



UNITED STATES MARINE CORPS  
I MARINE EXPEDITIONARY FORCE  
U.S. MARINE FORCES PACIFIC  
BOX 555325  
CAMP PENDLETON, CALIFORNIA 92055-5325

I MEFO 3311.2

G-3

JUN 11 2019

I MARINE EXPEDITIONARY FORCE ORDER 3311.2

From: Commanding General  
To: Distribution List

Subj: I MARINE EXPEDITIONARY FORCE (MEF) TACTICAL AIR CONTROL PARTY (TACP) PROGRAM

Ref: (a) MCO 3311.2, TACP Program  
(b) NAVMC 3500.42C, Tactical Air Control Party Training and Readiness Manual (TACP T&R)  
(c) Joint Fire Support (JFS) Executive Steering Committee (ESC) Action Plan (AP) Memorandum of Agreement (MOA) 2004-01 Joint Terminal Attack Controller (JTAC)  
(d) JFS ESC AP MOA 2004-02 Forward Air Controller (Airborne) (FAC(A))  
(e) JFS ESC AP MOA 2004-03 Joint Fires Observer (JFO)  
(f) MCO 1301.25C, Assignment of Aviation Officers as Air Officers and Forward Air Controllers  
(g) MCO 1553.10, Marine Corps Training Information Management System (MCTIMS) Standard Operating Procedures (SOP)  
(h) Unit Tables of Organization

Enclosure: (1) I MEF Inspectors Checklist

1. Situation. The Marine Corps has established policy and procedural guidance for the administration of a Tactical Air Control Party (TACP) program with reference (a). The Marine Corps TACP program uses reference (b) in order to ensure the minimum training requirements found in references (c) and (d) are met. This Order establishes policy and procedural guidance specific for the administration of the I Marine Expeditionary Force (MEF) TACP program.

2. Mission. Organize, train, and equip TACPs in order to integrate Close Air Support (CAS) and supporting arms coordination throughout the Marine Air-Ground Task Force (MAGTF).

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Purpose. The TACP Program establishes policies and procedures for the administration, training, documentation, and employment of TACPs assigned to I MEF in order to ensure qualified personnel are able to integrate the six functions of Marine aviation in an operational environment.

(b) Method. I MEF will oversee TACP training to increase both individual and unit readiness across all parts of the MAGTF. Using reference

DISTRIBUTION STATEMENT A: Approved for public release;  
Distribution is unlimited

(d), TACPs assigned to I MEF will integrate the six functions of Marine aviation within I MEF, and with other service and joint assets.

(c) End state. Highly trained and effectively equipped TACPs that consist of certified, qualified, and designated Joint Terminal Attack Controllers (JTACs), Forward Air Controllers (FACs), and Joint Fires Observers (JFOs) that are ready to support any assigned I MEF mission.

(2) Concept of Operations. I MEF TACP Program Manager will be directly responsible to the I MEF Fires and Effects Coordinator (FEC), I MEF G-3, and I MEF Commanding General (CG) to execute the I MEF TACP program in accordance with reference (a) while utilizing reference (b) for training standards. The I MEF TACP program will be at a minimum a three-phased program as detailed by reference (a), however service members assigned to I MEF will go through a four-phased approach as shown in figure (1). This timeline may be fluid based on aircraft availability and unit operational requirements.

- Phase I - Pre-Certification (Primers)
- Phase II - Certification (Core Skill Introduction)
- Phase III - Qualification/Designation (Core Skill)
- Phase IV - Sustainment/Upgrade (Core Skill Plus/Instructor/Evaluator)

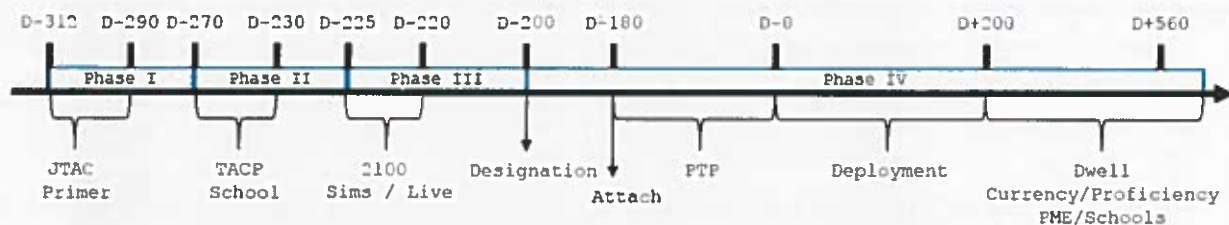


Figure 1. Timeline and Phasing for TACP Personnel Training

#### b. Tasks

##### (1) Assistant Chief of Staff (AC/S) for Operations (G-3)

(a) Designate I MEF G-3 Fires and Effects Coordination Center (FECC) as the office of primary responsibility for all TACP management and oversight within I MEF.

(b) Establish policies and procedures for the administration, training, and documentation of JTACs, FACs, and JFOs within I MEF in accordance with reference, (a), (b), (c), and (e).

(c) Supervise the standardization and execution of I MEF TACP Program.

(d) Ensure and enforce compliance with this Order and all other related and applicable directives.

(e) Designate a representative to attend the United States Marine Corps (USMC) JTAC Scheduling Conference.

(f) Conduct Operational Planning Team (OPT) review of references (f) and (h) to ensure current Tables of Organization/Equipment (TO/E) matches desired employment models within I MEF.

(g) Coordinate with 3d Marine Aircraft Wing (3d MAW) to ensure I MEF is staffed appropriately with air officers and FACs in accordance with reference (h).

(h) Direct OPT review of I MEF Air Frag process and prioritization to ensure I MEF TACP and other aviation training requirements are best supported.

(i) Ensure annual review of this Order and all other orders and directives pertaining to manning, training, and equipping TACPs within I MEF.

(j) Ensure through subordinate unit TACP Program Managers (PM) that I MEF TACP Program is conducted in accordance with references (d), (f), and this order. Report directly to I MEF FEC for issues pertaining to the I MEF TACP Program that require I MEF staff action.

(k) Provide interface for I MEF TACP Program with the offices of Deputy Commandant Plans, Policies and Operations (DC PP&O), Deputy Commandant Combat Development and Integration (DC CD&I), Deputy Commandant (DC) Aviation, and CG Training and Education Command (TECOM).

(l) In cases where 1st Marine Division and 3d MAW cannot resolve assignment of qualified personnel to Battalion Air Officer or FAC billets, I MEF G-3 will assess and seek alternative sourcing, or will decide on behalf of CG I MEF which Major Subordinate Command (MSC) will accept risk.

(2) CG, 1st MARDIV

(a) Supervise the standardization and execution of the 1st MARDIV TACP Program ensuring compliance with this Order and all other related and applicable directives.

(b) Designate a 1st MARDIV TACP Program Manager (PM) in accordance with reference (d).

(c) Ensure both JFO and TACP Primer Courses are provided for perspective attendees in accordance with references (b) and (b).

(d) Designate a representative to attend the USMC JTAC Scheduling Conference.

(e) Coordinate with 3d MAW and Manpower Management Officer Assignments (MMOA) to ensure 1st Marine Division is staffed appropriately with Battalion Air Officers and FACs in accordance with reference (h).

(3) CG, 3d MAW

(a) Coordinate with 1st MARDIV and MMOA to ensure 1st Marine Division is staffed appropriately with Battalion Air Officers and FACs in accordance with reference (h).

(b) Provide representation to I MEF OPT review of all I MEF Air Frag process and prioritization to ensure I MEF TACP and other aviation training requirements are best supported.

(4) CG, 1st Marine Logistics Group (MLG)

(a) Supervise the standardization and execution of the 1st MLG TACP Program ensuring compliance with this Order and all other related and applicable directives.

(b) Designate as required a 1st MLG TACP PM in accordance with reference (b).

(5) Commanding Officer, I MEF Information Group (I MIG)

(a) Supervise the standardization and execution of any TACP programs within I MIG ensuring compliance with this Order and all other related and applicable directives.

(b) Ensure all units with TACP Programs to include 1st Air Naval Gunfire Liaison Company (ANGLICO) designate a TACP PM in accordance with reference (b).

(c) Ensure 1st ANGLICO representation to the USMC JTAC Scheduling Conference.

(6) Commanding Officers, 11th, 13th, and 15th Marine Expeditionary Units (MEUs)

(a) Supervise the standardization and execution of the TACP program within the MEU ensuring compliance with this Order and all other related and applicable directives.

(b) Designate a TACP PM for the MEU in accordance with reference (b).

c. Coordinating Instructions

(1) Requests to waive or permanently change any portion of this Order or any higher headquarters order/directive will be submitted via the chain of command to the I MEF AC/S G-3 through the FECC.

(2) TACP School Scheduling. School seat allocation is the responsibility of the appropriate occupation field sponsors and will only be given to those commands that have JTAC/FAC billets assigned on their Table of Organization (T/O). Planning and Operations Group (POG) 70 (Fires Section) seats will be assigned and managed by 11th Marines and 1st ANGLICO. POG 40 (Ground Reconnaissance Section) seats will be assigned and managed by 1st Reconnaissance Bn. Major Subordinate Elements (MSEs) are authorized to work directly with their respective occupational field sponsor to define the appropriate number of seats required. Any conflicts in scheduling or allocations between the MSEs will be resolved by the I MEF G-3 FECC. Nominees must be currently holding or a candidate to hold an 8002/7502 billet. Deviations to this will be routed through the appropriate chain of command and approved by the I MEF G-3.

(3) TACP Personnel Designation Revocation. Commanders will revoke a JTAC's designation in writing when it is determined that the individual lacks the skills, abilities and/or is otherwise ineligible based on the requirements of reference (c) to continue providing terminal attack control of aircraft for JTACs and FACs or terminal guidance operations for JFOs. This documentation becomes a permanent part of the individual's JTAC or JFO training record.

(a) Individuals having the designation revoked are immediately removed from the TACP Program.

(b) Commanders must approve, in writing, an individual that has had their designation revoked upon reentry into the TACP program. This documentation becomes a permanent part of the individuals training record. Unit commanders will closely monitor training of previously disqualified individuals.

(c) Commanders will work closely with the TACP PM to develop a specific training and evaluation program to re-designate the individual. This program will list every task and type/quantity of controls that must be completed.

(d) Individuals who do not successfully complete the training and evaluation may receive one additional attempt to become re-designated, if recommended by the unit's Commanding Officer.

(e) Individuals who fail to successfully complete re-certification twice consecutively are permanently decertified from TACP duties.

(f) Commanders of TACP personnel whose designations have been permanently revoked will remove those individuals' assigned Military Occupational Specialty (MOS) and recommend the individual for retraining.

(g) Designated personnel who refuse to perform TACP duties will have their designations permanently revoked. Commanders of these individuals will void the individual's MOS and recommend the individual for retraining or separation. Commanders should consult with the local Staff Judge Advocate (SJA) regarding possible disciplinary action for individuals who refuse to perform duties before proceeding with any action to retrain or separate an individual.

(4) Unit Inspection Program. In accordance with reference (c), any unit that employs JTACs, FACs, or JFOs is required to have their TACP Program inspected every two years. These inspections will be conducted by a higher or adjacent unit Weapons and Tactics Instructor (WTI). Inspected units shall make every effort to schedule their inspection during already scheduled live fire training events in order to provide a clear picture of the unit's TACP capabilities. Individuals inspecting a unit shall not require that unit to schedule live fire events outside of their normal annual training plan. I MEF FECC will release a message at the beginning of every calendar year identifying units to be inspected and the agency conducting the inspection. Once the inspection has been completed, the WTI will out-brief the inspected unit's Commanding Officer and submit a written report to the unit's higher headquarters no later than seven days upon completion of the inspection. The report will then be forwarded to the I MEF AC/S G-3 FECC via the unit's G-3/S-3 chain. Any program deficiencies noted during the visit will be re-

inspected no later than 120 days from the visit to ensure deficiencies have been corrected. The inspecting WTI will work with the subordinate unit to schedule the unit's follow up inspection to coincide with a training event when possible.

(a) At a minimum the inspection will consist of the following:

1. Review of all JTAC, FAC, and JFO training records.
2. Witness a Joint Terminal Attack Controller-Evaluator (JTAC-E) perform an evaluation.
3. Witness a Joint Terminal Attack Controller-Instructor (JTAC-I) supervise a JTAC or FAC.
4. Witness a Joint Fires Observer-Evaluator (JFO-E) supervise a JFO.

(b) Formal Program Inspection Procedures

1. Notification Message

a. I MEF G-3 FECC will send a notification message to the unit being inspected no later than 120-days prior to inspection date.

b. The intent of the message is to formalize the dates of the visit and inform the component of the scope of the evaluation.

c. At a minimum, the notification message will include the following information:

- (1) Name, rank, and security clearance of evaluator.
- (2) Planned inspection dates.
- (3) Number and types of live/simulation control evaluations to be scheduled.
- (4) List or number of individuals to evaluate.
- (5) Support required.

2. Inspection Process

a. Upon notification of inspection, units are to begin preparation for inspection and contact inspecting agency to set up pre-inspection assist and/or to schedule inspection.

b. The inspection will take place no earlier than 121 days of notification and the conduct of the inspection will take no longer than two weeks to complete.

c. The inspection team will report inspection results to the inspected unit's Commanding Officer no later than 7 days after the inspection. The report will be forwarded through the inspected unit's higher headquarters to the I MEF G-3 FECC no later than 30 days post inspection.

d. Inspected units will be afforded a period of no less than 180 days to conduct program remediation if required.

e. After a unit is inspected and the report is forwarded to the I MEF G-3 FECC, a determination will be made in regards to the necessity of a re-inspection. If a re-inspection is deemed necessary the I MEF G-3 FECC will notify the inspected unit within 30 days of inspections completion. The notification will include date, scope and inspectors for the re-inspection.

f. After remediation and re-inspection a final report will be submitted to the inspected unit's Commanding Officer within seven days after the completion of the inspection. The report will be forwarded through the inspected unit's higher headquarters to the I MEF G-3 FECC for final review no later than 30 days post re-inspection.

g. Final results of all unit inspections will be consolidated and briefed to the I MEF AC/S G-3 via the I MEF G-3 FECC no later than 30 days post inspection process.

(5) Individual Evaluations. JTAC-Is and JTAC-Es will use the grade sheet of the unit being inspected to document all qualification level training and evaluations. All unsatisfactory evaluations will be signed by the unit WTI/JTAC-E and made part of the individual's permanent record. JTAC-Es will be evaluated by a WTI. WTIs shall be evaluated by adjacent or higher unit WTIs. Evaluation procedures will be in accordance with reference (c).

(a) JTAC-I/E Requests

1. All units with JTACs/FACs on their T/O shall maintain JTAC-I/Es at the appropriate echelon of command.

2. JTAC-I/E Reporting. All subordinate command Air Officers, WTIs, or Operations/Fires Chiefs will report their units JTAC-I/Es once they have been designated by their command to I MEF G-3 FECC.

3. JTAC-I/E Scheduling. In the event a unit does not have a JTAC-I/E in their unit to conduct evaluations, that unit should contact the I MEF G-3 FECC to coordinate support. This shall be done at least 60 days prior to the actual training event to facilitate instructor availability.

4. JTAC-I/E(s) scheduling for units outside of I MEF. All external units (e.g., Marine Special Operations Command (MARSOC), Marine Aviation Weapons and Tactics Squadron One (MAWTS-1), Expeditionary Warfare Training Group Atlantic (EWTGLANT), Expeditionary Warfare Training Group Pacific (EWTGPAC) are required to contact the I MEF G-3 FECC Chief not later than four weeks prior to the actual training event if they require I MEF JTAC-E support.

5. Cancellation of JTAC-I/E Support Requests. Cancellation of JTAC-E support will be initiated by the requesting unit immediately upon realization the training will no longer occur. Cancellation notification will be routed through the appropriate subordinate command G-3 or S-3 to the I MEF G-3 FECC.

(b) Standardization. Standardization and evaluation policies and responsibilities are in accordance with reference (c). The unit TACP PM will maintain paper and electronic folders for each TACP personnel as described in reference (b). Individual folders will be physically located with the unit TACP PM unless they are checked out by the individual. TACP personnel will be responsible for providing the unit's TACP PM with the documentation required to maintain the folder, such as school completion certificates and copies of logbook entries. The unit air officer and/or TACP PM will inspect each subordinate command's paper and electronic JTAC folders during the standardization and evaluation visit to ensure compliance with reference (b).

(c) Deployment. JTACs/JFOs must be Phase III complete and designated to be combat ready for deployment. Phase I-III will ensure JTACs are trained to an equal standard prior to attaching to a unit for deployment. All JTACs/FACs shall be Phase III complete and designated by their unit commander before attaching to a supported unit for deployment. Supported unit commanders are not required to designate attached TACP members. Per reference (b), once deployed, a JTAC is considered qualified until redeployed to home station, even if he does not complete the requisite number of qualification controls. To maintain or regain qualification upon return to home station, the JTAC will be required to complete any controls for which he is delinquent and complete an 18-month Evaluation and Standardization Check if required in accordance with reference (d).

(6) JTAC Instructor and Evaluator Progression. In order to maintain standardization and a high level of proficiency within the I MEF TACP program, those individuals considered for progression to JFO-E, JTAC-I, and JTAC-E must be carefully considered. Only those individuals who demonstrate a high level of professionalism, leadership and instructional ability should be considered. In addition, potential candidates must also demonstrate in depth knowledge of fire support integration and close air support execution. Unit WTIs will carefully screen and nominate personnel to be trained as a JTAC-I or JTAC-E in accordance with reference (a) and (d). JTACs shall only be considered for progression to JFO-E, JTAC-I or JTAC-E by their parent command. In the event that a supported unit commander's mission requires the supporting individual to be a qualified instructor or evaluator, the supported unit will coordinate with the supporting unit PM to initiate and oversee the progression training. If a supported unit commander deems an instructor or evaluator necessary for mission accomplishment, a request to the supporting unit will be communicated no less than 90 days before the supporting TACP attaches.

#### 4. Administration and Logistics

a. Governing Regulations. The training standard for all TACP personnel shall be in accordance with reference (c). Reference (b) is the minimum standard in the joint CAS community. Reference (a) is the overarching Marine Corps Order that guides this document.

b. Review and Update. The I MEF FEC is responsible for ensuring the review and update of this Order. At a minimum, this Order will be reviewed annually and updated as necessary.



5. Command and Signal

a. Command. This Order is applicable to the MEF and its subordinate units.

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

6. The points of contact for this Order are the I MEF FEC and the I MEF FECC Chief.



J. L. OSTERMAN

DISTRIBUTION: I, II

## I MEF Inspectors Checklist

### TACP TRAINING MANAGEMENT

This checklist applies to all levels and types of commands that have FACs, JTACs and JFOs.

<b>Functional Area Sponsor:</b>	<b>Name of Command</b>
<b>Subject Matter Expert:</b>	<b>Date</b>
	<b>Inspector</b>
<b>Revised:</b>	<b>Final Assessment</b>
	<b>Discrepancies: Findings:</b>
<b>Overall Comments:</b>	

#### Subsection 1 – GENERAL

0101 Are the following directives maintained in support of training? JP 3-09.3, Close Air Support; MCRP 3-16.6A, JFIRE; MCO 3311.2, TACP Program; MCO 3500.42, TACP Training and Readiness Manual; JFS ESC AP MOA 2004-01 JTAC (Ground) ; JFS ESC AP MOA 2004-3 Joint Fires Observer (JFO) ; USMC TACP TACSOP; NTTP 3-22.5, ASTACSOP

Reference: N/A

Result: Comments:

#### Subsection 2 – INDIVIDUAL PERFORMANCE RECORDS

0201 Does each certified TACP member possess a currently maintained Individual Performance Record as the primary individual training activity record and are those folders standardized per the reference?

Reference: JFS ESC AP MOA 2004-01 JTAC (GROUND) ; JFS ESC AP MOA 2004-3 Joint Fires Observer (JFO)

Result: Comments:

0202 Is a Privacy Act statement signed and contained within part I?

Reference: JFS ESC AP MOA 2004-01 JTAC (GROUND) ; JFS ESC AP MOA 2004-3 Joint Fires Observer (JFO)

Result: Comments:

0203 Have the unit training managers conducted a record review semi-annually and upon members attaching or detaching from the unit?

Reference: JFS ESC AP MOA 2004-01 JTAC (GROUND) ; JFS ESC AP MOA 2004-3 Joint Fires Observer (JFO)

Result: Comments:

0204 Are unit JTACs, JTACIs, JTACEs, WTIs, Air Officers, JFOs, JFOIs, and JFOEs appropriately designated by the first O-5 or above in their chain of command?

Reference: MCO 3500.42, TACP TRAINING AND READINESS MANUAL

Result: Comments:

0205 Are CAS log entries legible, complete and accurate?

Reference: JFS ESC AP MOA 2004-01 JTAC (GROUND) ; JFS ESC AP MOA 2004-3 Joint Fires Observer (JFO)

Result: Comments:

0206 Does the TACP member's record appropriately document all necessary training events required for their level of designation?

Reference: MCO 3500.42, TACP TRAINING AND READINESS MANUAL

Result: Comments:

0207 Has the TACP member received a recurring evaluation within the required timelines?

Reference: MCO 3500.42, TACP TRAINING AND READINESS MANUAL

Result: Comments:

0208 Are all applicable formal school completions documented within part VI?

Reference: MCO 3500.42, TACP TRAINING AND READINESS MANUAL

Result: Comments

### Subsection 3 – UNIT TRAINING STAFF

0301 Do unit TACP training staff use the academic training support package provided by MAWTS-1?

Reference: MCO 3500.42, TACP TRAINING AND READINESS MANUAL

Result: Comments:

0302 Do unit TACP training staff teach doctrinal methods of fire support execution and the difference between doctrine and techniques?

Reference: MCO 3500.42, TACP TRAINING AND READINESS MANUAL

Result: Comments:

0303 Do instructors provide proper instruction and feedback during qualification training, and is that training documented appropriately?

Reference: MCO 3500.42, TACP TRAINING AND READINESS MANUAL

**Result:** **Comments:**

**0304** When conducting evaluations do unit evaluators comply with all manuals pertaining to recurring evaluations/standardization checks, identify discrepancies, and assign an appropriate grade?

Reference: MCO 3500.42, TACP TRAINING AND READINESS MANUAL, JFS ESC AP MOA 2004-01 JTAC (GROUND) ; JFS ESC AP MOA 2004-3 Joint Fires Observer (JFO)

**Result:** **Comments:**

**0305** Do unit TACP trainers have a thorough understanding of developing, administering, and debriefing simulation events?

Reference: MCO 3500.42, TACP TRAINING AND READINESS MANUAL

**Result:** **Comments:**

#### **Subsection 4 – SIMULATION FACILITES**

**0401** Does the unit possess JFS ESC accredited simulation devices that are organized in a manner that facilitates qualification syllabi?

Reference: JFS ESC AP MOA 2004-01 JTAC (GROUND) ; JFS ESC AP MOA 2004-3 Joint Fires Observer (JFO)

**Result:** **Comments:**

**0402** Do unit TACP training staff understand the operation of the simulation systems?

Reference: MCO 3500.42, TACP TRAINING AND READINESS MANUAL

**Result:** **Comments:**