



UNITED STATES MARINE CORPS

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

3500
G-4/MRB

JUL 25 2018

II MARINE EXPEDITIONARY FORCE ORDER 3500.2

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

Subj: II MARINE EXPEDITIONARY FORCE MATERIEL READINESS TRAINING CENTER
OPERATION AND STAFFING

Encl: (1) II MEF Materiel Readiness Training Center Staffing

1. Purpose. To provide guidance and instruction for the staffing, resourcing and operation of the II Marine Expeditionary Force (MEF) Materiel Readiness Training Center (MRTC).

2. Background. The transition, and frequent changes, to the Global Combat Support System-Marine Corps (GCSS-MC) established the need to modify and update II MEF's internal maintenance and supply training programs to bring them more in line with current Marine Corps policies and procedures. While the Marine Corps Combat Service Support Schools provide basic entry level MOS-producing instruction, they do not provide follow-on sustainment training necessary for personnel to develop and maintain proficiency. The II MEF MRTC will fulfill this requirement.

3. Mission. The II MEF MRTC will provide follow-on sustainment training for maintenance and supply personnel, to include providing enhanced instruction on the use of GCSS-MC.

4. Execution.

a. Commanders Intent. The II MEF MRTC will provide follow-on and sustainment training for personnel in maintenance and supply on processes and procedures utilizing GCSS-MC. While not a formal learning center, the MRTC will be properly staffed, resourced, and operated, such that it provides quality instruction to its students. This will ensure students return to their units better trained in the basic administrative functions of maintenance and supply and in the advanced use of GCSS-MC.

b. Concept of Operations. The II MEF MRTC will utilize internal II MEF personnel and resources to staff and conduct an effective maintenance and supply training program.

c. Tasks.

(1) AC/S G-1.

(a) Review civilian personnel policy, and any requirements or specific issues relative to civilian employees.

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(b) Task subordinate commands to provide personnel support as outlined in Enclosure (1).

(c) Ensure that MSCs adhere to Rank/Grade requirements of instructors provided to the MRTC.

(2) AC/S G-4.

(a) Provide policy and oversight of the MRTC. Ensure MRTC is properly staffed and resourced in order to carry out its mission.

(b) Conduct a review annually, or when substantive changes are made to GCCS-MC or Marine Corps Policy, of course content to ensure the MRTC continues to meet the needs of II MEF units and commanders in the instruction of Marine Corps maintenance and supply procedures, and in the use of GCCS-MC.

(c) Coordinate with external commands and resources to ensure course content is in compliance with current Marine Corps orders, directives and publications.

(3) Major Subordinate Commands/Major Subordinate Elements.

(a) Support the intent and utilization of the II MEF MRTC.

(b) Provide personnel and support as outlined in this Order.

(c) Submit student nominations for attendance at the MRTC.

(d) Provide constructive feedback and recommendations to II MEF Logistics Systems Coordination Office (LSCO), G-4 (MRB) on course content, instruction and staffing.

5. Administration and Logistics.

a. Administration.

(1) Staffing. Staffing for the II MEF Materiel Readiness Training Center will be in accordance with Enclosure (1) of this Order. Personnel sourced from units internal to II MEF will be for a minimum of nine (9) months. Personnel will be assigned TAD to the II MEF Information Group (II MIG). II MIG is responsible for billeting and messing of the MRTC staff.

(2) Students. Students attending the MRTC will not be transferred TAD, but will remain attached to their parent command. All billeting and messing will be the responsibility of the parent command, as well as any transportation or incidental costs associated with student's attendance at the MRTC.

b. Logistics.

(1) Funding. Funding for the MRTC, with the exception of civilian personnel, will be provided by CG, II MEF via CO, II MIG, MEF Support Battalion (MSB). This includes all administrative supplies, training aides, computers, and communications equipment/services.

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(2) Facilities. The MRTC will be located in Building FC-312. Additional facilities required for specific classes or training events will be coordinated by the Training Center's Director through the LSCO, II MEF, G-4 (MRB).

(3) Furniture and/or other base property type items required for the MRTC will be provided by CO, II MIG, MSB.

(4) Equipment. Items of equipment required for the operation of the MRTC will be provided by the CO, II MIG, MSB. Required equipment unable to be sourced by CO, II MIG, MSB will be sourced by CG, II MEF AS/C G-4.

6. Command and Signal.

a. The MRTC is under the operational control (OPCON) of the CG, II MEF (LSCO, G-4), and under the administrative control (ADCON) of the CO, II MIG.

b. This order is effective upon signature.

7. Point of contact for this order is II MEF Logistics Systems Coordination Office at (910) 451-8900.



B. N. WOLFORD
Chief of Staff

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II MEF MATERIEL READINESS TRAINING CENTER STAFFING

Staffing for the II MEF Materiel Readiness Training Center will be as follows.

<u>Billet</u>	<u>Rank/Grade</u>	<u>MOS</u>	<u>Source Unit</u>
*Director	CIV/GS-9	N/A	II MEF
SNCOIC	GySgt	3043	2d MLG
Instructor	SSgt	0411	2d Mar Div
Instructor	Sgt	3043	2d MLG
Instructor	Sgt	0411	II MIG
**Instructor	Sgt	0411	2d MAW

*The civilian (GS-9) will migrate from 2D MLG to II MEF, G-4 (MRB).

**2d MAW is exempt from providing their quota. However, they are conducting training for 2d MAW and MCAS Cherry Point users at MCAS Cherry Point. This agreement will be revisited in the future.

Enclosure (1)