



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:  
I MEFO 4355.1  
ADJ

JUN 17 2020

I MARINE EXPEDITIONARY FORCE ORDER 4355.1

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

Subj: STATUS OF COMMAND

Ref: (a) MCO 4400.150  
(b) MCO 4400.201  
(c) UM 4000-125  
(d) MCO 3000.13A  
(e) MCO 3500.26A  
(f) NAVMC 4000.5C  
(g) CMC White Letter 3-17

Encl: (1) Status of Command Letter (I MEF Template)

1. Purpose

a. To publish guidance and procedures for use during O-5 through O-8 level command turnover within I Marine Expeditionary Force (I MEF) Major Subordinate Commands (MSCs).

b. This Order supports the I MEF Campaign Plan and reflects the end state of attaining full accountability of equipment and assets, managing materiel readiness, and apportioning resources, in order to ensure that I MEF forces are postured to satisfy emerging operational requirements.

2. Background

a. I MEF remains committed to providing the best trained, manned, and equipped Marine units to support assigned missions in response to emergent crises and contingencies. Focusing our efforts to ensure our forces are balanced and right-sized to meet future security challenges, I MEF will establish the plans and processes to restore the full-spectrum readiness of our operational units.

b. To facilitate returning to a Culture of Operational Readiness as directed within the I MEF Campaign Plan, I MEF units will reinforce the renewed focus on resource stewardship by executing a systematic assessment for O-5 through O-8 level commands as they transfer command. The Status of Command turnover will utilize the Marine Corps' warfighting functions as indicators for a unit's health and effectiveness. When combined with leadership, the Warfighting functions form the elements of combat power. The ability to rapidly evaluate a unit's combat power ensures that Commanding General (CG), I MEF has developed operating forces that are prepared to provide rapidly deployable forces capable of conducting expeditionary operations in any environment independent of local infrastructure.

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3. Mission. To establish the process to execute O-5 through O-8 level Status of Command turnover within I MEF MSCs in order to attain full accountability of personnel and assets, manage equipment readiness, and allocate resources to ensure I MEF forces are postured to satisfy emerging operational requirements.

#### 4. Execution

##### a. Commander's Intent

(1) Purpose. To define and standardize the process for Status of Command turnover of O-5 through O-8 level commands within I MEF.

(2) Method. Provide a standardized manner for documenting a unit's ability to perform its mission, identify critical shortfalls, and request appropriate external support.

(3) End state. I MEF units are prepared for rapid response to crises and contingencies while simultaneously caring responsibly for the resources entrusted to the military by the American people.

##### b. Concept of Operations

(1) The I MEF Status of Command turnover process will consist of two deliverables: the Status of Command letter and the Status of Command Brief. O-5 through O-8 Commanders will use enclosure (1) as a template to ensure a thorough turnover is completed. The Status of Command is not intended to replace the normal supply focused turnover requirements dictated by the references. The Status of Command turnover will allow for a Commander-to-Commander assessment of a unit's ability to execute assigned missions by evaluating each of the Warfighting functions and reviewing the readiness assessment.

(2) The outgoing Commander, in conjunction with the incoming Commander, will submit a Status of Command letter following the format of enclosure (1) to the Reporting Senior (RS). This letter will form the basis for the Status of Command brief to the next higher Commander and his/her staff. The Status of Command letter and the unit Certificate of Relief will be presented to the relieving Commanding Officer.

##### c. Tasks

###### (1) Outgoing Commander

(a) Submit the Status of Command letter following the format of enclosure (1) to the RS no later than (NLT) 10 days prior to relinquishing command.

(b) Conduct the Status of Command brief, with the incoming commander and current staff, to your RS or their appointed representative NLT three days prior to the incoming commander assuming command.

###### (2) Incoming Commander

(a) Attend the Status of Command brief, with the outgoing commander and current staff, NLT three days prior to assuming command.

(b) Submit and brief any additional discrepancies, along with the Assumption of Command letter, 90 days after assuming command. The Commander will provide negative responses if no additional discrepancies are noted.

(3) Next Higher Commander. Receive, with your staff, the Status of Command briefing.

d. Coordinating Instructions

(1) See enclosure (1) for the Status of Command letter format. The Status of Command letter will be maintained on hand in accordance with reference (a).

(2) A Status of Command brief, containing the same information as the Status of Command letter, will be given to the incoming commander. The brief will focus on the following:

- (a) Operational readiness of the command
- (b) Material readiness of the command
- (c) Personnel readiness (key billets, critical military occupational specialties)
- (d) Training plan
- (e) Focus of effort for the next six months
- (f) Unresolved issues from turnover
- (g) Assistance required from higher headquarters

5. Action

a. This Order is effective upon receipt, and is applicable to all I MEF Commands, to include those geographically separated from Marine Corps Base Camp Pendleton.

b. This Order will be kept under continuous review and revised as required by the I MEF CE, MSCs, and MSEs.

6. Certification. Reviewed and approved this date.

  
J. L. OSTERMAN

Status of Command Letter (I MEF Template)

UNIT LETTERHEAD

**\*\*NOTE\*\*** THIS SAMPLE STATUS OF COMMAND LETTER IS PROVIDED AS A TEMPLATE FOR COMMANDERS. IT IS NOT MEANT TO BE PRESCRIPTIVE. IF ITEMS IN THIS LETTER DO NOT PERTAIN TO A PARTICULAR COMMAND, THEY SHOULD BE OMITTED. IF ITEMS EXIST IN A COMMAND THAT ARE NOT INCLUDED BELOW, COMMANDERS SHOULD MODIFY THIS LETTER AS APPROPRIATE TO INCLUDE ALL PERTINENT INFORMATION. COMMANDERS HAVE LATITUDE TO DEVELOP AN APPROPRIATE STATUS OF COMMAND LETTER WHICH IS SUITABLE TO THEIR PARTICULAR COMMAND.

4355  
CODE  
DD MMM YY

From: Outgoing Commanding Officer, Long Unit Title  
To: Incoming Commanding Officer, Long Unit Title

Subj: STATUS OF COMMAND

Ref: (a) MCO 4400.150  
(b) MCO 4400.201  
(c) UM 4000-125  
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1. In accordance with the references, the following command assessment is provided:

a. Command Summary

(1) Unit Mission Essential Task List (METL) (per Marine Corps Task List, MCO 3500.26A).

(2) Unit Strengths.

(3) Unit Weaknesses.

b. Command Status

(1) S-1

(a) Personnel. List of personnel by location (deployed, non-deployed and TAD). List current/projected critical shortages by rank, military occupational specialty (MOS), billet, and proposed action plan; provide non-End of Active Service(EAS) attrition data, unit cohesion status, and demographic overview for unit, to include number of married Marines, geographical bachelors, and exceptional family members; address proposed changes of command and effectiveness of command sponsorship/welcome aboard program. Evaluate how potential high risk personnel (e.g., motorcycle riders) are identified and how appropriate mitigation measures (e.g.,

Enclosure (1)

signing seatbelt policy letter, motorcycle letter, hazing letter, equal employment opportunity (EEO) letter, etc.) are addressed. Status of civilian personnel (including any legal matters).

(b) Administration

1. Legal. Summarize the number of non-judicial punishments (NJP) imposed during the tenure of command, and pending NJPs; number and type of courts-martial conducted during tenure of command, to include a summary of charges, pending cases (the number of Marines in pre-trial or post-trial confinement); number of administrative separations processed during the tenure of command, the basis for separation, and pending cases; number of "Request Mast" conducted during tenure of command and pending requests; number of investigations conducted during tenure of command and status of ongoing investigations; status of Marines on appellate leave; significant Staff Judge Advocate memos; blotter monitoring/action procedures; status of Marines with revoked driving privileges, in an unauthorized absence or deserter status, and in the hands of civilian authorities; status of command program VWAP, current to include projected legal personnel, and training deficiencies.

2. Correspondence/Reporting. Provide status on all outstanding fitness reports; historical data and pending status of congressional/special interest correspondence and direct inquiries; personnel casualty reports (PCRs)/serious incident reports (SIRs), sexual assault eight day reports, and suicide attempt/gesture cases that have occurred within the last 90 days.

3. Awards. Summarize number/type of awards issued, outstanding award recommendations, and the commands timeline for submission in order to meet MSC/MSE award policy.

4. Postal. Note violations/trends in inspections and the date and disposition of the last inspection.

5. Unit Information/Public Affairs. Identify Unit Information Officer (UIO) as liaison to the public affairs (PA) office. Summarize unit press coverage and historical data; identify unit identification code (UIC), identify formal training conducted and scheduled (including social media (SM) and media awareness); identify current themes and guidance (including SM), and a list of active unit official public facing Websites and SM uniform resource location (URL).

(c) Substance Abuse. Provide historical data and status of driving under the influence (DUI), driving while intoxicated (DWI), and drug/alcohol related incidents and current treatment cases. Summarize the urinalysis program to include the frequency of testing and current/projected critical personnel/training deficiencies. Identify unit coordinators and formal training conducted and scheduled. Ensure programs/processes are coordinated with MSC and/or MEF G-10 (or appropriate HHQ).

(d) Religious Ministries. Describe the effectiveness of Religious Ministry Team (RMT) using the following sources: (1) up-to-date data from Chaplain Corps Navy Chaplain Ministry Support Tool (NCMST); (2) reports on RMT support for unit suicide prevention and sexual assault prevention programs; (3) reports on activities as Operational Stress Control and Readiness (OSCAR) Extenders; (4) reports on community relations projects;

(5) reports on support for Chaplain' s Religious Enrichment Development Operation (CREDO) programs; (6) reports on efforts to promote the USMC Total Fitness initiative by teaching spiritual fitness within the command, which includes things such as offering training on moral and ethical behavior, and promoting a climate of respect for all and the dignity of all persons.

(e) Career Planning. Summarize current and projected missions; reenlistment/extension/lateral move statistics; interview goal/current status, incentive programs, and upcoming windows of opportunity (bonus, roll-out events, etc.).

(f) Family Advocacy. Summarize domestic violence/family advocacy statistics and Case Review Committee (CRC) recommendations, historical information on past/current military protection orders (MPOs), unit standard operation procedures (SOPs) for command response to alleged domestic violence and CRC attendance, and status of open cases and current treatment plans.

Ensure programs/processes are coordinated with MSC and/or MEF G-10 (or appropriate HHQ).

(g) Equal Opportunity. Provide overview of program; demographics of unit's historical information on alleged/substantiated discrimination; key unit personnel formal training conducted and scheduled; special events conducted; leadership programs; and officer recruitment plans. Ensure programs/processes are coordinated with MSC and/or MEF G-10 (or appropriate HHQ).

(h) Marine Corps Community Services (MCCS). Outline significant aspects of program; identify unit and MCCS area coordinators, formal training conducted, and scheduled events sponsored/planned; identify and ensure the appointment of current MCCS account responsible officer; provide recommended fiscal priorities and effectiveness of measures to disseminate information, in particular, for Single Marine Program and Commanding General's (CG's) Cup events; address available funds remaining in account and any service or funding issues.

(2) S-2. Identify unit personnel/billets and key concerns and shortfalls. Provide status of unit Intelligence cell and "Every Marine a Collector" training. Identify formal training conducted and scheduled. Status of isolated personnel reports (ISOPREPS) and plan for completion.

(3) S-3. Identify unit personnel/billets; key concerns and shortfalls and formal training conducted and scheduled. Summarize important security management/training issues, status of unit clearances, force protection priorities, and outstanding training requirements.

(a) Readiness Reporting. Provide overview of current/projected critical readiness issues, a status of readiness reporting training, and identify the status of readiness issues of the MSCs/MSEs. Identify unit personnel/billets; key concerns and shortfalls; and formal training conducted and scheduled. Provide an overview of the current Commander's Readiness Assessment and his/her methodology for current assessment linked to the unit's Mission Essential Task List (METL). Assess readiness of the unit's ability to perform tasks on the METL relative to the criteria of personnel readiness, training readiness, Chemical, Biological, Radiological, and Nuclear Defense (CBRND) readiness, and equipment supply and maintenance readiness.

(b) Operations. Discuss critical aspects of: unit operational experience, significant unit historical planning documents and after-action reports, risk management procedures, unit training management, the systems approach to training, the unit Training, Exercise, and Employment Plan (TEEP) relative to the METL, and Mission Essential Task (MET) linkages to the applicable Training and Readiness Manual. Provide a brief history of operations conducted in the last year and any significant lessons learned; refer to Marine Corps Center for Lessons Learned inputs and detailed AARs for additional information. Discuss the TEEP for the next 18 months to include major deployments (Special Purpose MAGTF, Marine Expeditionary Unit, etc.) along with any training exercises planned, operational pauses, etc. Identify plan to complete off-base training and planning requirements, and force deployment planning and execution accountability for air and ground transportation movements of people and things. Identify significant issues with training areas/support. Discuss the ammunition plan to support the TEEP and highlight the unit's ammunition management and forecasting in Total Ammunition Management Information System (TAMIS) relative to the short range (quarterly) and long range (annual) training plans. Discuss the fiscal plan to support the TEEP. Describe the status of key operational documents such as combat/tactical SOPs, battle rhythm overview, current training plan through the next deployment covering in detail: training goals by month, key events and major exercises (deployment for training (DFT), battalion level events, proposed site survey/leaders' reconnaissance window, etc.), schools and Professional Military Education (PME) plan, annual training events and proposed operational pauses and leave periods.

(c) Training and Education. Identify annual training requirements (physical fitness, combat fitness, rifle range, swim qualification, martial arts program, etc.) and provide a plan to complete them. Include statistics on unique training requirements such as Sexual Assault Prevention and Response (SAPR), Never Leave a Marine Behind, OSCAR, etc. Identify a schools and Professional Military Education (PME) plan, annual training events, and proposed operational pauses. Identify personnel who are PME complete and not PME complete. Identify scheduled PME seats, range safety officer (RSO)/positional safety officer (PSO) certification procedures and current personnel qualified in command. Provide data on Marines participating in educational programs and off-duty education.

(d) Body Composition Program (BCP). Provide overview with number and disposition of personnel currently in the program.

#### (4) S-4

(a) Supply. Provide Certificate of Relief, per reference (a). The relieved Commanding Officer (CO) will provide a Certificate of Relief, providing the status of the command's equipment and supply operations to the relieving CO. This portion of the Status of Command Letter will be submitted as a separate enclosure.

(b) Facilities and Property. Provide current facilities posture and layout, to include planned renovations and moves. Identify facilities master plan, including condition of facilities, failing or poor facilities, any security or mission-related infrastructure shortfalls. Review all real estate and outlying fields, range and air space, any pending actions, negotiations, or litigation. Review environmental compliance status, issues, pending litigation, fines, or projected compliance issues. Identify key

areas of concern from local or state constituencies. Identify security services/force protection shortfalls (e.g. PMO/Fire/EMS coverage) along with any reciprocal support agreements.

(c) Commercial Vehicle Posture. Provide on-hand quantity and location.

(d) Global Combat Support Systems-Marine Corps (GCSS-MC) Unit User Account Manager (UUAM) Assignments. Identify current UUAMs and those scheduled for training, training dates for the GCSS Accountable Officer.

(e) Equipment Currently Deployed/Temp Loaned/Left behind. Commanders should address where the equipment is deployed to or who it is temporarily loaned to and the duration of the deployment/temporary loan.

(f) Accountability. Address highlights of status of significant table of equipment (T/E) deficiencies; identify any command investigations pending final Missing, Lost, Stolen, or Recovered (MLSR) action; garrison property issues; internal inventory controls; validation of UER; reconciliation/validation procedures; distribution issues; and internal/external inspection trends. Address date and significant results of last inspection and action plan recommended or in effect:

1. Field Supply Maintenance Analysis Office (FSMAO)

2. Supply-Logistics Analysis Program (SLAP)

(g) Material Readiness. Provide equipment deadline report; identify current projected critical combat service support personnel shortages and equipment issues; provide highlights of past logistics inspection results; describe the effectiveness of the unit's internal inspection program; describe the effectiveness of the unit's preventive maintenance/corrective maintenance (PM/CM) and quality control programs.

(h) Medical and Dental. Provide current status of medical and dental readiness; identify issues/concerns/shortfalls; identify inspection trends and corrective action. Provide current update and status of pending medical boards and limited duty status of personnel.

(5) S-6. Summarize personnel readiness; identify any critical shortfalls; identify current/projected training shortfalls and their impact on combat capability; provide status of training jackets. Summarize supply readiness and identify deficient principal end items; summarize maintenance readiness and address status of key principal end items; identify SL-3 and Type II equipment deficiencies; identify status of record jackets; discuss issues impacting material readiness within the organization and the impact on combat capability. Provide status of Communication Security (COMSEC) material; provide accountability of all assigned COMSEC material; identify COMSEC inventory and spot check requirements. Provide overview of Information Technology capabilities; highlight security requirements, unique capabilities (coalition, commercial internet, mobility, etc.), identify unit websites/portals/social media sites; highlight shortfalls and issues impacting unit capabilities. Provide previous inspection results (FSMAO, CGRI, SMAT, LRI, LRE, COMSEC); identify completed corrective actions, pending actions, and issues impacting resolution.



(a) Classified Material Control Center (CMCC). Describe the status of classified holdings; results of last review board; major control/accountability procedures (procedures will be in accordance with existing policies for CMCC; therefore, only cover any additional measures that have been implemented and why); and a copy of most recent inventory and discrepancies.

(6) Fiscal. Summarize past fiscal inspections results and identify upcoming inspections; and the most critical aspects of current command status of funds, as well as remaining fiscal year spend plan. Address any unfunded deficiencies and resolution status. Identify any internal command financial policies such as TAD, rental cars, or local private owned vehicle mileage reimbursements. Provide a status of major financial performance indicators such as number and dollar value of unsettled travel records over 30 days; number and dollar value of delinquent travel card holders charged against the command records along with overall GTCC program assessment; and large value commitments pending obligation (contracts, etc.). Address Manage to Payroll (MTP) for civilian personnel along with any labor issues (e.g. unions, current grievances). Address contracts: at a minimum, areas that should be addressed are type of contract (IDIQ, etc.), # years (i.e. 3rd year of a base plus 4 option contract), dollar amount of contract (i.e. \$ for base, \$ for each option, total \$ for base plus 4 years). Address all types of contracts as applicable (training, goods & services, etc.)

(7) Family Readiness. Identify requirements outlined in MCO 1754.9A including Appendix N; summarize local Unit Personal and Family Readiness Program (UPFRP) policies and guidance; describe battle rhythm and upcoming events; review findings/discrepancies of the previous Commanding General's Readiness Inspection (CGRI) and address concerns; conduct Family Readiness Command Team meeting; verify written acceptance of Unit, Personal and Family Readiness Fund (U&FRF) and Accounts Payable Flow (APF) accounts, to include balance of said accounts; update commander's data in Marine On Line (MOL) and eMarine; update command information in eMarine and social media sites; identify Marine Corps Community Services (MCCS) / Human Resource requirements for civilian employees; schedule FRO performance review; identify significant aspects of program and support capabilities of MCCS Area Coordinator, facilitate meeting with Area Coordinator, CO and Family Readiness Officer (FRO); identify procedure to request list of enrollees in Exceptional Family Member Program.

(8) Voting Officer. Identify requirements outlined in MCO 1742.1B. Provide status of training and recent voting assistance reports submitted.

(9) Force Preservation. Brief statistics from the Warrior Preservation Status Report, high force preservation risk personnel overview, current and planned safety initiatives, and any outstanding safety investigations.

(10) Unit Inspection Results. For each of the following, address date and significant results of last inspection and action plan recommended or in effect:

- (a) IGMC
- (b) CGRI
- (c) Environmental Compliance
- (d) Industrial Hygiene
- (e) CCRI
- (f) FASMO

Provide status of scheduled staff assist visits (SAVs) and formal inspections.

(11) Managers' Internal Control Program (MICP). Provide a timeline of the command's internal controls program, including the scheduled submission date of the Annual Certification Statement. Provide the most current list of assessable subordinate commands and sections. Provide a list of scheduled and completed testing events. Provide a timeline and description of scheduled training events. Provide the prior and current year (if available) Statement of Assurance submissions.

(12) Unit Policies. List unique unit policies or specific unit interpretations on major policies published by higher headquarters, e.g., Drive Alive/alcohol use policies; guard orders; ammunition/range handling procedures; domestic violence guidance; suicide prevention/response; after hours physical rehabilitation program; and pre-marital counseling programs.

(13) Higher Headquarters Requirements/Reports. Summarize significant commitments, such as Fleet Assistance Program (FAP) billets, and important report/brief requirements, e.g., pre-deployment/post-deployment timelines/milestone and requirements based budgeting briefs.

(14) Pending Operations/Projects. Summarize significant pending operations/projects.

(15) Command Assistance Required. Identify specific assistance required to correct deficiencies or improve readiness and support your priorities.

2. Commander's Comments. Provide overall assessment across the warfighting functions (and lines of operations as applicable/core and assigned METs). Identify top personnel, equipment, and training priorities.

I. M. MARINE (OUTGOING COMMANDER)

Copy to: Next Higher Commanding Officer

Enclosure (1)