



UNITED STATES MARINE CORPS
COMMAND ELEMENT
II MARINE EXPEDITIONARY FORCE
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3100.5a
G-3

FEB 03 2014

II MARINE EXPEDITIONARY FORCE ORDER 3100.5a

From: Commanding General
To: Distribution List

Subj: FORCE PRE-DEPLOYMENT CONFIRMATION AND POST-DEPLOYMENT AFTER-ACTION BRIEFS

1. Situation. Deployment confirmation and after-action briefs are routinely given to commanders at various echelons within II Marine Expeditionary Force (II MEF) to detail actions taken or planned to prepare units and individuals for deployment or promulgate lessons learned from deployment. This order standardizes the preparation, scheduling and delivery regarding pre-deployment confirmation and post-deployment after-action briefs throughout II MEF.

2. Cancellation. MEFO 3100.5

3. Mission. Standardize the preparation, scheduling and delivery of confirmation briefs prior to the deployment of II MEF forces and after-action briefs upon return from deployment.

4. Execution

a. Commander's Intent. Identify minimum echelons of command to receive a confirmation or after-action brief for forces deploying. Commanders have the authority to elevate these requirements to a higher echelon as their judgment dictates.

b. Concept of Operations

(1) The Commanding General, II MEF will receive confirmation and after-action briefs for deployments of forces sourced from multiple Major Subordinate Commands/Elements (MSC/E). Examples include a Special Purpose Marine Air-Ground Task Force or Security Cooperation Task Force with Command Element, Ground Combat Element, Aviation Combat Element and/or Logistics Combat Element detachments. This reception may be delegated to the Deputy Commanding General or Chief of Staff, II MEF. One exception is in the case of Security Force Assistance-Advisor Teams (SFA-AT), where the reception may be delegated to the Commanding Officer, II MEF Headquarters Group.

(2) For forces sourced from a single MSC/E to be employed within the Continental United States (CONUS):

(a) The first General Officer in the chain of command will receive confirmation and after-action briefs for deployments of units of regiment/group size or larger. This reception may be delegated to the MSC Chief of Staff. For example, this would include deployments for training to ROLLING THUNDER and Integrated Training Exercises.

(b) Deployment of battalion/squadron-sized units requires confirmation and after-action briefs be delivered to the first Colonel in the chain of command. For example, this would include battalion and squadron-level deployments for training to Ft. A.P. Hill, Virginia and RED FLAG exercises.

(c) Deployment of individuals or units and detachments smaller than battalion/squadron requires confirmation and after-action briefs be delivered to the first Lieutenant Colonel in the chain of command.

(d) Deployment of small detachments to conduct high visibility support missions may warrant elevation of confirmation or after-action briefings to higher levels.

(3) For forces sourced from a single MSC/E to be employed outside the Continental United States (OCONUS):

(a) The first General Officer in the chain of command will receive confirmation and after-action briefs for deployments of units battalion/squadron-sized or larger. This reception may be delegated to the MSC Chief of Staff.

(b) Deployment of individuals or units and detachments smaller than battalion/squadron-sized requires confirmation and after-action briefs be delivered to the first Colonel in the chain of command.

(4) The following table summarizes the requirements above:

Sourced From	Deployed	Size	Commander to Receive Brief	
			Primary	Alternate
Multiple MSC/E	CONUS or OCONUS	SFA-AT	CG, II MEF	DCG or C/S, II MEF; or CO, II MHG
		All Other	CG, II MEF	DCG or C/S, II MEF
Single MSC/E	CONUS	Individuals and Units/Dets smaller than Bn/Sqn size	LtCol	N/A
		Bn/Sqn	Col	N/A
		Larger than Bn/Sqn size	GO	MSC C/S
	OCONUS	Individuals and Units/Dets smaller than Bn/Sqn size	Col	N/A
		Bn/Sqn and larger	GO	MSC C/S

5. Administration and Logistics

a. Scheduling and Providing Pre-Deployment Confirmation Briefs to the Commanding General, Deputy Commanding General, or Chief of Staff, II MEF

(1) Pre-deployment confirmation briefs will be delivered no later than 15 days prior to the beginning of the deployment (first movement of forces).

(2) It is the responsibility of the organization delivering the confirmation brief to schedule the presentation with the Commanding General's Staff Secretary and inform II MEF G-3 Future Operations (FOPS) of the appointment.

(3) Coordination for the delivery of confirmation briefs will be completed 30 days prior to the expected presentation date (approximately 45-60 days prior to deployment).

(4) Pre-deployment confirmation briefs will contain, at a minimum, the following information:

- (a) Friendly and enemy situation
- (b) Mission and Mission Essential Task List
- (c) Command Relationships
- (d) Task Organization
- (e) Personnel, equipment, and/or resource shortfalls
- (f) Pre-deployment training with assessment analysis
- (g) Concept of Operations
- (h) Concept of Logistics
- (i) Communications Plan
- (j) Force Preservation to include:
 - 1 Anti-Terrorism/Force Protection measures
 - 2 Medical and dental readiness and services
 - 3 Medical evacuation plan
 - 4 Religious services
 - 5 Family readiness
 - 6 Safety
 - 7 Operational Risk Management
 - 8 Liberty policy
 - 9 Public Affairs guidance

10 Operational Security

11 Legal services and issues

12 Rules of Engagement

(k) Deployment timeline

(l) Relief-in-Place plan (if applicable)

(m) Remain-Behind Element plan (if applicable)

(n) Commander's concerns and assessment of readiness to deploy

(5) The organization delivering the confirmation brief will provide electronic copies of the presentation to:

(a) G-3 FOPS no later than 72 hours in advance

(b) The Chief of Staff and the Commanding General's Staff Secretary no later than 48 hours in advance

(6) II MEF G-3 FOPS will staff the confirmation brief to the other staff sections prior to delivery in order to facilitate staff coordination and situational awareness. Organizations delivering confirmation briefs should contact II MEF G-3 FOPS for sample slide templates, recent changes to procedures, presentation review, and assistance.

b. Scheduling and Providing Post-Deployment After-Action Briefs to the Commanding General, Deputy Commanding General, or Chief of Staff, II MEF

(1) Post-deployment after-action briefs will be delivered no later than 30 days after the completion of the deployment (main body's return date).

(2) It is the responsibility of the organization delivering the after-action brief to schedule the presentation with the Commanding General's Staff Secretary and inform II MEF G-3 Current Operations (COPS) of the appointment.

(3) Coordination for the delivery of after-action briefs will be completed 30 days prior to the expected presentation date.

(4) Post-deployment after-action briefs will contain, at a minimum, the following information:

(a) Background and deployment overview

(b) Mission and Mission Essential Task List

(c) Task Organization

(d) Pre-deployment training

(e) Summary of operations and exercises

(f) Commander's concerns and personnel, equipment, and/or resource shortfalls to include:

1 Geographic Combatant/U.S. Marine Component Commander-level issues

2 U.S. Navy/U.S. Marine Corps-level issues

3 U.S. Marine Corps-level issues

4 II MEF-level issues

(g) Lessons learned

(h) Recommendations

(5) The organization delivering the after-action brief will provide electronic copies of the presentation to:

(a) G-3 COPS no later than 72 hours in advance

(b) The Chief of Staff and the Commanding General's Staff Secretary no later than 48 hours in advance

(6) II MEF G-3 COPS will staff the after-action brief to the other staff sections prior to delivery in order to facilitate staff coordination and situational awareness. Organizations delivering after-action briefs should contact II MEF G-3 COPS for sample slide templates, recent changes to procedures, presentation review, and assistance.

6. Command and Signal

a. Command. This Order is applicable to all II MEF personnel, units and organizations.

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


R. C. FOX

Distribution: A