



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

IN REPLY REFER TO:

1500

G10

OCT 16 2018

POLICY LETTER 3-18

From: Commanding General
To: Distribution List

Subj: FORCE PRESERVATION COUNCIL RESPONSIBLE TRANSFER OF
PERSONNEL

Ref: (a) MCO 1500.60, Force Preservation Council (FPC) Program
(b) U. S. Marine Forces Command Policy Letter 4-18

Encl: (1) Responsible Transfer Worksheet

1. Situation. This directive promulgates the responsibilities associated with ensuring relevant FPC information about "at-risk" Marines and Sailors is passed between leaders from the losing command to the gaining command in a timely and accurate process. A forthcoming service-level capability is discussed in reference (a).

2. Mission. II Marine Expeditionary Force (MEF) leaders will ensure relevant information pertaining to Marines and Sailors assessed as "High," "Medium," or "Elevated" is timely and effectively communicated between the Leadership Teams of the losing and gaining commands, both internal and external to II MEF, in order to perform a responsible transfer of the Marine or Sailor.

3. Execution

a. Commander's Intent.

(1) Purpose: Every II MEF Marine, Sailor, and government employee consistently receives engaged leadership throughout their service in the Marine Corps to include their transfer from one unit to another.

(2) Method: This requires:

a. Leaders at all levels to know their people at echelon E-1 to O-9.

b. Leaders to set a command climate where their teammates are comfortable in asking for help and confident their seniors will find help for them.

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c. Leaders to ensure there is a connecting file between the losing and gaining command when personnel transfer or receive permanent change of assignment orders.

(3) Endstate: No Marine, Sailor, or government employee is "left behind" during transfers and they contribute as a full member of their team, performing to their full potential.

b. Concept of Operations. Designated personnel will ensure a responsible transfer of Marines and Sailors occurs, and is documented, when the Marine or Sailor transfers or has a significant change of leadership.

c. Tasks. Major Subordinate Command Commanding Generals and Major Subordinate Element Commanders:

(1) Immediately implement the following policy for the responsible transfer of Marines and Sailors:

(a) All Marines and Sailors will be assigned to the FPC as "Elevated" risk for a minimum of 30 days upon joining a new unit. If additional factors require a higher FPC classification, follow guidance in reference (a).

(b) When a Marine or Sailor receives Permanent Change of Station (PCS), Permanent Change of Assignment (PCA), or Temporary Additional Duty (TAD) orders, the unit Sergeant Major or First Sergeant (in the case of enlisted Marines), or the Command Master Chief or Leading Chief Petty Officer (in the case of enlisted Sailors), or the unit Commanding Officer or Executive Officer (in the case of officers) of the losing unit will communicate (face-to-face, telephonically, or electronically) with his or her counterpart at the gaining command for all Marines and Sailors with an FPC classification higher than "Low" risk at the time of transfer. Additionally, each time a Marine or Sailor is transferred within the unit or has a significant change of leadership, the losing unit leaders will brief the gaining leaders. This communication will include the risk assessment and all current, relevant force preservation information about the Marine or Sailor.

1. Marines and Sailors who, at the time of transfer, are classified as "Low" risk, but have a significant history of "High," "Medium," or "Elevated" risk classification will be briefed by the losing leaders to the gaining leaders. "Significant history" will be determined at the commander's discretion. Examples include: multiple assignments to the FPC in a category other than "Low" risk, FPC assignments other than "Low" risk that last longer than six months, or assignment to "Low" risk from a higher category in the previous six months. Initial new join assignment as "Elevated" risk will not be considered part of a significant history.

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2. The trigger to conduct this responsible transfer will be the command "exit" or check out interview.

3. The responsible transfer worksheet, enclosure (1), will be used to accurately document the transfer. This can also be produced to demonstrate program compliance when the Inspector General inspects Functional Area Checklist 5100 (specifically item 0503).

4. Use of approved resource technology tools can assist, however, will not replace the requirement to utilize the responsible transfer worksheet at this time.

(c) II MEF commands gaining personnel from commands external to II MEF will communicate (face-to-face, telephonically, or electronically) with their counterpart at the losing unit to attain the current FPC status of the new join and will request all the relevant information about the individual from the losing unit's FPC. This is vital information for personnel entering their first Fleet assignment in II MEF, our highest risk population. Utilize enclosure (1) to document this communication.

4. Administration and Logistics

a. Records created as a result of this policy letter shall be managed according to National Archives and Records Administration approved dispositions to ensure proper maintenance, accessibility, and preservation regardless of format or medium.

b. The generation, collection, or distribution of Personally Identifiable Information (PII) and management of privacy sensitive information shall be in accordance with the Privacy Act of 1974, as amended. Any unauthorized review, use, disclosure, or distribution is prohibited.

c. The generation, collection, or distribution of Protected Health Information (PHI) shall be in accordance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Any unauthorized review, use, disclosure, or distribution is prohibited.

5. Command and Signal

a. Command. This Policy Letter is applicable to all II MEF personnel.

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



R. F. HEDELUND

Distribution: A/B

II MARINE EXPEDITIONARY FORCE

RESPONSIBLE TRANSFER WORKSHEET

LAST NAME	FIRST NAME	MIDDLE INT.	RANK
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1. Force preservation risk assessment: HIGH / MEDIUM / ELEVATED
2. Date Marine/Sailor was placed on the Force Preservation Council (FPC): _____
3. Date classified as high, medium, or elevated: _____
4. Brief description of risk factor(s) that caused the Marine or Sailor to be placed on the unit FPC. (i.e., behavioral, drugs, discipline, financial, legal, relationship):

5. Brief description of mitigation plan:

6. Information passed to gaining command:
____ FPC risk assessment
____ Mitigation plan and status
____ Point(s) of contact for supporting agency
____ Other relevant information
7. Losing command designated representative: _____
8. Losing command FPC mentor: _____
9. Gaining command designated representative: _____
10. Date of responsible transfer: _____
11. Transfer method: face-to-face / telephonically / electronically

Notes:

