East for mobilization and training.

(2) SMCR Marines can volunteer to fill an IA billet through two methods. Method one involves having the Marine's unit endorse the mobilization orders. This is required because during the IA mobilization period the SMCR Marine is still filling a unit's billet identification code (BIC). Method two is if SMCR Marine's unit does not endorse the mobilization, the Marine can still volunteer for the IA billet by requesting transfer to the IRR and following the IRR volunteer process. This removes the Marine from the unit's BIC. Upon completion of the IA billet the Marine will not be associated with a unit and will remain in the IRR until requesting to join an SMCR or IMA unit. Another option is for the IA Marine to request an Inter-Unit Transfer to the II MEF IMA.

(3) II MEF IMA Marines can volunteer to fill an IA billet through two methods. Method one involves having the II MEF IMA Operational Sponsor endorse the mobilization orders request. This is required because during the IA mobilization period the Marine is still filling a II MEF IMA BIC. Method two is if II MEF IMA Operational Sponsor does not endorse the mobilization, the Marine can still volunteer for the IA billet by requesting transfer to the IRR and following the IRR volunteer process. This removes the Marine from the II MEF IMA. Upon completion of the IA billet the Marine will not be associated with II MEF IMA and would be a member of the IRR until requesting to join an SMCR or IMA unit.

d. Figure 1-4 shows an overview of the organizations and coordination flows used by the RMO.

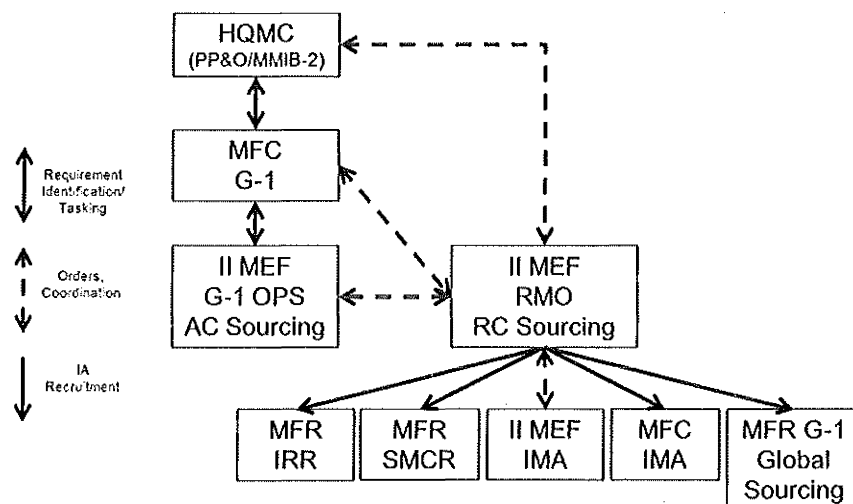


Figure 1-4. RMO Nodes

e. Figure 1-5 shows a notational timeline for a RC member's deployment. Block I-A and I-B refer to specific PTP requirements.

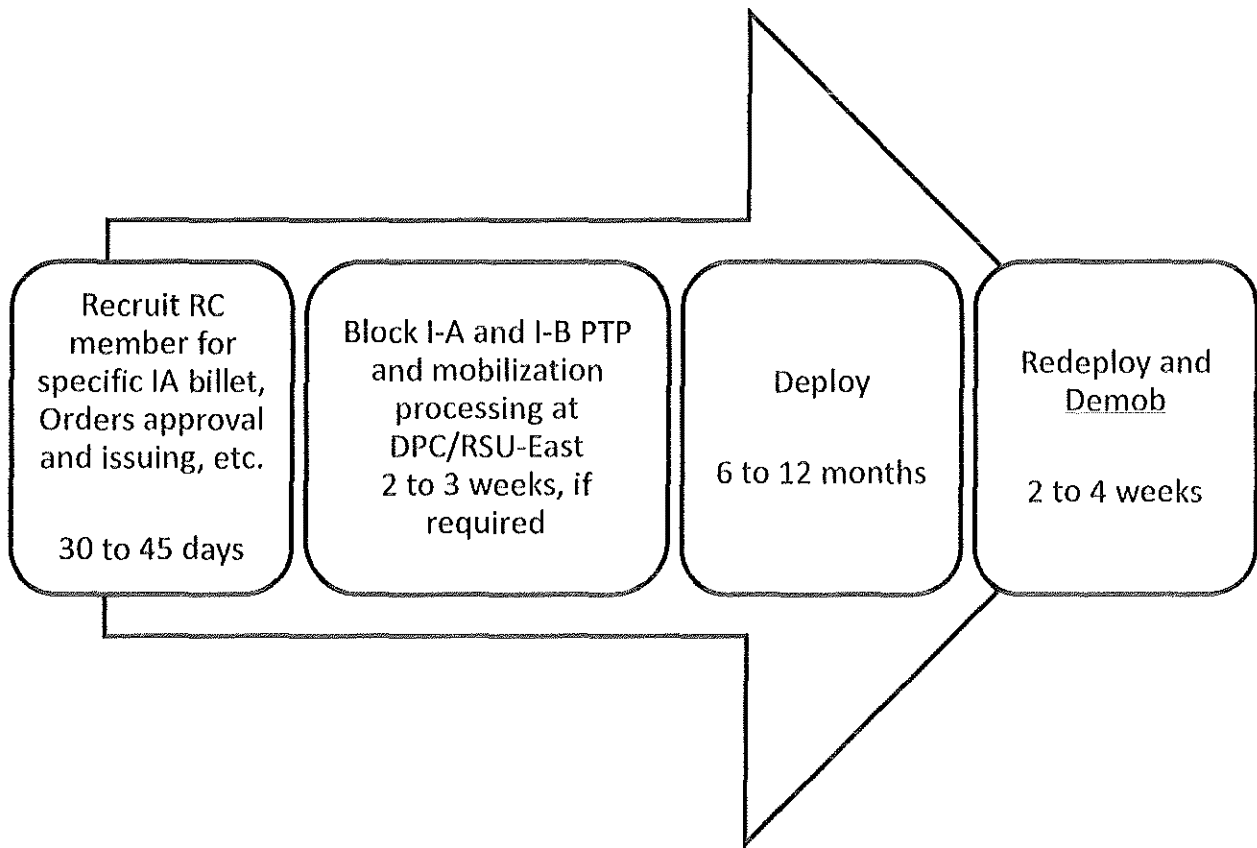


Figure 1-5. RC IA Notational Timeline

9. Blue In Support Of Green (BISOG). BISOG provides Navy support (medical personnel, religious ministry teams, construction battalion personnel) to Marine Corps units. In the BISOG process II MEF verifies a requirement then submits a request to MFC to source the requirement. BISOG has three categories, with different sourcing processes for each category. The categories are Health Service Augmentation Program (HSAP), IA, and Temporary Duty (TDY). HSAP and RC Navy personnel are part of the manning structure. Reference (e) provides additional details on HSAP.

a. The Navy Authorized Manning Document (AMD) reflects the Active Duty HSAP structure for respective Marine units. The AMD shows Navy manning for each unit to include funded, unfunded, Active and Reserve Billet structure. The AMD is the source document for validation of all HSAP and RC billet requests.

b. HSAP personnel are used only for Overseas Contingency Operations such as OEF and TSC exercises. HSAP personnel are not be used to fill manning shortfalls for routine deployments such as MEUs and the unit deployment program.

c. HSAP billets are on a unit's T/O structure, or can be borrowed from another unit's T/O structure. For example, the MLG's Medical Battalion

Surgical Company may have surgeon billets on its T/O that are not staffed when the company is not deployed. The surgeons who would fill these billets may be assigned to a hospital or medical clinic, either in the same geographic location or at a different duty station. The HSAP process fills these billets in a deploying unit's T/O from this Navy-wide personnel pool. Use of another unit's HSAP structure requires coordination with the unit to ensure future requirements will not be negatively impacted by the reassignment of HSAP billet structure. HSAP manning solutions must still meet BISOG submission timelines. Emerging/Emergent/Late requirements may be justified by obtaining a General Officer's Letter requesting waiver of the 60-day notification.

d. The agencies involved in the HSAP process include the following: MARFORs, PP&O, USFFC, Office of the Chief of Naval Operations Medical Resource Plans & Policy (OPNAV N0931), Bureau of Medicine (BUMED), Bureau of Personnel (BUPERS), and Gaining Force Commands (GFC). Figure 1-6 shows the agencies and the agency actions involved in filling a deploying billet using the HSAP process.

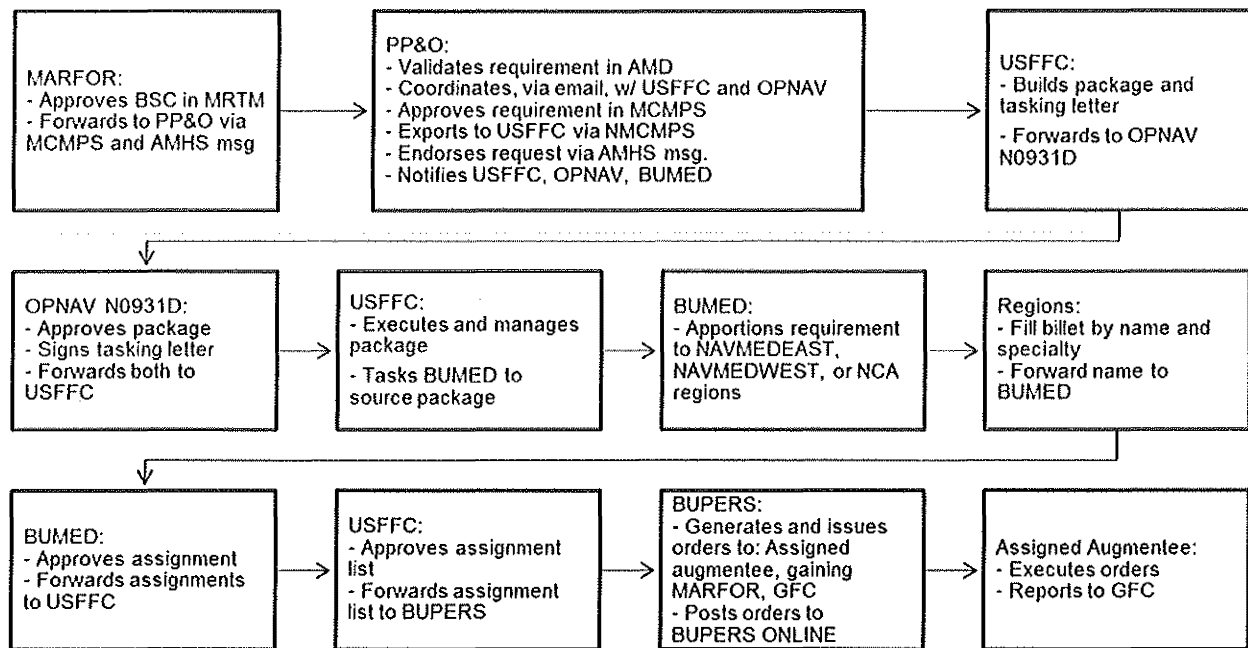


Figure 1-6. HSAP Process Flow

e. IAs are used to fill validated operational requirement billets that are not on a unit's T/O or for specialty capabilities. For example, a Navy Civil Engineer may be required and an IA would fill the requirement. These requirements are sourced through USFF to Navy component commands and may include RC personnel. Figure 1-7 shows the Navy RC process flow.

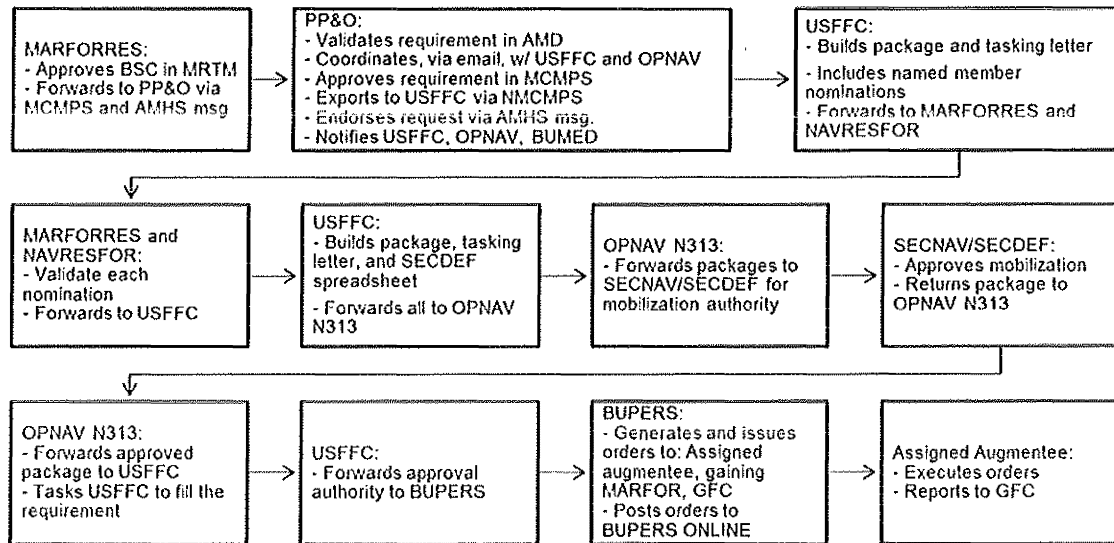


Figure 1-7. Navy RC Process Flow

f. TDY is used to fill non-deployment billets of less than 180 days. For example exercises, Defense Support to Civil Authority, and Humanitarian Assistance/Disaster Relief operations are supported by TDY assignments. Figure 1-8 shows the TDY process flow.

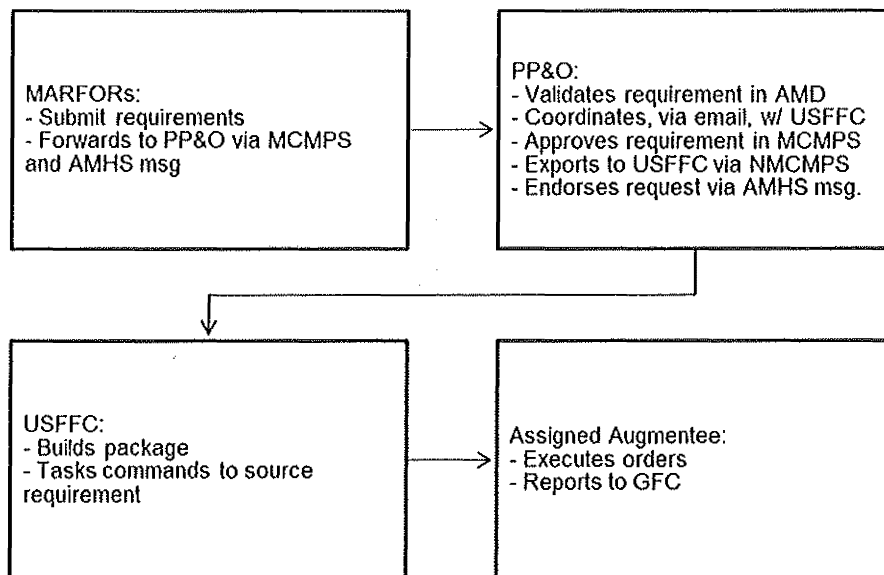


Figure 1-8. TDY Process Flow

g. BISOG timelines differ depending on the command level that submitted the requirement. Figure 1-9 shows a nominal timeline from requirement submittal to first report date. The timeline is for a submittal by PP&O. MARFORs add five days and MEFs add 10 days to the process times.

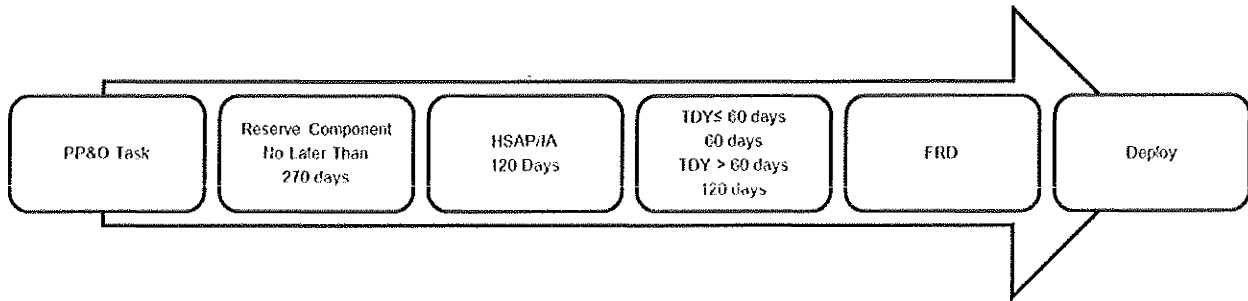


Figure 1-9. Nominal BISOG Timelines

Chapter 2

G-1 Operations Processes

1. G-1 Ops Section Description. The G-1 Ops section consists of three Marines, one Sailor and one civilian. The G-1 Ops O, section chief, and clerk are Marines. The assistant operations officer (Asst. Ops O) is a civilian employee. The Navy Manpower Chief officer is a Navy Chief. The section supports and reports to the Deputy G-1 and the II MEF Assistant Chief of Staff G-1.

2. II MEF IA Sourcing. G-1 Ops manages approximately 40 IA manning documents on an on-going basis. These manning documents include operational requirements, joint and service exercise requirements, and external requirements such as testing events for MARCORSYSCOM. IAs are sourced for both unit augmentation and for individual billets that include line numbers. Table 2-1 shows a representative list of manning documents that require IAs. The list is not in priority order and changes with the operational environment and exercise cycle.

Table 2-1. Typical IA Manning Documents

| Operational | Exercise and External |
|--|--|
| OEF (MEF Fwd) Joint IAs on JMDs MEUs - troop lists; battle roster Administrative Replacements/Combat Replacements SPMAGTF Crisis Response SPMAGTF Africa Black Sea Rotational Force (BSRF) Georgia Liaison Team and enablers SFA-AT Marine Corps Training Mission United Arab Emirates Retrograde and Redeployment in support of Reset and Reconstitution Operational Group (R4OG) Marine Corps Logistics Command (MCLC) MARSOC SPMAGTF-South | MEU and Special Operations Training Group exercises; Service Life Assessment Program (SLAP) inspections Integrated Training Exercise (ITX) support Exercises - Bold Alligator, African Lion Testing Events for MARCORSYSCOM TECOM courses |

3. Information Requirements and Business Rules. Each manning document and requirement has specific information requirements. A list of the information requirements for manning documents is shown in Appendix B. Not all manning documents require all the information listed.

a. Dates associated with FDP&E planning such as Boots On Ground (BOG), Required Delivery dates (RDDs) and Latest Arrival Dates (LADs) may be classified. The G-1 Ops section must ensure that only unclassified information is captured in the G-1 Operations IA management database.

b. The following paragraphs list the business rules tasked organizations must follow when providing an IA source.

- (1) Individual dwell release date must conform to CMC guidance.

(2) Individuals who are scheduled to end of active service (EAS) upon return from a deployment must be afforded time to complete required transition training and events. While an individual may choose to complete transition events prior to the deployment, the EAS date in relationship to the deployment return date must be factored in to allow completion of the transition events. If the individual must complete all transition events after the deployment return date, allow 60 days from the return date to the EAS date.

(3) The source grade is determined by the CCDRs or HQMC. In Lieu Of (ILO) sourcing requires notifications and coordination with the affected commands. One up/one down rank sourcing is dependent on the business rule established for a specific manning document or a specific line number within a manning document.

(4) High Demand/Low Density (HD/LD) MOS populations may be filled on a case by case basis or coordinated through an occupational field sponsor.

(5) Personnel in a command or critical billet (for example, regimental XOs, S-3s, and staff primaries) or slated for command may require chain of command intervention.

(6) The source MOS may be changed based on ILO notification, coordination, and GFC approval.

(7) An individual in receipt of PCS orders that occur during the deployment may require additional coordination.

(8) Competent medical authorities determine the individual is medically non-deployable for the assigned mission.

(9) Competent legal authorities determine the individual is non-deployable due to a pending legal action or requirement.

(10) The individual is currently scheduled for a higher priority operational deployment.

(11) MHG must coordinate with MEF staff sections for IA personnel fills.

(12) RC IA sourcing guidance may be more restricted versus that for active duty fills (for example, SFA-AT reserve fill may be same rank or one up, but not one down).

(13) Reference (f) contains detailed tasks and instructions for supporting MEU deployments. Reference (f) specifically tasks II MEF G-1 to assist in MEU personnel stabilization and troop list and battle roster management. The MEU troop list standardizes personnel staffing within the MEU. It is published as a II MEF bulletin. The MEU battle roster is a standardized manpower augmentation list for the MEU to use during surge operations.

c. Split deployments occur when two individuals are used to fulfill one IA billet requirement. For example two individual may deploy for six months each, one covering the first six months and the other covering the second six months, of a year-long deployment. Split deployments are normally based on

tasked unit level operational decisions. Management of the logistics involved in personnel travel and PTP requirements for the IA billet are the unit's responsibility. II MEF G-1 Ops and G-3 FOPS retain oversight of these processes.

4. PTP

a. Depending on the assigned billet, IAs require various levels of PTP. PTP is organized by blocks. Block I-A is the individual annual training requirements such as marksmanship qualification, combat fitness test, and physical fitness test. Block I-B is individual theater-specific training. Block II is unit core capabilities training. Block III is advanced unit core training including integration of higher level headquarters. Block IV is a Mission Rehearsal Exercise and unit assessment. Individuals and units complete specific PTP blocks based on mission requirements. Reference (c) provides further detail on the PTP. Figure 2 shows examples of PTP topics and timelines.

| ATG Training 30 Days PTP Block IV | Post ATG 30 Days |
|--|---------------------|
| Immersive Exercise (common advisor situations) | Remediation |
| Rapport building Combined operations planning Combined mounted/dismounted tactical ops COIN operations Community Policing Full immersive language/translator skills Police operations (Afghan Law) Tactical Site Exploitation Detainee Handling ANSF Assessment Formal instruction to ANSF partners CIED training | Leave |
| Marine Advisor Rapport Assessment Tool | Embarkation |
| Combat Advisor Team Collective Assessments | Deploy / Travel |
| Live-fire foreign weapons training | |
| Motorized Patrol Course | Meet LAD |

Figure 2-1. PTP Topics and Notational Timeline

5. Timelines. Figure 2-2 shows a notational timeline for the II MEF IA sourcing and deployment process. D+0 is the day II MEF is officially tasked to fill an IA billet on a manning document.

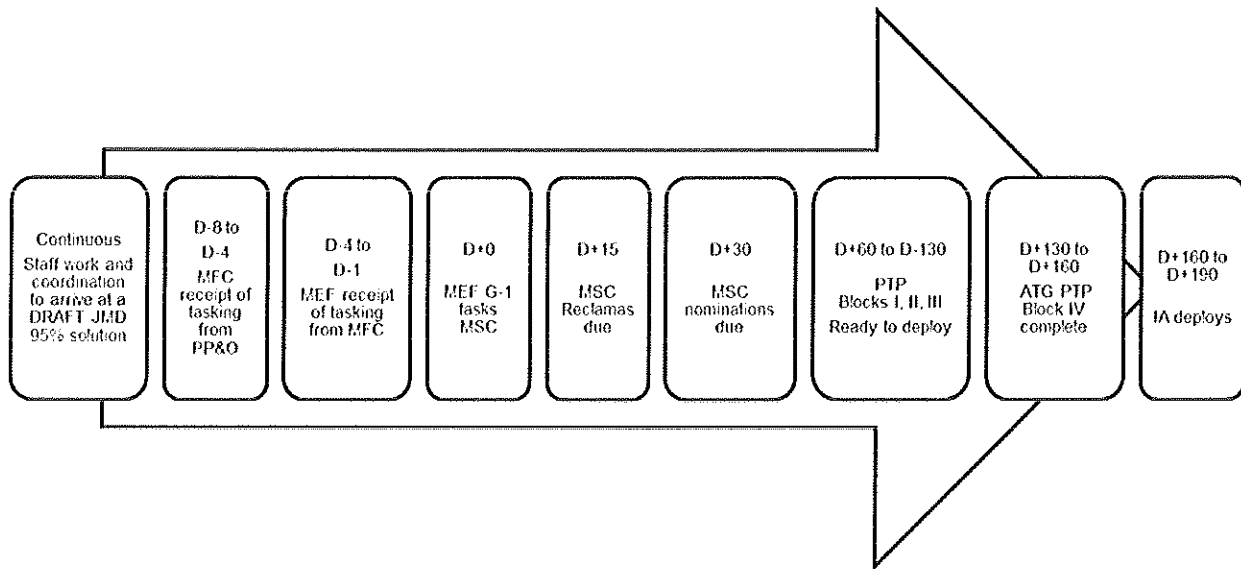


Figure 2-2. Notational Marine Corps IA Timeline

6. Special Cases. Special IA cases routinely involve high demand and low density MOSSs, Explosive Ordnance Disposal (EOD), BISOG, (medical and religious services) and RC (due to the cost of mobilization and active duty limits). Unique personal circumstances for a potential IA nomination can create a special case. Special cases require additional monitoring at the G-1 Ops level. G-1 Ops is primarily concerned with HD/LD MOSSs; the EOD occupational field sponsors manage EOD nominations; the G-1 Operations Senior Chief manages BISOG; and the RMO manages the RC. The G-1 Ops O should anticipate chain of command interest in filling these requirements. Table 2-1 shows examples of special cases.

Table 2-2. Special Cases

| High Demand Low Density MOS | EOD | BISOG | RC |
|--|--|---|--|
| <ul style="list-style-type: none"> - 0180 - 0202 - 0430 - 0491 - 0505 - 06XX - 1302 - 3002 - 3404 - 4402 | <ul style="list-style-type: none"> - Occupational field sponsors manage - Anticipate sourcing solution ahead of formal tasking | <ul style="list-style-type: none"> - Medical personnel - Religious ministries - Construction battalion personnel | <ul style="list-style-type: none"> - IRR - SMCR - IMA |

7. Reclama. A Reclama is a request to duly constituted authority to reconsider its decision or its proposed action. In the IA sourcing process a Reclama is a statement by a tasked unit (MSC or MSE) that it cannot source a requirement. This triggers two, related processes; a By-Name Justification (BNJ) and a Risk to Source. These processes are to ensure and to validate the unit's inability to source the specific requirement. To allow time for G-1 Ops to coordinate a different IA source within the MEF, the Reclama process starts at least 15 days prior to the nomination due date.

a. A BNJ is developed by the unit that cannot provide the IA. It is a by-name roster of the IA billet required MOS and grade population in the unit. It should also include a summary of the Chain of Command involvement in the issue.

b. Risk to source defines the tasked unit's mission risk based on the unit personnel being assigned to the IA billet. This documentation includes relevant data about the IA billet plus data about all potential IA sources such as duty status, location code, future Monitor Command Code (MCC), Deployment status code, and End Current Contract (ECC). Additional information such as dwell release date, EAS, and PCS orders may be included in the documentation. This information can be extracted from various manpower databases. Other risk to source information includes command guidance on personnel essential to the unit's mission. This information is unit based and involves chain of command interest.

c. Sufficient examples of risk to source justification are shown in the following paragraphs.

(1) Said Named Marine (SNM) is deploying in Jun 20XX ISO OEF 1X.X

(2) SNM is only Embark Chief for unit main. If SNM fills this requirement unit will only have a Corporal and a Lance Corporal to deal with all unit embark issues, both forward and in the rear.

(3) SNM is the unit's embark continuity and experience.

d. Insufficient risk to source justification examples are shown in the following paragraphs.

(1) Command essential

(2) Filling critical billet

(3) Unit S-3 red line

(4) 1 of 1

(5) Air Officer

e. Figure 2-3 shows a typical Reclama information flow. For G-1 Ops, a Reclama requires added vigilance and coordination within II MEF.

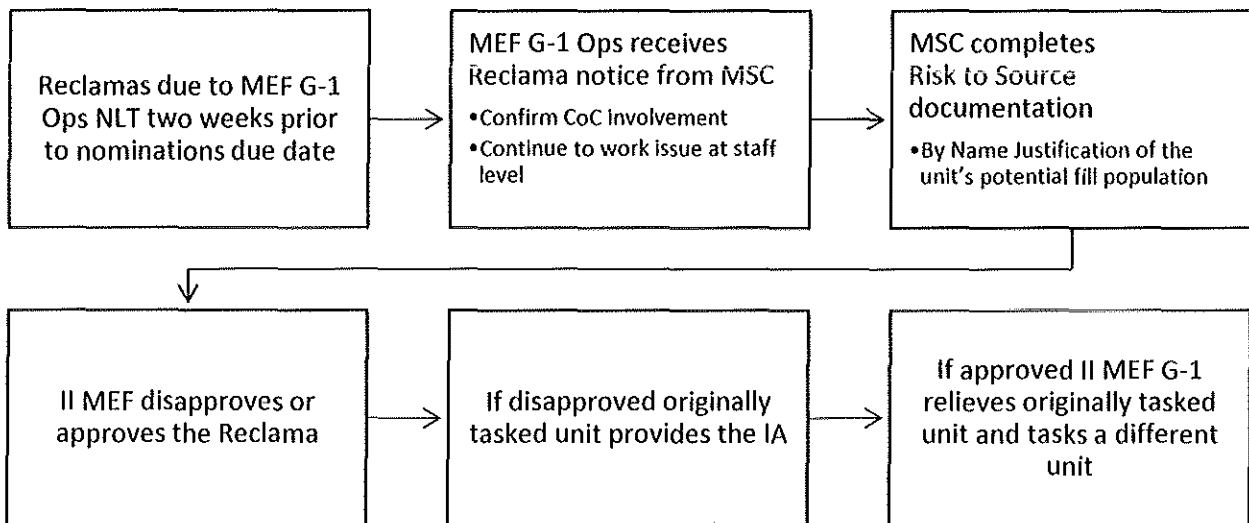


Figure 2-3. Reclama Process

f. Validated RECLAMAS for personnel capabilities (for example, a contracting officer) that do not reside in II MEF require global sourcing. Global sourcing is requested, via AMHS message, to MFC. MFC then coordinates and tasks other commands, such as MFP, MFR, and Marine Corps Installations Command, to provide the personnel. II MEF G-1 Operations must conduct staff coordination throughout this process to ensure the requirements are met.

8. Systems of Record. The G-1 Operations section uses several system of record to conduct and document the IA sourcing process. These systems are described in the following paragraphs.

a. AMHS is used by all levels of command for official tasking messages and replies to tasking. E-mail, working groups, telephone conversations and other communication processes used in staff work provide information for an AMHS message. The Asst. Ops O drafts messages such as Feasibility of Support (FOS) and tasking messages, and releases them through the AMHS system.

b. The Marine Corps Total Force System (MCTFS) is a terminal emulation application (3270 system) used to store information on individual Marines. It is also the system used to provide authoritative answers to requests for information.

c. The Manpower Requirements Tracking Module (MRTM) is used to create, input, and track individual personnel requirements data. MRTM is an application within Marine Corps Mobilization Processing System (MCMPS).

d. MCMPS is used to input mobilization and other data on an individual Marine.

e. Reports Studio, accessed through Marine On Line (MOL), is the authoritative query application for unit and individual deployment status Requests For Information (RFIs). Reports Studio queries MCTFS.

9. Other. The FDP&E section is part of the G-3. The section ensures all force and individual deployment movements are captured with a Unit Line Number (ULN) in the Joint Operations Planning and Execution System (JOPES). This provides higher headquarters with personnel and material movement visibility.

a. A Flight In Support of Deployed Unit (FISDU) is an internal II MEF KC-130J flight. As an internal flight it may not have visibility in JOPES and/or Air Mobility Command tracking systems. Therefore, ULNs that are required to track personnel deploying to an area of responsibility (AOR) may not be associated with the flight and passenger manifest.

b. If a FISDU is used to transport personnel and/or material to an AOR, coordinate with II MEF G-3 FDP&E section to ensure transportation modes are assigned to the appropriate ULN.

Chapter 3

G-1 Operations Billet Descriptions and Procedures

1. Billet Descriptions. The G-1 Operations section has the following billets: Ops O, Asst. Ops O, Navy Manpower Chief, Operations Chief (Ops Chief), and Operations clerk.

a. The G-1 Ops O is responsible to ensure all IA requirements that are tasked to II MEF are filled by the appropriate date required for the nomination to start and complete PTP. The G-1 Ops O coordinates with the II MEF G-3 and MSC/MSE G-1s to assign IA billet tasks to units. The G-1 Ops O chairs the IAWG and is a member of the Force Requirements Working group (FRWG). If required, the G-1 Ops O will coordinate with higher headquarters to shortfall or Reclama tasks so those billets can be filled through global sourcing.

b. The G-1 Asst. Ops O conducts detailed reviews and coordination of sourcing and planning for individual force augmentation involving II MEF forces. This coordination is done through meetings, one-on-one conversations, e-mails, and formal messages involving IA stakeholders at senior, adjacent, and subordinate commands. Reference (g) provides detailed information and descriptions of the duties and responsibilities of this civilian position and is the authoritative document for the Asst. Ops O billet. The Asst. Ops O fills in for the Ops O in the Ops O's absence.

c. The Navy Manpower Chief manages and sources Navy manpower by coordinating with the Manning Control Authority and IA sourcing commands to meet the needs of II MEF and its MSCs. The Navy Manpower Chief is the G-1 Ops subject matter expert on Navy programs and provides administrative review of policies, orders and other Navy related correspondence. Additional duties include administrative support to the II MEF Command Master Chief.

d. The G-1 Ops Chief is the senior Marine Corps enlisted member in the G-1 Operations section. The G-1 Ops Chief's duties center on advising the Operations Officer on recommended administrative and personnel resources to meet operational requirements through manpower analysis and correspondence with higher, adjacent and subordinate commands. The Ops Chief is also responsible for leading and mentoring junior Marines in the section, maintaining purview over their personal and professional well-being and ensuring their deployment readiness.

e. The G-1 Ops Clerk is responsible for discharging the daily clerk duties associated with the section. The G-1 Ops Clerk, a Corporal by T/O, takes direction from the Operations Officer and Operations Chief. G-1 Ops Clerk duties focus on using the technical platforms outlined below to identify, source, and coordinate IA requirements.

2. Battle Rhythms. The G-1 Ops coordinates daily with higher headquarters, adjacent staffs, and MSC/MSEs on IA fill issues. Additionally, the G-1 Ops O may attend, or direct a II MEF G-1 Operations representative to attend, the quarterly Force Synchronization Conference (FSC) conducted by MFC. Tables 3-1 through 3-5 show the G-1 Ops weekly battle rhythms.

Table 3-1. G-1 Ops O Weekly Battle Rhythm

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|--|--------------------|---|-------------|
| Check AMHS | Check AMHS | Check AMHS | Check AMHS | Check AMHS |
| MEF G-3 Mtg | FRWG/IAWG | | PP&O Secret Video Teleconference (SVTC) | MEF G-3 Mtg |
| G-1 Ops Chief IAWG information distribution to MSC G-1s | G-1 Ops Chief update slide preparation | MARFORCOM G-3 SVTC | G-1 Ops Huddle | |
| G-1 Ops Huddle | | | G-1 Ops Huddle | |

Table 3-2. Asst. Ops O Weekly Battle Rhythm

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|--|-----------------------------|-----------------------------|-----------------------------|
| Check AMHS | Check AMHS | Check AMHS | Check AMHS | Check AMHS |
| JMD Update | JMD Update | JMD Update | JMD Update | JMD Update |
| Deployment of Troop (DOT) Mtg | | | DOT Mtg | |
| JMD Tracker Playbook Update | JMD Tracker Playbook Update | JMD Tracker Playbook Update | JMD Tracker Playbook Update | JMD Tracker Playbook Update |
| G-1 Ops Huddle | FRWG/IAWG | | | |
| G-1 Ops Chief IAWG information distribution to MSC G-1s | G-1 Ops Chief UPDATE slide preparation | | G-1 Ops Huddle | |

Table 3-3. Navy Manpower Chief Weekly Battle Rhythm

| Monday | Tuesday | Wednesday | Thursday | Friday |
|----------------|------------|------------|----------------|------------|
| Check AMHS | Check AMHS | Check AMHS | Check AMHS | Check AMHS |
| G-1 Ops Huddle | | | G-1 Ops Huddle | |

Table 3-4. G-1 Ops Chief Weekly Battle Rhythm

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Check AMHS | Check AMHS | Check AMHS | Check AMHS | Check AMHS |
| MCMPS JMD Review | | | | |
| JMD Update | JMD Update | JMD Update | JMD Update | JMD Update |
| JMD Tracker Playbook Update | JMD Tracker Playbook Update | JMD Tracker Playbook Update | JMD Tracker Playbook Update | JMD Tracker Playbook Update |
| G-1 Ops Huddle | FRWG/IAWG | | | |
| IAWG information distribution to MSC G-1s | | | G-1 Ops Huddle | |

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------------------|---------|-----------|----------|--------|
| UPDATE slide preparation | | | | |

Table 3-5. G-1 Ops Clerk Weekly Battle Rhythm

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Check AMHS | Check AMHS | Check AMHS | Check AMHS | Check AMHS |
| MCMPS JMD Review | | | | |
| JMD Update | JMD Update | JMD Update | JMD Update | JMD Update |
| JMD Tracker Playbook Update | JMD Tracker Playbook Update | JMD Tracker Playbook Update | JMD Tracker Playbook Update | JMD Tracker Playbook Update |
| G-1 Ops Huddle | FRWG/IAWG | | | |
| IAWG information distribution to MSC G-1s | | | G-1 Ops Huddle | |
| UPDATE slide preparation | | | | |

3. Systems Access Requirements. Table 3-6 shows the systems access requirements for the G-1 Operations section billets.

Table 3-6. Systems Access Requirements

| System | Granting Authority Requirements |
|--|---|
| NIPR | SAAR DD Form 2875 w/ Cyber Security Certificates CAC e-mail shared drive |
| SIPR | SAAR w/ Cyber Security Certificates SIPR Token e-mail shared drive |
| AMHS | OMPOC letter |
| MCTFS | SAAR DD Form 2875 w/ Cyber Security Certificates |
| MRTM | MMIB-2/MRTM request form |
| Report Studio & Web Orders | MISAO-02/SAAR DD Form 2875 w/ Cyber Security Certificates |
| Additional for Navy Manpower Chief: | |
| Fleet Training, Management and Planning System (FLTMPS) | Request through BUPERS |
| BUPERS Online (BOL) | Request through BUPERS |
| MCMPS | |
| SharePoint | |
| Navy Marine Corps Mobilization Processing System (NMCMPMS) | Request through BUPERS |
| Individual Operational Tempo (ITEMPO) | Request through BUPERS |

a. The Fleet Training Management and Planning System (FLTMPs) tracks Navy training and manpower related matters. It is the Navy's equivalent of Reports Studio. FLTMPs is used to generate reports.

b. Bureau of Personnel (BUPERS) On-Line (BOL) contains applications the G-1 Navy Manpower Chief uses to monitor various programs and information.

c. Navy and Marine Corps Mobilization Processing System (NMCMPs) tracks orders for Navy personnel assigned to BISOG missions.

d. The Individual Personnel Tempo (ITEMPO) captures deployment and or support to operational exercises.

4. Procedures

a. Feasibility of Support (FOS) messages. A FOS message is an official inquiry into a subordinate command's ability to provide personnel in support of a deployment, exercise, or billet. It differs from an official tasking message as it requires only a concurrence of support and not by name personnel nominations. Appendix C is an example FOS message.

b. Tasking messages. A tasking message is sent separately or in conjunction with a FOS, officially directing a subordinate command or element to provide personnel support for a deployment or exercise. Tasking messages should contain at a minimum points of contact, due dates, skill sets and quantities required and reporting instructions. Appendix D is an example tasking message.

c. Reclama messages. Reclama messages are compiled by II MEF G-1 Ops from the tasked MSC/E input. The messages are sent to the higher headquarters (normally MFC) that has tasked II MEF. This message provides detailed information on shortfalls for the particular tasked skill set, MOS, or grade. These messages include BNJs and or risk to source rosters which provide the detailed documentation for the shortfall request. A BNJ is developed by G-1 Ops and includes all MOS and grade populations within II MEF. The BNJ shows the current and near future deployment status on a specific MOS/Grade population. Information on this population is taken from MCTFS. Appendix E is an example Reclama message.

d. Responses to RFIs. The G-1 Ops provides answers for RFIs by querying the MCTFS database and analyzing the IA playbooks. RFIs normally are about a specific Marine or a specific MOS/Grade population. The current system used to make these queries is Report Studio. Report Studio is accessed from MOL. The following paragraphs show the steps required to access Report Studio.

(1) From the MOL main screen select Reports. Figure 3-1 shows the MOL screen.

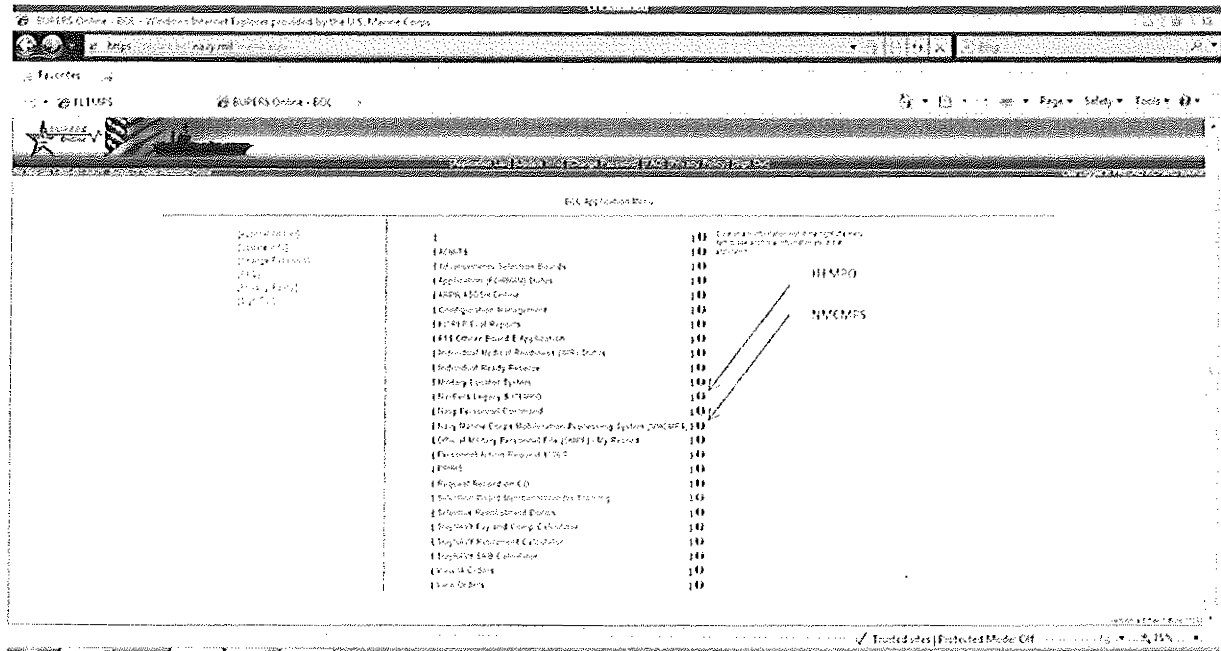


Figure 3-4. BOL Main Screen

(2) ITEMPO monthly reports compliance of all Marine Units who have permanently assigned Navy Personnel. The Navy Manpower Chief monitors this information, as does MFC. Figure 3-5 shows the ITEMPO compliance report application selection.

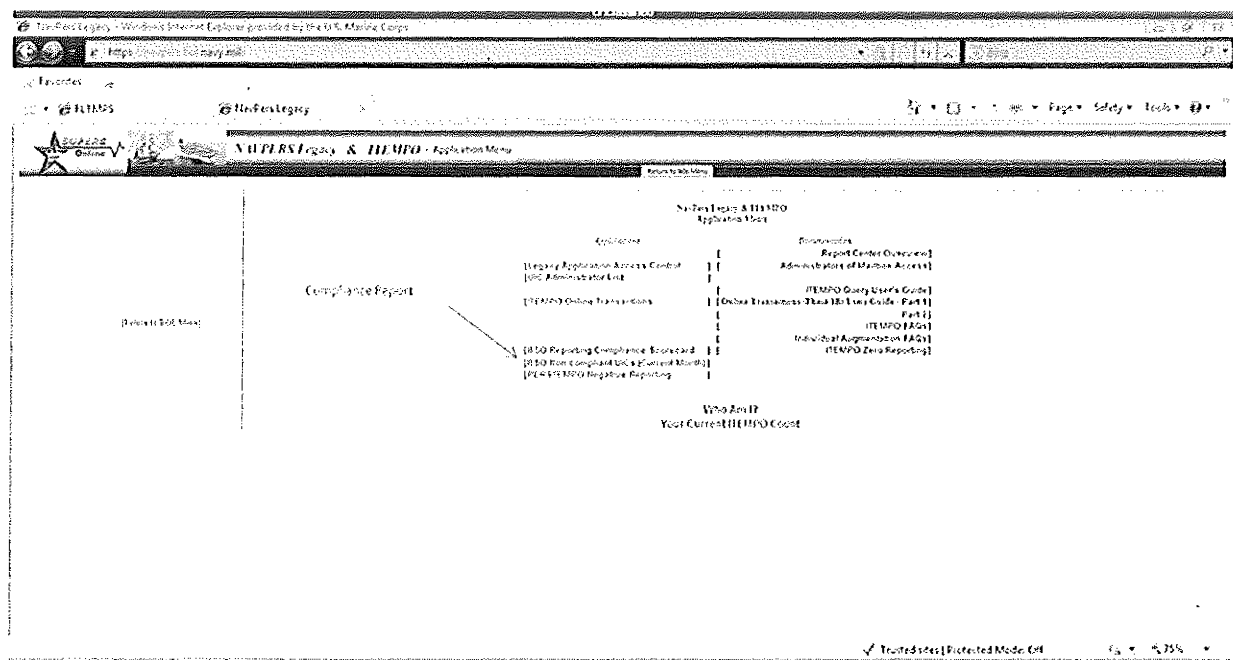


Figure 3-5. ITEMPO Compliance Report

(3) Figure 3-6 shows the main NCMPS screen, which is accessed through BOL.

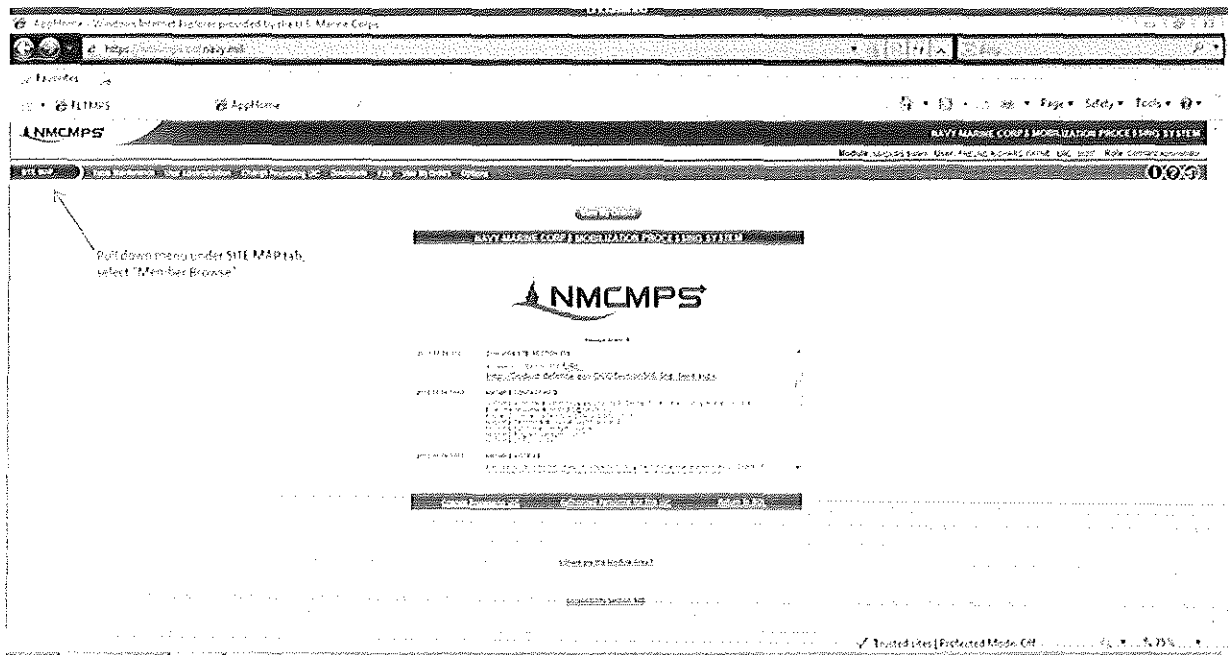


Figure 3-6. NMCMP5 Screen

(4) Figure 3-7 shows the member browse screen, which is accessed from the NMCMP5 main screen.

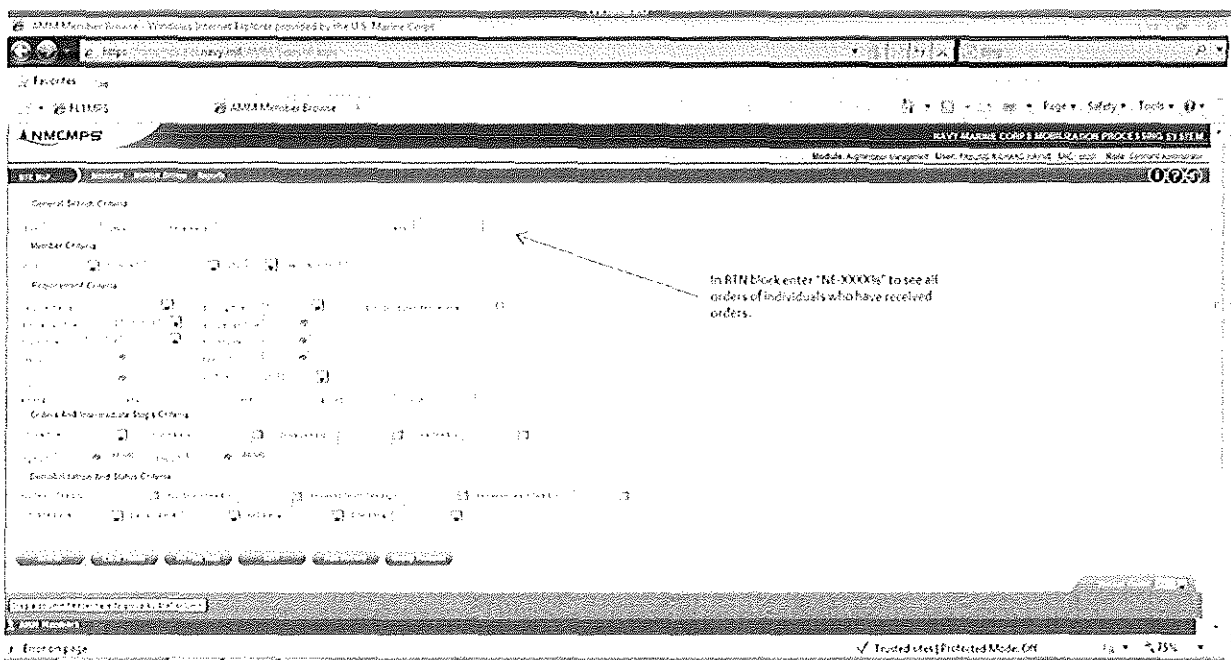


Figure 3-7. Member Browse Screen

(5) Figure 3-8 shows the orders selection screen, which is accessed from the NMCMP5 member browse screen.

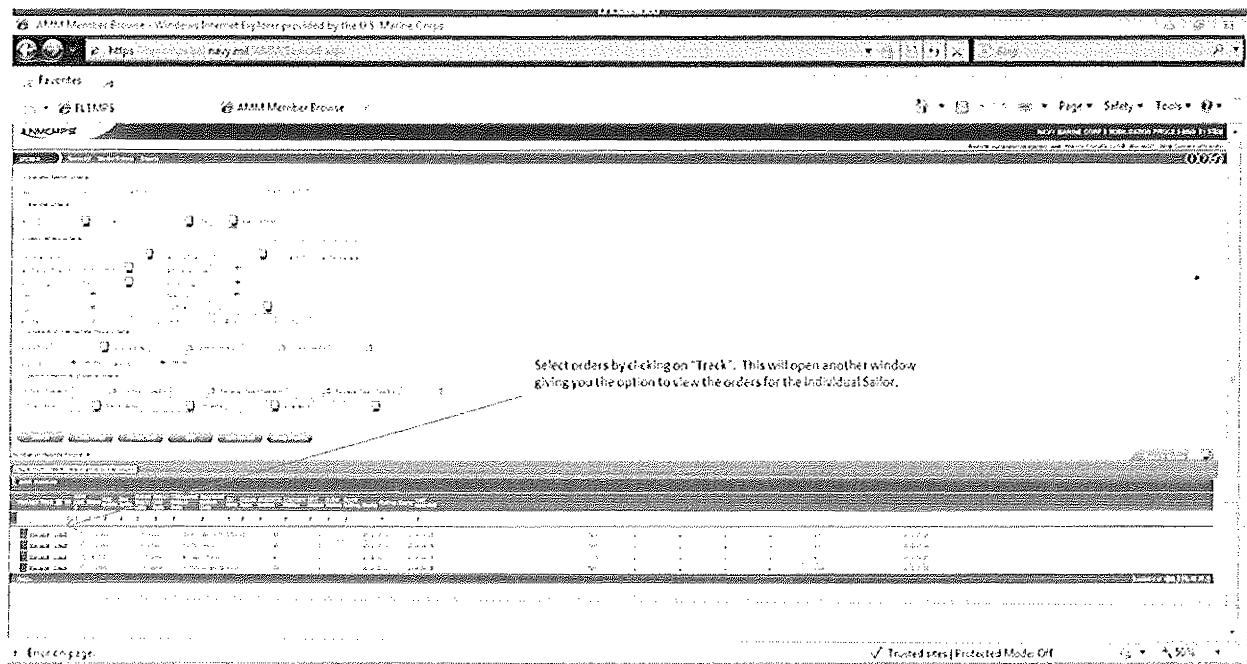


Figure 3-8. Orders Selection Screen

(6) Figure 3-9 shows the show orders screen, which is accessed from the NCMCPS orders selection screen.

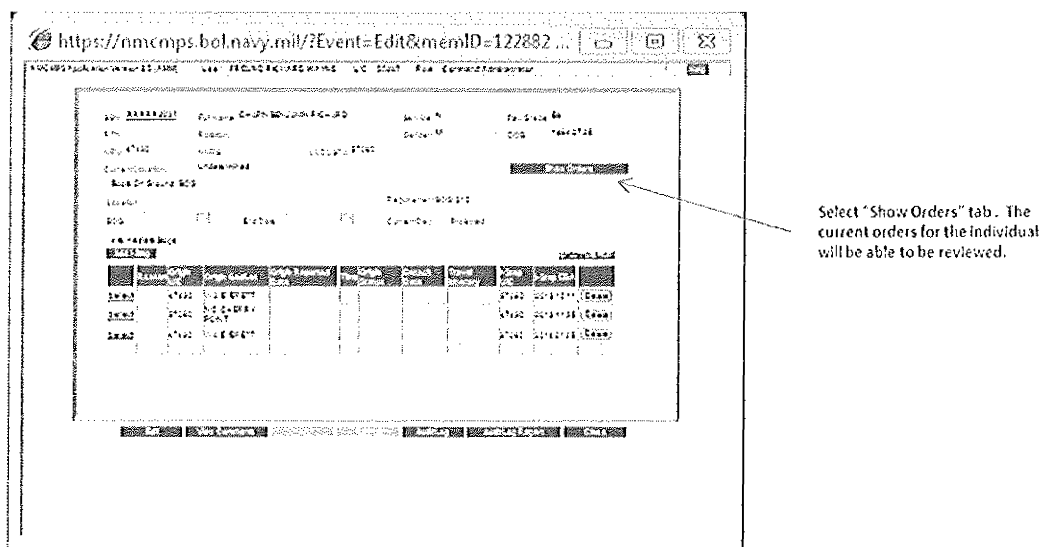


Figure 3-9. Show Orders Screen

(7) FLTMPs is used to view specific data sets. Common datasets include Navy Enlisted Classification, rank, and designator views. Figure 3-10 shows the main FLTMPs screen, which is accessed through BOL.

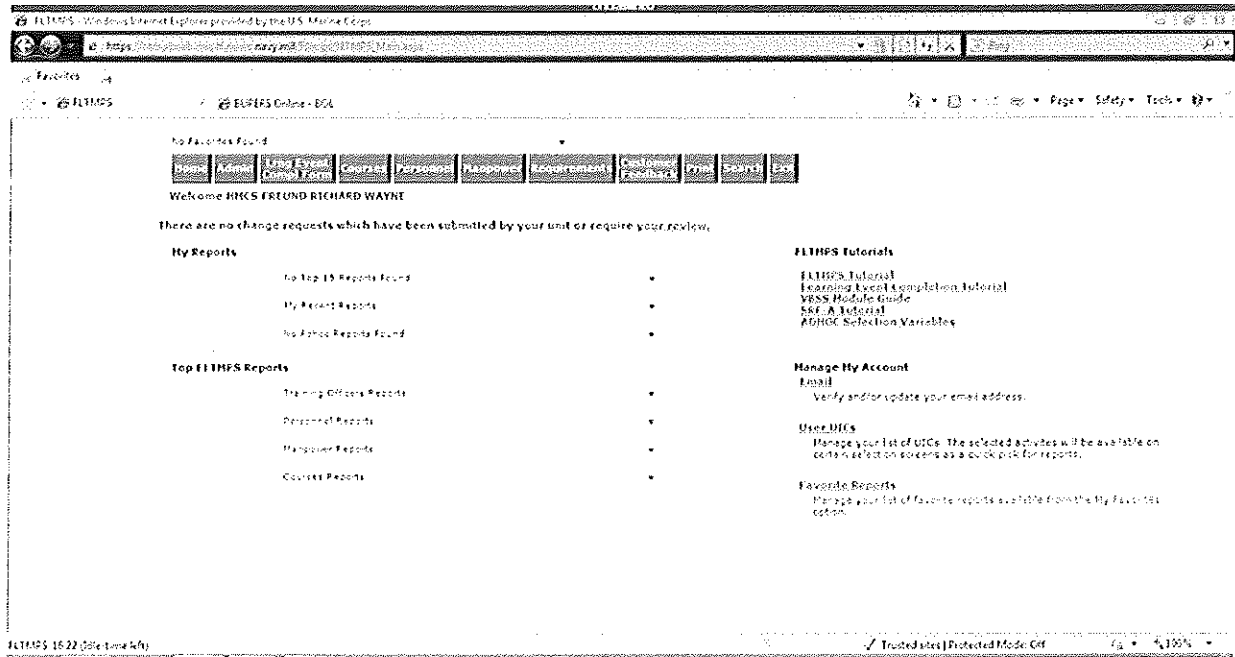


Figure 3-10. FLTTPS Main Screen

(8) Applications within FLTTPS are accessed by selecting a button from the main screen. The PERSONNEL button provides access an additional seven items. The Navy Manpower Chief uses the INDIV DATA SEARCH and MANNING & PERSONNEL menus to access various search functions. Figure 3-11 shows the additional search options under the INDIV DATA SEARCH button.

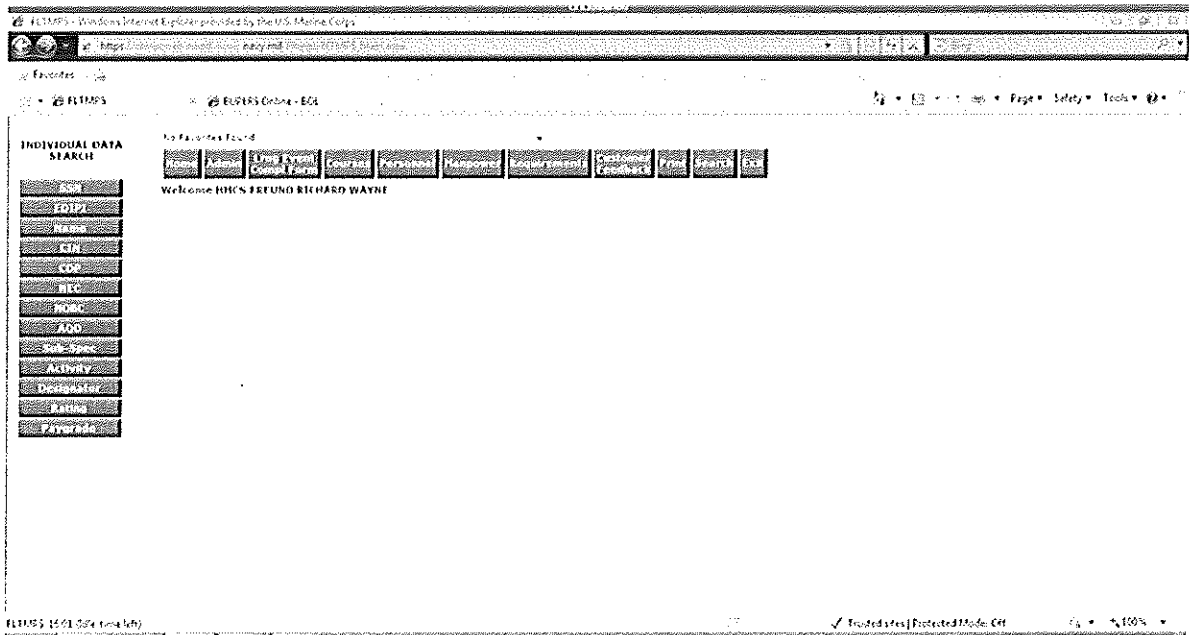


Figure 3-11. INDIV DATA SEARCH Screen

(a) Figure 3-12 shows the additional search options under the MANNING & PERSONNEL button.

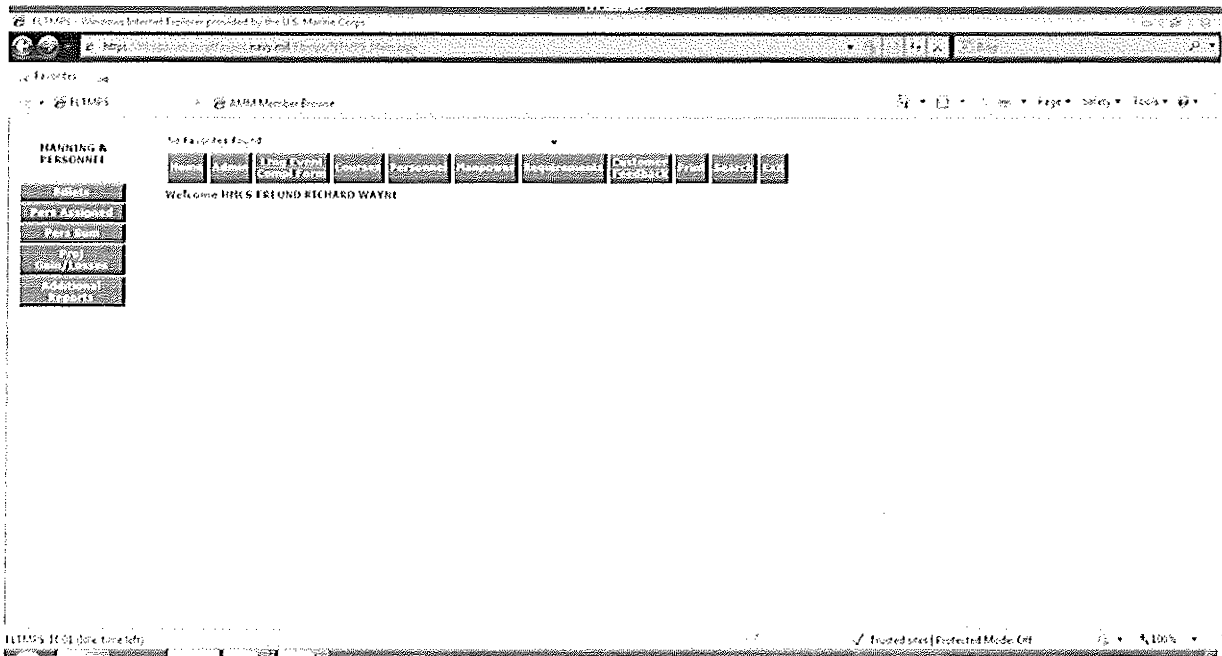


Figure 3-12. MANNING & PERSONNEL Screen

(b) The MANPOWER button provides access to the MANPOWER DOCUMENT. Figure 3-13 shows the MANPOWER DOCUMENT' Screen.

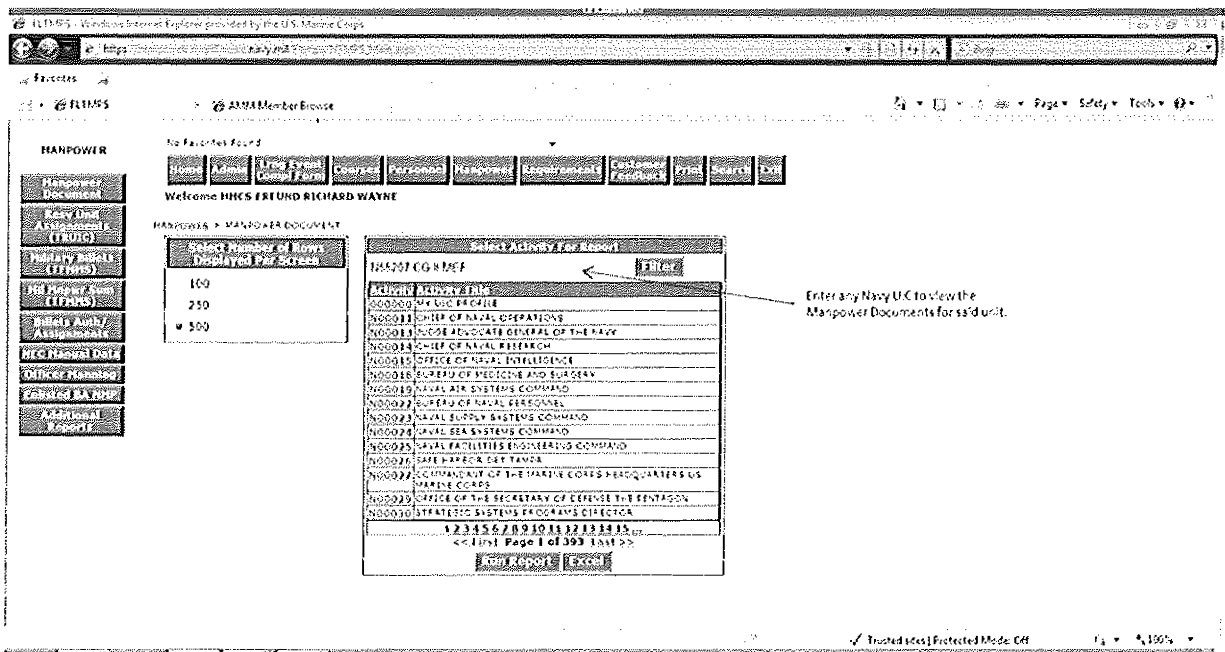


Figure 3-13. MANPOWER DOCUMENT Screen

f. Validation of mission requirements. The Navy Manpower Chief validates IA mission requirements in MFC's force synchronization playbook by the following process.

(1) Cross reference the IA mission requirement against applicable manning documents, the force tracking number (FTN) and deployment dates.

(2) Verify the requested billets are valid HSAP/RC billets in the Navy AMD.

(3) Build the requirement in MRTM under one Certification Review Index (CRI) by adding the Navy requirement. Use established MCMPS processes to create each requested billet. Figure 3-14 shows the MRTM main screen. Figure 3-15 shows the Add Request screen. Figure 3-16 shows the Build Request screen.

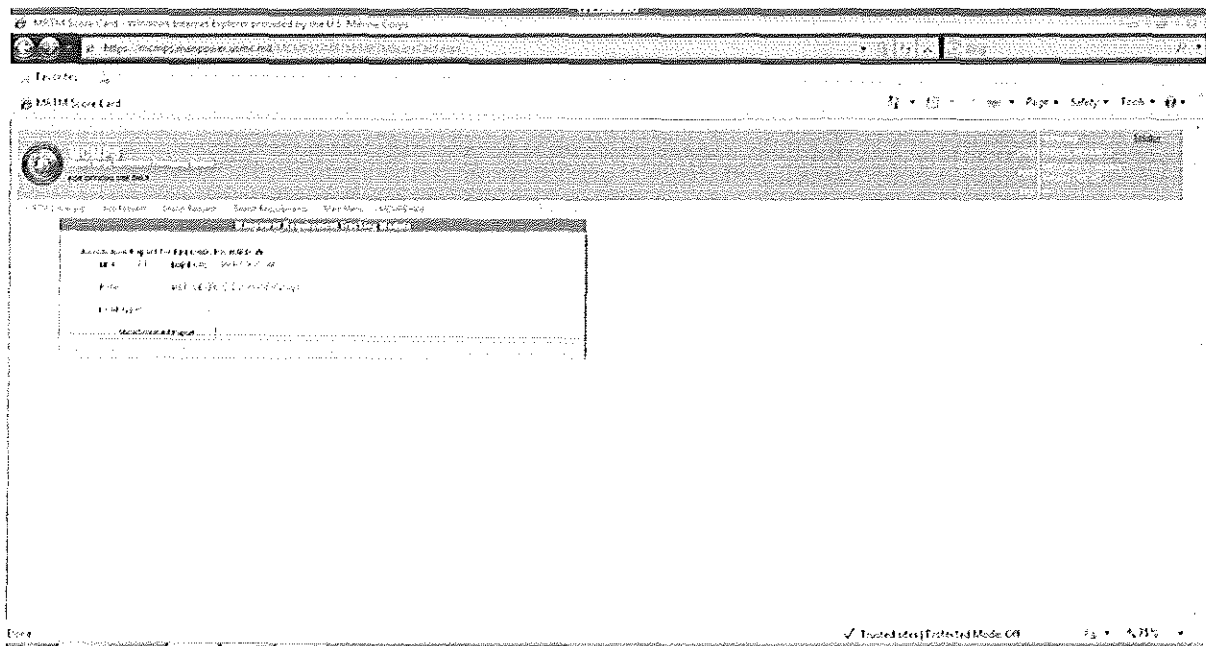


Figure 3-14. MRTM Main Screen

https://mcmps.manpower.usmc.mil/ - Add Request - Windows Internet Explorer provide...

Create | Close

Requestor

Name

MCC Code [11]

MCC Name

Authorized By

Submitted on behalf of

Name

MCC Code

MCC Name

Destination

MARFOR

GFC

MCC Code

MCC Name

Done ✓ Trusted sites | Protected Mode: Off 75%

Figure 3-15. MRTM Add Request Screen

https://mcmps.manpower.usmc.mil/RequestID=121270 - Build Request - CRI (121270)

Delete Request | Update Request Info | Comments | Asst Log | Close

Request Information

CRI: 121270 Date Created: 2012 07 09 Authorized By: A/CSG II MEF

Requestor

Name: FROUND, RICHARD W. IAC: 111 10550 CO II MEF, CAMP LEJEUNE NC

Submitted on behalf of

Name: HMCS F. E. LIFE IAC: 122 801 112500 2D LATEL, CAMP LEJEUNE NC

Destination

MARFOR: MARFORBROOM IAC: V12 15TEN 20MAR 20WARDIV, CAMP LEJEUNE NC

GFC: GEF

| Refers GID | ASUSSEK Run | ASUSSEK Run | Decks | Global Update | | | |
|------------|--------------------------|--------------------------|---------|---------------|-------------|-----------|----------|
| | <input type="checkbox"/> | <input type="checkbox"/> | Service | MOS/HOSC/N | Design Rate | Pay Grade | Quantity |
| Y10 | <input type="checkbox"/> | <input type="checkbox"/> | USN | 0108 | 2107 | O4 | 2 |
| Y10 | <input type="checkbox"/> | <input type="checkbox"/> | USN | 8432 | HM2 | E5 | 1 |
| Y10 | <input type="checkbox"/> | <input type="checkbox"/> | USN | 8424 | HM2 | E5 | 2 |
| Y10 | <input type="checkbox"/> | <input type="checkbox"/> | USN | 8425 | HVC | E7 | 1 |

Done ✓ Trusted sites | Protected Mode: Off 75%

Figure 3-16. MRTM Build Request Screen

(4) Send a BISOG AMHS message to MFC for subsequent action IAW the BISOG Guidelines established by HQMC PP&O. Appendix F is an example BISOG message.

g. Navy Enlisted Distribution Verification Report (EDVR). The EDVR is a monthly statement of a command's enlisted personnel account. Manning and assignment decisions for the command are based on the EDVR. FLTTPS is used to view and verify the EDVR data is correct.

h. Maintain/update playbooks. The IA manning documents are tabs in playbooks. These playbooks are maintained and updated using standard Excel functionality. The Alpha playbook is for operational IA requirements; the Bravo playbook is for exercise and other IA requirements. The Asst. Ops O maintains the Alpha playbook. Though manning documents are unclassified the playbook spreadsheets can be developed on the SIPR network. To obtain a non-classified version of the spreadsheet the II MEF G-1 Ops personnel must coordinate with the manning document originating command such as MARFORAF or MARFOREUR for a non-classified electronic copy. Figure 3-17 shows a playbook example.

ALPHA IAWG PLAYBOOK 23 SEP 13 (Perf-Only) - Microsoft Excel

| LINE | UNIT | POSITION | GRADE | NAME | SSN | DATE | REMARKS |
|------|----------|----------|----------|----------|----------|----------|----------|
| 1 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 2 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 3 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 4 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 5 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 6 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 7 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 8 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 9 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 10 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 11 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 12 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 13 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 14 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 15 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 16 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 17 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 18 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 19 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 20 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 21 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 22 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 23 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 24 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 25 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 26 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 27 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 28 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 29 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 30 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 31 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 32 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 33 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 34 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 35 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 36 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 37 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 38 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 39 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 40 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 41 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 42 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 43 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 44 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 45 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 46 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
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| 50 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 51 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 52 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 53 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
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| 55 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 56 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 57 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
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| 59 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 60 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 61 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 62 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 63 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 64 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 65 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 66 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 67 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 68 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 69 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 70 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 71 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 72 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 73 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 74 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 75 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 76 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 77 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 78 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 79 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 80 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 81 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 82 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 83 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 84 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 85 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 86 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 87 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 88 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 89 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 90 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 91 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 92 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 93 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 94 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 95 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 96 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 97 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 98 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 99 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |
| 100 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 | 11111111 |

Figure 3-17. Playbook Example

i. Distribute Playbooks to IAWG members. Each Monday afternoon the updated Alpha and Bravo playbooks are e-mailed to the IAWG members. The e-mail distribution list is maintained by the Ops Chief.

j. G-1 Update slide development. The G-1 Update slide is due to the AC/S G-1 every Friday. The update is used by the AC/S during the II MEF Chief of Staff's update meeting. The information is collected by G-1 Operations personnel, collated on a PowerPoint slide, reviewed and approved by the G-1 Ops O, and then forwarded to the AC/S and to the Deputy AC/S. Figure 3-18 shows the G-1 Update slide.



G-1 Update: Monday – 16 Sep 13

Manpower/Operations

- 14.1 SPAAT tasking
 - MAF noms due today (16 Sept). RPT is Out of 25 billets (100%)
 - CFP noms due 20 Sept. RPT is Out
 - PATP Colonel BODK. RPT is Out
 - AGS (210002 Medema) – 23 Marine Division
 - 21210 & 00004 will be off-ramped. MAF will not have to source
- SPMAGTF-AR 14.1:
 - S/F to MFC on 6 Sept
 - I MEF will provide 4 BOD billets
 - MFC will provide (2) G111s
- 55AF 14.1:
 - Submitted S/F to MFC G-1 for (1) Contracting Officer & (2) CI/HUMINT billets
 - Manning depending approval at PF&O
- GLT:
 - Enabler billets tasked on 3 Sept, noms due by 23 Sept.
 - Pax reduction @ Force Syno Conf (AOTO 13 & 15).
 - HUMINT requirement from 3 to 2 billets, 4* ANGUCD will source det for AOTO 13.
- II MEF Fwd Off-ramp
 - Retrograde from mid Sept 13 through Jan 14
- SPMAGTF-CR
 - Div & MFC POS to provide a SSGT OAS1 or 1343 for the Landing Support SNCO enabler billet
- JMD:
 - 2 billets within 30 days of reporting start today
 - 3 billets within 60 days of reporting
- 26 MEU XO/OPSO backfills due to LtCol Cmd
 - XO = Aviator; OpsO = either

Civilian Manpower

- Decision to hiring freeze Approved: 3 Form / 3 Form
 - Form: Security Manager/NO Eng near/m specialist
 - Form: Dep G-10/Activities Coordinator/Protocol
 - SPA to advertise hire for Dep G-10 will be submitted ASAP 11
- Security Manager Board Complete
- Mapping Civilian Billets OAT during MFC Visit 24-26 Sep
- Sexual Assault Training

Adjutant

- 23 Sept: Meritorious Career Designation sign to MFC
 - Div-3, MAFAN2, MUG-1, MFK-1
- Officer Blended PMO
 - 6 Capt/6 Major

Misc

- Dwell Policy Ltr
- MEU/Reserve Legal Assignment Policy Ltr
- Unit Awards – Green Str
- PAO to backfill SPMAGTF-CR identified

Calendar

- 13-16 Nov: MMDA Visit 1-13 Dec MMDA Visit
- TED Oct Rpt Welcome Aboard Brief
- TED Dec: 3 BOD (Nov) Structure Review

Figure 3-18. G-1 Update Slide

k. G-1 Operational Summary (OPSUM). The G-1 OPSUM update is due to the II MEF G-3 Expeditionary Operations Officer every Tuesday. The information is sent on the SIPR network. The G-1 input includes: Hostile and non-hostile casualties in the current year, ITX sourcing, and JMD vacancies within 60 days of the reporting date.

APPENDIX A

ACRONYMS

| Acronym | Meaning |
|-----------|---|
| AC | Active Component |
| ADOS | Active Duty for Operational Support |
| AMD | Activity Manpower Document |
| AMHS | Automated Message Handling System |
| ANSF | Afghan National Security Force |
| AR | Active Reserve |
| ARCR | Administrative Replacement Combat Replacement |
| ASR | Authorized Strength Report |
| ATC | Advisor Training Cell |
| ATG | Advisory Training Group |
| BISOG | Blue in Support of Green |
| BOG | Boots On Ground |
| BNJ | By Name Justification |
| BSC | Billet Sequence Code |
| BTN | BISOG Tracking Number |
| C-IED | Counter Improvised Explosive Device |
| CD/CNT | Counter Drug/Counter Narco-Terrorism |
| COIN | Counter Insurgency |
| CRI | Contingency Request Identifier |
| CRP | Combat Replacement Pool |
| DOT | Deployed Operations Team |
| DPC/RSU-E | Deployment Processing Command/Reserve Support Unit-East |
| DSCA | Defense Support to Civil Authority |
| EDL | Equipment Density List |

| Acronym | Meaning |
|---------|---|
| FISDU | Flight In Support of Deployed Unit |
| FML | Force Management Level |
| FOS | Feasibility of Support |
| FRWG | Force Requirement Working Group |
| GFC | Gaining Force Command |
| GFM | Global Force Manager |
| GLT | Georgian Liaison Team |
| HA/DR | Humanitarian Assistance/Disaster Relief |
| HD/LD | High Demand/Low Density |
| HEAT | HMMWV Egress Assistance Trainer |
| HSAP | Health Services Augmentation Program; Health Service Augmentation Personnel |
| HSIA | Hold Sourcing In Abeyance |
| IAWG | Individual Augment Working Group |
| IDC | Independent Duty Corpsman |
| ILO | In Lieu Of |
| ILOC | Intermediate Location |
| IMA | Individual Mobilization Augmentee |
| IRR | Individual Ready Reserve |
| ITX | Integrated Training Exercise |
| JOPES | Joint Operational Planning and Execution System |
| LAD | Latest Arrival Date |
| LNNR | Line number |
| LOAC | Law Of Armed Conflict |
| LOW | Law Of War |
| MARCENT | Marine Forces Central Command |

| Acronym | Meaning |
|--------------|--|
| MARFORAF | Marine Forces Africa |
| MARFORCOM | Marine Forces Command, Also MFC |
| MARFOREUR | Marine Forces Europe |
| MCIRSA | Marine Corps Individual Reserve Support Activity |
| MCLC | Marine Corps Logistics Command |
| MCMPs | Marine Corps Mobilization Processing System |
| MCTFS | Marine Corps Total Force System |
| MCTM UAE | Marine Corps Training Mission-United Arab Emirates |
| ME | Marine Enlisted |
| MEB | Marine Expeditionary Brigade |
| MEF (FWD) | Marine Expeditionary Force (Forward) |
| MET | Mission Essential Task |
| METL | Mission Essential Task List |
| MFC | Marine Forces Command, also MARFORCOM |
| MFR | Marine Forces Reserve, also MARFORRES |
| MMIB-2 | Manpower Management Force Augmentation Division |
| MO | Marine Officers |
| MRTM | Manpower Requirement Tracking Module |
| MRX | Mission Readiness Exercise |
| NCA | National Capital Area |
| NE | Navy Enlisted |
| NMPS | Navy Mobilization and Processing Site |
| NO | Navy Officers |
| NOSC | Navy Operational Support Center |
| NTM-A | NATO Training Mission-Afghanistan |
| OPNAV N0931D | CNO, Medical Plans and Resources |

| Acronym | Meaning |
|------------|---|
| PP&O | Plans, Policy, and Operations |
| PTP | Pre-deployment Training Program. Different programs of instruction based on COCOM requirements. |
| R4OG | Retrograde and Redeployment in support of Reset and Reconstitution Operations Group |
| RC | Reserve Component |
| RDD | Required Delivery Date |
| Reclama | A request to duly constituted authority to reconsider its decision or its proposed action. |
| RFC | Request For Capability |
| RFF | Request For Forces |
| RFI | Request For Information |
| RLO | Reserve Liaison Officer |
| RMO | Reserve Management Officer |
| ROTO | Rotation |
| RQS | Reserve Qualification Summary |
| RTN | Requirement Tracking Number |
| SDOB | Secretary of Defense Orders Book |
| SERE | Survival, Evasion, Resistance, Escape |
| SFA-AT | Security Force Assistance Advisory Team |
| SLAP | Service Life Assessment Program |
| SMCR | Selected Marine Corps Reserve |
| SPMAGTF-CR | Special Purpose Marine Air Ground Task Force Crisis Response |
| SVTC | Secure Video Tele Conference |
| TPFDD | Time Phased Force Deployment Data |
| VSA | Voluntary Service Agreement |
| VWA | Voluntary Waiver Agreement |

APPENDIX B

PROPOSED IA INFORMATION MANAGEMENT SYSTEM DATA FIELDS

| Field | Description |
|-----------------------------|---|
| Manning Document Type | Joint Manning Document (JMD), Operational Manning Document (for example SFA-AT, MEF FWD, FAP, MEUs, SPMAGTFs, etc.), Exercise Manning Document (for example Bold Alligator, Derna Bridge, ITX, etc.) Drop down menu with standing manning documents, ability to add record based on new manning document |
| LNNR | Line Number, input from a manning document |
| Manning Doc | Manning Document name DTG |
| RTN | Number, Requirement Tracking Number, from MRTM database |
| BTN | Alpha-numeric, BISOG Tracking Number, from NMRTM |
| Tour length | Number, anticipated deployment length, in days from a manning document |
| BOG | Number, Boots On Ground, anticipated deployment length, in days from a manning document |
| GFC | Gaining Force Command, from manning document |
| Tasked MSC | Text |
| Billet Description | Text, from a manning document |
| Billet Pay Grade | Alpha numeric, from a manning document |
| Billet MOS | Number |
| Security Clearance required | Text |
| Last name | Text, manual input, either keyboard or import from a file |
| First name | Text, manual input, either keyboard or import from a file |
| Middle initial | Text, manual input, either keyboard or import from a file |
| Pay Grade | Alpha-numeric, manual input based on MCTFS |

| Field | Description |
|----------------------------|---|
| Service | Select from Marine Officer, Marine Enlisted, Navy Officer, Navy Enlisted, Army Officer, Army Enlisted, Air Force Officer, Air Force Enlisted, Contractor, Civilian, Coast Guard Officer, Coast Guard Enlisted. Ability to add description based on nationality of the billet requirement. |
| Fill e-mail | Text |
| Fill telephone number | Numeric |
| Fill MOS | Numeric, manual input based on MCTFS |
| Fill Security Clearance | Text |
| EAS | Date, YYYYMMDD format, manual input based on MCTFS |
| Dwell End | Date, YYYYMMDD format, manual input based on MCTFS |
| PCS Out Date | Date, YYYYMMDD format, manual input based on MCTFS |
| PCS In Date | Date, YYYYMMDD format, manual input based on MCTFS |
| MSC | Text |
| Parent Command | Text |
| Split Deployment? | Selection: Yes / No |
| Replacement Last name | Text, manual input, either keyboard or import from a file |
| Replacement First name | Text, manual input, either keyboard or import from a file |
| Replacement M initial | Text, manual input, either keyboard or import from a file |
| Replacement Pay Grade | Alpha-numeric, manual input based on MCTFS |
| Replacement Service | Select between Marine Officer, Marine Enlisted, Navy Officer, Navy Enlisted, on by manning document reports auto sum and display the numbers |
| Replacement MSC | Text |
| Replacement Parent Command | Text |

| Field | Description |
|------------------------------------|---|
| PP&O Task Msg DTG | Alpha-numeric, format DDTTTT Z MMM YY |
| MFC Task Msg DTG | Alpha-numeric, format DDTTTT Z MMM YY |
| MARCENT Task Msg DTG | Alpha-numeric, format DDTTTT Z MMM YY |
| MEF Task Msg DTG | Alpha-numeric, format DDTTTT Z MMM YY |
| Nominations Due Date | YYYYMMDD format, |
| MSGs Attached? | Yes/No; upload option for pdf, doc, xls, etc. |
| Report Date | YYYYMMDD format, |
| Report to RSU/DPC-E Date | YYYYMMDD format, |
| Meal Card # | Numeric |
| Blood type | Text |
| Comments | Text |
| Component | Selection: AC or RC |
| RC member orders start date | YYYYMMDD format |
| RC member report date to RSU/DPC-E | YYYYMMDD format |
| RC member report date to MEF/MHG | YYYYMMDD format |
| RC member orders end date | YYYYMMDD format |
| Future Use | Text, date, or numeric |
| Future Use | Text, date, or numeric |
| Future Use | Text, date, or numeric |
| Future Use | Text, date, or numeric |
| Passport Required? | Yes/No |
| Date Diplomatic Passport Received | YYYYMMDD format |
| Visa required? | Yes/No |
| Date Visa received | YYYYMMDD format |

| Field | Description |
|---|-----------------|
| G-1 Only Comments | Text |
| Date Checked In | YYYYMMDD format |
| DTS Org Code | Text |
| No Show | Yes/No |
| Late Check in | Yes/No |
| Date Nomination removed from manning doc | YYYYMMDD format |
| In Lieu Of? | Yes/No |
| Cancelled LNNR? | Yes/No |
| OPR | Text |
| Ofcr Designator | Text |

APPENDIX C

FEASIBILITY OF SUPPORT MESSAGE EXAMPLE

UNCLASSIFIED//FOR OFFICIAL USE ONLY

UNCLAS/MSGID/GENADMIN/CG II MEF G1/MMM YY//

REF/A/TYPE/UNIT/DTG//

AMPN/DESCRIBE THE REFERENCE//

POC/LAST NAME/INITIALS/GRADE/OFFICE CODE/TELEPHONE NUMBER/EMAIL ADDRESS//

RMKS/1. PER REF A, PROVIDE FEASIBILITY OF SUPPORT FOR OPERATION XXOPERATION OR EXERCISE
NAMEXX FROM YYYYMMDD - YYYYMMDD AT LOCATION XXPLACE NAMEXX.

2. PERSONNEL REQUESTED: (TOTAL X)

QTY MOS GRADE BILLET

(X) 0111 E2-E5 ADMINISTRATIVE SPECIALIST

3. PERSONNEL REQUESTED WILL BE REQUIRED TO XXINSERT AMPLIFYING INFORMATIONXX

4. REQUEST CONCURRENCE ON THE FEASIBILITY OF THIS REQUEST VIA MESSAGE TO THIS CMD NLT
YYYYMMDD.

APPENDIX D

TASKING MESSAGE EXAMPLE

UNCLASSIFIED//FOR OFFICIAL USE ONLY
UNCLAS/MSGID/GENADMIN/CG II MEF G1/AUG 13//
REF/A/TYPE/UNIT/DTG//
AMPN/DESCRIBE THE REFERENCE//
POC/LAST NAME/INITIALS/GRADE/OFFICE CODE/TELEPHONE NUMBER/EMAIL ADDRESS//
RMKS/1. PER REF A, XXUNITXX IS HEREBY TASKED AS INDICATED TO PROVIDE SUPPORT FOR
XXOPERATION OR EXERCISE NAMEXX FROM YYYYMMDD - YYYYMMDD AT LOCATION XXPLACE NAMEXX.
2. PERSONNEL REQUESTED: (TOTAL X)
QTY MOS GRADE BILLET
(X) 0111 E2-E5 ADMINISTRATIVE SPECIALIST
3. PERSONNEL REQUESTED WILL BE REQUIRED TO XXINSERT AMPLIFYING INFORMATIONXX
4. REQUEST NOMINATION INFORMATION BE SUBMITTED VIA MESSAGE TO THIS CMD NLT YYYYMMDD
IN THE FOLLOWING FORMAT:
NAME:
GRADE:
UNIT:
MOS:
XXANY ADDITIONAL DATA ITEMS REQUIRED BY THE TASKING HEADQUARTERSXX
5. DETAILED REPORTING INSTRUCTIONS ARE ATTACHED.
5.A. MARINES WILL BE ATTACHED TO MCC XXX AND RUC XXXXX FOR THE DURATION OF TAD.
5.B. MARINES WILL REPORT TO BLDG XXXX AT 0800 ON YYYYMMDD.
5.C. TAD PERIOD IS FOR XXX DAYS.
5.D. EAS CUTOFF IS YYYYMMDD.
5.E. MARINES WILL REPORT AND DEPLOY WITH WEAPONS AND OPTICS.
5.F. MARINES WILL REPORT FOR SR/HR/DR OR EQUIVALENT.//

APPENDIX E

RECLAMA MESSAGE EXAMPLE

UNCLASSIFIED//FOR OFFICIAL USE ONLY

UNCLAS/MSGID/GENADMIN/CG II MEF G1/AUG 13//

REF/A/TYPE/UNIT/DTG//

AMPN/DESCRIBE THE REFERENCE//

POC/LAST NAME/INITIALS/GRADE/OFFICE CODE/TELEPHONE NUMBER/EMAIL ADDRESS//

RMKS/1. PER REF A, II MEF REQUESTS GLOBAL SOURCING FOR THE BELOW BILLET IN SERVICE

XXXOPERATION OR EXERCISE NAMEXX FROM YYYYMMDD-YYYYMMDD AT XXLOCATION NAMEXX.

1.A. XXBILLET INFORMATIONXX

2. II MEF HAS DEEMED THIS BILLET UNSUPPORTABLE DUE TO THE JUSTIFICATIONS LISTED ON THE ATTACHED BY NAME JUSTIFICATION AND OR RISK TO SOURCE ROSTER.//

By Name Justification Example

| GRD | LN | FN | PRUN | EDIP | BMOS | Add Mos1 | PMOS | Deployment Return Date | Depl St Code | PRUC | TRUC | CMCC | FMCC | DCTB | EAS | OCO | DU ST | DU LM | DU LIM DTD | IN LOC | PMCC | DOR | NOTES |
|-----|---------|---------|--------------------------------|-----------|------|----------|------|------------------------|--------------|-------|-------|------|------|------------|-----|------------|-------|-------|------------|--------|------|------------|--|
| O4 | SMITH | JOHN | MWSS-272 MAG-26 | 123456789 | 1302 | 0000 | 1302 | 2014/08/31 | 5 | 00272 | 61440 | 142 | | 2010/06/08 | | 2006/09/06 | A | 0 | 1996/07/02 | AF | 160 | 2013/09/01 | SNO IS DEPLOYED |
| O5 | THOMAS | GEORGE | 2D CBT ENGR BN 2D MARDIV | 123456789 | 1302 | 1330 | 1302 | 2013/04/25 | 2 | 12400 | 00000 | 122 | | 2012/05/02 | | 2013/04/22 | 1 | 0 | 1993/05/26 | 37 | 198 | 2008/12/01 | SNO IS A BN CO |
| O5 | SANDERS | ALFRED | 8TH ENGR SPT BN 2D MLG | 123456789 | 1302 | | 1302 | 2012/08/23 | 2 | 21310 | 00000 | 151 | | 2011/12/22 | | 2007/10/03 | X | 0 | 1993/04/20 | 37 | 15L | 2010/10/01 | SNO IS LIMITED DUTY |
| O5 | BROWN | MATTHEW | MWSS-271 MAG-14 2D MAW | 123456789 | 1302 | 1330 | 1302 | | 0 | 00271 | 00000 | 142 | | 2012/06/19 | | 2010/06/22 | 1 | 0 | 1994/09/25 | 37 | 1FF | 2011/01/01 | SNO IS EASING |
| O4 | YOUNG | KAREN | 8TH ENGR SPT BN 2D MLG | 123456789 | 1302 | | 1302 | 2009/08/09 | 2 | 21310 | 00000 | 151 | | 2013/07/30 | | 2010/11/07 | 1 | 0 | 1995/07/10 | 37 | 15L | 2009/04/01 | SNO IS A BN XO |
| O5 | HOLMES | RAY | 2D MLG HQTRS | 123456789 | 1302 | | 1302 | 2012/10/19 | 2 | 27105 | 61440 | 151 | 15L | 2012/08/01 | | 2012/10/19 | A | 0 | 1993/04/20 | 37 | 15A | 2012/03/01 | SNO IS PCS'ING |
| O4 | LEWIS | DAVID | HQBN 2D MARDIV | 123456789 | 1302 | | 1302 | | 0 | 12001 | 20361 | 122 | | 2012/07/02 | | 2010/01/19 | A | 0 | 1993/04/20 | 37 | 122 | 2001/09/01 | SFAAT CRP |
| O4 | WARREN | PAMELA | 2D MLG HQTRS | 123456789 | 1302 | | 1302 | 2014/03/31 | 5 | 27105 | 20198 | 151 | | 2010/06/11 | | 2011/12/09 | A | 0 | 1996/06/08 | 37 | 15A | 2006/10/01 | SNM OFFICER IS IN DWELL UNTIL JAN 13 |

APPENDIX F

REQUEST AC HSAP/IA MESSAGE EXAMPLE

TO/CG MEF//G-3//USE APPROPRIATE PLAD
 CC/COMMARFOR//G3/G4/HS// (USE APPROPRIATE PLAD)
 MSGID/GENADMIN/CG 1ST MARDIV/G-1//
 SUBJ/(BISOG) REQUEST FOR HEALTH SERVICES AUGMENTATION PROGRAM
 PERSONNEL/INDIVIDUAL AUGMENTATION PERSONNEL//
 REF A BUMEDINST 6440.5C//
 POC/LIFE F E/HMCS/DIVSURG/-/-/TEL: //
 RMKS/HSAP/IA/

Choose HSAP or IA

Include this reference only if HSAP

Choose HSAP or IA

1. IAW REF A, REQUEST HEALTH SERVICES AUGMENTATION PROGRAM/INDIVIDUAL
 AUGMENTATION/ PERSONNEL FOR DEPLOYMENT WITH (UNIT). THE FOLLOWING BSC
 ASSIGNED TO UIC 00000 IS REQUIRED TO REPORT NLT DD/MM/YYYY.

BTN: PAC12-0054
 REPORT DATE (LAD): 06 JAN 2010
 UNIT CHECK-IN: 06-08 JAN 2010
 PTP: 11 JAN 10 - 12 MAR 2010
 ISTOP (Block Leave): 15-26 MAR 2010
 DEPLOY: 11 APR 2010
 RETURN: 11 APR 2011
 BOG: 365
 END DATE OF ORDERS: 01 MAY 2011
 TOTAL DAYS: 410
 GENDER REQUIREMENT:

Utilize BTN specific to MEF/MARFOR

Latest date that individual(s) may arrive IOT meet requirements

Date or date range individual(s) must arrive at unit / can be same

Dates of Pre-deployment training

Planned deployment and return dates

Number of days expected in country

Date member expected to return to sourcing command

End Date of Orders minus Unit Check-in

Gender specification should be made here and refer to line number in message below if there is a difference in any

2. THE FOLLOWING PERSONNEL ASSIGNED TO UIC 00000 ARE REQUESTED.
 READ IN FOUR COLUMNS.

| LINE NUM | BSC | NEC | RANK | GENDER |
|----------|-------|------|------|--------|
| 0001 | 62410 | 8404 | HMC | MALE |
| 0002 | 62335 | 8404 | HM2 | MALE |

BSC required for every HSAP billet

3. REPORTING INSTRUCTIONS: PERSONNEL ARE DIRECTED TO REPORT NLT DD/MM/YYYY TO CG, UNIT/UIC 00000, NAVY PERSONNEL OFFICE BUILDING #, BASE, STATE, ZIP CODE OF UNIT FOR (EXERCISE/PTP, BLOCK LEAVE, AND DEPLOYMENT). ANTICIPATE ### DAYS BOG. POC HMCS(FMF) B. MOTIVATED AT COMM (000) OR E-MAIL B.MOTIVATED@USMC.MIL

4. EXECUTION. ALL CHECK IN PROCEDURES FOR NAVY PERSONNEL WILL BE COORDINATED THROUGH (UNIT) NAVY PERSONNEL OFFICE IN DIRECT LIAISON WITH BATTALION ADMIN. ALL PERSONNEL WILL BE ATTACHED TAD (UNIT). (UNIT) G-1 NAVY PERSONNEL WILL PROCESS ALL DEPLOYMENT ENTITLEMENTS.

5. ADMINISTRATION

5.A. FOR ALL PERSONNEL REPORTING TO CG, (UNIT) ENSURE ORDERS ADDRESS THE FOLLOWING:

5.A.1. TAD TO COMMANDING GENERAL (UNIT) /UIC (00000) (UNIT) BATTALION. PURPOSE OF TAD IS IN SUPPORT OF () DEPLOYMENT.

5.A.2. SECURITY CLEARANCE. E6 AND ABOVE PERSONNEL MUST HAVE AT A MINIMUM A CURRENT NACLC WITH ADJUDICATION OF SECRET. ORDERS MUST STATE "INV TYPE:

NACLC ADJUDICATION: SECRET" AS REFLECTED IN JPAS AND VERIFIED BY PARENT/
SOURCING UNIT SECURITY MANAGER.

5.A.3. FOR THOSE PERSONNEL WHOSE PARENT COMMAND LOCATION IS GREATER THAN 50 MILES FROM (UNIT) PER DIEM IS AUTHORIZED AND RENTAL CAR MAY BE AUTHORIZED. GOVT MESSING AND BILLETING ARE AVAILABLE FOR E5 AND BELOW. GOVT MESSING AND BILLETING ARE NOT AVAILABLE FOR E6 AND ABOVE. HOTELS WILL BE PROVIDED FOR E6 AND ABOVE.

5.A.4. FUNDING. ALL COMMANDS WILL ENSURE NAVY PERSONNEL REPORT WITH NAVY PERSONNEL COMMAND (NPC) ORDERS USING DIRECTED APPROPRIATION DATA. ENSURE PERSONNEL REPORT WITH AN ACTIVE GOVERNMENT CHARGE CARD AND ENROLLED IN DEFENSE TRAVEL SYSTEM (DTS).

5.A.5. RENTAL CAR IS AUTHORIZED FOR E6 AND ABOVE. PARENT COMMANDS ENSURE RENTAL CAR RESERVATIONS ARE COMPLETED VIA LOCAL COMMERCIAL TRAVEL OFFICE (CTO/SATO). IN ABSENCE OF A CTO, RESERVATIONS SHALL BE MADE THROUGH A NAVY PASSENGER TRANSPORTATION ELEMENT.

5.A.6. VARIATION IN ITINERARY IS AUTHORIZED.

5.A.7. EXCESS BAGGAGE AUTHORIZED. AUTHORIZATION IN ORDERS FOR 3 TOTAL PIECES OF CHECKED BAGGAGE, NOT TO EXCEED 70 LBS PER BAG. CHECKED BAGGAGE IN EXCESS OF 70 LBS WILL BE CONSIDERED AS TWO PIECES AND OVER 100 LBS WILL NOT BE ACCEPTED. TOTAL BAGGAGE WEIGHT MUST NOT EXCEED 350 LBS. CARRY ON BAGS WILL NOT EXCEED 45 LINEAR INCHES DEFINED AS LENGTH PLUS WIDTH PLUS HEIGHT. DEPLOYING PERSONNEL EXCEEDING THESE BAGGAGE LIMITS WILL EXPERIENCE GATEWAYS REJECTING MOVEMENT. GATEWAYS ARE NOT RESPONSIBLE FOR STORAGE OF REJECTED BAGS; THEREFORE PASSENGERS WILL NOT BE SEPARATED FROM THEIR BAGGAGE TO TRAVEL. THE TERM "EXCESS BAGGAGE" IS USED TO ALLOW REIMBURSEMENT FOR CHARGES INCURRED FROM COMMERCIAL CARRIERS.

5.B. COMPLETE TRAVEL CLAIM WITHIN 3 DAYS OF REPORTING.

5.C. PRIOR TO EXECUTING ORDERS E6 AND ABOVE MEMBERS MUST CONTACT BILLETING OFFICE AT (COMM / DSN PH #) TO CHECK FOR AVAILABILITY OF BILLETING. IF BILLETING IS NOT AVAILABLE, MEMBER IS REQUIRED TO OBTAIN A CERTIFICATE OF NON-AVAILABILITY PRIOR TO RESERVING OTHER COMMERCIAL LODGING.

5.D. PROVIDE THREE (3) COPIES OF ORDERS.

5.E. SERVICE RECORD.

5.E.1. PARENT COMMANDS MUST ENSURE PAGE 2 WITH PADD IDENTIFIED, SGLI, LAST THREE EVALS, AND ADVANCEMENT WORKSHEET ARE REVIEWED AND UP TO DATE PRIOR TO INDIVIDUALS DEPARTURE ON TAD. PERSONNEL WILL REPORT WITH SKELETON SRB/OQR.

5.F. IF DESIRED, HSAP/IA SPOUSES CAN BE INCLUDED IN THE (UNIT'S) KEY VOLUNTEER NETWORK.

5.G. ENSURE NAVY WIDE ADVANCEMENT EXAMINATIONS HAVE BEEN ORDERED AND/OR COMMAND ESO NOTIFIED OF HSAP/IA DEPLOYMENT STATUS FOR COORDINATION WITH UIC (00000) FOR ADMINISTRATION.

6. LOGISTICS

6.A. GEAR REQUIREMENTS

6.A.1. NAVY ENLISTED PERSONNEL WILL BE ISSUED 604 FOR ISSUANCE OF UNIFORMS FOLLOWING CURRENT GUIDELINES. ALL PERSONNEL WILL REPORT WITH THE FOLLOWING GEAR AND EQUIPMENT ITEMS:

UTILITIES, _____ MARPAT (2 SETS)

BOOTS, COYOTE (1 PAIR)

COVER, MARPAT _____ UTILITY (2)

SEA BAG OR PARACHUTE BAG (1)
COMBINATION LOCK (2)
DOG TAGS (2)
SOCKS, GREEN OR BLACK (4 PAIRS)
T-SHIRTS, GREEN (4)
PT GEAR (1 SET)
GREEN SWEATS, TOP AND BOTTOM (OPTIONAL)
RUNNING SHOES (1 PAIR)
SOCKS, WHITE (3 PAIR)
UNDERWEAR (6)
INSIGNIA, RANK, (2 SETS)
BELT, WEB OR MARTIAL ARTS (1)
BOOT BANDS (2 SETS)
BOOT LACES (1 SET)
TOWEL (2)
WASH CLOTH (1)
LAUNDRY BAG WITH PIN (1)
EYE GLASSES, PRESCRIPTION (2)
PRESCRIPTION BALLISTIC EYEWEAR INSERTS, AS REQUIRED
MEDICATION, PRESCRIPTION (NO LESS THEN A 180 DAY SUPPLY)
HEARING AIDS, AS REQUIRED
ORTHODONTIC EQUIPMENT, AS REQUIRED
MEDICAL WARNING TAGS (RED TAGS), AS REQUIRED
TROUSERS, CIVILIAN (1 PAIR)
SHIRT, CIVILIAN COLLARED (1)
BELT, CIVILIAN (1)
SHOWER SHOES (1 PAIR)
SEWING KIT (1)
HYGIENE KIT (30 DAY SUPPLY MINIMUM)
CHAP STICK (30 DAY SUPPLY MINIMUM)
CARRY ON BAG, NON-MILITARY (1)
CLOTHING MARKING KIT (1)
EAR PLUGS (1 SET)
PASSPORT, OFFICIAL OR TOURIST (1) (RECOMMENDED OR REQUIRED)
MOUTHPIECE (1)
6.A.1.B. ORGANIZATIONAL GEAR. (UNIT) COORDINATES CIF AND TAP GEAR ISSUE
LOCALLY.
6.A.1.C. WEAPONS. WEAPONS WILL BE PROVIDED BY GAINING UNIT ARMORY.
7. MEDICAL/DENTAL REQUIREMENTS.
7.A. ALL HSAP/IA PERSONNEL WILL REPORT WITH ORIGINAL MEDICAL AND DENTAL
RECORDS IN HAND.
7.B. PARENT COMMANDS WILL ENSURE THAT ALL PERSONNEL MEET INDIVIDUAL MEDICAL
READINESS STANDARDS OF FULLY MEDICALLY READY AND PSYCHOLOGICALLY FIT FOR
WORLDWIDE DEPLOYMENT, WITH PROFESSIONAL CREDENTIALING IN ORDER. PROFESSIONAL
CREDENTIALING WILL BE FORWARDED FROM THE PARENT/SOURCING COMMAND TO THE
GAINING COMMAND NO LATER THAN 45 DAYS PRIOR TO PERSONNEL REPORTING TO THE
GAINING COMMAND.
7.C. DEPLOYING MEMBERS MUST HAVE COMPLETED (REF MARADMIN 633/08) A BASELINE
PRE-DEPLOYMENT NEURO-CONGNITIVE ASSESSMENT, A CURRENT PREVENTIVE HEALTH

ASSESSMENT (PHA), CURRENT DENTAL CLASS ONE OR TWO, CURRENT IN ALL REQUIRED LABORATORY TESTING, HAVE ISSUED MEDICAL EQUIPMENT AND HAVE NO DEPLOYING LIMITING CONDITIONS.

7.D. PARENT COMMANDS WILL ENSURE THAT ALL PERSONNEL HAVE CURRENT IMMUNIZATIONS. ALL IMMUNIZATIONS ADMINISTERED MUST BE TRANSFERRED TO DEERS PRIOR TO DEPLOYMENT. FOR UNITS UTILIZING MARINE CORPS READINESS REPORTING SYSTEM (MRRS) THIS IS AUTOMATICALLY COMPLETED WHEN IMMUNIZATIONS ARE ENTERED INTO THE MRSS DATABASE. FOR COMMANDS STILL UTILIZING THE SNAP AUTOMATED MEDICAL SYSTEM (SAMS), THIS MUST BE ACCOMPLISHED MANUALLY PRIOR TO TRANSFER.

7.E. AN UP TO DATE PHS-731, INTERNATIONAL CERTIFICATION OF VACCINATION (ALSO KNOWN AS YELLOW SHOT CARD) WILL BE HAND CARRIED BY THE MEMBER.

7.F. CONFIRM THAT THE DNA SAMPLE IS ON FILE IN THE DNA SPECIMEN REPOSITORY BY VERIFYING THE MARINE CORPS MEDICAL READINESS REPORTING SYSTEM (MRRS) OR CONTACT THE DOD DNA SPECIMEN REPOSITORY (TELEPHONE 301-319-0366, DSN PREFIX 285; EMAIL AFSSIR@AFIP.OSD.MIL.)//



COMMAND ACTION TRACKER (CAT)

Welcome Robert Neal; G-1
A C/S

MainPage-> CAT Routing

Subject: DRAFT II
MEF

Issued: 2014-01-24
10:44

Due: 2014-02-07

INDIVIDUAL
AUGMENTATION
ORDER FOR O6
LEVEL REVIEW

Reference: Robert Neal;
CIV; 910 451-8257

Full Action List

| Seq Number | Operation Req'd | Send To | Date In | Concur | Date Signed | Signed By | Remarks |
|------------|--------------------|----------------------------------|------------------|--------|------------------|-------------------------------------|--|
| 001 | ORIGINATOR | II MEF CE : G-1 A C/S | | | 2014-01-24 10:44 | Robert Neal | Attached order has been reviewed by II MEF CE AOs and at the MSC/E level. Has also been reviewed by MARFORCOM G1 OPS in anticipation of the merge. |
| 002 | APPROPRIATE ACTION | II MEF CE : SJA | 2014-01-24 10:44 | | Returned | | |
| 003 | APPROPRIATE ACTION | II MEF CE : IG | 2014-01-24 10:44 | | Returned | | |
| 004 | APPROPRIATE ACTION | II MEF CE : HSS / SURGEON | 2014-01-24 10:44 | | Returned | | |
| 005 | APPROPRIATE ACTION | II MEF CE : G-8 / COMPTROLLER | 2014-01-24 10:44 | YES | Returned | <i>[Signature]</i> GARY J. ROYCE | |
| 006 | APPROPRIATE ACTION | II MEF CE : G-6 A C/S | 2014-01-24 10:44 | Yes | Returned | <i>[Signature]</i> | |
| 007 | APPROPRIATE ACTION | II MEF CE : G-4 A C/S | 2014-01-24 10:44 | YES | 2014-01-27 04:30 | James Richardson | II MEF G4 has no recommended changes, comments, or concerns and concur as written.*** Returned to Originator |
| 008 | APPROPRIATE ACTION | II MEF CE : G-3 A C/S | 2014-01-24 10:44 | | Returned | | |
| 009 | APPROPRIATE ACTION | II MEF CE : G-2 A C/S | 2014-01-24 10:44 | | Returned | | |
| 010 | APPROPRIATE ACTION | II MEF CE : FORCE PRES | 2014-01-24 10:44 | Yes | Returned | <i>[Signature]</i> A. J. B... | |
| 011 | APPROPRIATE ACTION | II MEF CE : CHAPLAIN | 2014-01-24 10:44 | | Returned | | |
| 012 | ORIGINATOR | II MEF CE : G-1 A C/S | 2014-01-27 | YES | 2014-02-20 09:27 | Jennifer Hughes | |

| | | | | | | | |
|-----|--------------------|-------------------------------|------------------|-----------------|------------------|-------------------|---|
| | | | 04:30 | | | | |
| 013 | APPROPRIATE ACTION | II MEF CE : SJA | 2014-02-20 09:27 | YES | 2014-02-26 03:02 | Christopher Tolar | Concur without comment. |
| 014 | APPROPRIATE ACTION | II MEF CE : IG | 2014-02-20 09:27 | YES | 2014-02-24 05:34 | Peter Phillips | No comment. |
| 015 | APPROPRIATE ACTION | II MEF CE : HSS / SURGEON | 2014-02-20 09:27 | YES | 2014-02-26 08:28 | Patrick Casey | Reviewed no comment. |
| 016 | APPROPRIATE ACTION | II MEF CE : G-8 / COMPTROLLER | 2014-02-20 09:27 | | | | |
| 017 | APPROPRIATE ACTION | II MEF CE : G-6 A C/S | 2014-02-20 09:27 | | | | |
| 018 | APPROPRIATE ACTION | II MEF CE : G-4 A C/S | 2014-02-20 09:27 | | | | |
| 019 | APPROPRIATE ACTION | II MEF CE : G-3 A C/S | 2014-02-20 09:27 | YES | 2014-02-26 01:17 | Robert Hayes | |
| 020 | APPROPRIATE ACTION | II MEF CE : G-2 A C/S | 2014-02-20 09:27 | YES | 2014-02-20 11:26 | Douglas Schofield | Reviewed by G2, concur with no comments. |
| 021 | APPROPRIATE ACTION | II MEF CE : FORCE PRES | 2014-02-20 09:27 | Yes w/ comments | | MB M. Brown | ent(4) 15 1-5 para 8. Monitor vice Management see comment that DECK 5-5-11ed to change naming used |
| 022 | APPROPRIATE ACTION | II MEF CE : CHAPLAIN | 2014-02-20 09:27 | | | | |