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

II MEFO 5271.1
IMS

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II MARINE EXPEDITIONARY FORCE ORDER 5271.1

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

Subj: INFORMATION MANAGEMENT PLAN (IMP)

Ref: (a) DoD Directive 5010.42, DoD Wide Continuous Process Improvement
      (b) CJCSI 3151.01, Global Command and Control (C2) System Common Operational Picture (COP) Reporting Requirements
      (c) Insights & Best Practices Focus Paper – Chief of Staff Functions at a Joint Headquarters
      (d) JP 3-33, Joint Task Force Headquarters
      (e) JP 6-0, Doctrine for C4 Systems Support to Joint Operations
      (f) JP 6-02, Joint Doctrine for Employment of Operational/Tactical C4 Systems
      (g) Department of the Navy Knowledge Management Strategy
      (h) NAVMC 3500.54E, Command and Control Training and Readiness Manual
      (i) MCDP 6, Command and Control
      (j) MCTP 3-30B, Information Management
      (k) MCRP 3-40.2B, Multi-Service Tactics, Techniques, and Procedures (MTTP) for Internet Tactical Chat in Support of Operations
      (l) MCO 5220.13, Marine Corps Continuous Process Improvement
      (m) Command and Control Training Educational Center of Excellence (C2TECOE), Information Management Reference Guide
      (n) MCWP 3-30, MAGTF C2
      (o) US MARFORCOM Order 5224.1B, Continuous Process Improvement Program
      (p) II MEFO 3500, II MEF TACSOP, Chapter 13 - Information Management
      (q) II MEFO 5000.2, II MEF Staff Regulations
      (r) II MEF Staff Action Guidebook
      (s) II MEFO 3146.1B, SharePoint Governance and Management Policy

Encl: (1) Mission Essential Tasks (METS) and Information Requirements
      (2) II MEF Information Systems
      (3) Information Management (IM) Planning Process
      (4) Sample IM Support Request Message Format
      (5) Knowledge Management (KM) Officer Internal Assessment Checklist
      (6) Battle Rhythm Management
      (7) Request for Information Management
      (8) Information Management Office (IMO) Service Request Process
      (9) IM/KM Inspection Checklist (Draft)

1. <u>Situation</u>. The IMP delineates II Marine Expeditionary Force (II MEF) implementation and governance of IM and Knowledge Management (KM) throughout the command.

2. <u>Mission</u>. II MEF general and special staff sections, Major Subordinate Commands (MSC) and Major Subordinate Elements (MSE) shall adhere to standard IM procedures contained within this Order to secure, share, and maintain II MEF data, information, and knowledge via efficient and effective processes. II MEF leadership must have the right information, in the right format, delivered at the right time, to the right person, with the right classification to facilitate expedient decision-making and follow-on action. The II MEF IM Office establishes and maintains IM procedures required to facilitate the sharing of information and knowledge throughout the command as cited in the IM Office's METs: (1) Provide command information process support; (2) Create executive decision support tools, when directed; (3) Establish and maintain access to C2 systems; (4) Establish and maintain Common Operational or Tactical Picture (COP/CTP); (5) Provide for staff information exchange and (6) Establish and maintain a collaborative services environment. Department of Defense (DoD), Commander of the Joint Chiefs of Staff (CJCS), U.S. Joint Forces Command (USJFCOM) orders, Department of the Navy (DoN) and Headquarters Marine Corps (HQMC) policy specified in references (a) through (s) were consulted in the development of this Order. This Order augments the II MEF TACSOP reference (p) and the Staff Regulations, reference (q), and governs IM/KM planning within II MEF. It describes the purpose and objectives of IM/KM, identifies all major participants, identifies the framework, and assigns tasks associated with the execution of the IMP. Figure 1. depicts the relationship between people, processes, and technology within the construct of the II MEF organizational culture.

"Synchronizing MAGTF C2 Elements to fight and to win"

Figure 1. Pillars of IM

3. <u>Information Management Plan</u>

    a. This document will aid the MEF in identifying functional essential tasks, processes and required systems training necessary to maintain a common Information Environment (IE) during routine operations and during pre-deployment, deployment, redeployment, and post-deployment periods. The deploying unit will be governed by reference (p) and specifically the exercise or operation order, of which the Annex U is an essential part. The

end state is to meet Commanding General, II MEF's IM/KM requirement to possess an agile decision-making cycle and optimized operational performance. Common staff procedures are presented in the II MEF Staff Action Guidebook, reference (r), and complement this IMP.

   b. II MEF will increase the speed of the command's decision making cycle by creating an IE that links operational and administrative information using standardized formats and optimized processes, enabled by existing systems and applications. II MEF IM Officers (IMO) and KM Officers (KMOs) will: (1) develop an operational information architecture; (2) facilitate internal and external information exchange requirements; and (3) resolve IM/KM training shortfalls in order to provide timely, analyzed, and relevant information to the commander, optimizing this cycle.

   c. IM/KM Objectives

      (1) Create a culture which establishes IM/KM as a "matter of practice."

      (2) Identify command and functional area Information Exchange Requirements (IERs).

      (3) Simplify information flow by developing or refining processes and procedures.

      (4) Generate quality information through the use of standardized input and output formats and templates, housed within the II MEF IM matrix.

4. Execution. Staff sections shall ensure that they follow the steps detailed herein to determine their mission essential tasks in support of Marine Combat Tasks (MCTs). Results of this activity are located in enclosure (1) and are used to assist in determining IM/C2 systems requirements. The process defined in enclosure (3) is similar; however, it is intended for operational planning, after completing the sequence of actions listed in the paragraphs below.

   a. Identify Mission-Essential Tasks. The identification of functional area mission-essential tasks (METs) allows a staff to readily identify critical events necessary to successfully accomplish the functional area's mission, while identifying, evaluating, and analyzing the information requirements required to accomplish each MET.

   b. Identify Supporting Information Requirements (IR). Section information requirements are derived by performing mission analysis of a section's METs and answering the question, "What IRs are required to achieve this MET?" An information requirement can be addressed either by a process or a system. Once all information requirements have been identified, staff sections validate and prioritize current processes, in descending order, as critical, essential or enhancing as it relates to a MET's accomplishment.

   c. Define the IR Process. The process refers to the inputs, actions and outputs to complete an identified IR. Furthermore, assess processes to determine whether improvements may be applied to save time or eliminate

waste. Improvements can be in the form of a process modification, training solution, personnel augmentation, or use of a system/technology.

    d. Identify Enabling Systems & Applications. To facilitate the collation, coordination, dissemination and retrieval of IR inputs and outputs identify the system(s), application(s) and collaborative service(s) used for each IR.

    e. Identify Training Requirements. Based on Step 4, proper use of systems and applications across functional staffs includes a sufficient number of certified operators, as systems and process training is a fundamental component of the IMP. The information requirements identified are the basis of the IMP training table found in enclosure (2). The Information Management Working Group (IMWG) will also evaluate the commercial sector for innovative training opportunities, when required.

    f. Identify IM Gaps. To identify IM gaps, the staff must review their METs and information requirements and identify those information requirements they have not been able to resolve. Once an IM gap is identified, and forwarded to the IMWG, the IMWG will determine if the gap can be filled with resources internal to the command. If the gap cannot be addressed internally, then the IMO will coordinate with outside agencies to assess alternatives.

    g. Train. Training remains a continuing action to ensure sufficient number of certified personnel are in place to operate the collaborative services provided and perform functional IM/KM related tasks.

5. Tasks

    a. Chief of Staff (COS)/Executive Officer (XO) is the Chief KMO of the command, per ref. (d).

        (1) Ensure effective mechanisms are in place to transition raw data into actionable knowledge.

        (2) Act as Reporting Senior for the command IMO, per ref. (j).

        (3) Chair the IM Board.

        (4) Own the Command Battle Rhythm.

        (5) Direct staff compliance with the IMP.

    b. Staff KMOs. The Staff KMO's are defined as the military officers or government civilians within a staff section, responsible for supervising data, information and knowledge within that section.

        (1) Provide direction regarding creation, storage, formatting, transmission, and archiving of functional area information and knowledge.

        (2) Coordinate with and assist the command IMO in IM planning efforts.

(3) Establish and maintain a functional KM program upon completion of the II MEF Information Management Orientation Course (IMOC), per enclosure (5).

(4) Ensure the staff section actively participates in the IMWG.

(5) Contribute to the IMP and ensure functional area IM/C2 systems are maintained in a high state of readiness.

(6) Ensure system operators obtain required certification, per enclosure (2).

(7) Ensure system operators obtain required certification, per enclosure (2).

c. IMO. The IMO coordinates the procedures necessary to share quality information generated by the staff, promoting the development and exchange of knowledge, resulting in informed decisions by the Commanding General or Commanding Officer.

(1) Establish and maintain a functional IM program upon completion of the II MEF Information Management Orientation Course (IMOC), per enclosure (9).

(2) Publish the command's IMP.

(3) Coordinate the scheduling of IM training with the G-3/S-3, Marine Corps resources, required civilian organizations, and sections as required.

(4) Ensure close and continuous coordination with the G-6/S-6 during the IM lifecycle.

(5) Schedule, prepare and execute the IMWG and IMB.

(6) Assist subordinate unit IMOs with their IM/KM requirements.

(7) Conduct internal and command inspections, using enclosure (9), to ensure IM/KM programs are established throughout II MEF and performing according to this Order and other IM/KM related Marine Corps policies.

(8) Track progress of IMP execution and IM/KM Return on Investment (ROI) through the use of performance metrics.

d. MEF - Policy, Process, & Automation (PP&A) Manager

(1) Provide information process support and lead Continuous Process Improvement (CPI) as listed in enclosure (1), applying Lean Six Sigma (LSS).

(2) Create Executive Decision Support Tools, when directed.

(3) Chair the IMO internal Change Advisory Board (CAB).

(4) Lead the Remain-Behind-Element (RBE) for the MEF IMO.

(5) Manage the MEF Battle Rhythm through the Battle Rhythm Analysis Working Group (BRAWG), per enclosure (6).

e. <u>MEF - Collaborative Services (CS) Manager</u>

(1) Establish, configure, and maintain the CS environment to include web conferencing, collaborative workspaces, and chat services on all assigned networks.

(2) Provide for the MEF Staff's Information Exchange, to include Requests for Information (RFI's), per enclosure (7).

(3) Participate in the IMO internal CAB.

(4) Implement and maintain performance metrics as they pertain to MEF collaborative workspaces, performing recurring MEF wide audits per reference (s).

f. <u>MEF - C2 Systems & Common Tactical Picture (CTP) Manager</u>

(1) Establish and Maintain assigned C2 Systems, ensuring availability and data exchange exists between functional area systems and counterparts at higher, adjacent, and subordinate commands.

(2) Establish/Maintain COP/CTP and appropriate dissemination of the same, sustaining shared situational awareness.

(3) Participate in the IMO internal CAB.

(4) Research, design and establish II MEF's Tactical Service Oriented Architecture (TSOA).

(5) Coordinate and execute all hardware and software upgrades for assigned C2 systems, to include every Combat Operations Center throughout II MEF and Eastern Region.

(6) Integrate systems across functional areas where practical.

(7) Ensure the C2 systems and software baseline is distributed well in advance of an operation or exercise, using approved software versions, supporting IERs, the commander's decision-making cycle, and associated ports and protocols are shared with G-6/S-6.

g. <u>MEF - Information Management Service Desk (IMSD) Manager</u>

(1) Accept requests via the IM functional reporting chain by using the automated Service Request (SR) form and process, per enclosure (8).

(2) Track SR and project progress in the underlying SR database, reporting trends, aging, and overall activity via the IMO COP web part and other data visualization formats.

(3) Ensure SRs are filled in their entirety, and resolved within assigned performance standards as follows: Pri. 1, <24hrs; Pri. 2, 24-48hrs; Pri. 3, <72hrs, Pri. 4, 72-96hrs; Pri. 5 ≤120hrs; Projects ≤ 60 days.

(4) Three times monthly, inform the CAB on status of SR resolution and projects with update to the IMO.

h. G-3/S-3 Officer

(1) Identify a section KMO to articulate G-3/S-3 IM/KM requirements prior to attending the monthly IMWG.

(2) Serve as the co-chair of the IM board, upon Chief of Staff/XO approval.

(3) Ensure MEF/unit wide IM/KM training events are added to the training, exercise, and employment plan.

i. G-6/S-6 Officer

(1) Identify a section KMO to articulate G-6/S-6 IM/KM requirements prior to attending the monthly IMWG.

(2) Ensure close and continuous coordination with the IMO during the planning process.

(3) Advise and assist the IMO on placing system and application images on the Marine Corps Enterprise Network (MCEN) or deployed MCEN (D-MCEN).

(4) Provide communication estimates of supportability for IM requirements identified by the IMWG.

j. G-8 Officer. Coordinate fiscal requirements related to IM.

6. Coordinating Instructions

a. The designated IMO / KMO's shall ensure that they accomplish the following tasks detailed herein in support of II MEF, and it's MSC/E:

(1) Attend the II MEF IMOC for IM/KM certification.

(2) Attend virtual IM weekly meetings via Defense Collaboration Services.

(3) Attend IMWGs

(4) Ensure personnel attend required C2/CS certification courses.

(5) Coordinate with functional area system managers to identify support requirements and resource availability.

(6) Document, optimize and maintain copies of all internal warfighting and staff processes.

(7) Coordinate development of command IM policy.

(8) Coordinate with IMO to establish automated repeatable processes where practical.

(9) Use LSS within the framework of the unit Continuous Process Improvement (CPI) program, per ref. (o).

(10) Coordinate changes to Battle Rhythm via the IMWG and BRAWG.

(11) Incorporate chat usage as part of daily routine on NIPRNET/SIPRNET.

(12) Make maximum use of the collaborative workspace (portal):

    (a) Document Libraries

    (b) Calendars

    (c) Lists

    (d) Linked Lists

    (e) Static Content

(13) Utilize web conferencing, which includes integrated chat, application sharing/screen casting, voice/audio communication, and presence/awareness.

(14) Deconflict use of various networks based on IERs.

(15) Ensure information systems within functional area support command mission requirements and meet IERS of higher, adjacent, and subordinate counterparts.

(16) Requesting operationally aligned IM/C2 contractors for deployment requires a message to CG II MEF IMO and will follow the format contained in enclosure (4).

(17) Contact the II MEF IMSD to resolve IM incidents and optimize user IM/C2 capabilities.

    (a) Email to the IMSD Organizational Mailbox - iimefimservicedesk@usmc.mil

    (b) Telephone 910-451-8614

    (c) SR to - https://eis.usmc.mil/IIMEF/imo/Pages/IMSD.aspx

(d) Track SR status via email or daily at https://eis.usmc.mil/sites/IIMEF/imo/Pages/IMSD.aspx

(e) Adhere to the SR escalation process in order of priority.

<u>1</u>. Queue Manager (Contractor)

<u>2</u>. IM Section Manager (Government)

<u>3</u>. IM Supervisor (Government)

<u>4</u>. Information Management Officer (Military)

7. <u>Administration and Logistics</u>

a. II MEF IM services are coordinated through the senior IM organization within the command - the II MEF IMO.
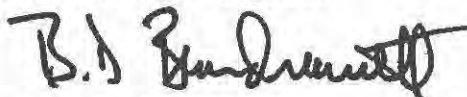
b. IM/KM or C2 systems certification training is coordinated via the following organizations:

(1) II MEF IMOC information can be obtained through the MSC IMO or MEF IMWG.

(2) MAGTF Information Systems Training Center (MISTC), Camp Johnson, NC.

(3) Regional Intelligence Training Center (RITC) East, Camp Lejeune, NC.

(4) Expeditionary Warfare Training Group - Atlantic (EWTGLANT), Virginia Beach, VA.

(5) Marine Corps Intelligence Schools (MCIS), Dam Neck, VA.

(6) Joint Enabling Capabilities Command, Norfolk, VA.

(7) Material Readiness Training Center (MRTC), Camp Lejeune, NC.

8. <u>Command and Signal</u>.

a. Command. This Order is applicable to all personnel assigned to the II MEF to include MSCs and MSEs.

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

B. D. BEAUDREAULT

Distribution: A

Mission Essential Tasks and Information Requirements

G-1 Administration
**Mission Essential Task (as of 21 May 18)	OPR: G-1 Chief**

- Most Performance Steps Codified in NAVMC 3500.3D of 17 May 16 (Pages 4-1 through 4-55)
  - Manage Message Traffic; Automated Message Handling System (AMHS)
  - Manage Defense Travel System (DTS); Orders/Claims
  - Manage Conduct of Evaluations; Fitness Reports
  - Manage Conduct of Evaluations; Proficiency and Conduct Marks
  - Manage Personnel Accountability – Holiday / Deployed
  - Manage Directives Control Point
  - Manage Command Awards Program
  - Generate Personnel Reports
  - Develop Personnel Annexes
  - Casualty Management / Estimation
  - Personal Casualty Reporting – Garrison and Deployed
  - Oversee Submission of Deployment Status Report (DSR)
  - Manage Personnel Sourcing for Manning Document and Individual Augments
  - Manage Unit Promotion Program
  - Process Special Program Packages
  - Advise on Force Flow Execution
  - Manage Combat Replacement Program
  - Manage Individual Mobilization Augmentee (IMA) Drill Management
  - Manage IMA Line of Duty Tracking
  - Manage IMA Unit Transfers
  - Manage IMA Orders Writing
  - Manage IMA and Division Government Travel Charge Cards (GTCC)
  - Manage IMA Travel (DTS)
  - Manage IMA Travel (DTMS)
  - Manage Contingency Operations and Joint Individual Augments IMA Admin Assistance and Screening
  - Manage Civilian Payroll for Employing Activity 20133
  - Manage Standard Labor Data Collection and Distribution Application (SLDCADA) Time and Attendance System Access
  - Oversee Defense Financial and Accounting Service payroll audit and discrepancy resolution
  - Manage Civilian Personnel Records
  - Manage Manpower Table of Organization (T/O) – TFSMS Super User Role
  - Manage and Oversee Civilian Hiring
  - Manage Position Designation Records
  - Manage Civilian Financial and Personnel Records

Information Requirement	Action Officer	Process (Inputs/Outputs)	System
Manage Message Traffic; Automated Message Handling System (AMHS)	OPR: Adjutant / Operations / Manpower	▪ II MEF G-1 will (review and/or transmit) automated transmissions submitted to the CG via organizational unit PLAD: "II MEF G ONE" for info/action. ▪ Use to manage personnel sourcing in support of Exercises and Operations/ special programs nominations and meritorious promotions processing as part of an established Battle Rhythm.	**NIPR, SIPR OR BOTH:** Both **URL:** https://lejeune.amhs.usmc.mil/Login?returnUrl+/

Manage Defense Travel System (DTS); Orders/Claims	OPR: Adjutant / Operations / Manpower	▪ II MEF G-1 will manage the internal submissions of requests and claims (review/approve) to include coordination with Funds Manager to ensure allocation of funds is sufficient and or available. ▪ Garrison, submit all TAD requests via DTS. ▪ Each Command Element (CE) section and MSE will have a person designated to approve requests. ▪ Funding will be allocated within DTS by comptroller in accordance with Fiscal Year Budget. ▪ All travel claims will be submitted via DTS (5 days after termination TAD). ▪ Deployed or not accessible, submit TAD request forms to II MEF G-8 for fund approval and MIG S-1 create/ authenticate orders. ▪ All travel claims will be submitted hard copies to II MIG S-1/ Comptroller (within 5 working days of TAD completion). ▪ II MIG S-1 serves as the Organization Defense Travel Administrator (ODTA) for the MEF CE.	**NIPR, SIPR OR BOTH:** NIPR **URL:** https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view
Total Force Structure Management System (TFSMS)	OPR: Manpower / Civilian Military Personnel Management Officer (CMPMO)	▪ II MEF G-1 manages Manpower Table of Organization (T/O) – Further, CMPMO serves as a TFSMS Super User Role ▪ Input and submit T/O changes ▪ Review and export approved T/O data ▪ Upload, download and transmit large PII and other type files to authorized personnel that cannot be transmitted via encrypted email due to file size.	**NIPR, SIPR OR BOTH:** NIPR **URL:** https://tfsms.mceits.usmc.mil/TFSMSWelcome/faces/Home AMRDEC SAFE (Transmit Large Files) https://safe.amrdec.army.mil/safe/Welcome.aspx
Total Workforce Management Services (TWMS) Administration	OPR: OPR: Manpower / Deputy / Civilian Military Personnel Management Officer	▪ II MEF G-1 manages and oversees Civilian/Military Financial and Personnel Records ▪ Upload/download financial records	**NIPR, SIPR OR BOTH:** NIPR **URL:** https://twms.navy.mil/login.asp

		• Review/audit financial records ■ Training Record Management • Input Official Training Record information • Process Training Request Position/ ■ Manpower Record Management • Add/Delete/Edit employee personal record information • BIC assignment management • Upload, download and transmit large PII and other type files to authorized personnel that cannot be transmitted via encrypted email due to file size.	**Marine on Line (MOL)** https://mol.tfs.usmc.mil **MCTSFS 3270** https://miap.csd.disa.mil/portal.html **AMRDEC SAFE** (Transmit Large Files) https://safe.amrdec.army.mil/safe/Welcome.aspx
Government Travel Charge Cards (GTCC)	OPR: RLO / G-1 Chief	• II MEF G-1 serves as Agency Program Coordinator (APC) and manages the activation/deactivation of IMA Marines' GTCC, review balances for travel claims, and handle applications for Marines without GTCC in possession. • For the MEF CE, each Division has an appointed APC to mimic the aforementioned actions. • The MEF G-8 serves as overall hierarchy/APC for the II MEF.	**NIPR, SIPR OR BOTH:** NIPR **URL:** https://home.cards.citidirect.com/CommercialCard/Cards.html
Manage Conduct of Evaluations; Fitness Reports	OPR: Adjutant	• II MEF G-1 (ICW SSEC) oversees CE evaluation structure (SSEC serves as OPR with emphasis on when CG, DCG are evaluators). G-1 oversees timeliness in reporting. • The Automated Performance Evaluation System (APS) is used for the entire process. • OCR: SSEC/Reporting Seniors & Reviewing Officers / Marine Reporting On (MRO)	**NIPR, SIPR OR BOTH:** NIPR **URL:** https://mol.tfs.usmc.mil Web-based; MOL > APES Module
Manage Directives Control Point	OPR: Adjutant	• II MEF G-1 ensures that all external required publications are ordered	**NIPR, SIPR OR BOTH:** NIPR **URL:**

		for the CE. Further, serves as the Directives Control Point (DCP) for all II MEF promulgated Orders, Bulletins, and Policies etc.... • Ensures Command Issued Directives (CID) are controlled & serialized, current, administratively correct and published for widest dissemination based off content intent. • Internal Distribution List (IDL) • The creation of the IDL is an automated function of Publication Library Management System (PLMS), and is accomplished by the DCP or UPCP. The UPCP must collect all of the commodities' PLMS library data files from all sections. These data files are then merged to create the IDL in PLMS. The IDL from PLMS lists all publications marked as required in the unit and the subordinate section library's on-hand and deficient quantities. Most HHQ publications are now electronic and are retrieved/reviewed via the Marine Corps website (.mil) and or are ordered via MCPDS (3270) for the MCPEL CDROM	3270: https://miap.csd.disa.mil /portal.html Publication Library Management System (PLMS) http://www.marines.mil/ News/Publications.aspx SharePoint: https://eis.usmc.mil/sites /iimef/Pages/default.asp x CIDs are prepared using Microsoft Word, then scanned PDF and published on the II MEF Share portal.
Manage Command Awards Program	OPR: Adjutant	• II MEF G-1 serves as the Unit Awards Administrator and ensures that all personnel/unit awards, and special programs that require approval or endorsement of II MEF CG are tracked, vetted, forwarded for disposition and approved in a timely manner. • Garrison • - Personal. Normally, only the Meritorious Service	**NIPR, SIPR OR BOTH:** NIPR **URL:** iAPS https://www2.manpower .usmc.mil/iaps/ SharePoint: https://eis.usmc.mil/sites /iimef/Pages/default.asp x AMRDEC SAFE (Transmit Large Files) https://safe.amrdec.army .mil/safe/Welcome.aspx

		Medal (MM) or higher receive MEF level vet consideration (for CE and MSEs) as CGs have MM authority (and Slated O6 CO's can award the NC and below). ■ - Unit. MUC and NUC's require II MEF CG's endorsement before they are submitted to MFC and MMMA. When meritorious action is in a combat zone, the award needs to be endorsed by operational chain of command before is endorsed by MEF. ■ - Special Program. Only those special programs that require 1st GO endorsement (for CE and MSEs) and higher required MEF level vet consideration. ■ - Valor awards. Follows CMC MMMA and MARCENT published guidelines and required (MEF Forward) endorsement during and after conflict period.	Personal. Originated and staffed via the web-based Improved Awards Processing System (iAPS). CERTCOMs are processed via Microsoft Word. Unit. All unit awards are generated and staffed via IAPS. Special Category Program. All nominations are forwarded via electronic scan via PDF or Share portal. AMRDEC is used to transmit large files securely to higher. Valor Awards. Processed in iAPS.
Personnel Casualty Reporting	OPR: Adjutant	■ II MEF G-1 serves as senior Casualty Assistance Calls Representative (CACR). ■ Garrison/peace time operations (NIPR). Processing of the Personnel Casualty Report (PCR) is executed by Marine/Sailor parent command or first reporting entity who is made aware of a casualty with the MEF G-1 being a mandatory information addressee. ■ CE PCR: Will be processed by the MIG/MSB. ■ Major Subordinate Command (MSC) and Elements (MSE) will be recalled to prepare the initial PCR for submission to higher.	**NIPR, SIPR OR BOTH: NIPR URL:** https://www.manpower.usmc.mil - NIPRNet ONLY Web-based database (download) called Defense Casualty Information Processing System (DCIPS) Forward – currently 8.0.

		▪ All PCRs will inform the II MEF Command Duty Officer. ▪ Supplemental PCRs will be released as required; MSEs will prepare and release their supplemental PCRs ▪ Deployed/Expeditionary Operations ▪ (NIPR) processing of the PCR is executed by Marine/Sailor parent command and forwarded for release by the MEF G-1 unless published otherwise in the Annex E of the OPORD.	
Manage Unit Promotion Program	OPR: Adjutant	▪ II MEF G-1 advises on promotion policy and ensures execution of unit promotion program. ▪ General promotion matters are administered at the Reporting Unit level (Battalion, Regiment) and HQMC MMPR Branch. ▪ Meritorious promotion matters are overseen and managed at the first "Commanding General" level. The MEF G-1 purview extends to the MSEs falling directly under the MEF (MIG, MEUs etc....). All administrative processing (i.e. warrants, proficiency / conduct marks) are delegated to Unit Commanders. ▪ Combat promotion matters are governed under CCDR and HQMC MMPR. ▪ All promotions are processed automatically based off MCTFS Cycle program logic except Meritorious and Combat promotions which require liaison with the Personnel Administration Center for diary reporting.	**NIPR, SIPR OR BOTH:** NIPR **URL:** Https://mol.tfs.usmc.mil Web-based; MOL > Promotion Module Automated Message Handling System. Microsoft Word
Process Special Program Packages	OPR: Adjutant	▪ II MEF G-1 oversees special programs to include commissioning packages,	**NIPR, SIPR OR BOTH:** NIPR **URL:**

		warrant officer packages, MCAA, GEICO, Leftwich Trophy, etc. at the first "Commanding General" level. The MEF G-1 purview extends to the MSEs falling directly under the MEF (MIG, MEUs etc....) and those that required Higher headquarters endorsement (i.e. MARFOR).	USMC.MIL/MARADMINS http://www.marines.mil/News/Messages/MARADMINS.aspx SharePoint: https://eis.usmc.mil/sites/iimef/Pages/default.aspx - Microsoft Outlook - Microsoft Word
Manage Conduct of Evaluations; Proficiency and Conduct Marks	OPR: Manpower	• II MEF, MIG, MSB, HQCo oversees CE proficiency and conduct (PRO & CON) reporting. • PROs/CONs will be submitted to the Company for each Marine by the Division CE Head via MOL. • DUE: 31st of Jan and Jul	**NIPR, SIPR OR BOTH:** NIPR **URL:** https://mol.tfs.usmc.mil Web-based; MOL > ProCon Module
Manage Personnel Accountability	OPR: Manpower	• II MEF G-1 establishes deadlines and formats for accountability reporting. • OCR: Section Chiefs/Heads/Commander • Garrison (NIPR). The MIG serves as lead in garrison for the MEF CE. On order (i.e. Post holidays) 100 percent MEF accountability is communicated via electronic mail to MEF G-1. • Deployed (NIPR/SIPR). When MEF is lead, most common method of • Reporting is via (J)PERSTAT. The Secured Personnel Accountability System (SPA) and internal CHAT mediums may also be employed the same. • Data may also be derived from other sources such as Operational Data Store Enterprise (ODSE) and imported into MS Office products for inclusion in CG briefs • Consolidates input and briefs during Commanders	**NIPR, SIPR OR BOTH:** BOTH **URL:** MOL: https://mol.tfs.usmc.mil SPA: https://spa-prod.hqi.usmc.mil/spa/ Web-based; MOL > UMSR Module Garrison (NIPR) - Marine Online (MOL – HQMC web-based system). - Microsoft Outlook Deployed (NIPR/SIPR) - Microsoft Excel (PERSTAT) - SPA can traverse data between NIPR/SIPR - Interfaces with MCTFS and DMDC (DEERS) - CHAT medium/forum - Marine Corps Total Force System (MCTFS-3270). - Cognos Impromptu runs ODSE. ·

		Update Brief and COC changeover.	
Generate Personnel Reports	OPR: Operations/Manpower	• II MEF G-1 analyzes Marine Corps Total Force System (MCTFS) data in order to respond to tasks, answer requests for information, or in the execution of duties.	**NIPR, SIPR OR BOTH:** BOTH **URL:** MOL/Report Studio/ODSE: https://mol.tfs.usmc. mil
Develop Personnel Annexes	OPR: Operations	• II MEF G-1 develops the conduct of Administrative and Personnel support for inclusion in the overall concept of operations fed in to the deliberate Planning of the Marine Corps Planning Process Personnel (Annex E of the Operational Order (OPORD))	**NIPR, SIPR OR BOTH:** BOTH **URL:** SharePoint: https://eis.usmc.mil/sites /iimef/Pages/default.asp x - Microsoft Word - Share portal
Casualty Management / Estimation	OPR: Operations	• II MEF G-1 provides staff Casualty estimation as part of the G-1 staff estimate during the MCPP process. • Allows Commanders and staff to visualize the effects of combat and non-combat losses on personnel strength. • Enables other staff members (Operations, Medical) to anticipate requirements, and notifies headquarters of potential combat replacements. • Estimates consists of rates that are derived by formulas (variable by intensity and duration of combat as provided by Operations). • NOTE 1: Health Services also provides casualty estimation, due to impacts on medical requirements and plans, and close coordination with the G-1 is imperative to eliminate redundancy and ensure accuracy. • NOTE 2: Estimates are subject to variance, due to the effectiveness of the maneuver warfare plan.	**NIPR, SIPR OR BOTH:** BOTH **URL:** N/A - Microsoft Excel / PowerPoint

		use of weapons of mass destruction (WMD) and difficulty in predicting enemy actions.	
Oversee Submission of Deployment Status Report	OPR: Operations	▪ II MEF G-1 oversees Unit Deployment Status Reports (DSRs) which are used to identify on hand strength and project personnel deficiencies within a unit prior to deployment (to include ensuring sourcing requirement and verification that stabilization reporting has occurred).	NIPR, SIPR OR BOTH: BOTH URL: https://lejeune.amhs.usmc.mil/Login?returnUrl+/ - AMHS with Microsoft Excel attached
Manage personnel sourcing for Manning Document and Individual Augments	OPR: Operations	▪ II MEF G-1 manages provisional Manning Documents depicting billets and personnel, created to task organize, meet specific mission requirements, and source individuals against those requirements. ▪ G-3 oversees units, teams, or other "capabilities" via the Request for Forces (RFF) process. Further, Unit Replacements also fall under "3" cognizance. ▪ Combat replacements are Individual Augments and are overseen by the G-1.	NIPR, SIPR OR BOTH: Both URL: https://lejeune.amhs.usmc.mil/Login?returnUrl+/ - Microsoft Excel
Advise on Force Flow Execution	OPR: Operations	▪ II MEF G-1 has a role in the G5 (G3/5) function of force flow. Monitors arrival and departure of forces (ICW the MIG for CE), thereby reporting personnel accountability. The G-1 reports actual progress of the G5 TPFDD and convey whether the plan is ahead of or behind schedule. ▪ Accountability in a high tempo MAGTF deployment can be difficult, due to connectivity issues and mass movement of personnel through various locations, as well as delays from the plan caused by	NIPR, SIPR OR BOTH: SIPR URL: https://lejeune.amhs.usmc.mil/Login?returnUrl+/ - Microsoft Outlook (SIPR) - Microsoft; Excel

		• equipment failure, combat, or scheduling. • Proper planning and procedures can mitigate some of the issues, through well understood reporting requirements, simplicity, and redundancy.	
Manage Combat Replacement Program	OPR: Operations	• II MEF G-1 has a role of ensuring that unit strength remains at approved force management levels. • The combat replacement process is a board spectrum of procedures that vary according to the operational situation. • There are different roles that vary the requirements such as the MARFOR/Service Component and their role to provide forces, the Combatant Commander (COCOM) and their role to oversee TPFDD to sequence replacements, the G-1 of the MAGTF to identify replacement requirements, and the sourcing command to provide replacements and arrange transportation into theater.	**NIPR, SIPR OR BOTH:** SIPR **URL:** https://lejeune.amhs.usmc.mil/Login?returnUrl+/ - Microsoft Outlook (SIPR) - Microsoft; Excel
IMA Drill Management	OPR: Reserve Liaison Office	• II MEF G-1 oversees and manages the Drills of IMA Marines assigned to II MEF CE. • Drill Management Module (DMM)	**NIPR, SIPR OR BOTH:** NIPR **URL:** https://rtamms.mceits.usmc.mil Web-based: RTAMMS > DMM Module
IMA Line of Duty Tracking	OPR: Reserve Liaison Office	• II MEF G-1 oversees and manages LOD investigations and associated processing of IMA Marines assigned to II MEF CE. • Marine Corps Medical Entitlements Data System (MCMEDS)	**NIPR, SIPR OR BOTH:** NIPR **URL:** https://rtamms.mceits.usmc.mil Web-based: RTAMMS > MCMEDS Module
IMA Unit Transfers	OPR: Reserve Liaison Office	• II MEF G-1 oversees and manages all Unit Transfers for IMA Marines assigned to II MEF CE.	**NIPR, SIPR OR BOTH:** NIPR **URL:**

		• Inventory Data Management System (IDMS)	https://rtamms.mceits.usmc.mil Web-based: RTAMMS > IDMS Module
IMA Orders Writing	OPR: Reserve Liaison Office	• II MEF G-1 oversees and serves as the Order Writing Authority for IMA Marines assigned to II MEF CE and Major Subordinate Commands/Elements. • Marine Resource Order Writing Service (MROWS)	**NIPR, SIPR OR BOTH:** NIPR **URL:** https://mol.tfs.usmc.mil Web-based: • MOL > MROW Module
IMA Travel	OPR: Reserve Liaison Office	• II MEF G-1 oversees and manages the Travel request and processing for IMA Marines assigned to II MEF. • Defense Travel System (DTS)	**NIPR, SIPR OR BOTH:** NIPR **URL:** https://dtsproweb.defensetravel.osd.mil
IMA Travel	OPR: Reserve Liaison Office	• II MEF G-1 oversees and manages the processing of Travel Claims/vouchers for IMA Marines assigned to II MEF. • Document Tracking and Management System (DTMS) Travel Claims	**NIPR, SIPR OR BOTH:** NIPR **URL:** https://mol.tfs.usmc.mil Web-based MOL > DTMS Module
Contingency Operations and Joint Individual Augments	OPR: Reserve Liaison Office	• II MEF G-1 manages via the Marine Corps Force Augmentation Processing System (MCFAPS); Requirements, validation, tasking and sourcing of individual augmentees.	**NIPR, SIPR OR BOTH:** NIPR **URL:** https://mcfaps.usmc.mil
IMA Admin Assistance and Screening	OPR: Reserve Liaison Office	• II MEF G-1 oversees and provides all administrative and personnel support to of IMA Marines assigned to II MEF.	**NIPR, SIPR OR BOTH:** NIPR **URL:** 3270: https://miap.csd.disa.mil/portal.html
Defense Civilian Payroll System	OPR: Civilian Military Personnel Management Officer (CMPMO)	• II MEF G-1 manages Civilian Payroll for Employing Activity 20133; Payroll 0550; SLDCADA 0688 • Conduct payroll audit, and resolve discrepancies • Adjust employee financial records (i.e. taxes, leave balances, time and attendance etc....)	**NIPR, SIPR OR BOTH:** NIPR **URL:** https://miap.csd.disa.mil/rweb/LoginPage.do?logout=true (Defense Information Systems Agency (DISA) Department of Defense

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			Multi-host Internet Access Portal)
Standard Labor Data Collection and Distribution Application (SLDCADA) System	OPR: Civilian Military Personnel Management Officer (CMPMO); Deputy G-1	▪ II MEF manages Standard Labor Data Collection and Distribution Application (SLDCADA) Time and Attendance (T&A) System Access as Administrator ▪ Manage end user access records ▪ Determine end user access level ▪ T&A Review, Audit & Pay resolution	**NIPR, SIPR OR BOTH:** NIPRURL: https://www.sldcada.nav y.mil/home.do
Defense Financial & Accounting Service (DFAS) Remedy Request System	OPR: Civilian Military Personnel Management Officer; Deputy G-1	▪ II MEF G-1 serves as DFAS Customer Service Representative (CSR) payroll audit and discrepancy resolution ▪ Upload/download receive and transmit employee PII payroll associated information	**NIPR, SIPR OR BOTH:** NIPR URL: https://cust-contact.dfas.mil/arsys/sh ared/login.jsp
Defense Civilian Personnel Database System (DCPDS) Portal	OPR: Civilian Military Personnel Management Officer; Deputy G-1	▪ II MEF G-1 manages Civilian Personnel Record Management ▪ Establish, edit, approve employee personnel record changes ▪ Transfer, internally reassign, increase/decrease employee grade etc....	**NIPR, SIPR OR BOTH:** NIPR URL: https://compo.dcpds.cp ms.osd.mil/
USA Staffing Manager System	OPR: Civilian Military Personnel Management Officer; Deputy G-1	▪ II MEF G-1 manages and oversees Civilian Hiring ▪ Review and/or download civilian applicant resume and data ▪ Review/approve job advertisement	**NIPR, SIPR OR BOTH:** NIPR URL: https://signin.usastaffing .gov
Office of Personnel Management (OPM) Position Designation System	OPR: Civilian Military Personnel Management Officer; Deputy G-1	▪ II MEF G-1 generates a Position Designation Record (PDR) for newly classified and revised Federal Civil Service employee position descriptions	**NIPR, SIPR OR BOTH:** NIPR URL: https://www.opm.gov/in vestigations/suitability-executive-agent/position-designation-tool/

G2 Intelligence			
Mission Essential Task			

- Provide intelligence updates as required in order to reduce uncertainty and provide for force protection.
- Track, manage, and maintain updated intelligence-specific classified documents and maps, charts, and geodesy (MC&G) holdings.
- Provide timely intelligence to support all II MEF full-mission profile mission types in a Split/Distributed ESG configuration.

Information Requirement	Action Officer	Process (Inputs / Outputs)	System
Weather	Meteorological and Oceanographic (METOC)	▪ Get weather updates ▪ Create reports	Web-based, Local Observations, PowerPoint, Needs injects from weather sensors to be automated
Crisis Action Team (CAT) Intelligence	G-2A	▪ Gather intelligence from multiple sources ▪ Produce intelligence updates for all CAT/Deliberate Planning/Confirmation Briefs	PowerPoint, Marine Link
CO's Intelligence Updates	G-2	▪ Provide intelligence updates as required	PowerPoint, Marine Link
Maps	G-2	▪ Maintain updated inventory and provide standard mapping products (organic or NGA)	PowerPoint, JPG, ArcView May use: TGIL, DGIL, DTAMS, DTAMS-L
Language	G-2	▪ Maintain updated language rosters ▪ MSEs report language proficiencies to II MEF G-2	3270, Request to MSE G-2
Collections	G-2	▪ Conduct organic collections planning, support execution, and disseminate findings of the following missions: Reconnaissance and Surveillance (R&S), Counterintelligence, Signals Intelligence, Sensor Control and Management (GSP), Visual and Sensor Arial Reconnaissance (AV8B LPOD, TACRECCE, FLIR, etc.)	VHF/ UHF/ TacSat, PowerPoint, MS Excel, Word, Outlook, MIRC, Collection Management Work Station (CMWS) – uses GBS, CIHEP, TCAC, RAWS, GALE, & TRSS to process

G-3 Operations	
Mission Essential Task	

- MCT 1.2 Move Forces
- MCT 1.15 Conduct Civil-Military Operations
- MCT 2.1 Plan and Direct Intelligence Operations
- MCT 3.1 Conduct Targeting (Using D3A in Concert with the Joint Targeting Cycle)
- MCT 4.11 Plan and Direct Logistics Operations
- MCT 5.5.1 Integrate and Operate with Joint, Interagency, Intergovernmental and Multinational Organizations
- MCT 5.7 Exercise Command and Control of Air and Ground Forces
- MCT 5.7.4 Plan and Direct Stability Operations
- MCT 5.7.8 Integrate Reserve Forces

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G-3 Executive			
Information Requirement	Action Officer	Process (Inputs / Outputs)	System
Administrative requests	Admin Chief	▪ Receive and forward morning reports to MHG. ▪ Submit purchase requests to MHG for input into PR Builder. ▪ Prepare official correspondence for G3 and deputy. ▪ Review and approve travel requests for entire G3.	MOL (NIPR) DTS (NIPR) MS Office NIPR and SIPR.
Foreign disclosure action support requests Foreign disclosure information	Foreign Disclosure Officer (FDO)	▪ Foreign Disclosure Regulations ▪ Releasable information ▪ Coordinated foreign disclosure activities ▪ Coordinated Foreign Officer PEP Program ▪ Foreign Visitor Coordination ▪ FDO education to staff and MAGTF elements	NIPR and SIPR web and e-mail
G-33 Current Operations			
Information Requirement	Action Officer	Process (Inputs / Outputs)	System
OPSUM input Naval Ship Deployment MEF Unit Deployments (DEPORDs)	G-33	▪ Expeditionary Ops support ▪ OPSUM Brief	NIPR and SIPR web and e-mail
OPREPS CCIRs NIPR and SIPR NAV MESSAGES STU notifications DWX coord via WEB EOC	Command Operations Center	▪ Receive reports and provide reports to HHQ and Subordinate elements. ▪ Receive tasks from HHQ and task subordinate elements. ▪ Conduct emergency management ICW MCIEAST via WEB EOC. ▪ Maintain Command and Control. ▪ Maintain MEF websites related to G-3.	NIPR/SIPR AMHS STU III WEB EOC (NIPR)
Theater Battlefield Management Core Systems (TBMCS)	Air Ops	▪ Schedule support for II MEF Units ▪ Plan, Schedule and Execute ATO requirements	SIPR (email and web access) TBMCS
Receive Readiness reports and assessments from subordinates, and provide reports to HHQ.	G3 Readiness Officer	▪ Reporting and assessments are done monthly and quarterly as required.	DRRS MCRT TFSMS MERIT ODSE CBRNE TRACKER AMHS(NIPR/SIPR)
AMSRR	Aviation Logistics Officer	▪ Aircraft Readiness reports for CG's info	AMHS-NIPR-SIPR MS-OUTLOOK

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Information Requirement	Action Officer	Process (Inputs / Outputs)	System
Wing Daily readiness status Fwd. deploy Readiness MEU's readiness TD's Bulletins POC class desk for each T/M/S Current Pub's for Reports and maintenance Aviation Logistic Requirements PMA's Current projects for T/M/S		▪ Process reports to HHQ ▪ Coordinate TD/Bulletins Supply requirements ▪ Coordinate MEU aviation support parts requirements ▪ Monitor maintenance personnel training ▪ Aviation Logistic issues requirements ▪ IMRL/SE/Personnel shortages requirements ▪ Fwd. Deployed requirements for aviation Maintenance issues.	STE PHONE VTC SVTC NIPR-Email SIPR-Email Web access External Hard Drive
Routine Reporting Requirements	G-3	▪ Process reports to HHQ	AMHS (Classified) AMHS (Unclassified) NIPR (email and web access) SIPR (email and web access) VTC (Classified) VTC (Unclassified) STE Phone (Classified)
CBRN Tracker AT course schedules Critical infrastructure pro. CAM/ACADA inventory MAGTF ACM (CBRNE) schedules ISOPREP entries Country clearances Document vulnerabilities	G-33	▪ ISOPREPS are reviewed and entered via PRMS. ▪ Country Clearances are entered via APACS. ▪ CIP program is administered in MCCAMS. ▪ AT courses are scheduled via NAV MSG ▪ CBRN Tracker/CAM ACADA inventories are handled via NIPR and AMHS NIPR ▪ Vulnerability management is documented via CVAMP. ▪ Travel expenses to conduct program reviews are documented in DTS.	AMHS-NIPR/SIPR PRMS (SIPR) MCATS (NIPR) MCCAMS (SIPR) CVAMP (SIPR) NIPR-SIPR EMAIL DTS (NIPR) APACS (NIPR)
G-35 Future Operations			
Information Requirement	Action Officer	Process (Inputs / Outputs)	System
Naval messages to communicate with subordinate MSCs and higher HQ MEF Unit Deployments (DEPORDs) Conduct communication, coordination with subordinate elements Coordinate daily activities	G-35	▪ Conduct coordination for planning ▪ Conduct coordination for planning ▪ Coordinate all II MEF units' deployments. Coordinate unit capability ▪ Maintain situational awareness of activities within FOPS & conduct coordination ▪ Maintain G-3 situational awareness of activities,	AMHS (Classified) AMHS (Unclassified) NIPR (email and web access) SIPR (email and web access) 3x weekly FOPS Huddle Weekly FOPS update brief to G-3 SVTC Information Papers

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Coordinate & communicate with higher HQ (MARFORCOM / PP&O) Communicate with Commanding General		obtain guidance and intent, obtain decisions - Maintain situation awareness of activities, obtain guidance and intent, obtain decisions - Maintain situation awareness of activities, obtain guidance and intent, obtain decisions	NIPR DON TRACKER SIPR MCATS
Requirements for forces and capabilities from GCCs. Communicate II MEF supportability of identified requirements (i.e., FOS response). Continued coordination with GCCs throughout the planning and execution phases of requirement. Unit/Personnel/Equipment theater entry requirements. (e.g., Country/Theater Clearance) Communicate with higher, adjacent, and supporting; and other directed organization (e.g., NATO, USAiD, and coalition partners)	Plans Officer	- Receive RFFs, FOSs, tasking from HHQ. - II MEF internal GFM actions and FOS to subordinate units. - FOS Response to higher - FRWG/IAWG process. - Force Synchronization Process - TEEP process - OPT outbriefs and plans. - Issue orders (e.g., WARNORDS, INITDIRS, DEPORDS) - Planners Update Brief slides - G-3 TEEP/Synch Tool record - Playbook record validation	AMHS and email (NIPR and SIPR) APACS/NIPR on-line website NATO systems Geographic combatant commander specific systems (e.g., JTIMS, ...) SVTC (Classified) VTC (Unclassified) VOIP and VOSIP SIPR Playbook
Force Deployment Planning and Execution supporting actions and documentation	G-35	- TPFDD Development - COPS Synchronization Reporting - Concept of deployment - DOT Slides - Quality Assurance Review - JOPES data submission for event - Verification messages - GO Endorsements - ULN Manifesting - Force Closure Message Development	AMHS - Classified/Unclassified NIPR -(email and web access) SIPR -(email and web access) VTC - Classified/Unclassified JOPES Newsgroups Transport Capacity Planning Tool COPS Synch Tool

Information Requirement	Action Officer	Process (Inputs / Outputs)	System
		G-37 Training	
PTP Requirements Marine Corps Orders, Publications, & Directives Training Area requests PTP Certification (SIPR) messages MARFORCOM/II MEF formal schools requests and schedules Engineer Center of Excellence (ECOE) communications Weapons Tactics Instructor Course (WTI) requests and schedules	G-37	• FY yearly schedule and II MEF exercise directive. • PTP requirements • II MEF unit de-confliction on range/training areas when inter-unit scheduling conflicts arise. • Evaluation of compliance with MCB and MEF policy, provide CG II MEF Endorsement, routing to MCB for approval, or return to MSC for further staffing • Coordinate with II MEF MSCs regarding submission requirements for individual, detachment, and unit • Training Facility and Range issues, including updating/modernization to better prepare deploying forces for current operating environment. ICW MEF MSCs, identify and prioritize range and training facility requirements; provide requirements to MCI-E. Provide to MCI-E, annual prioritization of requested ranges/facilities for consolidation/inclusion in service/DOD funding programs. • Assist Marines in scheduling professional schools. • Training in C-IED, CREW and TSE.	AMHS NIPR / SIPR Email MS Outlook MCTIMS Don Tracker
Naval messages to communicate with subordinate MSCs and higher HQ Conduct communication, coordination with subordinate elements Coordinate daily activities Coordinate with G-3	G-37	• Conduct planning and coordination for amphibious exercises and operations • Maintain situation awareness of activities, obtain guidance and intent, obtain decisions • Maintain situation awareness of activities, obtain guidance and intent, obtain decisions • Maintain situation awareness of activities, obtain guidance and intent, obtain decisions	AMHS (Classified) AMHS (Unclassified) NIPR (email and web access) SIPR (email and web access) VTC (Classified) VTC (Unclassified)

| Coordinate & communicate with higher HQ (MARFORCOM / PP&O) Communicate with Commanding General | | • Maintain situation awareness of activities, obtain guidance and intent, obtain decisions | |

G-39 FECC			
Information Requirement	**Action**	**Process (Inputs / Outputs)**	**System**
POSREPs SITREPs OPSUMs NIPR and SIPR NAV MESSAGES STU notifications Schedule Training Courses	FECC	• Develop, validate, nominate, and prioritize targets • Prepare Plans & Orders • Integrate Joint, Combined, & Naval Fires • Create, Maintain, & Distribute battlefield geometry • Exercise Command & Control of Non-Lethal and Lethal Fires • Produce audio, print, video products ISO operations • Maintain MEF websites related to G3 • Ensure proper training of FECC personnel	AMHS - Classified/Unclassified NIPR -(email and web access) SIPR -(email and web access) VTC - Classified/Unclassified MCTIMS JADOCS AFATDS C2PC CPOF MAKO STE PHONE EMT PSS-SOF IOS StrikeLink

G-35 PLANS			
Information Requirement	**Action**	**Process (Inputs / Outputs)**	**System**
Long Range TEEP Service Concept Reviews from HHQ MEF Campaign Plan Campaign Plan Execution Reporting Contingency Plan input G-3 Planner Update	G-35	• II MEF TEEP for Y+3 to Y+5 • Position papers and document reviews. • II MEF Campaign Plan • (i) MSC and Staff input to campaign plan objective accomplishment. • (o) Campaign Plan Assessment Briefs. • (o) FRAGOs or Updates to Campaign Plan • Validated Base Force List/TPFDD, assigned forces and coordinated sourcing solutions with MARFORCOM, 2d MarDiv,	AMHS (Classified) AMHS (Unclassified) NIPR (email and web access) SIPR (email and web access) DON TRACKER MCATS VOSIP JWICS

		2d MAW, 2d MLG, I MEF and III MEF ▪ Brief input identifying all current and planned sourcing solutions, exercises and training events	
II MEF Prepositioning requirements in support of exercises and operations. Marine Corps Prepositioning Program information	G-35	▪ Prepositioning ship objectives, MCPP-N, and plans for use of prepositioning assets. ▪ Requirements messages to BIC ▪ Prepositioning Ship and cave inventory/configurations. ▪ Prepositioning classes/instruction.	NIPR and SIPR email and web AMHS (SIPR and NIPR) MCPIC Prepositioning Exercise Budget Forecasting Tool (PEBFT)

G3 Science and Technology
Mission Essential Tasks
   ▪   Monitor latest scientific advancements to identify any that may be potentially useful and report to staff sections/CG
   ▪   Work with government agencies (MCSC, MCCDC, MCWL, ONR, MEC) and vendors to have field testing conducted and monitor and report outcomes to CG Process UNS/UUNS

Information Requirement	Action	Process (Inputs / Outputs)	System
Latest scientific and Technological advancements	G3	▪ Gather data from web, unit suggestions, and vendor reports ▪ Evaluate data ▪ Provide relevant data as input to OPSUM	Outlook WWW *to include blocked sites for research Phone Excel
Unit missions and availability	G3	▪ Gather unit missions and availability ▪ Analyze what units may benefit from identified advancements ▪ Select unit to participate in field testing ▪ Provide relevant data as input to OPSUM	Excel Word PowerPoint
UNS/UUNS	G3	▪ Gather UNS/UUNS ▪ Meet to discuss UNS/UUNS ▪ Provide recommendations and forward UNS/UUNS ▪ Provide relevant data as input to OPSUM	Outlook Phone MCEITS hosted Website Excel Word
Technology evaluation Request	G3	▪ Monitor AMHS for any requests for technology evaluation ▪ Validate request ▪ Coordinate test site and unit ▪ Provide feedback on test results to requestor and if	AMHS

		▪ relevant, provide as input to OPSUM	
Collaborative input from other G3 shops	Science Advisor	▪ Participate in teleconference with G-3 shops throughout USMC ▪ Incorporate information and ideas gathered into standard processes and procedures that will simplify testing and fielding of advanced technologies	DCO

G4 Logistics
Mission Essential Tasks

- Provide virtual analysis of Maintenance Reporting
- Conduct virtual analysis of Readiness Reporting
- Conduct virtual analysis of Accountability
- Review problem supply areas
- Review issues with equipment disposal
- Compile equipment nomination to the CPAC program
- Compile equipment nominations to the Depot Level Maintenance Program
- Review allowance files (TFMS) for changes, replacement items and equipment allowances.
- Provide accurate readiness status report (SORTS)
- Develop Class VII and IX input for OPLANS and orders; prepare LOIs and transportation plans (contingencies, emergency/catastrophe, and alternate), compute requirements, and coordinate support
- Prepare, consolidate, and submit reports and budgets to higher headquarters
- Coordinate and request withdrawal of Class VII Prepositioned War Reserve Materiel Stock to support II MEF Forces
- Coordinate staffing of II MEF MSCs requiring augmentation during mobilization and deployment to include contracted maintenance personnel backfills for remain behind equipment with LogCom
- Advocate II MEF motor transport maintenance officer and senior enlisted assignments and manage structure issues
- Coordinate with Equipment Receiving and Distribution Team and II MEF Supply for the issuing of Class VII to using units
- Conduct the motor transport portion of SLAP inspections for the MEUs, II MEF (MHG)(Fwd.), and other SPMAGTFs assigned to the MEF
- Provide inspectors for the II MEF Inspector General's Readiness Inspection.
- Coordinate Tri-annual MPF Readiness Acceptance Team personnel assignments for MPSRON-1.
- Monitor motor transport equipment requirements and cyclic replacement
- Coordinate with II MEF Supply for the sourcing of motor transport equipment to support external organizations training at Camp Lejeune
- Maintain liaison with Marine Corps System Command PM Motor Transport and PEO Land Systems concerning the fielding of new motor transport equipment
- Develop Class I input for OPLANS and orders; prepare LOIs and feeding plans (contingencies, emergency/catastrophe, and alternate), compute requirements, and coordinate support
- Procure and coordinate the timely re-supply and rotation of all Safety Level (SL) Class I stocks
- Conduct daily/weekly/monthly MPMC 1105 reconciliations with the Comptroller
- Prepare, consolidate, and submit reports and budgets to higher headquarters
- Coordinate and request withdrawal of Class I Prepositioned War Reserve Materiel Stock to support II MEF Forces
- Coordinate staffing of II MEF MSCs requiring augmentation during mobilization and deployment to include contracted cook backfills for garrison mess halls with MCI East; advocate II MEF food service senior enlisted assignments and manage structure issues

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- Coordinate with 2D MLG for the issuing of Class I to using units
- Conduct the food service portion of SLAP inspections for the MEUs, II MEF (MHG)(Fwd.), and other SPMAGTFs assigned to the MEF
- Monitor field food service equipment requirements and cyclic replacement
- Coordinate with II MEF Supply for the sourcing of food service equipment to support external organizations training at Camp Lejeune
- Review subsistence requisitions for field training from II MEF MSCs prior to forwarding to the Defense Supply Center Philadelphia for direct vendor delivery
- Maintain liaison with Marine Corps System Command concerning the fielding of new field food service equipment with II MEF
- Coordinate with TECOM, Food Service Schools, and the MSCs in slating/ filling school seats for all food service SNCOs and NCOs within II MEF
- Provide centralized movement control and highway regulation for moving personnel and materiel into, within, and out of the MEF area
- Ensures effective and efficient use of available transportation capability
- Plan, program, coordinate, manage, and analyze transportation and movement requirements and implement MEF priorities
- Control, allocate, and supervise the operation of attached or assigned Transportation Operation Operations (TOOs), such as Beach Operations Group (BOG) / Port Operations Group (POG) / Rail ation Groups (RHOGs) / Movement Control Teams (MCTs) as well as Arrival Airfield Control Group (AACG

Information Requirement	Action	Process (Inputs / Outputs)	System
Track Authorized Equipment	MMO	• Review authorized/planned allowances of equipment for units inside II MEF	TFSMS
Review all Unit Supply and Maint. Mgmt. Reports	MMO	• Review all Marine Corps Maint/Supply reports by specific UIC.	FTP
Review (select) Unit Supply and Maint Mgmt Reports.	MMO	• Review selective daily and weekly reports without having access to FTP. • Provides most current copy of ID Standards and AA file. • Provides link to PCMIMMS, Maint Mgmt Pubs, PLMS and MERIT.	MISCO
Review Marine Corps. Navel MSG traffic	MMO	• Review Navel MSG traffic that relates to all aspects of Maint/Supply.	AMHS
Identify all weapon system UIC's	MMO	• Research, validate and reconcile the assigned UIC and physical location of serialized weapon systems.	CRANE
Provide guidance and support for CPAC Program	MMO	• Identify equipment to be inducted into the Corrosion facility to further operational capability and prevent disposition and replacement. • Provide support to the using unit in the management of a Corrosion Prevention and Control Program.	CPAC DATABASE

Track Ground Equipment in the Maintenance Cycle.	MMO	• Initiate Equipment repair orders (ERO) to track the induction, history and readiness status of combat readiness for ground equipment in II MEF.	PCMIMMS
Nominate and replace ground combat equipment for disposition and/or rebuild.	MMO	• To request disposition of phased out ground combat equipment with or without a replacement request. • To request disposition for equipment that cost of repair exceeds cost of replacement. • To request disposition of ground combat equipment that meets rebuild criteria or request. • To request redistribution of excess equipment.	WOLPH DLMP/ELMP
Supply and Maintenance Status for ground combat equipment on both unit and command levels	MMO	• Identify, validate and reconcile maintenance status, history and combat readiness by serial number, TAM, UIC, MSC, MEF or Marine Corps. • Identify, validate and reconcile Auth/Poss/Serial Numbers/pending Z2M's/Excess/Shortfalls as well as all pending (valid and invalid) document numbers.	MERIT
Identify Logistics tools and programs.	MMO	• Identify, Locate, Order and Track Assets. • Logistics Training Tools and programs. • Links to Logistics websites.	LOGTOOLS
End item or replacement part data.	MMO	• Master Header Inventory File-Online use to identify UI/Shelf Life/Cost/CEC/SOS/TAM. • Pick up from 3rd shop, perform LTI, QC.	MHIF
Monitor customer satisfaction	MMO	• Prevent recurring deficiencies, Maximize Mission and Operational Effectiveness and Improve User Satisfaction with Marine Corps Material. • Enables improved readiness, operating cost, maintenance procedures, replacement or repair identification of	PQDR

		contractors providing defective items, reliability, maintainability and improved weapons system quality. ▪ TI's and SI's changed. ▪ Evaluate end item or part information on product, quality, equipment failures, deficiencies in design specification, manufacturing and workmanship and deficiencies in material covered by warranty.	
Publication requirements	MMO	▪ Identify the type and Qty of publications required for proper maintenance function and management. ▪ Record, track and update publications within each commodity and unit. ▪ Identify and comply with equipment modification instruction within the time allotted.	Marine Corps Orders and Directives Technical Publications PLMS
Supply Logistics Analysis Program	MMO	▪ Initiate 22/24/26 MEU composition of combat equipment, validate requirements, ensure effective combat readiness and success for expeditionary deployment	SLAP
Government Travel	MMO	▪ Input government travel and reimbursement.	DTS
DODAAC Research	MMO	▪ Research current DODAAC's	DLA
Prepare transportation plans, Orders, LOIs	MTO, MTCs, MT NCO	▪ Prepare and disseminate transportation plans, FragOs, Annex D, Appendix 4 (to include appendices), LOIs	Email, MS Office
FY Budget	MTO, MTCs,Motor T NCO	▪ Plan annual TAD events. ▪ Estimate costs. ▪ Consolidate anticipated costs. ▪ Submit FY TAD budget estimate to G-4 Admin	E mail AMHS MS Excel
Quarterly TAD Budget updates	MTO, MTCs,Motor T NCO	▪ Verify completion and costs of TAD participation.	E mail AHMS MS Excel
Request for SLAP inspection	MTC	▪ Receive message requesting SLAP inspector. ▪ Coordinate with MSCs to provide assistance to II MEF SLAP inspection team.	AMHS MS/Word E mail

Monitor Equipment/DLMP/ELMP replacement	MTO, MTCs, Motor T NCO	▪ Receive message from Marine Corps Systems Command. ▪ Coordinate with MSCs for testing of new gear. ▪ Identify and coordinate transportation of equipment for participation in DLMP/ELMP programs.	E mail AMHS
Coordinate Remain Behind Equipment maintenance	MTO, MTCs, Motor T NCO	▪ Receive request for RBE support. ▪ Coordinate with LogCom LNO.	AMHS E-mail
Coordinate issue of new equipment	MTO, MTCs, Motor T NCO	▪ Receive e-mail from ERDT. ▪ Coordinate with II MEF Supply office to determine distribution.	E-mail AMHS
Coordinate MPF RAC team assignments.	MTO, MTCs, Motor T NCO	▪ Receive notification of MPSRON Maintenance Cycle. ▪ Coordinate with II MEF MSEs to identify personnel requirements and nominees. ▪ Coordinate with MEF G-1 for TAD orders. ▪ Conduct periodic visits with RAC Team.	AMHS E-mail
Process Ammo requests	Ammo Chief	▪ Receive/Process Special Allowance Request from subordinate units. ▪ Redistribute Ammunition throughout IIMEF internally. ▪ Request ammunition support from MARFORCOM when required to support SAR's. ▪ Conduct 2nd quarter redistribution meetings	TAMIS Meeting G-4 Conf Room
Ammo allocation info	Ammo Chief	▪ Review Monthly/Quarterly forecasts. ▪ Review Detailed Allowance Reports ▪ Submit naval messages for increase in training allowances.	TAMIS AMHS
Missing, Lost, Stolen, Recovered reports	Ammo Chief	▪ Ensure MSC's/Subordinate units submit as required.	Outlook, phone & AMHS
NARs	Ammo Chief	▪ Review & maintain NARs; to validate how CLNC ASP stocks as well as Marine Corps stocks are affected.	Received via Outlook & NOLSC website
MEU's	Ammo Chief	▪ Conduct SLAP Inspections	AMHS

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		• Distribute initial training allowance. • Monitor and Review On-load of MTA/LFORM Ammunition. • Redistribute II MEF Ammunition Assets to support MEU Shortfall requirements.	TAMIS
Personnel	Ammo Chief	• Occupational Field Sponsor for II MEF 2311. • Support all MSC's with Ammo Techs	TFSMS FY09 2311 TO
Prepare Feeding plans, Orders, LOIs	FSO, Food Tech, Ops Chief	• Prepare and disseminate feeding plans, FragOs, Annex D (to include appendices), LOIs	Email, MS Office
Operational rations request	Food Tech	• Received message from unit • Review message • Approve Message • Release Message to the unit • Place order with Defense Supply Center Philadelphia (DSCP)	AMHS MS Word/Excel Stores
Meals Ready to Eat (MRE) Request from MSC	Ops Chief	• Receive request from unit/ MSC • Review request • Approve request • Adjust request if needed • Place order with DSCP/ • Set appointment with Rations PLT	E mail MS word/Excel Stores AMHS
A ration enhancements	Sub Chief	• Receive request • Review request • Adjust request if needed • Approve request • Place order with DSCP •	E mail AMHS Stores MS word/excel
FY Budget	FSO Food Tech OPS Chief SUB Chief	• Receive Message from LSF-4 • Release message to MSC/ Units (MEU) • Received messages from units with budget info • Release message with Quarterly subsistence financial report for upcoming FY to LSF-4, MARFOR COM comptroller and II MEF comptroller	E mail AMHS MS Excel
Quarterly Budget updates	OPS chief Sub chief	• Release message for quarterly budget updated • Receive update message • Review update message adjust info if needed	E mail AHMS MS Excel

		• Release message to LSF-4, MARFORCOM Comptroller and II MEF Comptroller	
POR quarterly usage report	Food Tech OPS Chief Sub Chief	• Release message to using MSC/units • Review incoming messages • Reconcile with Ration PLT • Update QSFR • Release message to LSF-4 with updated info	E mail MS Excel AMHS
Food Service MOS school submission	Food Tech OPS Chief	• Receive message from Food Service • Release quotas via e mail • Receive info from MSC • Submit names to II MEF G-3	E mail AMHS MS word
CIA school seats	Food Tech OPS chief	• Receive message from LSF-4 • Release message with quota to MSC • Forward name to LSF-4	E Mail AMHS
Request for L-Form	Food Tech OPS Chief	• Receive message requesting MREs for L-Form • Release message for approval and delivery of old rations back II MEF Ration PLT • Order MREs from DSCP and have then delivered to ships	AMHS E MAIL
Request for Slap inspection	Food Tech	• Receive message for Slap inspector • Assign MSC to provide assistance to II MEF Food Service	AMHS MS/ word E mail
Monitor Equipment/cyclic replacement	FSO Food Tech	• Receive message from Marine Corps system Command. • Coordinate with MSC for testing of new gear.	E mail AMHS
Highway Regulations Transportation requests Convoy Requests Time Phase Force Deployment Data Deployment Orders Transport LOIs MAGTF Deployment Sustainment System MDSSII Data	MMCC	• Receive transportation requirement • Validate requirement • Determine mode (tactical, commercial, rail, ship, etc..) and Source to support • Task MSC or submit request to Distribution Management Office (DMO) for transport asset • Verify cargo is listed in requirements • Inspect transport support vehicles • Supervise loading of vehicles	AMHS Email Joint Operational Planning Execution System (JOPES) MAGTF Log Automated Information System

		• Record pertinent transport info (carrier, trailer number, etc....) • If vehicle is local, provide escort	
Available Transportation Inventory Transportation Requirements	MMCC	• Establish inventory of all available assets • Establish transportation requirements • Analyze how best to conduct transportation operations • Create and publish Analysis	MS Office suite
Transportation Requirements	MMCC	• Collect and validate all transportation requirements • Analyze transportation requirements and assets available • Prioritize transportation requirements • Create and brief Transportation plans	JOPES MS Office Suite
List of attached or assigned transportation operations Planned events for attached or assigned transportation operations	MMCC	• Obtain transportation operations list • And what groups or teams will be conducting • Assign supervisory personnel • Record/Report operation outcome	Phone Email
Highway Regulations Transportation requests Convoy Requests Time Phase Force Deployment Data Deployment Orders Transport LOIs MAGTF Deployment Sustainment System MDSSII Data	MMCC	• Receive transportation requirement • Validate requirement • Determine mode (tactical, commercial, rail, ship, etc..) and Source to support • Task MSC or submit request to Distribution Management Office (DMO) for transport asset • Verify cargo is listed in requirements • Inspect transport support vehicles • Supervise loading of vehicles • Record pertinent transport info (carrier, trailer number, etc....) • If vehicle is local, provide escort	AMHS Email Joint Operational Planning Execution System (JOPES) MAGTF Log Automated Information System
Available Transportation Inventory Transportation Requirements	MMCC	• Establish inventory of all available assets • Establish transportation requirements • Analyze how best to conduct transportation operations • Create and publish Analysis	MS Office suite

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G8 Comptroller			
Mission Essential Tasks			
• Provide technical guidance and direction of financial systems • Perform budget formulation and tracking • Provide training to funds management personnel, conduct evaluations and analyses of fund manager functional areas • Report funds status to all appropriate personnel, maintain oversight of accounting transactions • Act as liaison between II Marine Expeditionary Force (MEF) and Higher Headquarters (HHQ) Conduct financial management evaluations and assessments.			
Information Requirement	Action	Process (Inputs / Outputs)	System
Perform financial management operations	G-8	• Monitor daily transactions and status of funds. • Validate financial transactions against source system business feeder system data and documentation. • Support and satisfy audit requirements for the entire transaction lifecycle for all financial transactions. • Import collected data into PowerPoint briefs and other MS office products in order to analyze, review and communicate data to subordinate commands and higher headquarters.	Microsoft Office Products Adobe Acrobat, Adobe Pro, Automated Message Handling System (AMHS), Standard Accounting Budget Reporting System (SABRS), Access Request Management System (ARMS), Account Management and Provisioning System (AMPS), Acquisition Cross Servicing Agreement Global Tracking and Reporting System (AGATRS), CitiDirect, Defense Civilian Pay System (DCPS), Defense Information Systems Agency (DISA), Defense Travel System (DTS), DoD EMALL, DLA Transaction Services Inquiry System, Electronic Document Access (EDA), Global Combat Support System-Marine Corps (GCSS-MC), Logistics Data Gateway (LDG), Wide Area Work Flow (WAWF/iRAPT), Multi-Host Internet Access Portal (MIAP), Purchase Request Builder (PR Builder), SABRS

			Management Analysis Retrieval Tool (SMARTS), SharePoint Audit Response Tracking Application (SPARTA), Standard Labor Data Collection and Distribution Application (SLDCADA), SYNCADA transportation web account, Subsistence Total Order and Receipt Electronic System (STORES), SharePoint Financial Management Evaluation and Assessment Application (FMEA), SharePoint HQMC TAR Documentation Review Portal, SharePoint Internal Controls Over Financial Reporting Portal (ICOFR), Web Visual Logistics Information Processing System (WEBVLIPS), Information Technology Procurement Review and Approval System (ITPRAS).

G-10			
Force Preservation and Safety Department			
Mission Essential Tasks			

- Develop and recommend II MEF Force Preservation and Safety Campaign plan to the Commanding General
- Develop directives and supplements to implement the II MEF Force Preservation and Safety Campaign Plan, and guidelines developed by higher headquarters
- Subject matter experts and program managers for all Marine Corps Safety, Occupational Health and Tactical safety programs for II MEF.
- Manage II MEF Force Preservation and Safety by providing management, oversight and guidance to MSC/MSE safety managers
- Collect, analyze and interpret II MEF statistical data on all classes of mishaps to identify trends and develop programs to prevent mishaps
- Analyze and resolve diverse, high-risk hazards while ensuring compliance with policies and regulations
- Monitor Equal Opportunity issues to identify any problems
- Conduct training and awareness seminars
- Advise CG on Equal Opportunity matters such as Sexual harassment, race discrimination, religious discrimination, etc....

Information Requirement	Action Officer	Process (Inputs / Outputs)	System(s) required
Commanding General's Guidance	Force Protection Officer (FPO) & DOS	▪ Receive verbal and written guidance, analyze and apply guidance as appropriate	Meetings, Request for Information (RFIs), Marginal Notes/Comments, MS Outlook Phone, DCG & COS
Higher Headquarters Orders, Instructions and Manuals	Safety	▪ Access Information ▪ Analyze vis-à-vis existing II MEF orders, instructions and manuals, and CG's Guidance ▪ Apply as applicable	MS Outlook, Web, Phone, Automated Message Handling System (AMHS), Safety Office Share Drive
Safety Manuals, guidance	Safety	▪ Access information ▪ Advise CG on guidance	MS Outlook, Web, Phone, Safety Office Share Drive
Safety Program Messages	Safety	▪ Develop and disseminate II MEF Safety Program messages	TV, Base News Papers Web, Movie trailers MS Outlook, Handouts Meetings, Conversation, AMHS
Safety Taskers	Safety	▪ Receive Safety Taskers from HHQ ▪ Formulate and disseminate II MEF Safety Taskers	MS Outlook, Web, Phone, Written Correspondence, Meetings, AMHS, MCATS
Order Implementation Facilitation	MSC / MSE	▪ Individual compliance with II MEF Drive safe order / unit ability to easily administer	Web, Safety Office Share Drive
Safety posture gathered thru direct daily contact	Safety	▪ Visit sections, MSCs and MSEs ▪ Gather safety related impressions	MS Outlook, Phone, Face to Face, Memos,

		▪ Compile safety posture to determine if any action is needed.	Briefs, Safety Office Share Drive
Support II MEF Fiscal Requirements	Safety	▪ Prepare/submit annual safety budget	Web, MS Outlook, MS Excel, Safety Office Share Drive
Web Enabled Safety System (WESS) user account maintenance	Safety MSCs/MSEs	▪ Validate request from MSCs/MSEs for user accounts ▪ Add users /	WEB (WESS)
Mishap and Incident reporting / analysis	Safety, MSCs/MSEs	▪ Monitor OPREPs / PCRs / Flash Reports / Blotter Reports ▪ Collect and collate report data ▪ Monitor Mishap input from MSCs/MSEs ▪ Query information as necessary ▪ Analyze report data ▪ Conduct Statistical Analysis ▪ Reconcile WESS reports w/ local tracker ▪ Take necessary action(s)	MS Outlook, Web (WESS), Phone, AMHS WESS, Safety Office Share Drive
Safety Investigation Board Management	Safety, MSCs / MSEs	▪ Coordinate between NAVSAFCEN, MARFORCOM, and subordinates ▪ Ensure Investigation timelines are maintained ▪ Review Investigation Reports for clarity, brevity, completeness ▪ Prepare Executive Summaries and Endorsements for CG ▪ Prepare/Develop Lessons Learned	AMHS, MS Outlook, Phone, Safety Office Share Drive
Monitor Blotter & DWI/DUI Reports	Safety	▪ Collect Data, conduct trend analysis and correlation to mishaps ▪ Analyze report data ▪ Conduct Statistical Analysis ▪ Develop briefs ▪ Provide info to CG	Safety Office Share Drive, Blotters, AMHS
Safety Lessons Learned	Safety	▪ Investigation Reports ▪ Compile from MCCLL ▪ Attend Conferences	Web (MCCLLs), AMHS, Safety Office Share Drive
Death Briefs	Safety	▪ Attend Death Briefs ▪ File copy of death brief ▪ Analyze data from death briefs	MS Outlook, Phone, PowerPoint, Safety Office Share Drive
Suicide Tracking	Safety	▪ Monitor OPREPs / PCRs / Flash Reports / Blotter Reports ▪ Collect and collate report data ▪ Query information as necessary ▪ Conduct Statistical Analysis ▪ Take necessary action(s)	MS Outlook, Web, Phone, Safety Office Share Drive
Facilitate Suicide Awareness Training	Force Preservation Officer / Safety	▪ Plan and coordinate training ▪ Maintain records of training ▪ Prepare after action briefs	MS Outlook, Web, Phone, Safety Office Share Drive
Warrior Preservation Status Report (WPSR)	Safety	▪ Collate, analyze and forward Quarterly WPSR to HHQ	MS Outlook, WPSR, Phone, Safety Office Share Drive
Unit Command Safety Assessments	Safety	▪ CGRI participation ▪ Command Climate Surveys ▪ Anonymous	Web, MS Outlook, Phone, Meetings,

		▪ Other inspections ▪ Archive and retrieve info from Archive	Visits, Safety Office Share Drive,
Ground Safety for Marines Course Quota Control	Safety	▪ Develop Quota requirements for MSCs / MSEs ▪ Solicit nominations from MSCs / MSEs ▪ Coordinate with MCIEAST / MCB ▪ Validate Noms	Safety Office Share Drive, Web, MS Outlook, AMHS, Phone, Written Correspondence,
Motorcycle Registration Facilitation	MSC / MSE & MCIEAST	▪ Individual request for training / command approval / data for course scheduling	Web
Occupational and Safety Program Management (Radiation Control, Laser Control, Hearing Conservation, Ergonomics, Respiratory Protection)	Safety	▪ Develop II MEF guidance for programs ▪ Have access to II MEF Radiation Control and Laser Inventories when requested ▪ Collate, analyze and forward reports to HHQ ▪ Conduct Inspections and assessments	MS Outlook, Phone, Web, Safety Office Share Drive
Unit training records	Safety	▪ Review training records ▪ Identify unit deficiencies ▪ Monitor training	MS Excel, Safety Office Share Drive
Facilitate Safety Councils	Safety	▪ Develop trend analysis, lessons learned briefs ▪ Collect current requirements / initiatives ▪ Disseminate info to MSCs / MSEs	Web, MS Outlook, AMHS, Phone, Written Correspondence, Meetings, Safety Office Share Drive
CG's Weekly Safety Summary	Safety	▪ Collate weekly data (incidents, training, events, etc. ▪ Develop summary every Friday	MS Outlook, Trackers, Safety Office Share Drive
Prepare and submit Safety input for OPSUM	Safety	▪ Collate weekly data (incidents, training, events, etc.) ▪ Develop summary slides every Week	Web, MS Power Point, MS Word, CD Writer, Safety Office Share Drive,
Perform Individual TAD	Safety	▪ Plan and execute TAD ISO mission requirements	Phone, Web (DTS), MS Outlook, Internet Explorer
Safety Website Management	Safety	▪ Develop Briefs ▪ Collect Current Data ▪ Research current valuable web links ▪ Consolidate Info ▪ Add/Delete info/links to Website	Web (II MEF Site)
Requests for Information (RFI)	Safety	▪ Receive and answer RFIs ▪ Originate and follow up on RFIs	MS Outlook, Phone, Written Correspondence, Meetings, AMHS, Safety Office Share Drive
Discrimination and harassment reports	EOA	▪ Gather reports from all sections and units ▪ Analyze reports ▪ Provide input to CG Brief	Email Website Phone
Assault reports	EOA	▪ Receive report	Email

		• Notify Chief of Staff, CG	Phone
Unit training records	EOA	• Review training records • Identify unit deficiencies • Monitor training	Spreadsheet
Sexual Assault and Response Coordinator (SARC)	Deputy CIG	• Administer II MEF Sexual Assault Prevention and Response (SAPR) Program	MS Outlook, Phone Mobile Device AMHS Adobe Acrobat

Chaplain

Mission Essential Tasks

- Provide training for United Through Reading (UTR), Combat Operational Stress (COSC), and pre-Chaplain and Religious Program Specialist Expeditionary Skills Training (CREST)
- Provide counseling for family casualty, spiritual inquiries, suicide monitoring/prevention, and other duties as assigned
- As requested assist with interview of potential Family Readiness Officer (FRO)
- Coordinate approved Community Relations Request (COMREL) activities

Information Requirement	Action Officer	Process (Inputs / Outputs)	System
United Through Reading Training (UTR) request	Religious Program Specialist (RP)	• Coordinate with Ms. Suzan Caughlin - Director for UTR, to schedule annual training for Command Religious Program (CRP) and Family Readiness Officer (FRO).	MS PowerPoint MS Publisher
Community Relations (COMREL) request	G-4, S-3, Public Affairs Officer (PAO), Chap/RP	• Approval granted by Fleet Commander, G-4 coordinates transport of supplies, S-3 prepares Operational Summary (OPSUM) input, PAO highlights in advance for media coverage, II Marine Head Quarters Group(MHG) Chaplain section manages program	AMHS, MS Outlook, MS Word
Suicide Prevention training request	S-3, Medical, Chap/RP, II MEF Safety	• S-3 determines requirement • Medical and Chaplain coordinates training briefs • Provide slide for Safety Brief	MS PowerPoint
Suicide Counseling Request	II MEF Safety, II MEF Chap/RP,	• Deputy Commanding General(DCG)tasks Chaplain/RP to assist the marine/sailor's Command to develop resiliency program	MS Word, Excel, PowerPoint
Family Readiness Program Interview request	Chap/RP	• Support interviews for prospective FRO's on a "as needed basis"	AMHS, MS Word, Excel, Outlook, Publisher
Red Cross Message	Data, Chap/RP, G-1	• Red Cross message is received in the II MEF message center • II MEF Chap/RP is notified of the Red Cross message	AMHS, MS Word, Excel, Outlook, PowerPoint,

		▪ Message is routed to command Chaplain or II MEF Chaplain for action ▪ Verify Marine/Sailor has been contacted ▪ Closeout case	
Request for Family Casualty Counseling	G-1, Chap/RP	▪ Chaplain assists Casualty Assistance Calls Officer (CACO)by providing spiritual guidance and visitation to the family	MS Outlook, Face to Face, Verbal, Phonecon
Combat Operational Stress Control (COSC) Training Request	II MEF COSC Coordinator, Training/ops, Chap/RP	▪ Aids in the coordination and implementation of training for pre-deployment, in theater, and post deployment ▪ Chaplain/RP attend annual Professional Development Training Curriculum(PDTC)	MS PowerPoint, MS Office, Outlook, Verbal
Pre-CREST (Chaplain and Religious Program Specialist Expeditionary Skills Training) Training	Detailer, RP	▪ II MEF is the conduit for these RP's who are in between expeditionary school and ultimate duty station. ▪ Effectively check in and assign Program School Input (PSI) students to II MEF Major Subordinate Command (MSC) for 2-3 months training.	AMHS, MS Office, Phonecon, Face to Face

COMMSTRAT (Formerly Public Affairs)
Mission Essential Tasks

- Produce articles, imagery, radio and video broadcasts of II MEF training and operations for release
- Develop and execute External Media Information Plan
- Develop and execute Public Affairs Crisis Communications Plan
- Develop and execute Internal Information Plan
- Conduct unit media training
- Maintain unit public web site
- Research, develop, disseminate, and update Public Affairs guidance
- Manage unit Hometown News Release Program
- Develop and execute Annex F for II MEF operations orders
- Monitor internal and external media outlets for current trends in public perception of military affairs
- Communicate with key publics (Marine families)
- Monitor World Wide Web for content involving II MEF

Information Requirement	Action Officer	Process (Inputs / Outputs)	System
Articles and Imagery from Base Command Newspapers	MSCs, G-3	▪ Gather and review imagery and articles from Base Command sources. ▪ Forward to G-3 for inclusion in briefs when necessary.	MS Office Suite, US Postal Service
Distinguished Visitors	G-3, 2nd MAR DIV ComCam, MCB Camp Lejeune, MCIEAST	▪ Receive request for visits/tours through internal or external commands ▪ Develop Frag Orders ▪ Execute Frag Order ▪ Biographies	MS Office Suite, Point, Phone, VTC

		• Input from commands directly involved in visit	
Training Events	MSC OPSOs, II MEF CE Reps	• Coordinate support requirements with MSC OPSO • Identify logistical requirements • Attach correspondents to unit(s) • Cover event and interviews • Draft story for PAO review • Post articles and imagery on public website	MS Office Suite, Adobe Photoshop, Public Website
Personnel Casualty Report, Serious Incident Reports	II MEF COC, SJA, COS	• Receive Report • Access 3270 MCTFS • Draft Public Release • Staff to SJA and COS for approval • Coordinate release with DoD Public Affairs	MS Office Suite, MCTFS, Phone
Public Affairs Guidance (PAG)	G-3, COS, MARFORCOM, PA Division HQMC, All	• Pull current PAG from MARFORCOM and HQMC • Filter out information pertinent to II MEF • Post PAG on PA homepage • Release PAG to all II MEF personnel	MS Office Suite, Intranet Web Page, Phone
Public Queries	II MEF/MSC Staff	• Receive query via MS Outlook,, phone, voice, website • Record requestor's information • Determine if information is releasable via SECNAVINST 5720.44b, SJA, G-2 and COS • Research information and provide response	MS Office Suite, MCTFS, Phone
Video Imagery	2D Mar Div ComCam, DVIDS contributors	• Capture imagery • Conduct interview to accompany imagery • Edit material for broadcast and release to key publics	MS Office Suite Avid video editing program, Adobe Photoshop, Public Website, Digital Video Imagery Distribution System (DVIDS web-based)
Public Website	All CE Sections, MSCs, MSC UIOs and FROs	• Publish web page guidance • Train page administrators • Create Format • Monitor public Web pages	MS Office Suite, Website
Social Network Sites Content	Contributors to the WWW	• Communicate messages to key publics to include families • Monitor social networking sites • Develop analysis of trends in communication • Take appropriate action based analysis • Direct IA issues IMA • Direct command issues to COS • Direct legal issues to SJA	MS Office Suite, Website

Health Service Support			
Mission Essential Tasks			
• Provide Medical readiness status for II MEF Marines and Sailors • Advise CG on medical requirements for exercises, operations, contingencies, and plans			
Information Requirement	Action Officer	Process (Inputs / Outputs)	System
Assess Personnel Medical Readiness Levels	Unit Corpsman, II MEF, HSS MRRS Coordinator Medical Planner	• Gather medical records from all units • Analyze records in order to produce report for Commanding General's brief on the unit's readiness	Marine Corps Total Force System (MCTFS - 3270, Operational Data Store Enterprise (ODSE), Medical Readiness Reporting System (MRRS), Data Mart

Determine Country medical requirements	Surgeon, Medical Planner	• Analyze current vaccination requirements, medevac regulations, Status of Forces Agreement (SOFA), etc.
		• Compile data into reports for G3 to assist with deployment planning
			World Health Organization (WHO) databases, State Department Web site, National Center for
			   Medical Intelligence (NCMI)
			   https://www.intelink.gov/ncmi/index.php

Determine Class VIII (Authorized Medical/Dental Allowance List)Requirements	II MEF Surgeon Medical Planner	• Determine medical and dental level of support, units' rate • Review and implement changes based on level of support needed • Track fielding of equipment allocated to unit	Automated Message Handling System (AMHS), Program Manager, Chemical, Biological, Radiological, and Nuclear Systems (PMCBRN),MEF Medical Logistics Knowledge Base, Marine Corps Systems Command (MARCORSYS COM)
Monitor USMC Tables of Organization and Tables of Equipment and submit Change Request Maritime Prepositioning Force (MPF) reviews	Medical Planner	• Determine the level of support a unit rates, and produce reports for the G3 Plans • If viable, submit change request	Total Force Structure Management System (TFSMS)
Monitor Official Message Traffic SIPR and NIPR Take action on official Taskers	II MEF Surgeon Medical Planner, G1, G3	• Take action on taskers • Answer requirements inquiries	Automated Message Handling System (AHMS) Marine Corps Action Tracking System (MCATS)

		• Research and implement modifications to policies	
Manage electronic medical records	II MEF Providers, PE&I Coord. Referral Mgmt	• Investigate medical concerns, check current screens and lab results for individuals • Generate report for requesting parties	Armed Forces Health Longitudinal Technology Application (AHLTA) and Composite Health Care System (CHCS)
Awards Processing and Tracking	Health Service Support(HSS) Staff	• Track awards for Navy and Marines attached to II MEF HSS • Provide Impact and End of Tour Award	MANPOWER
Monitor training exercise requirements and support levels Monitor requirements for OIF and OEF HSS support	HSS Staff	• Monitor websites for upcoming training exercises • Based on exercise, ensure appropriate level of support is available • Validate Manning Requirements	Training Exercise Employment Plan (TEEP),II MEF Medical Employment, Marine Corps Forces Command (MARFORCOM) Playbook, Marine Corps Central Command (MARCENT) Base Force List
Determine Post deployment Health Re Assessment (PDHRA) for units also post deployment health assessments and annual physical health assessments ANAM Testing	Ron Goforth, Unit Command Element	• Gather, disseminate, print reports on unit readiness • Schedule units for health screening	DataMart, Navy Environmental Health Center (NEHC),PDHRA pubs, MRRS, EDHA database (where actual PHA, PDHA, and PDHRA's reside)
Personnel Medical Tracking Information and Quality of Care	II MEF PE&I Coordinator, II MEF Surgeon, II MEF Providers	• Gather info regarding provision of care • Analyze records, produce reports and provide input to II MEF Surgeon • Manage referral requests • Access patient information and authorizations • Track credentialing and privileging for II MEF providers	Citrix Xen App, Composite Health Care System (CHCS), AHLTA,II MEF Ops Reports, Navy Hospital Camp Lejeune (NHCL) SharePoint, Health Net Federal Services, and CCQUAS for credentialing issues SLDCADA (Standard Labor Data Collection and Distribution Agency

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		• Log in timesheet hours for PE&I Coordinator	
Monitor training requirements and schedule travel for training	Corpsman/Admin clerk	• Monitor various health sites for new and upcoming training requirements. • View Naval messages for required training and updates to training requirements • Coordinated Advance/Basic Combat Trauma Training program • Input travel requests for HSS	AMHS, Defense Travel System (DTS), Bupers Online (BOL), Navy Knowledge Online (NKO), Navy Personnel Command (NPC), Marine Online (MOL), Marine Net, Army Knowledge Online (AKO), Military Health System (MHS)
Hire civilian support staff	II MEF Surgeon Medical Planner	• Applications and updates • Review site for potential candidates to hire.	Department of the Navy Human Resources (DONHR)
Research Medical Care	II MEF providers	• Research latest medical diagnostic and therapeutic options	Navy Telelibrary via Navy Medicine On-Line

Inspector General
Mission Essential Tasks

- Conduct Commanding General's Readiness Inspections (CGRI) of all II MEF units in order to determine unit readiness and adherence to Marine Corps Orders and other appropriate regulations.
- Ensure that all units provide corrective action plans for all CGRI identified discrepancies.
- Process all Congressional Interest (CONGRINTS) requests, Office of Legislative Affairs (OLA) requests, and hotline complaints.
- Process Request Mast petitions.
- Process/investigate Fraud, Waste and Mismanagement complaints.

Information Requirement	Action Officer	Process (Inputs / Outputs)	System
Unit Inspection Reports	CIG	• Gather CGRI reports from all inspected units • Analyze reports and ensure units have provided corrective action plans for all noted discrepancies • Provide input to CG Brief	MS Outlook, Phone Mobile Device AMHS Adobe Acrobat
Process CONGRINTS/OLA requests/hotline complaints	CIG	• Gather information concerning complaint • Analyze information to determine proper way to proceed and what unit needs to address issue	MS Outlook, Phone Mobile Device Adobe Acrobat
Process Request Mast petitions	CIG	• Receive Request Mast petition • Review/research petition	MS Outlook, Phone

		▪ Provide guidance to MEF Commanding General	Mobile Device Adobe Acrobat

Information Management Officer			
Mission Essential Tasks			

- Provide information process support
- Develop Executive Decision Support Tools, when directed
- Establish and Maintain an IM/C2 Systems Architecture
- Establish and Maintain Common Operational/Tactical Picture (COP/CTP)
- Identify and Provide for Staff Information Exchange
- Establish and Maintain a Collaborative Service Environment

Information Requirement	Action Officer	Process (Inputs / Outputs)	System
Information Exchange Requirements (IERs)	IMO	▪ Establish a working group of all MAGTF stakeholders ▪ Consult the Command Relationship (COMREL) diagram ▪ Provide the IER workbook to capture IERs ▪ Solicit input from the stakeholders on who, what, how, and classification of all command and functional IERs ▪ Identify systems/apps common to all, along with approved software versions	Excel Collaborative Workspace (CWS) TSOA (future) IM Planning Toolkit
C2 systems and software baseline	C2 Sys/CTP Mgr.	▪ Use worksheet in the IER workbook to collate systems/apps aligned to IERs across all networks ▪ Validate with G-6/S-6 on proposed software versions common to all ▪ Identify ports and protocols associated with the same ▪ "Lock" the baseline at the prescribed time ▪ Build the IM/C2 image for the operation/exercise and distribute electronically to MAGTF elements	Email Collaborative Workspace (CWS)
Exercise and deployment support requirements	IMO	▪ Obtain exercise and deployment support requirements ▪ Select SME's with proper skill sets to provide required support ▪ Prepare and send SME's on exercise/deployment	AMHS
Provide MEF/MAGTF-wide collaborative services	CS Mgr.	▪ Obtain / develop MEF Collaboration requirements for chat, web conferencing, and CWS based on COMREL and MEF/MAGTF composition	SharePoint All Partners Access Network MAKO Transverse Swift

		• Research products that can provide the required capabilities • Assist and advise in the selection of products that can best fit requirement and ensure training is coordinated • Ensure listed in the IER workbook and C Systems and Software Baseline • Monitor the procurement and fielding of the collaborative products	Defense Collaborative Services INTELLINK (JTF HQ)
Information process support	PP&A Mgr.	• Coordinate with Chief of Staff/Executive Officer on establishing the Battle Rhythm • Distribute the 7 minute drill template • Create the Battle Rhythm document according to Joint policy with event horizons, tiers (Products/Productions, Act & Plan, Cmdr.'s TouchPoints, Higher Headquarters, Lead Federal Agency) depicting BR info flow • Conduct BR analysis WG to identify and approve B2C2WGs • Post approved BR on CWS • Verify BR nested with HHQ • Provide assistance to staff information processes using lean and agile methodologies capturing in IMO internal requirements documents	Excel MS PowerPoint Collaborative Workspace (CWS) TSOA (future)
Installation and maintenance procedures for all C2 systems in use	CPSA, IM/C2 Contractors	• Obtain C2 Systems installation and maintenance procedures • Install and test new or upgraded C2 systems ensuring any integration requirements are met • Test C2 systems for compliancy with JTF-GNO Operational Directives • Ensure local SME's are knowledgeable on installation and maintenance of C2 systems • Plan and coordinate fielding of new or upgrades to the hardware and software for C2 Systems	FedEx Email Phone TAC Mobile Website Vendor Websites USMC/Navy IA websites

Security Manager			
Mission Essential Tasks			
• Ensure personnel have the appropriate security background investigation and access • Provide visitor access control to II MEF spaces • Ensure classified information is properly protected and marked • Provide Security, Education, Training, and Awareness			
Information Requirement	**Action Officer**	**Process (Inputs / Outputs)**	**System**
Personnel Security	All Sections	• Gather SSN of command personnel • Verify clearance and need to know in JPAS • Grant access to classified material • Create security files for permanent personnel • Process background investigations • Maintain an accurate personnel security management network • Validate clearance for network access • Maintain the commander's continuous evaluation program • Send classified visit requests	JPAS (MCEN N web-based); DISS (MCEN N web-based); MS Office Suite; MCEN N; MCEN S
Visitor Control	All sections	• Validate clearance for visitors to II MEF spaces • Issue visitor badge credentials with proper access levels • Receive classified visit requests	Access Control/monitoring/badge system (stand-alone); JPAS (MCEN N – Web based)
Security Education, Training, and Awareness	All Sections	• Create training plan and materials • Conduct training • Record training and produce reports • Coordinate external training requirements with NCIS	MS Office suite
Security regulations, systems, and procedures	Security	• Review all current regulations and latest systems and procedures being used	MCEN N web-based MS Office Suite Acrobat professional
Information Security	Security	• Mitigate security incidents/violations • Review, release security related message traffic. • Issue courier authorizations	MS Outlook, AMHS, MCEN N, MCEN S
Physical Security	Security/G3	• Coordinate physical security requirements for classified working areas • Coordinate storage requirements for classified material • Coordinate physical protection of II MEF assets with H1 guard	MS Office Suite

Enclosure (1)

SSEC			
Mission Essential Tasks			
▪ Coordinate all meetings for the Chief of Staff (COS)/required briefings ▪ II MEF Operational Summary (OPSUM) ▪ Manage Scheduling Requirements ▪ Review requests/administrative packages ▪ Release Official Messages			
Information Requirement	**Action Officer**	**Process (Inputs / Outputs)**	**System**
Coordinate COS Meetings/required briefings	SSEC	▪ Prepare read ahead binders/copies for applicable briefs/meetings. ▪ Ensure all briefs are displayed. ▪ Coordinate with Staff sections and ensure appropriate attendance.	MS Outlook Phone Mobile Device Power Point VTC
II MEF Operational Summary (OPSUM)	SSEC	▪ Prepare II MEF COS comments for the weekly II MEF OPSUM. ▪ Prepare briefs for the II MEF SgtMaj, Chief of Staff, Deputy Commanding General, and Commanding General. ▪ Ensure all briefs are displayed for all OPSUMS. ▪ Gather additional or supporting information as directed by Cmd Deck Staff.	MS Outlook Phone Mobile Device Adobe Acrobat Power Point Excel Word VTC SIPR
Manage Scheduling Requirements	SSEC	▪ Schedule and de-conflict meetings for the II MEF Chief of Staff. ▪ Notify all personnel required to attend	Outlook Phone Mobile Device Word Power Point
Review requests/administrative packages	SSEC	▪ Review and process all official correspondence, administrative packages and request that require II MEF SgtMaj, Chief of Staff, Deputy Commanding General or Commanding General signature.	Word Phone Mobile Device NIPR/SIPR
Release Official Messages	SSEC	▪ Draft and release official messages on behalf of the II MEF Commanding General	Word AHMS

II MEF INFORMATION SYSTEMS

System Allocation

Table of II MEF Information Systems "Periodic Table"								
Priority	**Logistics**	**MIL Personnel**	**CIV Personnel**	**Intel**	**Medical**	**Net Mgmt**	**Collaborative**	**Fires**	**Financial**
1	GCSS-MC	DCPS	SLDCADA	DCGS-MC	AHLTA	Win Server 12 R2	MAKO	AFATDS	SABRS
2	ICODES SLP	MOL	DCPS	EDS	DMLSS Remedy	MS Exchange 2013	SharePoint	EMT	PR Builder
3	ICODES SSDM	MCTFS	DCPS REMEDY	TEG FOS	MRRS	MBSS	Adobe Connect	TBMCS	CitiDirect
4	MDSS II	DMM	DCPDS	METOC-NITES	NevIn MRS	Fortinet	IRCXPro	PSS-SOF	SMARTS
5	TCPT	IDMS	Adobe Pro	TPC FOS	TMIP	IPS	OpenFire	JADOCS	WAWF
6	DRRS-MC	IBM Cognos Report Studio	Acrobat Distiller	CIHEP	FltTemps	VCSA	Transverse	PFPS	SYNCADA
7	TAVIS	MCMPS	USA STAFFING	IAS FOS	SFARS	ESXi 6.5	APAN	TLDHS	
8	CRANE	TFMS 2.0	TWMS	IAS	SUPERS	Vsphere	DCS		
9	TFSMS	DON TRACKER	CPIMS	Intel Svr Windows	My Navy Portal	NetApp			
10	TLCM-OST	APES	DTS	Intell Wkstn (IW)	DEERS	ACES/JACS			
11	IGC	IAPS	BENEFEDS	Adobe Pro	NAVMED & PERS	Spectrum 21			
12	GART	DFAS/MY PAY	EBIS	Google Earth	IRD	ACAS			
13	JFRG II	WEBO	My Access Center	IntelShare SharePt	US Army Dental Sys	WSUS			
14	RF-ITV	MROWS	DISA MSAP	Analyst Notebook	EDA	Solar Winds			
15	SMS	DTMS		Socet GXP	MCMEDS	SPEED			
16	SRS	MARINE NET		ArcMap	MCWITS	McAfee ESM			
17	AEMIT-EWRB	CMS-ID		ArcCatalog	TRACES				
18	IBS	TOPS		ENVI	DMLSS DMART				
19	DCBS	NDAWS		Palantir					
20	GOPAX	Navy SWANK LMS							
21	JECD	CLA							
22	MCPIC	Citi Direct							
23	JCM								
24	ETA								
25	GCSS-J								
26	CLC2S								

Priority	**Force Preserv**	**SJA**	**Force Protect**	**C2**	**Security Manager**	**FRO**	**Maneuver**	**Chaplain**
1	WESS		ID-OPS	IOS v1	IPAS	PeopleSoft	FBCB2 BFT	CRP-AT
2	DASH		JWARN	C2PC	NP2/e-QIP	ETHOS	JBV	
3	IFTDTL		GBOSS	CPOF				
4	AMHS							

Legend – Supporting Staff Section			
G-1	G-2	G-3	G-3 Air
G-3 FECC	G-4	G-6	G-8
G-10	FRO	IMO	Navy Msg Ctr
	Security Manager	G-5/FP	Chaplain

System Training Requirements

LEGEND 1 - Training Required 2 - Training Obtained within Unit 3 - Training Obtained outside Unit	G-1/S-1	G-2/S-2	G-3/S-3	G-4/S-4	G-6/S-6	G-8/ Comptroller	G-9/ Force Preservation	G-10	Security	IMO	CommStrat (PAO)	HSS/Dental	SJA	Chaplain	FRO
DCIPS	1														
MOL	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
MCTFS	1														
DMM	1														
IDMS	1														
IBM Cognos Report Studio	1														
MCMPS	1														
TFMS 2.0	1														
DON TRACKER	1, 2	1, 2	1, 2	1, 2	1,2	1, 2	1, 2	1, 2	1, 2	1, 2	1, 2	1, 2	1, 2	1, 2	1, 2
APES	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
IAPS	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
DFAS/MY PAY	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
WEBO	1														
MROWS	1														
DTMS	1														
MARINE NET	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
CMS-ID	1														
TOPS	1														
NDAWS	1														
Navy SWANK LMS	1														
CLA	1														
Citi Direct	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
SLDCADA	1, 2	1, 2	1, 2	1, 2	1,2	1, 2	1, 2	1, 2	1, 2	1, 2	1, 2	1, 2	1, 2	1, 2	1, 2
DCPS	1														
DCPS REMEDY	1														

LEGEND 1 - Training Required 2 - Training Obtained within Unit 3 - Training Obtained outside Unit	G-1/S-1	G-2/S-2	G-3/S-3	G-4/S-4	G-6/S-6	G-8/ Comptroller	G-9/ Force Preservation	G-10	Security	IMO	CommStrat (PAO)	HSS/Dental	SJA	Chaplain	FRO
DCPDS	1														
Adobe Pro	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Acrobat Distiller	1														
USA STAFFING	1														
TWMS	1														
CPIMS	1														
DTS	1														
BENEFEDS	1														
EBIS	1														
My Access Center	1														
DISA MIAP	1														
DCGS-MC		1, 3													
EDS		1, 3													
TEG FOS		1, 3													
METOC-NITES		1, 3													
TPC FOS		1, 3													
CIHEP		1, 3													
IAS FOS		1, 3													
IAS		1, 3													
Intel Svr Windows		1, 3													
Intell Wkstn (IW)		1, 3													
Adobe Pro	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Google Earth	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
IntelShare SharePt	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Analyst Notebook		1, 3													

LEGEND 1 - Training Required 2 - Training Obtained within Unit 3 - Training Obtained outside Unit	G-1/S-1	G-2/S-2	G-3/S-3	G-4/S-4	G-6/S-6	G-8/ Comptroller	G-9/ Force Preservation	G-10	Security	IMO	CommStrat (PAO)	HSS/Dental	SJA	Chaplain	FRO
Socet GXP		1,3													
ArcMap		1,3													
ArcCatalog		1,3													
ENVI		1,3													
Palantir		1,3													
IOS v1		1,3								1					
FBCB2 BFT			1												
JBV			1												
AFATDS			1												
EMT			1												
PSS-SOF			1												
JADOCS			1												
TLDHS			1												
TBMCS							1								
PFPS							1								
GCSS-MC				1											
ICODES SLP				1											
ICODES SSDM				1											
MDSS II				1											
TCPT				1											
DRRS-MC				1											
TAMIS				1											
CRANE				1											
TFSMS				1											
TLCM-OST				1											

Enclosure (2)

LEGEND 1 - Training Required 2 - Training Obtained within Unit 3 - Training Obtained outside Unit	G-1/S-1	G-2/S-2	G-3/S-3	G-4/S-4	G-6/S-6	G-8/ Comptroller	G-9/ Force Preservation	G-10	Security	IMO	CommStrat (PAO)	HSS/Dental	SJA	Chaplain	FRO
IGC				1											
GART				1											
RF ITV				1											
SMS				1											
SRS				1											
AEMIT-EWRB				1											
IBS				1											
DCBS				1											
GOPAX				1											
JECD				1											
MCPIC				1											
JCM				1											
ETA				1											
GCSS-J				1											
CLC2S				1											
Win Server 12 R2					1,2,3										
MS Exchange 2013					1,2,3										
HBSS					1,2,3										
Fortinet					1,2,3										
IPS					1,2,3										
VCSA					1,2,3										
ESXi 6.5					1,2,3										
Vsphere					1,2,3										
NetApp					1,2,3										
ACES/JACS					1,2,3										

Enclosure (2)

LEGEND 1 - Training Required 2 - Training Obtained within Unit 3 - Training Obtained outside Unit	G-1/S-1	G-2/S-2	G-3/S-3	G-4/S-4	G-6/S-6	G-8/ Comptroller	G-9/ Force Preservation	G-10	Security	IMO	CommStrat (PAO)	HSS/Dental	SJA	Chaplain	FRO
Spectrum 21					1,2,3										
ACAS					1,2,3										
WSUS					1,2,3										
Solar Winds					1,2,3										
SPEED					1,2,3										
McAfee ESM					1,2,3										
SABRS						1									
PR Builder						1									
CitiDirect	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
SMARTS						1									
WAWF						1									
SYNCADA						1									
WESS								1							
DASH								1							
IFTDTL								1							
AMHS	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
PeopleSoft															1
ETHOS															1
JFRG II				1											
C2PC			1												
CPOF			1												
MAKO										1					
SharePoint										1					
Adobe Connect										1					
IRCXPro										1					

Enclosure (2)

LEGEND 1 - Training Required 2 - Training Obtained within Unit 3 - Training Obtained outside Unit	G-1/S-1	G-2/S-2	G-3/S-3	G-4/S-4	G-6/S-6	G-8/ Comptroller	G-9/ Force Preservation	G-10	Security	IMO	CommStrat (PAO)	HSS/Dental	SJA	Chaplain	FRO
OpenFire										1					
Transverse										1					
APAN															
DCS	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
AHLTA												1			
DenCas Remote												1			
MRRS												1			
NavFit98B															
NISPS												1, 2		1, 2	
FltTemps												1, 2		1, 2	
NFAAS												1, 2		1, 2	
BUPERS												1, 2		1, 2	
My Navy Portal															
DEERS												1, 2		1, 2	
NAVMED & PERS												1, 2		1, 2	
JKO															
US Army Dental Sys												1, 2		1, 2	
CDA												1, 2		1, 2	
MCMEDS												1, 2		1, 2	
MCWITS												1, 2		1, 2	
TRAC2ES												1, 2		1, 2	
LIMDU SMART												1, 2		1, 2	
Case Mgmt System													1		
AMRDEC	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2

Enclosure (2)

LEGEND 1 - Training Required 2 - Training Obtained within Unit 3 - Training Obtained outside Unit	G-1/S-1	G-2/S-2	G-3/S-3	G-4/S-4	G-6/S-6	G-8/ Comptroller	G-9/ Force Preservation	G-10	Security	IMO	CommStrat (PAO)	HSS/Dental	SJA	Chaplain	FRO
FOIA (online)													1		
Legal (online)													1		
JPAS									1						
NP2/e-QIP									1						
ID-OPS							1								
JWARN							1								
GBOSS							1								
CRP-AT														1	

IM PLANNING PROCESS

II MEF follows a structured approach to IM planning that identifies the information producers and consumers, considers the information to be exchanged, and determines the necessary resources and exchange requirements. These factors are incorporated into the context of the mission to determine how to stand up IM services to satisfy the commander's intent for a specific exercise or operation. The following provides a high-level overview of the IM planning process.

1. **Document the Information Exchange Requirements (IERs)**
   a. Identify the MAGTF's Command Relationships and paths/nodes to exchange information
   b. Determine the info needed to perform applicable staff and command functions
   c. Identify the Right people, Right information, Right time, Right format, Right classification
   d. Does the IER distill large quantities of data into relevant, quality information?

2. **Create the C2 Systems & Software Baseline**
   a. For each IER, determine correct network, application, software version across MAGTF area of operations
   b. Ensure linkages to Higher, Adjacent, Subordinate, Joint and Coalition Partners, Non-Government/Government organizations
   c. Identify all Means and Methods for collecting, processing, and distributing information
   d. Coordinate with G/S-6 cyber on all approved software versions, ensuring all MAGTF elements and mission partners have compatible IM capabilities
   e. Lock the C2 Systems & Software Baseline and adhere to the formal process approved by COS or XO to add/drop systems/applications
   f. Coordinate with G/S-6 to establish the command image disk for use across the MAGTF & Mission Partners

3. **Construct and Manage the Command Battle Rhythm (BR)**
   a. Primary/Special Staff prepare 7 minute drills using appropriate format, with seating chart when applicable
   b. COS or XO reviews all staff submissions and approves events for the IMO to construct the BR
   c. Ensure BR information flow of B2C2WGs addresses event horizons: Current Ops, Future Ops, Future Plans, Man/Train/Equip to include event feeds, inputs and outputs, and portal exploitation
   d. B2C2WGs follow critical path from product production, Act & Plan, Commander's Touchpoints, and are nested within HHQ Battle Rhythm

4. **Construct the Information Management (IM) Matrix Web Part**
   a. Supervises collection of the B2C2WG input/output formats and other required functional templates for organizing data into quality information (Methods)
   b. Identifies Primary, Alternate, Contingency, and Emergency (P.A.C.E.) systems, apps or services used to move the information (Means)
   c. Places hyperlinks to input/output formats in a spreadsheet or web part
   d. This serves as the one stop reference for exchanging the MAGTF's information, to include report formats

5. **Coordinate with the G/S-6 to Deconflict Authorities to Connect, Ports, Protocols, and Firewalls.**
   a. Ensure all warfighting and staff function systems are identified for inclusion in G/S-6 planning cyber documents.

6. **Construct the IM Annex.**
   a. Provide relevant information to users specific to the operation and for technicians to install, operate and maintain IM/2 services.

7. **Brief and Train the Staff.** Provides the details unique to the information environment and guide staff in how to operate within it.

SAMPLE IM SUPPORT REQUEST MESSAGE FORMAT

FM UNIT DN
TO CG II MEF
   CG II MEF G2/G3/G4/G6/IMO
CC CG MARFORCOM G3/G5/G6/G7
   OTHERS AS REQD
   REQUESTING UNIT DN

SUBJ/REQUEST INFORMATION MANAGEMENT AND COMMAND AND CONTROL SYSTEM SUPPORT DURING PREDEPLOYMENT
TRAINING PERIOD (PTP) FROM START DATE DD MMM YYYY TO STOP DATE DD MMM YYYY
REF/DETAIL THE PRIOR COORDINATION WITH IMO, PRI/SPEC MEF STAFF HERE
POC/NAME/RANK/COMMAND OR UNIT/POC BILLET/DSN PHONE/COML PHONE/NIPR EMAIL

1. PURPOSE: REQUEST INFORMATION MANAGEMENT, COMMAND AND CONTROL SYSTEM SUPPORT FOR 26 MEU PREDEPLOYMENT TRAINING PERIOD FROM MARCH 15 2014 TO SEPTEMBER 31 2014.
2. SCHEDULE OF EACH TRAINING EVENT AND SUPPORT REQUESTED THROUGHOUT PREDEPLOYMENT IS PROVIDED BELOW.
3. EVENT/LOCATION: MEU OFFSITE/FORT PICKETT, VA
3A. DATES: MARCH 15 TO APRIL 9
3B. IM/C2 SYSTEMS, APPLICATIONS (APPS) ACTIVE: JTCW, BCS3, CLC2S, VMWARE, TCS, MARINE LINK, SWAN, AMHS, DIATS, NIPR/SIPR SHAREPOINT 2010
3C. TYPE COMMAND OPERATIONS CENTER (COC): CAPSET III
3D. CONTRACTOR (CTR) SUPPORT; YES QTY REQUIRED TO SUPPORT JTWC, TCS, BFT, SHAREPOINT AND CAPSET II REFRESH
4. EVENT/LOCATION: PMINT/NAVAL SHIPPING
4A. DATES: APRIL 20 TO MAY 6
4B. IM/C2 SYSTEMS, APPS ACTIVE: JTCW, BCS3, CLC2S, VMWARE, TCS, MARINE LINK, SWAN, AMHS, DIATS, NIPR/SIPR SHAREPOINT 2010, AFTADS
4C. TYPE COC: LFOC, TACLOG, SACC, JIC
4D. CONTRACTOR (CTR) SUPPORT: NIPR/SIPR SHAREPOINT, METALOGIX REPLICATION, AFATDS
5. EVENT/LOCATION: RUT/FT A P HILL
5A. DATES: JUNE 1 TO JUNE 18
5B. IM/C2 SYSTEMS, APPS ACTIVE: JTCW, BCS3, CLC2S, VMWARE, TCS, MARINE LINK, SWAN, AMHS, DIATS, NIPR/SIPR SHAREPOINT 2010. AFTADS
5C. TYPE COC: CAPSET III
5D. CONTRACTOR (CTR) SUPPORT: NIPR/SIPR SHAREPOINT, METALOGIX REPLICATION, AFATDS
5E. CONTINUE ADDING EACH EVENT AS APPLICABLE USING SAME PARAGRAPH FORMAT, AS NEEDED.
6. COORDINATING INSTRUCTIONS: USE THIS FORMAT FOR TEEP EVENTS OR SIGNIFICANT COMMAND EVENTS REQUIRING USE OF MEF IM RESOURCES. IF UNCERTAIN, CONTACT THE MEF C2 SYSTEMS MANAGER, MR. RACINE MARKS.
6A. COMMANDS ARE HIGHLY ENCOURAGED TO COORDINATE AN EVENT PLANNING MEETING WITH THE IMO PRIOR PREPARING THIS MSG.
6B. COMMANDS ARE ALSO HIGHLY ENCOURAGED TO PROVIDE DRAFT COPY OF THEIR MSG, PRIOR TO RELEASE, TO THE IMO TO REMAIN SYNCHED UPON RELEASE.
6C. THE IMO WILL REPLY WITH EITHER A MSG OR COMMAND LETTER TO REQUESTING COMMAND PROVIDING DETAILS ABOUT THE SUPPORT BEING PROVIDED.
6D. PLEASE REFRAIN WITH BY NAME OR SPECIFIC COMPANY REQUESTS.

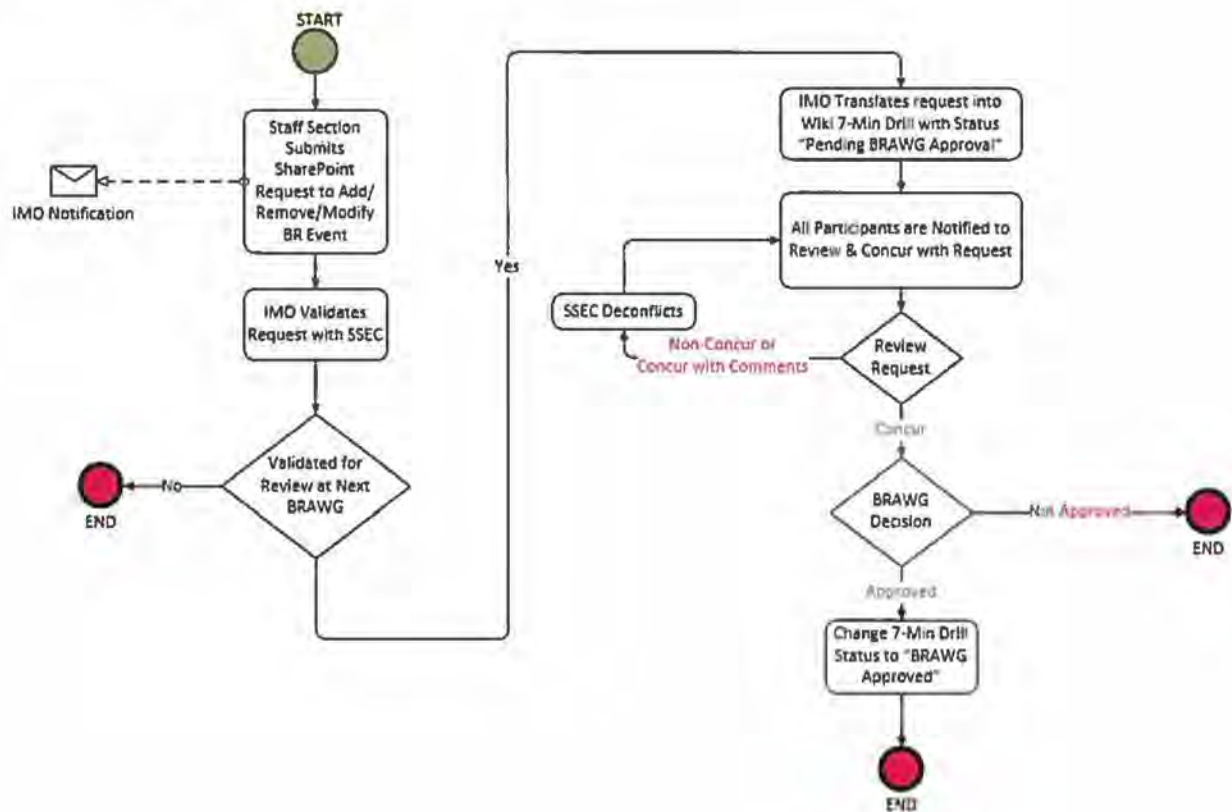### STAFF KM OFFICER DUTIES AND INTERNAL KM ASSESSMENT

1. List the KM policies and procedures within the department (if none, state none on hand)

2. List warfighting/staff processes and establish flow charts for each process.

3. Ensure regularly attendance at the command IMWG lead monthly by the IMO.

4. Evaluates processes with eye towards optimizing internal processes, leveraging technology and automation in efforts to streamline completion of department tasks, creating knowledge, distributing quality information generated by the department and best satisfy commander's info requirements/decision making. Work with the command IMO to document ALL department processes and develop automated/electronic solutions where practical.

5. Represent the Department and Staff Function at C2/IM Boards, Bureaus, Centers, Cells, and Work Groups (B2C2WGs): This primarily focusses on the command IMWG. KMOs form the preponderance of the IMWG membership and provide unique insight and contribution in resolving the IM/C2 issues within the command. Furthermore, the KMO's presence allows for the introduction of department or functional IM/C2 matters which can compete for resources when approved by the Information Management Board chaired by the Chief of Staff or XO. In all cases, the KMOs back brief IMWG and B2C2WG activities and actions to department leadership, fostering effective communication and well-coordinated staff work.

6. Identify the Department's Collaborative Environment Manager: A Collaborative Environment Manager manages Department Collaborative Environment: IOT store knowledge generated by the department and satisfy commander's info requirements. (Planning, Decide Execute Assess (PDE&A)) – need to ensure department knowledge complies with the command information management plan and knowledge is organized and readily accessible to members of the department staff and across the command. Identifies shortcomings or complex requirements to the command IMO requesting assistance.

7. Supervises Department's Collaborative Workspace Site Manager: A Site Manager (SM) is the "technical point of contact for the department's collaborative workspace page(s). Reports to the KMO ISO task 2 above. The SM is formally trained, experienced member of the department, who manages "Access" to include unique or "need-to-know" content; The SM oversees and approves each page layout and design; assists department staff by explaining collaborative workspace application functions, and how to best harness the application's "out of the box" capabilities. Formal training for the SM is required by NAVMC 3500.54D.

8. Identify the Command and Control (C2) Systems Officer for the department and list all Programs of Record (POR) systems aligned with the warfighting or staff function. Supervise and coordinate the planning, installing, operating, maintaining and reporting availability of function's C2 systems IAW architecture, essential to support assigned battlespace function, decision making, situational awareness, common operating picture. Interface with the USMC Functional Area Manager (FAM) for function's systems to both report issues and understand future plans for function's C2 systems portfolio IAW MCO 5230.21.

9. Identify the Department Data Manager and the last time audits occurred for POR systems above. Conduct samplings to verify accuracy of data contained in assigned C2 systems; report discrepancies to commands, or in the case of database discrepancies to the Functional Area Manager, as required. Ensure authoritative data sources retain highest level of quality. In cases of numerous systems, data chiefs can be assigned to single systems and report to the KMO, as required.

10. In accordance with References (c), (l), and (o), units will ensure they adhere to continuous process improvement techniques found therein.

BATTLE RHYTHM MANAGEMENT (BR)

BR Tasks

In accordance with Reference (d), ensure that units consider the following in the development of their BR:

1. Higher's BR and other relevant requirements
2. Unit boards, bureaus, centers, cells, and working groups (B2C2WG)
3. Event Horizons
4. Planning horizon handoffs
5. Key processes in support of B2C2WG
6. Unit BR must be displayed within a collaborative workspace.

BR Management Process

START

Staff Section Submits SharePoint Request to Add/Remove/Modify BR Event

IMO Notification

IMO Validates Request with SSEC

Validated for Review at Next BRAWG — No → END

Yes

IMO Translates request into Wiki 7-Min Drill with Status "Pending BRAWG Approval"

All Participants are Notified to Review & Concur with Request

SSEC Deconflicts

Non-Concur or Concur with Comments

Review Request

Concur

BRAWG Decision — Non Approved → END

Approved

Change 7-Min Drill Status to "BRAWG Approved"

END

<div align="center">

Request for Information Management

</div>

RFI tracking tools have been developed for II MEF Operations and Intelligence sections. They can also be downloaded from the Marine Corps Software Resource Center (MCSRC).

Requests for Information (RFIs) are specific, time-sensitive, ad hoc requirements for information or products to support the operation not necessarily related to standing requirements or scheduled intelligence production. RFIs are generated to answer questions that cannot be resolved with organic assets, and only if the information does not exist within internal sources. RFIs are sent to higher, subordinate, or adjacent headquarters or to another agency to request information necessary to support actions concerning planning, decision making, execution, and assessment, and are not intended to be substitutes for good staff coordination. Every attempt to locate the required information will be made via internal communication before submitting an RFI.

1. <u>RFI Numbering</u>. RFI tracking numbers contain elements indicating Originating Command, an "I" indicator if the RFI was generated and sourced internally (not sent to higher headquarters), and the chronological tracking number of the RFI.

2. <u>RFI Submission Guidelines</u>

    a. An RFI originator will first search local information, including the RFI database, to ensure that the information is not available or already submitted.

    b. If the information cannot be found, an RFI will be submitted to the appropriate RFI Manager. The validation process screens RFIs for quality control and avoiding redundant requests.

    c. Limit RFIs to one question per request. Multiple questions can increase response time and add confusion as multiple agencies answer the questions from one RFI. Provide sufficient detail so that the receiving action officer will completely understand the request and the nature of the requirement. Spell out acronyms the first time they are used.

3. <u>RFI Management</u>

    a. All intelligence related requests are processed through a G-2 RFI Manager. All non-intelligence related requests are processed through a G-3 RFI Manager.

    b. To be valid, an RFI must be clear and concise. It should be a single question and written plainly without jargon or abbreviation.

    c. Each manager will determine if the requested information is resident within the command or could be answered by staff action. If the RFI cannot be answered locally, then the manager will determine which agency to forward the RFI for action.

    d. If not validated, the request will be returned to the originator for correction or justification. If the request is redundant, then the RFI Manager will provide the originator with a reference to the previous RFI and associated resolution in order to answer their question.

    e. The RFI Manager is responsible for responding to the requestor and recording the answer. This includes the following actions:

(1)   Assigning an RFI tracking number.

(2)   Adding and updating the RFI in the RFI database.

(3)   Forwarding the request to the appropriate headquarters, staff sections or agency for action.

(4)   Confirming receipt of the request by the action addressee.

(5)   Receiving the answer.

(6)   Notifying the requestor that an answer has been received.

(7)   Updating the RFI database with the answer, that a response was received, and that the requestor was notified.

4. Internal Planning Processes

a.   Planning cells will develop many information requirements throughout the course of their business. Initially, these information requirements will be unfocused and varied. Also, subject matter experts present in the cell will satisfy many of these information requirements immediately.

b.   As the planning process proceeds, these information requirements will become more focused and, therefore, more important. Of these information requirements, some will remain unanswered in the cell. Each cell leader will develop a mechanism for capturing, managing and tracking these information requirements. The staff representatives and subject matter experts in each cell must take these unanswered and, yet, important information requirements for their functional area and, through staff actions, must work an answer to each.

c.   The staff officer given responsibility for satisfying a particular information requirement, to the maximum extent possible, shall exhaust all available resources to include local information, other staff officers, other command sections, on-line services (libraries, databases, repositories), and other organizations (higher, adjacent, subordinate, supporting).

5. Access. The RFI submission form and database can be found on the SIPR Website. Coordination must be made to ensure the RFI manager knows when an RFI submission is made.

IM SERVICE REQUEST (SR) PROCESS

1. IMO/IMS
   - o Open SR
   - o Assign to Appropriate Manager
   - o Review All SRs and Assign Priority
   - o Review Aged SRs
   - o Determine if SR is resolved
   - o Close SR
2. Contract Officer Representative
   - o Open SR
   - o Determine if task is in scope of contract
   - o Review SR with Contract Site Lead and Service Desk Manager
   - o Chair Change Advisory Board (CAB)
3. GS Managers
   - o Open SR
   - o GS Manager Completes
   - o Determine if SR is a contract task
   - o Provide Input to SR as Required
   - o Attend CAB
   - o Close SRs
   - o Site Lead (Contractor)
   - o Open SR
   - o Review SR with COR and Service Desk Manager
   - o Determine if task is in scope of contract
   - o Receive and Review SR
   - o Assign to Responsible Individual
   - o Determine if request is SR or Project
   - o Coordinate with Contract Section Lead for Assignment of SR
   - o Attend CAB
   - o Review All SRs
4. Service Desk
   - o Receive SR
   - o Determine if Task is a Contract Task or GS Manager Task
   - o Participate in the CAB
   - o Receive IMO/IMS Input
   - o Identify if SR was marked resolved by IMO/IMS
   - o Log if CAB Recommend Resolve SR
   - o Contract Section Lead
   - o Open SR
   - o Assign to Responsible Individual
   - o SR Require Action
   - o Review All Section SR
   - o Attend CAB
5. Contractor
   - o Open SR
   - o Receive SR Tasking
   - o Work SR
   - o Update SR as Required
   - o Determine if SR is Complete
   - o Recommend Closure

Inspectors General Checklist (Draft)

INFORMATION MANAGEMENT 3146

This checklist applies to all commands. All O-5 and above commanders must have a formal Information Management program.

Functional Area Sponsor:
IGMC, Director of Inspections
Subject Matter Expert: GS-14 F. J. Hopewell
(DSN) 750-7055 (COML) 910-450-7055
frederick.hopewell@usmc.mil

Revised: 20 June 2018

Name of Command

Date.
Inspector:

Final Assessment
Discrepancies: **Findings:**

Overall Comments: Place Here

Subsection 1 – IM/C2 READINESS (Applies to BN level units and above, ONLY)

0101   Has unit developed a command Information Management Plan and includes
            Annex U in all operations order?
            Reference: NAVMC 3500.54E 8055-IM-2005, C2OP-OTI-2009, MCTP 3-30B

    Result   Comments

0102   Has unit established a Battle Rhythm with information flow, B2C2WGs, CCIRs
            and are aforementioned nested with their higher?
            Reference: NAVMC 3500.54E 8055-IM-2003, C2OP-OTI-2009

    Result   Comments

0103   Does unit have an Information Management Officer (IMO) assigned in writing?
            Reference: NAVMC 3500.54E Chapter 6, C2OP-OPNS-2005, 2007, C2OP-
            SYSO-2001

    Result   Comments

0104   Has IMO completed the Information Management Orientation Course (IMOC)?
            Reference: MEFO 5172.1 para 5.c.(6); II MEF Campaign Plan Task 1.10 train
            staff to execute warfighting functions; Task 2.3 prioritize training in key areas

    Result   Comments

0105   Has IMO established an Information Management (IM) program that promotes a
            deliberate approach to establishing effective staff processes necessary to achieve

Enclosure (9)

and maintain a combination of IM, knowledge sharing, and collaboration that enables decision support for the commander?
Reference: JP 3-33 apdx D.3.C; NAVMC 3500.54E 8055-IM-2003, 2005; MEFO 5172.1, para 5.c.(1); II MEF Campaign Plan Task 1.10 train staff to execute warfighting functions;

Result   Comments

0106   Does IMO have a list of all IM/KM policies and procedures?
Reference: JP 3-33 apdx D.2 & D.4; NAVMC 3500.54E 8055-IM-2005

Result   Comments

0107   Does IMO have a list of Warfighting and Staff processes that have a process flow chart with procedures documented?
Reference: II MEF Campaign Plan Task 1.10 train staff to execute warfighting functions; NAVMC 3500.54E 8055-IM-2003

Result   Comments

0108   Does IMO attend command IM Working Groups?
Reference: NAVMC 3500.54E 8055-IM-2003; MEFO 5172.1, para 6.a.

Result   Comments

0109   Does IMO leverage process analysis using Lean Six Sigma (LSS) techniques in order to achieve Continuous Process Improvement (CPI) for the organization?
Reference: DODD 5010.42; MARFORCOMO 5224.1B; II MEF Campaign Plan Task 3.3 eliminate waste; Task 4.6 develop and explore distributed ops, Task 4.1 Incorporate future concepts, Task 4.4 Introduce new systems and capabilities; NAVMC 3500.54E C2OP-IM-2003, C2OP-OPNS-2007, 8055-IM-2003

Result   Comments

Subsection 2 – COLLABORATIVE WORKSPACE

0201   Are Site Managers assigned in writing by appointment letter and have each completed certification training at the MAGTF Information Systems Training Center?
Reference: MEFO 3146.1B para 4.B(1)(C); NAVMC 3500.54E(draft) C2OP-OPER-2007 and 8055-IM-2004

Result   Comments

0202   Do unit SharePoint access lists confirm personnel level of access to NIPR/SIPR SharePoint is commensurate with the user's role and training level?
Reference: MEFO 3146.1B para 4.B(1); NAVMC 3500.54E 8055-IM-2004

     Result   Comments

0203   Is all information residing on the portal properly managed in accordance with electronic records management procedures?
Reference: MEFO 3146.1B para 4.c.(6)(h); NAVMC 3500.54E 8055-IM-2003

     Result   Comments

0204   Do all files containing Personal Identifiable Information (PII) residing on portals have the appropriate safeguards to prevent unauthorized access?
Reference: MEFO 3146.1B para 4.c(6)(d)

     Result   Comments

0205   Are the primary and alternate Site Managers familiar with the policies, procedures, roles and responsibilities as listed in the MEF SharePoint Governance Policy?
Reference: MEFO 3146.1B enclosure(4)

     Result   Comments

0206   Is site structure in accordance with MEF SharePoint Governance Policy?
Reference: MEFO 3146.1B enclosure(2)

     Result   Comments

Subsection 3 – CHAT SERVICES

0301   Does the command have a Standard Operating Procedure (SOP) for Chat and does it include a guard chart and appropriate rules and procedures?
Reference: MCTP 3-30B page A-5

     Result   Comments

Subsection 4 – WEB CONFERENCING

0401   Is the command familiar with and does it leverage Web Conferencing capabilities? Note: This is similar to Video Teleconferencing except web-based.
Reference: MCTP 3-30B page A-6

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Compliant   *Comments*

Subsection 5 – COMBAT OPERATIONS CENTER (COC) MAINTENANCE

0501   Does the unit know points of contact for software update coordination?
- Software upgrades via IMSD iimefimservicedesk@usmc.mil; 910-451-8614; SharePoint form via portal – https://eis.usmc.mil/IIMEF/imo/Pages/IMSD.aspx 31093109
- Modification Work Order upgrades from General Dynamics Information Technology (GDIT) at 910.238.2365/877.573.6382 or COC-CampLejeune_Helpdesk@gdit.com
- TSOA software via the program office, via II MEF IMO or by request from https://software.forge.mil

Reference: Interactive Electronic Technical Manual (IETM) Chapter 5.2.1;

    Result   Comments

0502   Do CAPSETs have current software baseline?
              Reference: IETM Chapter 5.2.1

    Result   Comments

0503   Are preventative maintenance checks and services being performed on COC equipment?
              Reference: IETM Chapter 5.2.1

    Result   Comments

0504   Has the 2 KW Military Tactical Generator Set, Antenna Hill been downloaded from the IETM?
              Reference: IETM Chapter 5.2.1; TM 9-6115-673-13&P

    Result   Comments

0505   Has the PMCS for CAPSET peripherals been downloaded from the IETM?
              Reference: IETM Chapter 5.2.1

    Result   Comments

0506   Has the PMCS for tents been conducted in accordance with the IETM?
              Reference: IETM Chapter 5.2.1, Tent User's Instruction Manual

II MEFO 5271.1

JUN 2 1 2019

Result   Comments

0507   Have damaged tents been replaced or repaired?
Reference: IETM Chapter 5.2.1

Result   Comments

0508   Are CAPSET inventories occurring during unit CMR/SMF Reconciliation?
Reference: IETM Chapter 5.2.1

Result   Comments

Subsection 6 – TACTICAL COP SERVER (TCS) / JOINT TACTICAL COP WORKSTATION (JTCW)

0601   Does the T/O match the on hand quantity with current software versions?
Reference: USMC TI 3085-15/1, N65236-JTCW-SVD-0045-1.0

Result   Comments

0602   Have Record Jackets been established and are they properly maintained for all end items?
Reference: USMC TI 3085-15/1, N65236-JTCW-SVD-0045-1.0

Result   Comments

0603   Are Unit Personnel familiar with the process to request and obtain maintenance support?
Reference: USMC TI 3085-15/1, N65236-JTCW-SVD-0045-1.0

Result   Comments

0604   Does unit have trained operators that have attended MISTC courses?
Reference: USMC TI 3085-15/1, N65236-JTCW-SVD-0045-1.0

Result   Comments

Subsection 7 – BLUE FORCE TRACKER (BFT)/JOINT BATTLE COMMAND – PLATFORM (JBC-P)

0701   Are TAMCNs and Quantities reflected on the Unit Consolidated Memorandum Receipt (CMR)?
Reference: IETM Chapter 5.2.1; TM 4700-15/1

Enclosure (9)

5

Result   Comments

0702   Are Record Jackets established and properly maintained for each
BFT/JBC-P listed on quantity per the CMR?
Reference: IETM Chapter 5.2.1; TM 4700-15/1

Result   Comments

0703   Are JRC/JBC-Ps properly installed in assigned vehicles?
Reference: IETM Chapter 5.2.1

Result   Comments

0704   Are TOC Kits properly installed and assigned role name, as well as, completed
frequency and software upgrades?
Reference: IETM Chapter 5.2.1; CG II MEF IMO 041514Z Jun 13

Result   Comments

Subsection 8 – TACTICAL SERVICE ORIENTED ARCHITECTURE (TSOA) CHECKLIST

0801   Does the unit have up to date TSOA software?
Reference: TI 3085-15/1A and MI 5895-13/3

Result   Comments

Enclosure (9)