



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

II MEFO 4355.1

FPD

29 JAN 2013

II MARINE EXPEDITIONARY FORCE ORDER 4355.1

From: Commanding General

To: Distribution List

Subj: STATUS OF COMMAND

Ref: (a) MCO P4400.150
(b) UM 4400-124
(c) MCO 3000.13
(d) CG II MEF letter, "Commanders' Business...Returning to a Culture of Stewardship" dated 14 Aug 12

Encl: (1) Status of Command Letter

1. Purpose

a. To publish guidance and procedures for use during O-5 and O-6 level command turnover within II Marine Expeditionary Force (II MEF) Major Subordinate Commands (MSCs) and Major Subordinate Elements (MSEs).

b. This Order supports the II MEF Campaign Plan and reflects the endstate of attaining full accountability of equipment and assets, managing materiel readiness, and apportioning resources, in order to ensure that II MEF forces are postured to satisfy emerging operational requirements.

2. Background

a. II MEF remains committed to providing the best trained, manned, and equipped Marine units to support assigned missions in response to emergent crises and contingencies. Focusing our efforts to ensure our forces are balanced and right-sized to meet future security challenges, II MEF will establish the plans and processes to restore the full-spectrum readiness of our operational units.

b. To facilitate returning to a Culture of Stewardship, II MEF will reinforce the renewed focus on fiscal stewardship by executing a systematic assessment for O-5 and O-6 level commands as they transfer command. The Status of Command turnover will

utilize the Marine Corps' warfighting functions as indicators for a unit's health and effectiveness. When combined with leadership, the warfighting functions form the elements of combat power. The ability to rapidly evaluate a unit's combat power ensures that CG, II MEF has developed operating forces that are prepared to provide rapidly deployable forces capable of conducting expeditionary operations in any environment independent of local infrastructure.

3. Mission. To establish the process to execute O-5 and O-6 level Status of Command turnover within II MEF's MSCs and MSEs in order to attain full accountability of personnel and assets, manage equipment readiness, and apportion resources to ensure II MEF forces are postured to satisfy emerging operational requirements.

4. Execution

a. Commander's Intent

(1) Purpose. To define and standardize the process for Status of Command turnover of O-5 and O-6 level commands within II MEF.

(2) Method. Provide a standardized manner for documenting a unit's ability to perform its mission, identify critical shortfalls, and request appropriate external support.

(3) Endstate. II MEF units prepared for rapid response to crises and contingencies while simultaneously caring responsibly for the resources entrusted to us by the American people.

b. Concept of Operations

(1) The II MEF Status of Command turnover process will consist of two deliverables: the Status of Command letter and the Status of Command brief. O-5 and O-6 Commanders will use enclosure (1) as a template to ensure a thorough turnover is completed. The Status of Command is not intended to replace the normal supply focused turnover requirements dictated by the references. The Status of Command turnover will allow for a Commander-to-Commander assessment of a unit's ability to execute assigned missions by evaluating each of the warfighting functions and reviewing the readiness assessment.

(2) The outgoing Commander, in conjunction with the incoming Commander, will submit a Status of Command letter following the format of enclosure (1) to the Reporting Senior (RS). This letter will form the basis for the Status of Command brief to the next higher Commander and his/her staff. The Status of Command letter and the unit Certificate of Relief will be presented to the relieving Commanding Officer.

c. Tasks

(1) Outgoing Commander

(a) Submit the Status of Command letter following the format of enclosure (1) to the RS no later than (NLT) 10 days prior to relinquishing command.

(b) Brief the Status of Command brief, with the incoming commander and current staff, to your RS or his/her appointed representative NLT three days prior to the incoming commander assuming command.

(2) Incoming Commander

(a) Attend the Status of Command brief, with the outgoing commander and current staff, NLT three days prior to assuming command.

(b) Submit and brief any additional discrepancies, along with the Assumption of Command letter, 90 days after assuming command. The Commander will provide a negative response if no additional discrepancies are noted.

(3) Next Higher Commander. Receive, with your staff, the Status of Command briefing.

d. Coordinating Instructions

(1) See enclosure (1) for the Status of Command letter format. The Status of Command letter will be maintained on hand in accordance with reference (a).

(2) A Status of Command brief, containing the same information as the Status of Command letter, will be given, with the specific format to be determined by the MSC/MSE. The brief will focus on the following:

(a) Operational readiness of the command.

- (b) Materiel readiness of the command.
- (c) Personnel readiness (Key billets, Critical MOSs).
- (d) Training plan.
- (e) Focus of effort for the next six months.
- (f) Unresolved issues from turnover.
- (g) Assistance required from higher headquarters.

5. Action

a. This Order is effective upon receipt, and is applicable to all II MEF Commands, to include those geographically separated from Marine Corps Base (MCB) Camp Lejeune.

b. This Order will be kept under continuous review by the II MEF Command Element, MSCs and MSEs, and will be revised as required.

6. Certification. Reviewed and approved this date.


R. C. FOX

Distribution: A



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4355.1

G-4

From: Commanding Officer, Long Unit Title
To: Commanding Officer, Long Unit Title

Subj: STATUS OF COMMAND

Ref: (a) MCO P4400.150
(b) UM 4400-124
(c) MCO 3000.13
(d) II MEFO 1754.1
(e) II MEFO 1754.2A

Encl: (1) Certificate of Relief Letter

1. In accordance with the reference, the following command assessment is provided.

a. Command Summary

(1) Unit Mission Essential Task List (METL) (per Marine Corps Task List, MCO 3500.26A).

(2) Unit Strengths.

(3) Unit Weaknesses.

b. Command Status

(1) S-1

(a) Personnel. List of personnel by location (deployed, non-deployed and TAD). List current/projected critical shortages by rank, military occupational specialty (MOS), and billet and proposed action plan; provide non-End of Active Service (EAS) attrition data, unit cohesion status, and demographic overview for unit, to include number of married Marines, geographical bachelors, and exceptional family members; address proposed changes of command and effectiveness of command sponsorship/welcome aboard program. Evaluate how potential high risk personnel (e.g., motorcycle riders) are identified and how appropriate mitigation measures (e.g., signing seatbelt policy

Encl (1)

letter, motorcycle letter, hazing letter, equal employment opportunity (EEO) letter, etc.) are addressed.

(b) Administration

1. Legal. Summarize the number of non-judicial punishments (NJP) imposed during the tenure of command, and pending NJPs; number and type of courts-martial conducted during tenure of command, to include a summary of charges, pending cases (to include the number of Marines in pre-trial or post-trial confinement); number of administrative separations processed during the tenure of command, the bases for separation, and pending cases; number of requests for mast conducted during tenure of command and pending requests; number of investigations conducted during tenure of command and status of ongoing investigations; status of Marines on appellate leave; significant Staff Judge Advocate memos; blotter monitoring/action procedures; status of Marines with revoked driving privileges, in an unauthorized absence or deserter status, and in the hands of civilian authorities; and current and projected legal personnel and training deficiencies.

2. Correspondence/Reporting. Provide status on all outstanding fitness reports; historical data and pending status of congressional/special interest correspondence and direct inquires; personnel casualty reports (PCRs)/serious incident reports (SIRs), sexual assault eight day reports, and suicide attempt/gesture cases that have occurred within the last 90 days.

3. Awards. Summarize number/type of awards issued, outstanding award recommendations, and the command's timeline for submission in order to meet MSC/MSE award policy.

4. Postal. Note violations/trends in inspections and the date and disposition of the last inspection.

5. Unit Information/Public Affairs. Summarize unit press coverage and historical data and present status of Fleet Home Town News Release (FHTNR) program; identify unit identification code (UIC), identify formal training conducted and scheduled (including social media); and identify current public affairs (PA) themes and guidance (including social media).

(c) Substance Abuse. Provide historical data and status of driving under the influence (DUI), driving while intoxicated (DWI) and drug/alcohol related incidents and current treatment cases. Summarize the urinalysis program to include

the frequency of testing and current/projected critical personnel/training deficiencies. Identify unit coordinators and formal training conducted and scheduled.

(d) Religious Ministries. Describe the effectiveness of Religious Ministry Team (RMT) using the following sources: (1) up-to-date data from Chaplain Corps Navy Chaplain Ministry Support Tool (NCMST); (2) reports on RMT support for unit suicide prevention and sexual assault prevention programs; (3) reports on activities as Operational Stress Control and Readiness (OSCAR) Extenders; (4) reports on community relations projects; (5) reports on support for Chaplain's Religious Enrichment Development Operation (CREDO) programs; (6) reports on efforts to promote the USMC Total Fitness initiative by teaching spiritual fitness within the command, which includes things such as offering training on moral and ethical behavior, and promoting a climate of respect for all and the dignity of all persons.

(e) Career Planning. Summarize current and projected missions; reenlistment/extension/lateral move statistics; interview goal/current status, incentive programs, and upcoming windows of opportunity (bonus, roll-out events, etc.).

(f) Family Advocacy. Summarize domestic violence/family advocacy statistics and Case Review Committee (CRC) recommendations, historical information on past/current military protection orders (MPOs), unit standard operation procedures (SOPs) for command response to alleged domestic violence and CRC attendance, and status of open cases and current treatment plans.

(g) Equal Opportunity. Provide overview of program; demographics of unit's historical information on alleged/substantiated discrimination; key unit personnel formal training conducted and scheduled; special events conducted; mentoring program; and officer recruitment plans.

(h) Marine Corps Community Services (MCCS). Outline significant aspects of program; identify unit and MCCS area coordinators, formal training conducted, and scheduled events sponsored/planned; identify and ensure the appointment of current MCCS account responsible officer; provide recommended fiscal priorities and effectiveness of measures to disseminate information, in particular, for Single Marine Program and Commanding General's (CG's) Cup events, and available funds remaining in account.

(2) S-2. Identify unit personnel/billets and key concerns and shortfalls. Provide status of unit Intelligence cell and "Every Marine a Collector" training. Identify formal training conducted and scheduled. Status of isolated personnel reports (ISOPREPS) and plan for completion.

(3) S-3. Identify unit personnel/billets; key concerns and shortfalls and formal training conducted and scheduled. Summarize important security management/training issues, status of unit clearances, force protection priorities, and outstanding training requirements.

(a) Readiness Reporting. Provide overview of current/projected critical readiness issues, a status of readiness reporting training, and identify the status of readiness issues of the MSC/MSEs. Identify unit personnel/billets; key concerns and shortfalls; and formal training conducted and scheduled. Provide an overview of the current Commander's Readiness Assessment and his methodology for current assessment linked to the unit Mission Essential Task List (METL). Assess readiness of the unit's ability to perform tasks on the METL relative to the criteria of personnel readiness, training readiness, Chemical, Biological, Radiological, and Nuclear Defense (CBRND) readiness, and equipment supply and maintenance readiness.

(b) Operations. Discuss critical aspects of: unit operational experience, significant unit historical planning documents and after-action reports, risk management procedures, unit training management, the system approach to training, the unit Training, Exercise, and Employment Plan (TEEP) relative to the METL, and mission essential task (MET) linkages to the applicable Training and Readiness Manual. Provide a brief history of operations conducted in the last year and any significant lessons learned; refer to MCCLL inputs and detailed AARs for additional information. Lay out the TEEP for the next 18 months to include major deployments (OPERATION ENDURING FREEDOM, Marine Expeditionary Unit, etc.) along with any training exercises planned, operational pauses, etc. Identify plan to complete off-base training and planning requirement, and force deployment planning and execution accountability for air and ground transportation movements of people and things. Identify significant issues with training areas/support. Lay out the ammunition plan to support the TEEP and highlight the unit's ammunition management and forecasting in Total Ammunition Management Information System (TAMIS) relative to the short range (quarterly) and long range (annual) training plans. Lay out the fiscal plan to support the TEEP. Describe the status of key operational documents such as

combat/tactical SOPS, battle rhythm overview, current training plan through the next deployment covering in detail: training goals by month, key events and major exercises (deployment for training (DFT), battalion level events, proposed site survey/leaders' reconnaissance window, etc.), schools and Professional Military Education (PME) plan, annual training events and proposed operational pauses and leave periods.

(c) Training and Education. Identify annual training requirements (physical fitness, combat fitness, rifle range, swim qualification, martial arts program, etc.) and provide a plan to complete them. Include statistics on unique training requirements such as Sexual Assault Prevention and Response (SAPR), Never Leave a Marine Behind, OSCAR, etc. Identify a schools and Professional Military Education (PME) plan, annual training events, and proposed operational pauses. Identify numbers who are PME complete and not PME complete. Identify scheduled PME seats, range safety officer (RSO)/positional safety officer (PSO) certification procedures and current numbers qualified in command. Provide data on Marines participating in educational programs and off-duty education.

(d) Body Composition Program (BCP). Provide overview with number and disposition of personnel currently in the program.

(4) S-4

(a) Supply. Provide Certificate of Relief, per reference (a). The relieved Commanding Officer (CO) will provide a Certificate of Relief, providing the status of the command's equipment and supply operations to the relieving CO. This portion of the Status of Command Letter will be submitted as a separate enclosure.

(b) Facilities. Provide current facilities posture and layout, to include planned renovations and moves.

(c) Commercial Vehicle Posture. Provide on hand quantity and location.

(d) Global Combat Support Systems-Marine Corps (GCSS-MC) Unit User Account Manager (UUAM) Assignments. Identify current UUAMs and those scheduled for training, training dates for the GCSS Accountable Officer.

(e) Equipment Currently Deployed/Temp Loaned/Left behind. Commanders should address where the equipment is deployed to or who it is temp loaned to and the duration of the deployment/temp loan.

(f) Accountability. Commanders may address highlights of status of significant table of equipment (T/E) deficiencies; identify any command investigations pending final Missing, Lost, Stolen, or Recovered (MLSR) action; garrison property issues; internal inventory controls; validation of UER; reconciliation/validation procedures; distribution issues; and internal/external inspection trends. Address date and significant results of last inspection and action plan recommended or in effect:

(1) Field Supply Maintenance Analysis Office (FSMAO)

(2) Supply-Logistics Analysis Program (SLAP)

(g) Material Readiness. Provide equipment deadline report; identify current projected critical combat service support personnel shortages and equipment issues; provide highlights of past logistics inspection results; describe the effectiveness of the unit's internal inspection program; describe the effectiveness of the unit's preventive maintenance/corrective maintenance (PM/CM) and quality control programs.

(5) S-6. Summarize deadline report; identify current projected critical personnel/equipment training issues; provide highlights of communications material security (CMS) procedures and commander spot check program; describe effectiveness of PM/CM and quality control programs; provide status of unit battery block; and outline Automated Data Processing Equipment (ADPE) shortages, Local Area Network (LAN), internet, and ADPE security plan. Provide overview of Unit Operations Center (UOC) status and issues; status/concerns/issues with the network (i.e., Navy Marine Corps Intranet (in the process of being replaced), Continuation of Services Contract (the interim network solution), and Next Generation (the new network scheduled to be fully operational in Summer 2013); and unit website status/concerns/issues (including social media).

(a) Classified Material Control Center (CMCC). Describe the status of CCI/EKMS account; classified holdings; results of last review board; major control/accountability procedures (procedures will be in accordance with existing II

MEF policies for CMCC, therefore, only cover any additional measures that have been implemented and why); and a copy of most recent inventory and discrepancies.

(6) Unit Information/Public Affairs. Identify Unit Information Officer (UIO) as liaison to the public affairs (PA) office. Summarize unit press coverage and historical data; identify unit identification code (UIC), identify formal training conducted and scheduled (including social media (SM) and media awareness); and current themes and guidance (including SM) and a list of active unit official public facing Websites and SM uniform resource location (URL).

(7) Fiscal. Summarize past fiscal inspections results and identify upcoming inspections; and the most critical aspects of current command status of funds, as well as remaining fiscal year spend plan. Address any unfunded deficiencies and resolution status. Identify any internal command financial policies such as TAD, rental cars, or local private owned vehicle mileage reimbursements. Provide a status of major financial performance indicators such as number and dollar value of unsettled travel records over 30 days; number and dollar value of delinquent travel card holders charged against the command records; and large value commitments pending obligation (contracts, etc.).

(8) Family Readiness. Identify requirements outlined in MCO 1754.9A including Appendix N; summarize local Unit Personal and Family Readiness Program (UPFRP) policies and guidance; describe battle rhythm and upcoming events; review findings/discrepancies of the previous Commanding General's Readiness Inspection (CGRI) and address concerns; conduct Family Readiness Command Team meeting; verify written acceptance of Unit, Personal and Family Readiness Fund (U&FRF) and Accounts Payable Flow (APF) accounts, to include balance of said accounts; update commander's data in Marine On Line (MOL) and eMarine; update command information in eMarine and social media sites; identify Marine Corps Community Services (MCCS) / Human Resource requirements for civilian employees; schedule FRO performance review; identify significant aspects of program and support capabilities of MCCS Area Coordinator, facilitate meeting with Area Coordinator, CO and Family Readiness Officer (FRO); identify procedure to request list of enrollees in Exceptional Family Member Program.

(9) Force Preservation. Brief statistics from the Warrior Preservation Status Report, high force preservation risk personnel overview, current and planned safety initiatives, and any outstanding safety investigations.

(10) Unit Inspection Results. For each of the following, address date and significant results of last inspection and action plan recommended or in effect:

- (a) CGRI
- (b) Environmental Compliance
- (c) Industrial Hygiene

Provide status of scheduled staff assist visits (SAVs) and formal inspections required by reference (b).

(11) Unit Policies. List unique unit policies or specific unit interpretations on major policies published by higher headquarters, e.g., Drive Alive/alcohol use policies; guard orders; ammunition/range handling procedures; domestic violence guidance; suicide prevention/response; after-hours physical rehabilitation program; and pre-marital counseling programs.

(12) Higher Headquarters Requirements/Reports. Summarize significant commitments, such as Fleet Assistance Program (FAP) billets, and important report/brief requirements, e.g., pre-deployment/post-deployment timelines/milestone and requirements based budgeting briefs.

(13) Pending Operations/Projects. Summarize significant pending operations/projects.

(14) Command Assistance Required. Identify specific assistance required from II MEF to correct deficiencies or improve readiness and support your priorities.

2. Commander's Comments. Provide overall assessment across the warfighting functions (and lines of operations as applicable /core and assigned METs. Identify top personnel, equipment, and training priorities.

I. B. MARINE