



UNITED STATES MARINE CORPS  
I MARINE EXPEDITIONARY FORCE  
U. S. MARINE CORPS FORCES, PACIFIC  
BOX 555300  
CAMP PENDLETON, CA 92055-5300

IN REPLY REFER TO:  
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I MARINE EXPEDITIONARY FORCE ORDER 1300.1

From: Commanding General  
To: Distribution List

Subj: MANPOWER SOURCING PROCEDURES IN SUPPORT OF SETTING THE GLOBE,  
SERVICE LEVEL TRAINING EVENT, EXERCISE AUGMENTATION, AND  
I MARINE EXPEDITIONARY FORCE INTERNAL REQUIREMENTS

Ref: (a) Marine Corp Operating Concept  
(b) FY17 I Marine Expeditionary Force FY17 Campaign Plan  
(c) JP 5-0  
(d) JP 1-0  
(e) MCO 3120.12  
(f) MCO 3502.6  
(g) MCO 1001.61A  
(h) IMEFO 5000.3A  
(i) NAVMC 1200.1B  
(j) MARADMIN 636/09  
(k) MCO 1000.6  
(l) IMEFO 5320.6B  
(m) MCO 5320.12K  
(n) MCO 3000.13  
(o) MARADMIN 232/17  
(p) MCO 1300.8  
(q) MCO 1300.64A  
(r) MCO 1001.65  
(s) MARADMIN 533/14  
(t) MMIB Assessment Report Definitions  
(u) MARADMIN 346/14

Encl: (1) MANPOWER SOURCING PROCEDURES

1. Situation. Deploying individual augmentation and adhoc units deploying around the world within the boundaries of setting the Globe (STG) is a complicated process that requires constant attention to detail and information management. This order will establish I Marine Expeditionary Force (MEF) procedures, responsibilities, and relationships with respect to manpower sourcing procedures in support of annual and emergent Setting the Globe (STG), Service Level Training Event (SLTE), and I MEF exercise augmentation, and internal manpower requirements.

2. Mission. This Order is published to provide guidance and foundation for manpower sourcing procedures and to establish roles and responsibilities with subordinate units in order to ensure I MEF meets the Commandant of the Marine Corps (CMC) intent of providing supported units and commanders with "the right Marine, at the right time, in the right place."

3. Executiona. Commander's Intent and Concept of Operations

(1) Commander's Intent. Adherence to this Order will assist commanders, manpower managers and their staff in focusing on the readiness of their unit, while simultaneously providing timely and efficient manpower sourcing solutions that meet component commander, Service, and I MEF requirements. The end-state is to provide a I MEF manpower sourcing process, to supported Commanders with effective and efficient manpower sourcing solutions in order to minimize disruption to unit cohesion, deployment to dwell, and Leader-To-Led (L2L) calculations. The inter-relationship between unit Commanders and Manpower Officers at all levels of command is critical to executing this task.

(2) Concept of Operations. Changes in National Military Strategy and modification of the Commandant's priorities necessitate an ongoing process whereby priorities are captured and defined. A discussion of how Major Subordinate Commands (MSC) are tasked, and the calculus used to determine manpower availability and non-availability, is paramount to effective manpower management. Additionally, clear articulation of manpower sourcing procedures, RECLAMA procedures, and a comprehensive list of manpower-related terms is provided. In the absence of doctrinal terminology working definitions are provided.

(3) This Order is a dynamic document, subject to periodic updates as higher headquarters publishes changes. Authorization to deviate from this Order may occur as the situation requires, under the provision of the references and their updates and direction from higher headquarters.

b. Tasks(1) Subordinate Unit Commanders

(a) Unit commanders are ultimately responsible for the accuracy of their Marines' personnel records; this data is critical to optimal identification and sourcing of manpower requirements.

(b) Implement internal control procedures at the local unit in order to comply with the responsibilities published in this Order.

(c) Ensure appropriate stakeholders in the manpower sourcing process - particularly planners, manpower officers, senior enlisted advisors and occupational managers - attend battle rhythm events that address current and future manpower requirements and reconcile issues as they arise.

(2) Assistant Chiefs of Staff/G-1

(a) Ensure compliance and provide assistance to individuals and commanders with the execution of requirements listed in this Order.

(b) Establish a common understanding with MSC counterparts, ensuring procedures used to determine available populations sourcing solutions in support of: STG requirements, ad hoc commands, Joint Individual Augments (JIA's), SLTE support, and I MEF manpower requirements.

(c) Provide planners and G35/G37/G7 staff with manpower metrics and products describing the "health" of military occupational specialty (MOS) communities, units, and MSC's as a whole. Products and metrics must enable accurate estimates of supportability and provide a capability to determine impacts to unit readiness and readiness recovery.

(d) Establish internal control procedures between MSC's and supported commanders to facilitate timely and accurate manpower sourcing.

(e) Support oversight, training, and support to commanders and Marines with manpower-specific administrative service, as needed.

c. Recommendations concerning the contents of this Order will be submitted to Assistant Chief of Staff G-1, (Attention: Operations Officer, G-1), via the appropriate chain of command.

d. This directive is distributed on the internet via the I MEF homepage at <http://www.imef.marines.mil/Staff-Sections/Principal-Staff/G-1-Admin/IMEF-Orders/>.

4. Command and Signal

a. Command. This Order is applicable to Active Duty and Reserve Component Marine Corps, Navy, other Service personnel and contractors assigned to units within I MEF.

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



LEWIS A. CAPAROTTA

DISTRIBUTION: I/II

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## Chapter 1

1000. CG, I MEF GUIDANCE. In reference (a) the CMC describes how the Marine Corps will conduct the range of military operations in accordance with its Title 10 responsibilities in the 21<sup>st</sup> century. The future operating environment, largely characterized by the need to respond to limited contingencies in and around littoral areas, requires the Marine Corps to deploy and employ tailored, MAGTFs. These MAGTFs will operate and fight at sea, from the sea, and ashore as an integrated part of the Naval force and the larger Combined/Joint Force.

In order to meet the CMC's directive, I MEF will configure the MAGTF to fight and win by fluidly distributing and concentrating elements and personnel that create combat power at any scale. It is imperative I MEF ensures personnel are sourced to individual augmentation assignments and task-organized, non-standard units in a manner that balances competing, concurrent demands for limited manpower resources.

1001. CG, I MEF Priorities. In reference (b), the Fiscal Year 17 I MEF Campaign Plan, the CG, I MEF establishes priorities consistent with Service and Marine Forces Pacific (MARFORPAC) guidance. CG, I MEF establishes priorities that are ranked in the following precedence:

- Support to Deployed MAGTFs, Units, Teams and Individual Augments, to include MEF G-7 internal Expeditionary Operations Training Group (EOTG) and Advisor Training Branch (ATB) requirements.
- Generating Ready Forces in support of validated CCDR requirements.
- MAGTF/Joint Warfighting and Operational Readiness.
- Stewardship of our Resources
- Optimizing the Force for warfighting
- Clarifying the role of the MEB

1002. CG, I MEF Force Generation Priorities. Concurrent to the generation of ready forces I MEF is tasked to provide an assessment and analysis of risk to force and risk to mission, statements that provide commanders and requesting headquarters insight into the impact various requirements have upon I MEF readiness.

1003. CG, I MEF Training Support Priorities. I MEF is also tasked with the mission of manning, training, and equipping rotational forces to defined standards without adding capabilities and resources not specifically required. With deployment to dwell (D2D) calculations and L2L ratios an ever-present concern, I MEF must incorporate readiness recovery into our thought process - specifically in low density MOS communities heavily taxed to support annual and emerging STG requirements. To this end, I MEF will identify creative manpower options that provide acceptable in-lieu-of (ILO) sourcing solutions. In addition, the force generation process must ensure adequate time is provided to identify resource requirements which ensure unit cohesion and readiness recovery to the greatest extent possible.

Per CMC sourcing prioritization Combatant Commander (CCDR) requirements are directed to be sourced according to the following force generation priorities:

- Amphibious Ready Group MEUs (Southern California MEUs, 31st MEU)
- Joint Staff Named Operations: Task Force Al Asad, Task Force Al Taqqadum, Georgia Liaison Team

- Special Purpose MAGTF Crisis Response-Central Command
- Other STG validated requirements - i.e. JIA
- Unit Deployment Program and Marine Rotational Force-Darwin
- Tactical Air Integration
- Theater Security Cooperation requirements
- Exercise and Service Requirements

I MEF must be ready to deploy and fight today while concurrently supporting the Service's effort to develop future capabilities. To ensure I MEF operates as a cohesive command element and Marine Air-Ground Task Force (MAGTF) the focus remains upon opportunities to develop core competencies, future capabilities, and experiments with modified force structure. Accordingly, CG I MEF prescribed the following prioritization to SLTE, readiness assessments, and certification exercises:

- MEF CE JTF Capable HQ (Operational Capability Assessment)  
Operational Capabilities Assessment/BALIKATAN)
- MAGTF Development  
MEFEX  
STEEL KNIGHT  
DESERT SCIMITAR
- Support to 5th MEB
- 1st MEB Capability Development  
FLEET SYNTHETIC TRAINING-MEGA  
DAWN BLITZ
- Ready Bench  
Integrated Training Exercise (ITX)  
Mountain Training Exercise  
Weapons and Tactics Instructor (WTI)
- Service Directed Experimentation  
Future Force 2025
- Summer Programs  
PROTRAMID, CORTRAMID, Devil Pups

I MEF must continue to stringently manage the resources of time, money, equipment, and manpower while accurately forecasting future requirements in a way that improves readiness across the force. Commanders at every level are directed to include cost-benefit analysis in their decision criteria and prioritize activities that maximize unit readiness in the most economical manner. I MEF must find efficiencies in training and utilize cost-effective training tools, such as simulation, whenever feasible and practical.

## Chapter 2

2000. SETTING THE GLOBE, FORCE GENERATION, G-1 ACTIONS. Title 10, U.S.C. states the Secretaries of the Military Departments shall assign forces under their jurisdiction to Component Commanders to perform missions assigned to those commands. Forces assigned to CCDR are considered allocated.

2001. STG, Emergent & Rotational Requirements. In response to requirements generated by the President or SECDEF the CCDR prepares plans and orders. Planners develop plans using forces and resources apportioned and allocated per the STG. The STG provides insights into the global availability of military resources and provides senior decision makers a process to quickly and accurately assess the impact and risk of proposed changes in forces assignment, apportionment, and allocation.

2002. STG, Sourcing Phases. Reference (c) states CCDR develop campaign plans as a means to achieve a strategy that comprehensively and coherently integrates all directed steady-state activities (actual) and contingency (potential) operations and activities. G-3 planners align actions and resources in time and space to complete the plan, taking into account the details of force requirements, force availability, task organization, and sustainment and deployment concepts. Planners also take into account the capacity, capabilities, and restraints of current and future manpower resources in conjunction with established warfighting functions such as intelligence and logistics. During crisis action planning and deliberate planning the supported commander reviews available assigned and allocated forces that can be used to respond to potential situations. Following this assessment the Component Commander submits a RFF to the Joint Staff for forces to be allocated.

2003. STG, Marine Corps Force Synchronization, Force Generation. As outlined in reference (d) STG is a process encompassing apportionment of forces, assignment, and allocation methodologies in support of the National Defense Strategy and Joint Force availability requirements. STG presents strategic-level planners with comprehensive visibility of the global availability and operational readiness of conventional military forces and a vehicle to quickly and accurately assess the impact and risk of proposed allocation, assignment, and apportionment changes.

1. The STG process divides allocation into two categories: emergent and rotational requirements.

a. The emergent process begins with the CCDR identifying a force or individual requirement that cannot be met using available assigned forces or forces already allocated. The force requirement will contain information of what type of force is needed as well as the operational risk if the force is not provided.

b. The rotational process begins with a planning order from the Joint Staff directing CCDRs to submit force and JIA requirements for an entire FY. The rotational process mirrors the emergent process.

2004. MEF G-1, Sourcing Process. Manpower requirements processed through the Joint Staff and approved by the SECDEF include CCDR Operations, JIA requirements as outlined in a JMD, and manpower support for Joint exercises.

Manpower requirements not requiring SecDef approval are processed internally to the Marine Corps, and are assigned and outlined via MCBul 3120. These requirements include Individual Service Augments, MAGTF Augmentation, Service Training, COMREL, Test & Evaluation, and BISOG.

2005. Sourcing Requirements. Sourcing any requirement, whether CCDR or Service, annual or emergent, involves four phases:

1. Phase I: Requirement Identification. Involves determining the forces/capabilities required to carry out the mission or task. Requirements may be capabilities reflected as a standard unit, or reflected as a modified unit, reinforced or reduced in size, or a non-standard capability such as an Advisor-Assist Team.

a. Identifying the specifics of a MAGTF requirement includes:

(1) The designated MAGTF commander or OIC for each specified operation and subsequent rotations reporting for planning to the supported MARFOR. During the report for planning process, the MAGTF commander or OIC coordinates with the supported MARFOR and develops the requirement based on capability sets and METs identified by the supported MARFOR.

(2) MAGTF requirement development. The identification of elements of the force list reflected as a standard capability by T/O, a portion of a T/O, or as a non-standard capability, delineated by billet title/description, billet grade and required MOS. This includes establishing specific size and composition of the command element, standard and non-standard units (i.e. ILO forces).

2. Phase II: Requirement Submission and Validation. This phase includes the submission of a force request via authoritative channels and determining whether the request supports the established objectives. A critical step in requirement validation includes determining deployable force capacity to support a requirement. This includes analysis of the operating forces capacity to source and sustain validated requirements while capturing institutional risks (i.e., readiness, BOG to dwell limitations/ impacts, manning, equipping, etc.).

3. Phase III: Sourcing Solution Development. Sourcing solution development includes identifying the right force to meet a given requirement. Sourcing solutions are identified after conducting detailed analysis of inventory, commitment, institutional risks, and capacity to fulfill force requests. Tasks and missions associated with a given requirement drive the type of force to be utilized. Types of forces used to source requirements include:

a. Standard force: A mission ready, joint capable force with associated T/O&E to execute its core mission.

b. Joint Force. Joint sourcing encompasses Service providing a force/capability in place of another Service's core mission.

c. ILO. An alternative force sourcing solution (when standard force sourcing options are not available).

d. Ad Hoc. An ad hoc force, unit, or capability is the consolidation of individuals and equipment from various commands/Services or task forces in order to form deployable/employable capabilities, properly manned, trained, and equipped to meet the supported CCDR requirements. Advisor-Training teams are an example of an ad hoc force.

e. Analysis of risks factors associated with sourcing recommendations. Factors informing risk analysis include assessment of priorities, readiness status, deployment policies, and fiscal considerations.

4. Phase IV: Sourcing Solution Approval and Implementation. Includes securing Service headquarters and SECDEF approval of sourcing recommendations and release of orders/directives to deploy forces/capabilities, and formal transfer of forces from the supporting command to the supported CCDR for employment.

2006. Sourcing Process Roles and Responsibilities. Roles and responsibilities, specific synchronization actions, timelines and tools used vary by requirement type.

1. Deputy Commandant, Plans, Policies, and Operations (PP&O) is appointed the Marine Corps Global Force Manager.

2. COMMARFORCOM is designated by CMC as the Marine Corps coordinating authority for all force synchronization planning and execution.

3. COMMARFORPAC, Commander, COMMARFORCOM, Commander, COMMARFORRES, Commander, COMMCICOM, and commanders in the supporting establishment are force providers.

4. COMMARFORPAC has a dual role in the STG/Force Synchronization process. COMMARFORPAC is a force employer in support of tasks from Commander (PACOM), as well as a force provider for requirements registered by other CCDRs. Requirements assigned by PACOM are coordinated through the PACOM chain of command, and the Service is kept informed. Like other Regional MARFORs, COMMARFORPAC may have requirements that its assigned forces (I MEF and III MEF) cannot fulfill. Requirements assigned outside of the PACOM chain of command (i.e., an external CCDR or Service requirement) are sourced and coordinated through the STG and Force Synchronization process.

5. Regional MARFORs, are force employers. Regional MARFORs support their respective CCDRs and advise PP&O of potential requirements for Marine Corps forces.

6. The table below, taken from reference (e) summarizes joint staff and Marine Corps roles and responsibilities throughout the STG process.

ROLE	JOINT STG (CCDR REQUIREMENTS)	USMC Force Synchronization (CCDR & Service Requirements)
Process Owner	SECDEF	CMC
Process Manager	JS J-35 North (J-35N)	DC, PP&O
Requirements Generator	CCDRs, OSD	MARFORs, NAVFORs, SE, CMC/Chief of Naval Operations (CNO)
Sourcing Coordinator	JS J-35 South (J-35S)	MARFORCOM
Force Providers	Joint Force Providers	MARFORPAC (I, III MEF), MARFORCOM (II MEF), MARFORRES, SE

Figure 2-1, STG process; Marine Corps Roles and Responsibilities

2007. CCDRs. SECDEF assigns forces to CCDRs so they can accomplish their missions and objectives. CCDRs may require additional resources beyond assigned forces to accomplish operational missions.

1. Conventional force requirements include CCDR requests for forward deployed MAGTFs such as the MEU, task forces, detachments, and teams. CCDR operational requirements also include forces needed to support TSC activities that are not CCDR Joint exercises (e.g., mobile training teams, subject matter expert exchanges, and counter-drug training teams). In any given fiscal year, CCDRs, Joint Staff, Service components, and Services develop rotational requirements for FY+2. For example, FY15 requirements are developed and submitted during FY13. The Joint Staff convenes the STGB to determine ongoing and future demand and validates CCDR requirements.
2. MARFORCOM receives validated FY force requirements from Joint Staff and, in coordination with HQMC, analyzes Service capacity to meet the sourcing requirement. Capacity analysis hinges primarily upon whether the requirement is a valid USMC competency, and the availability and sustainability of forces to support the mission. Following this assessment MARFORCOM presents sourcing recommendations to DC PP&O. After this initial analysis, the Marine Corps will concur, concur with comment, or non-concur to sourcing a given requirement.
  - a. If the Service concurs MARFORCOM enters requirements into the USMC Force Synchronization Playbook, or "Playbook." Playbook is a web-based tool that captures baseline requirements and allows MARFORs, MEFs and the SE to view global requirements, missions/tasks, and determine sourcing feasibility and associated risk if tasked to source. MARFORCOM maintains an updated working version of Playbook on the MARFORCOM G3-5-7 website (SIPR).
  - b. Once a requirement is registered in Playbook, COMMARFORCOM, in coordination with MARFORPAC, MARFORRES and the SE, develops sourcing solutions. During FSC designated command representatives provide sourcing solutions in support of rotational force requirements.
3. The Marine Corps force synchronization process is directly linked to the Joint STG cycle. The CMC employs a quarterly FSC to develop informed force allocation recommendations and/or decisions. The FSC process enables

service-wide coordination and alignment of force generation actions. Additionally, the FSC supports Title 10 responsibilities to properly man, train, and equip nominated forces/units for forward deployment and employment. The FSC promotes a holistic approach to resourcing through identification, de-confliction, and scheduling of Marine Corps forces through the forming, training, and deployment life-cycle.

a. At the conclusion of the FSC unsourced requirements will be re-staffed using a FOS query to source and sustain unresolved requirements. MARFORCOM captures recommended force sourcing solutions in Playbook and formally staffs recommendations across the Marine Corps. DC PP&O adjudicates divergent force sourcing solutions and approves final recommendations on behalf of the CMC for publication in MCBUL 3120. The MCBUL contains USMC inputs to the STGAP.

b. Upon CMC approval, MARFORCOM, on behalf of DC PP&O, forwards Marine Corps sourcing solutions to the joint staff, who consolidate Service and CCDR responses and forwards final recommended sourcing solutions for input to the SECDEF Operations Book. Upon adjudication and consolidation of Service and CCDR input, SecDef approves a FY GMFAP and supporting annexes.

c. The STGAP is the SecDef EXORD for all allocated forces. The STGAP directs the transfer of forces from supporting CCDRs and Military Departments, and attachment to supported CCDRs effective on the start date of the requirement. The graphic below provides an overview of the relationship between development of STG requirements, joint and service force validation and sourcing process, and MEF receipt of requirements.

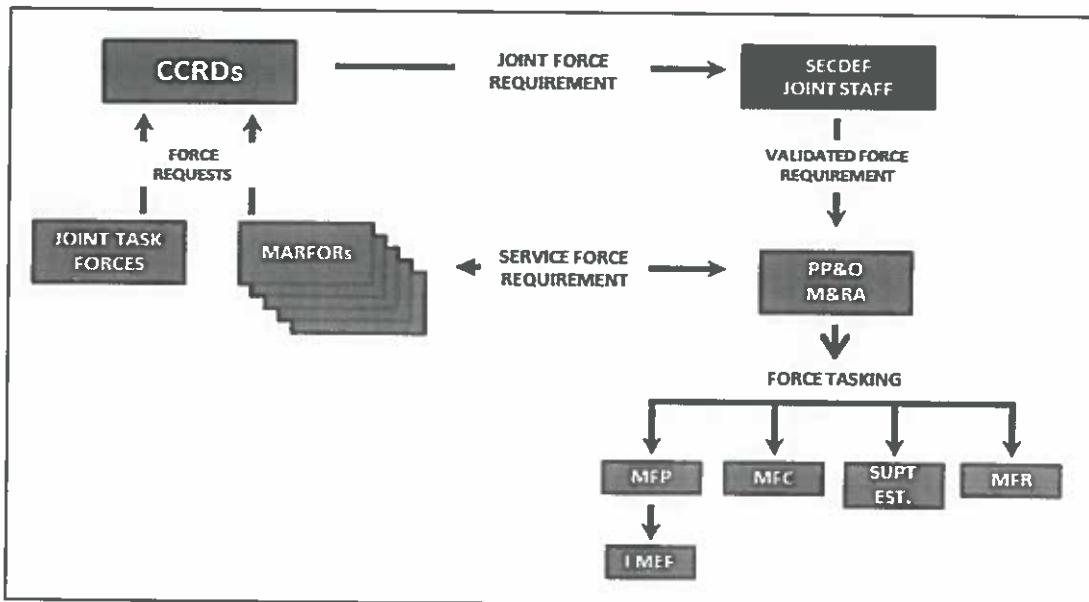


Figure 2-2, STG Requirements, Joint and Service Validation Process

2008. STG, Force Generation, and MEF G-1 Actions. As stated in the I MEFO FY17 Campaign Plan, I MEF is an integral force provider for Joint and Service force requirements. To meet this objective CG, I MEF established a LOO specific to force management, one that ensures I MEF will meet all Service, CCDR and Component Commander tasks and responsibilities:

"Generate MAGTFS and formations ISO STG and Service requirements and manage resources"

1. The lead agencies supporting this LOO are I MEF G-35 with G-1, G-33, G37, G-3 Air, G-4, G-7, Force Surgeon, and MSC's as supporting agencies. Appendix (A) demonstrates the cyclical nature of the MEF Force Allocation Lifecycle, and the inter-relationship of CMC sourcing priorities toward validated requirements, the G-1/G-35 nexus in development of sourcing options, and MSC identification of available forces.

a. Per reference (f) the focus of the Marine Corps force generation process is to generate operationally ready forces through the aligned efforts of HQMC, the operating force, and the supporting establishment.

b. Similar to the STG process the G-1/manpower sourcing process is composed into four phases. Each phase is predicated upon a recurring validation process where requirements are analyzed based upon core skills required for successful employment by the gaining force commander. Thorough analysis throughout the entire process, but especially in the initial stages of requirement identification, will ultimately increase readiness across I MEF. Participants at every level are required to consider alternative sourcing solutions that will achieve the core skills required while increasing overall readiness. A cyclical feedback process between I MEF and higher headquarters is critical to achieving this end.

c. The G-1 incorporates four phases into the manpower sourcing process: (1) Development of Requirement (PP&O, MARFOR, Service), (2) Sourcing of Requirement (MARFOR to MEF), (3) Identification of Sourcing Solutions (MEF to MSC), and (4) Assessment (GFC to MARFOR). The graphic below encapsulates this process.

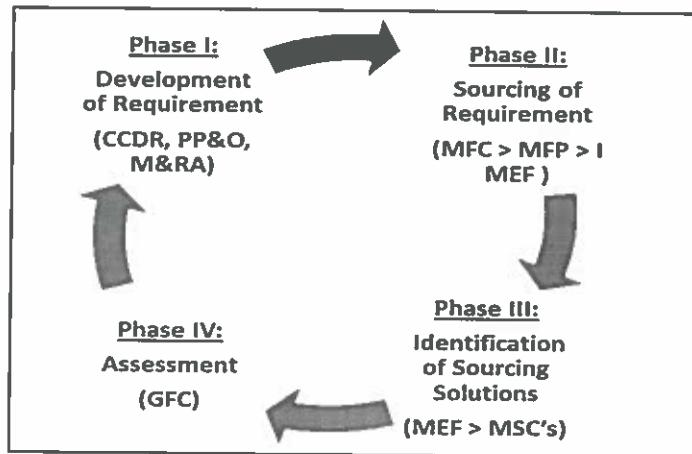


Figure 2-3, Manpower Sourcing Process

(1) Phase 1: Development of Requirement (Timeline: up to 12 months from operational deployment). During this phase CCDR planners and staff submit requirements to the Joint Staff, Service reviews and validates via the STG and FSC process. Concurrent G-1 actions include providing planners with manpower-specific metrics based upon the anticipated CCDR force capabilities requirements and recommended Marine Corps force options. G-1

personnel will analyze validated requirements, develop initial sourcing solutions and provide feedback and potential impacts associated with sourcing. In particular, G-1 will assess the impact of sourcing on "stressed" HDLD MOS's, and paygrades, as well as requirements which could potentially impact aggregate and unit "red line" thresholds. "Red line" criteria is discussed further in Chapter 6.

(a) Based upon G-1 analysis and assessment of MEF's ability to provide viable sourcing solutions, and impacts associated with sourcing to stipulated requirements, the MEF can prepare requests to higher headquarters and Service for global sourcing.

(b) If a JMD requirement is determined to be non-supportable, the G-1 will submit a request to higher headquarters based upon shortfall analysis, as outlined in reference (g). Upon receipt of shortfall request MARFORPAC will cross-level personnel and determine supportability between Headquarters MARFORPAC, I MEF and III MEF. If Headquarters MARFORPAC collectively is unable to resource organic personnel, the shortfall will be relayed to MARFORCOM as the coordinating authority for force allocation planning.

(2) Phase 2: I MEF Receipt and Sourcing of Validated Requirement (Timeline: Between 6-12 months from operational deployment). Requirements are tasked to I MEF, via the STG/FSC process. Manpower requirements are stipulated in the form of a validated manning document, provided to the MEF by PP&O, MARCENT, and MFP.

(a) Manning documents are developed by planners at the supported CCDR, validated by Service through the STG/FSC process and assigned via MCBUL 3120. Upon receipt of a validated manning document or IA requirement, I MEF G-1/G-35/G-37 will conduct analysis of requirements and develop sourcing solutions as outlined below.

I MEF G-1 ACTIONS: ANALYSIS OF MANNING DOCUMENT	
Determination of I MEF supportability/ capacity analysis based upon:	<ol style="list-style-type: none"> <li>1. Prioritization of requirement (based upon established CMC/I MEF prioritization of sourcing)</li> <li>2. Current STG/internal requirements for requested billet grade/billet MOS (BMOS/BGRD)</li> <li>3. Forecasted/Emergent requirements for requested BMOS/BGRD</li> <li>4. Aggregate staffing goal for BMOS/BGRD</li> <li>5. Assessment of on-hand availability* for BMOS/BGRD</li> </ol>
MSC Sourcing Solutions based upon:	<ol style="list-style-type: none"> <li>1. BGRD required</li> <li>2. BMOS required</li> <li>3. Acceptable ILO Sourcing Solutions**</li> <li>4. Designated timeframe for employment/ deployment</li> <li>5. Deployment length for each billet</li> <li>6. Security clearance requirements</li> <li>7. Additional qualifications the incumbent must possess</li> </ol>
<p>*G-1 planning factors used to determine personnel availability are further outlined in Chapter 6.</p> <p>**ILO sourcing solutions will be reviewed by I MEF OccFld Advocates &amp; G-35 prior to submission to GFC/MARFOR for approval.</p>	

Figure 2-4. G-1 Actions: Analysis of Manning Document Requirements

1. G-1 determination of supportability and capacity analysis will focus upon current and forecasted requirements and the MSC/unit that owns the "preponderance of the force."

2. Whenever possible, G-1 will propose ILO sourcing solutions as a means to further expanding the number of available personnel/improving readiness for I MEF commodities. Requests for ILO sourcing will be made based upon a comparison of critical requirements for the particular billet and core skills which achieve that purpose. Submission of ILO requests must be a collaborative process between G-1, G-35, and I MEF Occupational advocates based upon quantifiable analysis of I MEF capacity to support and, conversely, the negative impacts to readiness. A comprehensive listing of ILO sourcing solutions is included in enclosure (2).

3. Additional attention will be paid to requirements coming from HD/LD, or "Stressed MOS" communities. Although no doctrinal definition of HD/LD or "Stressed" MOS's exists I MEF G-1 utilizes a working definition of HD/LD communities based upon mathematical analysis, specifically: the number of deployable on-hand personnel (not currently deployed or stabilized for an upcoming STG requirement) within a specific MOS subtracted from non-deployable criteria - specifically dwell, in receipt of PCS orders, EAS date within 6 months, legal, medical and separation leave. A threshold of 70% on-hand availability has been established to categorize an MOS as a "Stressed MOS" community.

(3) Phase 3: Identification of Sourcing Solutions, Official Tasking (Timeline: 6 months from operational deployment): During phase three MEF G-1 identifies sourcing solutions based upon validated requirements, conducts feasibility of support assessments, and solicits I MEF occupational field manager recommendations regarding sourcing solutions. During this phase G-1 formally tasks MCS's to provide nominees who meet requirements according to business rules described in this Order.

(a). Feasibility of Support (FOS) requests. It is standard procedure, when the timeline for identification supports, to conduct a FOS prior to formal tasking. The FOS will direct MSC's to provide feedback and commentary to the potential requirements. This information, in addition to recommendations provided by MEF Occupational Field managers will be incorporated into sourcing considerations and ultimately tasking of requirements among MSC's.

(b). Release of a formal tasking message will a coordinated effort between the G-1/G-35/G-37 and G-7 (exercise support), each of whom have official tasking authority on behalf of the G-3. MEF G-1 formally tasks MSC's through the release of an AMHS tasking message according to timelines specified by the pre-deployment training continuum.

1. Personnel may become non-deployable/ineffective during pre-deployment training due a range of issues including injury, legal action, or selection for HQMC special duty assignment or commissioning programs.

2. Close coordination between G-1, the supported commander, and MSC leadership must take place in order to ensure minimal delay and loss of pre-deployment training opportunities.

(4) Phase 4: Assessment. (Timeline: Deployment + 90 Days): G-1 reviews feedback provided by gaining force commander, in the form of an in-theater assessment. Based upon the current unit commander's recommendations for modification or refinement to existing manning documents the G-1, in conjunction with MSC G-1's and MEF Force Generation personnel, will assess sourcing solutions and impacts upon future rotations.

## Chapter 3

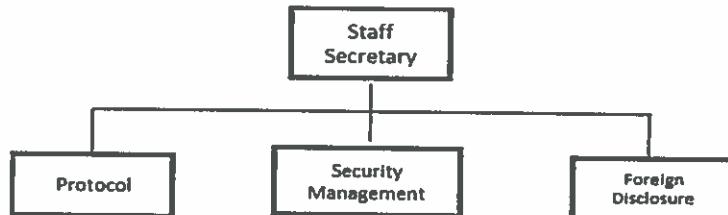
3000. AUGMENTATION IN SUPPORT OF I MEF INTERNAL REQUIREMENTS

Figure 3-1, I MEF Command Section

The I MEF Command Section consists of the Staff Secretary, Foreign Disclosure Officer, Protocol Officer, and Security Manager, as depicted in the figure below.

3001. I MEF Command Section

1. Augmentation to I MEF Command Section includes support to the Protocol Section in the form of Aide support to the I MEF CG and DCG, and vehicle driver support. Augmentation to the Security Manager includes providing Marines to support the Security Manager in managing the I MEF Command Information and Personnel Security Program and the formulation and execution of the I MEF security awareness and education program.
2. Validation of SSEC augmentation will take place on a recurring, quarterly basis in order to ensure personnel requirements are appropriately staffed and with minimal impact to sourcing MSC's. De-confliction of billets that call upon high demand/low density MOS communities will be forwarded to the MEF G-1/Chief of Staff (CoS) for review and adjudication.

3002. I MEF G-4 MDDOC. The MDDOC is tasked with coordination, integration, and support of joint end-to-end deployment options to include Maritime Prepositioning Force (MPF) and distribution processes and systems to facilitate effective throughput of personnel, equipment, and sustainment through the JDDE in order to support I MEF strategic, operational, and tactical mobility operations to include support for training exercises and evolutions.

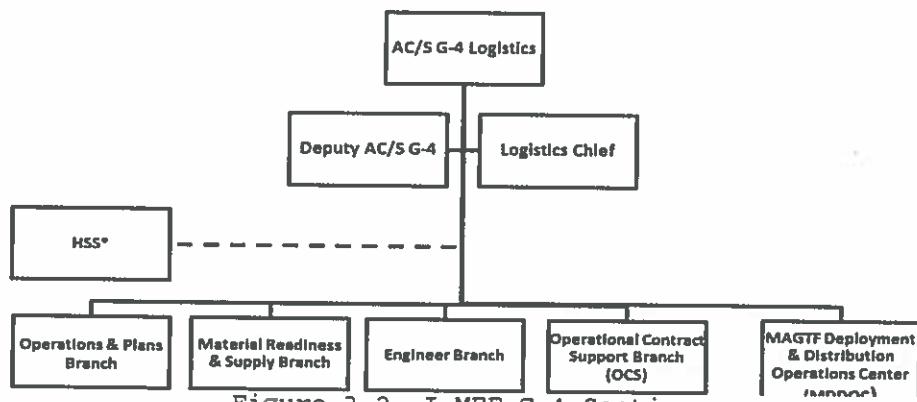


Figure 3-2, I MEF G-4 Section

MDDOC assists in the execution of force flow in support of COCOM/MARFOR force closure priorities by synchronizing transportation resources to enhance combat effectiveness and meet the priorities of the CCDR. Additionally, the MDDOC coordinates all strategic lift to move the forces to/from the Aerial and Sea Ports of Embarkation/Debarkation and facilitates MDDOC representation at the theater JDDOC. The MDDOC controls all I MEF garrison and deployed requirements for lift, lift support, and movement control based on the MAGTF Commander's priorities of movement through all operational phases and the eventual redeployment of forces.

1. G-4 MDDOC requirements will be formalized based upon the G-4's assessment of troop-to-task requirements in association with TEEP obligations.

2. G-4 MDDOC, in coordination with G-1 and supporting MSC's, will validate augmentation requirements quarterly to ensure G-4 MDDOC is provided robust logistical support with minimal impact to sourcing MSC's. De-confliction of billets that call upon high demand/low density MOS communities will be forwarded to the MEF G-1/G-4 for review and adjudication.

3003. G-7 Augmentation. The Assistant Chief of Staff, G-7 is directly responsible to the CG for matters pertaining to pre-deployment training in special skills and amphibious raid training for deploying MEUs, including the 31st MEU. G-7, dual-hatted as the OIC of EOTG, trains and evaluates deploying Marine Expeditionary Units, and other designated forces, in select individual and collective tasks, and evaluates their ability to conduct assigned MET's in order to prepare those forces to support the Geographic Combatant Commanders.

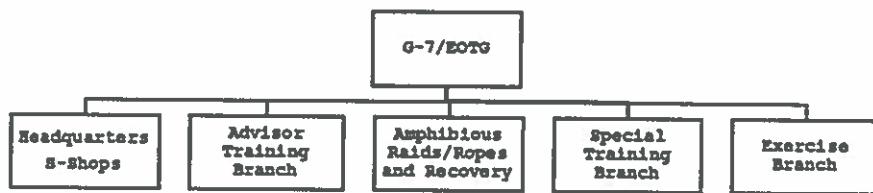


Figure 3-3, I MEF G-7 Section

1. The G-7 consists of a Headquarters Section, an Exercise Branch, an ATB, Amphibious Raids, Ropes and Recovery Branch, and Special Training Branch.

a. The Headquarters Section provides support to on-going training activities of the branches, in addition to planning and executing MAGTF-level exercises. Exercise Branch oversees design and execution of SPMAGTF-CC and MEU certification exercises. Advisor Training Branch is tasked with providing individual and collective training for I MEF Advise/Assist teams. The Amphibious Raids, Ropes, and Recovery Branch provides individual and collective (Company-Level) training for MEU's and SPMAGTF's. Special Training Branch provides specialized individual and collective training to MEU Maritime Raid Force and Recon elements.

b. G-7 augmentation is quantified based upon G-7's assessment of troop-to-task requirements in association with TEEP obligations. G-7, in coordination with G-1, G-3, and supporting MSC's, will conduct a quarterly validation of requirements as a means to ensuring G-7 is adequately staffed. G-7 augmentation billets will typically be a year in length as nominees must be trained internally to an appreciable standard, allowing them to

effectively appraise supported units' performance during certification exercises.

(1) MSC's are tasked to source G-7 billets with Marines who present minimal impact to the parent command's mission. The G-7 should not be viewed as an "offload" for Marines pending legal action or significant medical issues. Rather, Marines categorized as non-deployable due to an EAS which doesn't support full deployment.

(2) Marines who elect to separate in lieu of extension or re-enlistment to support unit deployments should be considered primary means to sourcing the G-7. In particular, Marines with recent operational experience and formal training in skills packages such as Helicopter Ropes Suspension Techniques or mountain warfare training should be considered for augmentation to G-7.

3004. G-7 Certification Exercise Support. Manpower augmentation for certification exercises are identified during initial planning by planners permanently assigned to G-7. Exercise support requirements will be driven by MET's assigned to the supported unit.

1. During initial planning conferences for each exercise MSC's are directed to provide an assessment of supportability for billet. G-7 will clearly identify exercise support requirements in the form of a manning document, which includes BGRD/BMOS criteria and the timeline for employment/deployment. Remarks citing additional qualifications needed, if necessary, will be included in the manning document.
2. G-7 planners must be prepared to consider and authorize ILO sourcing solutions wherever possible, as MOS communities are challenged to provide exercise support while concurrently conducting pre-deployment exercises with their parent commands. G-7 must ensure exercise support is designed in an efficient manner, utilizing minimal manpower resources to the greatest extent possible while simultaneously providing challenging exercise venues that meet evaluation criteria in a safe and productive manner.

## Chapter 4

4000. SOURCING SERVICE LEVEL TRAINING EVENTS (SLTE), TESTING & EVALUATION, SERVICE SUPPORT INITIATIVES

4001. Augmentation In Support of SLTE. As outlined in reference (h) the I MEF G-37, Force Development and Training, is an O-6 led staff sub-directorate directly responsible to the AC/S G-3 for matters pertaining to formal training management and resource planning to support SLTE. Of the various functions prescribed to the G-37 the most pertinent in terms of manpower sourcing is the G-37's development and management of FOS requests for unit and capability sourcing in support of SLTE.

1. SLTE are training events that prepare Marine Corps Operating Forces for deployment. SLTE are specifically tailored to maintain proficiency in core MET's, building competency in core-plus METs, and achieving overall readiness to execute assigned missions and tasks. LSE, ITX, and TMIC are examples of Service Training exercises.

2. Service training requirements are identified and scheduled in parallel with sourcing solution development through the Service Training Working Group, which convenes during the quarterly Force Synchronization Conference. Once a unit has been identified as part of a sourcing solution, it will review its mission and the training required to prepare to execute that mission using METs (core or core-plus).

3. Development of manpower augmentation requirements in support of SLTE is the responsibility of planners and commodities assigned to supported agencies, specifically Marine Corps Air Ground Training Center for ITX and TMIC, and Marine Aviation Weapons and Tactics Squadron-1 (MAWTS-1) for WTI courses.

4002. Augmentation In Support of Experimentation, Testing & Evaluation Service Support Initiatives. MCOTEA, Camp Pendleton is the primary West Coast T&E agency.

1. MCOTEA's mission is to provide operational testing and evaluation for the Marine Corps and to conduct additional testing and evaluation to support the Marine Corps' mission to man, train, equip, and sustain a force in readiness.

2. G-37 is the lead MEF agency tasked with providing coordination and support to MCOTEA. Recent operational T&E events include Amphibious Combat Vehicle testing, Joint Light Tactical Vehicle testing, and Body Armor and USMC Pack Fit Studies.

3. MCOTEA, in conjunction with Marine Corps Warfighting Laboratory, determine manpower requirements prior to each T&E event; these requirements are subsequently sent to MARFORCOM for tracking and sourcing coordination through the Force Synchronization process.

(a) MARFORCOM maintains a T&E spreadsheet that aggregates all T&E requirements for Operating Force support. The MARFORCOM T&E spreadsheet allows the T&E community and supporting agencies to prioritize and de-conflict requirements against other demands for Marine Corps forces and capabilities. MARFORCOM Playbook includes a tab labeled 'Service Test and Evaluation' to allow oversight of T&E events.

(b) T&E events require a FOS for sourcing to begin. The requesting T&E organizations must submit a FOS in order to codify, in detail, the operational support (manpower and resources) required. A FOS is sent via message traffic to MARFORCOM, MARFORPAC, and MARFORRES. T&E organizations generally release FOS messages to the Operating Forces a minimum of 90 days prior to the start of a T&E event. Operating Forces will have 30 days to properly evaluate and respond to a T&E FOS.

4. T&E events which are most optimally sourced through unit sourcing solutions are typically tasked via G-3 channels. T&E events requiring individual personnel only, the FOS message will be submitted in close coordination with MEF G-1.

## Chapter 5

5000. TASKING PROCESS. Manpower sourcing considerations involves conducting detailed analysis of inventory, commitment, institutional risks, and capacity to fulfill force requests and nomination of specified forces and capabilities to support given requirements. Identifying the 'right force' to meet a given requirement must include a review of the potential impacts to readiness across a range of activities and readiness including fiscal, manning, equipment, and training. Policies for operational deployment, D2D, L2L calculus, operational tempo, and personnel tempo also must be taken into consideration. Effective analysis of MCTFS data is directly tied to unit commanders' maintenance and oversight of personnel records. PACs throughout I MEF, elements of Marine Corps Installations-West, are supporting agencies of this effort, and are charged with the task of providing administrative support to I MEF personnel and their dependents. PAC leadership has established a business standard of five working days between receipt of source documents and transaction. It is the responsibility of Marines at every level to ensure timely actions are taken to resolve administrative discrepancies, as actionable manpower information will lead to timely and accurate sourcing of service requirements.

5001. G-1 Actions Prior to Tasking. The means to officially task MSC's is the release of an official message in AMHS, an example of which is included in Appendix C. Modifications to original tasking messages will be announced through AMHS and will reference the original tasking message. The tasking message will direct MSC's to provide nominee according to an appropriate timeline and also include coordinating instructions and information pertinent to the requirement, in particular the date the nominee is scheduled to report.

1. MEF G-1 will query MCTFS data to assess the most optimal manpower sourcing solution. MEF G-1 will determine the MSC best postured to support the requirement based upon planning factors that include: an assessment of personnel availability (incorporating non-deployable/ineffective factors derived from MCTFS data), the percentage of personnel on-hand/available compared to ASR, and the percentage of personnel available compared to SG at the unit level.

a. Availability - Individual Marine. Factors affecting individual Marines' availability are discussed in Chapter 6.

b. Availability - Unit level. ASR is a HQMC, M&RA computer-generated report indicating the grade and skill billet mix authorized for an MCC based on the best estimate of gross number of manpower assets available for distribution.

1. The ASR is composed of the authorized strength (manning level) for FMF units and the latest HQMC approved T/O for non-operational force units. The ASR is constrained by DoD approved end-strength limitations, Service-directed growth (emergent requirements) and is updated semi-annually.

2. SG is a computer-generated assignment target that provides an equitable distribution of grades and skills according to inventory availability and current distribution policies. Staffing goals

change continuously, reflecting changes in chargeable inventory, future force initiatives, retention incentives, and authorized personnel strengths.

(a) SG is prepared by an optimizing process in which the inventory grade and skill mix is compared to the authorized mix specified by each command's authorized strength. The process allocates goals in direct relation to each command's staffing precedence.

(b) The majority of commands within I MEF fall into the Operational Forces staffing precedence, whose minimum staffing level is 95 percent of T/O for officers and 97 percent for enlisted (subject to available inventory).

5002. Tasking Message. A message will be released via AMHS which constitutes formal tasking to provide manpower in support of a STG requirement - whether an ad hoc command, SLTE, or temporary I MEF internal requirement.

1. Tasking messages will include at minimum: points of contact, nominee due dates, billet grades and MOS's required, deployment length, EAS cut-off, RECLAMA due date, and reporting instructions (if available at time of tasking).

2. Tasking timelines will generally require nominees to be submitted within 30 days of formal tasking. Nominee submission within this timeline consistently results in a better trained, more prepared force on specified report dates.

## Chapter 6

6000. VARIABLES IMPACTING MANPOWER AVAILABILITY

1. Determination of Available Population. Manpower requirements and available population are determined based upon four main criteria: information contained in MCTFS, mission dates and/or dates of employment/deployment, and required MOS and billet grade. Available populations will be included using the following standard MCTFS data elements, each data item should be considered by MSC's as they develop individual sourcing solutions:

1. Individual's full name
2. EDIPI
3. Component Code
4. Present Grade
5. Present Grade Code Description (1stSgt/MSgt)
6. Date of Rank
7. Select Grade
8. Geo-location code
9. Base/Station
10. Primary MOS
11. Additional MOS (1)
12. Additional MOS (2)
13. PMCC
14. Date Joined Present Unit
15. Date Current Tour Began
16. Platoon Code
17. Billet Identification Code
18. Billet Description
19. FMCC
20. Slated Estimated Date of Departure (PCS/PCA)
21. Parent command installation location
22. Major Subordinate Command to which assigned
23. TRUC
24. Additional TRUC
25. Duty status code
26. Draw Case Code
27. EAS Date
28. Planned Retirement-Reenlistment Date
29. Gender
30. Armed Forces Active Duty Base Date
31. Overseas Control Date
32. Deployment-to-dwell calculation, including dwell amount & end date

6001. "In Lieu Of Sourcing" - Billet Grade Substitutions. Personnel will be considered as meeting billet grade criteria if they fall into the constraint of "one up, one down" from the designated rank.

1. In lieu of BGRD sourcing is commonplace; however, in cases of MOS convergence, such as Intelligence Officers going from 0203 to 0202 at Captain (and upon completion of MAGTF Intelligence Officer Course), and where the BMOS is clearly indicative of a certain rank, such as BMOS 0369, higher headquarters approval would be necessary.
2. Several JIA billets will not allow ILO BGRD substitutions. Marine Corps Tracking Module (MRTM), the repository of JIA information and nominee submission will indicate billets that do not allow ILO BGRD sourcing.

6002. "In Lieu Of Sourcing" - Billet MOS Substitutions. Marines belonging to HD/LD MOS populations are required to support a wide range of competing requirements and, as a result, often experience high personnel tempo. High operational tempo in HD/LD MOS communities often results in attrition within the senior enlisted and field grade officer ranks, creating additional institutional risk/strain upon the force.

1. As a means to increasing readiness and retention in HD/LD MOS's the G-1 is directed to resource personnel according ILO billet MOS's whenever possible. ILO BMOS requests will be based upon an assessment that ILO BMOS communities provide comparable core requirements with less negative impact upon overall readiness. Requests for ILO sourcing will be a coordinated effort; G-35 Sourcing will provide oversight of the request, ensuring I MEF Occupational Field manager have determined ILO sourcing solutions adequately meet the core skills and capabilities required. Enclosure (2) provides a framework for ILO consideration.

2. Examples of ILO sourcing solutions include the following:

TASKED REQUIREMENT	OCCFLD CATEGORY	OCC FIELD	ILO SOURCING SOLUTION
EXPLOSIVE ORDNANCE DISPOSAL OFFICER (O3/2305)	COMBAT SERVICE SUPPORT	AMMO - EXPLOSIVE ORD DISPOSAL	1. EOD TECHNICIAN (E7-E8/2336)
<p><u>Staffing:</u> The I MEF 2305 community includes approximately (15) officers, the majority of which belong to 7th Engineer Support Battalion (ESB), 1st Marine Logistics Group. In comparison, there are approximately (28) E7-E8 2336 EOD Technicians assigned to 7th ESB - making the SNCO ILO sourcing solution a more supportable &amp; sustainable sourcing solution.</p>			
<p><u>Capabilities:</u> Reference (i) requires five years of service as a 2336 EOD technician as a pre-requisite for selection to 2305 Warrant Officer/ Limited Duty Officer. There is little to no capabilities lost as a result of 2336 ILO sourcing.</p>			
TASKED REQUIREMENT	OCCFLD CATEGORY	OCC FIELD	ILO SOURCING SOLUTION
GROUND SUPPLY OFFICER (O-3/3002)	COMBAT SERVICE SUPPORT	FINANCIAL MANAGEMENT	1. SUPPLY ADMIN AND OPERATIONS SPECIALIST (E7-E8/3043) 2. CONTINGENCY CONTRACT SPECIALIST (E7-E8/3044) 3. GROUND SUPPLY OPERATIONS OFFICER (W2-W3/3010)
<p><u>Staffing:</u> There are approximately (95) company grade Supply Officers within I MEF, the majority of which belong to 1st Marine Division and 1st Marine Logistics Group. Additionally, there are approximately (48) E7-E8 3043 Supply Admin/Operations Specialists in I MEF - increasing the potential population by 50%. A tertiary sourcing solution includes (6) E7-E8 Contingency Contracting Specialists, and (8) W2-W3 3013 Ground Supply Operations Officers. Inclusion of 3043/3044/3010 ILO solutions provides for more supportable &amp; sustainable sourcing, with minimal impact to capabilities/GFC.</p>			
<p><u>Capabilities:</u> Per reference (i) Ground Supply Officers (PMOS 3002) and Supply Admin/Operations Specialists are responsible for similar functional tasks, particularly designing/planning supply chain activities with the objective of leveraging worldwide logistics, synchronizing supply with demand, and measuring performance and facilitating accountability. Therefore, a mid-grade First Lieutenant or junior Captain 3002 will likely have comparable experience and technical skill as an E7-E8 3043; however, the 3002 may not have the operational experience of an experienced 3043.</p>			

Figure 6-1, In Lieu Of Sourcing Consideration

6003. Duty Status Code. Personnel will not be considered available if their MCTFS duty status code includes the following data:

Duty Status Code - Description

- 2 - Casualty, not full duty
- 3 - Reserve programs
- 4 - Transient; for further transfer or further transportation
- 5 - Awaiting separation
- 9 - Absentee/deserter returned to military control post-EAS
- B - Awaiting Action from Higher Authority
- C - Administrative Status
- D - Medical
- E - Confined, Awaiting trial by court martial
- F - Summary Court Martial
- G - Special Court Martial
- H - Confined, serving sentence of General Court-Martial
- I - Unauthorized Absence
- K - Missing (Unauthorized Absence)
- L - Administrative Discipline
- M - Confined, held beyond EAS
- N - Quarters
- O - Patient Hospitalized from Combat zone
- P - Patient Hospitalized
- Q - Other, status not otherwise defined
- R - Home awaiting results of physical evaluation board
- S - Declared deserter
- T - Temporary disability retired list
- X - Home awaiting administrative discharge (other than EAS)

6004. Duty Limitation Code. Reference (j) outlines the Marine Corps limited duty and disability processing.

1. Marine Corps policy specifies that Marines with a medical condition existing that precludes them from being in a full duty status for more than 60 days require a medical evaluation board and reporting of their duty limitation status in Medical Board Online Tri-service Tracking System, Medical Readiness Reporting System, and the MCTFS.
2. Duty limitation codes identify restrictions to combat or other types of duty. Duty limitation codes are displayed in MCTFS/3270 in the RT01 and TOUR screens.

(a) Duty Limitation Code "D" indicates Marines who are medically non-deployable, as judged by a competent medical authority. Implies the marine will enter the medical treatment and reporting system.

(b) Duty Limitation Code "Q" indicates Marines who are assigned a temporary limited duty (TLD) status by an approved medical evaluation board. This code is entered in MCTFS by the Marine's command when a Marine is placed on TLD as the result of a MEB by competent medical authority or is undergoing disability evaluation. The code is removed from MCTFS by the Marine's command when the Marine has been returned to full duty by a competent medical authority or found fit by the Physical Evaluation Board. The duty

limitation "q" code is not to be confused with the duty limitation "D" code or the duty status "Q" code.

(c) Duty Limitation Code "S" indicates Marines retained in a permanent limited duty (PLD) status as a result of SECNAV action. This code is only authorized, entered and removed from MCTFS by DC, M&RA (MMSR-4).

1. Entry of duty limitation codes "D" "Q" and "S" will automatically change a Marine's duty status to "D," medically non-deployable. Marines whose records include these duty limitation codes will not be considered available for sourcing.

6005. TAD / Fleet Assistance Program (FAP). Personnel will not normally be considered available if their MCTFS duty status code includes the following data:

Duty Status Code - Description	
A	- TAD
Y	- FAP

1. TAD. Reference (k) states that temporary duty or TAD orders are to involve one journey away from the Marine's duty station or primary residence, in the performance of prescribed duties at one or more places, and direct return to the starting point upon completion of such duties. MCTFS doesn't articulate the duration that a Marine will be assigned a TAD status. Because of the unknown duration and location of a Marines' TAD duty status they are considered non-available.

2. FAP. Reference (l) outlines FAP requirements, which are assigned by Marine Corps Installations-West.

(a) The FAP is a formalized process whereby I MEF units provide personnel on a temporary basis - typically 6-12 months in duration - to support Camp Pendleton Installation commands. FAP is a means to providing personnel augmentation to compensate for the increased workload generated by the presence of I MEF units while in garrison. FAP billets typically require training either through unit-level events or formal training, and are reviewed and validated annually by the MEF FAP Coordinator in conjunction with the Marine Corps Installations-West FAP Coordinator and MSC G-1's.

(b) Because of the interdependent nature of FAP requirements personnel assigned to FAP will not be considered available for STG or exercise support purposes.

6006. "Red Line," "Critical," or "Key" Billets. The terms "red line billets," "critical billets," and "key billets" are used interchangeably when discussing manpower; however, they are defined and governed by different doctrinal publications.

1. The term "red line" as defined by DC, M&RA, revolves around a unit's aggregate staffing in relationship to the command's staffing precedence level, per reference (m).

2. Per reference (n) unit commanders subjectively identify "Critical MOS's" as those personnel belonging to MOS communities whose capabilities have the largest detrimental impact on the unit's readiness. Defense

Readiness Reporting System-Marine Corps directs Commanders to identify three critical MOS's within their command; however, the Order also gives latitude to describe as many as ten MOS's as critical. Updated guidance, published in reference (o), states that critical MOS's will be automatically populated according to unit type for core and assigned missions. Additionally, for assigned missions, units will use the provided critical MOS list and also identify additional MOSS deemed critical to accomplishing the assigned mission.

3. "Key billet," as defined by reference (p) is an overseas position (officer, warrant officer, or senior enlisted Service member positions only) where the "continued presence of the incumbent is absolutely essential to the mission of the activity or unit or to the United States' presence in that area." Nonetheless, commanders may describe personnel as serving in "key billets" based upon billets outlined in MOS "road maps." Thus, personnel assigned to sourcing requirements while serving in key billets may be viewed unfavorably by promotion/selection boards, and should be avoided if possible.

4. Because "red line," "critical" and "key billets" are subjective and largely driven by each unit's mission, a comprehensive list is impractical. However, personnel serving in the following billets listed below will generally be considered unavailable for sourcing:

a. Regimental/Group/Battalion/Squadron Commanders.

b. Field Grade officers within units who would otherwise have only one remaining Field Grade officer on-hand.

c. Personnel serving in "1-deep" billets. Nomination of personnel serving in "1-deep" billets will warrant additional consideration of the impact of their assignment. Additionally, requirements for Marines serving in the grade of E-9 will be coordinated with, and subject to approval by the I MEF Commander with a recommendation from the I MEF Sergeant Major. Examples include:

- Unit EKMS Manager
- Unit Career Planners
- Unit Sergeants Major
- Unit Chemical, Biological, Radiological, Nuclear Officers
- Infantry Weapons Officers (Gunner)

d. Officers selected by the Command Screening Board. Officers who are eligible to be selected for command are outlined in reference (q) and includes Lieutenant Colonels, Lieutenant Colonel selects, Colonels and Colonel Selects in the first year of an assignment. Results of the Command Screening board are published via MARADMIN with primary selects published by name along with their slated command.

e. Squadron specific "Critical billets" include the following:

(1) First Term Aviators and Marine Air Command and Control Squadron personnel within two years of MOS designation will not be assigned outside of an operational squadron.

(2) Training and Education Command Training, Fleet Replacement, and Transitioning Squadron personnel. Personnel from these units will be sourced on a case-by-case basis, with the recommendation that the requirement be of

high priority, such as an IA billet, that could not otherwise be filled by personnel from adjacent units not in transition.

(3) Personnel serving in the billets of Department of Safety and Standardization (DOSS) and Aviation Maintenance Officer (AMO). DOSS is considered a "red line" tasking as they are responsible for the effective implementation of the commander's safety and standardization policies. AMO's are responsible for the organization, maintenance, and repair of aircraft and aircraft components and the scheduling of aircraft for inspection. Loss of Marines serving in the capacity of DOSS and AMO would considerably restrict flight-line operations, and should be considered as the least preferred sourcing option.

f. Significant consideration should be given to nomination of Company Commanders who would have less than 10 months in command upon the designated timeframe for reporting. Removing a company commander from command at less than 10 months introduces a lack of continuity of leadership for the Marines in the command, and presents a potentially negative optic for promotion and selection boards.

6007. PCS/PCA Orders. Personnel are not considered available if they are in receipt of PCS/PCA orders with a report date that falls within the timeline for deployment. Personnel will not normally be considered available if their PCS takes place less than 60 days after their scheduled return. Additionally, Marines in receipt of PCA orders to a gaining command within I MEF will not be considered a valid sourcing option without the consent of the gaining unit commander and MSC Chief of Staff.

6008. EAS Considerations. In keeping with business practices employed by HQMC, DC, M&RA (MMIB) the EAS cut-off for the majority STG requirements is generally established as 60 days post-schedule return. This date is referred to as the "EAS cut-off." The intent of this timeframe is to facilitate post-deployment administrative actions and de-composition prior to Marines executing their EAS.

1. Personnel eligibility is largely predicated upon whether their existing EAS supports full deployment. When determining the available population the G-1 makes assumptions - particularly with regard to career Marines.

a. "Career Marines" is a term used to signify enlisted Marines who have completed their initial enlistment; for officers the term refers to Captains and above, all warrant officers, and all limited duty officers.

b. The term "First Term Marines" refers to enlisted personnel serving on active duty under their initial active duty obligation (including extensions), and unrestricted Regular or Reserve second and first lieutenants.

2. Career Marines will not be categorized as "non-available" solely as a function of the Marine's EAS. It is assumed career Marines not meeting the EAS/RTD requirement will submit for re-enlistment/extension of EAS to allow them to complete the deployment prior to the designated reporting date.

3. For the purposes of determining available populations "first term" Marines will not be considered available if their existing EAS doesn't allow them to complete a full deployment. To assist in the creation of deployable inventory via re-enlistments and extensions first term Marines will be

considered valid nominees for a deployment requirement, should they volunteer to re-enlist or extend their EAS to support the requirement.

a. Detailed comments pertaining to the Marines re-enlistment/ extension request must be included with the nominee's submission. Should a Marines' re-enlistment/extension request be disapproved it will be the responsibility of the parent MSC to provide an immediate backfill.

b. Re-enlistments will be submitted to MMEA-1 via the Total Force Retention System (TFRS). First-term Marines volunteering to extend within the fiscal year of their EAS (non-cross fiscal-year extension) for deployment, or extend while on deployment, should request an extension via the chain-of-command to their respective Commanding General, who is authorized to extend Marines for deployment.

c. Extension requests for first-term Marines volunteering to extend for deployment beyond the fiscal year of their EAS (cross fiscal-year extension) will be submitted to MMIB-1 liaison via TFRS. Careerists requesting an extension for deployment (should only be used in extraordinary circumstances), must submit a "regular extension RELM" for obligated service to deploy through MMEA-1 for action.

4. First Term Officer EAS. Officer EAS dates are established based upon the source of entry (commissioning source), incentive programs offered at time of initial obligation, such as the College Loan Repayment Program, and time on station requirements based upon duty station location. Many officers' EAS is contingent upon their reporting date to The Basic School (TBS) - the officer's contracted start date. Based upon TBS capacity officers may wait several months between Officer Candidate School and TBS reporting, which ultimately extends their EAS date.

a. For the purposes of determining availability first term officers whose EAS doesn't support full deployment will not be considered eligible.

b. For the purposes of nomination to requirements first term officers may be submitted as nominees, should they be willing to submit a request for extension of active duty (EAD). Similar to first term enlisted Marines commentary regarding the status of the Marines' EAD request must be included at the time of submission and complete prior to reporting.

c. EAD requests must be submitted to HQMC, M&RA (MMOA-3, Retention and Release) via Administrative Action (AA) Form signed by the first Colonel (O-6) in the Marine's chain of command. The AA Form must state the Marine's current EAS, the requested EAS, and cite the specific operational basis for extension. Officers submitting EAD requests are directed to be submit via the MMOA-3 organizational email address (smbmanpowerofficerpr@usmc.mil) vice AMHS message.

(1) Per reference (r) EAD requests for officers declining or non-selected for career designation will not normally be approved. Administrators can determine whether officers have been screened, or declined, career designation by reviewing career designation codes listed in MCTFS under the member's Officer Data screen.

(2) MMOA-3 approval of an EAD request is contingent upon the officer being critical to meet a specific operational requirement. Upon receipt of an EAD request the staffing level of the Marine's unit will be scrutinized to ensure there is a legitimate staffing need for the requesting officer to

receive approval of EAD. If staffing levels in the parent unit are sufficient to support the operational requirement without granting EAD the request will normally be disapproved.

6009. Duty Station Location. Consideration will be given to the installation from which potential nominees are assigned. Based upon directives outlined in reference(s) a Marine cannot be in a funded temporary duty status for a period of greater than 180 consecutive days without express permission from DC, M&RA (MMIB). Therefore, MEF G-1 will determine the available population based upon the duration of employment/deployment, the geo-location/installation location, and eligible personnel on-hand.

6010. Stabilized Marines. Personnel assigned to commands that are fully and partially implemented to support STG requirements will be submitted for stabilization by their parent. DC M&RA, Headquarters Marine Corps (MMIB), defines a full implemented unit as a unit (by MCC) with a deployment demand signal greater than 89% of the unit's T/O, evaluated over a determined time period greater than thirty days. Reference (t) states a partially implemented unit is a unit with a deployment demand signal 65% to 89% of the unit's T/O, evaluated over a determined time period greater than thirty days. Unit implementation begins a year from deployment and is codified by Playbook/ MCBul 3120 the Force Synchronization process.

1. MMIB is the executive authority responsible for assignment of a stabilization code which is signaled by a draw case code (DCC) specific to that unit's STG requirement. Several hundred draw case codes exist and are provided at the Manpower & Reserve Affairs website: (<https://www.manpower.usmc.mil>).

2. HQMC utilizes DCC's to signify not only upcoming STG requirement but administrative items such as selection by the Headquarters Marine Corps Special Duty Assignments Screening Team (HSST).

a. It is imperative to understand a Marines' DCC signifying assignment to an upcoming STG requirement does not exempt them from assignment to requirements of greater precedence. For example, a Marine stabilized in support of Unit Deployment Program would not prevent their assignment to a mission of greater importance such as an Advise-Assist Team or Special Purpose MAGTF (SPMAGTF).

b. Navy personnel will not be stabilized.

c. Submission of stabilization requests by full and partially implemented units, such as battalions and squadrons supporting a MEU or SPMAGTF, is the responsibility of the parent command. In contrast, submission of stabilization requests for temporary, ad hoc requirements such as the Georgia Deployment Program or Purpose Built Task Forces is the responsibility of I Marine Expeditionary Force Information Group (I MIG). I MIG is the agency that provides immediate administrative support on behalf of I MEF command element, the command which these ad hoc requirements are temporarily assigned.

d. A Marine being stabilized for deployment will be included in RECLAMA data. However, stabilization is support of a subordinate requirement - i.e. UDP as opposed to SPMAGTF will not be considered acceptable criteria.

6011. Marines Selected for Special Duty Assignment (SDA). In the interests of maximizing on-hand availability HSST-selected Marines will be considered

eligible for assignment. The purpose of HSST is to screen Marines for SDA such as recruiting duty or embassy duty.

1. SDA tours give Marines the opportunity to serve the Marine Corps in a capacity outside of their occupational specialty and can increase their competitiveness for promotion. Equally important, SDA assignments such as Recruiter and Drill Instructor provide the vital lifeblood leading to a healthy future for the Marine Corps.

2. HSST-selected Marines will not be removed from the available population as commands have the opportunity, through communication with the SDA monitor and leadership at Manpower Management Enlisted Assignments, to request deferral of enrollment in SDA-producing courses to a timeframe subsequent to return from employment/deployment. Assignment of HSST-selected Marines should be considered on a case by case basis however, as Marines approaching service limitations are highly encouraged to complete a special duty tour.

6012. Dwell. Reference (u) defines an operational deployment as the majority of a unit or detachment, or an individual not attached to a unit or detachment, departing homeport/station/base or departing from an en-route training location to meet a SECDEF approved operational requirement.

1. The operational deployment ends when the majority of the unit or detachment, or an individual not attached to a unit or detachment, arrives back at their homeport/station/base. For the active component dwell is calculated at a 1:2 ratio from the time a unit, a detachment or individual is operationally deployed to the time the unit, detachment, or individual returns. For example, a unit that deployed for four months, returned from theater and was in dwell for eight months would have an operational deployment-to-dwell ratio of 1:2.

2. The SECDEF goal is for operational deployment-to-dwell is 1:2; the SECDEF operational deployment-to-dwell ratio threshold is 1:1. SECDEF approval is required to deploy a unit, detachment, or individual to deploy with a 1:1 ratio or less. An individual may voluntarily waive their deployment-to-dwell threshold submitting an AA-form (NAVMC 10274) to the first general/flag officer in the chain of command of the parent organization.

3. The G-1 assessment of manpower availability will include a calculation of dwell - specifically when the Marine's dwell status will expire. In keeping with established policies regarding deployment to dwell, MEF G-1 will not consider Marines who break 1:1 dwell ratio upon the time of deployment as eligible for assignment to an overseas STG requirement.

6013. Marines Approved for Retirement and Resignation. Marines approved for retirement will not be considered available if the retirement date falls within 90 days of return from employment/deployment. This timeline will facilitate post-deployment administrative requirements and provide the Marine an opportunity to utilize up to 60 days of terminal leave prior to separation.

6014. Temporary Reporting Unit Code (TRUC/Additional Temporary Reporting Unit Code (Additional TRUC). Personnel assigned to ad hoc requirements such as purpose built Task Forces, the SPMAGTF, the MEU and JMD billets will be

assigned a TRUC or Additional TRUC code upon change of operational posture (CHOP) or date of report/arrival as outlined in Figure 9.

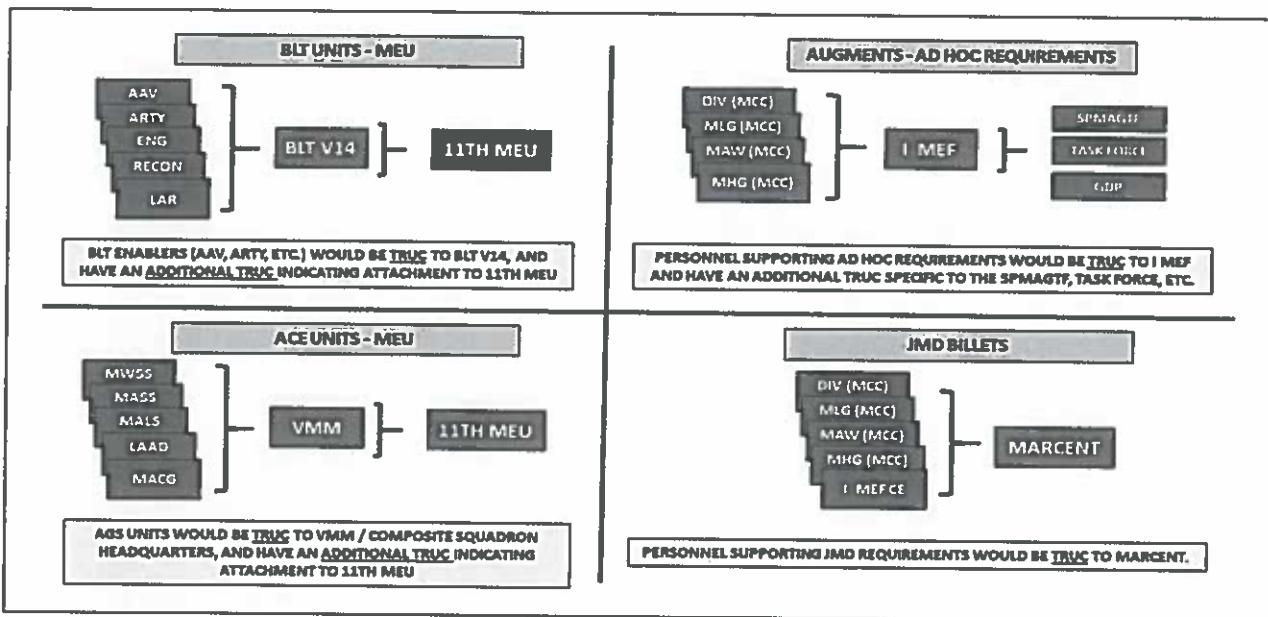


Figure 6-2, Assignment of Temporary Reporting Unit Codes (TRUC) and Additional TRUC

(1) Personnel whose record includes a TRUC/Additional TRUC code indicating assignment or attachment to a composited command, such as a MEU or a temporary ad hoc command, such as an SPMAGTF, will not be considered available for assignment - unless the requirement meets or exceeds the MEU or SPMAGTF in terms of priority. Commands are recommended to consider other sourcing solutions, particularly assignment to units apportioned to future requirements independent battalions, or STG requirements of lesser priority as a means to minimize disruption to the supported MEU and/or SPMAGTF commander.

**6015. Determination of Availability and Preponderance of the Force Assessment.** Many manpower requirements call upon PMOS communities that may be found in more than one major subordinate command. Based upon an assessment of availability MEF G-1 will determine the MSC or command that owns the preponderance of the available force. Particular emphasis will be placed upon sourcing from commands/MSC's offering the greatest "depth," or number of personnel who meet the BGRD/BMOS requirement.

1. An example of this sourcing methodology is outlined in the following paragraphs. The BGRD/BMOS being assessed is for an E-6/E-7 0659, Data Chief for a forthcoming SPMAGTF rotation.

2. Using Command Profile/ MCTFS data, MEF G-1 determines the available and non-available population based upon a combination of variables including: EAS, duty status, FMCC, PMCC, TRUC/Additional TRUC code. Draw case codes are a means to indicate stabilization in support of near-term and future STG requirements.

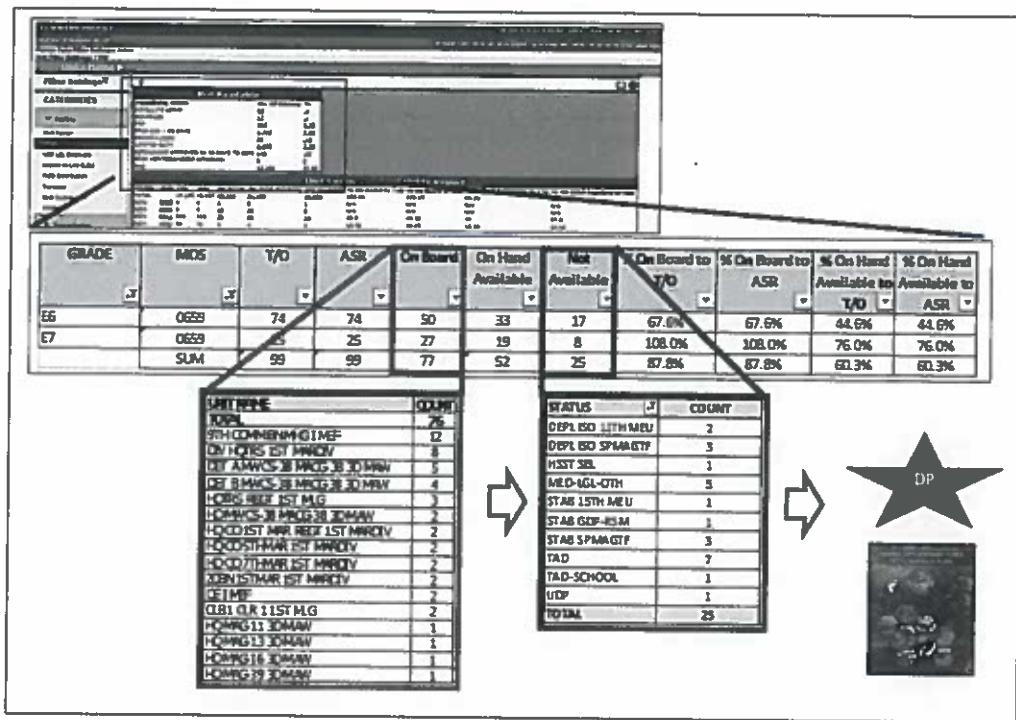


Figure 6-3, G-1 Determination of Availability / Preponderance of the Force" Assessment

3. After conducting initial analysis of inventory by MSC, the G-1 compares the number of "per capita" Marines assigned to subordinated commands within each MSC.

4. In the case of E-6/E-7 0659's personnel are typically 1-deep in each command, with the exception of three commands: Marine Air Control Group-38, Division Headquarters and 9th Communications Battalion. Because 9th Communications Battalion is tasked with providing support the MEF/MAGTF at large - and owns the preponderance of the force as a result - the tasking would become MIG's to fulfill.

6016. Unrestricted Officer (BMOS 8006), Unrestricted Ground Officer (BMOS 8007) and Unrestricted Enlisted (BMOS 8014) Billets. MEF G-1 will task MSC's to provide Marines in support of unrestricted billets according to qualifications and/or criteria provided in the manning document that do not particularly belong to a specific MOS community. An example would be an 8014 BMOS with remarks and/or stipulations that the nominee be live-fire range controller qualified - a designation that typically belongs to Marines from the combat arms community. If no specific skill-set or qualification is required for the 8006/8007/8014 billet manpower tasking will be determined based upon the number of available personnel within each MSC (based upon computation of future requirements as indicated by TRUC/Additional TRUC and DCC), duty status limitations, timeframe for employment/deployment, and equitable distribution of manpower requirements specific to that event.

## Chapter 7

7000. **RECLAMA PROCEDURES.** When MSC's are tasked to provide a nominee for a requirement and determine the requirement to be unsupportable there is a process, known as a RECLAMA, for re-submitting that tasking for consideration. This action should be carefully considered as it is a request to reconsider a decision made by higher headquarters. Submission of RECLAMA data is a command decision and should not be used to abstain from preparing to source and prepare a suitable nominee for deployment/employment by the deadline imposed. RECLAMA procedures, discussed in the paragraphs below, must be strictly followed. It is our professional responsibility to safeguard and adhere to the guidance outlined in the figure below as readiness - for Marines, Sailors and their families - will be ultimately impacted by inefficient RECLAMA procedures.

7001. **Notification of Intent to Submit RECLAMA.** The diagram below outlines the RECLAMA process and timelines associated with submission and verification of RECLAMA data.

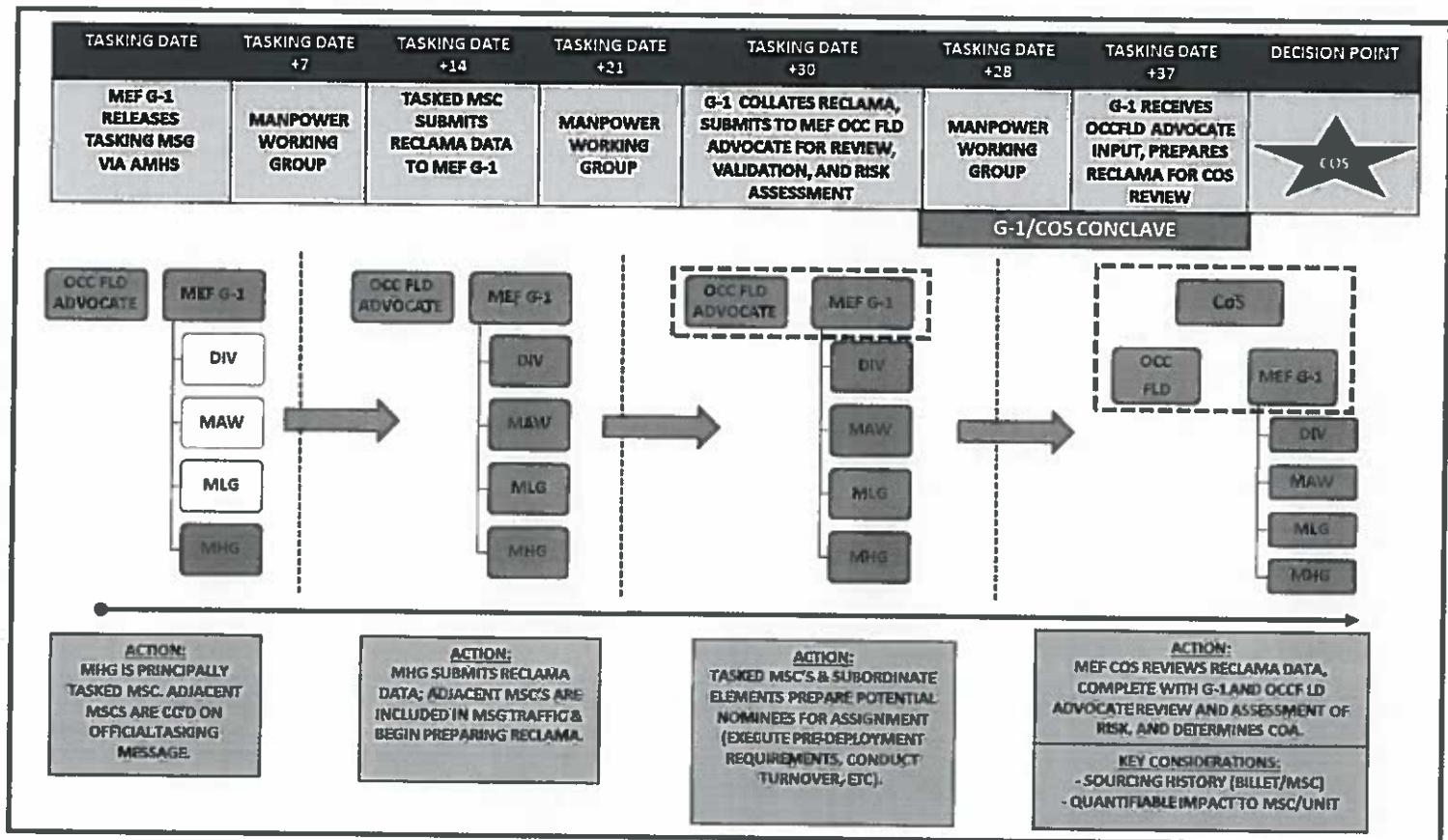


Figure 7-1, RECLAMA Process

1. Tasking messages will provide a due date for RECLAMA data, normally within 14 days of receipt of official tasking. When a tasked MSC determines a requirement is unsupportable they must submit RECLAMA data via an AMHS message released to I MEF, with adjacent MSC's and I MIG copied in the

message traffic. Notification of intent to submit RECLAMA received after the 14 day timeline will be considered on a case-by-case basis.

2. Adjacent MSC's will be notified of RECLAMA submission via AMHS; receipt of RECLAMA message will be the starting point of a 14 day timeline for their RECLAMA data to be generated and submitted.

3. Upon receipt of MSC RECLAMA data the MEF G-1 and occupational field managers will review commentary for accuracy and comparison of risk/impacts to I MEF, MSC's and unit mission/tasks.

4. Every effort will be made to ensure the RECLAMA process is timely and efficient. In order to ensure the Marine(s) and unit tasked to support receive adequate notice the timeframe for the CoS decision point/review of RECLAMA data should be no less than 60 days prior to the report date.

7002. RECLAMA Due to Administrative Discrepancies. Personnel identified as deployable based upon an assessment of MCTFS data elements, are in many cases non-deployable due to reasons medical, legal, etc. Should a Marine fall into this category commands must provide a timeline that records will be corrected to reflect an accurate, non-deployable status.

7003. Criteria for RECLAMA Data. The tasked MSC must provide credible and compelling information that the tasking is inappropriate. Additionally, RECLAMA data must include an analysis of two critical variables: risk to Marine and risk to unit.

1. Risk To Marine. RECLAMA information should include a "whole of Marine" approach, articulating reasons for non-availability that cannot be clearly identified using a MCTFS/systems approach to assessing availability. These discussions will typically include legal issues or compelling human factors - issues which must be addressed with discretion and concern for the individual's privacy. Human factors issues are a valid basis for a nominee to be considered ineligible; however, there is no requirement to provide a detailed description of the individual's matters in open source RECLAMA format. However, MSC's must provide a unit point of contact - ideally the unit Manpower Officer, Executive Officer, Sergeant Major or Senior Enlisted Advisor - who can provide justification for non-availability in a discrete, off-line capacity.

2. Risk To Marine - Career Path/Qualifications. Assessments of impact or risk to the Marine's career path are strongly recommended for inclusion in RECLAMA data. Marines who must maintain MOS-specific qualifications, or who would otherwise be prematurely removed from key, career-progressing billets - such as company command or department head tours - are significant factors that must be considered. Commentary that speaks to the potential impacts upon selection for promotion, schools, or command are valuable considerations and must be addressed.

3. Risk To Unit: Commentary must be articulate, substantial and specifically address the impact to the Marine's command from both an operational and administrative perspective. Considerations should include a description of the Marine's collateral duties and the impact, if assigned. Example RECLAMA data which discusses administrative and operational risk to a unit's mission:

(a) Example 1: "Currently appointed as the Unit Substance Abuse Coordination Officer (SACO), responsible for monthly urinalysis screening of

the command. Command currently is processing seven drug abuse administrative separation packages, which require SACO documentation and may be delayed if turnover occurs. The alternate SACO is in receipt of PCS orders at the time the nominee would report; the next SACO course is scheduled during the timeframe for reporting. If assigned the unit would be reliant upon the Regimental SACO for monthly urinalysis support for 1-2 months."

(b) Example 2: "Our command has a staffing goal of (5) 2311, Ammo Technicians, one for each line company. There are four currently assigned to the command - similar to each of the battalions in the regiment - however one of our 2311's is scheduled to EAS within the next 90 days and our career planner says he has no intent to extend or re-enlist. Assignment to this requirement based upon the timeline directed would result in only two certified 2311's in the battalion for a period of 60 days - during which time the unit conducts Mountain Warfare training and has two ranges scheduled for company-sized evolutions - both of which are PTP requirements prior to CHOP. If assigned the unit would be reliant upon 2311 support from adjacent battalions and/or regiment and accountability of serialized weapons could potentially be negatively impacted."

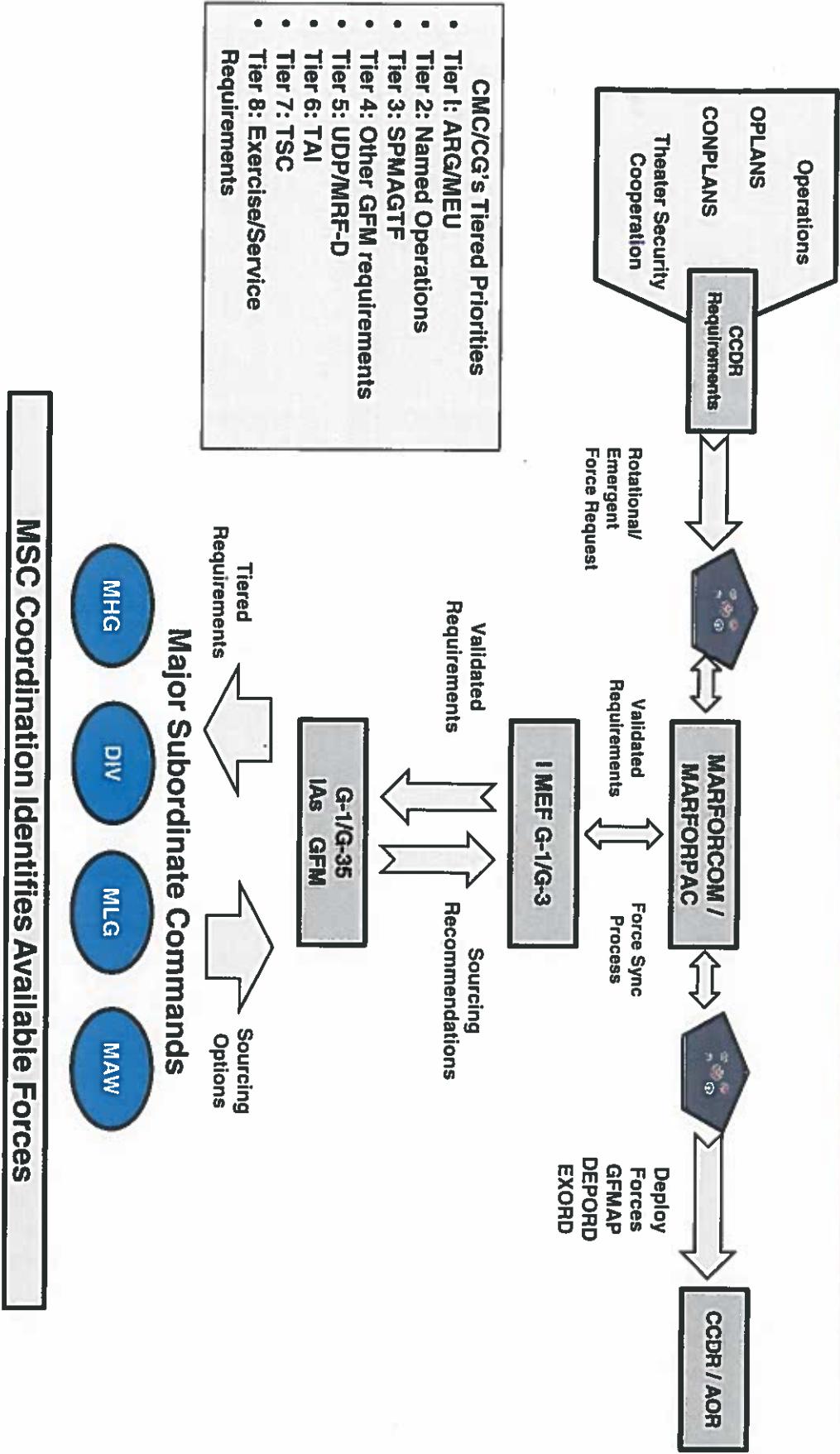
(c) Example 3: "SNO is currently serving as Operations Officer of Combat Engineer Battalion, consisting of 1000 Marines and Sailors. Serving in an independent battalion, with no regimental oversight, SNO is tasked daily to communicate and coordination with the division staff. His efforts over the last two months have been critical to the successful incorporation of engineering/breaching planning and the establishment of evaluation criteria in support of Division exercise Steel Knight. His assignment would result in mid-planning turnover of his duties and his replacement would have comparatively less expertise and skill in planning engineer support during numerous difficult and demanding live-fire maneuver ranges."

7004. Post Receipt and Review of RECLAMA Data. I MEF occupational field managers will be solicited for RECLAMA validation and prioritization of risk. Following I MEF Occupational Managers provide risk assessment the RECLAMA portfolio - minimum elements being initial tasking message, assessment of supportability/availability, sourcing history, RECLAMA data, etc. - will be prepared for MEF Chief of Staff for review and adjudication. The venue for RECLAMA submissions may take place in concert with monthly/quarterly G-1/Chief of Staff conclaves, or may be episodic in nature. If a collective agreement not be met during the conclave or among respective Chiefs of Staff, the portfolio will be presented to the Command Deck for review and arbitration.

UNCLASSIFIED - FOUO



## I MEFO 1300.1: Appendix A, Force Management / Allocation Lifecycle





## Appendix B, Primary MOS Chart

I MEF 1300.1

IN-LIEU OF SOURCING RECOMMENDATIONS WILL BE BASED UPON COMPARABLE CORE SKILL/MOS PREREQUISITES.  
REQUESTS FOR ILO SOURCING WILL BE REVIEWED BY I MEF G-1 OCCUPATIONAL FIELD ADVOCATE(S), AND G-3/S SOURCING PRIOR TO SUBMISSION.

HIGH / LOW RANK FOR PRIMARY MOS  
RECOMMENDATION FOR IN LIEU OF ILO SOURCING.

P/R/O/S	OCCFID	P/R/O/S DESCRIPTION	OCCUPATIONAL FIELD	LOW RANK	HIGH RANK	OFFICER	ENLISTED	HIGH / LOW RANK FOR PRIMARY MOS										RECOMMENDATION FOR IN LIEU OF ILO SOURCING							
								F1	F2	F3	F4	F5	F6	F7	F8	F9	G1	G2	G3	G4	G5	G6	W1	W2	W3
0102	0111	CSS	MANPOWER OFFICER			MANPOWER AND ADMINISTRATION	1	5	OFFICER																
0170	0160	CSS	PERSONNEL OFFICER			MANPOWER AND ADMINISTRATION	1	9	ENLISTED																
0161	0202	CSS	POSTAL CLERK			MANPOWER AND ADMINISTRATION	1	5	OFFICER																
0203	0241	CSS	INTELLIGENCE SPECIALIST			INTELLIGENCE	2	5	OFFICER																
0204	0205	CSS	GROUND INTEL OFFICER			INTELLIGENCE	1	3	OFFICER																
0206	0211	CSS	SIG INTEL GND/ELC WARFARE OFFICER			INTELLIGENCE	1	3	OFFICER																
0207	0213	CSS	AI/INTEL OFFICER			INTELLIGENCE	1	3	OFFICER																
0208	0219	CSS	MASTER ANALYST			INTELLIGENCE	1	5	OFFICER																
0209	0233	CSS	INTELLIGENCE CHIEF			INTELLIGENCE	9	9	ENLISTED																
0210	0251	CSS	INTELLIGENCE SPECIALIST			INTELLIGENCE	1	8	ENLISTED																
0211	0241	CSS	IMAGERY ANALYSIS SPECIALIST			INTELLIGENCE	5	8	ENLISTED																
0212	0210	CSS	CHUMINT OPERATIONS OFFICER			INTELLIGENCE	1	5	OFFICER																
0213	0252	CSS	CHUMINT SPECIALIST			INTELLIGENCE	4	8	ENLISTED																
0214	0302	CSS	COMBAT ARMS	INFANTRY OFFICER		INTELLIGENCE	1	5	OFFICER																
0215	0306	CSS	COMBAT ARMS	INFANTRY WEAPONS OFFICER		INTELLIGENCE	2	5	OFFICER																
0216	0321	CSS	COMBAT ARMS	INFANTRY UNIT LEADER		INTELLIGENCE	6	9	ENLISTED																
0217	0313	CSS	COMBAT ARMS	INFANTRY UNIT LEADER		INTELLIGENCE	1	5	ENLISTED																
0218	0325	CSS	COMBAT ARMS	INFANTRY SQUAD LEADER		INTELLIGENCE	5	5	ENLISTED																
0219	0320	CSS	COMBAT ARMS	SPECIAL OPERATIONS OFFICER		INTELLIGENCE	3	5	OFFICER																
0220	0372	CSS	COMBAT ARMS	Critical Skills Operator		INTELLIGENCE	5	9	ENLISTED																
0221	0321	CSS	COMBAT ARMS	RECONNAISSANCE MAN		INTELLIGENCE	1	9	ENLISTED																
0222	0311	CSS	COMBAT ARMS	RIFLEMAN		INTELLIGENCE	1	5	ENLISTED																
0223	0313	CSS	COMBAT ARMS	MACHINE GUNNER		INTELLIGENCE	1	5	ENLISTED																
0224	0341	CSS	COMBAT ARMS	MORTARMAN		INTELLIGENCE	1	5	ENLISTED																
0225	0351	CSS	COMBAT ARMS	INFANTRY ASSAULTMAN		INTELLIGENCE	1	5	ENLISTED																
0226	0352	CSS	COMBAT ARMS	ANTITANK MISSILEMAN		INTELLIGENCE	1	5	ENLISTED																
0227	0402	CSS	LOGISTICS OFFICER			LOGISTICS	1	5	OFFICER																
0228	0430	CSS	LOGISTICS OFFICER			LOGISTICS	1	5	OFFICER																
0229	0491	CSS	LOGISTICS/MOBILITY CHIEF			LOGISTICS	7	9	ENLISTED																
0230	0411	CSS	Maintenance MANAGEMENT SPECIALIST			LOGISTICS	1	9	ENLISTED																
0231	0431	CSS	LOG/EMBARK SPECIALIST			LOGISTICS	1	6	ENLISTED																
0232	0451	CSS	AIRBORNE/AIR DELIVERY SPEC			LOGISTICS	1	9	ENLISTED																
0233	0471	CSS	PERIS RETRIEVAL/PROCESSING SPEC			LOGISTICS	1	6	ENLISTED																
0234	0481	CSS	LANDING SUPPORT SPECIALIST			LOGISTICS	1	6	ENLISTED																
0235	0511	CSS	MAGTF PLANNING SPECIALIST			MAGTF PLANS	1	9	ENLISTED																
0236	0532	CSS	CIVIL AFFAIRS SPECIALIST			MAGTF PLANS	4	9	ENLISTED																
0237	0602	CSS	COMMUNICATIONS OFFICER			COMMUNICATIONS	1	5	OFFICER																
0238	0659	CSS	COMMUNICATIONS CHIEF			COMMUNICATIONS	8	9	ENLISTED																
0239	0610	CSS	TELECOMMUNICATIONS SYSTEMS OFFICER			COMMUNICATIONS	1	5	OFFICER																
0240	0620	CSS	TACTICAL COMM/PWING ENGR OFFICER			COMMUNICATIONS	1	5	OFFICER																
0241	0625	CSS	ICB/NETWORK OPS OFFICER			COMMUNICATIONS	3	5	OFFICER																
0242	0612	CSS	TACTICAL SWITCHING OPERATOR			COMMUNICATIONS	1	5	ENLISTED																
0243	0619	CSS	TELECOMMUNICATIONS SYS CHIEF			COMMUNICATIONS	6	7	ENLISTED																

Appendix B, I MEF Manpower Sourcing Procedures, Occupational Categories/  
In Lieu Of PHOS Chart



## Appendix B, Primary MOS Chart

I MEFO 1300.1

IN-LIEU-OF SOURCING RECOMMENDATIONS WILL BE BASED UPON COMPARABLE CORE SKILL/PMSOS PREREQUISITES.  
REQUESTS FOR ILQ SOURCING WILL BE REVIEWED BY MEF G-1, OCCUPATIONAL FIELD ADVOCATE(S), AND G-3/S SOURCING PRIOR TO SUBMISSION.

HIGH / LOW RANK FOR PRIMARY MOS  
RECOMMENDATION FOR IN LIEU OF (ILQ) SOURCING.

PHOS	OCCFLD	PHOS DESCRIPTION	OCCUPATIONAL FIELD	LOW RANK		OFFICER	E1	E2	E3	E4	E5	E6	E7	E8	O1	O2	O3	O4	O5	W1	W2	W3	W4	W5	
				RANK	RANK																				
0621	CS	FIELD RADIO OPERATOR	COMMUNICATIONS	1	5	ENLISTED																			
0627	CS	SATELLITE COMMUNICATIONS OPERATOR	COMMUNICATIONS	1	5	ENLISTED																			
0629	CS	RADIO CHIEF	COMMUNICATIONS	6	7	ENLISTED																			
0640	CS	STRATEGIC SPECTRUM PLAN OFFICER	COMMUNICATIONS	1	4	OFFICER																			
0651	CS	CYBER NETWORK OPERATOR	COMMUNICATIONS	1	5	ENLISTED																			
0659	CS	CYBER NETWORK SYSTEMS CHIEF	COMMUNICATIONS	6	7	ENLISTED																			
0689	CS	CYBER SECURITY TECHNICIAN	COMMUNICATIONS	5	9	ENLISTED																			
0650	CS	CYBER NETWORK OPS ENGINEER	COMMUNICATIONS	1	5	OFFICER																			
0681	CS	INFORMATION SECURITY TECHNICIAN	COMMUNICATIONS	6	9	ENLISTED																			
0692	COMBAT ARMS	FIELD ARTILLERY OFFICER	FIELD ARTILLERY	1	5	OFFICER																			
0611	COMBAT ARMS	FIELD ARTILLERY/CANNONER	FIELD ARTILLERY	1	9	ENLISTED																			
0603	COMBAT ARMS	TARGET ACQUISITION OFFICER	FIELD ARTILLERY	1	5	OFFICER																			
0648	COMBAT ARMS	FIELD ARTILLERY OPERATIONS MAN	FIELD ARTILLERY	6	9	ENLISTED																			
0642	COMBAT ARMS	FIELD ARTILLERY RADAR OPERATOR	FIELD ARTILLERY	1	5	ENLISTED																			
0644	COMBAT ARMS	FIELD ARTILLERY FIRE CONTROL MAN	FIELD ARTILLERY	1	5	ENLISTED																			
0651	COMBAT ARMS	FIRE SUPPORT MAN	FIELD ARTILLERY	1	9	ENLISTED																			
0647	COMBAT ARMS	FIELD ARTILLERY SENSOR SPT MAN	FIELD ARTILLERY	1	5	ENLISTED																			
1120	CS	UTILITIES OFFICER	UTILITIES	1	5	OFFICER																			
1169	CS	UTILITIES CHIEF	UTILITIES	7	9	ENLISTED																			
1141	CS	ELECTRICIAN	UTILITIES	1	6	ENLISTED																			
1142	CS	ENG/EQUIP/ELEC SVCS TECH	UTILITIES	1	6	ENLISTED																			
1161	CS	REFRIGERATION/AIR CONDITIONING TECH	UTILITIES	1	6	ENLISTED																			
1171	CS	WATER SUPPORT TECHNICIAN	UTILITIES	1	6	ENLISTED																			
1302	CS	COMBAT ENGINEER OFFICER	ENG CONST, FAC, AND EQUIP	1	5	OFFICER																			
1371	CS	COMBAT ENGINEER	ENG CONST, FAC, AND EQUIP	1	9	ENLISTED																			
1310	CS	ENGINEER EQUIPMENT OFFICER	ENG CONST, FAC, AND EQUIP	1	5	OFFICER																			
1349	CS	ENGINEER EQUIPMENT CHIEF	ENG CONST, FAC, AND EQUIP	7	9	ENLISTED																			
1316	CS	METAL WORKER	ENG CONST, FAC, AND EQUIP	1	6	ENLISTED																			
1341	CS	ENGINEER EQUIPMENT MECHANIC	ENG CONST, FAC, AND EQUIP	1	6	ENLISTED																			
1343	CS	ASLT BREACHER VEH/ASLT BDRG MEC	ENG CONST, FAC, AND EQUIP	1	6	ENLISTED																			
1345	CS	ENGINEER EQUIPMENT OPERATOR	ENG CONST, FAC, AND EQUIP	1	6	ENLISTED																			
1361	CS	ENGINEER SPECIALIST	ENG CONST, FAC, AND EQUIP	1	7	ENLISTED																			
1372	CS	ASLT BREACHER/ARMOR LUNCH BIDGE CREWM	ENG CONST, FAC, AND EQUIP	3	7	ENLISTED																			
1390	CS	BULK FUEL OFFICER	ENG CONST, FAC, AND EQUIP	1	5	OFFICER																			
1391	CS	BULK FUEL SPECIALIST	ENG CONST, FAC, AND EQUIP	1	9	ENLISTED																			
1802	COMBAT ARMS	TANK OFFICER	TANK, AAV & AMPHIB BT VEH	1	5	OFFICER																			
1812	COMBAT ARMS	MAIN TANK CREWMAN	TANK, AAV & AMPHIB BT VEH	1	9	ENLISTED																			
1803	COMBAT ARMS	ASSAULT AMPHIBIOUS VEHICLE OFFICER	TANK, AAV & AMPHIB BT VEH	1	5	OFFICER																			
1833	COMBAT ARMS	AAV CREWMAN	TANK, AAV & AMPHIB BT VEH	1	9	ENLISTED																			
1834	COMBAT ARMS	AMPHIB COMBAT VEH (ACV) CREWMAN	TANK, AAV & AMPHIB BT VEH	1	9	ENLISTED																			
2102	CS	ORDNANCE OFFICER	GROUND ORO MANT	3	5	OFFICER																			
2110	CS	ORDNANCE VEHICLE OFFICER	GROUND ORO MANT	1	7	ENLISTED																			
2111	CS	SMALL ARMS REPAIR/TECHNICIAN	GROUND ORO MANT	1	7	OFFICER																			
2120	CS	WEAPONS REPAIR OFFICER	GROUND ORO MANT	1	5	OFFICER																			
2161	CS	MACHINIST	GROUND ORO MANT	1	7	ENLISTED																			

Appendix B, I MEF Manpower Sourcing Procedures, Occupational Categories/ In Lieu Of PHOS Chart



## Appendix B, Primary MOS Chart

I MEF0 1300.1

IN-LIEU-OF SOURCING RECOMMENDATIONS WILL BE BASED UPON COMPARABLE CORE SKILL/PMOS PREREQUISITES. REQUESTS FOR ILO SORCING WILL BE REVIEWED BY ILMC C-1 OCCUPATIONAL SKILL APPROVALS AND APPROVALS.

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## H / LOW RANK FOR PRIMARY MOS



## Appendix B, Primary MOS Chart

### I MEF 1300.1

IN-LIEU-OF SOURCING RECOMMENDATIONS WILL BE BASED UPON COMPARABLE CORE SKILL/PMSOS PREREQUISITES.  
REQUESTS FOR ILO SOURCING WILL BE REVIEWED BY I MEF G-1, OCCUPATIONAL FIELD ADVOCATES, AND G-3/S3 SOURCING PRIOR TO SUBMISSION.

HIGH / LOW RANK FOR PRIMARY MOS  
RECOMMENDATION FOR IN-LIEU OF ILO SOURCING.

PMSOS	OCCFID	PMSOS DESCRIPTION	OCCUPATIONAL FIELD	RANK	RANK	OFFICER	ENLISTED	E1 E2 E3 E4 E5 E6 E7 E8 E9 E10 E11 E12 E13 E14 E15 E16 E17 E18 E19 E20 E21 E22 E23 E24 E25																
								FINANCIAL MGMT	FINANCIAL MGMT	FINANCIAL MGMT	FINANCIAL MGMT	FINANCIAL MGMT	FINANCIAL MGMT	FINANCIAL MGMT	FINANCIAL MGMT	FINANCIAL MGMT	FINANCIAL MGMT	FINANCIAL MGMT	FINANCIAL MGMT	FINANCIAL MGMT	FINANCIAL MGMT	FINANCIAL MGMT	FINANCIAL MGMT	
3402	CSS	FINANCIAL OFFICER	FINANCIAL MGMT	1	5	OFFICER	ENLISTED																	
3404	CSS	FINANCIAL MANAGEMENT OFFICER	FINANCIAL MGMT	1	5	OFFICER	ENLISTED																	
3408	CSS	FINANCIAL MGMT RESOURCE OFFICER	FINANCIAL MGMT	1	5	OFFICER	ENLISTED																	
3432	CSS	FINANCIAL TECHNICIAN	FINANCIAL MGMT	1	9	ENLISTED	ENLISTED																	
3451	CSS	FINANCIAL MGT RESOURCE ANALYST	FINANCIAL MGMT	1	9	ENLISTED	ENLISTED																	
3510	CSS	MOTOR TRANSPORT MAINT OFFICER	MOTOR TRANSPORT	1	5	OFFICER	ENLISTED																	
3521	CSS	AUTOMOTIVE MAINT TECHNICIAN	MOTOR TRANSPORT	1	5	ENLISTED	ENLISTED																	
3529	CSS	MOTOR TRANSPORT MAINT CHIEF	MOTOR TRANSPORT	1	9	ENLISTED	ENLISTED																	
3531	CSS	MOTOR VEHICLE OPERATOR	MOTOR TRANSPORT	1	5	ENLISTED	ENLISTED																	
3537	CSS	MOTOR TRANSPORT OPS CHIEF	MOTOR TRANSPORT	1	5	ENLISTED	ENLISTED																	
4130	CSS	MARINE CORPS COMM SVCS OFFICER	MARINE CORPS COMMUNITY SERVICES	1	5	OFFICER	ENLISTED																	
4133	CSS	USMC COMMUNITY SVCS MARINE	MARINE CORPS COMMUNITY SERVICES	5	9	ENLISTED	ENLISTED																	
4302	CSS	PUBLIC AFFAIRS OFFICER	PUBLIC AFFAIRS	1	5	OFFICER	ENLISTED																	
4341	CSS	PUBLIC AFFAIRS COMMUNICATOR	PUBLIC AFFAIRS	1	9	ENLISTED	ENLISTED																	
4402	LAW	JUDGE ADVOCATE	LEGAL SUPPORT	1	5	OFFICER	ENLISTED																	
4421	LAW	LEGAL SERVICES SPECIALIST	LEGAL SUPPORT	1	9	ENLISTED	ENLISTED																	
4430	LAW	LEGAL ADMINISTRATIVE OFFICER	LEGAL SUPPORT	1	5	OFFICER	ENLISTED																	
4602	CSS	COMBAT CAMERA OFFICER	COMBAT CAMERA (COMCAM)	1	5	OFFICER	ENLISTED																	
4631	CSS	COMBAT CAMERA CHIEF	COMBAT CAMERA (COMCAM)	7	9	ENLISTED	ENLISTED																	
4612	CSS	COMBAT CAMERA PROD SPECIAL	COMBAT CAMERA (COMCAM)	1	6	ENLISTED	ENLISTED																	
4641	CSS	COMBAT PHOTOGRAPHER	COMBAT CAMERA (COMCAM)	1	6	ENLISTED	ENLISTED																	
4671	CSS	COMBAT VIDEOGRAPHER	COMBAT CAMERA (COMCAM)	1	6	ENLISTED	ENLISTED																	
4821	CSS	CAREER PLANNER	RECRUITING AND RETENTION	5	9	ENLISTED	ENLISTED																	
5702	CSS	COMBAT ARMS	CHEM/BIO-RADIO-NUCLEAR DEFENSE	1	5	OFFICER	ENLISTED																	
5711	CSS	COMBAT ARMS	CHEM/BIO-RADIO-NUCLEAR DEFENSE	1	9	ENLISTED	ENLISTED																	
5803	CSS	MILITARY POLICE OFFICER	MP. INVESTIGATIONS, AND CORRECTIONS	1	5	OFFICER	ENLISTED																	
5811	CSS	MILITARY POLICE	MP. INVESTIGATIONS, AND CORRECTIONS	1	9	ENLISTED	ENLISTED																	
5804	CSS	CORRECTIONS OFFICER	MP. INVESTIGATIONS, AND CORRECTIONS	1	5	OFFICER	ENLISTED																	
5831	CSS	CORRECTIONS SPECIALIST	MP. INVESTIGATIONS, AND CORRECTIONS	1	9	ENLISTED	ENLISTED																	
5805	CSS	CRIMINAL INVESTIGATION OFFICER	MP. INVESTIGATIONS, AND CORRECTIONS	1	5	OFFICER	ENLISTED																	
5821	CSS	CRIMINAL INVESTIGATOR CID AGENT	MP. INVESTIGATIONS, AND CORRECTIONS	5	9	ENLISTED	ENLISTED																	
5902	AV SUPPORT	ELECT MAINT OFF AVN CMD & CTRNL	AVN COMMUNICATIONS SYSTEMS TECH	1	5	OFFICER	ENLISTED																	
5910	AV SUPPORT	AVN COMM RDY SVS MAINT OFFICER	AVN COMMUNICATIONS SYSTEMS TECH	1	5	OFFICER	ENLISTED																	
5948	AV SUPPORT	AVN COMM RDY SVS MAINT OFFICER	AVN COMMUNICATIONS SYSTEMS TECH	1	8	ENLISTED	ENLISTED																	
5950	AV SUPPORT	AIR TRAFFIC CONN SVS MAINT OFFICER	AVN COMMUNICATIONS SYSTEMS TECH	1	5	OFFICER	ENLISTED																	
5951	AV SUPPORT	AIR METEOROLOGIC EQUIP TECH	AVN COMMUNICATIONS SYSTEMS TECH	1	7	ENLISTED	ENLISTED																	
5952	AV SUPPORT	AIR TRAFFIC CONTRL NAVG AIDS TECH	AVN COMMUNICATIONS SYSTEMS TECH	1	7	ENLISTED	ENLISTED																	
5953	AV SUPPORT	AIR TRAFFIC CONTROL RADAR TECH	AVN COMMUNICATIONS SYSTEMS TECH	1	7	ENLISTED	ENLISTED																	
5954	AV SUPPORT	AIR TRAFFIC CONTROL RADAR COMM	AVN COMMUNICATIONS SYSTEMS TECH	1	7	ENLISTED	ENLISTED																	
5959	AV SUPPORT	AIR TRAFFIC CONTROL SVS M/T CHIEF	AVN COMMUNICATIONS SYSTEMS TECH	8	9	ENLISTED	ENLISTED																	
5970	AV SUPPORT	TACTICAL DATA SVS MAINT OFFICER	AVN COMMUNICATIONS SYSTEMS TECH	1	5	OFFICER	ENLISTED																	
5974	AV SUPPORT	TACTICAL DATA SVS TECH	AVN COMMUNICATIONS SYSTEMS TECH	1	8	ENLISTED	ENLISTED																	
5979	AV SUPPORT	ELECTRONIC MAINT CHIEF/AVN (C2)	AVN COMMUNICATIONS SYSTEMS TECH	1	9	ENLISTED	ENLISTED																	
5993	AV SUPPORT	ELECTRONIC MAINT CHIEF/AVN (C2)	AVN COMMUNICATIONS SYSTEMS TECH	9	9	ENLISTED	ENLISTED																	



## Appendix B, Primary MOS Chart

IMEF0 1300.1

IN-USE-OF SOURCING RECOMMENDATIONS WILL BE BASED UPON COMPARABLE CORE SKILL/PMMOS PREREQUISITES.

## HIGH / LOW RANK FOR PRIMARY MDs

# I MEFO 1300.1

## Appendix B, Primary MOS Chart

PINS	OCCFID	P:POS DESCRIPTION	OCCUPATIONAL FIELD	HIGH / LOW RANK FOR PRIMARY MOS									
				RECOMMENDATION FOR IN LIEU OF (IL)I SOURCE									
6326		AV SUPPORT	AIRCRAFT AVIONICS TECH V-22	ORGANIZATIONAL AVIONICS MAINTENANCE	1	7	ENLISTED						
6332		AV SUPPORT	ACFT AVIONICS TECH AV-8B	ORGANIZATIONAL AVIONICS MAINTENANCE	1	7	ENLISTED						
6333		AV SUPPORT	AIRCRAFT ELECTRICAL SVS TECH EA-6	ORGANIZATIONAL AVIONICS MAINTENANCE	1	7	ENLISTED						
6336		AV SUPPORT	AIRCRAFT ELECTRICAL SVS TECH KC-130	ORGANIZATIONAL AVIONICS MAINTENANCE	1	7	ENLISTED						
6337		AV SUPPORT	ACFT ELECTRICAL SVS TECH F/A-18	ORGANIZATIONAL AVIONICS MAINTENANCE	1	7	ENLISTED						
6338		AV SUPPORT	AIRCRAFT AVIONICS TECH F-35B	ORGANIZATIONAL AVIONICS MAINTENANCE	1	7	ENLISTED						
6386		AV SUPPORT	AIRCRAFT ECMS SYSTEMS TECH EA-6B	ORGANIZATIONAL AVIONICS MAINTENANCE	1	7	ENLISTED						
6423		AV SUPPORT	ADM/MINIATURE COMPATIBLE REPAIR TECH	INTERMEDIATE AVIONICS MAINT	1	7	ENLISTED						
6432		AV SUPPORT	ACFT ELEC/INST/LIGHT CMTRLS TEC	INTERMEDIATE AVIONICS MAINT	1	7	ENLISTED						
6459		AV SUPPORT	RTCLS, TECHNICIAN IMA	INTERMEDIATE AVIONICS MAINT	1	7	ENLISTED						
6483		AV SUPPORT	COM NAV/CRYPTOGRAPHIC SYSTEMS TECH	INTERMEDIATE AVIONICS MAINT	1	7	ENLISTED						
6492		AV SUPPORT	AVN PM/ CALIB REPAIR TECH IMA	INTERMEDIATE AVIONICS MAINT	1	7	ENLISTED						
6499		AV SUPPORT	MOBILE FACILITY TECHNICIAN	INTERMEDIATE AVIONICS MAINT	1	7	ENLISTED						
6502		AV SUPPORT	AVIATION ORDNANCE OFFICER	AVIATION ORDNANCE	1	5	OFFICER						
6591		AV SUPPORT	AVIATION ORDNANCE CHIEF	AVIATION ORDNANCE	7	9	ENLISTED						
6531		AV SUPPORT	AVIATION ORDNANCE TECHNICIAN	AVIATION ORDNANCE	1	6	ENLISTED						
6541		AV SUPPORT	AVIATION ORDNANCE SYSTEMS TECH	AVIATION ORDNANCE	1	6	ENLISTED						
6602		AV SUPPORT	AVIATION SUPPLY OFFICER	AVIATION LOGISTICS	1	5	OFFICER						
6604		AV SUPPORT	AVIATION SUPPLY OPER OFFICER	AVIATION LOGISTICS	1	5	OFFICER						
6672		AV SUPPORT	AVIATION SUPPLY SPECIALIST	AVIATION LOGISTICS	1	9	ENLISTED						
6694		AV SUPPORT	AVN LOG INFO MINT SVS	AVIATION LOGISTICS	1	9	ENLISTED						
6802		AV SUPPORT	IMETOC ANALYST FORECASTER	METEOROLOGY - OCEANOGRAPHY (IMETOC)	1	5	OFFICER						
6842		AV SUPPORT	IMETOC ANALYST FORECASTER	METEOROLOGY - OCEANOGRAPHY (IMETOC)	1	9	ENLISTED						
7002		AV SUPPORT	EXPEDITIONARY AIRFIELD AND EMERG S	AIRFIELD SERVICES	1	5	OFFICER						
7011		AV SUPPORT	EXPEDITIONARY AIRFIELD S/TECH	AIRFIELD SERVICES	1	9	ENLISTED						
7041		AV SUPPORT	AVIATION OPERATIONS SPECIALIST	AIRFIELD SERVICES	1	9	ENLISTED						
7051		AV SUPPORT	ACFT RESCUE/FIREFIGHTER SPEC	AIRFIELD SERVICES	1	9	ENLISTED						
7202		AV SUPPORT	AIR CMD CTRL OFFICER	AVIATION C2 OPERATIONS	4	5	OFFICER						
7204		AV SUPPORT	LOW ALTITUDE AIR DEFENSE OFFICER	AVIATION C2 OPERATIONS	1	3	OFFICER						
7208		AV SUPPORT	AIR SUPPORT CONTROL OFFICER	AVIATION C2 OPERATIONS	1	3	OFFICER						
7210		AV SUPPORT	AIR DEFENSE CONTROL OFFICER	AVIATION C2 OPERATIONS	1	3	OFFICER						
7220		AV SUPPORT	AIR TRAFFIC CONTROL OFFICER	AVIATION C2 OPERATIONS	1	3	OFFICER						
7212		AV SUPPORT	LOW ALTITUDE AIR DEFENSE GUNNER	AVIATION C2 OPERATIONS	1	9	ENLISTED						
7236		AV SUPPORT	TACTICAL AIR DEFENSE CONTROLLER	AVIATION C2 OPERATIONS	1	9	ENLISTED						
7242		AV SUPPORT	AIR SUPPORT OPERATIONS OPERATOR	AVIATION C2 OPERATIONS	1	9	ENLISTED						
7251		AV SUPPORT	AIR TRAFFIC CONTROL TRAINEE	AVIATION C2 OPERATIONS	1	5	ENLISTED						
7257		AV SUPPORT	AIR TRAFFIC CONTROLLER	AVIATION C2 OPERATIONS	1	7	ENLISTED						
7291		AV SUPPORT	SENIOR AIR TRAF CONTROL	AVIATION C2 OPERATIONS	8	9	ENLISTED						
7315		AV SUPPORT	UAS OFFICER	NAVIGATORS-UAS OFFICERS/OPERATORS	1	5	OFFICER						
7314		AV SUPPORT	UNMANNED ARCT/SVS OPERATOR	NAVIGATORS-UAS OFFICERS/OPERATORS	1	9	ENLISTED						
7372		AV SUPPORT	TACTICAL SVS OPS/MISSION SPEC	NAVIGATORS-UAS OFFICERS/OPERATORS	3	9	ENLISTED						
7380		AV SUPPORT	TACTICAL SVS/OFF/MISSION SPECIALIST	NAVIGATORS-UAS OFFICERS/OPERATORS	1	5	OFFICER						
7507		AVIATION	PILOT WMA FRS BASIC AV-8B	PILOTS / NAVAL FLIGHT OFFICERS	1	5	OFFICER						
7509		AVIATION	PILOT WMA AV-8B	PILOTS / NAVAL FLIGHT OFFICERS	1	5	OFFICER						
7512		AVIATION	PILOT FIXED-WING TRANSPORT KC-130	PILOTS / NAVAL FLIGHT OFFICERS	1	9	OFFICER						
7513		AVIATION	PILOT HELICOPTER AH-2Z/UH-1Y	PILOTS / NAVAL FLIGHT OFFICERS	1	5	OFFICER						
7516		AVIATION	PILOT WMA FRS BASIC F-35B	PILOTS / NAVAL FLIGHT OFFICERS	1	5	OFFICER						
7517		AVIATION	VH-71 PRESIDENTIAL/HCP/PILOT	PILOTS / NAVAL FLIGHT OFFICERS	3	6	OFFICER						
7518		AVIATION	PILOT WMA F-35B QUALIFIED PILOT	PILOTS / NAVAL FLIGHT OFFICERS	1	5	OFFICER						

IN-LIEU-OF Sourcing recommendations will be based upon comparable core skills/MOS prerequisites.  
REQUESTS FOR ILO Sourcing will be reviewed by I MEF G-1, OCCUPATIONAL FIELD ADVOCATE(S), AND G-3/S Sourcing prior to submission.





## Appendix B, Primary MOS Chart

I MEF 1300.1

IN-LIEU-OF SOURCING RECOMMENDATIONS WILL BE BASED UPON COMPARABLE CORE SKILL/PMOS PREREQUISITES.  
REQUESTS FOR ILO SOURCING WILL BE REVIEWED BY I MEF G-1, OCCUPATIONAL FIELD ADVOCATE(S), AND G-35 SOURCING PRIOR TO SUBMISSION.

P:POS	OCCFLD	P:POS DESCRIPTION	OCCUPATIONAL FIELD	HIGH / LOW RANK (OR PRIMARY MOS)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
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Originator: CG I MEF G ONE  
 DTG: 222115Z Dec 16 Precedence: R DAC: General  
 To: CG FIRST MARDIV G ONE, CG THIRD MAW G ONE, CG FIRST MLG G ONE, I MEF HQ GROUP  
 CC: CG I MEF G ONE, CG I MEF G TWO, CG I MEF G THREE, CG I MEF G FOUR,  
 More...

RAAUZATZ RUJDAAA4389 3572120-UUUU--RUJDAAA.

ZNR UUUUU ZDH  
 R 222115Z DEC 16  
 FM CG I MEF G ONE  
 TO RUJDAAA/CG FIRST MARDIV G ONE  
 RUJDAAA/CG THIRD MAW G ONE  
 RUJDAAA/CG FIRST MLG G ONE  
 RUJDAAA/I MEF HQ GROUP  
 INFO RUJDAAA/CG I MEF G ONE  
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 RUJDAAA/CG I MEF G THREE  
 RUJDAAA/CG I MEF G FOUR  
 RUJDAAA/CG I MEF G FIVE  
 RUJDAAA/CG I MEF G SIX  
 RUJDAAA/CG I MEF G SEVEN  
 RUJDAAA/CG I MEF G EIGHT  
 RUJDAAA/CG FIRST MARDIV G THREE  
 RUJDAAA/CG THIRD MAW G THREE  
 RUJDAAA/CG FIRST MLG G THREE  
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UNCLASSIFIED

SUBJ/INDIVIDUAL AUGMENTEE TASKING ISO OF PURPOSE-BUILT TASK FORCES -  
 TASK FORCE AL ASAD AND TASK FORCE AL TAQADDUM //  
 ATT/1/MANNING DOCUMENT FOR PBTF TFAA AND TFTQ//  
 ATT/2/I MEF ATB TRNG RQMTS//

ATT/3/I MEF ATB ONLINE TRNG RQMTS//  
 ATT/4/PBTF PERSONNEL EQUIPMENT LIST//

POC/MCNEIL, S.M./MAJ/I MEF G-1 OPSO/TEL: 725-9218/EMAIL:  
 STEPHEN.MCNEIL@USMC.MIL//

POC/JAUREGUI, D.A./CAPT/I MEF G-1 AOPS/TEL: 725-4958/EMAIL:  
 DANIEL.JAUREGUI@USMC.MIL//

POC/LEON, E.R./MSGT/I MEF G-1 OPS CHF/ TEL: 725-9206/EMAIL:  
 ELVIS.LEON@USMC.MIL//

POC/AMATO, G./CTR/MEF G-1 OPS/TEL: 725-9218/EMAIL:  
 GABRIELE.AMATO.CTR@USMC.MIL//

POC/DELIBERTO, W.V./LTCOL/I MEF G3-5 FORCE MANAGEMENT/TEL:  
 763-6570/EMAIL: WADE.DELIBERTO@USMC.MIL//

POC/MAXWELL, E.E./CTR/I MEF G3-5/TEL: 725-5640/EMAIL:  
 ERIN.MAXWELL.CTR@USMC.MIL//

RMKS/ (U) THIS MESSAGE CONSTITUTES THE OFFICIAL TASKING OF THE PURPOSE BUILT TASK FORCES (PBTF) AL ASAD (TFAA) AND AL TAQADDUM (TFTQ) FOR THE 17.2 DEPLOYMENT ROTATION.

1. (U) BACKGROUND. DURING THE 05-09 SEP 2016 SPMAGTF-CR-CC BOTTOM-UP REVIEW (BUR) AT MARCENT HQ IN TAMPA, FLORIDA, THE BUR OPERATIONAL PLANNING TEAM (OPT) BEGAN WORKING WITH TFAA AND TFTQ TO FORMULATE PURPOSE-BUILT TASK FORCES. THE OPT DETERMINED THAT THE NEW CONSTRUCT WILL COMBINE THE TWENTY-SIX (26) CORE HQ BILLETS OF EACH ADVISE AND ASSIST (A&A) TASK FORCE WITH ENABLERS PROVIDED BY SPMAGTF-CR-CC DURING THE PRE-DEPLOYMENT FORMING STAGE IN ORDER TO ENABLE TFAA AND TFTQ TO TRAIN AND DEPLOY AS COHESIVE UNITS.

1.A. (U) TFAA AND TFTQ WILL SERVE AS TWO SEPARATE AND DISTINCT UNITS WHICH WILL DEPLOY FOR A 270-BOOTS ON THE GROUND (BOG) TO COINCIDE WITH THE SPMAGTF-CR-CC COMMAND ELEMENT (CE) DEPLOYMENT. EACH A&A TASK FORCE WILL BE PURPOSE-BUILT AND WILL INCLUDE THE ADDITION OF ENABLERS (FORMERLY PROVIDED BY SPMAGTF-CR-CC IN THEATER) IN ORDER TO FACILITATE ORGANIZING, TRAINING, EQUIPPING, AND DEPLOYING COHESIVE, PURPOSE-BUILT TASK FORCES. TASK FORCE ENABLERS WHO PREVIOUSLY SUPPORTED SPMAGTF-CR-CC, AND ARE NOW ALIGNED TO A RESPECTIVE PBTF, WILL BE COMMENSURATELY DECREMENTED FROM SPMAGTF-CR-CC.

2. (U) TASKS

2.A. (U) 1ST MARINE DIVISION. SUPPORT THE PERSONNEL INDIVIDUAL AUGMENTATION REQUIREMENTS OUTLINED ON THE ATTACHED SPREADSHEET.

2.B. (U) 3D MARINE AIRCRAFT WING. SUPPORT THE PERSONNEL INDIVIDUAL REQUIREMENTS OUTLINED ON THE ATTACHED SPREADSHEET.

2.C. (U) 1ST MARINE LOGISTICS GROUP. SUPPORT THE PERSONNEL INDIVIDUAL REQUIREMENTS OUTLINED ON THE ATTACHED SPREADSHEET.

2.D. I MEF HEADQUARTERS GROUP. SUPPORT THE PERSONNEL INDIVIDUAL REQUIREMENTS OUTLINED ON THE ATTACHED SPREADSHEET.

2.E. (U) I MEF G-3. SUPPORTING THE PERSONNEL INDIVIDUAL REQUIREMENT OUTLINED ON THE ATTACHED SPREADSHEET.

3. (U) THE I MEF G-35/G-37 WILL RELEASE THE OFFICIAL TASKORD FOR BOTH TFAA AND TFTQ AT A FUTURE DATE. THE PURPOSE OF THIS TASKING MESSAGE IS TO PROVIDE EACH MSC WITH HAS MUCH TIME AS POSSIBLE TO IDENTIFY SOURCING SOLUTIONS PRIOR TO TASK FORCE COMPOSITION. THE INFORMATION BELOW IS WHAT IS AVAILABLE AT PRESENT.

4. (U) NOMINEES WILL BE DUE TO I MEF G-1 OPS NLT 01 FEB 2017. MAJOR SUBORDINATE COMMANDS (MSCS) MUST PROVIDE THE FOLLOWING INFORMATION WHEN SUBMITTING NAMES TO I MEF G-1 OPS:

GRD

EDIP

LNAME

FNAME

MOS

LINE NUMBER

EAS

5. (U) RECLAMA SUBMISSION. MSCS MUST SUBMIT RECLAMA DATA TO I MEF G-1 OPS NLT 23 JAN 2017. RECLAMA DATA SUBMITTED AFTER THIS DATE WILL NOT BE ACCEPTED. RECLAMA DATA MUST INCLUDE STATEMENTS WHICH DESCRIBE IMPACT TO PARENT COMMAND AND RISK TO MISSION IF FORCED TO SOURCE.

6. (U) REPORTING DATES AND DEPLOYMENT LENGTH

6.A. (U) NOMINEES WILL BE REQUIRED TO REPORT TO I MEF G-1 OPS NLT 13 MAR 2017. UPON ARRIVAL THEY WILL BE DIRECTED TO REPORT TO I MEF ATB. PERSONNEL EQUIPMENT LIST AND TRAINING REQUIREMENTS PRIOR TO REPORTING ARE PROVIDED IN ATTACHMENTS (3-5). EACH MARINE AND SAILOR MUST COMPLETE THESE REQUIREMENTS PRIOR TO REPORTING.

6.B. (U) ANTICIPATE A 01 AUG 2018 END OF ACTIVE SERVICE (EAS) CUT-OFF DATE FOR PBTF BILLETS. EXPECT POTENTIAL CHANGES TO THIS CUT-OFF DATE AS FURTHER GUIDANCE/DIRECTIONS ARE PROVIDED.

6.C. (U) ALL PBTF PERSONNEL WILL BE REQUIRED TO DEPLOY FOR A PERIOD OF 270 DAYS.

7. (U) EXPIRATION OF ACTIVE SERVICE (EAS) CONSIDERATIONS: RE-ENLISTMENTS AND EXTENSIONS FOR DEPLOYMENT.

7.A. (U) NOMINEES WHOSE EAS DO NOT MEET THE CUT-OFF WILL BE ACCEPTED, PROVIDED THOSE MARINES ARE IDENTIFIED AS "CAREER MARINES." CAREER MARINES ARE MARINES WHO HAVE RE-ENLISTED AT LEAST ONCE; IT IS ASSUMED

THAT CAREER MARINES NOT MEETING THE EAS REQUIREMENT WILL SUBMIT FOR RE-ENLISTMENT/EXTENSION TO ALLOW THEM TO COMPLETE THE DEPLOYMENT. OFFICERS WHO HAVE YET TO BE CAREER DESIGNATED ARE CONSIDERED ELIGIBLE, WITH THE UNDERSTANDING THAT A REQUEST FOR EAS EXTENSION TO SUPPORT DEPLOYMENT TIMEFRAME WILL BE SUBMITTED TO HQMC, M&RA (MMOA-3) PRIOR TO REPORT.

7.B. (U) FIRST-TERM MARINES WILL BE ACCEPTED ON A CASE-BY-CASE BASIS. FIRST-TERM NOMINEES MUST BE SUBMITTED WITH COMMENTARY THAT DESCRIBES THEIR INTENT TO SUBMIT FOR EAS EXTENSION OR RE-ENLISTMENT AND A TIMELINE FOR EXECUTION. REQUESTS TO EXTEND FIRST-TERM MARINES EAS WITHIN THE FISCAL YEAR OF THEIR EAS (NON-CROSS FISCAL-YEAR EXTENSION) FOR DEPLOYMENT SHOULD REQUEST AN EXTENSION VIA THE CHAIN-OF-COMMAND TO THE RESPECTIVE CG AUTHORIZED TO EXTEND MARINES FOR DEPLOYMENT. EXTENSION REQUESTS FOR FIRST-TERM CONUS MARINES VOLUNTEERING TO EXTEND FOR DEPLOYMENT BEYOND THE FISCAL YEAR OF THEIR EAS (CROSS FISCAL-YEAR EXTENSION) WILL BE SUBMITTED TO MMEA-12 VIA TFRS.

8. (U) ATTACHMENT AND STABILIZATION PROCEDURES

8.A. (U) I MEF G-1, IN CONJUNCTION WITH HEADQUARTERS MARINE CORPS, MANPOWER SYSTEMS DIVISION (MI), WILL ESTABLISH TWO DISTINCT TEMPORARY REPORTING UNIT CODES (TRUC) FOR BOTH TFAA AND TFTQ. UTILIZATION OF TRUC CODE WILL PROVIDE ACCURATE OVERSIGHT OF ASSIGNED PERSONNEL IN MARINE CORPS TOTAL FORCE SYSTEM (MCTFS). THE ADMIN OFFICER AND/OR ADMIN CHIEF FOR THE NOMINEE'S PBTF WILL BE RESPONSIBLE FOR SUBMISSION OF ATTACHMENT ENTRIES TO SUPPORTING PERSONNEL ADMINISTRATION CENTER FOR ENTRY IN MCTFS.

8.B. (U) STABILIZATION OF MARINES. HEADQUARTERS MARINE CORPS, MANPOWER & RESERVE AFFAIRS (MMIB) IS THE AGENCY RESPONSIBLE FOR STABILIZATION OF MARINES. STABILIZATION IS THE PROCESS OF REQUESTING THAT A DEPLOYING MARINE REMAIN ASSIGNED TO A UNIT FOR TRAINING, DEPLOYMENT, POST-DEPLOYMENT ACTIONS, AND COHESION. A DRAW CASE CODE (DCC) AND DCC TERMINATION DATE IS A FUNCTION OF AN OPERATION, AND THE DEPLOYMENT'S SCHEDULED START/END DATES.

DCCS ARE RUN IN MCTFS BETWEEN SIX (6) AND TWELVE (12) MONTHS PRIOR TO DEPLOYMENT DATE AND TERMINATE 60 DAYS AFTER SCHEDULED DEPLOYMENT RETURN DATE. STABILIZATION PROCEDURES ARE OUTLINED AT THE MMIB SHAREPOINT SITE LOCATED AT THE WEB LINK, [HTTPS://EIS.USMC.MIL/SITES/MMIB1C/DEFAULT.ASPX](https://eis.usmc.mil/sites/mmib1c/default.aspx). THE ADMIN OFFICER AND/OR ADMIN CHIEF OF THE NOMINEE'S PBTF IS RESPONSIBLE FOR DRAFTING A REQUEST FOR STABILIZATION MESSAGE AND ENSURING ITS SUBMISSION TO MMIB.

9. (U) EXPECT MODIFICATION TO THIS MESSAGE AS FURTHER GUIDANCE IS PROVIDED.

10. (U) END OF MESSAGE.//

### Terms and Definitions

1. Terms and Definitions. The starting point to achieving consensus and common understanding of manpower management begins with the establishment of a common lexicon of manpower-related terms and definitions. References are cited in each definition.

30/60/90 Day Message. DC, M&RA will publish a monthly message to MARFORS, supporting establishment, national capital region and Marine Corps Installations Command that identifies individual augment requirements to be replaced 30, 60, 90, and 120 days from the date of report. Those individual augmentation requirements which are no longer required to be replaced will be categorized as hold source in abeyance (HSIA). Reference MCO 1001.61A.

8006 billet. A billet designator MOS used in T/Os or manning documents to designate a billet to which any Unrestricted Officer, Ground or Naval Aviator may be assigned. Reference NAVMC 1200.1A W/CH 1.

8007 billet. A billet designator MOS used in T/Os or manning documents to designate a billet which any Unrestricted Ground Officer may be assigned. Reference NAVMC 1200.1A W/CH 1.

8014 billet. A billet designator MOS used in T/Os or manning documents to designate a billet which any enlisted Marine may be assigned (E1-E9). Reference NAVMC 1200.1A W/CH 1.

Ad Hoc. An ad hoc capability as the consolidation of individuals and equipment from various commands, forming a deployable/ employable entity that is properly manned, trained, and equipped to meet the supported commander's requirements. Training teams are an example of an ad hoc force. When no other sourcing option exists ILO or ad hoc sourcing solutions can be submitted to the tasking authority for review and approval. Reference JP-05.

Ad Hoc unit. A unit formed to perform a particular mission in support of specific operation without consideration of wider Service application. Reference CJCSI 3401.02B.

Additional MOS (AMOS). Any existing PMOS awarded to a Marine who already holds a PMOS. Example: After a lateral move a Marine's previous PMOS becomes an AMOS. Marines are not promoted in an AMOS. Reference NAVMC 1200.1A W/CH 1.

Additional Temporary Reporting Unit Code (Additional TRUC). The PRIUM directs that Marine Corps personnel attached to a reporting unit, in compliance with orders for temporary additional duty (TAD) for a period of 31 days or more, will be attached excess rather than joined to the reporting unit. Personnel attached TAD excess will remain assigned to the parent unit but will populate on the rolls of the attaching unit. A temporary reporting unit code (TRUC) will denote the member being assigned TAD excess to a supported command.

a. A member's record will reflect an additional TRUC when the Marine is assigned to a detachment which subsequently attaches to a supported command for a period of 31 days or greater. For example, a Marine assigned to Alpha Battery 1/11, who attaches to 13th MEU, Battalion Landing Team 3d Battalion,

5th Marines would have a TRUC specific to 3d Battalion, 5th Marines, and an additional TRUC to 13th MEU. See also TRUC. Reference PRIUM.

Assumption. An assumption as a supposition on the current situation or a presupposition on the future course of events, either or both assumed to be true in the absence of positive proof, necessary to enable the commander in the process of planning to complete an estimate of the situation and make a decision on the course of action. Reference JP 1-02.

Attachment. The placement of units or personnel in an organization where such placement is relatively temporary; the detailing of individuals to specific functions where such functions are secondary or relatively temporary, e.g., attached for quarters and rations; attached for flying duty. The procedure whereby an individual Marine or unit is temporarily placed in an organization for administrative purposes without making the individual or unit an organic part thereof. Reference CJCSI 3401.02B, MCO 1000.6.

Authorized Strength. The number of personnel assigned to the organization, whether present or not. CJCSI 3401.02B.

Authorized Strength Report (ASR). ASR is a HQMC, DC/M&RA computer-generated report, updated semi-annually, which indicates the grade and skill billet mix authorized for an MCC based on the best estimate of gross number of manpower assets available for distribution. The ASR is composed of the authorized strength (manning level) for FMF units and the latest HQMC approved T/O for non-FMF units. The ASR is constrained by DoD approved end-strength limitations.

a. ASR is a HQMC, DC/M&RA computer-generated report indicating the grade and skill billet mix authorized for an MCC based on the best estimate of gross number of manpower assets available for distribution. The ASR is composed of the authorized strength (manning level) for FMF units and the latest HQMC approved T/O for non-FMF units. The ASR is constrained by DoD approved end-strength limitations and is updated monthly. Reference MCO 1000.6.

Automated Message Handling System (AMHS). AMHS is an automated message handling system that can be used to process, store, and disseminate Defense Message System (DMS) messages.

Availability. Capabilities or forces that are (or can be) trained, equipped, resourced, and ready for deployment to fulfill operational requirements in accordance with established timelines. Reference MCO 3120.12.

Basic MOS. Entry-level MOS required for the P2T2 T/O for entry-level Marines or others not yet qualified by initial skills training. Typically, when a Marine transfers to a new unit and does not possess the MOS required for the billet filled, the Marine will be assigned a Basic MOS until the completion of required formal school training or is otherwise certified to be MOS qualified. Reference NAVMC 1200.1A W/CH 1.

Billet Description. See Billet Identification Code.

Billet MOS. See Billet Identification Code.

Billet Identification Code (BIC). BIC is a unique, eleven byte, alphanumeric field that documents uniformed manpower personnel to structure. There are four varieties of BIC: Present, Reserve, Former, and Fleet Assistance Program (FAP). A Marine's BIC will include billet description and billet MOS, and be displayed on the TOUR and TBTR user view screens within MCTFS and Marine On-Line (MOL). Every effort must be made to ensure personnel are assigned to a valid BIC commensurate with their grade and MOS. Assignments may be made one grade above or below that required by BIC, with the exception of O-6 and above. Marines with a PMOS within the same occupational field may be assigned a BIC with similar MOS qualifications if no vacancy exists for the grade/MOS. Example: an 0351 filling an 0311 BIC. Two Marines are not authorized to fill the same BIC except during a 90 day turnover in conjunction with HQMC-directed assignments. Reference MCTFS PRIUM, MCO 1000.6.

Boots on the Ground (BOG). BOG policy determines length of deployment for a given force.

a. Current USMC BOG policy states that headquarters units at or above the regiment/group level will not deploy for longer than 365 days. Units at or below battalion/squadron level will not deploy for longer than 210 days; ad hoc units and units at or below battalion level may deploy in excess of 210 days.

b. Individual Augmentees (Joint or Service) will not deploy for longer than 365 days. Reference MCO 3120.12.

Career Marines. The term "Career Marines" refers to enlisted Marines who have completed their initial enlistment; for Officers the term "Career Marines" refers to Captains and above, all warrant officers, and all limited duty officers. Reference MCO 1300.8.

Central Master File (CMF). See unit diary.

Chargeable structure. Active component Marine billets are chargeable structure. Active component billet identification codes represent those billets required to be filled by Marines or other Service members from the Active Duty List, officer and enlisted. Reference MCO 5311.1E.

Commander's Assessment. A subjective evaluation by commanding officer's on the unit's ability to execute the currently assigned mission. Reference MCO 3000.13.

Command Profile. A DC, M&RA Manpower Information application which gives users the ability to view manpower data ranging from Marine Corps-wide down to Reporting Unit Code (RUC)/Monitored Command Code (MCC) level. There are other programs such as Report Net (available through Marine Online (MOL), which allow users to access same data as Command Profile, however Command Profile allows users - within and outside the manpower occupational field - to immediately view pre-configured manpower reports which demonstrate various staffing metrics such as: leader to led, MOS distribution, unit rosters, levels of education, deployment history, annual training completion, limited duty, inbound/outbound personnel, irregular warfare qualifications, and blended retirement attendance. Reference Command Profile User Manual.

Core Mission Essential Task (MET): See Mission Essential Task.

Core-plus MET: Mission Essential Task.

Core Skills. Those basic skills that "make" a Marine and qualify that Marine for an MOS. Core skills comprise the set of core tasks for each MOS as found in the relevant to 1000 level Individual Training Standards in the Ground Training and Readiness (T&R) Manual. Reference NAVMC 1200.1A.

Core-Plus Skills. Tasks that are mission, advanced, rank, or billet-specific. These tasks are taught, executed, and evaluated at the unit. Core plus tasks relate to 2000 level Individual Training Standards in the Ground Training and Readiness (T&R) Manual. Reference NAVMC 1200.1A W/CH 1.

Critical MOS: DRRS SOP denotes critical MOS's as those specialties that directly affect the units' ability to undertake its mission.

a. Unit commanders are directed to identify three critical PMOS's that have the largest detrimental impact on the unit's readiness; commanders must include an explanation of why those MOS's were selected and the impact they have. Up to ten PMOS's can be entered as critical MOS's. Reference MCO 3000.13.

Critical requirement. An essential condition, resource, and means for a critical capability to be fully operational. Reference JP 1-02.

Critical specialty personnel. CJCSI 3401.02B, Force Readiness Reporting, directs Service Chiefs to report readiness in DOD Readiness Reporting System (DRRS) according to a unit resource assessment, or C-Level. The C-level reflects the status of the selected unit resources measured against the resources required to undertake the wartime missions for which the unit is organized or designed.

a. Factors that are considered when making an overall C-Level assessment include personnel, equipment and on-hand supplies, equipment condition, training factors, and other factors.

1. When reporting personnel levels, referred to as P-Level or P-rating, units will report the lowest P-level between total personnel and critical personnel (and optional grade fill), including both military and DOD civilians, based on the wartime T/O. CJCSI 3401.02B outlines the means to calculating overall personnel percentages.

2. CJCSI 3401.02B also provides a calculus for determining critical specialty P-ratings, directing units to determine the number of qualified critical specialty personnel available (at the time of the report or within forecasted mission or alert response times) based upon a source document the authoritative organization will direct to use.

3. Joint Publication 1-0 does not provide a definition for critical occupational specialty. See also Critical MOS, Key billet. Reference CJCSI 3401.02B, JP 1-0, MCO 3000.13.

Data element. A basic unit of information built on standard structures having a unique meaning and distinct units or values. In electronic

recordkeeping, a combination of characters or bytes referring to one separate item of information, such as name, address, or age. Reference JP 1-0.

Date of separation. See Separation Date.

Deployable. A non-doctrinal term used to describe a Marine's ability to be assigned to an overseas, GFM-driven requirement such as an IA billet or ad hoc unit.

Deployment Tempo (DepTempo). See Personnel Tempo.

Deployment to Dwell Ratio (D2D). Where deployment is the time away and dwell is the time spent at home. An operational deployment begins when the simple majority of a unit, detachment or individual departs homeport/station/base or departs from an en-route training location to meet a SECDEF-approved operational requirement. SECDEF-approved operational requirements are in the annual GFMAP and modifications, EXORDs, OPLANS, or concept plans approved by the SECDEF. An operational deployment ends when the simple majority of the unit/ detachment /individuals arrive back at their homeport/ station/base. Forces operationally deployed by SECDEF orders at their home station or in PTDO status at home station are not operationally deployed. See also Dwell. Reference MCO 3120.12.

Detachment. A part of a unit separated from its main organization for duty elsewhere; a temporary military or naval unit formed from other units or parts of units. Reference CJCSI 3401.02B.

Diary certification. Unit diaries (to include Marine Online transactions) will be certified in Unit Diary/Marine Integrated Personnel System (UD/MIPS) with an electronic signature (ELSIG). Certified UD/MIPS unit diaries can be signed electronically. The use of an ELSIG to certify unit diaries in UD/MIPS is considered legally sufficient to support certification requirements. See also Unit Diary. Reference MCTFS PRIUM.

DOD Identification Number. See Electronic Data Interchange Personal Identifier (EDIPPI).

Draw Case Code. A draw case code (DCC) is a three byte alpha-numeric MCTFS data element employed by HQMC, DC M&RA (MMIB) to indicate a Marines' stabilization in support of an operation. DCC's include a timeframe associated with the operation, i.e. an approximation of the deployment's scheduled start/end dates. DCC's are entered in MCTFS upon receipt of unit stabilization requests, submitted via AMHS, between (6) and (12) months prior to deployment date. Draw case codes will be automatically deleted from the record upon the termination date; the established DCC termination date for full deploying battalions/squadrons is 60 days after scheduled deployment return date. Reference HQMC, DC/M&RA (MMIB).

Dwell. Operational deployments begin when the majority of a unit or detachment, or an individual not attached to a unit or detachment, departs homeport/ station/base or departs from an en route training location to meet a Secretary of Defense (SECDEF) approved operational requirement. Dwell begins when the majority of a unit or detachment, or an individual not attached to a unit or detachment, arrives at their homeport/station/base from an operational deployment. Dwell ends when the majority of a unit or

detachment, or an individual not attached to a unit or detachment, departs on an operational deployment. A unit is either on operational deployment or in dwell.

a. The SECDEF goal for operational deployment-to-dwell ratio is 1:2 or greater. The SECDEF operational deployment-to-dwell ratio threshold is 1:1. SECDEF approval is required to deploy a unit, detachment, or individual with a 1:1 ratio or less, except that an individual may request a waiver of the deployment-to-dwell threshold by volunteering in writing via AA-Form to the first general/flag officer in the chain of command of the parent organization, who may approve the waiver request. Reference MARADMIN 346/14.

EAS cut-off. A date that is generally 60 days after a unit's scheduled return date. EAS cut-off is a metric which determines overseas and first-term Marines' deployability and is assigned by MM for implemented units. Reference HQMC, DC/M&RA (MMIB).

Electronic Data Interchange Personal Identifier (EDIPI). EDIPI, also referred to as DOD Identification number, is the authorized substitute for use of social security number to identify Department of Defense personnel including Marines, Sailors, family members and civilian Marines. EDIPI was developed as a means to safeguard personal identifiable information (PII). EDIPI, by itself or with associated name, shall be considered internal government operations related personally identifiable information. Loss, theft, or otherwise compromised of EDIPI is low risk with regard to potential harm to an individual's financial or otherwise well-being. No PII breach report shall be initiated without presence of other PII elements. Reference DODI 1000.30, MARADMIN 733/12.

Emergent requirement. New requirements for additional forces. Emergent requirements are submitted as RFF's and must go through the same validation and analysis as annual requirements; however, emergent requirements are handled on a case-by-case basis by the Joint Staff and Services via the SECDEF Orders Book (SDOB) approval process. Reference MCO 3120.12.

Excepted Command. See manning precedence categories.

Family Readiness. The state of being prepared to effectively navigate the challenges of daily living experienced in the unique context of military service, to include: mobility and financial readiness, mobilization and deployment readiness, and personal and family life readiness. Reference JP 1-02.

Feasibility of Support (FOS). A FOS is a query process used to determine capacity, availability, readiness, and commitment of Marine Corps forces and/or capabilities. FOS queries are used to staff CCDR or Service requirements either for individuals or forces to develop sourcing recommendations. FOS requests are transmitted via official naval message traffic and are employed as a means to gather information to inform leadership decisions. Agreements, or information exchanged during FOS staffing actions are coordinating actions. The sourcing solution is finalized only after it is codified in an official tasking message or other directive document which compels further staffing actions. Reference MCO 3120.12,

First-Term Marines. Enlisted personnel serving on active duty under their initial active duty obligation including extensions, unrestricted regular or reserve second and first lieutenants. Reference MCO 1000.6.

Fleet Assistance Program (FAP). FAP is a formalization of procedures whereby I Marine Expeditionary Force (I MEF) units agree to provide personnel on a temporary basis to support Camp Pendleton Installation commands providing personnel augmentation to compensate for the increased workload generated by the presence of I MEF units while in garrison.

a. Total Force Structure Division does not include FAP billets as chargeable structure. Instead, FAP is considered additional requirements to the installation command T/O.

b. FAP tour lengths are negotiable on a case-by-case basis dependent upon the individual nominated (experience and training) and the circumstance (obligated service, deployment, etc.). Normal tour length is no less than six months. Generally, a 12-month tour length is prescribed for individuals assigned within their primary MOS. Careful consideration must be given to those Marines that may be contemplating "terminal leave" and assigned to the FAP to ensure a complete FAP tour. Personnel assigned to the FAP must meet all billet prerequisites.

c. A FAP review conference will be scheduled annually by the I MEF FAP Coordinator (I MEF Personnel Section OIC) in coordination with Camp Pendleton Installation commands' FAP Coordinators. Prior to the FAP Conference, Camp Pendleton Installation commands will review and validate FAP billet requirements and be prepared to discuss changes, additions, and deletions. The purpose of the conference is, to adjust the distribution of FAP billet requirements among the I MEF parent commands. Distribution of FAP billet allocations to I MEF units is the responsibility of the I MEF G-1 FAP Coordinator and should be reviewed annually for 'fair share' distribution. Changes in MSC FAP distribution by the I MEF FAP Coordinator during the year should be reported to the Camp Pendleton Installation commands' FAP Coordinator to ensure the FAP database for accountability tracking is modified to reflect the new billet distribution.

d. There are (3) categories of FAP billets: CAT I, CAT II, CAT III.

1. CAT I. Billets require specific MOS skill set. Operational and training opportunities for individual MOS skill maintenance and improvements are found predominantly at the installation command, with only limited opportunities at the tenant command. I MEF units should support these identified FAP requirements to 100 percent of their assigned on-board strength in that MOS.

2. CAT II. Billet requires designated MOS skill set. Operational and training opportunities for the individual MOS skill maintenance and improvements are equally available at both the installation and the tenant command. I MEF units should support these designated FAP requirements to 100 percent fill, unless staffing shortages, in designated MOSSs, preclude filling all CAT II FAP billets from I MEF units.

3. CAT III. Billet does not require a specific MOS skill set. I MEF units should support these FAP requirements to 100 percent fill, unless

specifically agreed upon, in writing, by I MEF and Camp Pendleton Installation commands on the critical overall staffing shortages within I MEF units.

**Force Provider.** Force providers include Secretaries of the Military departments, CCDRs with assigned forces, U.S. Coast Guard, DoD Agencies, and OSD organizations that provide force sourcing solutions to CCDR force requirements. Reference MCO 3120.12.

**Force Synchronization.** A Service process which promotes a holistic approach to resourcing validated requirements through identification, de-confliction, and scheduling of Marine Corps forces through the forming, training, and deployment life-cycle. Force synchronization is the first phase of the Marine Corps force generation process. Reference MCO 3120.12.

**Free MOS (FMOS).** Non-PMOS that can be filled by any Marine regardless of primary MOS. A FMOS requires skill sets unrelated to primary skills. Reference NAMVC 1200.1A.

**Full Implemented Unit.** A unit (MCC) with a deployment demand signal greater than 89% of the unit's table of organization (T/O), evaluated over a determined time period (30 days). Reference HQMC, DC/M&RA (MMIB).

**Geo-Location Code.** A three-digit code that identifies the geographic location of a Marine's present duty station. Reference MCO 1300.8.

**Gaining Force Commander (GFC).** The commander that gains Marine Corps units and/or individuals for the subsequent deployment to a supported Marine Corps Component Commander. Reference MCO 3000.19B.

**Global Force Management (GFM).** A comprehensive process which enables global sourcing - regardless of the command or Service to which the force is assigned - of combatant command force requirements. GFM provides a decision framework for making assignment and allocation recommendations to the SECDEC and apportionment recommendations to the CJCS. GFM allows to SECDEF to make proactive, risk informed force management allocation decisions. Reference MCO 3000.19B.

**Global Sourcing.** The process used to source individual augments wherein the Deputy Commandant, M&RA the Marine Corps Total Force (active, reserve, operating forces, supporting establishment) is resourced for the most qualified Marine to fill the tasked requirement. Reference MCO 1001.61A.

**High demand/low density (HD/LD) MOS.** No doctrinal definition of HD/LD MOS's exists in Marine Corps publications. For the purposes of this order MOS's are considered HD/LD based upon mathematical analysis, specifically the number of deployable on-hand personnel (not currently deployed or stabilized for an upcoming GFM requirement) within a specific MOS subtracted from non-deployable criteria - specifically dwell, in receipt of PCS orders, EAS date within 6 months, legal, medical and separation leave. An MOS is considered to be HD/LD if, after subtracting the non-deployable categories from the on-hand population, the MOS falls under a 70% availability threshold. HD/LD MOS's are also described as "Stressed MOS."

Hold Source in Abeyance (HSIA). Individual augmentation requirements which are no longer required to be replaced. See also 30/60/90 day message. Reference MCO 1001.61A.

Hostile Fire Area. An area so designated by the Secretary of Defense and specified as such in paragraph 100201 of DoD Directive 7000.14-R, Department of Defense Financial Management Regulation (DoD FMR). See Overseas Control Date. Reference MCO 1300.8.

Human Factors. The physical, cultural, psychological, and behavioral attributes of an individual or group that influence perceptions, understanding, and interactions. Reference JP 1-02.

Implementation. The procedures governing the mobilization of the force and the deployment, employment, and sustainment of military operations in response to execution orders issued by the Secretary of Defense. Reference JP 1-02.

Ineffective. A non-doctrinal term which describes Marine effectiveness. The term "non-effective" is an overarching term comprised of the following MCTFS reporting categories: patients, prisoners, limited duty, Marines assigned to a performance evaluation board (PEB), administrative separations, permanent limited duty, Marines who are not deployable due to administrative issues, Marines who are injured, pregnant, or assigned to maternity leave. Reference HQMC, M&RA (MMIB).

Individual Augment (IA). IA billets are unfunded temporary duty positions, typically 6 months in duration, which are identified by a supported combatant commander or HQMC, to augment staff operations during contingencies. IA billets are filled by sourcing from the Marine Corps total force population and support two main types of requirements:

a. Joint IA Requirements (JIA) support combatant command Joint Task Forces (JTF), Joint Manning Document (JMD) requirements or Joint Request For Forces (Joint RFF) ordered to the service by the Joint Chiefs of Staff.

b. Service Augmentation (SA) requirements include positions at permanent organizations internal to the Marine Corps which are required to satisfy a 'heightened' mission in support of contingency and non-contingency operations. USMC internal SA do not include Joint Manning Document (JMD) requirements. Validated USMC SA must meet one of two key criteria: the billet meets an emergent individual manpower requirement not on an approved T/O, and/or the requirement meets a vacant chargeable T/O structure space directed for fill by DC, M&RA during periods of heightened military posture. Reference MCO 1001.61A, MCO 3000.19B.

In-lieu-of (ILO) sourcing solution. ILO sourcing is an overarching sourcing methodology that provides alternative force sourcing solutions when preferred force sourcing options are not available. An ILO force/capability will be deployed/employed to execute missions and tasks outside of standard core competencies, but within a construct that ensures appropriate capabilities are realized by the supported commander. An example of this is taking an existing artillery battery, providing it a complete training and equipment package, and then deploying it to fill a transportation company requirement. In-lieu-of force/capability solutions will require retraining and in some

instances will require re-equipping. In-lieu-of solutions will increase the time required to properly train, equip, and man the force/capability prior to deployment. Reference JP-05 and MCO 3120.12.

Individual Mobilization Augmentee (IMA). An individual reservist attending drills who receives training and is preassigned to an Active Component organization that must be filled on, or shortly after, mobilization. Individual mobilization augmentees train on a part-time basis with supported organization to prepare for mobilization. Reference MCO 3000.19B.

Individual Ready Reserve (IRR). A manpower pool consisting of individuals who have some training or who have served previously in the Active Component or in the Selected Reserve, and have some period of their military service obligation remaining. Members may voluntarily participate in training for retirement points and promotion with or without pay. Reference MCO 3000.19B.

Ineffective. A non-doctrinal term which describes a Marine being world-wide assignable. The term "ineffective" is comprised of the following MCTFS reporting categories: patients, prisoners, limited duty, Marines assigned to a performance evaluation board (PEB), administrative separations, permanent limited duty, Marines who are not deployable due to administrative issues, Marines who are injured in a combat zone, pregnant Marines, or Marines assigned to maternity leave, or Marines who fall into multiple categories. Reference HQMC, M&RA (MMIB).

Integrated Training Exercise (ITX). ITX is a Service-level assessment of an exercise force, conducted in conjunction with a live-fire training exercise, to meet training standards in required core METs and, by exception, core plus METs. Each ITX is resourced to support two maneuver battalions, four squadrons with limited ACE headquarters, and associated combat support and combat service support; with additional resourcing, TECOM can surge capacity to support GCE and LCE regimental headquarters in Service level exercise design. ITX is conducted at Marine Corps Air Ground Combat Center (MCAGCC), Marine Corps Base Twenty-nine Palms, California, and is the preferred venue for conducting the core MET assessment of a deploying unit or standing crisis response force. Reference MCO 3502.6A.

Joint Manning Document (JMD). The JMD provides a venue for requesting the joint individual augmentation necessary to staff a joint task force (JTF) HQ. The commander, JTF, in concert with the establishing commander's staff, develops and organizes a draft JTF JMD that will be forwarded for the establishing commander's validation and approval. This document provides the baseline for JTF HQ staffing and is used for strength reporting, personnel accounting, awards eligibility determination, base support, and a host of other services and functions. The JMD should only include HQ functions and not base operating support requirements or units below Joint Task Force HQs. Reference JP 1-0, MCO 3120.12.

Joint Personnel Adjudication System (JPAS). A master repository that performs comprehensive personnel security management of all DOD employees, military personnel, civilians and DOD contractors. Reference <http://www.dss.mil/diss/jpas/jpas.html>.

Key billet. Only those positions where the continued presence of an officer, warrant officer, or senior enlisted Service member (E-8 or E-9) is determined

to be absolutely essential to the mission of an activity or a unit or to the U.S. presence in that area will be designated a key billet. Such designations require the Service member to serve 24 months, even if he or she declines to serve the tour accompanied, and will be established only at overseas duty stations where the accompanied tour is at least 24 months. Requests for designating an overseas billet or position as a key billet will be submitted through the Military Service concerned for endorsement, and if required, the Chairman of the Joint Chiefs of Staff to the approving authorities, specifically the Assistant Secretary of Defense for Manpower and Reserve Affairs. Reference DODI 1315.18 and MCO 1300.8.

**Long-Term Temporary Duty (TDY).** TDY is defined as temporary duty for a continuous period of 31 days or more. Reference JTR.

**Light Duty Status.** A Marine may be placed in light duty status for a maximum of 90 days when a competent medical authority determines that a medical condition exists and interferes with the performance of duty. A physician may recommend up to 2 periods of 30 days of light duty when the Marine is expected to be returned to full duty within those 60 days. A Marine who is not returned to full duty after 60 days must have a medical evaluation board and report completed within the following 30 days to evaluate and document the condition. Reference MARADMIN 636/09.

**Limited Duty.** Marine Corps policy specifies that Marines with a medical condition existing that precludes them from being in a full duty status for more than 60 days require a medical evaluation board and reporting of their duty limitation status in Medical Board Online Tri-service Tracking System (MEDBOLTS), Medical Readiness Reporting System (MRRS), and MCTFS.

a. Duty limitation codes identify restrictions to combat or other types of duty. Duty limitation codes are displayed in MCTFS/3270 in the RT01 and TOUR screens.

(1) Duty Limitation Code "D" indicates Marines who are medically non-deployable, as judged by a competent medical authority. Implies the Marine will enter the medical treatment and reporting system.

(2) Duty Limitation Code "Q" indicates Marines who are assigned a temporary limited duty (TLD) status by an approved medical evaluation board. This code is entered in MCTFS by the Marine's command when a Marine is placed on TLD as the result of a MEB by competent medical authority or is undergoing disability evaluation. The code is removed from MCTFS by the Marine's command when the Marine has been returned to full duty by a competent medical authority or found fit by the physical evaluation board (PEB). The duty limitation "q" code is not to be confused with the duty limitation "D" code or the duty status "Q" code.

(3) Duty Limitation Code "S" indicates Marines retained in a permanent limited duty (PLD) status as a result of SECNAV action. This code is only authorized, entered and removed from MCTFS by DC, M&RA (MMSR-4). Reference NAVMED P-117, Navy Manual of the Medical Department, Chapter 18 - Medical Evaluation Boards, MARADMIN 636/09.

**Manning.** The allocation of planned and available inventory against T/O&E requirements.

a. The Deputy Commandant, Manpower & Reserve Affairs (MD, M&RA) is responsible for allocating end strength against the total requirement through the preparation of the authorized strength report (ASR). Whereas a unit's table of organization (T/O) is a representation of unit requirements in a fiscally unconstrained environment the ASR represents the number of billets the Marine Corps can afford. Additional manpower constraints including unanticipated personnel losses such as medical, legal, and human factors issues impact a unit's ability to source personnel to requirements beyond that command's primary mission.

b. Manning precedence categories. Signed by CMC, MCO 5320.12H, Precedence Levels for Manning and Staffing, prioritizes personnel allocation, or "manning." Budgetary constraints and operational tempo prevent units from being staffed to 100 percent of T/O. As such, units will be manned in accordance with four manning precedence categories which describe the minimum aggregate manning of a particular Marine command.

(1) Excepted Command. Excepted commands fill a vital need, and their minimum staffing level "red line" is established as 100 percent for both officers and enlisted (subject to available inventory). Excepted commands include Marine Corps Recruiting Command District Headquarters, Marine Corps Security Force regiments, HMX-1, and Marine Corps Cyber Command.

(2) Operational Forces (OpFor) Command. OpFor commands are those that have been identified as integral to current operational needs, fill a vital need, and their minimum staffing level "red line" is established as 95 percent of T/O for officers and 97 percent for enlisted (subject to available inventory). Examples of OpFor commands include: aviation and aviation support squadrons, Marine Air Wing headquarters, Marine Expeditionary Unit headquarters, Marine Headquarters Group battalions; infantry, artillery, light armored reconnaissance, tank and amphibious assault battalions, engineer battalions, engineer and combat service support battalions.

(3) Priority Command. Priority commands, while a lesser priority than Excepted or OpFor commands, nonetheless serve a significant function. As such, they will be staffed in accordance with prevailing manning conditions but at a minimum "red line" level of 95 percent for both officers and enlisted (subject to available inventory). Examples of Priority Commands include Recruit Training Battalions, School of Infantry battalions, Expeditionary Warfare Training Groups, aviation training support groups, formal schools, and component command headquarters.

(4) Proportionate Share (Pro-Share) Command. Those units not categorized within Excepted, OpFor, or Priority commands. They will be staffed at a percentage of T/O with a minimum "red line" of 92 percent for both officers and 94 percent for enlisted (subject to available inventory). Examples of Pro-Share Commands include Headquarters and Support Battalions, Marine Corps Air Stations, Marine Corps Installation Headquarters, and Logistics Bases. Reference MCO 5320.12H.

Manpower management. The means of manpower control to ensure the most efficient and economical use of available manpower. Reference JP 1-0.

Manpower requirements. Human resources needed to accomplish specified work loads of organizations. Reference JP 1-0.

Marine Corps Mobilization Processing System (MCMPS). The Service system used to task and track all approved individual augments and service augments. MCMPS has four modules: Manpower Requirement Tracking Module (MRTM), Individual Augmentation Management Module, Sourcing Module, and Sourcing Nominee Approval Process. In particular, MRTM tracks the approval and sourcing status of each requirement (JIA and SA) and is used to submit requirements for validation and initial sourcing of IA/SA for screening and approval. Reference MCO 3000.19B.

Manning precedence category. See manning.

Manpower Requirement Tracking Module (MRTM). A component of MCMPS that is used to request, validate, and manage all IA requirements. See Marine Corps Mobilization Processing System (MCMPS).

Marine Corps Total Force System (MCTFS). The authoritative source for unit personnel status, and used to determine Assigned Strength. MCTFS also records, processes, and maintains personnel and pay data for all active, reserve, and retired personnel.

a. MCTFS is the system of record that provides for recording, processing, and maintaining of military personnel and pay data on a continuing basis within the Marine Corps. MCTFS supports all operating forces and supporting establishment organizations, facilitating the distribution of information pertaining to the planning and execution of manpower personnel functions, including personnel management/accountability, military pay, training, distribution, assignment/mobilization, promotion, separation, development of improved manpower management techniques and recruiting.

b. The data collection of MCTFS is based on the principle of singular reporting. Whenever practicable, an event is reported when and where it occurs to ensure accuracy and timeliness of reporting. An item of information is entered into the system only once; thereafter, only changes, deletions, or corrections to this information are reported. MCTFS uses a centralized strategy and management style with decentralized execution at the lowest reporting level. See also diary certification, unit diary. Reference MCO 3000.13, MCTFS Personnel Reporting Instruction User's Manual (PRIUM).

Marine Corps Training Information Management System (MCTIMS). The authoritative data source for all occupational field training data as well as generating, maintaining, sharing, and reporting training data as required by other service-level systems. The MCTIMS Unit Training Management Module encompasses the Marine Corps doctrines of Unit Training Management (UTM) and Individual Marine Management (IMM). Unit Training Management refers to the core processes involved with planning, recording, and reporting Marine Corps training. UTM Commanders and unit leaders at all echelons use these standards to define training plans, record training in progress, and gauge combat readiness. With IMM, units can schedule, track, record, and report on training as it applies to the Individual Marine; inputting data from training exercises and proficiency tests.

a. MCTIMS is divided into numerous modules, the most notable being:

1. The Training & Readiness (T&R) Module: This application captures the individual and collective training standards for an occupational field and MOS to produce the T&R manual. T&R Manuals provide commanders in the Operating Forces, Supporting Establishment, and formal learning centers with a tool for the planning and implementation of progressive training that ultimately ensures individual and collective proficiency.

2. The MOS Manual Module: This module provides the capability to store web-based MOS Manual data to expedite the annual review and reduce the labor associated with management of the MOS Manual.

3. The MOS Roadmap Module: Roadmaps are single-source documents containing grade-specific information related to training and education requirements from which Marines can make informed career decisions regarding assignment, training and education requirements, and career progression opportunities. Reference/website: [Marinecorpsconceptsandprograms.com](http://Marinecorpsconceptsandprograms.com).

Marine Expeditionary Force Occupational Field Manager (MEF OccFld Mgr). A MEF OccFld (or commodity manager) works within the MEF CE staff and serves as the senior MOS representative that advises the MEF CG and action officers on one or more MOS communities. The role and responsibilities of MEF OccFld Mgrs are described below:

a. Participate in the weekly Manpower Working Group held by the MEF G-1 and provide timely support to the manpower sourcing procedures within this Order.

b. As feasible, work in conjunction with MSC senior MOS representatives throughout the manpower sourcing process to effectively balance the health of each respective occfld with MSC mission effectiveness while sourcing MEF manpower requirements.

Medical Evaluation Board (MEB). A medical evaluation, specifically authorized by a bureau of medicine designated convening authority, at a military treatment facility to identify a Marine whose physical/mental qualification to continue on full duty is in doubt or whose physical/mental limitations preclude the Marine's return to full duty within a reasonable period of time or at all. MEB's are convened to evaluate and report on the diagnosis, prognosis for return to full duty, plan for further treatment, and medical recommendation for retention or separation of Marines. A MEB may return a Marine to full duty, recommend a period of Temporary Limited Duty (TLD), be forwarded to the DC, M&RA (MMSR-4) for departmental review, or be forwarded to the physical evaluation board for determination of fitness to continue naval service. Reference MARADMIN 636/09.

Medical Readiness Reporting System (MRRS). MRRS is a web-based system that provides Commanders with the capability to record, track, and report aggregated MCTFS and medical data and provides full visibility of individual medical readiness status. View access can be authorized by any medical treatment facility with medical evaluation board convening authority. Reference MARADMIN 636/09.

Military Occupational System. The Marine Corps Occupational System identifies Marine Corps personnel, duties, skill-knowledge attributes, and requirements within the specific functional areas.

a. The Commanding General, Marine Corps Combat Development Command, as Deputy Commandant for Combat Development and Integration and owner of the Expeditionary Force Development System, is responsible for developing Marine Corps combat requirements including doctrine, organization, training and personnel.

1. Organizational requirements are set forth in Tables of Organization (T/O), and are tabulated with number codes derived from the Marine Corps Occupational System. The codes define the different individual skills required by Marine Corps organizations. The same codes are used by the Deputy Commandant, Manpower and Reserve Affairs to develop and maintain a personnel inventory of skilled Marines for assignment to meet the organizational requirements of the organizations. Reference NAVMC 1200.1A W/CH 1.

Military Occupational Specialty (MOS). An MOS is a four-digit code consisting of the Occupational Field code completed by two additional digits. It describes a set of related duties and tasks that extend over one or more grades required by units of the OpFor and Supporting Establishment. MOS codes are used to identify skill-knowledge requirements of billets in tables of organization, to assign Marines with capabilities appropriate to required billets, and to manage the force. Types of MOS include Basic MOS, Primary MOS (PMOS), Necessary MOS (NMOS), Free MOS (FMOS), and Additional MOS (AMOS); definitions for each MOS are provided in this manual. See also Core Skills, Core-Plus Skills, Occupational Fields and Required Training. Reference NAVMC 1200.1A W/CH 1.

Mission. The task, together with the purpose, that clearly indicates the action to be taken and the reason therefore. In common usage, especially when applied to lower military units, a duty assigned to an individual or unit; a task. Reference MCO 3000.13.

Mission Essential Task (MET). A MET is an externally focused task that is critical to mission accomplishment. Three categories of MET exist:

a. Core MET: A task that all units of the same type are organized, trained, and equipped to perform.

b. Core plus MET: A task that may be required of a unit, but not all units of the same type, in addition to its core METs. Core plus METs reflect additional capabilities that may be required to support a specific CCDR or a mission that is limited in duration or scope; additional resources (personnel, equipment, or training) may be required to perform a core plus MET.

c. Assigned MET: A task critical to the accomplishment of a specific mission, operation, or deployment; usually a core or core plus MET. Reference MCO 3502.6A.

Mission Essential Task List (METL). The set of all METs that a unit is organized, trained, and equipped to perform. An assigned METL is the set of all core, core plus, and assigned METs for a unit critical to a single mission, operation, or deployment. The unit assigned METL, which is developed from core and core plus, or assigned METs provides the basis for pre-deployment training objectives and assessment. Reference MCO 3502.6A.

Mobilization. The process by which the Armed Forces are brought to a state of readiness for war or other national emergency. This includes activating all or part of the Reserve Component as well as assembling and organizing personnel, supplies, and material. Mobilization includes the following categories:

- a. Selective mobilization: Expansion of the active forces resulting from action by Congress and/or the President to mobilize Reserve Component units, individual ready reservists, and the resources needed for their support to meet the requirements of a domestic emergency.
- b. Partial mobilization: Expansion of the active forces resulting from action by Congress or the President to mobilize Reserve Component units, individual ready reservists, and the resources needed for their support to meet the requirements of a war or national emergency involving an external threat to national security.
- c. Full mobilization: Expansion of the active forces resulting from action by Congress or the President to mobilize all Reserve Component units, and individuals in the existing approved force structure, as well as retired military personnel, and the resources needed for their support to meet the requirements of a war or national emergency involving an external threat to national security. Reserve personnel can be placed on active duty for the duration of the emergency plus six months.
- d. Total mobilization: Expansion of the active forces resulting from action by Congress or the President to generate additional units or personnel beyond the existing force structure, and the resources needed for their support, to meet the requirements of a war or national emergency involving an external threat to national security. Reference MCO 3000.19B.

Mountain Exercise (MTNEX). MTNEX is a Service-level assessment of an exercise force, conducted in conjunction with a live-fire training exercise, to meet training standards in required core METs for missions in a complex environment, specifically addressing the technical aspects of mountain and cold weather operations; the incorporation of regional Joint and Service-level training venues in MTNEX provides the tactical integration of MAGTF elements at the battalion level and the synchronization of participating units at the MAGTF level to exercise distributed operations. MTNEX provides an alternative training venue to ITX and is conducted at Marine Corps Mountain Warfare Training Center, California; Hawthorne Army Depot, Nevada; and at Naval Air Station Fallon, Nevada.

Named Operations. Those operations designated by the President, Secretary of Defense, and/or the Joint Chiefs of Staff (e.g. OPERATION INHERENT RESOLVE). Reference CJCSI 3401.02B.

Necessary MOS (NMOS). A non-PMOS that has a prerequisite of one or more PMOSs. This MOS identifies a particular skill or training that is in addition to a Marine's PMOS, but can only be filled by a Marine with a specific PMOS. For purposes of permanent personnel assignments, as outlined by T/O listed in Total Force Structure Management System (TFSMS), a billet bearing a necessary MOS must identify a single associated PMOS even if several PMOSs are acceptable prerequisites. Reference NAVMC 1200.1A W/CH 1.

Non-deployable. The Marine Corps uses two contrasting definitions of non-deployable personnel: the Defense Readiness Reporting System- Marine Corps (DRRS-MC) definition and HQMC, DC M&RA (MMIB) definition. The two definitions are not entirely alike; the Readiness Reporting SOP utilizes criteria that falls outside the scope of administration and/or doesn't immediately correlate with MCTFS data elements while the MMIB definition relies primarily upon an algorithm of MCTFS-derived data elements.

a. The DRRS Reporting SOP (MCO 3000.13) provides three criteria for non-deployable personnel: medical, administrative, and legal.

1. Medical reasons for non-availability include: HIV positive, undergoing level-III alcohol treatment, sick in hospital, not physically qualified (medical, dental, panorex), pregnancy/post-partum, dental class 3 or 4, and physical evaluation board (PEB) determination. Unfortunately, many of the medical disqualifications list don't immediately translate to reportable data entry in MCTFS.

2. Administrative reasons for being non-deployable include EAS occurring within 7 days, home awaiting orders (PEB) mandatory retirement, terminal leave-mandatory retirement, home awaiting discharge, unauthorized absence, absentee or deserter, captured or prisoner of war.

3. Legal reasons for being non-deployable include confinement (awaiting trial, serving sentence or awaiting action), involuntary hold beyond EAS, on leave awaiting results of appellate review or in the hands of civilian authorities.

4. The Readiness Reporting SOP also includes a subjective "Commander's Call" field which allows unit commanders to define personnel as non-deployable due to wide-ranging issues such as light duty, probation, undergoing primary MOS training, and assignment to IA billet external to MAGTF.

2. DC M&RA (MMIB) defines non-deployable personnel according to a algorithm that evaluates MCTFS variables including an EAS insufficient of the cut-off for full deployment (60 days beyond the overseas return date) duty status codes, duty limit status codes, planned reenlist/extension/retirement code, and a Marine being in receipt of PSC/PCA orders. Reference MCO 3000.13, HQMC, M&RA (MMIB).

On-Board (O/B). A Marine assigned in Marine Corps Total Force System (MCTFS) with the deploying unit's present monitored command code (PMCC) regardless of TAD status, FAP status, deployed status and/or administrative assignment status. Reference HQMC, M&RA (MMIB).

Occupational Fields (OccFld). The OccFld is a grouping of related MOSSs. OccFlds are identified by the first two digits of the four-digit code and a descriptive title. Criteria to be considered in establishment of an OccFld include the total number of Marines in the OccFld, the number of MOSSs (diversity), unity of functional management, and training requirements. Reference NAVMC 1200.1A W/CH 1.

Operational Forces Command. See manning precedence categories.

Appendix D, Terms and Definitions, I MEF Manpower Sourcing Procedures

**Operational Readiness.** The capability of a unit/formation, ship, weapon system, or equipment to perform the missions or functions for which it is organized or designed. See also Readiness. Reference JP 1-0.

**Operations Tempo (OPTEMPO).** The rate at which units of the armed forces are involved in all military activities, including contingency operations, exercises, and training deployments. Reference MCO 1300.8.

**Overseas Control Date (OCD).** OCDs are Marine Corps-unique and governed solely by Marine Corps policy. The Marine Corps administratively uses OCDs internally to manage the assignment of Marines between overseas and CONUS and between deployment-designated and non-deployment designated unit assignments. OCD provides equitable rotation or reassignment policy between overseas and CONUS assignments and between deployment-designated units (units that routinely support major deployments, e.g., MEUs and UDPs) and units that do not normally deploy; the intent is to fair share the burden of major overseas deployments and overseas assignments among Marines. OCDs may be changed by two distinct methods, either by adjustment or by update.

a. An adjustment is a one-day for one-day adjustment (i.e., increase) of a Marine's OCD, based upon their accrual of creditable deployment days. For example: a Marine's OCD is 13 February 2000. The Marine deploys (creditable days) for three days during June of 2016. The Marine's OCD is then adjusted to 16 February 2000. OCDs are automatically adjusted in the Marine Corps Total Force System (MCTFS) upon an administrative DEPTEMPO transaction reporting deployed days.

b. A Marine's OCD may also be updated (given a current OCD) to reflect the date the Marine completed one of four creditable events listed below:

1. Completion of permanent overseas assignment, dependent-restricted, accompanied or unaccompanied, including Marines on dependent-restricted assignments completing a minimum of 270 consecutive days overseas.

2. Completion of at least 270 consecutive days deployed overseas, regardless of the type of unit the Marine is assigned to and regardless of whether deployed to an imminent danger pay or hostile fire pay area or not.

3. Completion of two consecutive major overseas deployments (e.g., MEU and/or UDP or equivalent) of at least five months (150 days, not waivable) duration each, during the same or continuous OPFOR tour. "During the same or continuous operating force tour" means the Marine remained assigned to the OPFOR for both deployments vice having an intervening permanent reassignment to a non-operating force tour.

4. Completion of at least 180 consecutive days (not waiver-able) deployed to a "hostile fire area". Reference MCO 1300.8.

**Partial Implemented Unit.** A unit (monitored command code) with a deployment demand signal 65% to 89% of the unit's table of organization (T/O), evaluated over a determined time period (30 days). Reference HQMC, M&RA (MMIB).

**Permanent Change of Assignment (PCA).** The action whereby member(s) and/or units are relocated for duty to another MCC within the same camp, corporate

limits, or metropolitan area. In the case of a PCA, proceed and delay is not routinely authorized and normally no entitlement to travel or transportation accrue to the member. Travel and transportation entitlements may, however, be authorized by CMC (MM). Reference MCO 1000.6

Personnel. Those individuals required in either a military or civilian capacity to accomplish the assigned mission. Reference JP 1-02.

Personnel Reporting Instructions User Manual (PRIUM). Establishes the guidance, procedures, and techniques for Marines involved in all aspects of personnel reporting, whether active or reserve. The PRIUM prescribes responsibilities for the maintenance of personnel records and establishes doctrine for conduct of personnel reporting. See also MCTFS, Diary Certification, Unit Diary. Reference MCO P1080.33.

Permanent Change of Assignment (PCA). A transfer between MCCs at the same Permanent Duty Station when the authority to move HHG or the entitlement to travel payment does not exist. An example would be the transfer of a Marine from the 1st Marine Division to MCB Camp Pendleton. Reference MCO 1300.8.

Permanent Change of Station (PCS). The transfer of a Marine or unit from one permanent station to another; includes the assignment from home or from the place which ordered to active duty, to first station upon appointment, call to active duty, enlistment, or induction and from last duty station to home or to the place from which the Marine entered the service, placement upon temporary disability retired list, release from active duty, or retirement. It also includes a duly authorized change in homeport of a vessel or mobile unit. Reference MCO 1300.8.

Personnel Tempo (PersTempo) also known as "Deployment Tempo" (DepTempo). The amount of time a Marine is engaged in their official duties, including official duties at a location or under circumstances that make it infeasible for the Marine to spend off-duty time in the housing in which the Marine resides when on garrison duty at the Marine's permanent duty station.

a. The FY2000 National Defense Authorization Act (NDAA) requires all services track and monitor the days each service member is either deployed or otherwise performing duties that prevent that individual from returning to his or her normal billeting area during periods of authorized liberty. This is referred to as Personnel Tempo (PersTempo) tracking. For Personnel Tempo there are two general types of events tracked, 'Deployment' and 'Non-deployment'.

b. For the purposes of PersTempo a Marine is considered 'Deployed' when, subject to orders, that individual is performing duties at a location other than his/her permanent duty station or, if assigned to a ship or vessel, the local operating area of that ship or vessel. Exceptions: A Marine is not deployed when performing service as a student or trainee at a school or being confined as a result of disciplinary action regardless of location.

c. Personnel Tempo non-deployments. For the purposes of PersTempo a Marine is considered to be in a 'Non-deployment' status on any date a Marine is not deployed as defined above, and is not allowed to return to his or her residence or billeting area at his or her permanent duty station during

normal liberty periods due to the performance of military duties. Reference MCTFS PRIUM, MCO 1300.8.

Physical Evaluation Board (PEB). Established to act on behalf of the SECNAV to make determinations of fitness to continue naval service, entitlement to benefits, and coordinate disability ratings of Marines referred for disability evaluation. Reference MARADMIN 636/09.

Priority Command. See manning precedence categories.

Primary MOS (PMOS). A four digit code used to identify the primary skills and knowledge of a Marine. MOSs are awarded when performance based criteria have been met as set forth in the Individual Training Standards (ITS) and Training and Readiness (T&R) Manuals. Only enlisted Marines, Warrant Officers, Chief Warrant Officers, and Limited Duty Officers are promoted in their primary MOS. Changes to an Active Component Marine's PMOS without approval from CMC (MM) and changes to a RC Marine's PMOS without approval from CMC (RA) are not authorized. See also Military Occupational System and Military Occupational Speciality. Reference NAVMC 1200.1A W/CH 1.

Personnel Reporting User Instruction Manual (PRIUM). A Marine Corps directive which establishes the guidance, procedures, and techniques for Marines involved in all aspects of personnel reporting. The PRIUM prescribes responsibilities for the maintenance of personnel records and establishes doctrine for the conduct of personnel reporting and is utilized as the official reporting authority. Reference PRIUM.

Proportionate Share Command. See manning precedence categories.

Readiness. The ability of U.S. military forces to fight and meet the demands of the national military strategy. Readiness is the synthesis of two distinct but interrelated levels: Unit Readiness and Joint Readiness. Unit readiness is the ability to provide capabilities required by the combatant commanders to execute their assigned missions. Joint Readiness is the combatant commander or Joint Task Force (JTF) Commander's ability to integrate and synchronize ready combat and support forces to execute assigned missions. Reference JP 1-02.

"Red Line." The Commandant of the Marine Corps directs that units will be staffed to a minimum level, or "red line" based upon that unit's manning precedence category. Red line manning percentage is derived from the cumulative manning of all manned (or ASR-bought) billets within a particular unit. The aggregate manning level of all units within a specific manning precedence category should coincide with the minimum "red line" value of that precedence category (Excepted Command, Operational Forces Command, Priority Command, Pro Share Command). See also Manning. Reference MCO 5320.12H.

Request for Forces (RFF). A request from a CCDR or force provider for units or capabilities to address requirements that cannot be sourced by the requesting headquarters. The request is generated because (either) the unit or capability is not resident in existing assigned or allocated forces or the unit or capability is not available due to current force commitments with other ongoing requirements in the CCDR's AOR. RFFs are not used to request forces for exercises or individual requirements. Reference MCO 3120.12.

Required Training. Initial Skills training expected to be received by Marines after completion of recruit training, where core skills training is provided, normally at an MOS producing formal school course. Required training is not limited to attaining entry-level MOS qualification; career MOS certification training (that may or may not result in a new PMOS) is encompassed by the term required training. Required career MOS training and qualification is expected to be completed by each Marine as limited career potential may result from failure to attain and maintain required training and qualifications. Reference NAMVC 1200.1A.

Risk. Probability and severity of loss linked to hazards. Three categories of risk are outlined in MCO 3120.12:

- a. Military risk - The ability of U.S. Armed Forces to adequately resource and execute military operations in support of the strategic objectives of the National Military Strategy.
- b. Operational risk - Those risks associated with the current force executing the strategy successfully within acceptable human, material, financial, and strategic costs.
- c. Strategic risk - The potential impact upon the United States including our population, territory, and interests, of current and contingency events given their estimated consequences and probabilities. Reference JP 1-02, MCO 3120.12.

Security Clearance. An administrative determination by competent authority that an individual is eligible for access to classified information. See also Joint Personnel Adjudication System. Reference JP 1-0.

Separation date. The date a Service member leaves the active Military Service to include mandatory separation or approved retirement date, mandatory release date, expiration of service agreement date, or completion of enlistment date. Reference DODI 1315.18.

Service Augments (SA). See Individual Augments.

Service Level Training Event (SLTE). Requirements that involve the identification, de-confliction, prioritization and scheduling of Service level training events (those under the cognizance of Training and Education Command (TECOM)) to prepare Marine Corps Operating Forces for deployment. This includes tailoring training to maintain proficiency in core mission essential tasks (MET), building competency in core-plus METs, and achieving overall readiness to execute assigned missions and tasks. Events such as Large Scale Exercise (LSE), Integrated Training Exercise (ITX), Mountain Exercise (MTNEx), Talon Exercise (TALONEX), and Tactical MAGTF Integration Course (TMIC) are examples of Service Training exercises. Reference MCO 3120.12.

Shortfall. The lack of forces, equipment, personnel, materiel, or capability, reflected as the difference between the resources identified as a plan requirement and those apportioned to a commander for planning that would adversely affect the command's ability to accomplish its mission. Reference JP 1-02.

Sourcing. Identification of actual forces or capabilities that are made available to fulfill valid CCDR requirements. Reference MCO 3120.12.

Supporting Establishment. The supporting establishment (SE) supports the training, sustaining and equipping of the operating forces. The SE consists primarily of Marine Corps Installations Command (MCICOM) who serve as the single authority for all Marine Corps installation matters exercising command and control, oversight, establishing policy, and prioritizing resources to optimize installation support to the operating forces, tenant commands, Marines, and family member. The SE also includes the Marine Corps Recruiting Command, the Marine Corps Combat Development Command, Marine Corps Logistics Command, and the Marine Corps Systems Command, as well as all training activities and formal schools. Reference MCO 3120.12.

Stabilization. The process of requesting that a deploying Marine remain assigned to a unit for training, deployment, post-deployment actions, and cohesion. Reference HQMC, M&RA (MMIB).

Staffing. Whereas "manning" describes the process of allocating end strength against the total requirement "staffing" is the term used for HQMC DC/M&RA when describing the assignment of personnel to commands based upon priorities established by the Commandant of the Marine Corps. Reference MCO 5320.12H.

Staffing Goal. A computer-generated assignment target that provides an equitable distribution of grades and skills according to inventory availability and current distribution policies. By their nature, staffing goals change continuously, reflecting changes in both the chargeable inventory and authorized strengths. Staffing goal is prepared by an optimizing process in which the inventory grade and skill mix is compared to the authorized mix specified by each command's authorized strength. The process allocates goals in direct relation to each command's staffing precedence. The total of all staffing goals is equal to the total number of chargeable by grades and skills, on active duty at the time the goals are computed, without regard to the movability (time on station) of the asset. Staffing goal represents a numerical assignment target six months in the future, which the assignment monitor will strive to attain. Reference MCO 1000.6.

"Stressed MOS." A non-doctrinal term referring to personnel in PMOS communities sourced to GFM, SLTE, and exercise support requirements on a frequent, recurrent basis - the result of which brings the MOS community below 70% on-hand availability, in aggregate. The "Stressed MOS" report is compiled monthly by MEF G-1; the factors used to determine non- availability include:

1. Marines deployed outside the United States
2. Marines currently stabilized to deploy
3. Marines in dwell (1:2)
4. Marines within 6 months of EAS
5. Marines in receipt of PCS orders
6. Marines whose records include a medically non-deployable duty status or pending legal action
7. Marines currently executing separation leave

See also High demand/low density MOS, Critical MOS, Critical Specialty Personnel.

Table of Organization (T/O). A document that prescribes the mission, structure, and validated requirements of an activity in terms of the grade, MOS, and billet description. It is the basic document that describes, in billet line detail, the composition of every Marine unit. Each T/O is described by a five-digit, alpha-numeric code and an effective date. Reference MCO 1000.6.

Temporary Reporting Unit Code (TRUC). The PRIUM directs that Marine Corps personnel attached to a reporting unit, in compliance with orders for temporary additional duty (TAD) for a period of 31 days or more, will be attached excess rather than joined to the reporting unit. Personnel attached TAD excess will remain assigned to the parent unit but will populate on the rolls of the attaching unit. A temporary reporting unit code (TRUC) will denote the member being assigned TAD excess to a supported command. See also Additional TRUC. Reference PRIUM.

Test and Evaluation (T&E). Category of requirements which include support for Marine Corps efforts to operationalize new warfighting concepts and equipment integration through field testing with Operating Forces. Reference MCO 3120.12.

Time on station. The elapsed period of time a member has been permanently assigned to an installation, naval vessel, or other authorized assignment location. Reference DODI 1315.18.

Unit. Any military element whose structure is prescribed by competent authority; an organization title of a subdivision of a group in a task force. Reference JP 1-02.

Unit Diary. The basic input medium of MCTFS, unit diary is used to report personnel gains and losses, establish information and change, delete, or correct previously reported information based on day-to-day occurrences.

a. Unit Diary/Marine Integrated Personnel System (UD/MIPS) is the input/output application system within the MCTFS and can be used from any location worldwide using Marine Corps and DoD command and control support.

b. Transactions on collected UD's are edited to ensure they meet specified logical conditions, which will allow them to be processed against the Central Master File (CMF), which contains all individual computer records. Transactions that pass these edits then update the CMF.

c. Records that have been updated during MCTFS cycles may be viewed using Marine On-Line, UDMIPS or Operational Data Store Enterprise (ODSE). Leave and Earnings Statements, Basic Individual Record/Basic Training Record (BIR/BTR), Record of Emergency Data (RED), Record of Service (ROS) and unit quality control reports all reflect the current condition of the CMF as of the most recent MCTFS processing date.

d. Timely reporting of MCTFS information is considered to be 5 working days from the date of occurrence to the date of unit diary certification. Accuracy and completeness should not be sacrificed to meet the 5-day goal.

However, due to the influence the unit diary process has on the Marine's pay, it is imperative that certain unit diary transactions receive special attention to ensure their timely submission. Reference MCTFS PRIUM.

Unit cohesion. A continuum that staffs units to train and deploy in support of combat operations, and upon return, allows commanders to retain key leadership, thereby providing decisive, engaged leaders and sustaining resiliency. Reference MARADMIN 585/11.

USMC Force Synchronization Playbook. Playbook is a web-based tool that captures baseline requirements and allows MARFORs, MEFs and the SE to view global requirements, missions/tasks, and determine sourcing feasibility and associated risk if tasked to source. MARFORCOM maintains an updated working version of Playbook on the MARFORCOM G3-5-7 website (SIPR).

Validation. Execution procedure whereby all the information records in a time-phased force and deployment data are confirmed error free and accurately reflect the current status, attributes, and availability of units and requirements. Reference JP 1-02.