



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

I MEFO 1320.2  
G-1/OPS

FEB 16 2018

I MARINE EXPEDITIONARY FORCE ORDER 1320.2

From: Commanding General, I Marine Expeditionary Force

To: Distribution List

Subj: ASSIGNMENT AND DISTRIBUTION OF PERSONNEL TO DEPLOYING UNITS

Ref: (a) MCO 1300.8 (Marine Corps Personnel Assignment Policy)  
(b) MCO 1500.60 (Force Preservation Council Program)  
(c) I MEF Policy 8-17 (I MEF Deployment Reintegration and Reset)  
(d) MCBUL 3120 (USMC Playbook)

Encl: (1) Commander Authorities for Late Check-Ins  
(2) Sample Approval Letter

1. Situation

a. Background. Manpower distribution to deploying units is a continuous process that is managed by Manpower Management Integration Branch (MMIB), Manpower Management Enlisted Assignments (MMEA), Manpower Management Officer Assignments (MMAO), and I Marine Expeditionary Force's (MEF) Major Subordinate Commands (MSC) and Marine Expeditionary Units (MEU). The process culminates when an individual Marine or Sailor is issued Permanent Change of Station (PCS), Permanent Change of Assignment (PCA) and Temporary Additional Duty (TAD) orders to an implemented, partially-implemented, or deploying unit. Although Headquarters Marine Corps (HQMC) M&RA has procedures in place to prioritize implemented units for staffing by the D-180 to D-210 mark, it is not uncommon for individuals to report after D-180. Reasons for late arrivals include but are not limited to career-enhancing schools, Professional Military Education (PME), low-density Military Occupational Specialties (MOS)/inventory shortages, and promotion boards. As individuals are delayed, a command's ability to ensure Pre-deployment Training Program (PTP) requirements are met are diminished and the risk to unit, risk to individual, and risk to mission increases.

b. Definitions

(1) Late check-ins. Individual Marines or Sailors who arrive to an implemented or deploying unit after D-180.

(2) Implemented Unit. A unit with a Table of Organization and Equipment (TO&E) that has been identified, per reference (d), for an emergent or rotational global force management requirement.

2. Mission. Create policy, guidance, and timelines for implemented/deploying units who receive individuals after the D-180 date in order to ensure oversight per reference (b) and reduce overall risk.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

### 3. Execution

#### a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide policy and guidance for MSCs on manpower and staffing prior to deployment in an effort to mitigate risk and create decision points for commanders' assessments and oversight when joining new Marines/Sailors before a deployment. Operational risk management, training, and readiness issues will arise when new joins arrive late in the PTP cycle. MSCs will enforce I MEF policies, orders and will implement best practices on how to develop and integrate new joins after the D-180 date. It is the responsibility of every commander and small unit leaders at every level to plan accordingly and ensure success through supervision and risk mitigation.

#### (2) Concept of Operations

(a) The overall guidance for the preponderance of individuals who arrive inside D-180 is for the Marine/Sailor to deploy with the unit. However, as the situation dictates, some Marines/Sailors who arrive too late should be redirected to either an adjacent or higher command in coordination with MMEA or MMOA. The following timelines and documentation shall be adhered to.

1. D-180 to D-91. New joins arriving to an implemented or deploying unit D-180 to D-91 likely pose little-to-no risk to the commander and his mission. The O-5 level commander can make his own assessment and determination on how best to integrate new joined Marines/Sailors or recommend their transfer to adjacent or higher commands as situation dictates. The commander's decision should be based on an assessment that includes, but is not limited to, a Force Preservation Council (FPC) screening in accordance with reference (b).

2. D-90 to D. Marines/Sailors arriving to an implemented or deploying unit during this period may pose a moderate risk to the commander and his mission. The first O-6 level commander in the individual's chain of command will assess each Marine/Sailor individually and either approve or disapprove these late joins to deploy with the implemented unit. The commander's assessment shall include a FPC screening. Approval must be documented via naval letter format and a copy distributed to the G-1 of the first Commanding General (CG) in the individual's chain of command. If the Marine/Sailor will not join the implemented unit, then the next command will issue TAD orders or work closely with MMEA or MMOA to ensure the Marine/Sailor receives PCA/PCS orders to an adjacent or higher command.

### 4. Administration and Logistics

#### a. Administration

(1) Forward a copy of any correspondence generated by this Order to the first CG in the individual's chain of command.

(2) This Order is published electronically and can be accessed on-line via the I MEF G-1 homepage at: <http://www.imef.marines.mil/Staff-Sections/Principal-Staff/G-1-Admin/IMEF-Orders/>

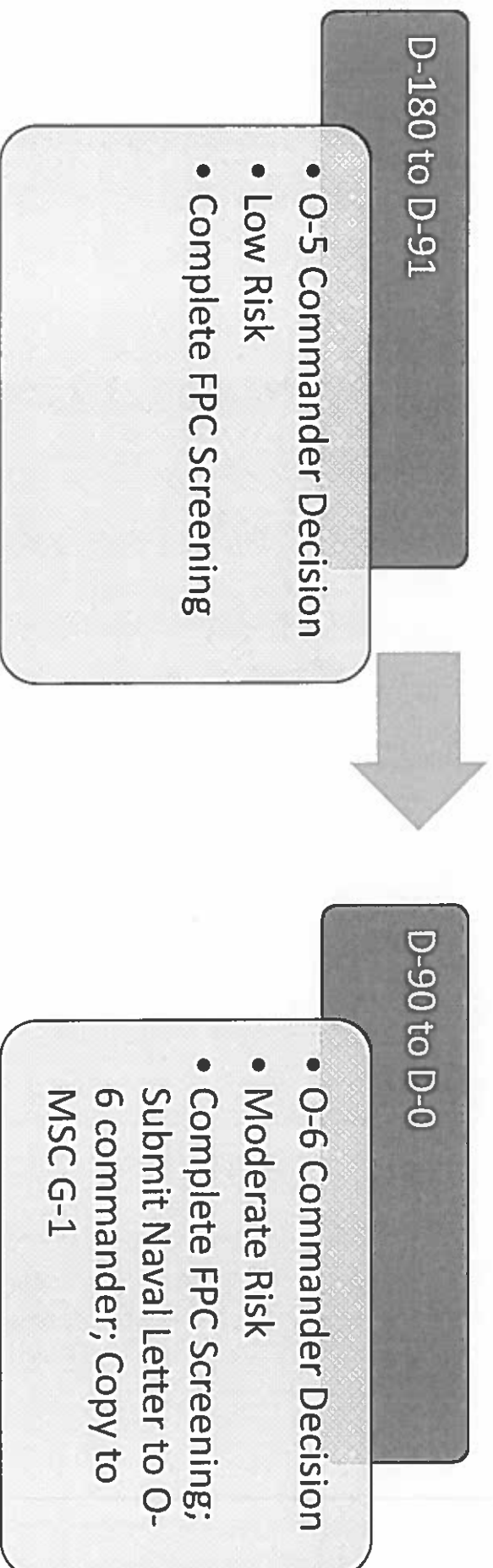
#### b. Logistics. None.

5. Command and Signal. This Order is applicable to all I MEF commands. This Order is effective the date signed.

  
LEWIS A. CRAPAROTTA

DISTRIBUTION: I/II

# Commander Authorities for Late Check-Ins



ENCLOSURE (1)

Sample Approval Letter



**UNITED STATES MARINE CORPS**  
(INSERT PROPER LETTERHEAD)  
(INSERT BOX #####)  
CAMP PENDLETON, CA (INSERT ZIP CODE)

1320  
S-1/ADJ

From: Commanding Officer, 1st Marine Regiment  
To: Commanding Officer, 3d Battalion, 1st Marines (V31)  
Subj: REQUEST FOR LATE JOIN TO IMPLIMENTED UNIT IN CASE OF SERGEANT YOU R.  
MARINE 1143545233/0231 USMC  
Ref: I MEFO 1320.2  
Encl: 3d Battalion, 1st Marines Request ICO Sgt You A. Marine  
123456789/0231 USMC

1. After careful consideration of the O-5 level commander's risk assessment, the results of the Force Preservation Council (FPC), and the fact that SNM's Military Occupational Specialty is high demand and low density, this command approves this request to deploy Marine/Sailor inside D-90.
2. The point of contact for this matter is the 1st Marine Regiment Adjutant, First Lieutenant I. M. THEADJUTANT at (760) 725-xxxx.

I. M. COLONEL

Copy to: 1st MARDIV G-1

Enclosure (2)