



UNITED STATES MARINE CORPS  
I MARINE EXPEDITIONARY FORCE  
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I MEFO 5000.3B  
SSEC

AUG 6 2010

I MARINE EXPEDITIONARY FORCE ORDER 5000.3B

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

Subj: I MARINE EXPEDITIONARY FORCE STAFF REGULATIONS (SHORT TITLE: I MEF STAFF REGS)

Ref: (a) US NAVY Regulations, 1990  
(b) SECNAVINST M-5216.5, Navy Correspondence Manual  
(c) Marine Corps Manual (MCM)  
(d) FMFM 3-1, Command and Staff Action  
(e) MCWP 5-1, Marine Corps Planning Process  
(f) MCWP 6-2, MAGTF Command and Control  
(g) I MEF Development of the 1st MEB  
(h) I MEF Campaign Plan  
(i) I MEF Policy Letter 10-16 Policy for Use of DON-TRACKER  
(j) I MEF Staff Rules of Engagement  
(k) I MEF CG Guidance to the Staff

Encl: (1) I MEF Staff Regs  
(2) I MEF Operational Planning  
(3) I MEF G-3 and G-5 Exercise Life Cycle Roles

1. Situation

a. References. References (a) through (k) are the primary sources of information relative to the I Marine Expeditionary Force (I MEF) mission, organization, operation of the Command Element (CE) and the CE staff. This Order will amplify and clarify existing doctrine.

b. I MEF Directives Relationship. The MEF Staff Regulations is one of two foundational documents along with the I MEF two-year Campaign Plan. These documents facilitate the MEF realizing the Commanding General's intent. The I MEF Capstone provides the commander the ability to define future desired conditions and conditions beyond a one-year planning and execution cycle, and direct action to move the I MEF towards that desired state. The I MEF Campaign Plan provides direction to execute commander's guidance in accordance with (IAW) the Capstone document. This execution is informed by the procedures and processes outlined in the I MEF Staff Regulations.

2. Cancellation. I MEFO P5000.3A

3. Mission. This Order publishes procedures, processes, and administrative guidance in order to guide efficient and effective staff action.

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4. Execution. This Order contains major chapter, paragraph, and organizational changes, and should be reviewed in its entirety. This Order contains the following chapters, Chapter 1 - Command and Control (C2), which broadly defines the I MEF's Mission and Organizational responsibilities; Chapter 2 - Staff Organization and Functions, which describes the Staff and I MEF Information Group (MIG) Organization and Functions; Chapter 3 - Staff Battle Rhythm, which highlights the staff synchronization of events; Chapter 4 - Staff Administration, which contains administrative support functions; and Chapter 5 - List of Acronyms and Abbreviations, which contains a glossary of commonly used acronyms and terms.

5. Administration and Logistics. Recommendations for changes to this Order are invited and should be submitted to the I MEF Staff Secretary.

6. Command and Signal

- a. Command. This Order is applicable to the I MEF CE.
- b. Signal. This Order is effective the date signed.



J. L. OSTERMAN

Distribution: I, II

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## Chapter 1 - Command and Control

### Section 1 - Organization & Responsibilities

1. Mission. When directed, I MEF deploys and is employed as a Marine Air-Ground Task Force (MAGTF) in support of Combatant Commander (COCOM) requirements for contingency response or Major Theater War; with appropriate augmentation, serves as the core element of a Joint Task Force (JTF); prepares and deploys combat ready MAGTFs to support COCOM presence and crisis response; and supports service and COCOM initiatives as required.

#### 2. I MEF Command Element Organization

a. The I MEF Command Element (CE) consists of the Commanding General (CG), Deputy Commanding General (DCG), Chief of Staff (C/S), Force Sergeant Major (SgtMaj), Force Command Master Chief (CMD CM), the Command Section Staff, the General Staff and the Special Staff as depicted in Figure 1-1.

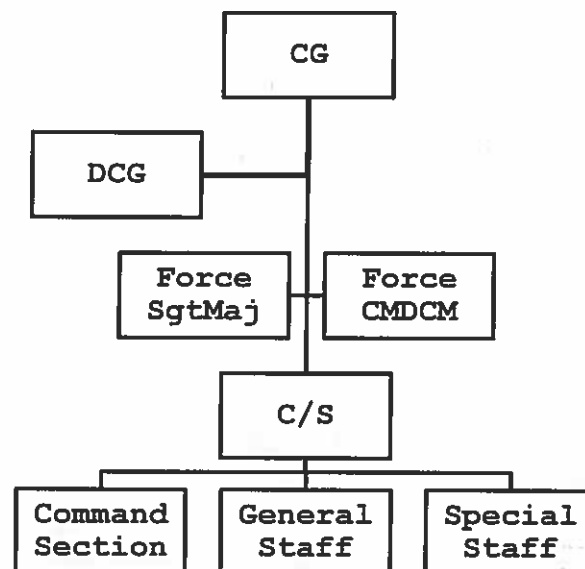


Figure 1-1: I MEF CE Organizational Chart

b. Relationship of the General, Special and Command Section Staffs. All General, Special and Command Section staff officers are responsible to the CG for the performance of their duties. General, Special and Command Section staffs work through the C/S.

c. Relationship of the I MEF CE Staff to the 1st Marine Expeditionary Brigade (MEB) CE Staff. In accordance with reference (g), the MEB CE will be formed from the I MEF CE with support from the MEF Information Group (MIG) and Major Subordinate Elements (MSEs).

d. Current scope, applicable organizational chart and functions of the CG, DCG, C/S, General, Special and Command Section Staffs within the I MEF CE can be found in Chapter 2 of this Order.

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## Section 2 - Commander's Intent

1. Purpose. Provide guidance for the execution of I MEF CE staff functioning and staff action.

2. Method

a. Staff Organization and Functioning. The I MEF CE is organized as a traditional Title 10 garrison staff. The Staff uses Knowledge Management (KM) to integrate people and processes, enabled by technology, to facilitate the exchange of operationally relevant information and expertise to increase organizational performance.

b. Primary staff functions

(1) Development and transmission of precise guidance and practical tasking.

(2) Articulation of priorities.

(3) Allocation of resources across the MAGTF.

(4) Coordination within the commander's intent.

(5) Shaping coordination and filtering information and tasking from higher, adjacent and subordinate headquarters (HQ).

(6) Development of integrated solutions that incorporate the unique perspective of all staff sections and commands.

c. Primacy of staff action. The primacy of I MEF CE functioning is to enable the CG's decision-making and to support I MEF Major Subordinate Commands (MSCs) and Major Subordinate Elements (MSEs) in task execution.

(1) Commander's Involvement. Ultimately all functions and actions are expected to support the commander and are executed within the authority of the commander. Staff functioning is considered both an art and science. Executing the direction provided by the Staff Regulations within the prescribed I MEF Battle Rhythm is the "science." Identification of decision points to involve the commander and the framing of problems for the commander's guidance is the "art." Effective staff functioning requires early and continual command involvement. Efficient staff functioning requires the presentation of pertinent information when appropriate.

(2) MSC/MSE Execution. MSCs/MSEs plan, coordinate and execute the majority of the I MEF tasks, not the I MEF CE. Accordingly, only the Commander has the authority to say "no" to an MSC/MSE request or a higher headquarters tasking. The appropriate level of command will be notified prior to a staff section providing a negative response to a subordinate command.



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d. Mission Order Tasking. Trust tactics work in both combat and in garrison. Mission Order Tasks express explicitly "who," "what", "where", "when", and "why", with particular emphasis on purpose (why); the "how" of the execution is delegated to the subordinate commander to develop. Mission order tasking relies on decentralized execution by subordinate commands. Orders and plans are brief and simple, relying on implicit communication and trust between commanders and staffs.

e. Subordinate Command Responsibility. Subordinate commanders decide how to best achieve their missions within delegated freedom of action, and exercise initiative during execution while retaining the responsibility to fulfill the Commander's intent.

f. Criticality of Time. Effective and efficient staff actions provide the MSCs/MSEs with adequate time to plan, coordinate and execute tasks. Allocate one third (1/3) of time available for MEF CE action and two thirds (2/3) for subordinate planning, coordination and execution. Orders will be mission type with emphasis on task organization, mission end state, Commander's intent, and the parameters for execution.

g. Feasibility Of Support (FOS) Request. A I MEF FOS request will always be sent via AMHS message; staff sections are authorized to release FOS messages within functional lanes, but if FOS affects other sections it must be coordinated across appropriate staff sections. The specific FOS process is outlined in Section 4-4 of this order. If the HHQ's intent is to direct tasking, regardless of I MEF response, this intent will be clearly articulated to our MSCs/MSEs. All FOS requests must be carefully considered by our MSCs/MSEs and every FOS response will include detailed analysis and articulation of risk and impacts approved by the commander.

h. Higher Headquarters (HHQ) Interaction. All HHQ tasks and requests will receive priority consideration. Responses will be provided within designated suspense; as practical, I MEF will request a minimum of five working days to conduct analyses and respond. Negative responses to HHQ tasks and requests will be provided to the command for approval prior to submission.

i. I MEF CE Priority of Effort. Priority for I MEF CE during the near-term time horizon is Title 10; man, train, and equip. However, I MEF must develop and maintain a relevant crisis response capability. Daily staff functioning will always consider the balance of force provision and crisis response.

### 3. End State

a. Staff functions and processes clearly defined and ingrained across the staff.

b. Commander's Intent developed and understood for all staff functions.

c. Commander's decision points identified and information presented for timely decision and guidance.

d. Staff actions undertaken to support MSC execution.

e. Staff actions generate integrated, practical solutions.

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## Chapter 2 - Staff Organization and Functions

### Section 1 - General Staff

#### 1. Command Element

##### a. Command Group

###### (1) Commanding General

(a) Scope. The CG commands all I MEF assigned forces and prepares to assume operational control of additional forces as directed.

###### (b) Functions

1. Ensures I MEF combat readiness in support of (ISO) I MEF Core Competencies.

2. Prepares and executes crisis response and operations plans (OPLAN)/concept plans (CONPLANS) when directed.

3. Form, train, certify, deploy, reconstitute, and when directed, provides combat ready Marine forces and force packages IAW I MEF Core Competencies, service, and combatant commander initiatives.

###### (2) Deputy Commanding General

(a) Scope. The Deputy Commanding General is directly responsible to the CG.

###### (b) Functions

1. Conducts the day-to-day functioning of I MEF as directed by the CG.

2. Succeeds to command during such periods when the CG is away from the I MEF CE.

3. Serve, when directed by the CG, I MEF, as the CG, 1st MEB or I MEF Forward.

###### (3) Force Sergeant Major

(a) Scope. The Force SgtMaj is directly responsible to the CG.

###### (b) Functions

1. Acts as the principal enlisted advisor to the CG on all matters pertaining to enlisted personnel.

2. Acts as a member of the CG's party on visits and readiness evaluations/inspection trips when enlisted personnel are involved.

3. Assists the CG in the conduct of request mast for enlisted personnel.

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4. Coordinates and consults with the CMDCM for all matters involving Navy enlisted personnel.

5. Participates in ceremonies, briefings, conferences, and other functions as designated by the CG.

6. Serves as the senior enlisted member for the I MEF Meritorious Staff Non-Commissioned Officer and Non-Commissioned Officer boards.

7. Serves as the senior enlisted member for all NCO/Marine of the Quarter and NCO/Marine of the Year boards.

8. Coordinates directly with Sergeant Major of the Marine Corps (SMMC) regarding Marine Corps enlisted matters when required.

(4) Command Master Chief

(a) Scope. The Command Master Chief (CMDCM) is directly responsible to the CG.

(b) Functions

1. Advises the CG, staff, and unit commanders regarding Navy policy for Navy enlisted matters.

2. Advises the CG, I MIG Commanding Officer, Force Surgeon, Force Chaplain, and Force Dental Officer on all matters pertaining to the morale, welfare, utilization, and training of Navy enlisted members.

3. Accompanies the CG and the I MEF Surgeon on staff visits and official functions as appropriate.

4. Interfaces with the AC/S G-1 on Navy personnel and administrative matters relative to the functioning of the Navy Personnel Services Detachment.

5. Serves as senior enlisted member for the I MEF Meritorious Junior and Senior Sailor of the Year Boards. Serves as overall coordinator for I MEF's Sailor of the Year Program.

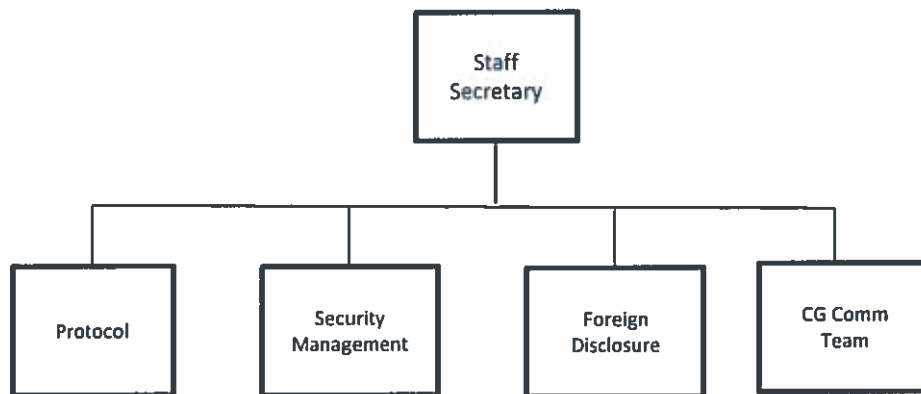
6. Coordinates directly with Master Chief Petty Officer of the Navy (MCPON) regarding Navy enlisted matters when required.

(5) Chief of Staff

(a) Scope. The C/S is directly responsible to the CG and DCG for the coordination of activities of the Staff.

(b) I MEF Command Section Organization. The I MEF Command section consists of the Staff Secretary (SSEC), Foreign Disclosure Officer (FDO), Protocol Officer, and Security Manager, as depicted in Figure 2-1.

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**Figure 2-1: Command Section Organizational Chart**

(c) Functions

1. Informs the CG and DCG about current and developing situations.
2. Reviews and submits staff products for CG approval.
3. Receives decisions from the CG, assigns and allocates the detailed work for preparing plans, orders, and instructions to implement those decisions.
4. Coordinates the promulgation of approved plans, orders, directives, and instructions to elements within the command.
5. Issues staff instructions for implementation of the CG's direction and guidance.
6. Reviews and submits reports for CG approval and directs distribution.
7. Observes and assesses execution of the CG's plans, orders, and instructions and recommends supplemental or corrective action as necessary.
8. Confirms MSCs are aware of requirements thereby ensuring the CG receives timely, accurate, and complete information.
9. Ensures close and continuous coordination with higher, adjacent, subordinate, and supported units.
10. Approves office calls for the CG and the DCG and, as appropriate, receives visitors.
11. Represents the CG and DCG when directed.
12. Directs the I MEF Staff Battle Rhythm.

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b. Command Section(1) Staff Secretary

(a) Scope. The SSEC is the principal staff assistant to the C/S for matters pertaining to staff functioning of the command.

(b) Functions

1. Coordinates the actions of the Command Section to include the CG's, SgtMaj's and CMDMC's personal staffs.

2. Directs and supervises the administrative functioning of the offices of the CG, DCG, and the C/S.

3. Reviews all correspondence for the CG, DCG, and C/S. Ensures these documents are properly assembled, staffed, and processed by all interested staff sections.

4. Manages the I MEF Internal Task Tracker via DON-TRACKER.

5. Manages the Deliberate Universal Needs Statement (DUNS) process to include staffing and tracking of DUNS packages within DON-TRACKER.

6. When directed by the C/S, assigns actions and suspense dates to staff principals.

7. Assists the C/S in maintaining the I MEF Staff Battle Rhythm.

8. Coordinates the CG's and the C/S's staff meetings.

9. Maintains C/S's daily schedule, to include coordinating and scheduling office calls with the C/S.

10. Supervises the SSEC Administration section, Military Secretary, Protocol Officer, CG Comm Team, and Security Manager in the performance of duties.

11. In conjunction with (ICW) the G-3, coordinates new staff member orientation training.

12. ICW the G-6, oversees I MEF CE Outlook Exchange command distribution lists.

(2) Protocol

(a) Scope. The Protocol Officer is directly responsible to the CG for all matters pertaining to protocol.

(b) Functions

1. Plans and develops itineraries for review by the CG, DCG, and C/S for all Very Important Person (VIP) and command visits. VIPs include: all Federal, State, and local officials; U.S. General/Flag Officers; and foreign military and civilian dignitaries. Foreign visitors participating in an exercise are handled by the exercise project officer.

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2. Coordinates all support requirements with G-3, Current Operations (COPS). The Distinguished Visitors Working Group (DVWG) will be used when applicable to develop itineraries.

3. Coordinates with Marine Corps Installations West (MCIWEST) or the Marine Corps Base Camp Pendleton Operations and Training, Section to obtain operational and training support for VIP visits and develop itineraries.

4. Coordinates General Officer requirements, when applicable, through MSCs, MCIWEST and Marine Corps Recruit Depot (MCRD) San Diego.

(3) Security Manager

(a) Scope. The Security Manager is directly responsible to the CG for matters pertaining to information and personnel security classified at a "Top Secret" level and below and non-Sensitive Compartmented Information (SCI).

(b) Functions

1. Develops and manages the Command Information and Personnel Security Program.

2. Formulates and coordinates the command's annual security awareness and education program. Schedules mobile security training teams to Camp Pendleton ICW the base Security Manager.

3. Develops the command's Visitor Control Program to strictly control access to classified information IAW statutes, regulations, and directives. Manages the submission of visit certifications to other commands, agencies and organizations.

4. Ensures all personnel who possess access to classified material or who wish to submit clearance packages have the appropriate need to know and qualifications.

5. Ensures all personnel who leave the command due to retirement, separation, or relief for cause have completed a security termination statement.

6. Retains records of all command security position appointment letters.

7. Ensures all personnel execute a Non-disclosure Agreement (SF-312) prior to granting access and forwards all originals to Headquarters Marine Corps (HQMC).

8. Performs and documents annual site assist visits of MSCs/MSEs.

9. Ensures immediate and appropriate action is taken in response to security violations committed within the command when reported.

10. Coordinates with the Information Assurance (IA) manager on common security concerns. Develops policies to address and mitigate security vulnerabilities.

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11. Develops and maintains the Command Industrial Security Program.

12. Submits incident reports via Joint Personnel Adjudication System (JPAS) to the Department of the Navy Central Adjudication Facility (DONCAF) via JPAS IAW Chief of Naval Operations (CNO) Instruction.

13. Coordinates and deconflicts GENSER SM functions with the I MEF SSO, who has oversight over SCI information, installation, and personal security requirements.

(4) Foreign Disclosure Officer

(a) Scope. The Foreign Disclosure Officer (FDO) is directly responsible to the CG for matters pertaining to the disclosure of classified military information (CMI) and controlled unclassified information (CUI) to foreign personnel.

(b) FDO. The FDO is assigned as a Special Staff Officer to the CG and falls administratively within the SSEC.

(c) Functions.

1. Develops and manages the Command Foreign Disclosure Program.

2. Formulates and coordinates the command's annual foreign disclosure training and education program.

3. Retains records of all disclosure and release decisions.

4. Performs and documents annual site assist visits of MSCs/MSEs.

5. Coordinates with the Information Assurance (IA) manager and Security Manager on Foreign Disclosure concerns. Develops policies to address and mitigate foreign disclosure vulnerabilities.

6. Interprets United States national and theater foreign disclosure policy and advises commanders IAW published directives.

7. Determines disclosure and/or release of Classified Military Information (CMI) and Controlled Unclassified Information (CUI) submitted by I MEF Staff and MSCs.

8. Coordinates foreign visits to I MEF via the online Foreign Visit System.

9. Coordinates all requests for CMI and CUI with Marine Corps commands, U.S. Pacific Command (PACOM), and DOD entities and national organizations.

10. Establishes and maintains the I MEF FDO SharePoint websites on I MEF Non-Secure Internet Protocol Router Network (NIPR) and Secure Internet Protocol Router Network (SIPR) Portals.

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11. Coordinates with the I MEF G-2, G-3, G-4, and G-5, to ensure involvement in MEF-level foreign exercise planning and execution.

12. Manages all foreign exchange officers and foreign liaison officers assigned to I MEF.

(5) Commanding General's Communication Team (CG Comm Team). The Commanding General's Communication Team has wide ranging responsibilities to meet the communications needs of the command section. Working for the CG, but through the Staff Secretary on a day to day basis, the Comm Team provides direct customer support of all information technology issues. The Comm Team uses both garrison and expeditionary systems and networks to ensure the CG, DCG, and COS have the assets available at all times and locales to properly command and control the MEF deriving assistance when necessary from the G-6. As members of the Command Deck, the Comm Team is also in general support to the Staff Secretary for the day to day business of the command deck.

## 2. Assistant Chief of Staff, G-1

a. Scope. The Assistant Chief of Staff, G-1 (AC/S G-1) is directly responsible to the CG for matters pertaining to personnel management, internal organization, manpower, and personnel policy (to include joint service personnel assigned within I MEF and coalition force personnel serving within I MEF).

b. G-1 Organization. The G-1 Division consists of the Adjutant, Operations & Plans, Total Force Manpower & Personnel, Reserve Liaison, Civilian Personnel, Career Planner, and Navy Administration sections as depicted in Figure 2-2.

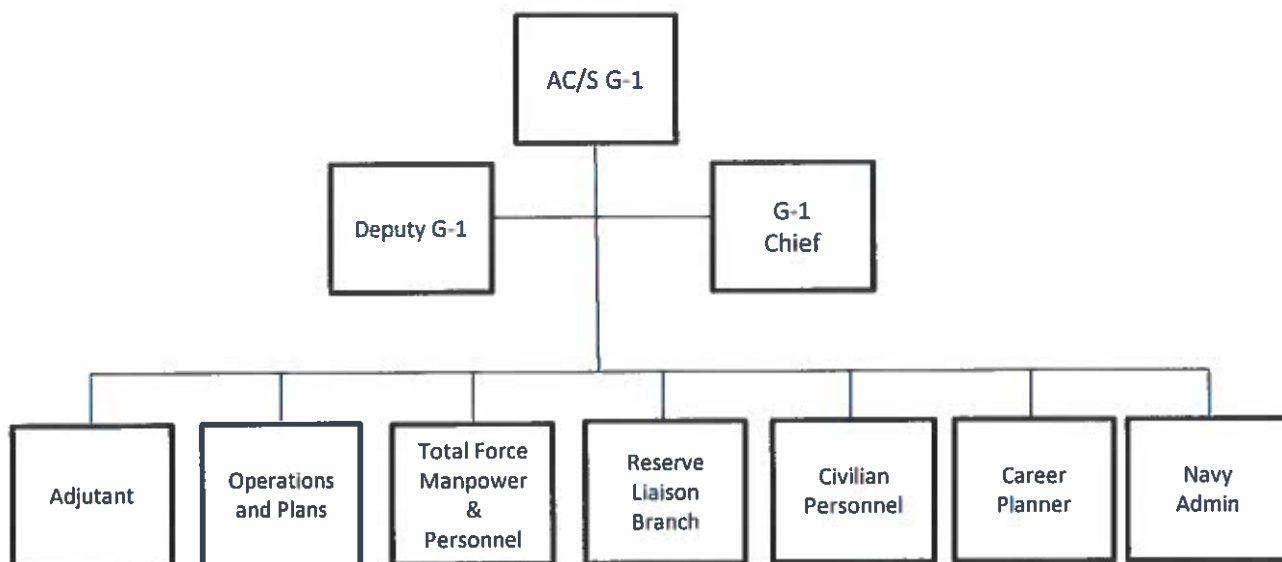


Figure 2-2: G-1 Organizational Chart

## c. Functions

(1) Adjutant. The Adjutant is responsible for general correspondence routing and processing, central files and directives, awards and fitness report processing policy. Significant Adjutant functions include:



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(a) Serves as Directives Control Point and reviews all incoming correspondence to appropriate General Staff or Special Staff.

(b) Serves as the primary control officer for all unclassified material addressed to the CG, I MEF.

(c) Reviews all I MEF orders, directives, bulletins and related correspondence and maintains an archive of all signed documents. The Adjutant coordinates with the IMO to post applicable documents for wider distribution.

(d) Processes all award recommendations and forwards them to the I MEF Awards Board members for their review and recommendation. Following review and recommendation, the I MEF Awards Board will forward their recommendations to the CG for review or approval. All awards will be submitted using the Marine Corps web-based portal, Improved Award Processing System (iAPS). The Adjutant controls iAPS Unit Administrator permissions.

(2) Reserve Liaison Branch. The Reserve Liaison Branch manages the I MEF Individual Mobilization Augment (IMA) program. Significant Reserve Liaison functions include:

(a) Provides recommendations regarding utilization, mobilization and employment of the I MEF IMA program.

(b) Advertises IMA program billets, screens nominees and provides the nominees to staff sections for interview.

(c) Assigns IMA Marines to Billet Identification Codes in I MEF CE staff sections.

(d) Serves as the Operational Sponsor for all IMAs assigned to I MEF.

(e) Coordinates requests for Reserve orders and is the administrative link between CG, I MEF and its MSCs, Marine Forces Reserve (MARFORRES), and HQMC Reserve Affairs (RA).

(f) Develops the annual Reserve duty plan in coordination with the billet sponsors and supervises execution. This plan includes scheduling drills, Annual Training periods, Reserve Counterpart Training periods, and Active Duty Operational Support (ADOS) requirements.

(3) Total Force Manpower and Personnel

(a) Coordinates staffing action for all MSCs/MSEs and internal I MEF CE Table of Organization and Equipment Change Requests.

(b) Coordinates with staff sections for assignment of sponsors to assist personnel who are inbound to the I MEF CE.

(c) Assigns all I MEF CE personnel per C/S direction.

(d) Assists in the coordination of HQMC visits, in particular the Manpower Management Officer Assignments road show.

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(4) Operations and Plans. The Operations and Plans Section plans and executes personnel management ISO I MEF operations in both garrison and deployed environments. Significant Operations, Plans, and Manpower Section functions include:

(a) Coordinates all manpower requirements for exercises and operations with the I MEF G-3, to include:

1. Source manning documents validated by G-3, MARCENT, or Marine Forces Pacific via Automated Message Handling System (AMHS).

2. Support MEF exercises by advising and assisting staff and MIG in accountability and sourcing of personnel.

3. Tasks MSCs, as appropriate, and tracks nominees for Individual Augment (IA) and other AdHoc.

(b) Provides analysis of capacity to the G-3 for capability requirements for organizations and operational commitments requiring sourcing amongst major subordinate commands.

(c) Coordinates with MSCs, Occ Field Sponsors, and other staff sections to determine the best sourcing for IA and AdHoc requirements prior to tasking.

(d) Leads the weekly Manpower Working Group (MWG).

(5) Civilian Personnel. The Civilian Personnel Section oversees and coordinates Civilian Personnel issues. This section also establishes guidelines for Civilian Personnel matters (i.e., civilian structure, authorized staffing, and Civilian Personnel Management). Significant Civilian Personnel functions include: performance management, coordinating with respective staff sections, major subordinate commands and the Camp Pendleton Civilian Human Resources Office to process requests for personnel actions, coordinating required training specific to civilian employees, providing administrative support to contractor personnel to comply with access and accountability requirements, coordinating civilian administrative requirements for the Civilian Resource Working Group (CRWG).

(6) Career Planner. The I MEF Career Planner serves as the principal advisor on all matters concerning career planning. Significant Career Planner functions include: coordinating all HQMC career related visits (i.e., all Manpower Management Enlisted Assignments (MMEA), Marine Corps Embassy Security Group, and HQMC Recruiter Screening Team visits), and monitoring and providing the MSCs/MSEs with First Term Alignment Plan and Second Term Alignment Plan mission numbers.

(7) Navy Administration. The Navy Administration Section performs Navy manpower planning and execution ISO I MEF Navy requirements. Significant Naval Administration functions include preparing Health Service Augmentation Program (HSAP) requests, and facilitating Navy personnel administration support on behalf of Sailors and officers assigned to I MEF CE and I MIG. Further and ICW the G-1, develop and validate all manning documents prior to tasking MSCs.

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### 3. Assistant Chief of Staff, G-2

a. Scope. The AC/S, G-2 is directly responsible to the CG for matters pertaining to intelligence and is the coordinator of the I MEF intelligence enterprise. Additionally, the AC/S G-2 is responsible for all Marine Air Ground Task Force (MAGTF) intelligence and counterintelligence (CI) activities including Signals Intelligence (SIGINT), Human Intelligence (HUMINT), Open Source Intelligence (OSINT) and Geospatial Intelligence (GEOINT). Finally, the AC/S G-2 is responsible for planning, directing, managing and supervising the tasking and operations of Intelligence and Counterintelligence units organic to and supporting the MAGTF. The AC/S G-2 exercises staff cognizance and intelligence tasking authority over G-2 staff personnel and I MEF's intelligence units (i.e. Radio Bn and Intelligence Bn).

b. G-2 Organization. The G-2 Division consists of the Operations, Plans, G-2X, Marine Corps Intelligence, Surveillance, and Reconnaissance Enterprise (MCISRE) Integration and Special Security Office (SSO) Sections, and maintains staff cognizance of the MAGTF Intelligence Center (MIC), and the Operations Control and Analysis Center (OCAC) as depicted in Figure 2-3.

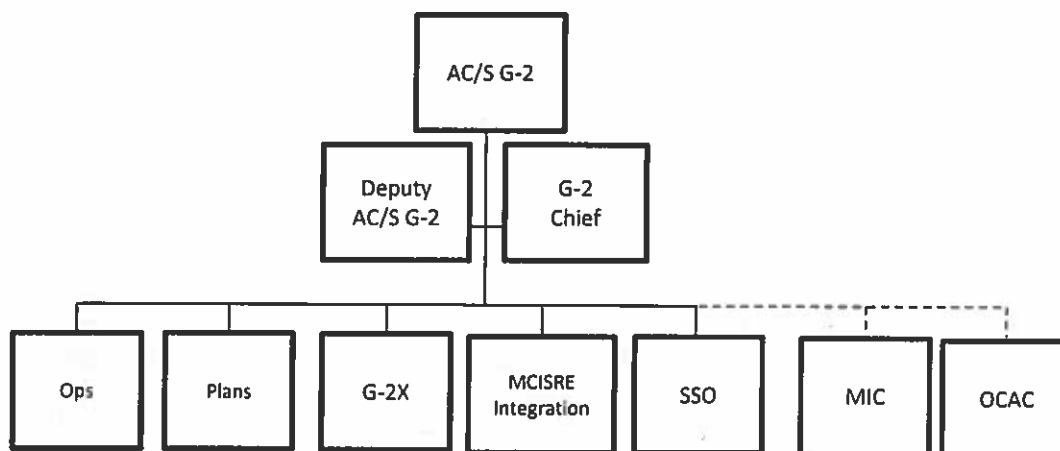


Figure 2-3: G-2 Organizational Chart

c. Functions. The MEF G-2 provides centralized direction for the collection, production, and dissemination efforts of organic and supporting intelligence assets. In addition, it ensures these efforts remain focused on satisfying I MEF's Priority Intelligence Requirements (PIR) and Counterintelligence Protection Priorities (CIPP). The I MEF Intelligence Campaign Plan provides the authoritative source document for planning and directing the I MEF Intelligence Enterprise in garrison and in accordance with the I MEF Commanding General's guidance referenced in the I MEF FY Campaign Plan and Capstone. The intelligence functions include support to the commander's estimate, situation development, indications and warnings, support to force protection, support to targeting, and support to combat assessments are essential to the CG's decision making process for planning and execution of contingency operations.

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(1) Operations Section. The G-2 Operations Section is responsible for and comprised of Current Operations (COPS), Future Operations (FOPS), and Training. Specific tasks include:

(a) Coordinate and provide intelligence support to the I MEF staff during current operations and planning.

(b) Represent the G-2 during Operational Planning Teams (OPTs).

(c) Plan, direct and supervise the Red Cell.

(d) Maintain oversight of emerging requirements, staff, plan and validate intelligence shortfalls pertaining to manpower, equipment and training across the I MEF intelligence enterprise to include SIGINT, OSINT, Meteorology and Oceanography (METOC), GEOINT, All Source, and CI/HUMINT.

(e) Provide exercise support to include:

1. Provide support to Intelligence/counter-intelligence activities at exercise sites.

2. Provide SMEs in exercise enemy doctrine, operations, and TTPs in support of scenario, storyline, and MSEL development.

(2) G-2 Plans. G-2 Plans focuses on long-term resourcing, training requirements, structure, and processes necessary to execute I MEF's intelligence warfighting function in a constantly changing information and operational environment. G-2 Plans is also the lead G-2 element to support operational and contingency plan development.

(3) G-2X. The G-2X serves as the single focal point and primary advisor to the Assistant Chief of Staff, G-2 and the MEF Commanders for all CI and HUMINT activities in support of I MEF. Functionally, the G-2X plans, executes, and oversees all CI and HUMINT activities conducted by the MEF. The G-2X retains Technical Control (including mission coordination, operational deconfliction, and legal oversight) over assigned CI and HUMINT personnel to ensure adherence to existing policies.

(a) The G-2X protects I MEF, in coordination with Naval Criminal Investigative Service (NCIS), by countering or neutralizing intelligence collection efforts through CI Collections, CI Operations, CI Analysis, CI Functional Services, and support to CI Investigations. CI includes all action taken to detect, identify, track, exploit, or neutralize multidiscipline intelligence activities of Foreign Intelligence Entities, Terrorists, Saboteurs, and Subversive Groups. It also assists in identifying essential elements of friendly information, identifying vulnerabilities to threats, and actions taken to counter collection and operations against the MEF.

(b) The G-2X is responsible for collecting HUMINT information to provide the MEF Commander with the situational understanding to project forces throughout the area of operations. HUMINT satisfies the Commander's and HHQ CCIRs specifically by identifying the threat's attitude, intentions, composition, equipment, personnel, strength, disposition, tactics, capabilities, and target development.

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(c) Finally, the G-2X provides operational support for its assigned CI and HUMINT elements in the form of logistics, coordination and release of intelligence reporting, source deconfliction and management, collection management, mission planning, and support to targeting.

(4) Marine Corps Intelligence, Surveillance and Reconnaissance Enterprise (MCISRE) Integration Branch (MIB). The MIB is ultimately responsible for managing ISR related technology innovation and integration at I MEF. The MIB consists of Systems, SIGINT/CYBER/EW and GEOINT sections, and directs system fieldings, Intelligence Program of Record (PoR) management and G-2 experimentation.

(a) Coordinate with MARCORSYSCOM, G-4/G-6 and appropriate MSE/MSCs to manage all intelligence POR fieldings/updates.

(b) Identify ISR system gaps/requirements to enable I MEF to operate in an EF-21 environment. Based on this assessment, develop and implement I MEF G-2 experimentation planning, complete with Plan of Action & Milestones (POAM) and exercise implementation.

(c) Create/manage necessary D-UNS/U-UNS to fill identified I MEF ISR gaps.

(d) Provide subject matter expertise for I MEF on SCI communications, SIGINT/Cyber/EW, GEOINT, and other technical subjects as required.

(e) Provide intelligence support to the I MEF Cyberspace and Electronic Warfare Coordination Cell (CEWCC).

(5) Special Security Office. The Special Security Office (SSO) manages the SCI security program (to include the 11th, 13th, and 15th MEU, MCB, MCIWEST, 9th Communication Battalion, and 1st Law Enforcement Battalion), the Special Technical Operations Facility, the Focal Point Control Program, and oversees SCI security functions for subordinate Sensitive Compartmented Information Facilities (SCIFs) aboard Camp Pendleton.

(a) Functions

1. Supervise the operation of the special security office and administer the SCI security program to include SCI oversight for other SCIFs under the organization's security cognizance.

2. Maintain applicable directives, regulations, manuals, and guidelines to adequately discharge SSO duties and responsibilities.

3. Properly account for, control, transmit, transport, package, and safeguard SCI, STO, and Focal Point material (OPLAN). Provide for destruction of SCI by authorized means and in accordance with current directives.

4. Disseminate SCI, STO, and Focal Point only to persons authorized access to the material and having an established need to know.

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5. Serve as the official channel for certifying and receiving SCI and STO visitor clearances and accesses.

6. Maintain the Joint Personnel Adjudication System (JPAS) to accurately reflect all personnel under security cognizance.

7. Conduct and manage SCI personnel, information, physical, and technical security (e.g. TEMPEST and TSCM) actions and procedures in accordance with applicable directives.

8. Provide guidance and assistance for processing SCI, STO, and Focal Point (OPLAN) position and eligibility requests.

9. Perform all aspects of the SCI, STO, and Focal Point programs to include, nomination reviews, validation of access requirements, submission of investigative requests, conduct SCI security briefings; obtain signed Non-disclosure Agreement (NDA) and Non-disclosure Statement (NDS); and perform other related personnel security actions. Provide a briefing on local security procedures to newly-arrived personnel and those receiving initial indoctrination.

10. Report and investigate all unauthorized disclosures of SCI, STO, and Focal Point information in accordance with applicable directives.

11. Conduct security education training and awareness program to ensure all SCI indoctrinated individuals are kept apprised of the requirements and guidelines for protecting SCI, STO, and OPLAN material.

12. Maintain appropriate accreditation documentation for each SCIF, communications system, and IS under the organization's security cognizance.

13. Review all reported derogatory information on SCI indoctrinated personnel and take appropriate action as required.

14. Provide SSO support to DoD SCI contractors in accordance with applicable contracts, including processing, reviewing, and validating DD form 254.

15. Maintain continuing liaison, as required, with non-SCI security officials.

(6) MAGTF Intelligence Center (MIC). The MIC plans, directs, and executes intelligence operations, including the collection, processing, production, and dissemination of intelligence and counterintelligence information in support of requirements levied by the supported MAGTF (MEF, MEB, MEU, SPMAGTF), and their subordinate elements as required. While in garrison, the MIC will be prepared to provide surge support to deployed elements of other MEFs as directed. I MIC is regionally aligned to support MAGTFs and individual augments deployed to the geographic areas of Central Command and Pacific Command. I MIC incorporates a 24/7 MEF intelligence watch, hub, and conduit for the MEF to the other MICs, MARFORs, MCIA, Combatant Command intelligence centers, NSA, CIA, DIA, and any other external agencies within the greater intelligence community.

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(a) The MIC provides direct support in answering the I MEF CG priority intelligence requirements (PIRs) and supports the CG with intelligence production and analysis in support of current operations, future operations and planning.

(b) The MIC maintains relationships with elements of the MCISRE as well as the greater Intelligence Community enablers to provide timely and fused intelligence.

(c) The MIC provides the full spectrum of intelligence analysis including all-source, meteorological and oceanographic, geospatial, open source, and collection management, in support of the MEF CG, his staff and both garrison and deployed MAGTFs.

(d) The MIC serves as the integration hub to reduce the disparity between garrison and combat intelligence support/operations and deconflicts intelligence requirements across the MEF to eliminate unnecessary or redundant analytical production.

(e) The MIC maintains the capability to surge support capability to cover 24/7 operations in the role of reachback intelligence support to deployed MAGTFs.

(f) The MIC provides an optimal training opportunity for intelligence professionals throughout the MEF in support of real world operations and planning for contingency operations.

(g) The G-2 Liaison Officer within I MIC serves as the primary conduit between the MEF and MIG staffs into the MIC. He/she will coordinate intelligence support between the MIC and MEF staff.

(7) Operations Control and Analysis Center (OCAC). The OCAC provides SIGINT support to the MAGTF and Joint Forces Commanders through 24/7 intelligence operations. This includes processing, production, and dissemination of signals intelligence (SIGINT) in direct support of deployed Radio Battalion detachments (MEF, MEB, MEU, SPMAGTF). The OCAC will be prepared to provide surge support to deployed elements of other MEFs as directed.

(a) The OCAC provides direct support to deployed Radio Battalion detachments in answering PIRs with intelligence production and analysis in support of current operations and planning.

(b) The OCAC, often in direct coordination with the Marine Cryptologic Office, maintains relationships with the National Security Agency to provide timely intelligence.

(c) The OCAC manages serialized SIGINT reporting for MEF's deployed MAGTFs.

(d) The OCAC coordinates and provides oversight for all National-level database accesses for forming and deployed Radio Battalion detachments.



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(e) The OCAC provides day to day management of intelligence oversight requirements associated with executing SIGINT duties.

(f) The OCAC provides SIGINT support to the I MEF CG, his staff, and the MIC to orient to emerging crisis and support decision making.

(g) The OCAC trains and maintains the skillsets of Marine analysts and linguists in order to sustain the operational readiness of the OCAC and 1st Radio Battalion detachments.

(h) The OCAC coordinates with the MCISRE and completes joint Requests for Information (RFIs) through direct liaison with the MIC through the Radio Battalion Liaison Officer.

#### 4. Assistant Chief of Staff, G-3

a. Scope. The AC/S, G-3 is directly responsible to the CG for matters pertaining to operations. The AC/S G-3 is responsible for all aspects of Title 10/garrison force provision and force generation, capability generation, force readiness and MAGTF training. Additionally, he directs the critical mechanisms to synchronize the CE and the Force; maintains OPT capabilities to rapidly analyze tasks and develop solutions for employment and deployment of the Force; provides a 24-hour, seven days a week entry portal for I MEF; is responsible for crisis management and crisis response; and has principal tasking authority across I MEF.

b. G-3 Organization. The G-3 Division executes responsibilities and functions through a G-33 Current Operations, G-35 Future Operations, G-37 Force Development/Training, FECC (Fires and Effects Coordination Center), and G-3 Air construct as depicted in Figure 2-4.

c. Senior Reserve Integration Officer. The Senior Reserve Integration Officer is directly responsible to advise the CG on all matters pertaining to reserve integration into the Force. The Senior Reserve Integration Officer coordinates across the staff to assist in development of I MEF policies that affect reserve integration. An Active Reserve (AR) colonel is the Senior Reserve Integration Officer in the MEF and will be assigned appropriate duties based upon the officer's previous background and experience. This position resides in the G-3 Headquarters as depicted in Figure 2-4.

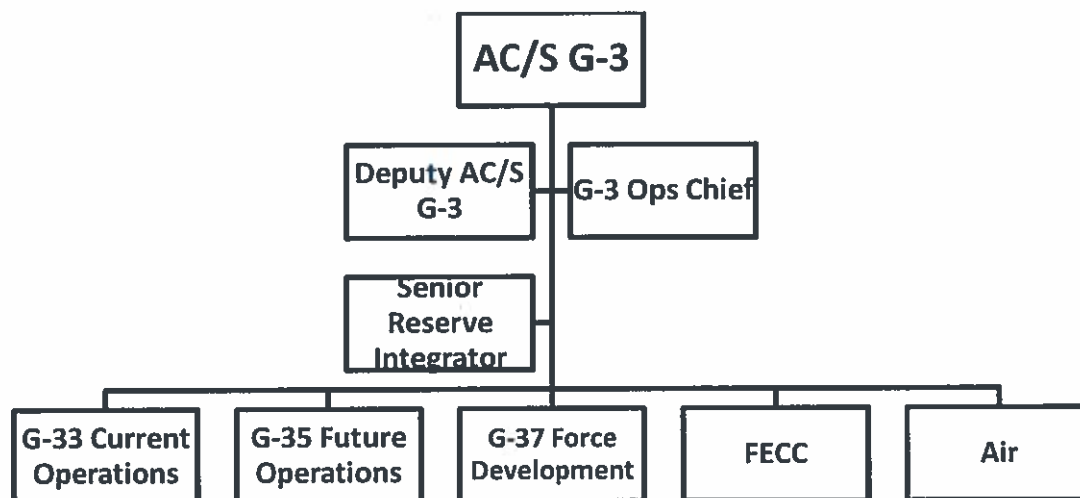


Figure 2-4: G-3 Organizational Chart



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d. Functions(1) G-33 Current Operations

(a) Scope. The G-33 Section is principally focused on maintaining situational awareness of I MEF equities by coordinating and tracking execution of current missions within the next 96 hours. G-33 is manned 24 hours a day and is staffed with representation and subject matter expertise in command and control (C2), Mission Assurance/Antiterrorism/Force Protection/Law Enforcement, Chemical, Biological, Radiological and Nuclear (CBRN) Defense, Defense Support of Civil Authorities, and Explosive Ordnance Disposal (EOD). During a crisis or contingency, G-33 will absorb Subject Matter Experts (SME) from I MEF staff sections to ensure appropriate representation across all warfighting functions.

(b) G-33 Organization. The Section consists of a Special Staff "Subject Matter Experts" (SME), Watch Cell and 1st MEB G-3 as depicted in Figure 2-5.

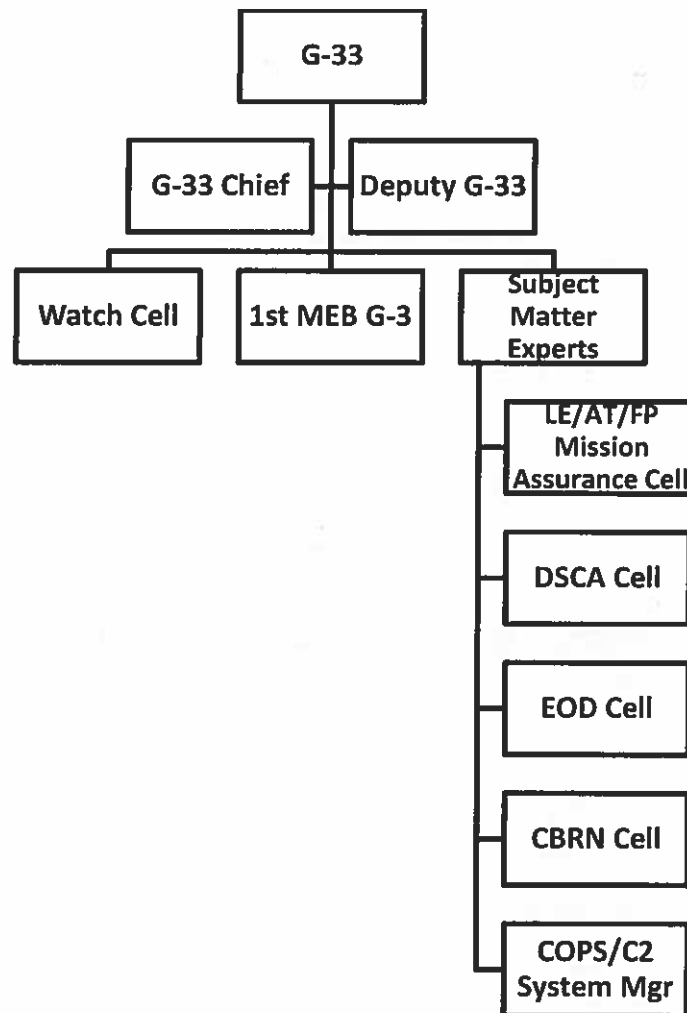


Figure 2-5: G-33 Organizational Chart

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(c) Functions. The G-33 Section provides a 24/7 command center (MEF Operations Center (MOC)), a watch section, and an electronic entry portal to monitor and report I MEF operations, activities and actions.

1. Per CG intent, develops and maintains situational awareness, ready response packages and appropriate linkage and liaison to respond to domestic incidents ISO Defense Support of Civil Authorities (DSCA). Prepared to provide support to MCIWEST and U.S. Northern Command (USNORTHCOM) through Marine Forces Pacific (MARFORPAC) under established Memorandums of Understanding (MOU), Immediate Response Authority, and through DoD Mission Assignment Orders.

2. Manages developing crises and contingencies and serves as the staff and command advocate for the execution of Crisis Action Process (CAP) and crisis resolution.

3. ICW G-4 MAGTF Deployment Distribution Operations Center (MDDOC) and G-35 Section, monitors force flow and serves as the command point of contact (POC) through the Command Duty Officer (CDO) for the status of deploying and re-deploying I MEF forces.

4. Establishes and maintains a Personnel Recovery (PR) Program within I MEF that meets DoD, joint force and combatant command PR requirements.

5. Receives and tracks CCIRs and PCRs, and reports relevant information to the CG and appropriate staff. In regard to Casualty Reporting, the CDO will consolidate PCRs from MSCs/MSEs and track NOK for KIAs and VSIs.

6. Receives and routes external tasks to appropriate I MEF staff sections.

7. Monitors the I MEF CG and G-3 AMHS accounts for incoming message traffic to maintain situational awareness via the CDO.

8. ICW Protocol, coordinates tasks and monitors the execution of high profile visits to I MEF.

9. Monitors operations and training to ensure they support I MEF equities.

10. Coordinates and monitors implementation of antiterrorism/force protection measures.

11. Maintains the I MEF Tactical Standard Operating Procedures (TACSOP) to execute and support operational and wartime functions.

12. Provides direction, oversight, and coordination for MSC/MSE EOD activities and readiness.

13. Provides Law and Order Integration with focus on force protection measures, anti-terrorism planning and Military Police Operations. Serves as overall integrator for mission assurance related programs.

14. Coordinates the HQMC approved Antiterrorism (AT) Level II Military Training Teams (MTT) for I MEF MSCs/MSEs and external agencies

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(e.g., MCI WEST, MARFORRES, United States Navy (USN), etc.).

15. Provides direction, oversight, and coordination, when necessary, for MSC/MSE CBRN activities and readiness.

16. Coordinates across the staff to maintain the I MEF Historical Program.

17. While in garrison, the officer and SNCO assigned to the I MEF G-3 Combat Engineer and Chief (CIED) BICs (M2014600293 & 295) will work in the I MEF G-4 under the cognizance of the I MEF Engineer Officer. When the MEF CE deploys, the I MEF G-4 will provide these counter-mobility SMEs to the I MEF G-33 Current Operations section.

18. While in garrison, the Senior Watch Officer BICs (M2014600300) and (M2014600301) work in the G-37.

19. While In garrison, BICs M2014600420 (Maritime Preposition Force Officer Maj 0402); M2014600289 (Maritime Preposition Squadron Operations Chief Master Gunnery Sergeant 0491); and M2014600290 (Maritime Preposition Squadron/Embarkation SNCO Staff Sergeant 0431) reside in the I MEF G-4.

20. Network Authorized Service Interruptions (ASI), Command Post System updates, computer maintenance, Video Teleconference testing, and maintenance of equipment, systems, and facilities shall be deconflicted as much as possible with C2 of current operations. The adjudicator for deconfliction by time and prioritization of resources is delegated to the G-33 Current Operations Officer via the A C/S G-3.

21. Maintains situational awareness of deployed units ADCON to I MEF via the COPS update brief, which occurs three times per day.

22. Consolidates the 30-day outlook for the CG for deployed forces through coordination with the G-35 and G-5.

Note: Any deviation to the G-33's temporal focus of the 96 hour planning horizon shall only be directed and approved by the CG, DCG, Chief of Staff, AC/S G-3 or Deputy G-3. In this event, the AC/S G-3 or Deputy G-3 will determine the section's priority of work.

23. Conducts exercise support tasks to include oversight of: Exercise Anti-Terrorism/Force Protection (AT/FP), exercise physical laydown, Rehearsal of Concept (ROC) Drill, and After Action Review/Hotwash.

## (2) G-35 Future Operations

(a) Scope. The G-35 Section focuses on planning and coordination of garrison and operational functions and responsibilities: principally force management IAW Set the Globe requirements, Theater Security Cooperation (TSC), Force Readiness, and engagement in associated duties. G-35 maintains a comprehensive G-5 planning to COPS transition staffing cycle. The G-35 provides the necessary linkage of vision to concept in orders development through transition to execution. The G-35 provides an OPT capability to resolve problems that require cross functional staff solutions as well as critical working groups to address recurring challenges. The G-35 provides oversight to the Marine Corps Readiness Process within the MEF tracking data

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to assess overall readiness of the MEF. The G-35 develops understanding of Maritime Preposition Force (MPF) operations through education and training at required levels of command.

(b) G-35 Organization. The G-35 Section consists of the following cells: Force Management, Theater Security Cooperation, Force Readiness, and MPF as depicted in Figure 2-6.

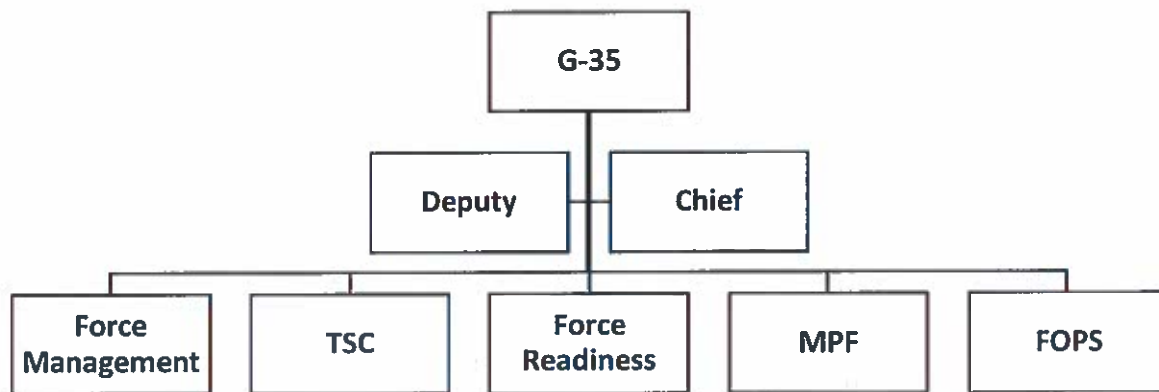


Figure 2-6: G-35 Organizational Chart

(c) Functions

1. Plans, coordinates and manages the I MEF Force Management Process ISO Set the Globe (STG) and rotational force deployment for all I MEF man, equip, and train tasks. Provides weekly force management updates to the command section.

2. Plans, coordinates and manages TSC activities ISO MARFOR engagement plans and tasks, and IAW I MEF Theater Engagement Plan.

3. Receive plans from G-5 and prepares detailed and refined orders for transition to G-33. Prepares and transmits initial Order, FRAGOs and Letters of Instructions to direct MSC/MSE execution.

4. Maintains and conducts operational planning and problem solving through an OPT Cell ISO of Command section, and G-3 tasking and direction. Develop branch plans and refines sequels.

5. Provides to HQMC, on a monthly basis, the CG I MEF approved readiness report in DRRS-MC. Coordinates, monitors and tracks all I MEF readiness related and readiness recovery initiatives whether instigated internally, or externally.

6. In concert with G-4 and G-5, participate in MPF planning and training ISO MEF training requirements. Aid in development of lower level training opportunities to achieve MEF requirements.

7. In concert with the G-37 and G-5, support Title 10 and other wargaming processes IOT advance MEF interest in testing war plans and opportunities for staff development throughout the MEF.

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8. Conducts exercise support to include: Development and validation of training audience manning document; plan, coordinate, and execute pre-exercise training/rehearsal events (e.g. Staff Exercise, Command Post Exercise, Table Top Exercise); and coalition coordination.

### (3) G-37 Force Development

(a) Scope. The G-37 is directly responsible to the AC/S G-3 for matters pertaining to force development (through the I MEF MAGTF Development Program, including staff PME and collective training design); exercise design, formal training management and resource planning to support Service-level training events (SLTEs); Naval Integration and MEU/SPMAGTF/TF force generation (through the Expeditionary Operations cell); I MEF Training Exercise Emploment Plan (TEEP) development and management; and Live, Virtual and Constructive (LVC) Training Environment (TE) concepts and capability development aligned with the Service LVC road-map.

(b) G-37 Organization. The G-37 consists of the MAGTF Development cell (of which the TEEP Manager is part), Formal Training Management cell, Exercise Plans and Development cell, Expeditionary Operations cell, and LVC-TE cell as depicted in Figure 2-7.

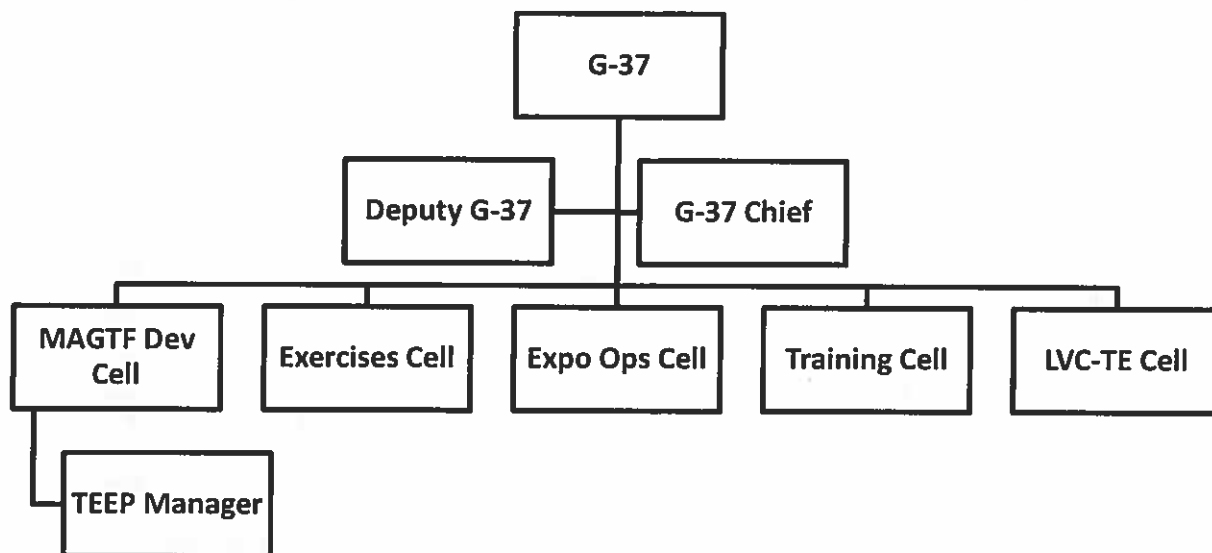


Figure 2-7: G-37 Organizational Chart

### (c) Function

1. Develops the I MEF FY Campaign Plan to guide the I MEF CE and MSCs in execution of assigned missions and tasks. Develops a Campaign Plan Quarterly Fragmentary Order (FRAGO) to update guidance and direct execution for the upcoming quarter.

2. Directs and monitors execution of the FY Campaign Plan through the Campaign Steering Group as a staff Battle Rhythm event, and through formal synchronization of I MEF Lines of Operation (LOOs) during quarterly I MEF Summits.

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3. Directs operational synchronization of I MEF activities and programs of work through synthesis and vetting of working group outputs, monthly/quarterly coordination and prioritization meetings with MSC/MSE planners/G-3s and MEF staff representatives (known as "Planners' Huddles" and "G-3 Huddles"), shaping and execution of the I MEF Summit, and focused participation in the USMC Operations Summit.

4. Develops and formally manages FOS requests for unit and capability sourcing in support of Service Level Training Exercises (SLTEs), which include Weapons and Tactics Instructor Course (WTI), Integrated Training Exercise (ITX), and Mountain Exercise (MTNEX).

5. Prepares and transmits required Orders, FRAGOs and LOIs to direct MSC/MSE execution of expeditionary operations and associated PTP.

6. Develops, coordinates, manages and maintains the I MEF and MSC TEEP out to a range of five years.

7. Co-ordinates MAGTF development, exercise scheduling, exercise design and collective training activities, and identifies training objectives which inform exercise design, all under the banner of the MAGTF Development Program. Identifies opportunities to integrate reserve component forces into exercises and training to cover gaps in I MEF organic capabilities.

8. Plans, coordinates, and manages the attainment of core competencies for 1st MEB IAW I MEF FY TEEP, I MEF Annual Training Plan, and 1st MEB Training Continuum.

9. ICW G-5 and IAW Service tasking, coordinates the integration and synthesis of experimentation, testing and evaluation, and Service support initiatives.

10. Coordinates planning, training, staff exchanges, cross-leveiling and information sharing with THIRD Fleet for all matters pertaining to "Blue-Green" fiscal, technical and operational integration.

11. ICW G-7, plans, coordinates, directs and manages the I MEF (Southern California (SOCAL)) MEU and 31 MEU composite, PTP and deployment actions under the collective title of MEU Force Generation.

12. Plans, coordinates, directs and manages I MEF Naval Integration efforts, to include Ships Services (ship and surface connector requests, amphibious vehicle training, aviation carrier and deck landing qualifications (CQ/DLQ)), Fleet Week interaction and other naval efforts.

13. Develops and maintains the coordinated Commander, THIRD Fleet (COMTHIRDFLEET) and CG, I MEF ARG/MEU PTP/Fleet Response Training Plan (FRTTP) Instruction/Order, the MEU LOI, the I MEF MEU SOP, ESG-3 and 1st MEB Training Continuum directive, and the I MEF/III MEF 31 MEU Coordinated Training Plan (CTP).

14. Plans, coordinates, directs and manages Special Purpose Marine Air-Ground Task Force-Crisis Response-Central Command (SPMAGTF-CR-CC) and purpose-built Task Force (TF) composition, PTP, certification, and deployment activities under the collective title of "SPMAGTF-CR-CC/TF Force Generation."

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15. Develops and maintains the CG I MEF Task Orders for SPMAGTF-CR-CC Command Element and Major Subordinate Elements, and purpose-built TFs.

16. Coordinates discussion and resolution of operationally focused issues with HHQ and the service through bi-monthly Secure Video Teleconferences (SVTC) with MARFORPAC and a weekly SVTC with Plans, Policy, and Operations (PP&O).

17. Schedules, coordinates and delivers to requirement the I MEF equities in exercise life cycle (ELC) and joint exercise life-cycle (JELC) events including the planning conferences, warfighting seminars and storyline development conferences in concert with MSTP or the COCOM staff sections charged with operational capability assessment of JTFHQs.

18. Designs I MEF and 1st MEB CE exercises, to include scenario development, identification and coordination of exercise support requirements, exercise control planning, and ELC management.

19. ICW other staff sections and MSCs, develops and maintains the I MEF SOP for Exercise Planning and Exercise Control (the "Exercise SOP").

20. Supervises the I MEF TECOM formal schools process to include distribution and submission of MSC school quotas.

21. Develops and implements I MEF enhanced training and exercise environments by:

a. Coordinating CE and MSC/E actions and inputs to improve LVC-TE supported training and exercises.

b. Identifying CE and MSC/E LVC-TE use cases and processes for implementation across the MEF consistent with the Service concept of operations (CONOPS).

c. Providing inputs to Service-level LVC-TE developments and initiatives (e.g. wargaming technology and process development).

d. Identifying opportunities to integrate Reserve component and Joint LVC-TE capabilities in support of MEF training and exercises to cover I MEF capability gaps and enhance Joint training opportunities.

22. Executes the following exercise support tasks. See Enclosure (2) for additional details on Exercise Lifecycle process:

a. Provide the Exercise Director for internal exercises or Primary Liaison Officer for externally-supported exercises.

b. Publish the Exercise Directive and overall Exercise LOIs.

c. Coordinate exercise support.

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- d. Determine training goals and objectives ICW G-5.
- e. Conduct exercise design.
- f. Coordinate and manage exercise life cycles.
- g. Coordinate/deliver planning conferences and WFS.
- h. Develop scenarios, storylines, and MSEs.
- i. Develop/validate ESMDs.
- j. Coordinate simulation support and control.
- k. Conduct Exercise Control Group training.
- l. Provide/coordinate Exercise Control (EXCON).
- m. Publish EXCON After Action Report.

(4) Fires and Effects Coordination Center (FECC)

(a) Scope. The FECC is the senior fire support organization for I MEF. As such, it plans, coordinates, and employs lethal and non-lethal fires through air, land, sea, space, and cyberspace based capabilities to create desired effects within and/or related to the MEF AOR.

(b) FECC Organization. The FECC consists of the following sections: Current Fires Section, Targeting Section, and Fires Plans Section, as depicted in Figure 2-8.

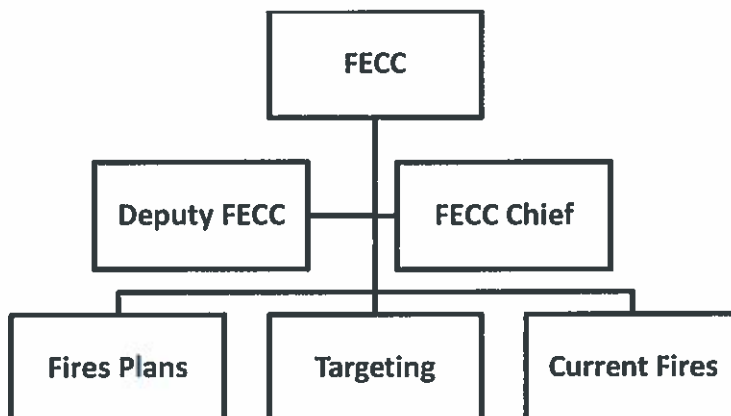


Figure 2-8: G-3 FECC Organizational Chart

(c) Functions

- 1. Applies capability to achieve effects using a combined



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arms approach with a focus on integrating information related capabilities (IRCs) with all other MAGTF capabilities to best support the commander's decision making and subordinate actions. This is accomplished by determining appropriate targets or target audiences in the physical, informational, or cognitive dimensions of the information environment and incorporating those targets in the targeting process.

2. Coordinates the capabilities of communications strategy, electromagnetic spectrum operations, space operations, cyberspace operations, military deception, military information support operations, civil affairs, operational security, and physical attack to take an action aimed at effecting a target group within and/or effecting the MEF AOR.

3. Coordinates command positions on all matters pertaining to MAGTF fires to include organization, C2 tactical systems selection and operational employment.

4. Plans, coordinates, and manages all Non-Lethal Fires (Cyber and EW). The Cyberspace and Electronic Warfare Coordination Cell (CEWCC) will coordinate and de-conflict cyberspace, EW, Space Operations, and Special Technical Operations ISO the MEF targeting/effects cycle.

5. Plans, coordinates and hosts the Information Operation Working Group (IOWG).

6. Plans, coordinates and hosts the monthly I MEF Joint Terminal Attack Controller (JTAC) conference.

7. Assist in providing training and oversight to MEU and SPMAGTF pre-deployment training for lethal/non-lethal targeting and fire support coordination.

8. Advocates for and manages the following programs for I MEF: Tactical Air Control Party (TACP)/Joint Terminal Attack Controller (JTAC) Program, Naval Gun Liaison Officer (NGLO) Program, Military Information Support Operations, and Information Operations Programs.

9. Responsible for management of Marine Corps Fire Support Systems (MCFSS) C2 Systems programs. Responsible for managing software updates and hardware new equipment fielding and training for the following systems: Target Handoff System (THS), Automated Field Artillery Tactical Data System (AFATDS), and Joint Automated Deep Operations Coordination System (JADOCS).

10. Provide support to Operational Planning Teams (OPT), Crisis Action Team (CAT), Science and Technology development, Inspector General Inspection program, Command Element Advisory Board, and Defense Readiness Reporting System.

11. Provide requisite staff representation/augmentation to the 1st Marine Expeditionary Brigade (MEB) staff.

12. In coordination with G-2 Targeting and G-3 Air, coordinates all actions associated with the targeting cycle. This includes the development of targeting objectives and effects in the planning process, integrating lethal and non-lethal actions throughout planning and execution,

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and executing the joint targeting cycle in coordination with higher headquarters.

(5) Air Section

(a) Scope. The Air Section facilitates and enables the six warfighting functions through the integration, coordination and synchronization of aviation assets in planning and execution of I MEF missions.

(b) Air Section Organization. The Air Section comprises the Air Officer, Deputy Air Officer, Air Chief, and the MARFORPAC Aviation Logistics expert (ALE). There are also planners for fixed-wing (FW), tiltrotor (TR), rotary-wing (RW), and unmanned aerial system (UAS) operations, as well as aviation C2. The Current Operations Air Watch Officer is included in the Air Section as depicted in figure 2-9.

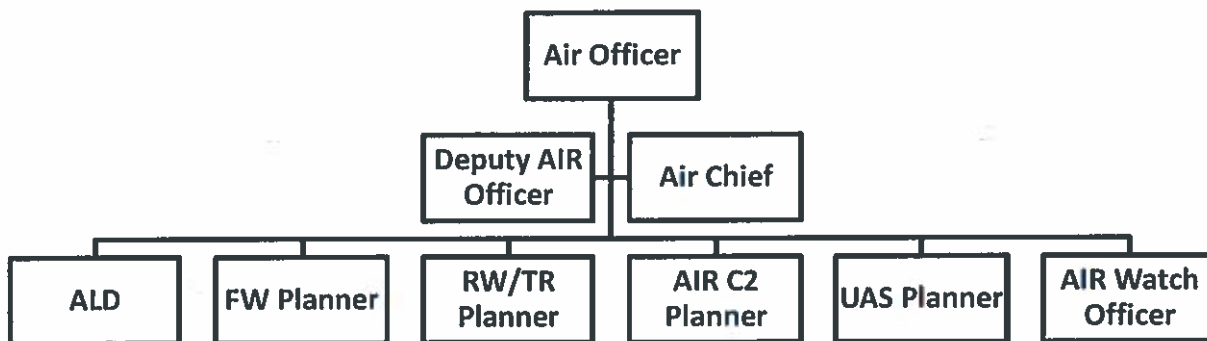


Figure 2-9: Air Section Organizational Chart

(c) Functions

1. Provides AC/S G-3 and the I MEF CE with subject matter expertise on Marine Aviation issues.

2. Facilitates aviation support for I MEF units via the fragmentary order process.

3. Coordinates with MARFORPAC Aviation and 3d MAW G-3 personnel as the I MEF advocate in aviation issues.

4. Coordinates with 3d MAW to promote effective communication between I MEF and the MSC staffs.

5. Monitors the progress of Marine aviation transitions and conversions in accordance with applicable orders and directives.

6. Maintains the I MEF/Camp Pendleton UAS training aid program. Responsible for the fielding, inventory, issue, and turn-in of UAS training aids.

7. Responsible for generating and disseminating the daily I MEF Readiness Report; responsible for briefing aircraft readiness at the weekly I MEF O&I.

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8. Monitors TBMCS operations and provides input to the Operations Watch Floor.

9. Provides requisite staff representation/augmentation to the 1st Marine Expeditionary Brigade (MEB) staff.

5. Assistant Chief of Staff, G-4

a. Scope. The AC/S, G-4 is directly responsible to the CG for logistical planning and oversight of the six functions of logistics ISO MEF and MEB operations, crisis response, exercises, long range plans, and daily operations. Conducts daily actions covering matters pertaining to the logistics/supply chain sourcing and distribution management, maintenance management, MPF operations and operational logistics support to the operating forces.

b. G-4 Organization. The G-4 Division consists of the Operations and Plans Branch, Material Readiness and Supply Branch, the Engineer Branch, Operational Contract Support and the MDDOC as depicted in Figure 2-10.

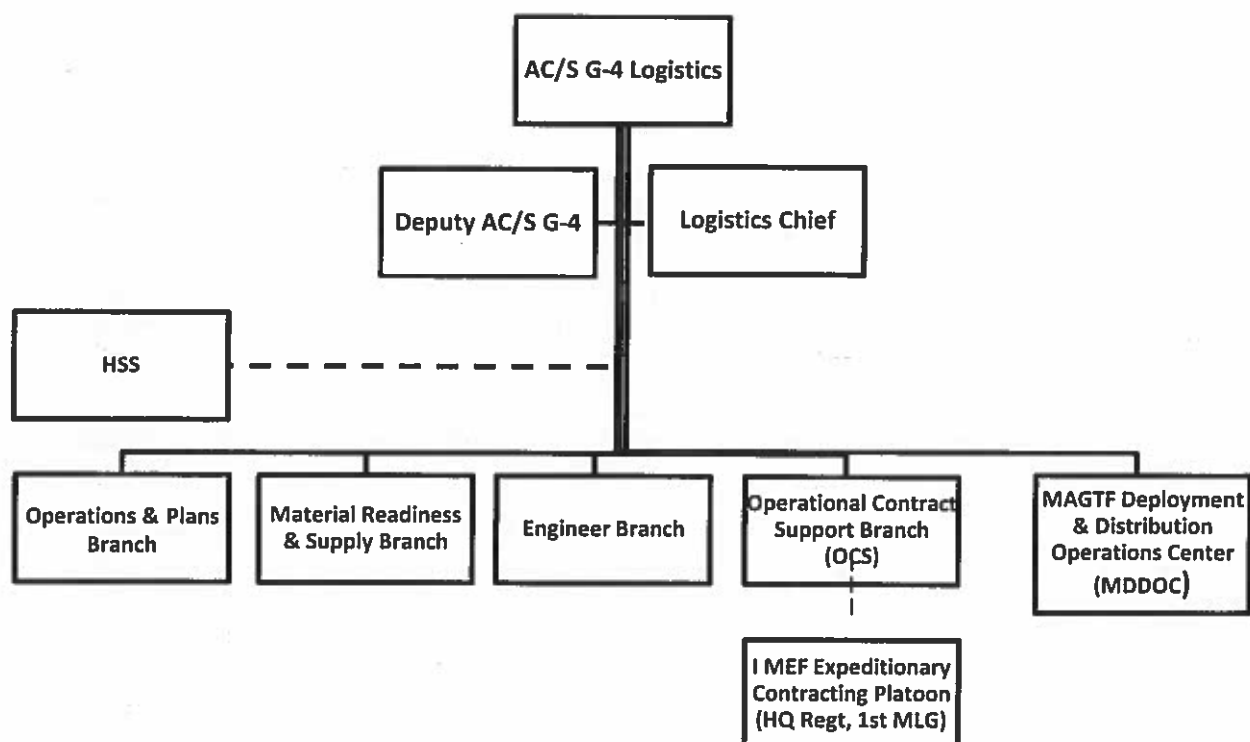


Figure 2-10: G-4 Organizational Chart

c. Functions

(1) Operations & Plans Branch

(a) Scope. The G-4 Operations and Plans Branch interfaces and

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synchronizes efforts with the G-4 Branches as well as other staff sections, primarily G-1, G-2, G-3, G-6, G-7, G-8, and MSCs/MSEs.

(b) Operations/Plans Branch Organization. The G-4 Operations and Plans Branch consists of the Current Operations section, Plans section (Exercises/CENTCOM/PACOM) and the Expeditionary Operations Section as depicted in Figure 2-11.

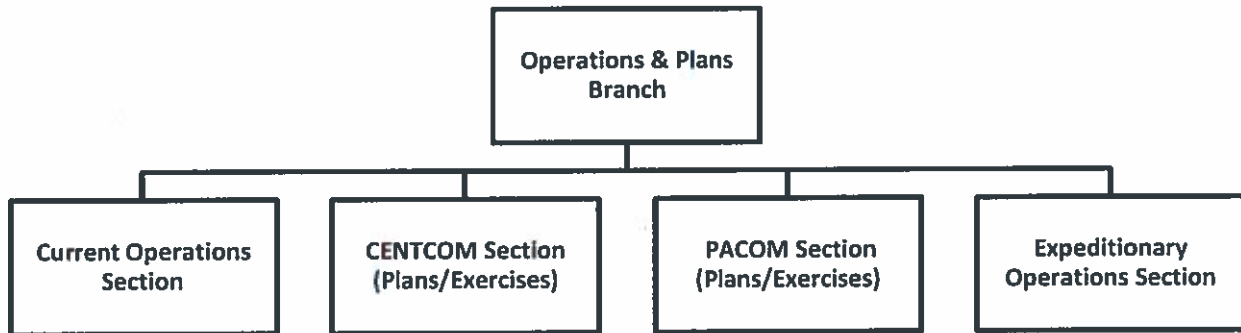


Figure 2-11: G-4 Operations/Plans Organizational Chart

(c) Functions

1. Develops plans, policies and procedures related to logistics and sustainment of I MEF.

2. Track, disseminate, and manage logistics AMHS messages, DON-TRACKER internal and external tasks.

3. Monitors the logistics posture of I MEF and its MSCs/MSEs and makes recommendations for allocation of materiel, supplies, services, and priorities of Combat Service Support (CSS).

4. Engages subordinate staffs IOT remain cognizant of logistics issues and challenges, and identifies MEF level logistics/resource shortfalls.

5. Conducts future operational level logistics planning across the spectrum of logistics functions. Develops logistics plans, produces staff estimates, conducts supportability analysis, monitors logistics execution, and provides asset prioritization and capability management.

6. Manages the professional development and PME courses ISO the logistics field.

7. Provides advice on contracting policies and procedures that impact the logistics planning and operations processes for I MEF operations and exercises.

8. Coordinates with the G-3 for equipment distribution/redistribution and Equipment Density List (EDL) validations.

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9. Ensures forward deployed forces are supported by theater logistics and sustainment units as established by the combatant or joint force commander.

10. Responsible for logistics planning in support of TEEP, exercise planning, MEB, MPF, TSC, MEU, AAT, SPMAGTF, OPLANS, CONPLANS, Outyear TEEP coordination, and the I MEF Campaign Plan.

11. Provide support to exercises as per below:

a. Provide MPF SME(s) in support of exercise design, and development of training goals and exercise objectives.

b. Embark planning/coordination.

c. Strategic movement of exercise participants.

(2) Material Readiness and Supply Branch

(a) Scope. Through a multi-commodity base of SMEs, the Material Readiness and Supply Branch coordinates supply and maintenance management related issues ICW appropriate functional area staffs within I MEF.

(b) Material Readiness and Supply Branch Organization. The G-4 Material Readiness and Supply Branch consists of the Maintenance Management, Ground Ordnance Equipment, Supply, Aviation and Ground Ammunition, Food Service, Communication-Electronic equipment, Engineer equipment and Motor Transport Equipment Sections as depicted in Figure 2-12.

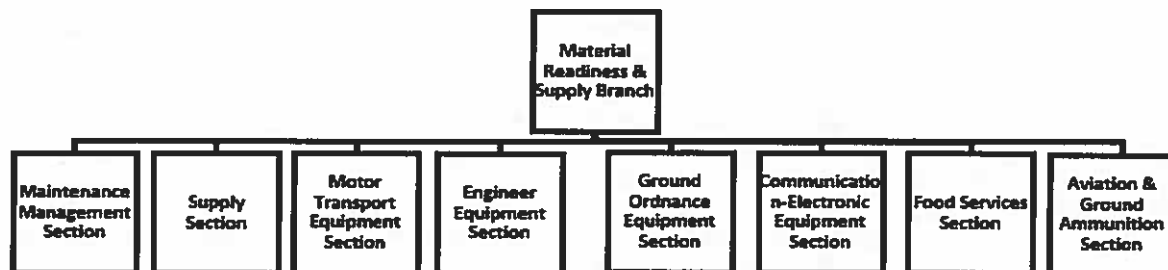


Figure 2-12: G-4 Material Readiness and Supply Branch Organizational Chart

(c) Functions

1. Monitors accountability of ground and aviation ground equipment and supplies, coordinates for common item support, reacts to emergent needs from I MEF Forces, and plans for operational supply and sustainment support.

2. Monitors equipment maintenance and ensures theater common-item maintenance support is linked to MAGTF maintenance operations.

3. Manages the procurement, storage, and distribution of the ten classes of supply.

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4. Coordinates with internal and external agencies for fielding, sustainment and enhancement programs providing technical oversight to the MSCs/MSEs.

5. Coordinates the overall schedule for the Field Supply and Maintenance Office (FSMAO) and publishes a quarterly CG's brief to highlight FSMAO results.

6. Plans and conducts detailed maintenance inspections under the CGIP to ensure the effectiveness of the organization's maintenance efforts.

7. Supervises and coordinates maintenance related programs (i.e Combat Ready Storage Program (CRSP), Corrosion Repair Facility (CRF) program, Enterprise Level Maintenance Program (ELMP), etc.) for the MEF.

8. Determines and coordinates ashore and afloat prepositioned equipment and equipment sustainment requirements.

9. ICW 1st MLG, coordinates the effective management of the I MEF War Reserve Material to include ensuring War Reserve Withdrawal Plans (Swing Stocks) are viable and registered at Marine Corps Logistics Base (MARCORLOGBASE), Albany, GA, and identified in the Time Phased Force Deployment Data (TPFDD) for movement ISO Contingency Operations.

(3) MAGTF Deployment and Distribution Operations Center (MDDOC)

(a) Scope. The MDDOC coordinates, integrates, and supports 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 Joint Deployment Distribution Enterprise (JDDE) in order to support I MEF strategic, operational, and tactical mobility and distribution operations to include support for training exercises and evolutions. Executes 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. Coordinates all strategic lift to move the forces to/from the Aerial and Sea Ports of Embarkation/Debarcation (APOE/D, SPOE/D) and will facilitate MDDOC representation at the theater JDDOC. Establishes, coordinates and integrates sustainment distribution pipelines to maintain throughput velocity and accountability at APOE/D, SPOE/D and distribution centers. The MDDOC will continue to control 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, sustained operations and the eventual redeployment of forces.

(b) MDDOC Organization. The G-4 MDDOC consists of four functional sections; Strategic Mobility, MAGTF Movement Control Center, Distribution Management Section, and Operations. Strategic Mobility includes the following subsections: Air Mobility, Surface Mobility, and Maritime Prepositioning Force (MPF) as depicted in Figure 2-13.

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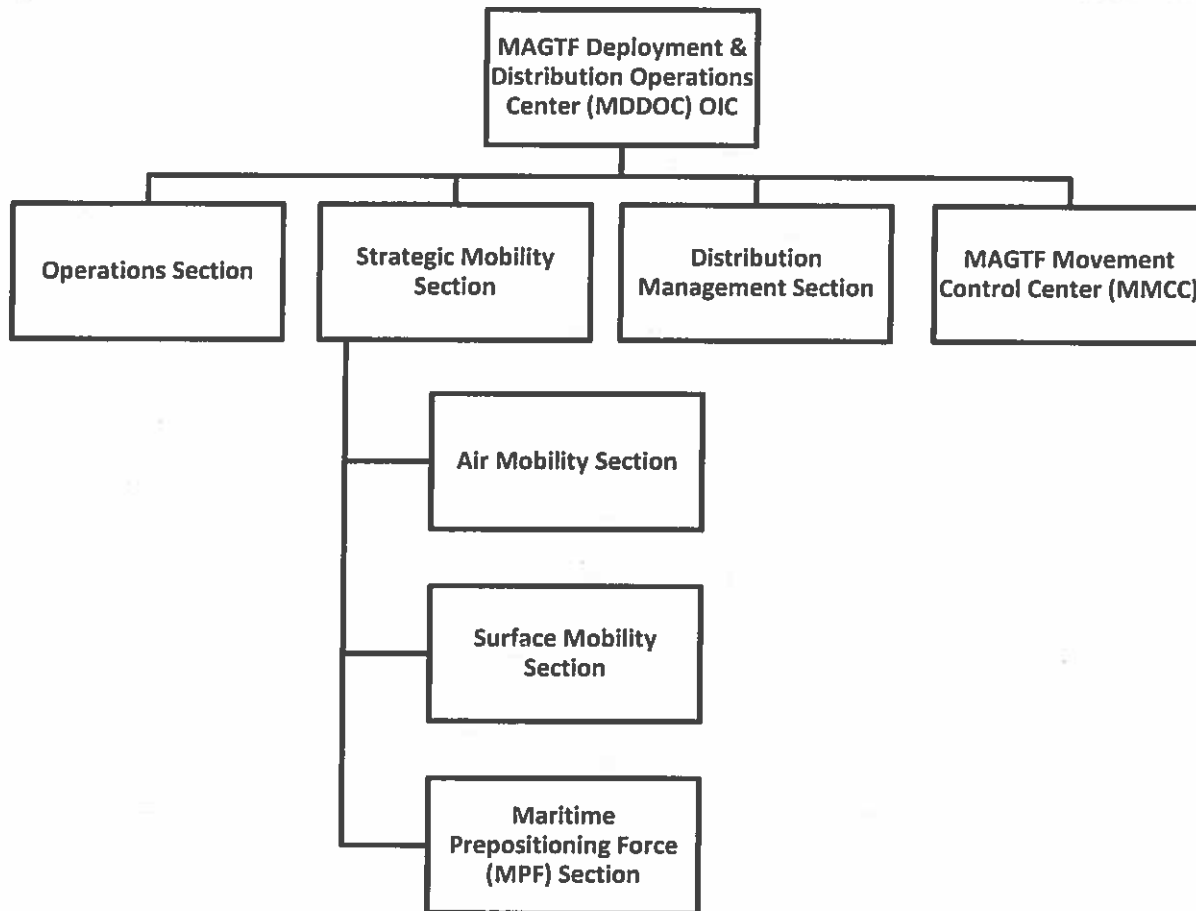


Figure 2-13: G-4 MDDOC Organizational Chart

(c) Functions

1. Air Mobility Section. Ensure Time Phased Force Deployment Data (TPFDD) airflow executes in accordance with the Commander's priorities. Manages the throughput of personnel and equipment through I MEF Terminal Operations Organizations (TOOs) normally located at MARCH ARB, MCAS Miramar, MCAS Yuma, MCAS Camp Pendleton and alternate APOE/D Ontario, CA. Assess unit development phasing to ensure embarkation and deployment/redeployment support is considered and confirm the MEF's movement plan from Unit Marshaling Areas (UMAs) to designated APOEs. Validate aircraft load plans IAW the TPFDD and special assignment airlift mission (SAAM) requests and coordinate with the 618th Air Operations Center (Tanker Airlift Control Center (TACC)), Air Mobility Command (AMC), and contracted air during the deployment/redeployment execution phase.

2. Surface Mobility Section. Coordinate surface mobility support requirements and ensure TPFDD surface movement executes in accordance with the MAGTF Commander's priorities. Coordinates with military/civilian support agencies regarding logistics requirements to support I MEF, MAGTF units/elements operating at CONUS SPOE/D and maintains and validates In-Transit Visibility (ITV) of deploying/redeploying I MEF units/elements by coordinating with I MEF MMCC, ITV Cell, Unit Movement Control Centers, and by using DoD ITV tools (GTN, SMS, RF-ITV/Tracking Portal, etc.). Coordination

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includes Naval, Military Sealift Command, Surface Deployment and Distribution Command and other commercial surface organizations. Assists all surface deployments for MEB, MEU/ARG and independent deployers via shipping.

3. Maritime Preposition Force (MPF) Section. Serves as the co-lead for MPF operations and MPF Maintenance Cycle (MMC) tailoring planning within I MEF. Tasked with managing the MPF program providing responsive, optimal, and effective integrated deployment options in support of I MEF operational requirements by ensuring the best possible operational and sustainment capabilities are prepositioned aboard Maritime Prepositioning Ships (MPS). Also tasked to ensure the appropriate MEF and MSC staffs are capable of conducting arrival and assembly operations through annual MPF exercise planning and execution.

4. MAGTF Movement Control Center (MMCC). Allocates, schedules, and coordinates transportation requirements based on the MAGTF Commander's priorities. Supports the planning and execution of MAGTF movements and reports directly to the MDDOC. The MMCC coordinates all MAGTF ground movement scheduling, equipment augmentation, transportation requirements, material handling, and other movement support. In theater, the MMCC will coordinate and deconflict the ground movements on theater controlled routes, and register requirements to the theater movement control center for support. In addition, the MMCC coordinates activities with installation operations, supporting commands, Major Subordinate Command (MSC) Unit Movement Control Centers (UMCCs), and directs the effort of the TOOs.

5. Distribution Management Section (DMO). The DMO Section plans, establishes and manages distribution operations enabling sustainment throughput velocity by coordinating transportation and logistics support from organic, supporting and commercial transportation providers and agencies, including United States Transportation Command (USTRANSCOM), Defense Logistics Agency (DLA), HQMC Installation and Logistics, Logistics Policy Division (I&L, LPD) and Marine Corps Logistics Command (MARCORLOGCOM) and subordinate commands. The DMO section liaises with installation operations to support transportation of people and transportation of things (TOP/TOT) in accordance with MAGTF commander priorities. The DMO section prioritizes and coordinates in-transit visibility operations and manages distribution related automated information technology /automated information systems. The Distribution Section coordinates foreign customs clearance requirements with US Embassies and commercial carriers.

(4) Engineer Branch

(a) Scope. The Engineer Branch conducts integrated planning, provides direction, coordinates and monitors engineer requirements and resources across I MEF.

(b) Engineer Branch Organization. The G-4 Engineer Branch consists of Engineer Operations, Airfield Operations, Utilities, and Bulk Fuels Storage, Testing, & Distribution (ground and aviation) sections and Counter IED section as depicted in Figure 2-14.



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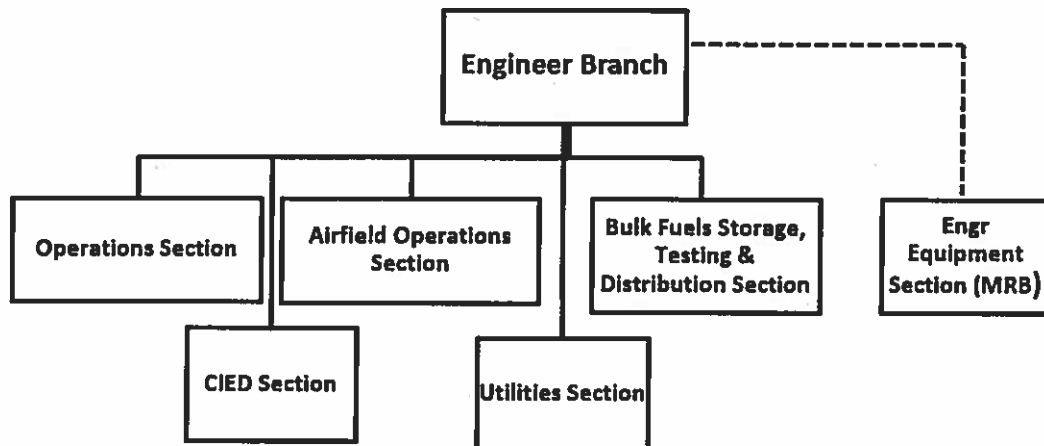


Figure 2-14: G-4 Engineer Branch Organizational Chart

(c) Functions

1. Provide support to all major subordinate command and base engineer units.

2. Represent the MEF CG interests as it relates to WFF, DSCA, and Naval Integration.

3. Conduct planning and attend working groups in support of the I MEF MCO's and GFM requirements.

4. Establish synchronization across the spectrum of engineering functions to energize and update the support for training, employment, and operations in support of the I MEF Warfighting Philosophy (Campaign Plan).

5. Provide subject matter expert advice involving engineer planning and execution on all exercises and operations.

6. Establish priorities and allocate resources to satisfy the Commanding General's engineer priorities.

7. Participate in planning and training exercises to develop proficiency as a Force Component Commander Engineer Staff.

8. Provide advocacy for the I MEF engineer community to support development of engineer tactics, techniques, and procedures commensurate with new technologies and equipment.

9. Attendance at WG's and OAG as applicable to represent I MEF CG's priorities and equities.

10. Assist the development of facilities to support the force.

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11. Act as the singular voice on engineer matters (General, Mobility, Counter-mobility, Survivability) when advising the MEF staff on capabilities and limitations. **NOTE:** While in garrison, the officer and SNCO assigned to the I MEF G-3 Combat Engineer and Chief (CIED) BICs (M2014600293 & 295) will work in the I MEF G-4 under the cognizance of the I MEF Engineer Officer. When the MEF CE deploys, the I MEF G-4 will provide these counter-mobility SMEs to the I MEF G-33 Current Operations section.

12. Conduct liaison on behalf of I MEF MSC's and external commands (MARCORSYSCOM, MARFORPAC, MARFORCOM, etc) to ensure that I MEF equities are best represented and support I MEF Campaign Plan.

(5) Operational Contract Support (OCS)

(a) Scope. The OCS section is responsible for the management of all I MEF contracting matters, both in Garrison and when forward deployed.

(b) Functions

1. As required, coordinates with 1st MLG on Contracting Officer (CO) staffing in support of exercises and operations.

2. Prepares and executes the I MEF Acquisition Review Board (MARB) for contracted services support.

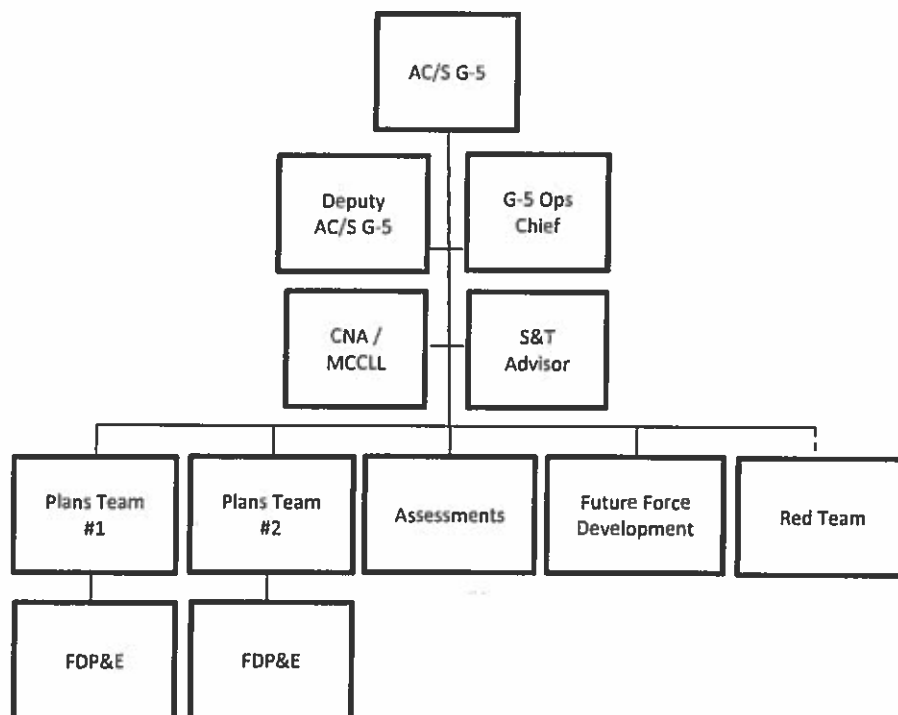
3. As required, coordinates with MCI-W Regional Contracting Office for preparation, submission and completion of I MEF contracted requirements.

6. Assistant Chief of Staff, G-5

a. Scope. The AC/S, G-5 is directly responsible to the CG for matters pertaining to strategy and policy, limited and deliberate contingency planning, FDP&E, assessments, and innovation.

b. G-5 Organization. The G-5 Division consists of Plans, Assessments, and Force Development through which it executes assigned responsibilities as depicted in Figure 2-15. The G-5 has ADCON authority and responsibility over the Red Team Special Staff Section. The Deputy AC/S G-5 is an 8006 billet that is ideally filled with either a second tour 0505 MAGTF Planner or a LtCol with Plans experience. The G-5 Ops Chief is a senior 0511 MAGTF Plans Specialist who advises the AC/S G-5, manages the administrative headquarters of the G-5, and supervises the enlisted plans specialists. Additionally, the G-5 houses the Center for Naval Analysis (CNA) and Marine Corps Center for Lessons Learned (MCCLL) representatives to I MEF and the I MEF Science & Technology Advisor.

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\*Indicates ADCON -----

Figure 2-15: G-5 Organizational Chart

c. Functions

(1) Plans

(a) Scope. The Plans Section is responsible for I MEF's role in all war plans. This section is manned by at least two 0505 MAGTF Planners who develop and maintain all I MEF requirements ISO OPLANs and CONPLANs. Supporting the Plans Section is the Force Deployment Planning & Execution branch manned by 0511 MAGTF Plans Specialists. Additionally, the section plans MEF-level exercises through the development of OPORDs.

(b) Organization. The Section consists of at least two Planning Teams of one to two Plans Officers (OPT and AOPT) supported by one to four Plans Specialists depending on the assigned plan or exercise.

(c) Functions. The Plans Section operates in secure spaces within the MEF Operations Center at the SECRET and TOP SECRET level and works closely with the G-2 and G-3 throughout all planning activities. The primary mechanism by which the G-5 conducts planning is through the convening and execution of an Operational Planning Team (OPT).

1. Develops, reviews, and monitors all MEF operational plans (OPLANs) and concept plans (CONPLANs), including TPFDD lists.

2. ICW G-37, coordinates with PP&O to shape and coordinate the compilation of a comprehensive five-year Training Exercise and Employment

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Plan (TEEP) to ensure that I MEF executes all operations, actions and activities (OAA) within the CG's priorities and focus areas.

3. ICW G-35, plans and coordinates TSC activities ISO MARFOR engagement plans and tasks, and IAW I MEF Campaign Plan, TSC Policy letter, and MSC training plans.

4. ICW G-37, provides OPLAN and CONPLAN input, and develops and monitors assigned Lines of Operation within the biennial I MEF Campaign Plan to guide the Force in the execution of its garrison and Title 10 responsibilities.

5. In close coordination with NAVCENT, PACFLT, MARFORPAC, MARCENT (5th MEB if applicable), G-35, G-37, and G-8, prepares and transmits Planning Orders, Initiating Directives, and Exercise Directives to direct MSC/MSE planning of exercises and operations. Specific exercise tasks include:

a. Lead operational planning within context of exercise scenario (lead PPA).

b. Provide primary "Trusted Agent" for exercise design and control.

c. Provide OPLAN, strategy and policy SME(s) in support of exercise design, and development of training goals and exercise objectives.

d. Coordinate Service-directed experimentation into exercise design.

6. Participates in sourcing summits and Plans Crosswalks.

7. Maintains regional expertise ISO Pacific Command (PACOM) and Central Command (CENTCOM) planning. As capacity allows, build and maintain regional expertise in other GCCs.

8. Task organizes internal and assigned planners, SMEs and subordinate planners to form OPTs ISO OPLANs and CONPLANs or other long range planning efforts. Augments G-3 crisis and contingency response planning. Administers and executes on-call OPTs.

9. Integrates Special Technical Operations (STO) capabilities into OPLAN/CONPLAN development.

10. Coordinates the review of higher authority directives and statements of policy, and joint/service/combined doctrine affecting the I MEF deliberate planning including the Joint Strategic Capabilities Plan (JSCP), the Forces For Unified Commanders (Forces For), the Unified Command Plan (UCP), the Marine Corps Service Campaign Plan, and the Marine Corps Planners' Manual.

11. ICW G-3, develops and refines joint and combined command relationships to include the establishment of enduring and habitual planning relationships.

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12. Conducts FDP&E and Joint Operation Planning and Execution System (JOPEs) management for crisis and contingency response planning, training and operations IAW the I MEF Deploy the MEF Playbook.

13. Conducts force mobility planning ISO CONPLANS/OPLANS. Provides process oversight and management of the deployment operations team (DOT) support, and provides force disposition visibility to G-3 FOPS.

14. Provides technical subject matter expertise to support G-3 T&E contingency deployment planning efforts.

15. Exercises primary staff cognizance over I MEF equities in Marine Corps planning and mobilization publications to include, but not limited to, the Mobilization, Activation, Integration, Deactivation (MAID) Plan and FDP&E Manual.

## (2) Assessments

(a) Scope. The Assessments Section is responsible for developing and overseeing the operational assessment framework for all MEF-level plans, exercises, and steady-state activities including future force development issues.

(b) Organization. The Assessments Section is tailorable based on the scope and scale of current assignments. Overseen by a uniformed officer, the section may grow to accommodate reserve integration for larger-scale contingencies and exercises. At a minimum, the Assessments Section consists of a uniformed officer (MAGTF Planner) not actively assigned to the ongoing planning effort. Additionally, while separate entities within the G-5, the Red Team, CNA Analyst, and MCCLL Liaison contribute to the assessments process.

## (c) Functions

1. During MEF field exercises and deployments, the Assessments Section develops an operational approach, publishes the operational framework to the staff, and conducts operational assessment as directed in the I MEF TACSOP.

2. ICW G-37, monitor the biennial I MEF Campaign Plan to guide the I MEF CE and MSCs in execution of assigned missions and tasks.

3. ICW G-37, develop discussion items and issues for the quarterly MEF Summit.

4. Develop and maintain the I MEF TACSOP Assessments SOP.

## (3) Future Force Development (FFD)

(a) Scope. The FFD Section is responsible for planning and coordinating the integration of emerging concepts and capabilities into I MEF plans and exercises. Working closely with G-2, G-3, G-4, G-6, and the MSCs and MSEs of the MEF, FFD maintains MEF expertise in joint and service concepts, service-level experiments and wargames, emerging technologies, and develops the "road map" for evolving the MEF MAGTF in the 21st Century.

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(b) Organization. The FFD Section consists of, at a minimum, one MAGTF Planner who serves as the SME for joint and service-level warfighting concepts. The Red Team, Science & Technology Advisor, and MCCLL Liaison are adjacent entities that support FFD efforts.

(c) Functions

1. Works closely with HQMC (CD&I, Futures Directorate) to provide MEF input to concept development. ICW MCCLL Liaison, provides operational feedback to HQMC agencies on all FFD issues.

2. Provides subject matter expertise and operational relevance to future force development in support of HQMC, MARFORPAC, and I MEF innovation initiatives.

3. Participates in and provides future force development input to the I MEF MAGTF Maritime and Naval Integration Working Groups.

4. ICW G-37 and S&T Advisor, synthesizes the execution of service testing and evaluation, experimentation, and service support initiatives. Develops and maintains I MEF experimentation plan.

5. Develops and maintains CG's Future Force Development Priorities.

6. ICW the Plans Section, incorporates emerging concepts and capabilities into contingency and exercise planning efforts.

7. As needed, convenes and administers I MEF OPTs and working groups for FFD issues. This may be ancillary or external to ongoing planning efforts.

8. Science and Technology (S&T). The S&T Advisor is assigned to the Commanding General as Special Staff. The G-5 Section provides administrative support. The S&T Advisor provides the CG, I MEF with support through enabling and partnering with the Expeditionary Force Development System (EFDS) and the DOD/Naval research enterprise (NRE) to provide the best solutions and equipment to fulfill identified warfighter gaps. The S&T Advisor ensures Science, Technology, and Experimentation (ST&E) efforts support the Commander and are prioritized and articulated to Marine Corps Combat Development Command (MCCDC), the EFDS, the NRE, and the ST&E community at large. The S&T Advisor represents I MEF on the USMC Operational ST&E Operational Advisory Group (OAG) and other appropriate OAGs, working groups, and project teams. Additionally, the S&T Advisor assists in drafting, staffing, and tracking of Universal Needs Statements, Urgent Universal Needs Statements, and Joint Urgent Operational Needs Statements.

9. Marine Corps Center for Lessons Learned (MCCLL). MCCLL maintains a liaison within the I MEF G-5 who is responsible for facilitating the implementation of and the capture of lessons learned. MCO 3504.1 *Marine Corps Lessons Learned Program and the Marine Corps Center for Lessons Learned*, mandates AARs for all exercises and operations. Additionally, for special deployments persisting beyond 180 days three AAR's are required (PTP, 100 Day, and Post Deployment).

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#### (4) Red Team

(a) Scope. The I MEF Red Team is a unique staff entity. It works for the Commanding General, takes guidance, direction and prioritization from the Chief of Staff, and is under the administrative control of the AC/S G-5. The I MEF Red Team supports across all I MEF command element staff elements, and within capacity, I MIG.

(b) Organization. Housed administratively in the G-5, the Red Team is a Special Staff Section for the CG, reporting through the Chief of Staff. Red Teaming is a function executed by trained, educated, and practiced civilian and uniformed team members and provides commanders and staffs an independent capability to fully explore alternatives in plans, operations, concepts, organizations, and capabilities.

(c) Functions. Focusing on critical review and independent analysis, the Red Team's purpose is to minimize risk and increase opportunities to reach the CG's goals by challenging assumptions, providing alternative perspectives, and avoiding or countering cognitive and human biases.

1. In garrison, the Red Team works on MEF issues by partnering with relevant staff sections, enabling the use of structured analytic techniques; contributing alternative perspectives and assumptions checks; and challenging cognitive biases. In addition, the Red Team serves to educate the staff on identifying biases and the various Red Team tools available to overcome biases and evaluate plausible alternatives.

2. In the field, the Red Team functions in the same way as in garrison, sitting with the G-5 and working across the Staff to maximize opportunities and minimize risk. It is part of the Assessments Working Group (WG), Plans and Assessments Board, and Information Operations WG, and attends the Commander's Update Brief, among others. It is critical that Red Team members have the freedom to attend other meetings and WGs as necessitated by circumstances and directed by the I MEF C/S or CG in order to counter and mitigate biases that are prevalent in combat situations.

3. Whether in garrison or the field, Staff members should consider engaging the Red Team at the beginning of a new effort to maximize benefits, but can reach out to the Red Team at any point.

#### (5) Center for Naval Analysis Representative

(a) Scope. Assignment and use of the CNA Representative (or CNA Field Representative) at Marine Corps commands are outlined in Marine Corps Order (MCO) 5223.3A "Assignment and Utilization of CNA Field Representatives" and MCO 3902.1D "Marine Corps Studies System (MCSS)."

(b) Organization. The CNA Representative is assigned as a Special Staff Officer to the CG and has no organizational office. The I MEF G-5 provides administrative support to the CNA Representative.

#### (c) Functions

1. IAW MCO 5223.3A and 3902.1D, the I MEF CNA Representative provides dedicated full-time on-site analytical support to CG I MEF. The CNA

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Representative acts in an advisory capacity and gives analytic assistance in areas such as supporting evaluation of operational capabilities, optimum use of resources, analyses of field exercises, planning and analysis of combat operations, and the development and evaluation of tactics.

2. IAW MCO 5223.3A, a collateral duty of the I MEF CNA Representative is to provide liaison between I MEF and CNA headquarters in mutual support of both organizations. More specifically, IAW MCO 3902.1D, I MEF CNA Representative coordinates I MEF inputs to the annual CNA HQ USMC Core Studies Program via the MCSS process.

3. The I MEF CNA Representative is a member of the I MEF/1st MEB Command Element (CE) and will typically deploy with the CE to provide on-site analytical support to the MEB/MEF leadership IAW with procedures outlined in MCO 5223.3A.

#### 7. Assistant Chief of Staff, G-6

a. Scope. The AC/S, G-6 is directly responsible to the CG for matters pertaining to operational communications support to I MEF forces including necessary liaison with external commands and other DOD agencies for communications coordination, support, equipment, and training. The G-6 Division provides integrated communications planning, coordination, control, and management for all communications and information systems within I MEF in order to maximize operational support, combat readiness, and sustainment.

b. G-6 Organization. The G-6 Division consists of the Network Operations (NETOPS), Communications Electronic Maintenance, MEF Communication Security Management Office (MCMO)/Key Management Infrastructure (KMI), Operations, Information Management/Knowledge Management (IMO/KMO), and Cybersecurity Sections as depicted in figure 2-16.

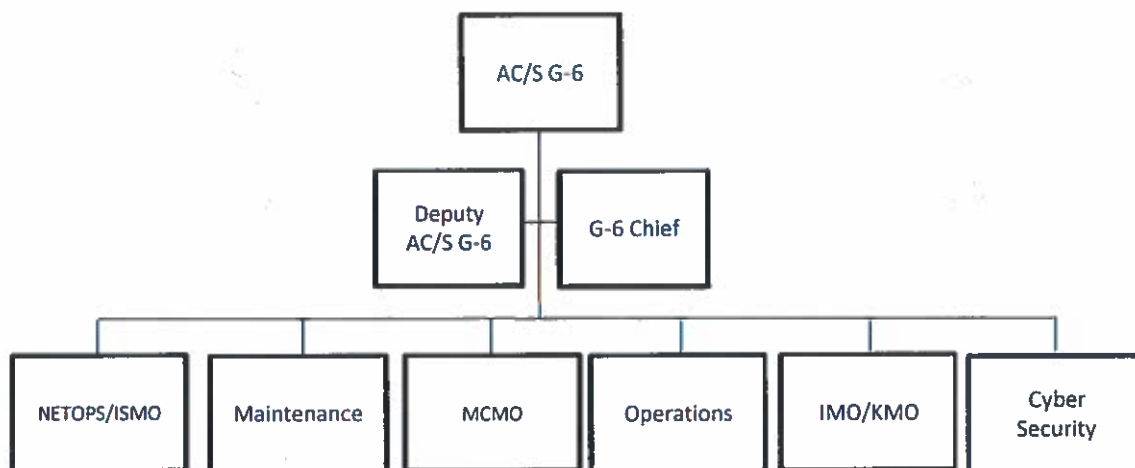


Figure 2-16: G-6 Organizational Chart



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c. Functions

(1) Network Operations/Information System Management Officer (ISMO). The ISMO is responsible for providing information technology (IT) services to and ISO the I MEF staff. The ISMO plans and validates all I MEF and MSC/MSE Garrison Classified and Unclassified Wide Area Network (WAN) and Local Area Network (LAN) architectures and accreditation packages, MS Exchange and Domain Name Server architectures, Transport Control Protocol and Internet Protocol architectures, and Video Teleconference (VTC) architectures. The ISMO provides technical assistance on all data and networking issues to the AC/S G-6 and all MSCs/MSEs, as required. Finally, the ISMO provides guidance on specific IT infrastructure issues to subordinate elements within I MEF.

(a) Data Systems Helpdesk. The Data Systems Helpdesk is responsible for administration, account management, implementation, operation, and helpdesk service support of I MEF data network services and devices.

(b) Garrison Data Support. The Garrison Data Support Section is responsible for administration, operation, management, execution, and technical service support of the garrison data networks within I MEF.

(2) Communications Electronic Maintenance. The Ground Communication Maintenance Section is responsible for managing the sustainment and reporting the readiness of all communications electronics equipment within I MEF. In coordination with G-6 Operations, responsible for new equipment fielding and equipment upgrades as well as training to support new and upgraded communications equipment. In coordination with G-4, responsible for planning deployed sustainment support for communications equipment.

(3) MEF COMSEC Management Office (MCMO)/ to Key Management Infrastructure (KMI). The MCMO validates I MEF COMSEC holdings, providing guidance and oversight of subordinate KMI accounts, maintaining positive custody, control and administration of COMSEC material in cache accounts, and maintaining Marine Corps KMI training centers. Additionally, the MCMO serves as the Immediate Superior in Command (ISIC) for I MEF MSCs/MSEs.

(4) Operations. The Operations Section is responsible for the conduct of C4 planning, coordination, and execution ISO I MEF and MSCs/MSEs for contingency operations and exercises. Significant Operations Section functions include:

(a) Projects and Plans. The Projects and Plans Section is responsible for the C4 planning, coordination, and Annex writing ISO I MEF OPT planning. This section provides planning, coordination, and system engineering and integration guidance ISO I MEF operations, contingencies, training, and exercises.

(b) Amphibious Communications Support. The Amphibious Communications Support Section is responsible for the coordination with USN, HHQ, coalition forces, and USMC landing forces regarding amphibious C4I requirements for embarked USMC forces. Additionally, it conducts planning and coordination with HHQ, adjacent, and subordinate units ISO future C4I requirements.

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(c) Exercise Support. The Exercise Support section provides exercise-specific communications planning across all phases of the Exercise Life Cycle (ELC) to the training audience, as well as to the Exercise Support Group. Exercise Support personnel attend planning conferences, technical control conferences, and all other development and supporting conferences. In addition, the Exercise Support section coordinates resource management with other MSC and MSE communications elements in order to facilitate MAGTF integration into exercises and training events. Specific tasks include:

1. Provide assets and physical construction of exercise C4I architecture.
2. Integrate training audience and Exercise Control C4I networks/systems.
3. Plan/coordinate/execute pre-exercise internal Communications and/or Information Flow Exercises.
4. IM/KM support to training audience and Exercise Control.

(d) Spectrum/Frequency Management. The Spectrum/Frequency Management Section is responsible for requesting, recording, de-conflicting, and authorizing the use of frequencies or operation of electromagnetic spectrum-dependent systems. The FMO is also responsible for producing single channel ground airborne radio systems (SINCGARS) loadsets, communications electronics operating instructions (CEOI), managing call signs, and for electromagnetic interference resolution for I MEF.

(e) Video Teleconferencing and Audio-Video support. The VTC-A/V Section is responsible for the operation, administration, configuration management, scheduling management, planning implementation, policy development and control, logistics and technical support, system engineering and integration guidance, and life cycle management of I MEF A/V - VTC systems ISO I MEF operations, contingencies, training, and exercises.

(f) Systems Planning and Engineering (SPE). The SPE section is responsible for the overarching planning and integration of C4 systems into one consolidated architecture which supports the exercise and/or operational requirements of the I MEF Command Element, as well as the integration of similar architectures from the MSC/Es. In addition, the SPE section coordinates installation and troubleshooting efforts for the MAGTF Communications Control Center (MCCC).

1. Space and Waveform Integration. The Satellite Transmission System Planning Section is responsible for the planning, engineering, and design of the wideband satellite communications links to include Ku, X, Ka, UHF, EHF bands, Time Domain Multiple Access (TDMA), and Frequency Domain Multiple Access (FDMA) links required to support I MEF data and voice networks. The section coordinates with HHQ, Joint Commands, Combatant Commands and the Defense Information Systems Agency (DISA), for access to NIPRNET, SIPRNET, and Combined Enterprise Regional Information Exchange Service (CENTRIXS) network and telephone services. It also coordinates the purchase, fielding, and employment of commercial satellite systems and services to augment or replace Marine Corps tactical equipment.

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2. Systems. The Data Systems Section is responsible for planning and validating all I MEF and MSC/MSE Tactical NIPRNET/SIPRNET/CENTRIX WAN and LAN architectures and accreditation packages, MS Exchange and Domain Name Server architectures, Transport Control Protocol and Internet Protocol architectures, and VTC architectures. The section provides technical assistance on all data and networking issues to all MSCs/MSEs, as required.

3. Networking. The Telephone Systems Section is responsible for planning and integrating I MEF telephone and voice-over internet protocol (VOIP) telephone networks. The section coordinates with strategic telecommunications providers including CENTCOM, service components, and DISA for voice circuit access and interoperability.

(5) Information Management Officer

(a) Scope. The Information Management Officer (IMO) is directly responsible to the CG for all matters pertaining to Knowledge Management (KM), Information Management (IM) and Command & Control (C2) Systems.

(b) Information Management Office Organization. The IM Office consists of the IM Section, and the Command and Control (C2) Systems Integration Section, as well as support teams within these sections as outlined in the below figure. The KMO receives direct tasking from the Chief of Staff, but the KMO is under the oversight of the AC/S G-6. IMO/KMO structure is depicted below in Figure 2-17.

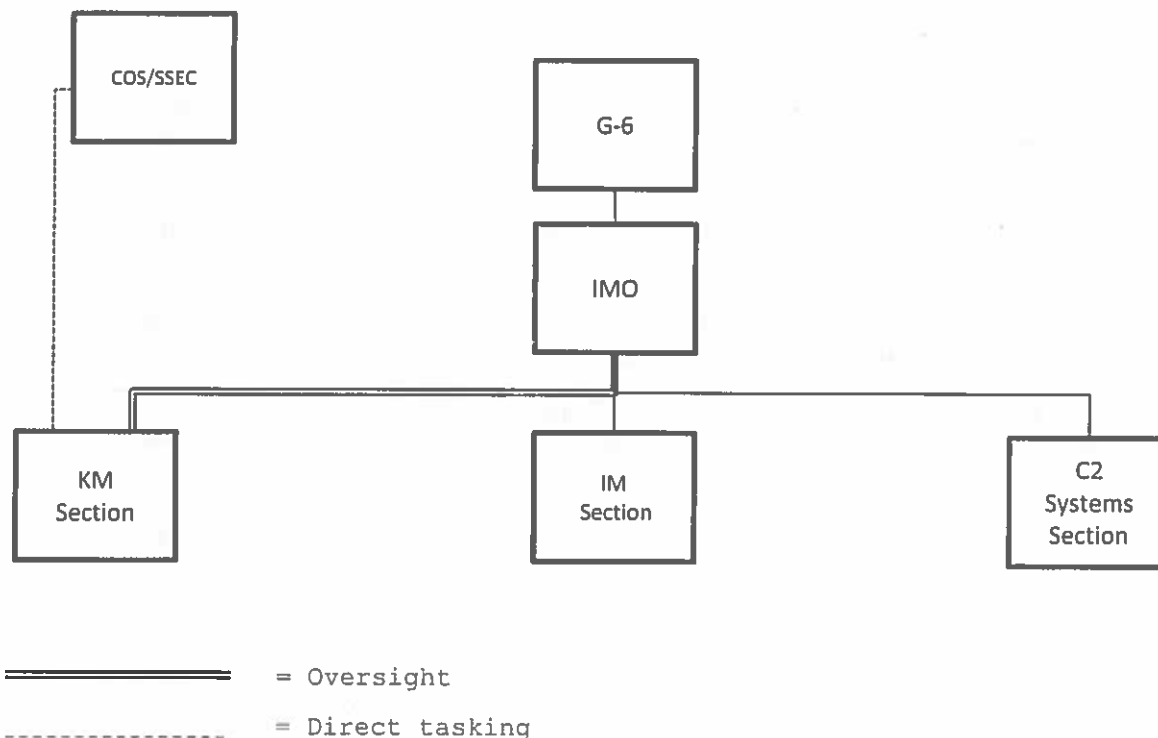


Figure 2-17: IMO Organizational Chart

(c) Functions. Maintains administrative, operational, and tactical control of personnel supporting KM, IM, and C2 systems. Also,

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monitors the status of contracts and funding to ensure fiscal support is aligned with capability requirements. Specific functions are as follows.

1. KM Section provides IM/KM governance to include integration, methodologies, and policy standards; i.e. naming conventions, file structure, and C2 systems employment.

2. KM Section develops business rules, processes, and procedures to maintain the quality and relevancy of information; develops and tests processes and procedures for notifying the Command representatives and select groups, i.e. Commander's Critical Information Requirements (CCIR) or Requests for Information (RFI).

3. KM Section develops efficient business rules to provide the I MEF CE with qualified, authoritative, and relevant information to facilitate decision-making.

4. KM Section hosts and facilitates I MEF CE and MSC/MSE KM/IM Working Groups; briefs results and findings directly to CoS.

5. IM and KM Sections analyze the Staff processes and develop IM Plan and Annex U.

6. IM and KM Sections coordinate with Staff assigned IM/KM Content Managers to disseminate IM/KM procedures, capture best practices, identify issues, and implement solutions.

7. IM and KM Sections synchronizes and documents the MEF Battle Rhythm.

8. IM Section coordinates and provides additional staff training to support the production of quality information through effective IM procedures.

9. IM Section monitors and synchronizes the internal and external flow of information by each staff section.

10. IM Section establishes command portals, and information repositories by classification to support collaboration.

11. IM Section plans, coordinates and executes the IM policies, C2 systems, information flow, staff processes and battle drills between internal and external organizations.

12. IM Section certifies, validates, and publishes I MEF C2 system hardware/software versions, ports and protocols.

13. IM Section develops implements and maintains and effective process to manage, assign, and control applications permissions; collaborates with G-6 to troubleshoot and direct higher, adjacent and subordinate efforts.

14. C2 Integration Section monitors C2 systems applications and software versions to ensure consistency across garrison and tactical environments.

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15. C2 Integration Section collects system information requirements from the I MEF CE and MSCs; analyzes available C2 resources and capabilities; coordinates with the G-6 to identify network and infrastructure capabilities.

16. C2 Integration Section drafts and publishes technical directives for supporting systems and application configuration changes/modifications for employment of C2 systems that support staff and mission information requirements.

(6) CyberSecurity. The Cybersecurity section supports I MEF's vision of effective operations in cyberspace where I MEF missions and operations continue under any cyber situation or condition. It ensures the IT components of I MEF weapons systems and other defense platforms perform as designed and adequately meet operational requirements. In addition, Cybersecurity ensures I MEF has ready access to its information and command and control channels, and that the I MEF Information Enterprise securely and seamlessly extends to mission partners. This is accomplished via the Threat Analysis and Compliancy Management sections.

(a) Threat Analysis. The Threat Analysis Cell oversees Incident Management Operations, Discovery and Counter-Infiltration (DCI) Operations, and Emerging Threat Operations in order to detect, respond to, and defeat attempted or successful network intrusions and Advanced Persistent Threats (APT) across the network. It enables operations, informed by Intelligence sources and network monitoring, which detects and responds to malicious activity, and is responsible for the synergy across the teams.

(b) Compliancy Management. Assess and enforce the security posture of the network through tools and processes mandated or approved by higher headquarters. Develop and enable the certification of networks in the I MEF purview through a standardized accreditation process and continual hands on auditing program.

## 8. Assistant Chief of Staff, G-7

a. Scope. The AC/S, G-7 is directly responsible to the CG for matters pertaining to pre-deployment training in special skills and amphibious raid training for deploying I MEF MEUs including the 31st MEU, select SPMAGTF training, and Purpose Built Task Forces. As the CG's SME for special operations, the G-7 coordinates with Special Operations Forces to enhance training opportunities with I MEF sourced MEUs. AC/S G-7 is dual-hatted as the Officer in Charge of Expeditionary Operations Training Group (EOTG). The EOTG missions is to train and evaluate deploying Marine Expeditionary Units, and other designated forces, in select individual and collective tasks, and evaluates their ability to conduct assigned Mission Essential Tasks (METs) in order to prepare those forces to support the Geographic Combatant Commanders.

b. G-7/EOTG Organization. The G-7 consists of a headquarters section, an Exercise Branch, an Advisor Training Branch, Amphibious Raids, Ropes and Recovery Branch, and Special Training Branch as depicted in Figure 2-18.

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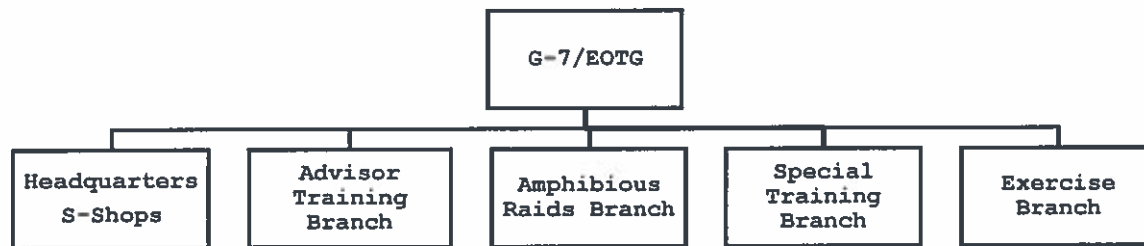


Figure 2-18: G-7 Organizational Chart

### c. Functions and Responsibilities

(1) Headquarters. Provides support to and synchronize on-going training activities of the branches in addition to planning and executing MAGTF-level exercises.

(2) Advisor Training Branch. Provide individual and collective training for I MEF advise and assist teams; in accordance with the current operating environment and theater requirements.

(3) Amphibious Raids Branch. Provide individual and collective (Company-Level) training for MEUs and SPMAGTFs; MECH, CAAT-LAR, Small Boat, Surface and Airborne Raids; Embassy Reinforcement; TRAP; HRST; Assault Climbers.

(4) Special Training Branch. Provide specialized individual and collective training to MEU Maritime Raid Force and Recon elements; Sniper, CQT, R&S Course, VBSS/GOPLAT, Security Element Course.

(5) Exercise Branch. Design and execute SPMAGTF-CC and MEU certification exercises.

(6) Responsibilities are as follows:

(a) Support of MEU Pre-Deployment Training Program (PTP) and, as required, SPMAGTF and other designated units.

(b) Maintain a cadre of qualified instructors capable of developing, instructing, evaluating, and certifying special individual, high-risk, and collective tasks required by MEUs and, as required, SPMAGTFs and other designated units.

(c) Provide resident expertise in the integration of Special Operations Forces and MEUs, and, as required other designated units.

(d) Provide resident expertise, instruction, and coordination with joint forces, interagency, inter-governmental and multinational organizations to facilitate training in support of the MEU and other designated unit PTPs. Facilitate the integration of coalition and foreign forces into MEU and other designated unit PTPs, as required.

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(e) Provide resident expertise, instruction, and coordination in Foreign Humanitarian Assistance, Non-Combatant Evacuation Operations, embassy reinforcement, and Tactical Recovery of Aircraft and Personnel.

(f) Maintain the capability and provide assistance to the MEUs and SPMAGTFs during realistic military training off federal installations and in diverse environments, to include alternate training venues and opportunities.

(g) Test and evaluate doctrine, equipment, and weapons in support of the MEU program, as directed.

9. Assistant Chief of Staff, G-8

a. Scope. The AC/S, G-8 is directly responsible to the CG for matters pertaining to resource management, fiscal compliance and business reform initiatives. Additionally, the G-8 is responsible for:

(1) Providing subordinate financial management personnel with fiscal leadership, financial management training, management oversight of account performance and Military Occupational Specialty (MOS) development opportunities.

(2) Ensure MEF augments to MEUs / SPMAGTFs are trained and certified to support commands' financial management planning, execution and readiness.

(3) Shaping financial management actions through close and continuous coordination with counterparts on higher, adjacent, and subordinate staffs.

(4) Serving as I MEF Travel Program Manager.

(a) Provides funding oversight and supports the reconciliation of Outstanding Travel Orders (OTO) and Government Travel Credit Card (GTCC) delinquencies for the overall I MEF travel program, including integration and coordination of functional areas of administration, comptroller and disbursing/finance.

(b) Ensures a I MEF GTCC Agency Program Coordinator (APC) is established in writing. The I MEF GTCC APC provides oversight and verifies that MSC/MSE GTCC APCs are trained, have the necessary tools and are performing the appropriate functions and responsibilities in managing their MSC/MSE GTCC programs. This collateral duty is assigned to the I MEF G-8.

b. G-8 Organization. The G-8 Division consists of the Budgeting, Accounting, and Resource, Evaluation & Analysis (RE&A) Sections as depicted in Figure 2-19.

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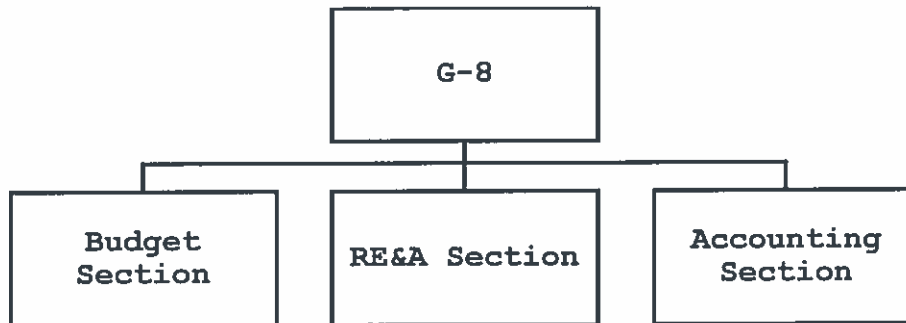


Figure 2-19: G-8 Organizational Chart

c. Functions

(1) Budget Section

(a) Coordinates development of the I MEF annual budget. Provides commanders with tools to identify and prioritize requirements and deficiencies to HHQ. Analyzes current and prior year fiscal data to ensure MSC budget requests are consistent with budget execution.

(b) Coordinates the development and validation of I MEF Program Objective Memorandum (POM), Mid-Year Review (MYR) and Current Year Deficiency (CYD) submissions.

(c) ICW with G-3 FOPS, publishes the exercise fiscal LOI establishing procedures for preparation of budgets, identification of costs, and reimbursement of I MEF TEEP exercise expenses.

(d) Tracks execution of the I MEF Commander's annual budget, and develops recommendations for the allocation of resources to achieve command priorities.

(2) Accounting Section

(a) Maintains oversight of transactions posted in the Standard Accounting Budget and Reporting System (SABRS) to ensure the validity and accuracy of accounting data.

(b) Conducts evaluations and analyses of fund manager accounts for the purpose of promptly detecting and correcting problems. Focus areas include proper use of funds, transaction coding structure, obligation validations, and financial accounting processing times.

(c) Resolves unsatisfactory conditions arising from established financial procedures, practices, records and accounting system problems and deficiencies.

(d) Serves as I MEF Finance Defense Travel Administrator (FDTA) for the DTS.



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1. Provides guidance to each MSC FDTA, as FDTA and fund control responsibilities within DTS are within the scope of tasks assigned to Comptrollers at the MSC level.

2. Provides oversight and verifies that MSC FDTAs are trained, have the necessary tools and are performing the appropriate functions and responsibilities within the travel process.

(3) Resource Evaluation and Analysis (RE&A) Section

(a) Provides timely insight into the efficiency of the command's performance of its missions and functions, and detects potential fraud, waste, abuse or mismanagement.

(b) Serves as the I MEF Marine Corps Managers' Internal Control Program (MCMICP) Coordinator. The MCMICP documents the existence of internal controls for processes and functions, assesses the adequacy and effectiveness of established internal controls, and documents the results of annual internal control efforts. I MEF CE staff sections are required to appoint in writing an Internal Control Coordinator (ICC) who is responsible for coordinating the MCMICP within their functional area.

(c) Performs reviews, evaluations, assessments, analyses, and economy/efficiency-related studies which are usually (but not necessarily) resource-related.

(d) ICW the CIG, coordinates external audits, surveys and studies. Also performs liaison, conducts coordination, prepares audit responses, and conducts follow-up (tracking and on-site verification) for all external audits.

(e) Serves as lead agent on all internal and external financial audits, surveys and studies.

Section 2 - Special Staff

1. Communication Strategy and Operations (CommStrat)

a. Scope. The I MEF CommStrat Director is directly responsible to the CG for all matters regarding communication to internal and external audiences, to include crisis communication, key leader engagement, media engagements, social media engagement, coordination with Information Operations, community relations activities, CommStrat operational planning, online key stakeholder engagement, and communication and visual information (VI) product creation, dissemination, and management. The CommStrat Director advises the CG, DCG, staff and MSCs/MSEs on what were formerly Public Affairs (PA) and VI policies, provides messaging guidance, serves as the official command spokesperson and oversees communication synchronization throughout I MEF, ensuring it is consistent with guidance from the Department of Defense, Department of the Navy, Headquarters Marine Corps, and U.S. Marine Corps Forces Pacific.

b. Organization. The CommStrat office consists of the Future Operations Section and the Current Operations Section. Within the Future Operations Section, there is a research and assessments cell. Within the Current Operations Section, there is a Production Section and an Outreach Section. This is depicted in figure 2-20.

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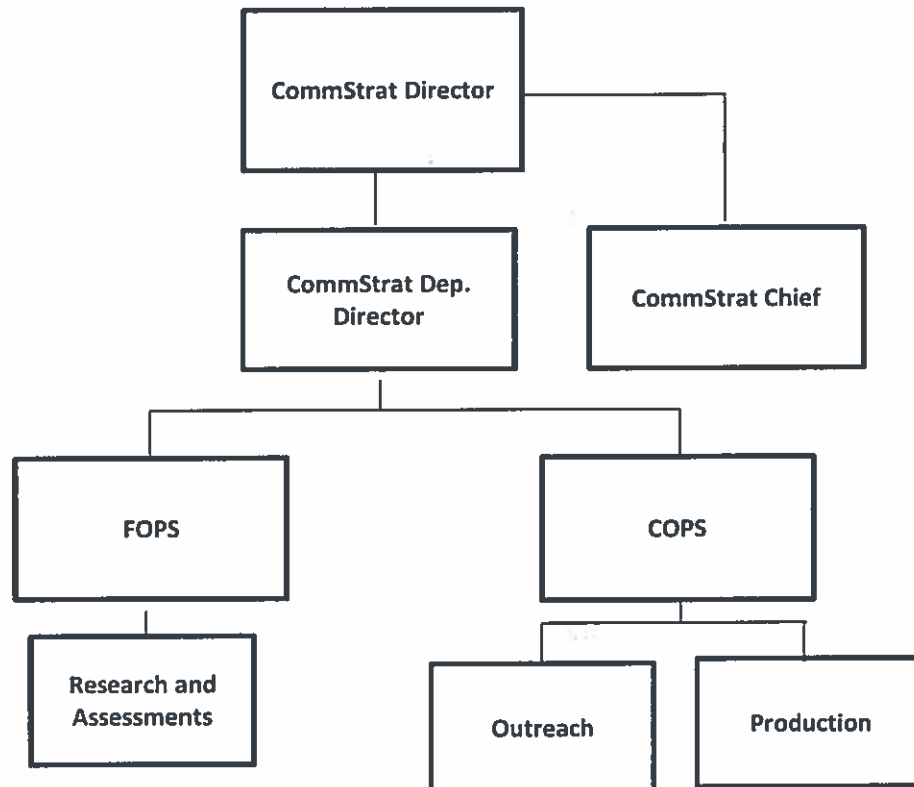


Figure 2-20: Communication Strategy and Operations Organizational Chart

c. Functions

(1) Communication Counsel

(a) Serve as trusted advisors to commanders, providing objective counsel regarding proposed courses of action and policy decisions and their impact on key publics.

(b) Use research and analysis to build a shared situational awareness with commanders and staff regarding emerging issues and public sentiment.

(c) Bring focus to the impact I MEF has on the operating environment and its publics, improve responsiveness to public interests, articulate potential unintended consequences of planned actions, and quickly identify perceived disparities between deeds and words.

(d) Commanders and CommStrat professionals will have a close relationship based on a mutual trust that facilitates implicit communication, a tenet of maneuver warfare that enables the rapid and decentralized decision-making and the initiative required by the modern information environment.

(2) Research

(a) CommStrat will further develop its current approach to problem solving - which relies heavily on intuition, subjective analysis and historical precedent - by improving research capability and capacity.

(b) CommStrat will employ quantitative and qualitative research to

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better understand problems and opportunities, the operating environment, internal and external publics, and the cultural landscape. These methods of formal research will inform the overall decision-making process, guide planning efforts, and improve the quality of CommStrat counsel.

(c) Research will be used to anticipate and identify changes in the environment, allowing leaders to adjust and respond as needed to ensure mission success.

(d) With increased knowledge of cultural, social and political structures, languages and religions, CommStrat professionals will better understand audience needs and predispositions, and better design messages to increase audience understanding.

### (3) Planning and Integration

(a) CommStrat Marines - officer and enlisted - will be skilled in both the Marine Corps Planning Process and the four step communication planning process (Research, Plan, Implement, Evaluate).

(b) During operational planning, CommStrat involvement will begin before the first planning step - problem framing - and will use information gained through research to enhance the commander's understanding of the environment and the nature of the problem. This understanding will shape the commander's initial planning guidance and intent, which must include communication considerations.

(c) CommStrat will inform staff planning, to include development of constraints and restraints; identification of potential intended and unintended consequences of planned actions within the Areas of Operations, Interest, and Influence; and appreciation for the nature of information flow in varying cultural contexts.

(d) Any supporting communication plans will identify the communication problem or opportunity, identify and segment key publics, define communication goals, develop measurable objectives to achieve these goals, and develop communication strategies based on communication theory.

(e) Throughout planning, CommStrat Marines will coordinate with other informational and operational capabilities, with higher, adjacent and subordinate military units, and with interagency and coalition partners.

### (4) Engagement

(a) Viewing communication as a two-way social process of dialogue and interaction among people versus a technical process of one-way message delivery to a target audience, CommStrat will continue to proactively engage American and foreign publics in both the domestic and operational environments.

(b) Engagement will range in focus based on communication objectives but may include key audiences inside the Marine Corps as well as key audiences across America, host nation publics, foreign publics, traditional news media, social media (i.e. bloggers), DoD, coalition and

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interagency partners, government leaders, community stakeholders, think tanks, academia, industry, and veterans-service organizations.

(5) Imagery Acquisition and Product Creation, Dissemination, and Management

(a) Communication products will include written articles, photographs, video, widgets (e.g., phone "apps"), and multimedia productions optimized for intended audience, distribution channel (particularly mobile), and ease of sharing by audiences to their networks. In the operational environment, CommStrat Marines will attach to units at the lowest level, providing commanders with the ability to capture, document, and rapidly disseminate unit actions to prevent and counter adversary misinformation and disinformation.

(b) CommStrat will also exploit imagery and video captured by aircraft or other Marines to provide the "first truth" on the battlefield.

(c) CommStrat will ensure timely transmission of communication products to intended audiences and appropriate archival of communication products.

(6) Assessment and Evaluation

(a) Measurement of CommStrat plans, actions, and programs will be an integral part of the future practice of effective communication.

(b) Assessment will be incorporated into all planning and execution steps; feedback will be used to adapt and adjust actions accordingly.

(c) Evaluation also will measure the effectiveness of plans relative to target goals and objectives. This will create value for leadership, improve CommStrat performance, and reduce future mistakes.

(d) Preparation evaluation will assess the quality and adequacy of problem framing and strategic planning. Implementation evaluation (i.e. measures of performance) will assess CommStrat efforts and outputs, such as the number of visitors to a website. Impact evaluation (i.e. measures of effectiveness) will assess the impact of the plan or action, such as the change in knowledge, attitude, or behavior of a specific population.

(7) Issue Management and Crisis Communication

(a) CommStrat operates under the Department of Defense standard, "maximum disclosure, minimum delay." This standard is in keeping with U.S. Department of Defense (DoD) guidelines and regulations.

(b) All CommStrat personnel supporting MEF/MEB will do their utmost to meet this standard if a serious accident or incident occurs in their area of responsibility.

(c) I MEF crisis communication necessitates timely release of information from a serious incident or an accident that could attract substantial media attention or be of significant interest to our internal and

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external audiences. Examples include: incidents involving deaths or serious injury; potential environmental damage or hazardous material release, including oil and fuel spills; accidents involving aircraft, heavy military equipment, or between military and civilian vehicles. This list should not in any way be considered exhaustive; CommStrat personnel must be prepared to respond to a wide-spectrum of serious accidents or incidents as directed.

(d) Proactive crisis communication allows the command to provide timely and truthful information while maintaining accuracy and minimizing the chance of misinterpretation of factual details. Additionally, proactive crisis communications minimizes the potential of rumors and addresses the immediate concerns of families of service members in units who may have personal or professional links to the crisis.

#### (8) Timely release of Information

(a) The timely release of accurate information to public audiences is vital to maintaining U.S. military legitimacy and enduring key public support for training and operations. Timely and accurate release of information also demonstrates that the command has efficient C2 processes to meet U.S. Title 10 release of information requirements.

(b) The timely release of information reinforces the command's reputation for maintaining transparency - we go to the press with good and bad news, rather than waiting for them to come to us.

#### Training

(a) I MEF CommStrat should participate in emergency and crisis response planning and joint exercises with civil (city, county, state) officials.

(b) I MEF CommStrat is responsible for providing communication training to I MEF staff and commands, joint force, interagency and partner nations.

(c) I MEF CommStrat is also responsible for training deploying unit CommStrat teams in accordance with Mission Essential Tasks (MET) and the Training and Readiness (T&R) Manual from the beginning of training through the certification exercise. I MEF CommStrat shall provide assistance to I MEF G-7 for pre-deployment training and exercises. Support is dependent upon the event and may include mock media role players, a higher headquarters response cell, a red cell, unit media training and observer-trainers.

## 2. Staff Judge Advocate

a. Scope. The Staff Judge Advocate (SJA) is directly responsible to the CG for all matters pertaining to the full range of legal and quasi-legal matters. The SJA supervises the processing and disposition of, and performs statutory functions (e.g., Article 34 advice and SJA Review) for, all military justice matters and administrative separations including officer misconduct processing and managing the Officer Disciplinary Notebook. Additionally, the SJA reviews petitions under Article 138, Uniform Code of Military Justice (UCMJ), and provides a legal sufficiency review of Inspector General of the Marine Corps Hotline Complaints and Equal Opportunity Complaints.

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b. SJA Organization. The SJA Office consists of the Operational Law, Military Justice, Ethics and Administration Sections as depicted in Figure 2-21.

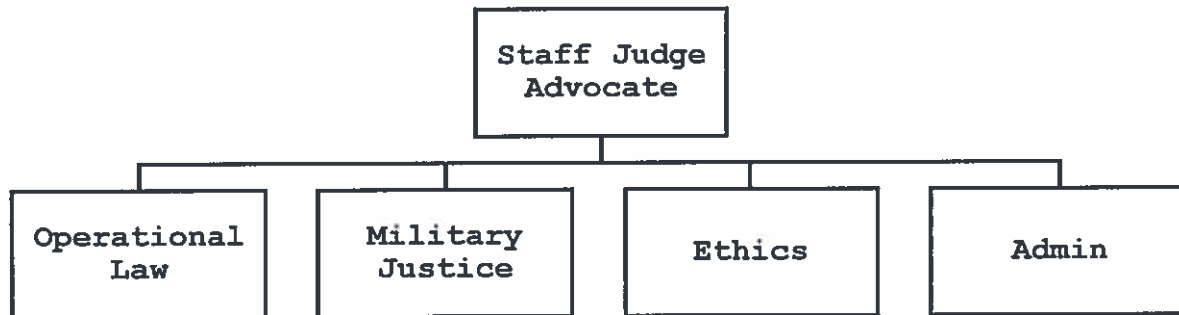


Figure 2-21: SJA Organizational Chart

c. Functions

(1) Investigations. Coordinates, reviews, provides advice, and prepares CG endorsements on investigations to include death, line of duty misconduct, and escalation of force investigations.

(2) Ethics. Provides standards of conduct and ethics advice to CG and staff, and manages submission of annual ethics training and financial disclosure reporting.

(3) Rules of Engagement (ROE). Provides advice on the law of armed conflict and the development, formulation, and interpretation of ROE.

(4) Legal Review. Conducts mandatory review of all plans, including CONPLANS and OPLANS, for operational matters and ensures compatibility with international law, United States statutes, and other directives. Also advises on the interplay of treaties, international agreements, status of forces agreements (SOFA), U.S. national policy, security assistance, and their effect on military plans and operations.

(5) Prisoners and Detainees. Provides advice and guidance on prisoner-of-war and detainee matters.

(6) International Legal Matters. Advises with respect to legal issues that surface during operations and exercises including but not limited to foreign claims, solatia, and criminal and civil jurisdiction issues.

(7) Civil Law Enforcement Support. Provides guidance in matters pertaining to military assistance to civil law enforcement, plus national and international drug interdiction efforts.

(8) Humanitarian Law. Provides guidance on humanitarian law and matters pertaining to military responsibility in asylum, refugee, and temporary refugee cases.

(9) Status of Forces. Coordinates with HQMC Judge Advocate Division and MARFORPAC in negotiations of SOFAs.

(10) Liaison. Conducts liaison and coordination with the legal

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staffs of higher, adjacent and subordinate commands and organizations to include Department of State (DoS), DoD, Department of Justice (DoJ), Department of Education (DoE), diplomatic missions, and coalition nations, as appropriate.

(11) Oversight. Provides legal advice on intelligence oversight.

(12) Privacy Act. Advises on Freedom of Information Act (FOIA) and Privacy Act issues and serves as Alternate/Delegated Initial Denial Authority.

(13) Public Affairs. Advises on PA releases on legal issues or with legal implications.

(14) Contract Oversight. Advises staff and coordinates legal review for contract negotiation.

(15) Courts Martial. Coordinates with I MEF G-1 for identification and assignment of panel members for General Courts-Martial.

(16) Legal Assistance. Coordinates and augments legal services support with Legal Services Support Section - West (LSSS-W), MCIWEST.

(17) Educational Programs

(a) ICW the SJA, MARFORPAC; the Officer in Charge (OIC), LSSS-W, MCIWEST; and the Regional Defense Counsel, develops continuing legal education for all judge advocates and legal services personnel within I MEF.

(b) Facilitates law of armed conflict training programs to include assistance in the development of individual and unit training.

### 3. Command Inspector General

a. Scope. The Command Inspector General (CIG) is directly responsible to the CG for all matters pertaining to the overall direction and supervision of I MEF Command Inspector General's Office,

b. CIG Organization. The CIG's Office consists of Command Inspector General (O-6), the Deputy Command Inspector General (GS), the Inspector General Chief (Master Sergeant/GySgt), and two Inspector General Clerks (NCOs).

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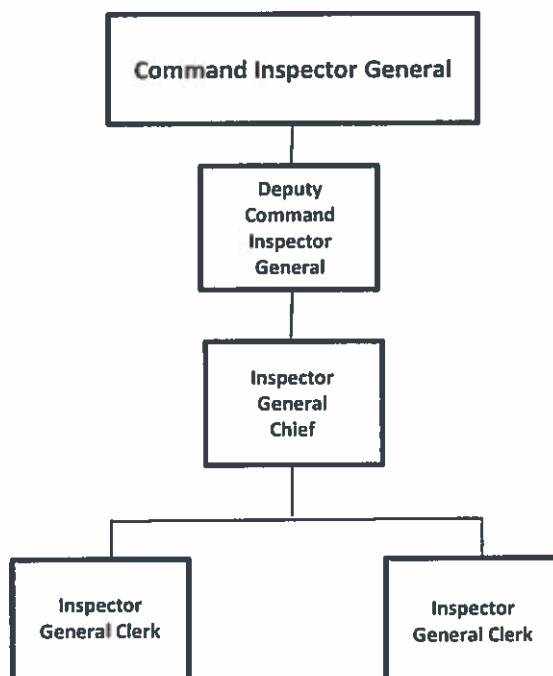


Figure 2-22: CIG Organizational Chart

### c. Functions

#### (1) Command Inspector General

(a) Commanding General's Inspection Program (CGIP). Conducts inspections to identify systemic issues and policies impacting unit operational readiness or mission accomplishment.

(b) Assist Visits. Conducts visits to selected commands to identify systemic issues and policies impacting unit operational readiness or mission accomplishment.

(c) Hotline complaints. Manages hotline complaints received by IG's office. The Command Inspector General will also coordinate all I MEF responses to White House Inquiries and Congressional Interest Inquiries.

(d) Intelligence Oversight. In conjunction with the Staff Judge Advocate and the G-2, the CIG provides oversight of intelligence collection activities.

(e) Investigation Support. Provides support in the areas of non-criminal investigations to include fraud; gross waste or inefficiency of government resources; abuse and misuse of authority, power, or position; mismanagement; substantial and specific danger to public health or safety; procurement irregularities; reprisals; and other matters of interest to the CG.

#### 4. Force Preservation Directorate

a. Scope. The Force Preservation Directorate (FPD) is directly responsible to the CG for all matters pertaining to the overall direction and



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supervision of I MEF Safety, Equal Opportunity, Sexual Assault Prevention and Response, Preventative Behavioral Health, and Combat Operational Stress Control (COSC) programs. Additionally, the FPD provides the uniformed oversight/supervision of the FRO program.

b. FPD Organization. The FPD consists of Safety, Equal Opportunity, Sexual Assault Prevention and Response, Preventative Behavioral Health, and Combat Operational Stress Control (COSC) as depicted in Figure 2-23. The priorities and operations of the I MEF FPD are determined by the guidance and direction of the I MEF Commanding General.



Figure 2-23: FPD Organizational Chart

c. Functions

(1) Safety. The I MEF Safety Director provides subject matter expertise and oversight of all I MEF safety programs, to include: aviation, ground, safety and occupational health, industrial hygiene, ergonomics, traffic safety, recreation, and radiation. Additionally, the Safety Director monitors reporting, reviews all safety initiatives, analyzes data, identifies trends, develops policy, and offers recommendations for risk mitigation and prevention of mishaps.

(2) Equal Employment Opportunity Program. The I MEF EOA provides information and assistance on all I MEF equal opportunity matters; including allegations of discrimination, sexual harassment, and hazing. Additionally, the EOA monitors the I MEF equal opportunity climate, identifies trends, develops program guidance, directly assists equal opportunity representatives, oversees incident reporting, and provides training.

(3) Prevenative Behavioral Health Program. The I MEF EPBH Director provides subject matter expertise and administers direct coordination with all I MEF EPBH assets, policies, and initiatives. Programmatic areas may

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include, but are not limited to: resilience, substance abuse, suicide-related behavior, etc. Additionally, the EPBH Director oversees and verifies data collection, analysis, and reporting; and offers strategic recommendations for risk mitigation and increased resilience.

(4) Sexual Assault Response Coordinator (SARC). The I MEF SARC provides oversight of the sexual assault awareness, prevention, response, training, and victim care capability. Additionally, the SARC monitors I MEF compliance with Navy and Marine Corps requirements, develops program guidance, oversees incident reporting, and manages taskers.

(5) Combat Operational Stress Control (COSC). The I MEF COSC Regional Training Coordinator (RTC) provides guidance and assistance on all COSC related matters within I MEF. Additionally, the RTC conducts training for I MEF units, including Operational Stress Control and Readiness (OSCAR) Master Trainer and Train-the-Trainer courses; and monitors the implementation of COSC requirements.

## 5. Force Dental

a. Scope. The Force Dental Officer is directly responsible to the CG for all matters pertaining to the overall direction and supervision of I MEF dental treatment, policies, training, dental related operational concepts and dental support.

b. Force Dental Organization. The Force Dental Officer is assigned as a Special Staff Officer to the CG and is also the Commanding Officer of 1st Dental Battalion/Naval Dental Center Camp Pendleton (1st DENBN/NDCCP). There is no organizational office for the Force Dental Officer.

### c. Functions

(1) Serves as Clinical Privileging Authority for all Dental Officers assigned to I MEF and 1st DENBN/NDCCP, in garrison and deployed.

(2) Supervises the Medical Staff Services Professional (MSSP)/Credentials Specialist, a civilian employee who manages the 1st DENBN/NDCCP and I MEF medical and dental credentialing and privileging programs.

(3) Supervises implementation of dental health care delivery programs to maximize Operational Dental Readiness and the Dental Health Index for I MEF and co-located shore activities.

(4) Coordinates with 1st DENBN/NDCCP Operations and Training Department (S-3/S-4) and 1st MLG for personnel augmentation to medical units ISO in-theater casualty replacements.

## 6. Force Surgeon

a. Scope. The Force Surgeon is directly responsible to the CG for all matters pertaining to the provision and quality of healthcare, force health protection, and operational medical readiness of the Force. The Surgeon governs all medically related policies and procedures and, exercises staff supervision and technical control over medical activities throughout I MEF via the MSC/MSE Surgeons on activities affecting the health of the force.

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Additionally, he/she recommends employment of medically related operational concepts and systems.

- a. Organization. The Force Surgeon is organized as per Figure 2-24.

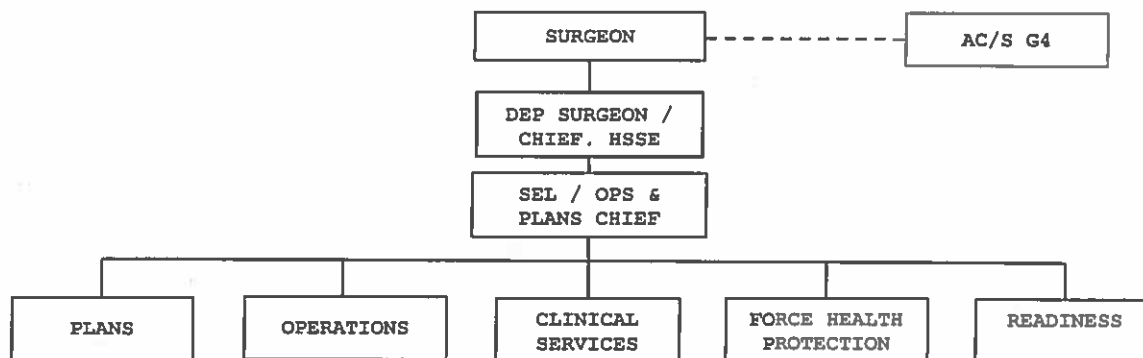


Figure 2-24: Force Surgeon Organizational Chart

- b. Functions

(1) Plans. Develops the I MEF medical concept of operational employment and support for MAGTF development, I MEF level MCO warfighting capabilities, training, and staff employment as promulgated by the MEF Command Element staff sections. Additionally, coordinates, integrates, and monitors overarching medical plans at the MSC level to ensure integration of the I MEF's medical concept of employment for assigned capabilities into all subordinate medical CONOPs. Specifically, evaluates and plans for medical evacuation, medical regulation, and casualty disposition.

(a) Directs and supervises the operational medical planning and logistics ICW the AC/S G-4; verifies manning documentation accuracy for medical support ICW the AC/S G-1; and, provides input to the AC/S G-35 on the TPFDD and medical force flow in preparation for overseas movement. Also, coordinates the activities of all subordinate medical planners to include: approval of health care annexes, appendices, and input for operations and CONPLANS; and, coordinates the dissemination of medical intelligence and captured medical material ICW the Force Health Protection section.

(b) Coordinates Navy Medical Augmentation Personnel (NMAP) sourcing to include Individual Augments, Temporary Additional Duty, and Reserve Component Augmentation with the AC/S G-1 Navy Administration and the AC/S G-35 Force Generation staff sections.

(c) ICW the AC/S, G-4 and 1st MLG (1st Supply BN, 1st MEDLOG Company) monitors and/or coordinates inventory and movement of CL VIII (A & B) medical supplies, i.e. authorized medical allowance list (AMAL), blood, and other medical materiel. Coordinates the deployment/retrograde of medical assets and equipment ISO I MEF exercises, theater security cooperation and/or real-world health service support operations.

- (2) Operations

(a) Coordinates, integrates, and monitors overarching HSS

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operations at the MSC level to ensure integration of the I MEF's medical concepts, policies, and guidance are incorporated into all subordinate HSS operations. Specifically, coordinates, monitors, and/or supports any medical evacuation, medical regulation, and treatment of casualties both in garrison and while deployed.

(b) Performs all daily administrative tasks to include: data input and processing; publication and directive maintenance; and message endorsement.

(c) Prepares and submits required reports and correspondence for all public health and preventive medicine issues; acts as the Medical Readiness Reporting System (MRRS) account manager for I MEF, and adjudicates all requests for MRRS access.

(d) Establishes and oversees a medical crisis response watch team in the MEF COC when indicated or directed to ensure appropriate movement and regulation of injured personnel through the echelons of care. Additionally, this team, ICW AC/S G-4 and other subordinate staff sections, will monitor the distribution and employment of MEF medical capabilities to include Role I/II medical care teams and Class VIII (A & B) medical equipment and supplies as necessary.

### (3) Clinical Services

(a) The Force Surgeon is the Privileging Authority (PA) for I MEF, entrusted to grant active and initial staff privileges and carry out adverse privileging actions as required. The PA ensures compliance in meeting established Navy Bureau of Medicine and Surgery (BUMED), HQMC, and Joint Commission requirements, assigns the Medical Executive Committee (MEC) chair, and works with the MEC to provide the highest quality of medical care. Also, the PA supervises civilian Medical Staff Services Professionals in verification and preparation of staff appointment applications.

(b) Coordinates and monitors professional medical and FHP training across the force and provides recommendations for revision of training requirements in response to changes in clinical practices or higher authority direction. Also, supports and designs training programs as pertinent to "build the bench" of the future medical force.

(c) Establishes and provides oversight of the healthcare quality assurance program that governs all clinical operations within the Force, including the treatment and management of patients/casualties both in garrison and while deployed.

(d) Collaborates with regional medical leaders, including Navy Medicine West, Military Treatment Facility (MTF) COs, and 1st Medical Battalion/Dental Battalion COs, to ensure Navy Manpower in Support of Marine Corps initiatives are being met. ICW supporting MTF staff, develops strategy to ensure I MEF garrison care meets all clinical quality and Joint Commission standards in the Marine Centered Medical Home clinics.

(e) Works closely with forward deployed providers and local supporting MTFs to coordinate transfer of care for evacuated patients back to the CONUS based/garrison health care system.

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#### (4) Force Health Protection

(a) Maintains an aggressive Force Health Protection (FHP) and Preventive Medicine Program for the Force.

(b) Works with the Defense Health Agency Regional Analyst, who serves as the regional immunizations expert to the Force Surgeon to maximize immunization readiness, including: vaccine ordering and distribution, monitoring of unit compliance, monitoring of adverse events, and all related marketing endeavors.

(c) Works with the MTF Deployment Health Team and Navy Medicine to ensure effective implementation of Deployment Health programs for active and reserve components by increasing access to and providing outreach and education on post-deployment services. Provides ongoing Deployment Health program support to the field commanders, enforces Post Deployment Health Readiness Assessment (PDHRA) program compliance, and compiles PDHRA program data for the Force.

(d) Monitors medical intelligence and the health protection status of the Force and develops solutions worldwide.

(e) Provides guidance and policy on all Public Health-related issues such as disease outbreak investigations, public health emergency preparedness, food safety, field sanitation, and entomological support.

(f) Coordinates investigations for all unusual disease occurrences or outbreaks, and ICW local and national healthcare authorities, develops specific recommendation and plans for countermeasures.

(g) Provides comprehensive population health surveillance and guidance for clinical and readiness concerns affecting I MEF personnel. Provides guidance and updates on indicated clinical preventive health services applicable to the force.

#### (5) Readiness

(a) Publishes policy and procedures for the documentation and reporting of Individual Medical Readiness (IMR) requirements. Maintains cognizance on the health of the force and coordinates efforts to achieve maximal health of the force. Also, provides advice and guidance for pre-deployment unit readiness, including immunizations and chemoprophylaxis. Monitors unit readiness for all deploying units under auspices of the MAGTF Development Program.

(b) Provides subject matter experts to the Command Inspector and conducts Commanding General's Inspections and/or Technical Assist Visits, upon request, for Functional Area 500 (Medical). Also, supports and participates in Joint Commission readiness activities for all Marine Centered Medical Home clinics when requested.

### 7. Force Chaplain

a. Scope. The Force Chaplain is directly responsible to the CG for all matters pertaining to the direction, provision and facilitation of Religious Ministries and the technical supervision of Chaplains and Religious Program Specialists (RP) in I MEF. The Force Chaplain serves as the spiritual leader

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for I MEF CE and advises the commander and staff on religion issues affecting operations, policies, moral and ethical decisions, family readiness, and the implementation of COSC. The Force Chaplain reviews documents and instructions that have religious content or otherwise impact religious ministries.

b. Force Chaplain Organization. The Force Chaplain is assigned as a Special Staff Officer to the CG.

c. Functions. The Force Chaplain ensures provision and facilitation of ministries both to all faith groups through chaplains, lay leaders, and civilian clergy, when authorized, and to I MEF personnel on deployment and in garrison.

(1) Ministry Support. Ensures adequate religious ministry coverage for field exercises, operations and deployments.

(2) MSC/MSE Coordination. Coordinates with MEB/MSM/MSE Chaplains to ensure provision of religious ministries to all military and other authorized personnel.

(3) Integration. Coordinates area cooperative ministries with the MCI WEST Chaplain. Serves as a member of Family Readiness Board, Force Preservation Board, and other boards as required.

(4) Inspections. Conducts annual readiness inspections for combat ministry in each of the MSCs. Provides subject matter expertise as a member of the CGIP inspection team.

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### Section 3 - I MEF Information Group and MEF Support Battalion

#### 1. Scope

a. The Commanding Officer (CO), I MEF Information Group (MIG) is a MSE commander to the Commanding General, I MEF. I MIG includes six subordinate units; 9th Communication Battalion, 1st Intelligence Battalion, 1st Radio Battalion, 1st Air Naval Gunfire Liaison Company, 1st Law Enforcement Battalion, and I MEF Support Battalion. The I MIG CO is responsible for integrating the actions and aligning the support processes of I MIG subordinate units and staff functions with I MEF CE staff sections. The CO provides O-6 level command administrative actions, disciplinary actions, tasking assignments and ensures these are established and communicated throughout the I MEF CE. I MIG provides communications, intelligence, supporting arms liaison, electronic warfare, cyberspace, law enforcement, communication strategy, deception, and operations security planning capabilities ISO MAGTF operations as well as enabling the use of space. When deployed or otherwise operationally employed (exercises, etc), I MIG provides and coordinates the combat service support (CSS), security and administrative services to the I MEF CE. I MIG also provides coordination, planning and execution support to MAGTF Operations in the Information Environment (OIE) ICW the I MEF G-3 FECC, G-2 and G-6.

b. The CO, I MEF Support Battalion (MSB) is a MSE commander to I MIG. The CO, I MSB is the CO for all personnel assigned to I MEF CE. The I MSB CO provides O-5 level administrative and disciplinary functions and ensures associated policies and requirements are established and promulgated throughout the MEF CE. I MSB provides administrative, logistical, and supply support to the I MEF CE and other designated forces as directed by I MIG. Logistical support includes Motor Transport, Maintenance, Field Mess, Engineers, Medical and Communications. When deployed I MSB provides the Camp Commandant to MEF CE.

c. Task Organization. I MIG is organized into a command group led by a Colonel, with six subordinate units and has supporting staff sections as depicted in Figures 2-25 and 2-26.

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## I MIG Table of Organization

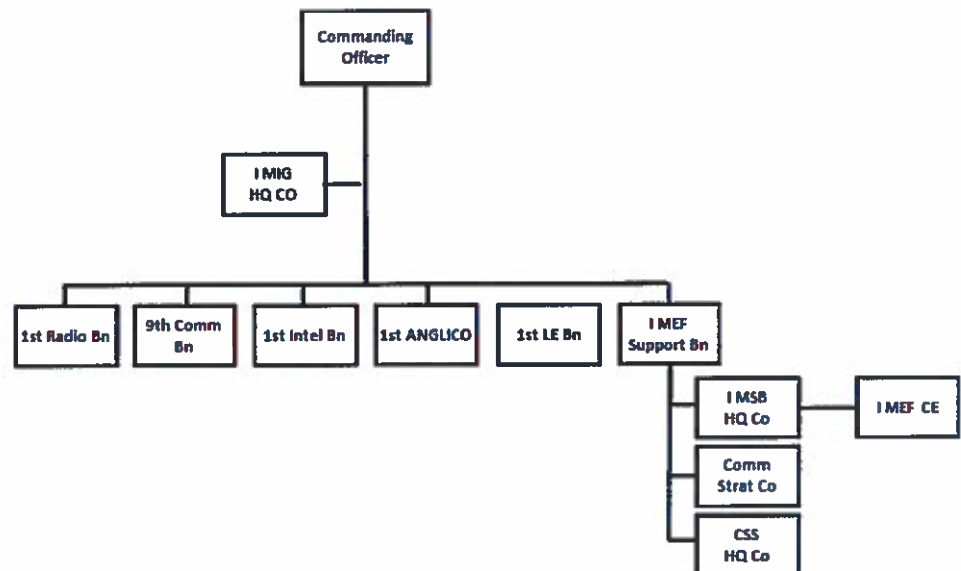


Figure 2-25: I MIG Organizational Chart

## I MIG HQ Table of Organization

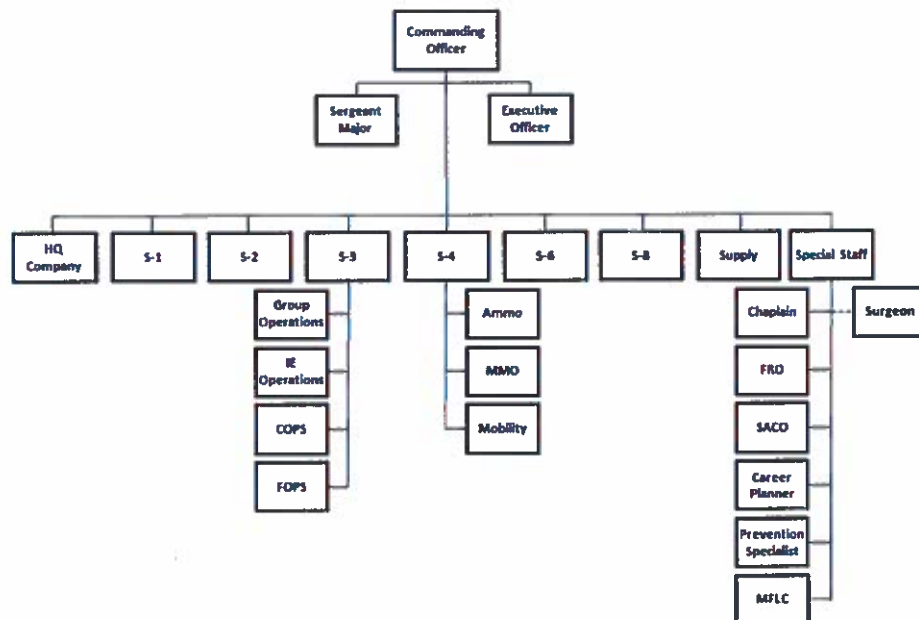


Figure 2-26: I MIG Headquarters Organizational Chart



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d. I MSB Headquarters is organized into a command group and supporting staff sections as depicted in Figure 2-27. I MSB is organized into supporting staff sections, Headquarters Company, Communications Strategy Company, and Combat Service Support Company as depicted in Figure 2-27.

## I MSB Table of Organization

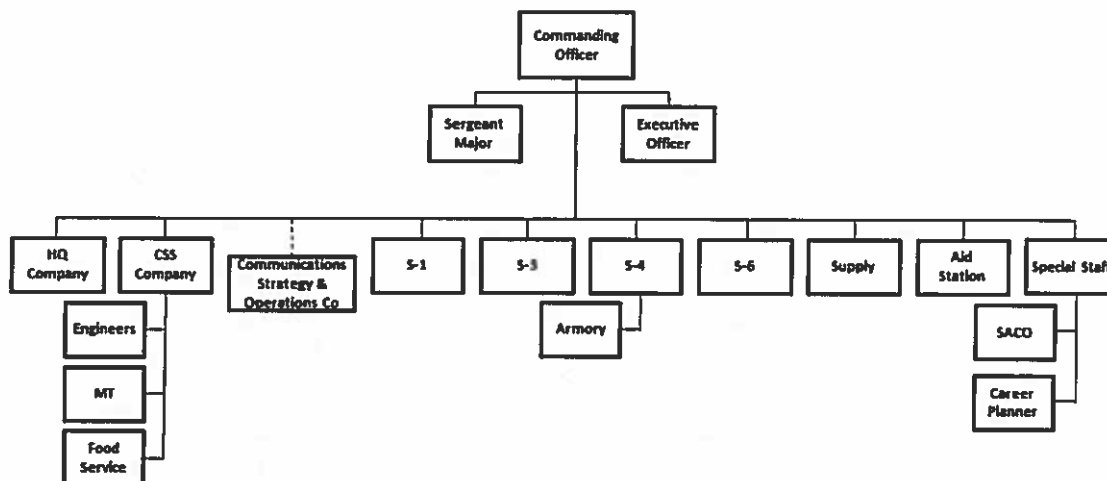


Figure 2-27: I MEF Support Battalion Organizational Chart

### 3. Functions

#### a. Command

(1) CO, I MIG will adjudicate O-6 level legal matters for the six battalions within I MIG and the I MEF CE personnel. CO, I MSB has non-judicial punishment (NJP) and special court-martial convening authority for I MEF CE personnel.

(2) CO, I MIG has endorsement authority over all awards, which includes the authority to approve Navy and Marine Corps Commendation Medals and below.

(3) CO, I MIG oversees the I MIG Commander's Internal Inspection Program and conducts functional area inspections of all six battalions.

(4) CO, I MSB has endorsement authority for all awards submitted for I MEF CE personnel, which includes the authority to approve Navy and Marine Corps Achievement Medals and below.

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(5) CO, I MSB chairs the Force Preservation Council for the MEF CE.

b. I MSB Headquarters Company. Provides administrative and training support to I MEF CE to include personnel accountability and readiness, completion of annual training requirements, professional military education, and distribution of awards and promotions.

c. I MSB Combat Service Support Company. Provides logistical support to I MSB, I MEF CE, and other units as directed by I MIG. Logistical support includes Motor Transport, Maintenance, Field Mess, and Engineers.

d. Communication Strategy and Operations Company. Provides MAGTF CEs with deployable, task-organized CommStrat capabilities that create communication products and support CE engagement in order to enhance the MAGTF's ability to maneuver in the operating environment. During operations, the CommStrat Company supports MEF CE IAW the commanding general's priorities, and is responsible for providing support to CE planning and execution efforts, to include the acquisition and production of communication and other information products. The CommStrat Company is under the operational control of I MIG commander and the administrative control of I MSB commander. The CommStrat Company provides production support to I MIG subordinate battalions and supported MAGTFs, supports training and exercises, and provides Operational Support Teams (OSTs) in support of deploying MAGTFs. I MEF CommStrat Officer and the I MEF G-3, on behalf of I MEF commanding general, task the MIG commander for CommStrat support.

e. Administrative Section (S-1)

(1) I MIG S-1 provides administrative and legal support for I MIG HQ personnel. This support includes Personnel Reporting, MOL management, General Correspondence, S-1 Operations/Manpower management, GTCC Program, Awards, Legal Affairs, Casualty Affairs, Promotions, Postal services, Check In/Out processing, DTS management, Personnel Casualty Reports (PCR) and Serious Incident Reports (SIR) processing. It also maintains its oversight and support role of the six I MIG subordinate battalions, to include interface and coordination with the I MEF G-1 requiring Commanding General level administrative matters.

(2) I MSB S-1 provides direct administrative and legal support to the I MEF CE personnel, I MSB organic personnel and other units/detachments as directed by I MIG. This support includes Personnel Reporting, MOL management, General Correspondence, GTCC Program, Awards, Legal Affairs, Casualty Affairs, Promotions, Postal services, Check In/Out processing, DTS management, Personnel Casualty Reports (PCR) and Serious Incident Reports (SIR) processing.

f. Intelligence Section (S-2)

(1) I MIG S-2 plans, coordinates, and oversees intelligence support to I MIG for force protection and Operations in the Information Environment (OIE). Additionally, the I MIG S-2 provides OIE intelligence support to the six battalions of I MIG. The I MIG S-2 coordinates with the I MEF G-2 for

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intelligence support from the Marine Corps Intelligence Surveillance and Reconnaissance Enterprise (MCISR-E) and greater intelligence community.

(2) I MSB does not have an intelligence section. I MSB relies on I MIG for intelligence support which will be coordinated through the MIG S-2/S-3.

g. Operations Section (S-3)

(1) ICW I MEF G-3 FECC, I MIG S-3 plans, coordinates, executes OIE missions in support of I MEF. Additionally, the I MIG S-3 provides group/regimental operations and plans support to I MIG HQ and its six subordinate battalions. The I MIG S-3 is the primary interface for the I MEF CE regarding all tasking and requests for support from I MIG subordinate battalions. I MIG S-3 has a dedicated Group Operations section for this planning and coordination to ensure I MIG's mutually supporting battalions operate as a cohesive team. The MIG S-3 plans and directs the operations of the subordinate battalions in support of exercises, operations, and global force management. I MIG S-3 is responsible for validating all battalions' capabilities to meet support requests, and applying the I MEF Commanding General's and I MIG CO's priorities when demand exceeds capacity. The I MIG S-3 participates in all I MEF staff operational planning sessions to include OPLAN reviews, orders and standard operating procedure development, conferences, working groups, and boards. When appropriate, the I MIG S-3 generates internal message traffic, letters of instruction, and orders necessary to task the battalions and coordinate their actions. Examples include exercise support planning (MPF, TSC, OPLANS, CONPLANS) and support to MAGTFs (MEF, MEB, MEU, SPMAGTF). Internal to the I MIG HQ, the S-3 coordinates CBRN training and reporting, and all formal school seats. It also coordinates all individual Annual Training events including PFT, CFT, swim qualification, rifle/pistol, MCMAP, and coordinates all mandated training such as suicide awareness, providing PTP training, managing the BCP program and conducting quarterly weigh-ins and reporting medical, dental, and PTP completion as part of Readiness Reporting. The I MIG S-3 oversees the six battalions as they execute these functions.

(2) I MSB S-3 provides operations, plans, and training support to I MEF CE personnel, and other units/detachments as directed by I MIG. I MSB S-3 support to the I MEF CE includes planning and preparation for movement, deployment, set-up, and security of the I MEF COC and cantonment area. I MSB S-3 supports the I MEF CE with exercise planning, CBRN training and reporting, and coordinating all formal school seats, providing all individual Annual Training events including PFT, CFT, swim qualification, rifle/pistol, MCMAP, and CBRN, providing PTP training, managing the BCP program and conducting quarterly weigh-ins and reporting medical and dental. Via I MIG, I MSB will support requirements for I MEF G-7/EOTG with the exception of ammunition. Ammunition is supported by the I MEF G-4.

h. Logistics Section (S-4)

(1) I MIG S-4 provides logistical planning for the I MIG HQ and

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oversight for the six subordinate battalions. Logistical support includes Embarkation, Maintenance, Ammunition, GME Support, Facilities support and commercial transportation support. It also conducts planning and oversight for the movement/deployment of the I MEF CE, I MIG HQ, and six I MIG subordinate battalions.

(2) I MSB S-4 provides logistical support to I MEF CE and other units/detachments as directed by I MIG. Logistical support includes maintenance, armory, GME support, barracks support and transportation. I MSB S-4 coordinates with the 21 Area Commander for facilities maintenance demands, facilities demands, and overflow billeting. It also coordinates logistics support for command events to include all deployment/redeployment receptions and family days.

i. Communication Section (S-6)

(1) I MIG S-6 plans and coordinates communication support for I MIG HQs personnel and OIE in conjunction with I MEF G-6. Additionally, the I MIG S-6 manages communications support requests from the I MIG HQ, its six subordinate battalions, and other units/detachments as directed by I MIG. It also coordinates communication support request feasibility with the six subordinate battalions.

(2) I MSB S-6 provides limited help desk and maintenance capability to support I MSB, I MEF CE, and other units/detachments as directed by I MIG. The S-6 section is comprised of a small maintenance section capable of performing operator level maintenance for radio assets in I MEF CE and I MSB. The help desk manages port activation, deactivation, and SAAR requests.

j. Supply

(1) I MIG Supply provides oversight for training, supply chain management support, and inspections for the six subordinate battalions. I MIG Supply is responsible for planning and supporting innovation and e-business solutions that improve the level and quality of supply chain support in the most proficient and professional manner. I MIG Supply is supported by MSB for procurement and accountability of Military Equipment. I MIG Supply certifies all DTS vouchers and authorizations for I MIG Headquarters personnel.

(2) I MSB Supply provides end-to-end supply chain management, coordination and support for the I MEF CE, and other units/detachments as directed by I MIG. Supply provides oversight for personnel support equipment, collateral equipment, planning and procurement, BEQ furniture management, intermediate and retail operations of Direct Support Stock Control functions, fuel distribution, warehouse operations, property accounting and disposal services. Support includes, but is not limited to: procurement of consumables, property accountability/ responsible officer, budget management and oversight, equipment acceptance, delivery management, disposal, redistribution, and certifying DTS authorizations and vouchers.

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k. S-8

(1) I MIG S-8 section provides financial management support to I MEF CE staff sections, I MIG HQ, its six subordinate battalions, and other units/detachments as directed by I MIG. This support includes fiscal guidance, training, funding authorization letters, and planning tools to assist in the development and management of section budgets.

(2) I MEF CE, I MIG HQ, and six I MIG subordinate battalions are responsible for developing and submitting annual budget requests to the I MIG S-8. Requests for additional funding are submitted in writing to the I MIG S-8 and must be fully justified.

(3) I MEF CE, I MIG HQ, and six I MIG subordinate battalions are responsible for researching individual transactions and providing supporting documentation as necessary, to enable the I MIG S-8 to validate, reconcile and correct transactions recorded in SABRS.

l. Medical

(1) The I MIG Surgeon advises the I MIG CO on all matters pertaining to the health of the command, medical personnel issues, and health support services planning during group level exercises. I MIG will coordinate requests for non-organic medical support to I MEF CE, I MIG HQ, its six subordinate battalions, and other units/detachments as directed by I MIG.

(2) The I MSB Surgeon advises the CO on all matters pertaining to the health of the command. The I MSB Aid Station provides garrison Level 1/Role 1 medical support to I MEF CE, and other units/detachments as directed by I MIG. Aid Station personnel provide advice, guidance, and policies to ensure all personnel meet force readiness requirements for garrison and deployment. The medical mission is to maximize unit readiness, capability, and morale. The Aid Station also provides operational health service support from the point of injury or illness to the appropriate medical treatment facility.

m. I MIG Chaplain. The I MIG Chaplain is directly responsible to the I MIG CO for all matters pertaining to the direction, provision and facilitation of Religious Ministries and the technical supervision of subordinate battalion Chaplains and Religious Program Specialists (RP) in I MIG. The I MIG Chaplain serves as the principle spiritual leader for both I MIG HQ and I MSB, provides/facilitates religious ministry coverage to the six subordinate battalions, and advises the commander and staff on religious issues affecting operations, policies, moral and ethical decisions, family readiness, and the implementation of Combat Operational Stress Control (COSC). The I MIG Chaplain ensures provision and facilitation of ministries to all faith groups through chaplains, lay leaders, and civilian clergy, when authorized, to I MEF CE personnel on deployment and in garrison. Additionally, the I MIG Chaplain is designated Deputy MEF Chaplain and the I MEB Chaplain for deployments and exercises.

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n. Career Planner

(1) The I MIG Career Planner provides Career Planning, administrative oversight, and conduct quality control on all Reenlistment, Extension and Lateral move (RELM) submitted by the MIG HQ and six subordinate battalions. This support includes coordinating and implementing the Fiscal Year retention campaign plan across I MIG.

(2) The I MSB Career Planner provides battalion level Career Planning to I MSB and the I MEF CE personnel. This support includes accurate completion of all forms pertinent to career planning and canvasses the FTAP/STAP population to achieve maximum contact.

o. I MSB Deployment Readiness Coordinator (DRC). The DRC replaced the Family Readiness Officer (FRO) as of June 2018. The DRC provides support to the I MEF CE personnel, and other units/detachments as directed by I MIG. The DRC is a resource and referral expert that assists unit members with navigating training opportunities, community outreach events, and military lifestyle challenges. This support includes housing, child care, employment assistance, and extends to the entire family unit and includes spouses, children, parents, and other extended family members.

p. I MIG Embedded Preventive Behavioral Health Capability (EPBHC) The I MIG EPBHC (Prevention Specialist) reports directly to the I MIG CO and provides support to the I MEF CE, I MIG HQ, and six I MIG subordinate battalions. The Prevention Specialist is a behavioral health expert who provides expertise in developing unit-wide prevention efforts and conducts strategic planning and integration to maximize the efficiency and efficacy of resources across the behavioral health prevention system. The six specific areas of concentration are: community mobilization, improving systems of care, planning and collaboration, recommending and developing policy and enforcement strategies, provide evidence based trainings, analysis of critical trends, and implementation of environmental and communication strategies.

q. I MSB Military Family Life Counselor (MFLC) The MFLC provides support to the I MEF CE personnel, I MSB, and other units/detachments as directed by I MIG. The MFLC is an experienced and licensed behavioral health professional who provides no cost short-term, non-medical counseling services to Marines, Sailors, and their families and work to address any number of the unique challenges and stressors that military families face on a daily basis.

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## Chapter 3 - Staff Battle Rhythm

1. Overview. The Battle Rhythm is an operational tempo of synchronized reports, processes, and events established to collect information requirements, conduct information analysis, and deliver relevant outputs to enable decisions. The C/S is the functional owner of the Battle Rhythm and tasks the IMO with supporting synchronization and coordination processes. The optimal Battle Rhythm is documented below as a guideline. The Battle Rhythm is expected to ebb and flow ISO I MEF's operational tempo.

2. Battle Rhythm Diagram. Figure 3-1 is a visual representation of the Battle Rhythm. The top portion of the diagram denotes the significant, reoccurring events/reports where the Command Group and staff interact to facilitate decision-making and situational awareness. The backdrop, in the center of the diagram, is the I MEF LOOs presented in the I MEF FY Campaign Plan. Overlaid on top are the staff's weekly, monthly, quarterly, semi-annual/annual and as required events/reports that support the LOOs. The bottom of the diagram highlights how our Battle Rhythm focuses on a quarterly cycle. The monthly working groups feed the quarterly I MEF Summit, which in turn supports input to the HQMC Battle Rhythm events of the Force Sync Conference, Ops Summit and ultimately, the EOS. Lastly, throughout the diagram are two-sided arrows to denote the critical flow of information between the Command Group, staff and higher, adjacent and subordinate organizations.

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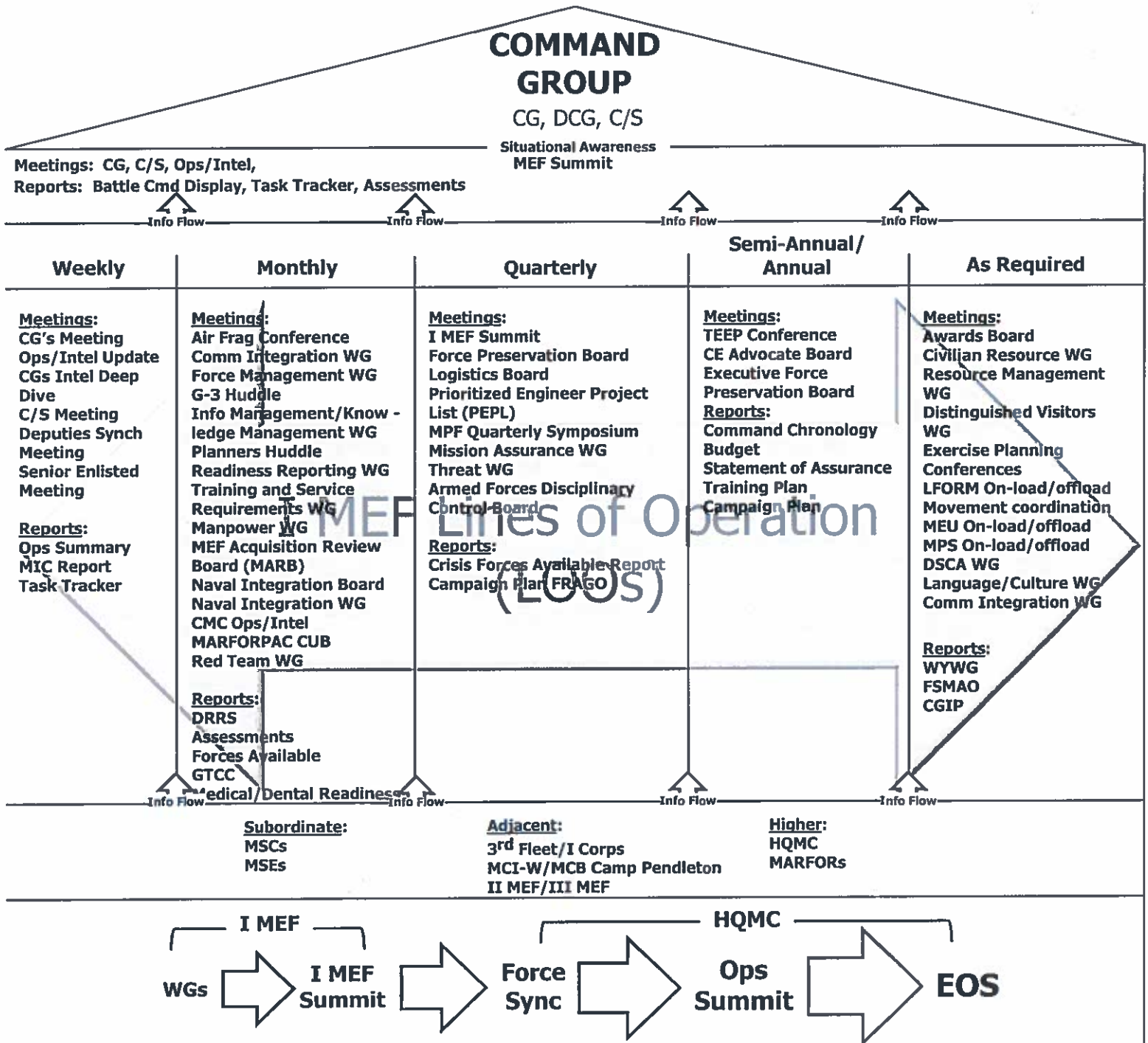


Figure 3-1: I MEF Battle Rhythm



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3. I MEF Battle Rhythm Diagrams. Figures 3-2, 3-3, and 3-4 show service-level events, monthly and quarterly operations events, and weekly internal MEF events. The arrows indicate how events support other events; for example in Figure 3-3 events feed the I MEF quarterly summit on the far right. Weekly events are in the bottom bar, beginning with the Deputies Synchronization on Mondays and culminating in the CG's meeting at the end of the week. There are several other Battle Rhythm Events that are not directly related to the below flows. An all inclusive list of standing Battle Rhythm events are located in Figures 3-5 and 3-6.

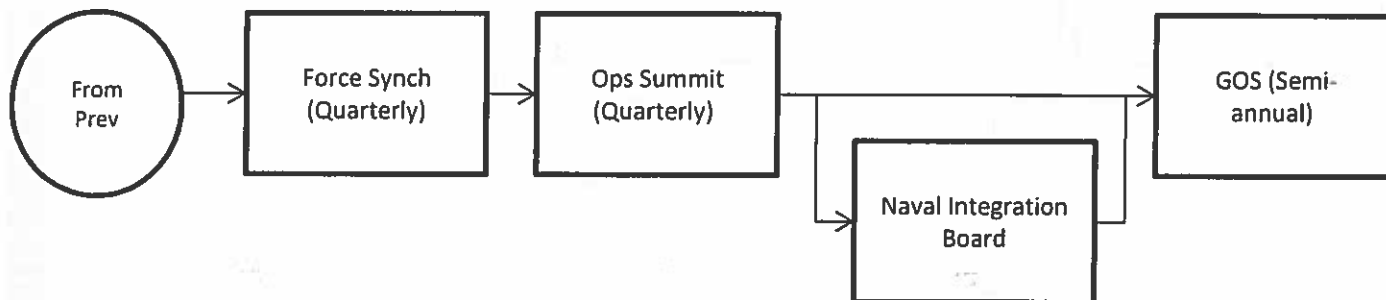


Figure 3-2: Service Level Battle Rhythm Flow

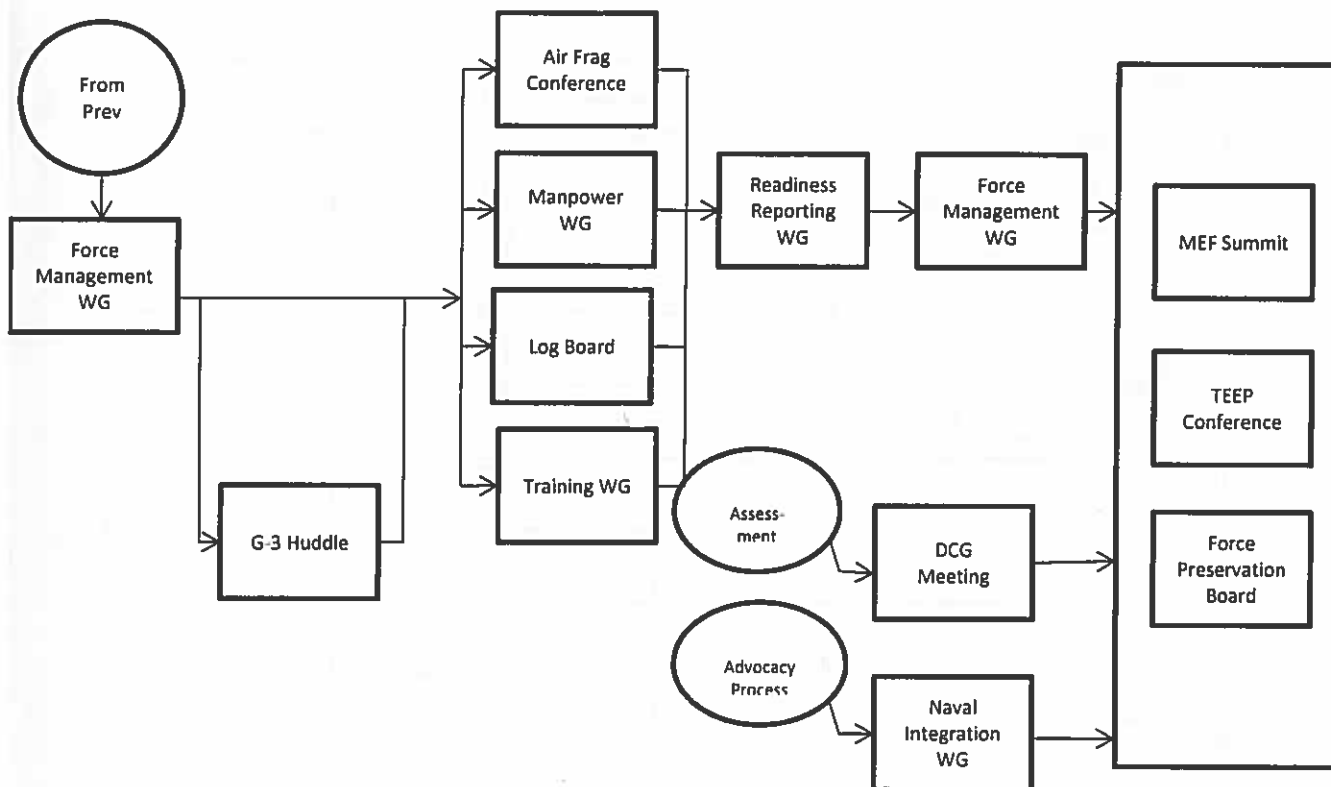


Figure 3-3: Monthly/Quarterly Operations Battle Rhythm Flow

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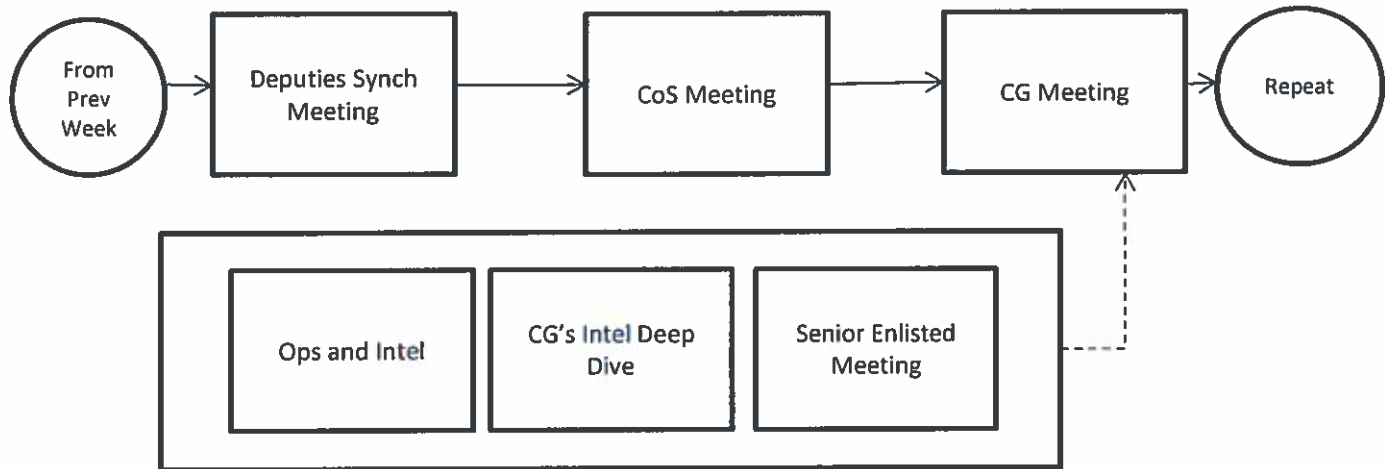


Figure 3-4: Staff Weekly Battle Rhythm Flow

4. Battle Rhythm Matrix. Figure 3-5 is the I MEF Battle Rhythm Matrix. This Matrix depicts the staff's annual, quarterly, monthly/semi-monthly, weekly and as required events by frequency, time, lead, event, acronym and location. The optimal battle rhythm is a suggestion of "perfect alignment" to be used as a baseline for managing "real-life" schedules. The Matrix is aligned to coordinate, integrate, and synchronize I MEF CE events to gain maximum efficiencies across staff channels.

Frequency	Meeting/Board/Working Group	Acronym	Lead	Time	Location
Annual	Performance Awards Review Board	PARB	G-1	TBD	TBD
Annual	Non-Appropriated Fund Civilian Awards Review Board	NAFARB	G-1	TBD	TBD
Semi-Annual	TEEP	TEEP	G-37	TBD	MOC Auditorium
Semi-Annual	Command Element Advocate Board	CEAB	G-5	TBD	TBD
Semi-Annual	ACMC Executive Force Preservation Board	EFPB	CIG/FPD	TBD (ACMC Sched)	CG Conf Room
Quarterly	I MEF Summit	Summit	G-37	TBD (CG Sched)	MOC Auditorium
Quarterly	CG Quarterly Force Preservation Board	QFPB	CIG/FPD	TBD (CG Sched)	CG Conf Room
Quarterly	MPF Quarterly Symposium	MPF	G-4	TBD	TBD
Quarterly	Logistics Board	Log Bd	G-4	Second Thursday 0800-1200	TBD
Quarterly	Mission Assurance WG	MAWG	G-33	TBD	TBD

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Quarterly	Threat Working WG	TWG	G-33	TBD	TBD
Quarterly	Prioritized Engineer Project List	PEPL	G-4 Engr	TBD	G-4 Conf Rm
Monthly	Naval Integration Board	NIB	G-37	TBD	CG's Conf Room
Monthly	Air Frag Conference	AirWG	Air	2nd Week Monday 0800	MOC OPT Room
Monthly	Force Management WG	FMWG	G-35	3rd Week Friday 0800	MOC OPT Room
Monthly	G-3 Huddle	Huddle	G-3	3rd Week Wednesday 1030	MOC Auditorium
Monthly	Information Management Knowledge Management WG	IM/KM WG	IMO/KMO	3rd Week Tuesday 1030	MOC OPT Room/Crow's Nest
Monthly	Planners' Huddle	PWG	G-37	1st Week Tuesday 1000	MOC OPT Room
Monthly	Readiness Reporting WG	RRWG	G-35	Last Tuesday 1300	MOC OPT Room
Monthly	Training and Service Requirements WG	TSRWG	G-37	1st Week Wednesday 0800	MOC OPT Room
Monthly	I MEF Acquisition Review Board	MARB	G-4	Last Fri 1000	CG Conf Room
Monthly	CMC Ops/Intel Brief	CMC O&I	G-3	TBD	CG Conf Room
Monthly	Commander, MFP Commanders Update Brief	MFP CUB	G-3	TBD	CG Conf Room
Monthly	DSCA Working Group	DSCA WG	G-33	TBD	TBD
Monthly	HQMC G-10 Force Pres Directorate Meeting	G-10 VTC	CIG/FPD	Last Thursday	VTC Suite (TBD)
Monthly	Red Team WG	RTWG	Red Team	Last Fri, 0930	MOC War Room
Bi-Monthly	Naval Integration WG	NIWG	G-37	2/4 Thursday	MOC OPT Room
Weekly	Manpower WG	MWG	G-1	Every Thursday 1000	G-1 Conf Room
Weekly	Commanding Generals Mtg	CG Mtg	CG	Every Thursday 1400	CG Conf Room

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Weekly	Chief of Staff Mtg	C/S Mtg	C/S	Every Wednesday 0830	CG Conf Room
Weekly	Deputies Synch Meeting	Dep Synch	G-3	Every Monday 0830	MOC Auditorium
Weekly	CDO Training	CDOT	G-33	Every Wednesday 1140	MOC Watch Floor
Weekly	Watch Stander Training	WST	G-33	Every Thursday 1140	MOC Watch Floor
Weekly	Operations/Intelligence Brief	Ops/Intel	G-3	Every Tuesday 0900	MOC Auditorium
Weekly	CG's Intelligence Deep Dive	CG Meeting	G-2	Every Tue 1030	MIC Conf Room
Weekly	Senior Enlisted Meeting	Sr Enl Mtg	SgtMaj	TBD	CG Conf Room
Weekly	MARFORPAC Weekly O&I	MFP O&I	G-33	Every Tuesday 1200	Crow's Nest
Weekly	HQMC PP&O SVTC	HQMC SVTC	G-35	Every Thursday 1130	Crow's Nest
Weekly	Cyber Electronic Warfare Coordination Center	CEWCC	G-3 FECC	Every Tuesday 1530	MIC Conf Room
Daily	COPS update	COPSUB	G-33	Daily 0800, 1140, & 1600	MOC Watch Floor
Daily	CDO Post and Relief	P&R	G-33	Mon-Fri 0700 & 1900	MOC Watch Floor
As Req	CG's Plans Huddle	CGPH	G-5	TBD	CG Conf Room
As Req	Resource Management WG	RMWG	G-8	TBD	CG Conf Room
As Req	Awards Board	Awards Bd	G-1	TBD	Virtual
As Req	Civilian Resource Working Group	CRWG	G-1	TBD	CG Conf Room
As Req	Distinguished Visitor WG	DVWG	C/S	TBD	CG Conf Room
As Req	LFORM onload/offload Coordination Meeting	LFORM	G-4	TBD	TBD
As Req	Movement Coordination Meeting	Movement Coord Mtng	G-4	TBD	TBD

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As Req	MEU onload/offload Coordination Meeting	MEU	G-4	TBD	TBD
As Req	MPS onload/offload Coordination Meeting	MPS	G-4	TBD	TBD
As Req	Communication Integration WG	CIWG	COmmS	TBD	TBD
AS Req	Exercise Planning Conference	EPC	G-37	TBD	TBD
As Req	Language and Culture Working Group (LCWG)	LCWG	G-2	TBD	TBD
As Req	MEF Acquisition Review Board	MARB	G-4	TBD	TBD

Figure 3-5: I MEF Battle Rhythm Matrix

5. Meetings, Working Groups, and Boards. Figure 3-6 is the I MEF Events Matrix. This Matrix provides the description, membership, input and outputs of I MEF CE events.

<b>Event</b>	<b>Performance Awards Review Board</b>
<b>Description</b>	Reviews and provides Incentive awards to recognize I MEF Civil Service employees for exceptional accomplishments, performance above expectations, and contribution to mission accomplishment.
<b>Membership</b>	G-1, G-2, G-3, G-4, G-5, G-6, G-7, G-8
<b>Input</b>	Award nominees
<b>Output</b>	Selected awardees
<b>Associated Events</b>	N/A
<b>Event</b>	<b>Non-Appropriated Fund Civilian Awards Review Board</b>
<b>Description</b>	The NAFARB reviews and provides Incentive awards to recognize I MEF NAF employees for exceptional accomplishments, performance above expectations, and contribution to mission accomplishment.
<b>Membership</b>	C/S, AC/S G-1, and Inspector General
<b>Input</b>	Award nominees
<b>Output</b>	Selected awardees
<b>Associated Events</b>	N/A
<b>Event</b>	<b>TEEP Conference</b>
<b>Description</b>	Develops a synchronized planning "tool."
<b>Membership</b>	G-1, G-2, G-3, G-4, G-5, G-6, G-7, G-8, MSC/MSE G-3/S-3s, MFP G-3/5, MFC G-3/5/7, 3d Fleet N-3 and Special Staff invited
<b>Input</b>	FMWG; Annual Training Plan; Bn/Squadron PTP/deployments; MEU PTP/deployments; TSC; Joint Service Initiatives; MARFORCOM Playbook, Campaign Plan, Capstone Document, MFP Campaign Plan.
<b>Output</b>	Visual TEEP as an Excel Spreadsheet; Message transmitted to H-A-S; Playbook entries to MARFORCOM.
<b>Associated Events</b>	Force Sync Conference, MFP TEEP Conference, Planners' Huddle, I MEF Summit, and Fleet Schedule Conference

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<b>Event</b>	<b>Command Element Advocacy Board</b>
<b>Description</b>	The CEAB solicits input from the Operating Forces and the MARFOR Headquarters regarding CE and selected cross-cutting MAGTF issues, develops solutions for and makes recommendations on current MAGTF synchronization challenges, and provides direction for achieving CMC vision, as stated in Marine Corps Vision and Strategy 2025 and other guidance as applicable, on behalf of the CE in order to enhance future warfighting capabilities for the MAGTF CE in particular and the MAGTF in general.
<b>Membership</b>	CG, DCG, C/S, G-3, other O-6 participants, as required
<b>Input</b>	CEAB action topics as required.
<b>Output</b>	Positions on CEAB action topics; CG input as a voting member of the board.
<b>Associated Events</b>	I MEF Summit, OAG
<b>Event</b>	<b>CMC Ops/Intel Brief</b>
<b>Description</b>	Provides timely information relevant to the common operational and intelligence situation throughout the Marine Corps. Additionally, the staff provides information updates for high profile issues and tasking.
<b>Membership</b>	CG, DCG, C/S, and others as required.
<b>Input</b>	Primary collection point for brief products, intelligence picture, OPSEC picture, Common Operating Picture.
<b>Output</b>	Situational Awareness.
<b>Associated Events</b>	I MEF O&I brief, C/S meeting, and CG's Staff Meeting
<b>Event</b>	<b>Commander, MFP Commanders Update Brief</b>
<b>Description</b>	Provides MARFORPAC timely information relevant to the common operational and intelligence situation throughout I MEF.
<b>Membership</b>	None, information is provided in the form of slides for MFP CUB
<b>Input</b>	Relevant common operational and intelligence situation throughout MSCs, MEUs, and deployed I MEF units.
<b>Output</b>	CUB slides for MPF CUB.
<b>Associated Events</b>	I MEF O&I
<b>Event</b>	<b>I MEF Summit</b>
<b>Description</b>	Updates and assesses I MEF progress across LOOs, provides updated prioritization guidance, forecasts, and plans against anticipated requirements for the next 90 days. The I MEF Summit is the primary battle rhythm event used to coordinate, integrate, and synchronize I MEF and MSC OAA.
<b>Membership</b>	CG and MSC Commanders identified I MEF and MSC/MSE staff
<b>Input</b>	CG Priorities, Focus and Guidance; MSC Commanders' Briefs; Campaign Plan; LOO status, issues, way ahead for next 90 days; FMWG & G-3 Monthly Meeting input.
<b>Output</b>	The I MEF Summit is described in a quarterly FRAGO (from I MEF CP) message that captures guidance and assigns tasks for next 90 days. Informs HQMC Force Synch Conference and Ops Summit.
<b>Associated Events</b>	G-3 Huddle, HQMC Force Synch Conference, CMC O&I

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<b>Event</b>	<b>CG Quarterly Force Preservation Board</b>
<b>Description</b>	Serves as I MEF's leadership forum of opportunity to identify, discuss, and resolve issues affecting the readiness and Resiliency of the force.
<b>Membership</b>	CG/DCG chairs, CGs of each MSCs or their representatives, C/S and SgtMaj of MSEs, Supporting establishment reps (e.g. MCCS, Naval Hospital), G-3, G-7, Safety, Surgeon, Chaplain, and FRO
<b>Input</b>	Issues developed by FPD, MSCs, and data calls.
<b>Output</b>	I MEF policies regarding force resiliency. Prepare the CG for HQMC's Executive Force Preservation Board.
<b>Associated Events</b>	Preparation of trend briefs by participants and rehearsal of specific topic presentations 3-5 days prior. Read ahead presentations sent out to participants 1-2 days prior.
<b>Event</b>	<b>Executive Force Preservation Board</b>
<b>Description</b>	The ACMC chaired event will advise on measures to enhance unit and individual readiness, and will focus on reducing preventable mishaps while promoting a comprehensive force preservation culture that enhances operational capability while protecting and conserving critical resources.
<b>Membership</b>	CG/DCG, C/S and SgtMaj, FPD Supporting establishment reps (e.g. MCCS, Naval Hospital), Safety, Surgeon, Chaplain, and FRO
<b>Input</b>	Issues developed by QFPB, FPD, MSCs and data calls may be submitted for consideration/discussion by the EFPB.
<b>Output</b>	HQMC directed initiatives or programs.
<b>Associated Events</b>	FPD Roundtable and QFPB.
<b>Event</b>	<b>Mission Assurance Working Group</b>
<b>Description</b>	Brings together SMEs to discuss protection related programs, policies and training opportunities in order to identify shortfalls. Mission Assurance sub-working groups such as the Antiterrorism WG, Continuity of Operations WG, Threat WG, Critical Asset/Infrastructure WG, will also be incorporated into this event, or conducted separately as requirements dictate.
<b>Membership</b>	ATFP Cell, G-2 Plans/CI/HUMINT, G-33 CBRND, G-33 EOD, G-3 OPSEC, G-3 Training, G-4, G-6, SJA, Safety, PAO, Science Advisor, G-8 Comptroller, MSC ATOs, Area 21 Antiterrorism Officer (ATO), MCB CPEN ATO and PMO, MCI WEST ATO and Information Fusion Mgr, and NCIS
<b>Input</b>	MA program policy and training issues/shortfalls.
<b>Output</b>	MA program change recommendations for CG/G-3 decision.
<b>Associated Events</b>	MA Threat WG, MFP AT WG, MCIWEST-MCB CAMPEN MA WG, MSC MA WGs, HQMC CIP WG, MA OAG, MP OAG, DSCA WG, OPSEC WG, North County Joint Terrorism WG.
<b>Event</b>	<b>I MEF MPF Quarterly Symposium</b>
<b>Description</b>	Brings together all prepositioning stakeholders across the MEF, to review, analyze and validate planning documents, employment requirements, and operational capabilities that best supports the MEF's concept of operations.
<b>Membership</b>	MEF G-3/G-4, MSC G-3/G-4 to include all commodity SMEs within those organizations
<b>Input</b>	Planning documents from HQMC PP&O (POE-40), I&L (LPO-2), and LOGCOM (BIC).



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<b>Output</b>	I MEF operational input across the commodities that assist in decision-making on the prepositioning objective. Planning tools I MEF MSCs can take back to their staffs to support MPF employment operations.
<b>Associated Events</b>	Incorporates information and taskings from HQMC led OPTs, Deploy the MEF/OPLAN OPTs hosted by I MEF, and any information regarding upcoming I MEF MPF exercise planning. Brief preparation by G-3 and G-4 MPF planners presenting specific topics 3-5 days prior. Read ahead presentations sent out to participants 1-2 days prior and posted on I MEF G-4 MPF Sharepoint.
<b>Event</b>	<b>Air Frag Conference</b>
<b>Description</b>	Allocates I MEF aviation to I MEF MSCs/MSEs, supporting establishment and other air support requirements. I MEF Air Frag Conference is announced via naval message which provides prioritization guidance for utilization in the coming month.
<b>Membership</b>	Air Cell, G-7, 3d Fleet, 3D MAW, 1st MARDIV, 1st MLG, 1st ANGLICO, MAG-11/13/16/39
<b>Input</b>	ASR's/JTAR's from I MEF and non-MEF units to include other services.
<b>Output</b>	Monthly FRAG support per I MEF CG's priority guidance; supports TWG.
<b>Associated Events</b>	G-3 Huddle, HQMC Force Synch Conference, and MARFORPAC G-3 Sync.
<b>Event</b>	<b>Naval Integration Working Group</b>
<b>Description</b>	To discuss pertinent issues across the warfighting functions that involve MAGTFs and Naval Integration with a focus on MEU force generation. To update understanding of amphibious issues and schedules and to advance local Naval Integration efforts. Mechanism to facilitate the validation and prioritization of requirements for naval assets and amphibious training. To provide an update to the I MEF CG/DCG on the status of key issues.
<b>Membership</b>	Expo Reps from: G-1, G-2, G-3, G-4, G-5, G-6, G-7, G-8, Div, Wing, MLG, MIG, 11th, 13th & 15th MEUs, SPMAGTFs
<b>Input</b>	Specific maritime MAGTF and Naval Integration topics and issues (ie: Great Green Fleet, C4I systems, MEU budgets, aviation qualifications, etc) Impacts to MAGTFs and/or Naval Integration Upcoming MEF and C3F exercises Amphibious Ship Schedules.
<b>Output</b>	Understanding of amphibious issues across all functions. Topics needed for GO level review and decision. Items needed to be reconciled with ESG-3 or C3F. Recommendations on MAGTF M/T/E issues.
<b>Associated Events</b>	Naval Integration Board



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Event	Naval Integration Board
Description	To present pertinent issues across the warfighting functions that involve MAGTFs and Naval Integration with a focus on MEU force generation to DCG. To update understanding of amphibious issues and schedules and to advance local Naval Integration efforts. Mechanism to facilitate the validation and prioritization of requirements for naval assets and amphibious training. To provide an update to the I MEF CG/DCG on the status of key issues.
Membership	Expo Reps from: G-1,2,3,4,5,6,7,8, Div, Wing, MLG, MIG, 11th, 13th & 15th MEUs, SPMAGTFs
Input	Specific maritime MAGTF and Naval Integration topics and issues (ie: Great Green Fleet, C4I systems, MEU budgets, aviation qualifications, etc), impacts to MAGTFs and/or Naval Integration, and upcoming MEF and C3F exercises Amphibious Ship Schedules.
Output	Understanding of amphibious issues across all functions. Topics needed for GO level review and decision. Items needed to be reconciled with ESG-3 or C3F. Recommendations on MAGTF M/T/E issues.
Associated Events	CGs Staff Meeting, CMC O&I
Event	Threat Working Group
Description	Fuses intelligence, CI, security, law enforcement, and operations information to develop threat assessments, generates risk management recommendations, and action sets to reduce risk to personnel and assets. May be incorporated into the Quarterly MAWG or conducted separately.
Membership	ATFP Cell, G-2 Staff CI/HUMINT, G-3 OPSEC, G-3 IO, MSC ATOs, Area 21 ATO, MCI WEST ATO and Information Fusion Mgr, NCIS
Input	Current Threat Brief.
Output	Risk management recommendations to the CG/G-3.
Associated Events	MA Threat WG. MFP AT WG, MCIWEST-MCB CAMPEN MA WG, MSC MA WGs, HQMC CIP WG, MA OAG, MP OAG, DSCA WG, OPSEC WG, North County Joint Terrorism WG.
Event	Force Management Working Group
Description	Reviews OEF, MEU and GFM; CCDR TSC; Training Support; Service Initiatives; and core competency exercise requirements levied on I MEF to source. The FMWG addresses immediate redistribution and resource allocation solutions for near term deploying units, anticipates midterm shortfalls that require CG I MEF influence, and prioritizes long range capability sets per CG I MEF priorities.
Membership	MEF General Staff, MIG S-1, S-3, S-4 and MSC/MSE G-1, G-3, G-4
Input	MSC D-240 and D-180 msg(s); H-A-S issues; standard weekly sourcing brief.
Output	Status of issues (Man, Equip, Train) to Command Group; decision points identified to G-3 for Command Group. FMWG feeds MFP SVTC, PP&O SVTC, I MEF Summit and Quarterly Frag.

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<b>Associated Events</b>	FMWG feeds MFP SVTC, PP&O SVTC, I MEF Summit and Quarterly Frag.
<b>Event</b>	<b>G-3 Huddle</b>
<b>Description</b>	Provides an opportunity for Operations Officers to share situational awareness and identify operational issues requiring immediate staff attention. Informal, small group setting.
<b>Membership</b>	G-3 (COPS/FOPS), and MSC/MSE G/S-3s; G-1, G-4, G-5, G-7, and G-8 as necessary
<b>Input</b>	FMWG and emerging issues from G-3. Published standard agenda and format. Working Group summary provided.
<b>Output</b>	Informs I MEF Summit, coordinates and resolves emerging issues and informs Command Group.
<b>Associated Events</b>	I MEF Summit, MARFORPAC G-3 Synch
<b>Event</b>	<b>Information Management/Knowledge Management Working Group</b>
<b>Description</b>	Provides short/long term goals and objectives supported by an end state to achieve the vision and implied tasks for implementing IM and KM within the I MEF CE, and MSCs.
<b>Membership</b>	All General and Special Staff, MIG, DIV, MLG, MAW, MEUs
<b>Input</b>	Information requirements.
<b>Output</b>	Recommended and prioritized IM/KM solutions.
<b>Associated Events</b>	C/S Meeting, Ops and Intel, Deputies Sync, Planners' Huddle
<b>Event</b>	<b>Logistics Board</b>
<b>Description</b>	Addresses operational logistics issues across the MEF with an emphasis on sustainment, reconstitution and enterprise initiatives (i.e., GCSS-MC, FSMAO). Reviews short lead-time materiel requirements with cross-organizational solutions ISO of deployed units. Provides MSCs/MSEs an opportunity to identify logistics issues requiring HHQ assistance and facilitates equipment and facility sourcing issues. Spearheads concerns to HHQ and adjacent commands in order to provide timely solutions due to force reduction challenges.
<b>Membership</b>	G-2, G-3, G-6, G-8, MSC/MSE G-4/S-4s; SMEs within the G-4; LOGCOM, FSMAO, SMU, MOS and DLA
<b>Input</b>	Sub G-4 Working Group recommendations.
<b>Output</b>	AMHS Messages (plans, policy and directives) to H-A-S.
<b>Associated Events</b>	E-mail solicitation for topics from the MSC logistic counterparts 7-10 days prior. Brief preparation by G-4 sections presenting specific topic 3-5 days prior. Read ahead presentations sent out to participants 1-2 days prior.
<b>Event</b>	<b>Planner's Huddle</b>
<b>Description</b>	Provides an opportunity for action officers to share situational awareness of ongoing planning efforts and operational issues within the CE and MSC/MSE.
<b>Membership</b>	I MEF G-3 (COPS/FOPS) and MSC/MSE planners; G-1, G-2, G-4, G-5, G-6, PAO, Surgeon planners, as necessary
<b>Input</b>	Crisis Response, MAGTF Training, OPLAN/CONPLAN readiness, Force Management, MEF OAA, and Planning Efforts.
<b>Output</b>	Issues identified for G-3 Huddle.
<b>Associated Events</b>	G-3 Huddle, I MEF Summit

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<b>Event</b>	<b>Readiness Reporting Working Group</b>
<b>Description</b>	Develops I MEF DRRS-MC Readiness Report.
<b>Membership</b>	G-1 Personnel Officer, G-2 Operations Officer, COPSO and Deputy, ATFP Cell, CBRNO, Deputy FOPSO, Fires Plans, Air and OPT Cell Lead, G-37 Training, Deputy G-4, MEF Mobility Officer, Deputy G-5, G-6 Operations Officer and MIG S-3 Training
<b>Input</b>	Recommended readiness levels and comments for each of the DRRS-MC resource areas and MET assessments.
<b>Output</b>	Draft DRRS-MC report submitted to Council of Colonels and I MEF CG for submission as the I MEF DRRS-MC Report.
<b>Associated Events</b>	Training and Service Requirement WG, Logistics WG, and Manpower WG
<b>Event</b>	<b>Training and Service Requirements Working Group</b>
<b>Description</b>	Coordinates training requirements and tasks in order to maximize training opportunities, de-conflict training and address training issues within I MEF.
<b>Membership</b>	G-3, G-4, G-5, G-7, Training Officers from MSCs/MSEs, MCB, and TECOM Training Support Center
<b>Input</b>	TEEP, Agenda, and FMWG issues.
<b>Output</b>	Issue resolution, resource allocation, PTP guidance, Feeds FMWG, Planners Working Group, and TEEP Conference.
<b>Associated Events</b>	TEEP WG, Readiness Reporting WG
<b>Event</b>	<b>Manpower Working Group</b>
<b>Description</b>	Convenes in order to source and manage personnel staffing and IAs.
<b>Membership</b>	G-1 Ops, MSC/MSE G-1s/S-1s, G-3 FOPS (Sourcing); other staff sections, as required
<b>Input</b>	Current manpower sourcing issues, FMWG issues, G-3 Monthly Meeting.
<b>Output</b>	Sourcing solutions and manpower issue resolutions.
<b>Associated Events</b>	Naval Integration Working Group
<b>Event</b>	<b>Commanding General's Meeting</b>
<b>Description</b>	Weekly staff meeting to brief the CG, DCG, and C/S on the status of significant projects and tasking, receive commander's guidance and review the near term direction of the MEF and the CE.
<b>Membership</b>	Attendance limited to General Staff and Special Staff; when required SMEs
<b>Input</b>	Inputs (e.g. topics, decision briefs) from CoS meeting.
<b>Output</b>	Commander's Guidance and Tasking.
<b>Associated Events</b>	Normally the CG's Meeting is fed by outputs of the other BR events to include the Chief of Staff Meeting, Ops and Intel, CG's Intel Deep Dive, and the Senior Enlisted Meeting.
<b>Event</b>	<b>Chief of Staff Meeting</b>
<b>Description</b>	Weekly staff meeting intended to review, prioritize and assign tasks and synchronize staff action with CG and DCG schedules. The SSEC will review the status of significant tasks pending completion and suspense dates.
<b>Membership</b>	General Staff, Special Staff, required members of the Command Group; when required SMEs
<b>Input</b>	Task Tracker and CG's Schedule.

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<b>Output</b>	Prioritized tasking and identification of command-level issues.
<b>Associated Events</b>	The CoS Meeting is fed by outputs of other BR events such as the Deputies Synch Meeting. Other BR events to include but not limited ManPower Working Group, IM/KM Working Group, Planners Working Group, and Awards Working Groups may also provide inputs, as necessary.
<b>Event</b>	<b>Deputies Synchronization Meeting</b>
<b>Description</b>	The brief provides the G-3 an opportunity to pass guidance to the staff at the commencement of the work week. Provides the staff an intelligence and operations overview. In addition, the MEF calendar and task tracker are reviewed to synchronize and de-conflict efforts across the staff as well as to orient attendees on next two weeks and ongoing staff projects.
<b>Membership</b>	All General Staff, Special Staff, MIG, and MSB
<b>Input</b>	Items of interest to the staff.
<b>Output</b>	Outlook and Synchronization for two weeks, CDO will post the brief on the I MEF SharePoint site.
<b>Associated Events</b>	CG's O&I Brief, CoS meeting, and CG's Staff Meeting.
<b>Event</b>	<b>Operations/Intelligence Brief</b>
<b>Description</b>	Provides the Commander and staff timely information relevant to the common operational and intelligence situation in the PACOM, CENTCOM, AFRICOM, SOUTHCOM and NORTHCOM Area of Responsibility's (AOR). Additionally, the staff provides information updates for high profile issues and tasking.
<b>Membership</b>	CG, DCG, C/S, All General and Special Staff, MIG, DIV, MLG, MAW, and MEUs
<b>Input</b>	Primary collection point for brief products, intelligence picture, OPSEC picture, Common Operating Picture. Current force lay down, to include disposition of ARG/MEU, deployed forces and CONUS forces conducting exercises or supporting NORTHCOM efforts. When applicable, provide SOM for ongoing operations.
<b>Output</b>	Situational Awareness.
<b>Associated Events</b>	TSC events, SPMAGTF deployment rotations, MEU pre-deployment training/evaluations/rotations; C3F maintenance cycles; Global response force/crisis response force, HADR.
<b>Event</b>	<b>Current Operations Update</b>
<b>Description</b>	Review of current employment and disposition of I MEF forces world-wide. A detailed review of each unit's last 24 hours and next 24 hours. Further review of major operations, changes to the I MEF Task Organization, deployers and re-deployers.
<b>Membership</b>	G-33 As Required: G-2, G-35, G-37, G-4 (MDDOC), Medical
<b>Input</b>	Current Operational Picture, daily update from G-35, Weekly update from MDDOC.
<b>Output</b>	Shared Situational awareness of watch floor team.
<b>Associated Events</b>	O&I brief is similar, but separate and distinct with less detail on day-to-day movements and daily changes.
<b>Event</b>	<b>Weekly CDO Training</b>
<b>Description</b>	I MEF duty standarders will receive required training with a six month periodicity to serve as Command Duty Officer.

<b>Membership</b>	Navy LTs, MSgt, Majs, and LtCols and other watchstanders per MEF Order 3003.1
<b>Input</b>	I MEF Order 3003.1
<b>Output</b>	Trained watchstanders
<b>Associated Events</b>	CDO Post and Relief.
<b>Event</b>	<b>Commanding General's Intelligence Deep Dive</b>
<b>Description</b>	Provides the CG and senior staff with in-depth analysis and problem framing of topics associated with the MEF PIRs to the TS SCI level. The event is intended to increase the CG and staff situational awareness and to stimulate their critical thinking about future operational environments.
<b>Membership</b>	CG, C/S, G-2, G-3, G-35, G-37, G-4, G-5, G-6, G-7, selected participants.
<b>Input</b>	CG guidance, AC/S G-2 direction and supervision, I MIC production, analysis, and read-aheads.
<b>Output</b>	CG follow on guidance and staff situational awareness.
<b>Associated Events</b>	CG's O&I Brief, CG's Meeting, Planners Working Group
<b>Event</b>	<b>Awards Board</b>
<b>Description</b>	Processes I MEF awards.
<b>Membership</b>	C/S, G-1, G-2, G-3, G-4, G-5, G-6, G-7, G-8, and selected participants
<b>Input</b>	Award recommendations.
<b>Output</b>	Recommendations to the CG for decision.
<b>Associated Events</b>	N/A.
<b>Event</b>	<b>CDO Post and Relief</b>
<b>Description</b>	Proper turn-over of the I MEF Command Duty Officer IAW I MEF Order 3003.1
<b>Membership</b>	Oncoming Duty, Offgoing Duty, C-33 Combat Center Personnel
<b>Input</b>	MEF Order 3003.1 enclosure (1)
<b>Output</b>	Battle Handover of relevant information, an informed and properly posted CDO.
<b>Associated Events</b>	CDO training Thursdays at 1140.
<b>Event</b>	<b>Civilian Resource Working Group</b>
<b>Description</b>	Reviews and makes recommendations to the CG on requests for additional civilian positions, and requests to initiate, add to, or renew government contracts. The CRWG will also prioritize approved actions, and reprioritize annually, as funding constraints require.
<b>Membership</b>	CG, DCG, G-1, G-2, G-3, G-4, G-5, G-6, G-7, G-8, and- Red Team
<b>Input</b>	Requests for new positions or renewal of existing positions.
<b>Output</b>	Recommendations to the CG for decision.
<b>Associated Events</b>	MARB
<b>Event</b>	<b>Distinguished Visitor Working Group (DVWG)</b>
<b>Description</b>	Planning and synchronization meeting to gain command-level guidance. Ensures the intent of the DV is understood by all parties and allows the G-3 to task the appropriate units in a timely manner.

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<b>Membership</b>	G-3, SSEC, Proto, and CommStrat
<b>Input</b>	Event documents and CG guidance.
<b>Output</b>	Itinerary and tasks.
<b>Associated Events</b>	The DVWG may be associated with other BR events depending on the visitors and if they are visiting in conjunction with another event such as an exercise or operations. Other related events might be the Communication Integration Working Group and Planners Working Group.
<b>Event</b>	<b>Resilience Working Group</b>
<b>Description</b>	Analyzes and assesses resiliency initiatives and programs to make recommendations to CG I MEF.
<b>Membership</b>	C/S, G-1, G-3, FRO, IG, Safety, Surgeon, Chaplain, and Red Team
<b>Input</b>	Service direction, CG/DCG tasking, issues developed by CIG, Safety, MSCs, and data calls.
<b>Output</b>	Recommendations to CG I MEF and CG's Force Preservation Council.
<b>Associated Events</b>	Outputs are fed into the Force Preservation Council.
<b>Event</b>	<b>Prioritized Engineer Project List (PEPL) Working Group</b>
<b>Description</b>	The PEPL working group is established to discuss ongoing and new Marine labor projects aboard I MEF tenant installations.
<b>Membership</b>	This WG is attended by MCI-West AC/S G-3/5 personnel, AC/S G/F, MSC engineer representatives, MSE engineer representatives, and engineer staff members from adjacent Marine Installations
<b>Input</b>	Potential projects that Marine labor could be used to train Marines in the multitudes of skills required for various projects.
<b>Output</b>	An engineer project list describing status updates and units associated with each project.
<b>Event</b>	<b>Resource Management Working Group</b>
<b>Description</b>	Validates and Prioritizes unfunded Calendar Year Deficiencies (CYDs).
<b>Membership</b>	C/S, G-1, G-2, G-3, G-4, G-5, G-6, G-7 Principals, and MIG CO
<b>Input</b>	CYD tracker, CYD write up packages
<b>Output</b>	CYD tracker validated and placed in priority order to compete for limited funding consideration.
<b>Associated Events</b>	MSCs/Units/sections submit Calendar Year Deficiencies (CYDs) packages to I MEF G8 Budget Officer for review and finalization. Package scheduled for next RMWG and coordination completed for unit to brief for MEF Staff Principals to validate/prioritize IAW with CG's priorities. CYDs will then compete for MID YEAR REVIEW funding, and approval is subject to availability of funds.
<b>Event</b>	<b>I MEF Acquisition Review Board (MARB)</b>
<b>Description</b>	A Service Requirements Review Board to closely scrutinize and validate contractual requirements ISO I MEF.
<b>Membership</b>	C/S, G-1, G-2, G-3, G-4, G-5, G-6, G-7, G-8, and selected participants (WACO, unit reps)
<b>Input</b>	Acquisition ready services package(s) constructed with assistance from the I MEF G-4 OCS.
<b>Output</b>	Validation of acquisition services package(s).



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<b>Associated Events</b>	Units/sections submit packages to I MEF G4 OCS for review and finalization. Package scheduled for next MARB and coordination completed for unit to brief.
<b>Event</b>	<b>LFORM On-load/offload Coordination Meeting</b>
<b>Description</b>	Planning and synchronization meeting to prioritize and assign tasks to all responsible parties on the on-load/offload of LFORM classes of supply during the MEUs deployment and redeployment event.
<b>Membership</b>	MEF G-4, MLG, SUPBN, MEUs, PHIBRONs CCOs, and Ship CCOs
<b>Input</b>	Published standard agenda supporting MEUs LFORM on-load/offload requirements.
<b>Output</b>	Tasks, Planning products and AMHS Messages
<b>Associated Events</b>	Berthing and Loading Schedule (BALS)/Coordination meeting ISO LFORM onload conducted simultaneously or separately - time dependent.
<b>Event</b>	<b>MEU On-load/offload Coordination Meeting</b>
<b>Description</b>	Planning and synchronization meeting to prioritize and assign tasks to all responsible parties on the onload/offload of MEUs for deployment and redeployment events.
<b>Membership</b>	MEF G-4, MLG, SUPBN, MEUs, PHIBRONs CCOs, and Ship CCOs
<b>Input</b>	Published standard agenda supporting MEUs on-load/offload requirements.
<b>Output</b>	Tasks, Planning products and AMHS Messages.
<b>Associated Events</b>	Sometimes a separate coordination meeting with MEU, and MLG prior to each work up event or if timing fits conducted icw BALS conference prior to each work up event.
<b>Event</b>	<b>Movement Coordination Meeting</b>
<b>Description</b>	Planning and synchronization meeting to prioritized and assigned movement times to all responsible parties during movements between APOEs, APODs, SPOEs and SPODs.
<b>Membership</b>	G4-MMCC/Surface and selected participants from MIG, DIV, MLG, and MAW
<b>Input</b>	TCPT requests developed by selected participants from MIG, DIV, MLG, and MAW.
<b>Output</b>	G4-MMCC Movement Matrix
<b>Associated Events</b>	Depending on available lead time an Initial Movement Conference (IMC), MMC, FMC, along with confirmations as required. These are normally held prior to any major movements whether in support of CONUS based exercises or in support of Deployment/Redeployment of forces.
<b>Event</b>	<b>Defense Support of Civil Authorities Working Group</b>
<b>Description</b>	Analyzes and assesses existing DSCA plans and emerging DSCA requirements.
<b>Membership</b>	G-3 DSCA Planner, ATFP, EOD, CBRN, G-2, G-4, G-6, PAO, MEF Surgeon's Office, MSC/MSE representatives, FEMA Region IX DCE, MARFORNORTH, and MARFORPAC DSCA
<b>Input</b>	Civilian Disaster Planning efforts, DSCA exercise results/AARs, and disaster events occurring in the United States.
<b>Output</b>	Planning tools and documentation for I MEF support to DSCA events.
<b>Associated Events</b>	G-3 Huddle, I MEF Summit

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<b>Event</b>	<b>MPS On-load/offload Coordination Meeting</b>
<b>Description</b>	Planning and synchronization meeting to prioritize and assign tasks to all responsible parties on the onload/offload of MPS events.
<b>Membership</b>	MEF G-4, MLG, SUPBN, MEUs, PHIBRONs CCOs, and Ship CCOs
<b>Input</b>	Published standard agenda supporting MEUs on-load/offload requirements.
<b>Output</b>	Tasks, Planning products and AMHS Messages.
<b>Associated Events</b>	Due to the nature of MPF and depending on available lead time an Initial, Mid, Final, with confirmations as required. These are normally held prior to any major MPF event whether in support of CONUS based exercises or in support of Deployment/Redeployment of forces.
<b>Event</b>	<b>Communication Integration Working Group</b>
<b>Description</b>	Coordinates communication of I MEF themes and messages to internal and external audiences. CIWG responsibilities include vetting and subsequent tasking of MSC/MSE participation in Exercises, Operations, Community and Key Leaders Events.
<b>Membership</b>	MEF and MSC/MSE G-2, G-3 (FECC IO Planner) and PAO reps; Protocol, ComCam, Force Protection, and G-7
<b>Input</b>	Support requests.
<b>Output</b>	Communication plan with themes/messages nested within major TSC engagements, KLEs, exercises, operations and community events.
<b>Associated Events</b>	G-3 Planners' Huddle, I MEF/MSC PAO Synch Meeting, and Distinguished Visitor Working Group.
<b>Event</b>	<b>Language and Culture Working Group</b>
<b>Description</b>	Identifies and recommends specific languages and/or cultural experiences ISO I MEF global requirements IOT prioritize external training resources and develop organic expertise through TSC events and/or GFM requirements. Identifies and facilitates the sustainment/expansion of organic I MEF Language/Culture capacity based on future or emerging requirements. Coordinates external language/cultural training for deployable units.
<b>Membership</b>	G-1, G-2, G-3, G-5, G-7, G-8, selected participants (TECOM, Intel Bn, RadBn unit reps)
<b>Input</b>	TSC, Force Synch, emerging requirements, language training opportunities, deploying unit training requests.
<b>Output</b>	Recommended and prioritized training support. External training support requests. Identify support requirements for TSC events IOT maximize I MEF language/cultural training.
<b>Associated Events</b>	TEEP Conference, Manpower Working Group, and Force Management Working Group.
<b>Event</b>	<b>Cyber Electronic Warfare Coordination Center</b>
<b>Description</b>	Focal point to extend the principles of combined arms and maneuver warfare to the cyber and electromagnetic spectrum by coordinating, integrating, and enabling CEW within MEF operations.
<b>Membership</b>	G-2, G-3, G-6
<b>Input</b>	Network defense posture, planning efforts for CEW in exercises and training.
<b>Output</b>	Selected awardees.



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<b>Associated Events</b>	N/A
<b>Event</b>	<b>CG's Plans Huddle</b>
<b>Description</b>	On-call event that provides the CG with focused information concerning ongoing operational and exercise planning efforts. Serves as an IPR forum as well as a mechanism for the CG to shape planning efforts.
<b>Membership</b>	CG, DCG, C/S, G-1, G-2; G-3, G-4, G-5, G-6, as necessary
<b>Input</b>	OPLAN/CONPLANS, HHQ directives and materials, OPT/PPA products, previous CG guidance.
<b>Output</b>	CG planning guidance, issues for revision, RFIs.
<b>Associated Events</b>	OPLAN and exercise OPTs.
<b>Event</b>	<b>Red Team Working Group</b>
<b>Description</b>	Monthly meeting of Red Team-trained staff members to identify assumptions, biases, and group dynamics-based challenges impeding effectiveness of I MEF efforts to enable the staff to overcome them.
<b>Membership</b>	All I MEF staff with Red Team training.
<b>Input</b>	Verbal updates from staff members.
<b>Output</b>	Recommendations for staff sections, C/S, and/or CG.
<b>Associated Events</b>	Red Team Monthly with COS and quarterly with CG.

Figure 3-6: I MEF Events Matrix

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## Chapter 4 - Staff Administration

### Section 1 - Authorities

#### 1. Authorities

##### a. Direct Liaison Authority

(1) Overview. Direct Liaison Authority (DIRLAUTH) refers to communicating, presenting or otherwise formally representing I MEF's official position or recommendation on a particular subject. DIRLAUTH does not relate to the informal dialogue and liaison between I MEF CE and higher, adjacent or subordinate organizations, but rather is actual consultation and coordination outside the chain of command. Informal liaison will be limited to developing requests for information, refining approved positions, clarifying formal positions or identifying new areas for staff action. Informal liaison is encouraged throughout I MEF CE to enhance speed of action.

(2) Authority. The C/S retains authority for direct liaison coordination with higher, adjacent, and subordinate HQ. The C/S is authorized to approve I MEF staff requests for DIRLAUTH for situations requiring command position representation. The C/S may authorize DIRLAUTH to General, Special or Command Section Staff principals as required.

##### b. "By direction" Authority

(1) Authority to Sign "By direction". The SSEC, Principal and Special Staff principals have "By direction" authority. This "By direction" authority does not apply to correspondence in the following categories:

- (a) Establishes new policy or modifies existing policy.
- (b) That which involves congressional inquiry.
- (c) That which concerns approval or disapproval of recommendations made by a general/flag officer.
- (d) That which by law or regulation must be signed by the Commander.

##### (2) Sub-delegation of Authority

(a) Subject to the limitations set forth above, General and Special Staff principals may sub-delegate (with discretion), authority to sign "By direction" to officers assigned to them.

(b) Official File Copies. A copy of all correspondence signed "By direction" will be held by Staff Secretary.

c. Message Release Authority. Each Principal and Special Staff principal/deputy is empowered with the authority to release messages to higher, adjacent and subordinate commands. Further detail about the process is located in Section 4 of this chapter.

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d. Tasking Authority. Each AC/S is authorized to task MSCs/MSEs and Staff for technical and other routine tasks within respective functional area to include Feasibility of Support (FOS) messages. See Section 4 of this chapter for further details on tasking.

## Section 2 - Communications

### 1. Available Communication Means

a. Summarized below are the approved methods of communication and media available to the CG and the General, Special, and Command Section Staff of I MEF. All personnel are encouraged to seek the most efficient, cost effective means to effectively communicate. Every effort should be made to the reduce paper costs and the reporting burdens of subordinate commands. Personnel unfamiliar with the use of the various media should refer to the POC for each method for more information.

b. The most effective way to communicate with another person is through face-to-face interaction.

c. Current, relevant, time sensitive information should be passed face-to-face or voice (e.g. phone, radio). If a variant of chat/voice (instant message) is available it can be an alternate to voice communications if phone or radio is not available.

d. Targeted Information. Execution documents, planning references, directives, and briefs should be located on the I MEF collaborative platform (SharePoint) in the applicable Division/Section for access.

e. To access the NIPRNET, SIPRNET or CENTRIX network, check in with the I MEF G-6 Helpdesk located in bldg 210722 and fill out a System Authorization Access Request (SAAR) form. The I MEF G-6 Helpdesk can be reached commercially at 760-725-1545/9199, or Defense Switched Network (DSN) 365-1545/9199. The SAAR form is located at the following address:  
<https://eis.usmc.mil/sites/imef/doccenter/IMEFDocumentTemplates/Forms/AllItems.aspx>

f. Collaborative Portals. I MEF maintains SharePoint portals on both NIPR and SIPR. Portals are meant to enable staff to collaborate within a venue that is accessible by all MEF users. It is also a venue to post current products that should be shared. There is limited storage within the portals and only current and relevant information should be stored within them. IMEF IMO maintains portal administration, and structure. Principal Staff and Special Staff Sections maintain Portal Content and policies through respective Content Managers. Change Management is maintained between the IMO and Content Managers during IM/KM Working Groups. Working documents and archives should not be stored within the portals. As a general rule, items over two years old should be moved to Share Drive or archived from the Collaborative Portals. There may be exceptions to this if something is relevant beyond two years.

(1) NIPR Portal. The I MEF collaborative portal (SharePoint) for NIPRNET resides on SharePoint 2013. The I MEF SharePoint site is located at the following address: <https://eis.usmc.mil/sites/imef/Pages/Default.aspx>.

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Please add the address to the computer as a trusted site before attempting to access. The I MEF SharePoint Helpdesk can be reached at 760-763-7045/7043 or DSN 361-7045/7043.

(2) SIPR Portal. The I MEF collaborative portal (SharePoint) for SIPRNET currently resides on SharePoint 2013 and is hosted on IntelShare at the following address: <https://intelshare.intelink.sgov.gov/Sites/imef>. The I MEF SharePoint Helpdesk can be reached at 760-763-7045 or DSN 361-7045.

g. Correspondence Library. The library contains the template folder for the staff regulations order and is linked to the I MEF Document Center; the repository for all templates used by I MEF for correspondence. The library resides on the left side of the correspondence page under the following three links:

(1) Shared Documents:  
<https://eis.usmc.mil/sites/imef/cors/Shared%20Documents/Forms/AllItems.aspx>

(2) Staffing Templates:  
<https://eis.usmc.mil/sites/imef/doccenter/IMEFDocumentTemplates/Forms/AllItems.aspx>

(3) Document Archives:  
<https://eis.usmc.mil/sites/imef/DocRt/Forms/Archive.aspx>.

h. I MEF Shared Drives. The I MEF Share Drives are maintained by the MEF G-6 and will be used to store working documents, archived files, and other data products. The structure of the Share Drives will be maintained by the IMO, while content and access will be the responsibility of the respective Section Content Manager. Overarching permissions and granting of Section User permissions will fall under the purview of the G-6. Whereas the collaborative portals are designed for current, active collaboration, the Share Drives will be used more as a Section specific data archive.

(1) Archived records. Each Division/Section is authorized an archived records folder under their primary Division/Section folder to retain information, and establish and maintain institutional knowledge.

(2) Database Storage. Databases, transaction logs, and similar requirements are stored within Division/Section shared drives under a folder named "database" with subsequent folders annotating multiple databases.

(3) Shared Drive access will be authorized on a case-by-case basis and must be requested through the I MEF G-6. The I MEF G-6 Helpdesk can be reached commercially at 760-725-1545/9199, or DSN 365-1545/9199.

i. E-mail. I MEF relies heavily on email as a primary form of staff communication. While convenient, email can hinder communication and staff synchronization when not applied thoughtfully. Each staff member has a role to play in effectively organizing his or her own email, as well as using good practices for sending and replying to emails. The desired outcome is for email to enable targeted information sharing without becoming overwhelming or an ongoing distraction. Some examples of best practices include the following. Calendar invites and emails sent intra-MEF should include links to documents as opposed to attachments and users should only 'reply all' to

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emails when response is pertinent to all addressees. All staff members should refer and adhere to the "Best Practices" for the use of email as captured in the Staff Rules of Engagement, Reference (j).

(1) NIPRNET email setup will require each user to log in using their CAC. When the operating system completes loading click on the Outlook email icon and step through the process of setting up email. When asked for the server where the account resides, uncheck "cached" and type in "nmcimail", then add your login name and click next. For troubleshooting, contact the MITSC-West Help Desk at 1-760-763-0173.

(2) SIPRNET email setup will require each user to log in using their SIPR Token. Select IMEF as the domain. Once the operating system completes loading, click on the Outlook email icon and step through the process. When asked for the server where the account resides, uncheck "cached" and type in "email" then add your login name and click next. For troubleshooting, contact the I MEF G-6 Helpdesk commercially at 760-725-1545/9199, or DSN 365-1545/9199.

j. Message Traffic. Message Traffic is monitored using the (AMHS). Every Division/Section will utilize the AMHS to review pertinent message traffic. All sections will have a trained individual capable of drafting and releasing AMHS messages. To request an account contact the I MEF G-6 Helpdesk at 760-725-9199. Once an account is established, all users will have read access by Division/Section, but only select users have message release authority.

(1) AMHS Address. The AMHS is located at the following address:  
<https://pendleton.amhs.usmc.mil/Amhs/login.asp>.

(2) AMHS Message Templates. AMHS Message Templates are located at the following address:  
<https://eis.usmc.mil/sites/imef/doccenter/IMEFDocumentTemplates/Forms/AllItems.aspx.aspx>

k. Department of the Navy TRACKER (DON-TRACKER). I MEF also receives external tasking on NIPR via DON-TRACKER. The I MEF G-3 HQ maintains DON-TRACKER for externally received tasks and the SSEC maintains DON-TRACKER for internally Command Deck generated tasks. External tasks for I MEF are received by the G-3 HQ and then tasked to each respective Division/Section/MSD/MSE as per Ref (i). Each section maintains the responsibility of ensuring their access, with redundancy, to DON-TRACKER and this access is coordinated through the I MEF IMO/KMO or I MEF G-3 IMO.

l. Marine Corps Action Tracker System (MCATS). I MEF still receives external tasking on SIPR via MCATS. The I MEF G-3 HQ maintains the SIPR MCATS account for I MEF. SIPR tasks for I MEF are received by the G-3 HQ and then tasked to each respective Division/Section/MSD. Respective Divisions/Sections can task subordinate commands via AMHS message traffic or official email correspondence if individual Divisions/Sections and/or MSDs/MSEs do not have accounts.

m. OUTLOOK SSEC Battle Rhythm Calendar. This Calendar is the primary calendar tool for synchronizing events and activities of the Principals and Staff Sections of the I MEF Command Element on a daily basis and directly

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supports the Battle Rhythm. Events that are attended by more than one staff section should be included on this calendar. The calendar is synchronized with and may also be viewed within the I MEF NIPR SharePoint.

(1) All principal staff sections - G-1, G-2, G-3, G-4, G-5, G-6, G-7, G8, G9, and I MIG - as well as special staff - CNA, Chaplain, IG, Protocol, FRO, Red Team, FDO, MEF Surgeon, IMO, ISIC Career Counselor, PAO, Security Manager, SAPR, and SJA are responsible for updating the Master Calendar with the events over which they have purview.

(2) Calendar events will contain basic information about the event to include lead Section for event and 7-Minute Drill. Do not attach documents to calendar invites. Instead insert a link from SharePoint or Share Drive to where supporting documents are posted. Further, when a calendar invite is received it should be accepted or declined; do not reply to calendar invites as you would an email.

n. Social Media. The I MEF Social Media policy provides guidance and direction from the command on industry and government best practices when using Social Media sites. The I MEF Social Media policy is located on the I MEF SharePoint site in the Master Document Center at the following address: <https://eis.usmc.mil/sites/imef/doccenter/Shared%20Documents/Forms/AllItems.aspx>.

o. Common Operational Picture. I MEF operates a COP via the CDO in the MOC. The CDO may utilize multiple tools and systems to include Command and Control Personal Computer (C2PC), Command Post of the Future (CPOF), Blue Force Tracker (BFT), and Google Earth on SIPRNET. Contact the IMO to request additional capabilities or support.

p. Video Teleconferencing (VTC). VTC provides the capability to globally share information in a live meeting environment, affording tremendous savings in travel and lodging expenses. Divisions/Sections will consider conducting VTCs as an alternative in order to reduce time and expenses associated with travel.

(1) Classification. I MEF VTC systems (Tandberg and Defense Video Services - Global) are cleared up to Secret. The Sensitive Compartmented Information Facility (SCIF) provides VTC services for TS/SCI.

(2) Request for VTC. Divisions/Sections will use the VTC Calendar Link on the I MEF G-6 NIPRNET SharePoint Portal to request VTC support. The VTC Calendar Link is located at the following address: <https://eis.usmc.mil/sites/imef/G-6/Lists/VTCsupportRequest/AllItems.aspx>.

q. Defense Collaborative Services (DCS). DCS is a web based application available on both NIPRNET and SIPRNET that enables CAC holders and SIPR Token holders to collaborate via net meetings. DCS capabilities include voice and chat communications, and it also allows users to share slides, desktops and other products to enable collaboration. Users requiring a DCS access must register CAC or Token on respective DCS sites: NIPR- <https://www.dcs.apps.mil> and SIPR- <https://conference.apps.smil.mil>.

r. Non-Secure Voice Communications. Telephones will be the primary means for voice communications in garrison. The Camp Pendleton Telecommunications Office provides non-secure telephone service to the I MEF

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CE. Conventional telephone service includes inter and intra-base direct dialing, commercial off-base access, commercial long distance, and DSN access. Secure telephone services can be provided via Secure Terminal Equipment (STE) attached to a garrison DSN line or Voice Over Secure Internet Protocol (VOSIP) provided by the Alternate Marine Corps Network Operations and Security Center (AltNOSC) located on Camp Pendleton. VOSIP services are worldwide and are provided at no cost to the subscriber.

(1) Official Long Distance. Personnel will only use commercial long distance or Direct Distance Dial (DDD) for official purposes and when the Defense Switched Network (DSN) is not otherwise available.

(2) Personal Long Distance. Personnel are authorized to make personal long distance calls providing they are collect or are billed to a credit card or a third party (personal commercial telephone). Personnel will reimburse the government for all personal calls charged to the military activity.

(3) Commercial Off-Base. Personnel are authorized to use commercial off-base telephone on a limited, not to interfere basis.

(4) Service requests. Personnel will submit all requests to install, relocate or remove telephones, or modify their current DSN telephone privileges to the G-6 Helpdesk. Service requests for changes to or installing new VOSIP subscribers should be routed to the G-6 Telecommunications Systems Engineering Officer located in the G-6 Systems Planning and Engineering (SPE) cell.

s. Secure Voice Services Overview. Secure Terminal Equipment (STE) provides DoD-wide secure telephone service over existing telephone networks (e.g., Public Exchange (PBX), DSN). STEs provide limited secure telephone service between designated DoD components and foreign military and combined commands. VOSIP provides secure IP telephony to users across the Department of Defense, using existing SIPR connections.

(1) Listing. STE telephone numbers will be listed in the Staff Directory. VOSIP numbers will be listed in the Staff Directory.

(2) Permitted Use. Personnel are authorized to use STEs for secure voice and data communications. Personnel will not pass higher levels of classified information than authorized for a specific STE. Personnel using VOSIP are authorized to pass information at the Secret level and below.

(3) Servicing. The G-6 (KMI Manager) will install, key, rekey, and maintain all STEs, prioritize STE allocations, and coordinate requests for additional STEs. The AltNOSC is the VOSIP service provider and staff members should contact the G-6 Telecommunications Systems Engineering Officer for further instructions on gaining new VOSIP terminals or for troubleshooting purposes.



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## Section 3 - Correspondence

1. Official Correspondence and Routinga. Types of Routing

(1) Physical Routing. Routing of incoming (physical documents) correspondence will be accomplished in such a manner as to ensure expeditious delivery to the staff officers required to take action. A route sheet will always be used for all physical routing.

(2) Electronic Routing. Electronic routing will be used at the MEF CE whenever possible. The primary tool for electronic routing is DON-TRACKER. Routing can be initiated and executed via DON-TRACKER from G-shops within functional areas. Routing can be initiated by section Action Officer level within functional areas; however if item being routed must be reviewed by AC/S level this requirement must be indicated on the DON-TRACKER instructions and responding sections will indicate name of AC/S or acting AC/S who reviewed items within DON-TRACKER responses. The G-1, G-3, and SSEC are authorized to initiate electronic routing for command level and cross functional items. Additional details on use of DON-TRACKER may be found in Reference (i).

b. Actions

(1) Origination. The originator of the correspondence will create the routing package within DON-TRACKER and upload any pertinent attachments therein. Detail reports and routing sheets can be printed from DON-TRACKER. The originator of correspondence remains responsible for the document through its completion. If the item requires physical routing the originator must attach a I MEF route sheet to the package.

(2) Final actions. Staffed packages approved for release or final routing to the CG, or appropriate level signature will be reviewed by the G-1 Adjutant in order make final administrative adjustments and for assignment of order, policy, or other proper assignment number prior to being forwarded to SSEC for Command Deck level or other AC/S level signature. When applicable. The G-1 Adjutant will then print documents for delivery to Command Deck.

(a) Action Officers will include a record of staffing for package. If a package is routed electronically include a print out from DON-TRACKER. If a package is physically routed include completed paper copy route sheet.

(b) The SSEC will print the required documents and present to the C/S for review and corrections.

(c) Once the package is signed, the SSEC will scan the signature page and attach the file to the package in DON-TRACKER for the archival purposes. Note: DON-TRACKER has the capability for electronic Records Management. The SSEC will then return the completed and signed hard copy package back to the originator.



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## 2. Control Points, Control Criteria, Routing

### a. Control Points

(1) The Security Manager is the control point for all incoming registered, certified "COMMANDER I MEF" addressed mail and all Classified Material delivered via courier. Classified material received at the Classified Control Point not conforming to the definition of "correspondence" will be processed according to security regulations.

(2) The Adjutant Mail and Files Section G-1 is the control point for all unclassified mail.

b. Control Criteria. Incoming unclassified correspondence that meets any of the following criteria will be placed under control:

(1) Correspondence that has a due date and is considered to be other than routine.

(2) Correspondence that is forwarded to another command via I MEF that pertains to policy, mission or reports of inspections.

(3) Correspondence in which recommendations are made to or comments are solicited from the Commander.

(4) Correspondence that is signed by a flag or general officer and is considered to be other than a routine matter.

(5) Official correspondence from members of the U.S. Congress (congressional correspondence).

(6) All audit reports.

(7) Requests for information under the FOIA.

(8) The Adjutant, or the designated agent, will be responsible for the disposition of records matter and shall ensure prompt and proper compliance with established disposition schedules.

(9) The office of the SJA will maintain investigations involving line of duty/misconduct determinations.

### c. The Control Sequence

(1) Upon receipt, correspondence will be examined at the appropriate control point to determine if it meets the control criteria. If it does, a routing sheet will be attached and an appropriate control date assigned.

(2) Preparation and Use of Routing Sheets. Routing sheets will be placed on all unclassified and classified correspondence. Addressees will enter the date of receipt and date of forwarding, and initial the routing sheet in ink. If action by separate letter or message is required, the action officer will summarize action taken and record the identification of the action document on the routing sheet.

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(3) Control Dates. When correspondence contains a "respond by date," this date normally becomes the control date and is inserted on the routing sheet in the space titled "Due at Control Point."

(4) Assignment of Action. The control point will indicate on the routing sheet the Division/Section assigned responsibility for the completion of action required.

(5) Change of Action. If the assignment of action is not concurred with, the Division/Section will initiate a change of action by indicating in the remarks block of the routing sheet which Division/Section is more appropriately tasked and obtain their concurrence. The routing sheet should then be returned to the SSEC. In the event concurrence cannot be obtained, the correspondence and supporting rationale will be returned to the control point for disposition by the C/S. It is imperative that the change of action be accomplished on the date of receipt to ensure the original "due date" is met.

(6) Disposition Instructions. The routing sheet contains a block in which to indicate what is to be done with the correspondence after action has been taken. The Division/Section assigned action will complete this block.

### 3. Classification of Correspondence

a. Unclassified Correspondence. The term "correspondence," as used in this subparagraph, does not include directives described in the current edition of MCO P5215.1 (Marine Corps Directives System) and similar instructions/publications from other branches of the armed forces. The I MEF Adjutant will receive and route all unclassified correspondence directly to the appropriate "action" addressee's Division/Section. The "action" addressee or action officer may indicate additional Divisions/Sections to see the correspondence by inserting the desired numerical routing sequence and action code on the routing sheet.

b. Classified Correspondence. The term "correspondence," as used in this subparagraph, includes all classified letters, orders, directives or publications received by the I MEF CE. The Security Manager (during and after hours) will receive and route all classified correspondence. Classified documents shall be routed to the staff officer having primary cognizance over the subject matter for action and thereafter to interested staff officers on a need-to-know basis. The compartmentalization concept precludes routing or disclosing classified matter except on a strict need-to-know basis.

c. Disclosure Record. Top Secret (TS) material falls under the purview of the Top Secret Control Officer, (TSCO). The I MEF Security Manager is assigned the task of TSCO. The I MEF SSO is designated as the TSCO's delegate within the G-2. All TS material will be controlled by the TSCO, and will be routed with TS routing sheets. The TS routing sheet, which provides spaces for signatures as a disclosure record, will be signed by every person who has occasion to read or process the document.

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#### 4. Correspondence Mailing

a. Except for matters within the cognizance of the SJA (i.e., matters related to military justice or administrative or installation law matters), all correspondence to HHQ will be mailed by the SSEC.

b. Classified correspondence will be assembled in the same manner but will be forwarded to the Classified Control Point within the Security Manager's Office for mailing. A copy of the endorsement, attached to the route sheet, will be returned to the SSEC via the Classified Control Point if the endorsement is unclassified.

c. If special postal service is to be used, the appropriate designation ("REGISTERED MAIL" or "CERTIFIED MAIL"), will be typed in capital letters or stamped at the left margin, on the fifth line below the last line of the address in the letterhead.

5. Filing of Unclassified Correspondence. The Adjutant will maintain a copy of all correspondence, directives, and regulations received by or transmitted from I MEF with the following exceptions:

a. Assistant Chief of Staff, G-1. Maintains the "Official File Copy" of all T/Os, manpower related documents and civilian personnel information. Additionally, the G-1 maintains the "Official File Copy" of all Navy manpower authorizations (OPNAV 1000/2).

b. Staff Judge Advocate. Maintains the "Official File Copy" of all legal records.

c. Assistant Chief of Staff, G-2. Maintains the "Official File Copy" of all investigations processed by G-2 and all Sensitive Compartment Information (SCI) correspondence.

d. Assistant Chief of Staff, G-3. Maintains the "Official File Copy" of all operational and plans records and correspondence.

e. Assistant Chief of Staff, G-4. Maintains the "Official File Copy" of all all equipment related Table of Organization and Equipment Change Requests (TOECRs) and Military Construction (MILCON) information.

f. Assistant Chief of Staff, G-5. Maintains the "Official File Copy" of plans records and correspondence.

g. Assistant Chief of Staff, G-6. Maintains the "Official File Copy" of all communication/network system records.

h. Assistant Chief of Staff, G-8. Maintains the "Official File Copy" of all financial records.

i. Command Inspector General. Maintains the "Official File Copy" of all inspector, legislative affairs, and equal opportunity correspondence, inspection reports, investigations, hotline inquiries, and safety report information.

j. Assistant Chief of Staff, Communication Strategy and Operations. Maintains the "Official File Copy" of public relations information.

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k. Staff Secretary. Maintains the "Official File Copy" of all "Personal For" (P4) messages/correspondence.

l. Staff officers as designated above will maintain files under their cognizance.

m. The "action" Division/Section for the correspondence concerned will prepare the copy for the official files to include the basic correspondence and all endorsements and enclosures, unless otherwise noted.

6. Directives Review. Annual review of directives will be conducted by the Division/Section having cognizant authority over the directive subject matter. Alerts may be set up within the SharePoint I MEF Portals to notify when a directive is due for review.

7. Policy, Orders & Bulletins. Includes I MEF orders, directives, bulletins, policy letters or related correspondence for CG, DCG or C/S action or information routed through I MEF Adjutant. I MEF Adjutant will maintain an archive of all signed I MEF orders, directives, bulletins, policy letters or related correspondence.

#### Section 4 - Task Management

1. Task Management Overview. This section provides an overview of the task management process to include types of tasks, authorities for tasking, and methods of tasking.

##### a. Types

(1) Internal. Internal tasks are those generated from within the MEF CE. Examples of internal tasks are those generated from the Command Deck to the staff, tasks from the G-3 to the staff, or G-shop generated tasks to MSC/MSEs within functional areas.

(2) External. External tasks are those received by I MEF from external organizations, such as MARFORPAC and HQMC.

b. Authority. The AC/S G-3 has overarching tasking authority for the MEF CE. However, AC/S's and Special Staff are authorized to task subordinate MSCs/MSEs in accordance with their area of cognizance (e.g. AC/S G-2 may task subordinate MSCs for intelligence priorities and collections support). This also includes the authority for Commodity Managers to release FOS requests within respective functional lanes (e.g. G-2 for intelligence equipment, G-4 for ground equipment, G-6 for communication equipment). Tasking of actual resources (e.g. equipment, personnel) for internal MEF requirements may be tasked by respective Commodity Managers as per below, Figure 4-1.

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Figure 4-1

Tasking of resources for external requirements (e.g. Globally Sourced) will be tasked out and coordinated with pertinent Commodity Managers and the G-3 as per below example, figure 4-2. Note: The tasking of personnel, administration, and logistics for battalions subordinate to the MIG will be conducted in coordination with the MIG Headquarters.

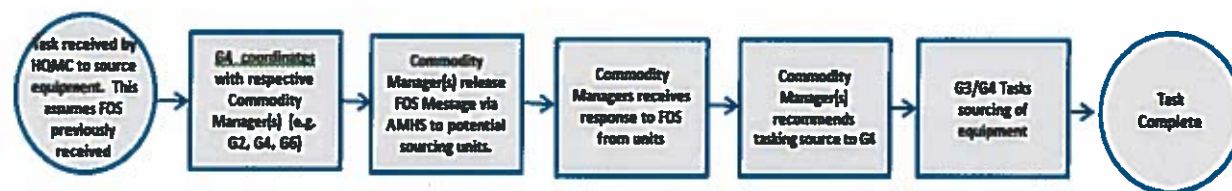


Figure 4-2

c. Methods. There are several methods that tasking may be accomplished as outlined below:

(1) DON-TRACKER. DON-TRACKER is one of the primary means of receiving tasks from external organizations and also for management of internally generated MEF Tasks. It is accessible by all CAC holders and Ref (i) outlines policy for use of this system. The G-3 HQ manages externally received tasks and the SSEC and G-3 manage internally generated tasks within DON-TRACKER. In general, DON-TRACKER is preferred method for things such as routing of products/documents, review of items, data calls, and simple tasks not involving the tasking resources.

(2) AMHS Messages. AMHS message is also an official tasking method. AMHS message is the method for tasking for resources, e.g. personnel, equipment, funds. Response traffic requiring CG, I MEF release authority will be released by the CDO. All other AMHS message traffic must be released by the designated releasing authority of the assigned section. AMHS message traffic must be used for action specific tasks, such as the tasking of resources (e.g. personnel, equipment).

(a) AMHS Monitoring. The I MEF CDO will monitor incoming and outgoing AMHS traffic to maintain situational awareness.

(b) AMHS Drafting. Messages must be drafted IAW the references. Ensure CG, I MEF is included as info unit on all I MEF generated messages.

(c) AMHS Routing. Messages requiring routing must be routed before release. Once granted release authority, the Division/Section generating the message will release the message utilizing AMHS.

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(d) Exception. AMHS messages from CG I MEF will be released by the CDO.

(e) AMHS Personal For. P4 messages will be released by the SSEC who will maintain an archive of released P4 messages.

(3) Marine Corps Action Tracking Systems (MCATS). MCATS remains in use for receiving external tasks on SIPR. The G-33 manages these tasks on behalf of the MEF. SIPR MCATS is slated for eventual replacement by SIPR DON-TRACKER.

(4) Email. Tasks may be passed over email; however a follow on formal tasking method, such as DON-TRACKER or AMHS, will be used.

(5) Verbal. Verbal tasks are an official form of tasking, but should be followed up with being loaded into task tracking system such as DON-TRACKER or AMHS.

d. Task Priorities. The C/S will review the tasks with the Staff during the C/S meeting and throughout the week, as required, to establish priority of effort and maintain oversight. The C/S will prioritize the most significant tasks and approve all requests for extension of deadlines. Requests for extensions must be coordinated by the assigned Division/Section prior to the due date.

e. Deadlines. Every effort must be made to ensure external tasks are answered in a timely manner. When a timely response to an external task is not possible, the Division/Section tasked with providing the response will brief the C/S prior to requesting any extension from HHQ.

f. Completed tasks. When a task is completed the responsible Division/Section will close out task within DON-TRACKER as per Reference (i) or within Section AMHS tracker, if applicable.

## Section 5 - Reports and Forms

### 1. Reporting

a. Command Display Dashboard. This display is a situational awareness tool designed to enhance the decision cycle between the I MEF CE Staff that is located on the I MEF NIPR SharePoint IM/KM Portal. The Dashboard represents the culmination of staff channel communications. It is meant to be dynamic and may be changed based on the needs of the CG and staff. The Dashboard also reinforces communications between staff and the CG/DCG of I MEF.

b. Reports. I MEF CE personnel, MSC or MSE personnel representing I MEF CE will provide reports, briefings and correspondence. Formates for reports (e.g. Trip Reports), briefs, and other correspondence are available at below link:  
<https://eis.usmc.mil/sites/imef/doccenter/IMEFDocumentTemplates/Forms/AllItems.aspx>

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## 2. Forms

a. When a document is to be provided to the CG, DCG or C/S, Divisions/Sections will use the approved standard format for the document/brief being produced. These standard document and brief templates can be found on the I MEF SharePoint at above link. Examples of commonly used documents are listed below.

### b. Commonly Used Documents

(1) Personal For (P4). P4 messages are utilized by General Officers to convey personal information. The SSEC will release and archive all I MEF P4 messages.

(2) Fitness Report Matrix. The I MEF Fitness Report matrix details the RS and RO responsibilities for all I MEF and MSC C/E personnel. The most updated version of the Fitness Report Matrix is maintained on the I MEF NIPR SharePoint portal under the "Authoritative Sources" tab.

(3) Recommended Reviewing Officer (RO) Comments Worksheet. The RO Comments Worksheet will be utilized by all I MEF Reporting Seniors (RS) when submitting fitness report comments to a RO.

(4) Information Paper. This document is used to provide factual information in concise terms

(5) Decision Paper. This document is used to obtain a decision from the Commander on an issue or proposed course of action.

(6) Position Paper. This document develops and recommends an official position on a particular proposition.

(7) Point Paper. This document is designed to present key points, facts, positions, or questions in a brief and orderly fashion.

(8) Talking Paper. This document is used to advance a point of view or summarize an action or proposal. Often written in narrative format, it provides concise comments for use during a meeting or oral presentation.

(9) Memorandum for the Record. A memorandum for the record is prepared to record the impression, information, conclusion or decision which arose out of a formal or informal discussion, conference, meeting or telephone conversation.

(10) Standard Naval Letter. This document is used to officially correspond with addressees within the DoD or when writing to addressees outside the DoD if it is known that they have adopted the same format.

(11) Endorsement Letter. This document is used to forward comments, recommendations or information through the chain of command, but may also be used to redirect a letter.

(12) Route Sheet. The I MEF route sheet is utilized for staffing of documents that cross functional areas or documents sent to the Command Group.

(13) VTC Request Form. This form is used to request VTC scheduling.



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(14) LOI. A LOI is a document that describes the execution of an activity and required tasks.

(15) I MEF Bulletin. Bulletins are published to inform the I MEF of changes and updates in policy and procedures.

(16) I MEF Order. I MEF orders are written to establish regulations, procedures, and processes as well as define functions and responsibilities.

(17) POM Initiative Template. This template defines and justifies unfunded initiatives and the funding requirement for those initiatives through the FYDP.

(18) Current Year Deficiency Template. This template defines and justifies a requirement for which additional funding is being requested.

(19) Annual Statement of Assurance (SoA). This document is required for preparation of the MCMICP annual SoA.

(20) Vulnerability Assessment. This form is used to determine vulnerability of an Assessable Unit (AU) within the command.

(21) Risk/Control Assessment. This form is used to document risk associated with an identified AU, the control measures in place to mitigate the risk and the effectiveness of the controls.

(22) SAAR Form. SAAR forms are required for authorization to access the I MEF NIPRNET, SIPRNET, and CENTRIXS data networks. The G-6 Helpdesk coordinates and supports all SAAR requirements.

(23) Information Technology Waiver Request Form. This form is required before any purchase of computers, ancillary equipment, software, firmware and/or services can be made by I MEF.

## Section 6 - General Administration

### 1. Command and Staff Channels

a. Command Channel. The administrative chain of command extends from the Commander, US Marine Corps Forces Pacific to the CG, I MEF to his Major Subordinate Commands (MSC); 1st Marine Division (MarDiv), 3d Marine Aircraft Wing (MAW), 1st Marine Logistics Group (MLG) and Major Subordinate Elements (MSE); I MIG, 11th Marine Expeditionary Unit (MEU), 13th MEU, and 15th MEU Commanders. MSC CGs and MSE Commanding Officers may communicate directly with the CG.

b. Staff Channel. This is the avenue through which the CG issues instructions to and receives information and recommendations from the staff. The CG and DCG normally communicate with the staffs through the C/S. In some instances the CG and DCG deal directly with a staff officer. The responsibility of the staff officer is to inform the C/S of the nature of the discussion and action to be taken.

c. Scheduling of Appointments. Staff officers desiring meetings of a routine nature with the CG or DCG will work via their AC/S to schedule the event with the respective Aide-de-Camp or SSEC. The C/S will be consulted prior to or during the process of scheduling the meeting.



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## 2. Temporary Succession to Command

a. Per paragraph 1074, U.S. Navy Regulations, 1990 and unless otherwise directed by competent authority, during the incapacity, absence caused by travel outside the I MEF immediate area leave of the CG, or when designated by competent authority, the DCG temporarily succeeds to command. If, for any reason, the DCG is not available, the C/S shall temporarily succeed to command per paragraphs 0904 and 1074.2a, U.S. Navy Regulations, 1990 and paragraph 1007.2 of the MCM. If the C/S is designated temporary succession to command, he shall use the title "Commander." The officer succeeding to command shall have authority to issue orders required to carry on the established routine and to perform the administrative functions of the command. Said officer shall be the officer commanding for the time being for the administration and for the exercise of General court-martial jurisdiction within the command.

b. Signatures on official correspondence are per Chapter 2, paragraph 2-14 of SECNAVINST 5216.5D. Use of the term "Acting" is only required when a CG from a MSC succeeds to command. Therefore, per paragraph 1007.2a(1) of the MCM, during those occasions when the DCG succeeds to command, he is not "Acting."

3. Civilian Contractor Oversight. The strategic environment has increasingly become more complex and multi-faceted, resulting in dramatic changes to U.S. National Security priorities and national defense strategies. Political and military instability in the Central Command (CENTCOM) and Pacific Command (PACOM) areas of responsibility (AOR) will remain the focus of U.S. military operations for the foreseeable future. I Marine Expeditionary Force (I MEF) is a lead force provider for the Marine Corps in these theaters. To provide these forces requires continuous man, train and equip actions for deployments, exercises and training evolutions. Conferences, meetings, and document and brief preparations are continuous and include both uniform and civilian personnel. Many of these civilian personnel are contractors conducting actions as lead planners and coordinators. To employ these contractors requires oversight actions by I MEF uniform personnel. Specifically, I MEF personnel who have civilian contractors working directly for them will ensure the following actions are taken:

a. Ensure all adherence to Contracting Officer Representative (COR) rules and responsibilities as set forth by the servicing contract activity if appointed as a COR. Contracted services may be provided crossing multiple staff sections whereby the COR is not in the staff section receiving support. Receiving staff sections shall maintain communication with the appointed COR and respond to deliverables when necessary to ensure adequate contractor oversight.

b. Interface with the CRWG, RMWG, and the MARB to fulfill all processes and procedures to ensure validation, funding, and contracting procedures are captured and executed to meet lead times for continued contract support.

c. Fully understand the contracted requirement and adhere to the contract to preclude "mission creep". Directing a contractor to perform outside the scope of the contract puts the USG at risk and shall be avoided. Direct any questions to I MEF G-4 OCS for SME assistance.

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4. Leave/Liberty. All General and Special Staff principal leave will be approved by the C/S. The Staff Secretary will administratively approve the leave in Marine Online. Below the principal level, leave will be approved by the Division/Section. The liberty policy will be published annually via separate correspondence.

5. Sponsorship Program. The G-1 manages the personnel sponsorship program for Marines who are in receipt of PCS orders to the I MEF CE. The G-1 coordinates with staff sections to assign Marines a sponsor to assist them prior to and during their transition.

6. Temporary Additional Duty. All General and Special Staff principals will notify the C/S for TAD approval. Below the principal level, TAD will be approved by the Division/Section.

7. Fitness Reports. Handled IAW the Fitness Report Matrix located on the SharePoint site. The owner of Fitness Report Matrix is the SSEC.

8. Conference and Meeting Room Use and Scheduling. The following listing of all I MEF conference rooms and booking procedures is listed on the I MEF SharePoint page under Tools.

a. CG Conference Room

(1) Location. The CG Conference Room is located on the second deck of building 210701, room 222. This conference room is equipped with VTC, SIPRNET and NIPRNET capability, and can be used for classified Secret briefs. It can hold 48 people.

(2) Scheduling. Requests to use the CG Conference room will be submitted to I MEF SSEC section. I MEF SSEC personnel will respond to requests and confirm availability.

b. MOC (G-3)

(1) OPT Room. The MOC OPT room is located on the first deck of building 210723, room 117. This conference room is equipped with a VTC and multiple computer driven overhead projectors, and can be used for classified Secret briefs. It can hold 15 - 20 people.

(2) Auditorium. The MOC Auditorium is located on the first deck of building 210723, room 103. This auditorium is equipped with a VTC, multiple computer driven overhead projectors, and microphones. It can be used for classified Secret briefs and can hold 122 people.

(3) Crow's Nest. The MOC Crow's Nest is located on the second deck of building 210723, room 206. This room is equipped with a VTC and a SMART board overhead projector. It can be used for classified Secret briefs and can hold 12-15 people.

(4) CG's War Room. Located in Room 117 of Bldg 210723. It is an office cut-out that has a medium meeting table that seats seven. There are additional chairs for an audience of 10, one large plasma screen TV, one dry-erase board, and one safe.

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(5) Scheduling. Scheduling is managed by the COPS MOC Watch, phone number: 725-4237. Scheduling oversight is provided by the current Ops Chief and G-33 Marines. These spaces are primarily reserved for use by the I MEF staff. Exceptions are made for use of the auditorium on a case-by-case basis. Scheduling may be done on form the G-33 COPS SharePoint page: <https://eis.usmc.mil/sites/imef/G-3/COPS/Lists/Conference%20Rooms/calendar.aspx>

c. G-2 Conference Rooms

(1) Location. The G-2 maintains two Conference Rooms, one in building 210723 (room 224) and the other in building 210722. The conference rooms are located on the second deck of each building. These spaces are equipped with TS/SCI VTCs, white boards, and can be used for TS/SCI briefs and/or VTCs. The conference room in building 21703 can seat approximately 20 people and the space in building 210722 has a maximum occupancy of 30 people.

(2) Scheduling. Requests to use G-2 Conference Rooms must be submitted to the I MEF Assistant SSO at (760) 763-2584. The I MEF Assistant SSO will respond to requests and confirm availability. It is imperative that requestors ensure that e-mailed requests sent via the NIPRNET do not include classified information. Prior to submitting requests, requestors will ensure that attendees possess a TS/SCI clearance for admittance/access into G-2 SCIFs.

d. G-4 Conference Room

(1) Location. The G-4 Conference Room is located on the second deck of building 210721, room 209. This room is equipped with Secure and Unclassified VTCs, computer projection onto a flat screen, and can be used for classified Secret material briefings. It can hold 30 people.

(2) Scheduling. Requests to use the G-4 Conference Room must be submitted through the I MEF Operations Section at the following numbers 763-4819 or 763-5373/74. The requestor will include POC information, date, duration and the reason for use. Also, the requestor will be directed to input their request at the G-4 NIPR sharepoint site under the "Quick Link" titled "G-4 Meeting Space Calendar".  
<https://eis.usmc.mil/sites/imef/G4/SitePages/Operations.aspx>  
E-mail confirmation of availability will be provided to the requestor.

e. G-6 Conference Room

(1) Location. The G-6 Conference Room is located on the first deck of building 210722, room 105. This room is equipped with Secure and Unclassified VTCs, a SMART board overhead projector, conference calling capability, computer projection onto plasma TV, and can be used for classified Secret material briefings; it can hold 37 people.

(2) Scheduling. Requests to use the G-6 Conference Room must be submitted through the I MEF Communications Chief, Deputy G-6 or G-6 Clerk at the following DSN numbers 725-9175 or 725-9176. Upon confirmation of availability, POC information and the reason for use will be added to the G-6 Conference Room Calendar by the G-6 Clerk for tracking.

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f. G-7 Conference Room

(1) Location. The G-7 Conference Room is located on the first deck of building 210821, across from the administration shop. This room is equipped with a SMART board overhead projector, and computer driven projector. It can be used for classified Secret briefs and can hold 20 people.

(2) Scheduling. Requests for use should go through the G-7 Administration Chief at 725-9259.

g. I MEF Pavillion

(1) Location. Located in the open area between the MOC and building 210701. Remote sound and microphone are available with prior coordination.

(2) Scheduling. Requests to use the Courtyard will be submitted to I MEF SSEC or Protocol sections. I MEF SSEC or Protocol personnel will respond to requests and confirm availability.

h. MCIWEST Continuity of Operations Center (COOP). The location the MOC displaces to in the event of catastrophic loss of C2 capability while in garrison.

i. 3D Marine Air Wing Operations Center (WOC). The WOC would potentially serve as the I MEF secondary C2 facility in the event of catastrophic loss of C2 capability in building 210723. Further details are available in the I MEF COOP Plan.

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## Chapter 5 - List of Acronyms and Abbreviations

AAWG	Amphibious Advocacy Working Group
AC/S	Assistant Chief of Staff
ADOS	Active Duty Operational Support
AIS	Automated Information Systems
AMHS	Automated Message Handling System
AO	Approving/Authorizing Official
AOR	Area of Responsibility
AR	Active Reserve
AT	Antiterrorism
AT/FP	Antiterrorism Force Protection
ATC	Advisor Training Cell
ATO	Antiterrorism Officer
AU	Assessable Unit
B2C2WG	Boards, Bureaus, Centers, Cells and Working Groups
BCD	Battle Command Display
BFT	Blue Force Tracker
BLT	Battalion Landing Team
BOGSAT	Bunch of Guys Sitting Around Talking
BUMED	Bureau of Medicine
C2	Command and Control
C2PC	Command and Control Personal Computer
C/S	Chief of Staff
CA	Civil Affairs
CBA	Centrally Billed Account
CBRN	Chemical, Biological, Radiological and Nuclear
CCIR	Commander's Critical Information Requirement
CDO	Command Duty Officer
CE	Command Element
CENTCOM	Central Command
CENTRIX	Combined Enterprise Regional Information Exchange
CERTEX	Certification Exercise
CI	Counterintelligence
CICR	Counterintelligence Collection Requirements
CIG	Command Inspector General
CI/HUMINT	Counterintelligence/Human Intelligence
CIWG	Communications Integration Working Group
CG	Commanding General
CGIP	Commanding General's Inspection Program
CIPP	Counterintelligence Protection Priority
CMC	Commandant of the Marine Corps
CMDMC	Command Master Chief
CMO	Civil Military Operations
CNA	Center for Naval Analyses
CNO	Chief of Naval Operations
CO	Certifying Officer
CO	Commanding Officer
COL	Certifying Officer Legislation
COMTHIRDFLT	Commander, Third Fleet
CONGRINT	Congressional Interest
CONPLAN	Contingency Plan
COP	Common Operational Picture
COPS	Current Operations
COSC	Combat Operational Stress Control

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CPOF	Command Post of the Future
CRF	Corrosion Repair Facility
CRSP	Combat Ready Storage Program
CRWG	Civilian Resource Working Group
CSS	Combat Service Support
CTO	Commercial Travel Office
CYD	Current Year Deficiency
DBRM	Daily Battle Rhythm Matrix
DCG	Deputy Commanding General
DCO	Defense Connect Online
DDD	Direct Distance Dial
DENBN	Dental Battalion
DIRLAUTH	Direct Liaison Authority
DISA	Defense Information Systems Agency
DMM	Debt Management Monitor
DMO	Distribution Management Officer (was TMO)
DoD	Department of Defense
DoE	Department of Education
DoJ	Department of Justice
DONCAF	Department of the Navy Central Adjudication Facility
DON-TRACKER	Department of the Navy TRACKER
DoS	Department of State
DOT	Deployment Operations Team
DRRS-MC	Defense Readiness Reporting System - Marine Corps
DSCA	Defense Support of Civil Authorities
DSN	Defense Switched Network
DTA	Defense Travel Administrator
DTMO	Defense Travel Management Office
DTS	Defense Travel System
DVWG	Distinguished Visitor Working Group
ECOMS	Executive Committee of the Medical Staff
EDL	Equipment Density List
EFDS	Expeditionary Force Development System
EKM	Enterprise Knowledge Management
KMI	Electronic Key Management System
ELMP	Enterprise Level Maintenance Program
EOD	Explosive Ordnance Disposal
EOS	Executive Off-Site
EXPO	Expeditionary Operations
FASMO	Field Supply and Maintenance Office
FCP	Family Care Plan
FDMA	Frequency Domain Multiple Access
FDP&E	Force Deployment Planning and Execution
FDTA	Finance Defense Travel Administrator
FHP	Force Health Protection
FMWG	Force Management Working Group
FOIA	Freedom of Information Act
FOPS	Future Operations
Forces For	Forces For Unified Commanders
FOS	Feasibility of Support
FP	Focal Point
FRAGO	Fragmentary Order
FRO	Family Readiness Officer
FRTF	Fleet Readiness Training Program
FSR	Field Service Representative
FY	Fiscal Year
GCSS-MC	Global Combat Support System Marine Corps
GEOINT	Geospatial Intelligence

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GFM	Global Force Management
GTCC	Government Travel Charge Card
HA/DR	Humanitarian Assistance/Disaster Relief
H-A-S	Higher - Adjacent - Subordinate
HSAP	Health Service Augmentation Program
HSSE	Health Service Support Element
HHQ	Higher Headquarters
HQ	Headquarters
HQMC	Headquarters Marine Corps
HRST	Helicopter Rope Suspension Training
HUMINT	Human Intelligence
I MEF	I Marine Expeditionary Force
I&R	Information and Referral
IA	Individual Augment
IA	Information Assurance
iAPS	Improved Award Processing System
IAW	In accordance with
IBA	Individually Billed Account (GTCC)
ICC	Internal Control Coordinator
ICW	In conjunction with
IDD	Improvised Detection Dogs
ILOC	Intermediate Location
IM	Information Management
IMA	Individual Mobilization Augment
IMO	Information Management Officer
IMR	Individual Medical Readiness
IO	Information Operations
IPB	Intelligence Preparation of the Battle Space
IRC	Information Related Capabilities
ISMO	Information System Management Officer
ISO	In support of
ISOPREP	Isolated Personnel Report
IT	Information Technology
JOPEs	Joint Operation Planning and Execution System
JPAS	Joint Personnel Adjudication System
JSCP	Joint Strategic Capabilities Plan
JSTP	Joint Service Training Program
LAN	Local Area Network
LDTA	Lead Defense Travel Administrator
LOA	Line of Accounting
LOI	Letter of Instruction
LOO	Lines of Operation
LSSS	Legal Services Support Section
MAC	Move, Add, Change
MAID	Mobilization, Activation, Integration, Deactivation
MAGTF	Marine Air Ground Task Force
MARCORLOGBASE	Marine Corps Logistics Base
MarDiv	Marine Division
MARFOR	Marine Force
MARFORRES	Marine Forces Reserve
MARFORPAC	Marine Forces Pacific
MAW	Marine Aircraft Wing
MCATS	Marine Corps Action Tracking System
MCCDC	Marine Corps Combat Development Command
MCIA	Marine Corps Intelligence Activity
MCI WEST	Marine Corps Installations West
MCM	Marine Corps Manual
MCMO	MEF Communication Security Management Office

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MCMICP	Marine Corps Managers' Internal Control Program
MCRD	Marine Corps Recruit Depot
MDDOC	MAGTF Deployment Distribution Operations Center MEB
	Marine Expeditionary Brigade
MEU	Marine Expeditionary Unit
MIC	MEF Intelligence Center
MICP	Marine Intelligence Campaign Plan
MIG	MEF Information Group
MLG	Marine Logistics Group
MMEA	Manpower Management Enlisted Assignments
MOC	MEF Operations Center
MOS	Military Occupational Specialty
MOU	Memorandum of Understanding
MPF	Maritime Preposition Force
MRRS	Medical Readiness Reporting System
MSC	Major Subordinate Command
MSE	Major Subordinate Element
MTT	Mobile Training Team
MWG	Manpower Working Group
MYR	Mid-Year Review
NDCCP	Naval Dental Center, Camp Pendleton
NDEA	Non-DTS Entry Agent
NEO	Non-Combatant Evacuation
NIPRNET	Non-Secure Internet Protocol Router Network
NJP	Non-Judicial Punishment
NMCI	Navy and Marine Corps Internet
NRE	Naval Research Enterprise
OAA	Operations, Actions and Activities
OAG	Operational Advisory Group
ODTA	Organizational Defense Travel Administrator
OIC	Officer in Charge
OPT	Operational Planning Team
OPLAN	Operations Plan
P4	Personal For
PA	Public Affairs
PACOM	Pacific Command
PAO	Public Affairs Office
PBX	Public Exchange
PCR	Personnel Casualty Report
PDHRA	Post Deployment Health Readiness Assessment
PIR	Priority Intelligence Requirement
POC	Point of Contact
POM	Program Objective Memorandum
PP&O	Plans, Policy, and Operations
PR	Personnel Recovery
PTP	Pre-deployment Training Program
QFPB	Quarterly Force Preservation Board
R2I	Rapid Response Integration
RA	Reserve Affairs
RE&A	Resource Evaluation and Analysis
RILOC	Return Intermediate Location
RIST	Reserve Integration Support Team
RLO	Reserve Liaison Officer
RO	Reviewing Officer
RO	Routing Official
ROE	Rules of Engagement
RP	Religious Program
RS	Reporting Senior
S&T	Science and Technology



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SABRS	Standard Accounting Budget and Reporting System
SAAR	System Authorization Access Request
SARC	Sexual Assault Response Coordinator
SCI	Sensitive Compartmented Information
SCIF	Sensitive Compartmented Information Facility
SERE	Survival Evasion Resistance Escape
SIGINT	Signals Intelligence
SIPRNET	Secure Internet Protocol Routing Network
SIR	Serious Incident Report
SgtMaj	Sergeant Major
SJA	Staff Judge Advocate
SME	Subject Matter Expert
SMS	Short Message Service
SoA	Statement of Assurance
SOCAL	Southern California
SOFA	Status of Forces Agreement
SOTG	Special Operations Training Group
SOUTHCOM	Southern Command
SSO	Special Security Office
SSEC	Staff Secretary
ST&E	Science, Technology, and Experimentation
STE	Secure Terminal Equipment
STO	Special Technical Operations
SVTC	Secure Video Teleconference
TACSOP	Tactical Standard Operating Procedures
TCWS	Tactical Collaborative Work Suite
TDMA	Time Domain Multiple Access
TECG	Tactical Exercise Control Group
TEEP	Training Exercise and Employment Plan
TPFDD	Time Phased Force Deployment Data
TRAP	Tactical Recovery of Aircraft and Personnel
TS	Top Secret
TSC	Theater Security Cooperation
TSCO	Top Secret Control Officer
TWG	Training Working Group
UCMJ	Uniform Code of Military Justice
UCP	Unified Command Plan
UPFRP	Unit Personal Family Readiness Program
USMARCENT	U.S. Marine Corps Forces, Central Command
USMC	United States Marine Corps
USN	United States Navy
USNORTHCOM	U.S. Northern Command
VIP	Very Important Person
VOIP	Voice-Over Internet Protocol
VOSIP	Voice-Over Secure Internet Protocol
VPN	Virtual Private Network
VTC	Video Teleconference
WAN	Wide Area Network
WYWG	While You Were Gone

