



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

IN REPLY REFER TO:  
II MEFO 3100.4A  
G-3  
NOV 16 2010

II MARINE EXPEDITIONARY FORCE ORDER 3100.4A

From: Commanding General  
To: Distribution List

Subj: PERSONNEL AUGMENTATION FOR THE II MARINE EXPEDITIONARY FORCE  
(II MEF) COMMAND OPERATIONS CENTER (COC)

1. Situation. This Order establishes the billets and associated manning from within the II MEF Command Element (CE) sections to augment the II MEF COC for the recurring routine operations.
2. Cancellation. II MEFO 3100.4
3. Mission. The Assistant Chief of Staff (AC/S) G-3, is responsible for the operation and maintenance of the II MEF COC to monitor the status of the II MEF forces and facilitate crisis action activities as needed. The operation of the II MEF COC requires four augmentees from sections within the II MEF CE to ensure 24 hours a day, 7 days a week full service capabilities.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Four billets for the II MEF COC will be sourced from within the II MEF CE to provide sufficient manning for 24-hour operations. These billets will be non-MOS specific and filled by Marines in the grade of Sergeant through Lance Corporal. Tasking for augmentees will be coordinated by AC/S G-1, on a rotational basis. All staff sections will be considered for this tasking to meet recurring requirements. Additionally, the AC/S G-3 will employ permanent personnel to provide Officer and Staff Non-Commissioned Officer supervision.

(2) Concept of Operations

(a) Augmentees will supplement G-3 permanent personnel and support the daily watch-standers assigned as the Command Duty Officers. They will be temporarily assigned to the AC/S, G-3 for a period of six months.

(b) With exception of the semiannual fitness tests, augmentees will not be afforded the opportunity to complete other annual training requirements (i.e. weapons qualifications, Gas Chamber, etc); therefore, completion of this training will occur

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before or after their assignment to the II MEF COC. Augmentees must have a current secret or interim secret clearance. Augmentees should not be pending any disciplinary action nor be involved in any program that will interfere with the watch standing established in the II MEF COC.

(3) Coordinating Instructions

(a) AC/S, G-1. Coordinate the manning of all augmentee billets. Ensure rotation of augmentees is staggered to maintain maximum continuity within the II MEF COC.

(b) AC/S, G-3. Receive, train, and supervise augmentees. Employ G-3 permanent personnel to ensure positive control of the II MEF COC operations.

(c) All Staff Sections. Be prepared to fill augmentation billets for the II MEF COC.

4. Administration and Logistics

a. Orders issued by Commanding General, II MEF are published electronically and can be accessed online via the II MEF homepage at <https://www.iimef.usmc.mil>.

b. For commands without access to the Internet, a hard copy of this order can be obtained through the II MEF G-1 Adjutant office.

5. Command and Signal

a. Command. This Order is applicable to all II MEF CE personnel.

b. Signal. This Order will be effective as of the date signed.



D. C. HALES  
Chief of Staff