



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
BOX 555000
CAMP PENDLETON, CA 92055-5300

IN REPLY REFER TO:
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S-3/ssr

MAR 17 2016

LETTER OF INSTRUCTION 8-16

From: Chief of Staff
To: Distribution List

Subj: LETTER OF INSTRUCTION (LOI) FOR I MEF TRAINING AUDIENCE PARTICIPATION IN I
MEF EXERCISE 2016 COMMAND POST EXERCISE TWO

Ref: (a) I MEF Exercise Directive for MEF Exercise 2016 (MEFEX-16),
message DTG 202051ZOct2015
(b) MEFEX 16 Exercise Charter dtd 30 October 2015
(c) MEFEX 16 Command Element Tasking Message DTG 212233ZDec15
(d) I MEF TACSOP
(e) CPX 2 EXERCISE CONTROL LOI

Encl: (1) CPX 2 Design
(2) CAPSET V1 Timeline
(3) CAPSET V1 Physical Layout
(4) MEFEX-16 CPX 2 Timeline
(5) MEF CE Manning (link provided, posted in Sharepoint)

1. Situation. The I MEF Exercise 2016 (MEFEX-16) Command Post Exercise (CPX) 2 is the fourth MEFEX 16 series event contributing to the development of I MEF warfighting capacity. This LOI, along with Exercise Control instructions, and the CPX 2 support plan (documents to be released separately) provides guidance for I MEF Command Element (CE) and Major Subordinate Command (MSC) responsibilities for CPX 2 related actions and facilitates planning for subsequent CPX series events.

2. Mission. The I MEF (CE) and (MSC) Headquarters (HQ) conduct MEFEX 16 CPX 2 from 25 - 30 April 2016 from expeditionary combat operations centers (COC) aboard Marine Corps Base (MCB) Camp Pendleton and Marine Corps Air Station (MCAS) Miramar in order to (IOT) prepare for Marine Air Ground Task Force (MAGTF) combat operations ashore.

3. Execution

a. Commander's Intent. Traditional commander's intent is omitted. Commander's approved objectives for CPX 2 are below. CPX 2 design is further described in enclosure 1:

- (1) Refine intel, targeting, and fires processes.
- (2) Using the draft MEFEX-16 Operation Order (OPORD), rehearse Phase II Stage B key actions.
- (3) Rehearse C2 system and Information Management processes.

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(4) Field and configure the capability set capability set (CAPSET) V1 for MEF level expeditionary C2.

(5) Refine the MEF tactical standard operating procedures (TACSOP).

b. Concept of Operations. CPX 2 will be executed in four phases: (1) COC Development; (2) CPX 2; (3) Transition and Retrograde; and (4) After Action Report (AAR). The CPX 2 timeline for April and May is detailed in enclosure (2). Each phase is further described below:

(1) COC Development 29 February - 24 April. I MEF expeditionary COC development will occur in conjunction with CAPSET V1 fielding, new equipment training (NET), and field user evaluation (FUE) in accordance with the timeline provided in enclosure (2) based on the physical layout depicted in enclosure (3).

(a) CAPSET V1 components are scheduled to arrive at Camp Del Mar 29 February. During March, the I MEF COC will be established in the 21 Area, system components installed and tested, and NET and FUE completed. 12 April CAPSET V1 components will be staged for movement to the I MEF expeditionary command post and life support area.

(b) The I MEF COC, Logistics Operations Center (LOC), I MEF Headquarters Group (I MHG) and Intelligence Operations Center (IOC) will be established at MCAS Miramar. Establishment of the I MEF expeditionary Command Post and life support area is planned for NLT 18 April.

(c) Concurrent with this effort, the Marine Corps Installations-West (MCI-W) Battle Simulation Center (BSC) will be established as the Exercise Control (EXCON) center. The 1st Marine Division (1st MarDiv) COC, 3rd Marine Aircraft Wing (3d MAW) and 1st Marine Logistics Group (1st MLG) representative HQs will also be established aboard Camp Pendleton. (Exercise Control instructions will describe the facility plan in detail).

(d) From 18 - 24 April I MEF CE and MSC HQs complete communications infrastructure for COCs and complete COMDEX 16.2 (18-22 April). Augments report NLT 18 April and conduct required training, followed by a Road to War and IPB update brief (18 April). Rehearsal of Concept (ROC) rehearsal and ROC drill brief are conducted (19-20 April). I MEF CE staff completes movement to the I MEF Command Post 24 April and are postured for CPX 2 execution.

(2) CPX 2 25-30 April 2016. A two day warm start period will be conducted prior to the beginning of CPX 2. During this time the I MEF staff and MSCs will conduct an information flow exercise (INFOFLOWEX) in order to ensure systems and procedures are sufficient to begin the CPX. The warm start period will culminate with an MTWS based rehearsal of a portion of the planned operation. 27 - 30 April I MEF CE and MSC HQs will exercise Phase II Part B of Operation ASSURED RESOLVE as part of Desert Scimitar 16. Refer to the piano chart in enclosure (4).

(3) Transition and Retrograde 30 April - 6 May. On 30 April, MHG will support retrograde of I MEF CE staff and disestablishment of the I MEF CE area of support. Selected I MEF CE staff will relocate to the I MEF MOC watch floor to support 1st MarDiv training objectives through completion of Desert Scimitar 16 scheduled for 6 May. Detailed exercise transition instructions to be provided in separate correspondence.

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(4) After Action Review (AAR) 9 May. I MEF staff and MSCs will conduct a hotwash following completion of Desert Scimitar 16, tentatively scheduled for 9 May followed by an AAR to be completed by 30 May.

c. Tasks

(1) Tasks Common to All I MEF CE Primary and Special Staff

(a) As directed by the I MEF TACSOP and based on Operational Planning Team/Working Group assignment, lead and/or participate in B2C2WG events as appropriate.

(b) NLT 1 March 2016 identify to the MEF G-1 an officer or Staff noncommissioned officer per section to serve as the point of contact to MHG HQ Company.

(c) Identify required augments for I MEF CE staffing to G-1 NLT 1 March 2016. Reference enclosure (5).

(d) Identify Information Systems Coordinator (ISC) for each section to G-6 NLT 15 March.

(e) Section ISC identify/validate systems and C2 requirements to G-6 NLT 1 April.

(f) Validate COC system requirements resident in CAPSET V1 design relative to TACSOP requirements. Identify all equipment, data systems, space shortfalls, and recommended changes to the CAPSET V1 or TACSOP to the G-3 Chief NLT 1 April 2016.

(g) NLT 8 April 2016, provide reporting templates and submission timelines to MSCs for use during CPX events.

(h) Section ISC will validate active NIPR and SIPR Marine Corps Enterprise Network (MCEN) accounts for all personnel assigned to the section for CPX-2 to G-6 NLT 15 April

(i) Deliver a finalized roster of personnel participating in CPX 2 to the MEF G-1 NLT 18 April 2016.

(j) Attend Road to War Update Brief (18 April), ROC rehearsal (19 April), ROC drill (20 April) and CPX 2 Hotwash (9 May) as required.

(k) Section ISC will ensure SAAR submission for any section personnel without an active MCEN NIPR or SIPR NLT 23 April. See coordinating instructions.

(l) Complete required Command and Control (C2) systems operator training prior to 25 April 2016 per section SOPs.

(m) Participate in MHG and G-3 led working groups associated with CPX 2 as required.

(n) Be prepared to provide personnel for working party support to CAPSET V1 fielding, NET, and FUE.

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(o) Be prepared to retain selected personnel for support of 1st MarDiv training requirements for Desert Scimitar 16 from 30 April to 6 May 2016.

(p) Be prepared to support COC guard force requirements.

(q) Collect and provide after action comments to G-3 NLT 15 May 2016.

(2) AC/S, G-1

(a) Identify sourcing solutions for I MEF CE shortfalls.

(b) Provide a roster of I MEF personnel assigned to the CE during CPX 2 to the COS NLT 18 April 2016. Identify critical manpower shortfalls in this document.

(3) AC/S, G-2. Prepare and present a scenario Road to War and IPB update brief to the training audience 18 April 2016.

(4) AC/S, G-3

(a) Track and supervise I MEF Headquarters accomplishment of tasks identified in MEF orders.

(b) Coordinate time and place of I MEF and MSC Road to War Update, IPB Update, ROC rehearsal, ROC drill, and CPX Hotwash.

(c) Provide the I MEF COC billet layout to the I MEF G-6 NLT 15 March 2016. The layout shall identify the location of all communications equipment by classification.

(d) Coordinate a pre-exercise confirmation brief for the CG and DCG 15 April 2016.

(e) Develop a I MEF CE Training Plan for the warm start period 25-26 April 2016.

(f) Provide audio visual support for the CPX 2 Hotwash 9 May in the MOC Auditorium, time TBD.

(g) With support from G-6 act as OPR for fielding, NET, and FUE of CAPSET V1. Convene working groups as required.

(5) AC/S, G-4

(a) Coordinate CLC2S and TCPT account access for the EXCON H&AHQ cell.

(b) Provide NIPR and SIPR laptops required for the I MEF G-4 Logistics Operations Center (LOC) and coordinate with I MEF G-6 NLT 15 March to have these assets imaged in preparation for the exercise.

(c) Identify requirements for the construction of the LOC to

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include communication layout and other requirements, such as power, communication, tables and chairs, to I MEF G-3 Chief for further coordination and planning with I MHG.

(d) In coordination with G-3, develop logistics inputs for the STARTEX database for CPX 2.

(6) AC/S, G-6

(a) Plan and coordinate all communication links, circuits, and system requirements, in support of I MEF HQ and subordinate commands.

(b) Determine COMSEC requirements and distribute EKMS materials.

(c) Determine frequency spectrum and space segment requirements.

(d) Publish the Communications Electronic Operating Instructions (CEOI).

(e) In concert with MHG, develop a C4 maintenance plan with sufficient maintenance capabilities to sustain the exercise.

(f) Publish and distribute a communications POA&M and coordinate with the MSCs to ensure adherence.

(g) Publish an Annex (K) for the communications architecture supporting the exercise NLT 29 March 2016.

(h) Establish auto populating Information Systems Directory (ISD) in order for staff members to insert contact information during the Warm Start.

(i) Establish the MCCC to supervise and manage the I MEF communications architecture.

(j) Ensure C2 systems supporting CPX2 are fully operational IOT support exercise targeting boards and ATO development processes NLT 24 April 2016.

(k) Plan and supervise the conduct of an INFOFLOWEX for the I MEF COC and I MEF MSC COCs on 26 April 2016.

(l) Provide support to G-3 for fielding, NET, and FUE of CAPSET V1.

(7) AC/S, G-8. Release updated CPX fiscal guidance 30 days from start of exercise to MEF staff and MSCs explaining procedures for cost capture and post exercise reimbursement.

(8) Security Manager

(a) Develop and publish an exercise Security Plan to support

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exercise locations at the I MEF CE COC MCAS Miramar and the MCI-W BSC, Camp Pendleton.

(b) Ensure exercise locations at the MCI-W BSC and the I MEF COC at MCAS Miramar meet physical security standards.

(c) Develop a plan to conduct security briefings for exercise participants prior to the 25 April warm start period.

(d) Implement an exercise badge system for non-MEF personnel to accord proper access to exercise locations.

(e) Inspect MCI-W BSC to ensure it meets 24 hour classified operations/open storage standards.

(9) Protocol Officer

(a) Provide protocol support to the I MEF CE at MCAS Miramar and the MCI-S BSC that accounts for General Officer (GO) visitors.

(b) Provide protocol support during the AAR conducted at the I MEF MOC Auditorium on 9 May 2016.

(10) Public Affairs Officer

(a) Produce internal communications products in support of I MEF CPX 2 communication objectives.

(b) Develop talking points and messages in support of I MEF communication objectives.

(c) Provide communication support in the event of a serious incident.

(d) Coordinate media engagements for CPX 2 in support of I MEF communications objectives.

(11) I MEF Headquarters Group (I MHG)

(a) Establish a fully operational I MEF expeditionary command post and life support area with all required C2 systems. The support area will facilitate COMEX 16.2 beginning 18 April, FOC NLT 24 April and full staffing from 25-30 April 2016. This includes development of cantonment plans and performance of Camp Commandant functions as required.

(b) Support establishment of the communications architecture in accordance with the plan developed by G-6.

(c) Support transportation of personnel and equipment to the I MEF Command Post support area.

(d) Develop a Support LOI, to include the provision of logistics support to the I MEF CE for CPX 2. Publish NLT 1 April 2016.

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(e) BPT provide logistical support to CAPSET V1 fielding, NET, and FUE.

(12) 1st Marine Division (1st MarDiv)

(a) Provide an ISD to the I MEF G-6 NLT 15 April 2016.

(b) Participate in COMDEX 16-2, 18-22 April 2016.

(c) Support continuous communications with the I MEF CE COC and BSC on all required C2 systems from 24 April - 6 May 2016.

(d) Participate in MHG and G-3 led working groups associated with CPX 2 as required.

(13) 3rd Marine Aircraft Wing (3d MAW) and 1st Marine Logistics Group (1st MLG)

(a) Participate in MHG and G-3 led working groups associated with CPX 2 as required.

(b) Provide staffing for representative headquarters in accordance with the EXCON LOI ESMD.

(c) Participate in COMDEX 16-2, 18-22 April 2016.

d. Coordinating Instructions

(1) TIMELINE:

- 29 Feb - 18 April CAPSET V1 fielding, NET, FUE
 - o 29 February - CAPSET arrives at I MEF
 - o 1 March - System inventory and set up
 - o 14 March - System installation
 - o 21 March - System Dry Runs
 - o 4 April - NET
 - o 11 April - System Stress Test
 - o 12 April - CAPSET staged for movement
 - o NLT 18 April - I MEF assumes custody of system
- NLT 1 April - MHG publishes the CPX 2 support plan
- 1 - 6 April - MHG prepares to establish the MEF Main Command Post support area
- 7 - 24 April - MHG establishes MEF's main area of support to the MEF Command Post at MCAS Miramar. MEF G-3 COPS, G-2, and other MSEs are responsible for establishment of their portions of the MEF Main Command Post
- 18 April - Scenario Road to War and IPB update brief
- 8-22 April - CPX 2 COMDEX
- 19 April - ROC rehearsal

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- 20 April - ROC Drill
- 25 April - I MEF COC FOC beginning 0700.
- 25 April - MHG transports the MEF staff from Camp Del Mar to the MEF Main Command Post at MCAS Miramar. Warm start period begins at 1200.
- 26 April - INFOFLOWEX
- 27-29 April - CPX 2
- 30 April - MHG transports MEF Staff from the MEF Main Command Post back to Camp Del Mar. Selected I MEF CE staff relocates to I MEF MOC Watch Floor to support Desert Scimitar 16
- 30 April - 6 May Support to Desert Scimitar 16
- 9 May - Hotwash

(2) CAPSET V1 fielding, NET, and FUE support personnel support requirements: Personnel assigned are requested with previous experience in MEF COC employment and with availability through the FINEX CPX. Ranks requirement is Sergeant and below. Based on fair shared staffing estimates the following is assigned to meet requirement for 25 personnel manpower requirement: G-1 (5), G-2 (3), G-3 (10), G-4 (2), G-6 (5). I MEF G-3 Ops Chief is the point of contact for adjudication of manpower requirements and details of support obligations.

4. Administration and Logistics

a. Visit requests. Refer to CPX 2 EXCON instructions. MEFEX 16 CPX 2 participants must have a minimum clearance level eligibility and access listed in the Joint Personnel Adjudication System (JPAS) in order to access the event. Participants that do not have a I MEF issued security badge or one recognized by the I MEF Security Manager Office must submit a visit request to the JPAS SMO Code 201464. To ensure timely admission to the facility, the visit certification must list "I MEF MEFEX 16 CPX 2" in the point of contact box in the JPAS visit certification. Ensure the visit certification is submitted for the dates of the event. The I MEF Security Manager can be reached at 760-725-9263 or 760-763-0065. Attendees from I MEF and MSCs that possess valid security badges are required to present the badge to guard force personnel but are not required to submit a visit request.

b. The place of duty for Marines assigned to the I MEF CE training audience during CPX 2 is the MEF COC at MCAS Miramar.

c. SAAR forms are only required for CPX-2 participants without active MCEN NIPR and SIPR accounts. SAAR forms can be turned in to the I MEF G-6 Garrison Help Desk at Camp Del Mar through 20 April. After 20 April, SAAR forms must be turned in at the I MEF G-6 Help Desk at the MEF COC aboard MCAS Miramar. A current CYBERM000 is required for SAAR submission.

d. I MEF staff sections are responsible for their own consumables (e.g., paper, toner, CD ROMs and other office supplies) during the CPX.

e. All users should bring their Common Access Card (CAC) and SIPRNET

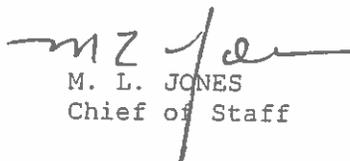
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token with them to CPX 2.

5. Command and Signal

- a. - I MEF G-3 is the OPR for CAPSET V1 fielding and Exercise Control for CPX 2.
- I MEF CE is the primary training audience for CPX 2 and EXCON from 24 - 30 April.
- 1st MarDiv is the planning lead for Desert Scimitar 16 and is EXCON for Desert Scimitar 16 from 30 April - 6 May.
- I MHG prepares and executes the CPX 2 support plan and performs Headquarters Commandant functions in the I MEF CE Command Post support area.
- 3d MAW and 1st MLG support representative headquarters for CPX 2 and Desert Scimitar.
- b. Points of contacts of contact for CPX 2 are Major Redden at commercial: (760)725-5520 and Chris Guarnieri at commercial: (760) 725-1886.


M. L. JONES
Chief of Staff

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CPX-2

- Dates: 25 - 30 April 2016.
- Objectives:
 - Refine intel, targeting, fires processes.
 - Rehearse Phase II Stage B.
 - C2 Systems / IM Rehearsal.
 - Field CAPSET V1
 - Refine I MEF TACSOP
- I MEF COC Location: MCAS - Miramar.
- MSC HQs: Core Staff (MCBCP BSC).
 - 1MARDIV COC within BSC
- I MEF G-37 / 1st MARDIV Exercise Control Plan.
 - GCE, ACE & LCE constructive forces.
 - Full MTWS simulation – no live forces.
- Concurrent events:
 - DESERT SCIMITAR: 25 April-6 May 2016.
 - 1st MLG – MCLOG Staff Training.

Planning Lead: G-37

MCT 2.1 Plan/Direct Intel Operations
CE-INTEL-9002: Analyze and Synthesize Information
CE-INTL-9006: Integrate Joint, Ntl., Foreign Intel Support
CE-INTL-9003: Coord. Full Spectrum Intel Operations

MCT 3.1 Conduct Targeting
CE-OPS-9002 Conduct Assessment
CE-FIRE-9001: Plan/Direct non-lethal and Lethal Attacks
CE-FIRE-9003: Develop, Validate, Nominate, Prioritize Targets
CE-FIRE-9005 Plan/Direct TST engagement
CE-FIRE-9006: Apportion Firepower Resources

MCT 5.7 Exercise C2 of Air/Ground Forces
CE-IO-9001: Plan/Direct Information Operations
CE-OPS-9001: COC Operations / Battle Rhythm
CE-OPS-9003: Direct Execution of the Operational Plan

I MEFG-37: V.5_20160222

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Enclosure 1

February 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
	SHIP B(V)1 KIT 1 to IMEF					
28	29					
	B(V)1 KIT 1 Arrives IMEF					

March 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
		SITE SURVEY I MEF SIT Begins	B(V)1 kit and system inventory/staging	B (V)1 System setup	B (V)1 System setup	B (V)1 System setup
6	7	8	9	10	11	12
	B (V)1 System setup	B (V)1 System setup	B (V)1 System setup	B (V)1 System setup	B(V)1 HW setup complete	
13	14	15	16	17	18	19
	SW Install/Config	SW Install/Config	SW Install/Config	SW Install/Config	SW Install/Config	
20	21	22	23	24	25	26
	System Dry Runs	System Dry Runs	System Dry Runs	System Dry Runs	System Dry Runs	
27	28	29	30	31		
	System Dry Runs	System Dry Runs	System Dry Runs	System Dry Runs	System Dry Runs	

April 2016

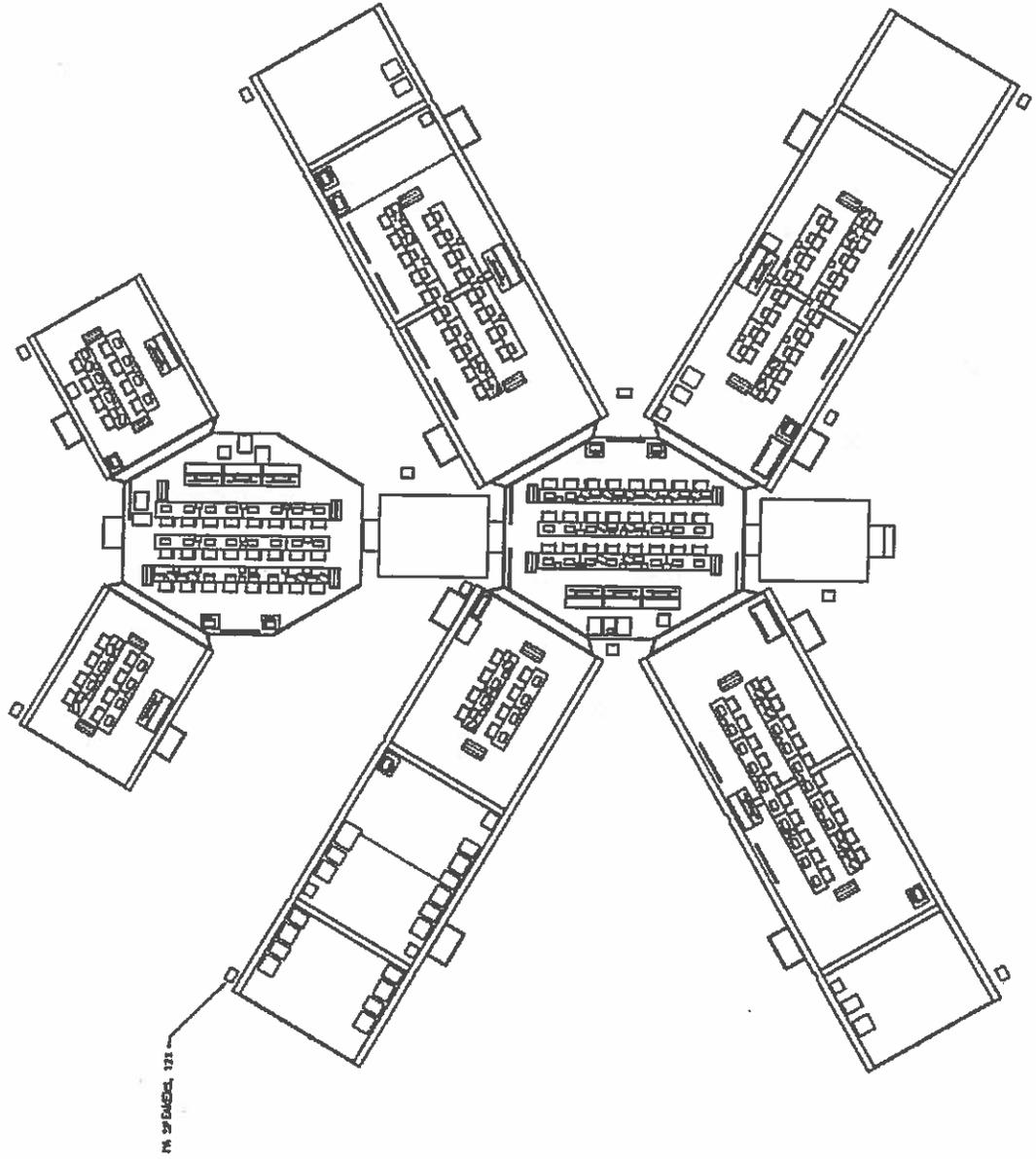
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
	B(V)1 NET	B(V)1 NET	B(V)1 NET	B(V)1 NET	B(V)1 NET	
10	11	12	13	14	15	16
	SIT Stress test by MITRE complete	COC V1 packed and staged for movement				
17	18	19	20	21	22	23
	MEF assumes custody of CAPSET					
24	25	26	27	28	29	30
	CPX -2	CPX -2	CPX -2	CPX -2	CPX -2	CPX -2

May 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 CAPSET staged for movement	2 DS-16	3 DS-16	4 DS-16	5 DS-16	6 DS-16	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



COC B(V)1 Physical Layout



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Enclosure 3

The MEFEX 16 I MEF CE Manning Document is posted in Sharepoint at the below link for reference.

I MEF G-1 maintains the Master Document and should be contacted for required changes and inputs.

<https://eis.usmc.mil/sites/imef/ex/fy16/LSE16/SitePages/EXDOC.aspx>



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
 Box 555300
 Camp Pendleton, CA 92055-5300



1. DATE 23 February 2016

2. OPERATION CODE

X ORIGINATOR OF ROUTE SHEET
 A APPROPRIATE ACTION
 B SIGNATURE
 C CONCURRENCE
 D INFORMATION
 E RETENTION
 F RETURN TO:
 G COMMENT(S)

3. SUBJECT: MEFEX 16 CPX 2 LOI

9. NATURE OF ACTION REQUIRED	ORIGINATOR INITIALS	DUE DATE
ROUTINE/URGENT	SSR	N/A

10. ACTION OFFICER (NAME, GRADE, SECTION, EXT)
 REDDEN, MAJOR, G37, 5-5520

4. RTNG	5. OPR CODE	6. ADDRESSEES	7. DATE		8. INITIALS	
			IN	OUT	CONCUR	NON CONCUR
		CG				
		DCG				
B	4	COS	3/13/16		<i>mg</i>	
		SERGEANT MAJOR				
		CMD MASTER CHIEF				
		SSEC	3/13/16		<i>KAM</i>	
		AC/S, G-1				
		AC/S, G-2				
C	3	AC/S, G-3	3/13/16		<i>[Signature]</i>	
	201	AC/S, G-4 Deputy G-3	3/12/16	3/12/16	<i>[Signature]</i>	
		AC/S, G-5				
		AC/S, G-6				
		AC/S, G-7				
		AC/S, G-8				
		COPS				
		FOPS				
		ADJUTANT	3/10/16	3/17/16	<i>CEK</i>	
		RLO				
		IMA				
		SJA				
		PAO				
		INSPECTOR				
		SURGEON				
		CHAPLAIN				
		CAREER RETEN SPEC				
		SECURITY MANAGER				
		DEPUTY G-3				
C	2	DIRECTOR G-37				
X	1	DEPUTY G-37	23 Feb	2 Mar	<i>XSSR</i>	
	-					

11. REMARKS AND SIGNATURE:

PURPOSE:
 To route MEFEX 16 CPX 2 LOI for endorsement.

DISCUSSION:
 This LOI provides guidance for the execution of CPX2. I MEF COS review and signature is necessary to provide formal direction to tasked elements.

RECOMMENDATION:
 COS endorsement.

received
Col Romero B/12