

# **I MARINE EXPEDITIONARY FORCE ORDER P5440.5B**



**Standing Operating Procedures for the  
Southern California (SOCAL) Deployed Marine  
Expeditionary Unit (Special Operations  
Capable (MEU(SOC))**

**(Short Title: MEU(SOC) SOP)**

**29 April 2002**



**UNITED STATES MARINE CORPS**

I MARINE EXPEDITIONARY FORCE  
I MARINE EXPEDITIONARY FORCE FMF, BOX 555300  
CAMP PENDLETON, CALIFORNIA 92055-5300

IN REPLY REFER TO

I MEFO P5440.5B

G-3

29 Apr 02

I MARINE EXPEDITIONARY FORCE ORDER P5440.5B

From: Commanding General

To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR THE SOUTHERN CALIFORNIA (SOCAL) DEPLOYED MARINE EXPEDITIONARY UNIT (SPECIAL OPERATIONS CAPABLE) (MEU(SOC)) (SHORT TITLE: SOCAL MEU(SOC) SOP)

Ref: (a) Joint Pub 3-02, Amphibious Operations  
(b) MCO 3120.9B, Policy for MEU(SOC)  
(c) MCO 3502.2A, MEU(SOC) Special Skills Certification Program  
(d) MCO 3502.3A, MEU(SOC) Pre-Deployment Training

Program

(PTP)

(e) MCO 3501.10A, MCCRES; Volume IX, MEU(SOC): Selected Maritime Special Purpose Operations  
(f) MCO 3000.2H, Operational Reporting  
(g) MCO 5000.17, Marine Corps Lessons Learned System  
(h) MCO P3040.4D (w/CH 1), Marine Corps Casualty Procedures Manual (Short Title: MARCORCASPROC MAN)  
(i) MCO 5740.2F, OPREP-3SIR Serious Incident Report  
(j) MCO P3000.13, Status of Resources and Training

System

(k) I MEFO 3040.2 Casualty and Serious Incident

Reporting

Procedures

(l) CG, I MEF message DTG 290616ZDEC00, Subj: Transmission of Status of Resources and Training System (SORTS) Reports  
(m) Joint Policy Letter, I MEF - III MEF Coordinated Training Plan for 31st MEU and Sourcing Units  
(n) MOA between SOCOM and USMC, dtd 09 Nov 2001  
(o) CG, I MEF ltr, MEU Troop and Equipment Lists, dtd 01 May 1999

(p) COMTHIRDFLT and CG, I MEF MOA, dtd 21 Sep 1993

Encl: (1) Locator Sheet

1. Situation. This Order establishes the procedures for organization and function of the 11th, 13th and 15th MEU(SOC)s.

2. Cancellation. I MEFO 5440.5A

I MEFO P5440.5B  
29 Apr 02

3. Mission. Effective immediately, CG, I MEF provides direction regarding organization and function of the the 11th, 13th and 15th MEUs, in order to provide Unified Combatant Commanders with certified MEU(SOC)s that are trained, manned and equipped for sea-based, forward presence, and rapid and flexible response to a board range of contingencies in all operational environments.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) To ensure coordination between the I MEF Staff, I MEF Major Subordinate Commands (MSC)/Major Subordinate Elements (MSEs), and 11th, 13th and 15th MEU Command Elements

(CE) regarding the organization, training, manning, equipping, and functioning of I MEF MEU(SOC)s.

(b) End state: To deploy certified MEU(SOC)s capable of planning and executing Amphibious Operations, selected Maritime Special Operations, Military Operation Other Than War (MOOTW), and Supporting Operations to including enabling the introduction of follow-on forces, in support of Unified Combatant Commanders.

(2) Concept of Operations. I MEF Staff, in coordination with I MEF MSCs/MSEs will ensure the success of the 11th, 13th and 15th MEUs by facilitating their organization, by providing the appropriate personnel, equipment and training, and by evaluating and certifying their readiness for deployment as a MEU(SOC). Once deployed, we will continue to ensure our MEU(SOC)s' success by provide a source of "reach-back" support.

b. Subordinate Element Tasks

(1) CG, 1st Marine Division

(a) Task organize and activate a Battalion Landing Team (BLT), in accordance with this Order and the CG, I MEF LOI for Deployment, as the Ground Combat Element (GCE) of the

MEU. When directed, transfer Operational Control (OPCON) of the designated BLT to the MEU Commander.

(b) Provide 1st Tank Battalion detachment IAW  
Chapter

2

I MEFO

P5440.5B

29 Apr 02

1, paragraph 1009.2.a.3.c of this Order.

(c) Ensure the BLT and all attachments complete a Marine Corps Combat Readiness Evaluation (MCCRE) at least two weeks prior to transferring OPCON to the MEU CE.

(d) Complete all pre-deployment inspections prior to transferring OPCON of the BLT.

(e) Ensure the "MEU(SOC)" Suite is complete. Report deficiencies to CG, I MEF G-3/G-7 and MEU S-3/S-4 via message no later than one month prior to transferring OPCON of the BLT.

(f) Provide augmentation to the MEU in accordance with the CG, I MEF LOI for Deployment.

(g) Assist with implementation of the MEU Pre-deployment Training Program (PTP).

(h) Be prepared to provide principal members of incoming BLT staff as SOCEX evaluators and individual augmentees to support MEU(SOC) PTP evaluated events. Tasking will occur via CG, I MEF G-1 message.

(i) Provide general "reach-back" support to the deployed MEU, as requested/required.

(2) CG, 3d Marine Aircraft Wing

(a) Task organize and activate a reinforced Marine Medium Helicopter Squadron, in accordance with this Order and the CG, I MEF LOI for Deployment, as the Aviation Combat Element (ACE) of the MEU. Transfer Operational Control (OPCON) of the designated ACE to the MEU Commander IAW paragraph 1009.2.a.3.g.

(b) Provide a VMGR detachment IAW paragraph 1009.2.a.3.d of this Order.

(c) Provide VMA detachment IAW Chapter 1, paragraph 1009.2.a.3.e of this Order.

(d) Provide a MALS-13 detachment IAW paragraph 1009.2.a.3.f of this Order.

(e) Ensure the ACE and all attachments complete a

3

I MEFO P5440.5B  
29 Apr 02

Marine Corps Combat Readiness Evaluation (MCCRE) at least two weeks prior to transferring OPCON to the MEU CE.

(f) Complete aircraft transfers (except VMA Det; see paragraph 1009.2.a.3.e) and all other pre-deployment inspections prior to transferring OPCON of the ACE.

(g) Ensure aircrew have the prerequisite qualifications IAW ref (n) and Appendix D of this Order prior to transferring OPCON of attachments to the ACE, and the ACE to the MEU.

(h) Ensure the HMM and HMLA detachments are co-located with the HMM no later than three months prior to deployment.

(i) Report Amphibious Aviation Pre-deployment Training Plan Milestones IAW FMFPacO 3500.9F prior to transferring OPCON of the ACE.

(j) Provide augmentation to the MEU CE in accordance with the CG, I MEF LOI for Deployment.

(k) Assist with implementation of the MEU Pre-deployment Training Program (PTP).

(l) Be prepared to provide principal members of the incoming ACE staff as SOCEX evaluators and individual augmentees to support MEU(SOC) PTP evaluated events. Tasking will occur via CG, I MEF G-1 message.

(m) Provide general "reach-back" support to the deployed MEU, as requested/required.

(4) CG, 1st Force Service Support Group

(a) Task organize and activate a MEU Service Support Group (MSSG), in accordance with this Order and the CG, I MEF LOI for Deployment, as the Combat Service Support Element (CSSE) of the MEU. When directed, transfer Operational Control (OPCON) of the designated MSSG to the MEU Commander.

(c) Ensure the MSSG completes a Marine Corps Combat Readiness Evaluation (MCCRE) at least two weeks prior to transferring OPCON to the MEU CE.

4

I MEFO

P5440.5B

29 Apr 02

(d) Complete all pre-deployment inspections prior to transferring OPCON of the MSSG.

(e) Provide augmentation to the MEU in accordance with this Order and the CG, I MEF LOI for Deployment.

(f) Assist with implementation of the MEU Pre-deployment Training Program (PTP).

(g) Be prepared to provide principal members of the incoming MSSG staff as SOCEX evaluators and individual augmentees to support MEU(SOC) PTP evaluated events. Tasking will occur via CG, I MEF G-1 message.

(h) Provide general "reach-back" support to the deployed MEU, as requested/required.

(5) Commanding Officers, 11th, 13th and 15th MEUs

(a) Form 11th, 13th or 15th IAW this Order and the specific CG, I MEF LOI for Deployment.

(b) Execute Pre-deployment Training Program (PTP), in coordination with I MEF, G-7, as directed by the CG, I MEF LOI for Deployment, and per the guidance provided in references (c), (d), and (e), and Appendix C of this Order.

(c) Report Amphibious Aviation Pre-deployment Training Plan Milestones IAW FMFPacO 3500.9F upon receiving OPCON of the ACE. (Note: ACE will report milestones "by exception" via the MEU CE.)

(d) Identify possible "reachback" augmentation support requirements (e.g. MLE, 3d CAG, 3d ANGLICO) to CG, I MEF G-3/G-1 no later than E-210; include event, description of support required, and inclusive dates. Coordinate with MLE, 3d CAG and/or 3d ANGLICO after E-180 for support during pre-deployment training exercises and/or deployed exercises in CENTCOM/PACOM AORs.

(e) Coordinate with associate PHIBRON concerning deployed transit plan; provide finalized transit plan to CG, I MEF prior to deployment.

(f) Coordinate with HQMC for Washington, D. C. agency

5

I MEFO P5440.5B  
29 Apr 02

and SOCOM pre-deployment briefs.

(g) Coordinate a liaison visit to USCINCCENT, COMUSNAVCENT, COMMARCENT, and JSOC prior to deployment.

(h) Maintain a SIPRNET Home Page; post operations and intelligence products and ensure product can be downloaded by other sites.

(i) Submit an After Action Report on G-7 training courses and overall PTP to I MEF G-7 NLT E-10.

(j) Report via message completion of pre-deployment audit of personnel service record books, per MARADMIN 535/99, to CG I MEF AC/S G-1 NLT E-7.

(k) Request linguist support via message to I MEF G-2/G-1 for pre-deployment exercises, deployed exercise and contingencies.

(l) Identify training ammo allocation shortfalls that are required to support training during E-180 to R-Day; report via message to I MEF G-4.

(m) Coordinate with MSEs to ensure "frequent fliers" are scheduled with ASTC Miramar for helicopter egress training (N13) and HEED/HABD training (N7); Egress/HABD familiarization training can also be scheduled with I MEF G-7.

(n) Assume responsibilities as CMS ISIC, except for formal inspection duties for MSEs and detachment upon receiving OPCON of those units.

(o) Coordinate with MSE and detachment EKMS Managers to ensure sufficient quantities of "short titles" are held for deployment.

(p) Submit all ration requests to I MEF G-4 FSO NLT 60 days prior to the date required (90 days in advance for OCONUS events). Submission will include all Class I requirements for CONUS and OCONUS (including Hawaii). In order to pre-stage rations, provide country, address, point of contact, the date rations should arrive, and type and quantity of rations required.

(q) Embark/deploy IAW CG, I MEF LOI for Deployment.

6

I MEFO

P5440.5B

29 Apr 02

(r) Submit reports IAW applicable orders, and Chapters 11 and 12 of this Order.

(s) Provide the following briefs to the CG, I MEF:

1 Pre-CHOP Brief (E-187)

2 Pre-Deployment Brief (E-7)

3 Post-Deployment Brief (R+7)

(6) Commanding Officer, I MEF Headquarters Group

(a) Task organize and activate detachments to the MEU Command Element (CE) in accordance with this Order (see Chapter 1 paragraph 1009.2.a.3.a) and the CG, I MEF Letter of Instruction (LOI) for deployment.

(b) The MLE detachment will not deploy with the MEU. Upon MEU deployment, ensure the MLE detachment maintains readiness to deploy within 96 hours of request for support by the MEU Commander.

(c) Provide augmentation to the MEU in accordance with this Order and the CG, I MEF LOI for Deployment.

(d) Complete all pre-deployment inspections prior to transferring OPCON of the MHG Detachment.

(e) Assist with implementation of the MEU Pre-deployment Training Program (PTP).

(f) Provide general "reach-back" support to the deployed MEU, as requested/required.

(7) I MEF AC/S G-1

(a) Prepare and present the administrative and personnel portion of an in-brief to the MEU Commander and his staff at approximately E-200.

(b) In coordination with I MEF G-3 and G-7, task I MEF MSCs to provide required personnel to support MEU pre-deployment training and evaluation.

7

I MEFO P5440.5B  
29 Apr 02

(c) Provide "reach-back" administrative and personnel support to the deployed MEU.

(8) I MEF AC/S G-2

(a) Coordinate MEU intelligence training quota requests.

(b) Coordinate MEU intelligence database password requests.

(c) Coordinate MEU Foreign Counterintelligence Program funding requirements.

(d) Provide the MEU CE required MC&G products.

(e) Prepare and present the intelligence portion of an in-brief to the MEU Commander and his staff at approximatley E-200.

(f) Provide "reach-back" intelligence support to the deployed MEU.

(9) I MEF AC/S G-3

(a) Coordinate/facilitate the organization and activation of the MEU.

(b) Request COMMARFORPAC tranfer OPCON of a Radio Battalion Detachment (RadBn Det) to the MEU CE at E-180. In coordination with I MEF G-7, Special Operations Training Group (SOTG), specify desired arrival times of the detachment at Camp Pendleton in order for the RadBn Det to attend the SOTG Reconnaissance and Survelliance (R&S) Course.

(c) Facilitate integration of the MEU with the Amphibious Ready Group (ARG).

(d) Publish the CG, I MEF Letter of Instruction for Deployment; coordinate any/all changes to this LOI once published.

(e) Coordinate with I MEF staff sections to provide an in-brief to the MEU Commander and his staff at approximatley E-200; prepare/present the operations portion of this in-brief.

8

I MEFO

P5440.5B

29 Apr 02

(f) Coordinate with I MEF SSec and MEU Commander for a pre-CHOP brief provided by the MEU Commander to CG, I MEF.

(g) Assist the MEU staff in coordinating pre-

deployment training and briefs with agencies external to I MEF.

(h) Provide "reach-back" operations support to the deployed MEU.

(10) I MEF AC/S G-4

(a) Coordinate procedures to ensure MSE equipment is in operable condition prior to transferring OPCON to the MEU CE.

(b) Coordinate sourcing for MEU training ammunition requirements in excess of allocated amounts.

(c) Prepare and present the logistics portion of an in-brief to the MEU Commander and his staff at approximatley E-200.

(c) Provide "reach-back" logistics support to the deployed MEU.

(11) I MEF AC/S G-5

(a) Coordinate pre-deployment Operations Plans brief to the MEU, as required.

(12) I MEF AC/S G-6

(a) Coordinate MEU communications requirements and requests.

(b) Monitor and support MEU IT-21 upgrades aboard assigned ARG shipping; provide updates to CG, I MEF and the MEU with associated operational impacts.

(c) Identify and ensure MEU T/O and T/E C4I requirements are validated and supported.

(d) Prepare and present the communications portion of an in-brief to the MEU Commander and his staff at approximatley E-200.

29 Apr 02

(e) Provide "reach-back" communications support to the deployed MEU.

(13) I MEF AC/S G-7

(a) In coordination with the MEU Commander, provide pre-deployment training to the MEU.

(b) Identify administrative, logistics and communications requirements for training/evaluations to the MEU CE NLT:

1 30 days prior to G-7 Courses.

2 45 days prior to Site TRUE.

3 60 days prior to SOCEX.

(c) Coordinate ammunition requirements, requisitioning, transportation and accounting for G-7 sponsored training and evaluations.

(d) Provide G-7 Course LOIs to the MEU CE NLT 30 days prior to the course start dates.

(e) Prior to commencement of G-7 sponsored/evaluated events, provide the MEU a mission "smartpack" that includes all sea, air and ground constraints/restraints specific to the operating area/objective area/target site that will allow mission planning to proceed within the exercise environment.

(f) Develop and submit to CG, I MEF detailed requirements for evaluation and certification of each MEUs as Special Operations Capable as defined by ref (b).

(g) Act as the Officer Conducting the Exercise (OCE) and assume funding cognizance for TRUE (ashore) and G-7 supported/evaluated events (i.e. selected FLEETEX events (supported), the AT/FP Exercise (evaluated), SOCEX (evaluated)).

(h) Develop the intelligence scenario for TRUE (ashore) and G-7 evaluated MEU training events.

(i) Identify personnel augmentation requirements to support and evaluate MEU pre-deployment training.

10

I MEFO

P5440.5B

29 Apr 02

1 Coordinate with I MEF AC/S G-1 to accomplish sourcing and tasking of these personnel.

2 Coordinate transportation and billeting of these personnel.

(j) Evaluate and recommend, via message, to CG, I MEF the certification status of each MEU prior to deployment.

(k) Prepare and present the G-7 portion of an in-brief to the MEU Commander and his staff at approximately E-200.

(14) I MEF Comptroller

(a) Provide guidance for all MEU fiscal issues.

(b) Prepare and present the fiscal portion of an in-brief to the MEU Commander and his staff at approximately E-200.

(c) Provide "reach-back" financial management support to the deployed MEU.

(15) I MEF SJA

(a) Ensure the MEU SJA is familiar with this SOP and has complied with the requirements set forth in Chapter 10 (Legal).

(b) Provide "reach-back" research and support for operational or legal issues that arise during deployment.

c. Coordinating Instructions

(1) Interoperability (MEU/ARG/CVBG/SOF). MEU, ARG, and

CVBG interoperability/integration is addressed in Chapter 5 of this SOP. IAW with refs (b) and (n), MEU(SOC)s will be trained and prepared to operate with Special Operations Forces (SOF) in a supporting or supported role.

(2) Deployment of "Stand-by Detachments."

(a) Deployment of KC-130 Detachment IAW Chapter 1, paragraph 1009.2.a.3.d.

(b) Deployment of MLE IAW Chapter 1, paragraph

11

I MEFO P5440.5B  
29 Apr 02

1009.2.a.3.a.

(3) Baseline MEU(SOC) Equipment IAW ref (o).

(4) MEU(SOC) Pre-deployment Training Program (PTP) IAW ref (d), Chapter 5, and Appendix C.

(5) MEU(SOC) Certification Policy IAW ref (c).

(6) Report Milestones IAW Appendix F.

5. Administration and Logistics

- a. Administration IAW Chapters 2, 3 and 10 of this Order.
- b. Logistics IAW Chapters 6 and 7 of this Order.

6. Command and Signal

a. Command Relationships IAW refs (a) and (b), and Chapter 1 paragraph 1009 of this Order.

b. Signal. This Order effective date signed.

M. W. HAGEE  
Lieutenant General,  
U. S. Marine Corps  
Commanding General,

First Marine Expeditionary

Force

DISTRIBUTION: LIST I/II

Copy to: CMC (Code PO) (3)  
COMMARFORPAC (3)  
COMMARFORLANT (3)  
CG, MCCDC (2)  
CG, II MEF (2)  
CG, III MEF (2)  
COMMARFORRES (1)  
CG, 1st MEB (1)  
CG, MCB Camp Pendleton (1)

12

P5440.5B

I MEFO

29 Apr 02

COMCABWEST (1)  
CO, EWTGPAC (1)  
COMTHIRDFLT (2)  
COMNAVSURFPAC (2)  
COMNAVAIRPAC (2)  
COMSEVENTHFLT (1)  
COMUSNAVCENT (2)  
COMUSMARCENT (1)  
COMPHIBGRU THREE (2)  
CO, 1st Radio Bn (1)  
CO, 3d ANGLICO (1)

13

P5440.5B

I MEFO

29 Apr 02

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR THE SOCIAL MARINE  
EXPEDITIONARY UNIT (SHORT TITLE: SOCIAL MEU (SOC) SOP)

Location:

---

(Indicate the location(s) of copy(ies) of this  
Order.)




(THIS PAGE INTENTIONALLY BLANK)

ii

SOCAL MEU (SOC) SOP

TABLE OF CONTENTS

CHAPTER

1	ORGANIZATION, COMMAND AND CONTROL
2	PERSONNEL AND ADMINISTRATION
3	PUBLIC AFFAIRS
4	INTELLIGENCE
5	OPERATIONS

6	LOGISTICS
7	EMBARKATION
8	COMMUNICATIONS
9	FINANCIAL MANAGEMENT
10	LEGAL
11	MISHAP REPORTING AND INVESTIGATIONS
12	OPERATIONAL REPORTS

(THIS PAGE INTENTIONALLY BLANK)

iv

SOCAL MEU (SOC) SOP

TABLE OF CONTENTS

APPENDIX

A	NOMINAL FORCE LIST
B	TABLE OF ORGANIZATION FOR MEU COMMAND ELEMENT
C	MEU (SOC) PREDEPLOYMENT TRAINING PROGRAM (PTP)

D AIR COMBAT ELEMENT TRAINING AND QUALIFICATION  
REQUIREMENTS

E RAPID RESPONSE PLANNING PROCESS (R2P2)

F MEU(SOC) DEPLOYMENT MILESTONES

G WEEKLY SITUATION REPORT FORMAT

H TROOP SPACE INSPECTION AND INVENTORY

I FORMAT FOR RECOMMENDED CHANGES

(THIS PAGE INTENTIONALLY BLANK)

vi

SOCAL MEU (SOC) SOP

FOREWORD

The SOCAL MEU(SOC) SOP brings together procedures and adds necessary details in explaining and directing the

operational, administrative, and logistical activities of the SOCAL deployed MEU.

Risk is involved in all activities which the MEU engages in. Operational Risk Management, safety SOP's, leadership, vigilance, engagement, and common sense are necessary to mitigate inherent risks to an acceptable level.

Procedures, terminology, and organization of the MEU(SOC) are subject to modifications/changes. It is the purpose of this document to keep pace with appropriate modifications/changes. It is impossible to keep the material in this SOP current without information from those who read and use it.

Use the "FORMAT FOR RECOMMENDED CHANGES" provided as Appendix I to submit suggestions and/or recommended changes. Suggestions or changes are encouraged. Please submit them to:

CG, I Marine Expeditionary Force, FMF  
(Attn: AC/S, G-3)  
Box 555300  
Camp Pendleton, California 92055-5300

(THIS PAGE INTENTIONALLY BLANK)

CHAPTER 1

ORGANIZATION, COMMAND AND CONTROL

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL . . . . .	1000	1-3
ORGANIZATION . . . . .	1001	1-3
COMMAND ELEMENT (CE) . . . . .	1002	1-4
MAJOR SUBBORDINATE ELEMENTS (MSEs) . . . . .	1003	1-4
MARITIME SPECIAL PURPOSE FORCE (MSPF) . . . . .	1004	1-5
MEU TABLES OF ORGANIZATION (T/O) AND TABLES OF EQUIPMENT (T/E) . . . . .	1005	1-6
MEU(SOC) MISSION, CHARACTERISTICS, CORE CAPABILITIES, AND MISSION ESSENTIAL TASKS (METs) . . . . .	1006	1-7
STAFF FUNCTIONING/MISSION PLANNING . . . . .	1007	1-11
AMPHIBIOUS READY GROUP/MEU(SOC) ORGANIZATION . . . . .	1008	1-12
COMMAND RELATIONSHIPS . . . . .	1009	1-13

(THIS PAGE INTENTIONALLY BLANK)

## SOCAL MEU (SOC) SOP

## CHAPTER 1

ORGANIZATION, COMMAND AND CONTROL

1000. GENERAL. The Marine Expeditionary Unit (Special Operations Capable) (MEU (SOC)) is uniquely organized and equipped to provide the Unified Combatant Commanders with a certified, versatile, forward deployed ready force capable of rapid response, sea-based strategic reach, inherent force protection, and 15 days self sustainment.

1001. ORGANIZATION

1. A MEU (SOC) is a Marine Air Ground Task Force (MAGTF) that is task organized to support a variety of contingencies. Its task organization is designed to exploit the combat power inherent in closely integrated air, ground and combat service support operations. The composition of a MEU will include the following elements:

a. Command Element (CE) -- A standing MAGTF nucleus CE augmented by the Commanding General, I Marine Expeditionary Force (CG, I MEF), Commanding Officer, I MEF Headquarters Group (CO, I MEF MHG), and Commanding Officer, 1st Radio Battalion (CO, 1st RADBN).

b. Ground Combat Element (GCE) -- A reinforced infantry battalion (Battalion Landing Team (BLT)) provided by the Commanding General, 1st Marine Division (CG, 1st MARDIV).

c. Aviation Combat Element (ACE) -- A reinforced Marine Medium Helicopter squadron (HMM(Rein)) provided by the Commanding General, 3d Marine Aircraft Wing (CG, 3d MAW).

d. Combat Service Support Element (CSSE) -- A MEU Service Support Group (MSSG) provided by the Commanding General, 1st Force Service Support Group (CG, 1st FSSG).

2. A nominal MEU force list is provided in Appendix A. Each MEU is task organized by CG, I MEF based on potential missions the MEU could be assigned; the actual force composition of each MEU will be promulgated via the CG, I MEF Letter of

Instruction (LOI) for Deployment. Subsequently, any modifications must be requested by

1-3

1002

SOCAL MEU (SOC) SOP

the MEU Commander and approved by CG, I MEF. Internal task organization of the MEU will be determined/directed by the MEU Commander.

1002. COMMAND ELEMENT (CE)

1. The MEU CE is a permanently established command organized to provide the command, control, communications, computers, and intelligence (C4I) necessary for effective planning and execution of operations in unilateral or joint/combined environment. The CE is composed of an integrated staff, reinforced for deployment by a I MHG detachment consisting of a Force Reconnaissance Company (FORECON) Platoon, a Communications Battalion (CommBn) Detachment, and an Intelligence Battalion Detachment; and a Radio Battalion (RadBn) Detachment. CG, I MEF also provides specific individual billet augmentation to the CE, as required.

2. Additional CE reinforcement is provided by a Marine Liaison Element (MLE) Detachment. This detachment participates in all pre-deployment training, but remains on 96-hour CONUS standby while the MEU is deployed. See paragraph 1009.2.a.3.a for amplification.

1003. MAJOR SUBORDINATE ELEMENTS (MSEs)

1. Ground Combat Element (GCE)

a. The GCE of the MEU is a reinforced infantry battalion. This unit is task organized from 1st MARDIV assets and forms a Battalion Landing team (BLT) that includes the infantry battalion reinforced with a Light Armored Reconnaissance Company (Minus) (LAR Co (-)), an Artillery Battery (Arty Btry), an Amphibious Assault Vehicle Platoon (AAV Plt), a Reconnaissance Platoon (Recon Plt), a Combat Engineer Platoon (Cbt Eng Plt), and a Tank Platoon (Tk Plt).

2. Aviation Combat Element (ACE)

a. The ACE is normally a Marine Medium Helicopter Squadron (HMM) reinforced by a Marine Heavy Helicopter Squadron (HMH) Detachment, a Marine Light Attack Helicopter Squadron (HMLA) Detachment, a Marine Attack Squadron (VMA) Detachment, Marine Aviation Logistics Squadron (MALS) Detachments providing aircraft

1-4

SOCAL MEU (SOC) SOP

1004

Intermediate Maintenance Activity (IMA) capability, a Marine Wing Support Group (MWSG) Detachment providing aviation bulk refueling and limited food service capability, and a Marine Air Control Group (MACG) Detachment providing Light Anti-Air Defense (LAAD), Air Support Element (ASE) and Marine Air Traffic Control Mobile Team (MMT) capabilities.

b. Additional ACE support is provided by a Marine Aerial Refueler Transportation Squadron (VMGR) Detachment which provides KC-130 Aerial Refueling (AR) and Rapid Ground Refueling (RGR) capability. This detachment participates in all pre-deployment training, but remains on 96-hour CONUS standby while the MEU is deployed. See paragraph 1009.2.a.3.e for amplification.

c. The ACE will normally be commanded and supported from a sea base. Command and control, aircraft maintenance, and logistical support capability can be established ashore to meet limited operational requirements.

3. Combat Service Support Element (CSSE)

a. The CSSE is a MEU Service Support Group (MSSG) formed from 1st FSSG assets. The MSSG provides a full range of combat service support necessary to accomplish all assigned missions. It is organized to provide maintenance, supply, transportation, deliberate engineering, medical, dental, legal, and postal services to the entire MEU(SOC).

1004. MARITIME SPECIAL PURPOSE FORCE (MSPF)

1. The MSPF is a unique unit, task organized from within the MEU. The MSPF provides enhanced operational capability to complement or enable conventional operations or to execute selected maritime special missions. The MSPF does not duplicate dedicated Special Operations Forces (SOF) capabilities, however particular emphasis is placed on operations requiring precision skills that are normally not resident in a traditional rifle company. The MSPF cannot operate independently of the MEU and relies on the MEU for logistics, intelligence, communications, transportation, and supporting fires. Accordingly, command of the MSPF must remain under the control of the MEU Commander.

2. Although task organized for specific missions, the MSPF is generally composed of a Command Element, a Security Element, an

1-5

1005

SOCAL MEU (SOC) SOP

Assault Element, and a Support Element:

a. MSPF Command Element. Composed of a MSPF Commander, a Communications Det, a Human Exploitation Team (HET) and a Medical Section.

b. Security Element. Normally structured around a platoon provided by the BLT. The security element will act as a reinforcing, supporting, diversionary, or extraction unit.

c. Assault Element. Normally sourced from the FORECON Platoon to the MEU CE. The assault element is task organized to conduct assault, explosive breaching, internal security and sniper functions. Mission specific augmentation can be provided from other MEU and/or ARG assets.

d. Support Element. Normally composed of assets from the BLT Reconnaissance and/or Scout Sniper platoons, assets from the ACE, and assets from the MEU CE (e.g. RadBn Det, Comm Det, and HET).

3. Interoperability. The MSPF is also trained and equipped to operate with Special Operations Forces as mission requirements dictate. This interoperability may be in a role as the supporting force or as the supported force, as directed by the supported CINC.

1005. MEU Tables of Organization (T/O) and Tables of Equipment (T/E)

1. MEU Command Element

a. T/O. The Table of Organization (T/O number 4916B) for the MEU CE is reproduced in Appendix B. Non-T/O augmentation billets are determined for each MEU and promulgated via the CG, I MEF LOI for Deployment.

b. T/E. MEU CE's authorized equipment items are found on the equipment allowance file under T/E No. 4915. Non-T/E equipment IAW ref (o).

c. The T/O and T/E are based on the premise that the MEU CE will generally operate from a sea-base. The MEU CE does have a limited capability to operate ashore but will normally collocate

1-6

SOCAL MEU (SOC) SOP

1006

with an MSE for security and logistical support.

2. MEU MSEs. Applicable T/Os and T/Es define personnel and equipment assignments for the base units of the MSEs (i.e. Infantry Battalion, Marine Medium Helicopter Squadron, Combat Service Support Detachment). But, because the MEU, as a MAGTF, is task organized based on anticipated missions, there are no T/Os or T/Es which define personnel and equipment assignments to those units as MSEs of the MEU. Therefore, CG, I MEF publishes ref (o) to define all non-T/O personnel and non-T/E equipment assignments to the MSEs.

3. Guidance. All I MEF Commands shall cooperate/coordinate in determining personnel and equipment assignments of detachments to the MEU CE and the MEU MSEs. Personnel and equipment assignments shall be based on desired capabilities and anticipated missions of the MEU. Specific personnel assignments to fill key billets or capabilities will be promulgated in the CG, I MEF LOI for Deployment.

1006. MEU(SOC) MISSION, CHARACTERISTICS, CORE CAPABILITIES, AND MISSION ESSENTIAL TASKS (METs)

1. MEU(SOC) Mission. O/O, provide a forward deployed, flexible, sea-based MAGTF capable of rapidly executing Amphibious Operations, designated Maritime Special Operations, Military Operations Other Than War (MOOTW), and Supporting Operations to include enabling the introduction of follow-on forces.

2. Characteristics. MEU(SOC)s provide the Unified CINCs a certified, versatile, ready force with four major characteristics:

a. Forward Presence with Operational Flexibility. A credible force that can rapidly respond to crises; demonstrates U. S. commitment to a region; includes engagement activities that shape and promote regional stability.

b. Rapid Response. The ability to plan and commence execution of a mission within six hours of receiving and alert, warning or execute order.

c. Task Organized for Multiple Missions. The ability to conduct a broad range of conventional and selected maritime

1-7

1006

SOCAL MEU (SOC) SOP

special operations, across the entire spectrum of conflict, as an integral part of a joint and/or combined campaign, and transition between operational environments on a moment's notice.

d. Sea-Based, Strategic Reach with Inherent Force Protection. The ability to operate from amphibious shipping provides unimpeded and politically unencumbered access to potential trouble spots; includes the ability to remain on station, over the horizon, without revealing exact destinations and/or intentions and the ability to withdraw rapidly at the conclusion of operations.

3. Core Capabilities. The inherent capabilities of a forward-deployed MEU(SOC) are divided into four broad categories:

a. Amphibious Operations. An attack launched from the sea on a hostile, or potentially hostile shore.

b. Maritime Special Operations. Selected Direct Action (DA) missions conducted by specially trained, equipped and organized MEU(SOC) forces.

c. Military Operations Other Than War (MOOTW).  
Operations encompassing the use of military capabilities across a range of military operations short of war.

d. Supporting Operations. Operations encompassing the use of military capabilities that support the spectrum of potential joint/combined operations.

4. Mission Essential Tasks (METs). Sub-elements of the core capabilities, these METs describe the specific missions capabilities inherent to a MEU(SOC). They also provide a basis for focusing MEU(SOC) training.

a. Amphibious Assault. Establishing a force on a hostile or potentially hostile shore.

b. Amphibious Raid. An amphibious operation involving a swift incursion into or temporary occupation of an objective followed by a planned withdrawal.

c. Amphibious Demonstration. Conducted for the purpose of deceiving the enemy by a show of force and/or deluding the enemy into a course of action unfavorable to him.

1-8

SOCAL MEU (SOC) SOP

1006

d. Amphibious Withdrawal. Extraction of forces by sea from a hostile or potentially hostile shore.

e. Direct Action (DA) Operations. Short duration strikes and other small-scale offensive action to seize, destroy, capture, recover, or inflict damage on designated personnel and/or material. Mission profiles include employment of raid, ambush or direct assault tactics; emplacement of mines and other munitions; stand-off attacks by fires from air, ground or maritime platforms; providing terminal guidance for precision guided munitions; independent sabotage; and anti-ship operations. A sub-task is Visit, Board, Search and

Seizure (VBSS) Operations on a cooperative or uncooperative vessel, whether it is pierside, at anchor or underway.

f. Tactical Recovery of Aircraft and Personnel (TRAP). Rescue or extraction, by air or surface, of downed aircraft, personnel and/or equipment; aircraft sanitization; and advance trauma life support in benign or hostile environments.

g. Security Operations. Protect U.S. (or designated allied/friendly nation) personnel and property.

h. Humanitarian Assistance/Disaster Relief (HA/DR). Assistance to relieve or reduce the results of natural or man-made disasters or other endemic conditions that might present a serious threat to life or that can result in great damage to or loss of property; normally of limited scope and duration; designed to supplement/compliment host nation, civil authorities and/or agencies that have primary responsibility for providing humanitarian assistance.

i. Noncombatant Evacuation Operations (NEO). Operations directed by the Department of State whereby noncombatants are evacuated to safe havens when their lives are endangered by war, civil unrest or natural disaster.

j. Peace Operations. Encompasses peacekeeping and peace enforcing operations.

k. Command, Control, Communications, and Computers (C4). An integrated system of doctrine, procedures, organizational structure, personnel, equipment, facilities, and communications designed to support a commander's exercise of command and control across the range of military operations; includes providing

1-9

1006

SOCAL MEU (SOC) SOP

initial C4 connectivity as the initial entry force of a larger MAGTF and/or joint/combined force.

l. Fire Support Planning, Coordination, and Control in a Joint/Combined Environment. Plan, control and coordinate fires from naval, air, and ground assets in support of U.S. and/or designated allied/friendly forces.

m. Limited Expeditionary Airfield Operations. Tactical air operations from austere locations including short-field, unimproved runways.

n. Terminal Guidance Operations. Guidance applied to a precision guided munition (PGM) between mid-course guidance and arrival/impact in the target area; electronic, mechanical, visual or other assistance provide to aircraft or surface craft to facilitate arrival at, departure from, or operations within an air/beach landing or airdrop zone/facility.

o. Enhanced Urban Operations. Encompasses advanced offensive close quarters battle techniques used on urban terrain. Conducted by units trained to a higher level than conventional infantry. Techniques, tactics and procedures (TTPs) include advanced breaching, selected target engagement, and dynamic assault techniques. Primarily an offensive operation conducted in an environment where noncombatants are or may be present, and collateral damage must be kept to a minimum.

p. Enabling Operations. Operations to facilitate the introduction and transition of follow-on forces into the area of operations.

q. Airfield/Port Seizure. Secure an airfield, port or other key facilities to support future operations.

r. Employ Non-Lethal Weapons (NLW). Augmentation of forces with non-lethal weapons to conduct operations planned to minimize fatalities or permanent injuries, and limit collateral damage.

s. Tactical Deception Operations. Deliberate actions taken to mislead adversary decision makers as to friendly capabilities, intentions, and operations, and/or to cause an adversary to take specific actions (or inactions) that contribute to accomplishment of the friendly mission.

t. Information Operations (IO). Actions taken to affect adversary information and information systems while protecting one's own information and information systems. A sub-task is Electronic Warfare (EW) -- use of electromagnetic and directed energy to control the electromagnetic spectrum or to attack the enemy. (See paragraph 5007)

u. Intelligence, Surveillance, Reconnaissance (ISR). Collect, process, integrate, analyze, evaluate, and interpret available information. Sub-elements include:

(1) Reconnaissance and Surveillance (R&S). Mission to obtain information about activities and resources of an actual or potential enemy, and/or to secure meteorological, hydrographical or geographical data in a particular area.

(2) Counterintelligence (CI). Information gathered and activities conducted to protect against espionage, adversary intelligence activities, sabotage, or assassination; does not include personnel, physical, document or communications security programs.

(3) Signals Intelligence (SIGINT). Intelligence derived from communications, electronics, and foreign instrumentation signals.

(4) Sensor Control and Management. Perform sensor implant operations, monitor sensors and report information generated by sensors.

v. Anti-Terrorism. Defensive measures used to reduce the vulnerability of individuals and property to terrorist acts, to include limited response and containment.

w. Rapid Response Planning Process (R2P2). The planning process which enables the commander and his staff to conduct mission planning and begin mission execution within six hours of receipt of an alert, warning or execute order. See paragraph 1007.2 below and Appendix E.

1007. STAFF FUNCTIONING/MISSION PLANNING. The MEU staff will function in accordance with MCWP 5-1.

1. Staff services to the Commander are oriented principally

1008

## SOCAL MEU (SOC) SOP

toward matters which allow him to exercise his command authority over the MEU and to maximize the MEU's capabilities as part of the ARG/MEU team.

2. Employment of the MEU(SOC) as part of a national response to a crisis will probably result in the necessity to act quickly. The time for planning will in all likelihood be measured in days, but could be as short as hours. The MEU(SOC) will use R2P2 to quickly assimilate the information required to make decisions, allow the Commander to make those decisions, transmit those decisions to the MSEs/Mission Commander and still provide enough time for the forces that will execute the mission to properly prepare. A discussion of R2P2 and a notional R2P2 timeline are presented in Appendix E.

3. Forward Command Element. While not defined by reference (b) as a Mission Essential Task, employment of a FCE is a capability the MEU(SOC) staff must be able to exercise.

a. The MEU Commander will define the mission and tasks for the FCE, but in general the FCE will be employed to conduct liaison with American Embassy, Host Nation, Non-governmental Organization (NGO) authorities, and or joint/combined forces, in advance of future MEU operations.

b. The organization of the FCE will be based on the mission of the FCE and anticipated future MEU operations, but normally consists of a FCE Commander, Marine and/or Navy personnel with "mission specific" expertise, communications personnel, intelligence personnel, and a security element (if required).

1008. AMPHIBIOUS READY GROUP/MEU(SOC) ORGANIZATION

1. General. The Commander, Third Fleet (COMTHIRDFLT or C3F) and CG, I MEF provide forces to form an Amphibious (AF) for deployment to the WESTPAC/CENTCOM AORs in support of USCINCPAC/USCINCCENT operations. For MEU(SOC) deployments, the AF consists of an Amphibious Ready Group (ARG) and a MEU(SOC), which is commonly referred to as an "ARG/MEU."

2. ARG/MEU Organization

a. C3F designates Commander, Amphibious Squadron (COMPHIBRON) and tasks Commander, Amphibious Group Three

1-12

SOCAL MEU (SOC) SOP

1009

(PHIBGRU3 or CPG3) to provide an Amphibious Ready Group (ARG). The ARG normally consists of three amphibious assault ships (LHA/LHD, LPD, LSD). The COMPHIBRON (or Commodore) and his staff constitute the Naval counterpart of the MEU Commander and his staff.

b. CG, I MEF provides a MEU(SOC) as described in paragraphs 1001 through 1006 of this Chapter.

3. The command relationship between the MEU Commander and Commodore is addressed in paragraph 1009.

1009. COMMAND RELATIONSHIPS

1. General. Policy and guidance for command relationships for MEU planning and operations will be in accordance with the provisions of Joint Pub 3-02, Joint Doctrine for Amphibious Operations, and FMFM 0-1, Marine Air-Ground Task Force Doctrine. Joint Pub 0-2, Unified Action Armed Forces, will also apply during joint operations. USCINCPACFLT, COMTHIRDFLT, COMSEVENTHFLT, COMUSNAVCENT and MARFORPAC OPORDERS provide further guidance in specific operating areas.

a. Planning Phase. The MEU CE is under the direct command of CG, I MEF. CG, I MEF will direct the MEU Commander to coordinate with a designated COMPHIBRON for planning. During the planning phase, units or detachments of the MEU will be organized in accordance with the force list and will be directed to report to the MEU Commander for planning. After reporting for planning, the subordinate units of the MEU assist the MEU CE in the development of all required plans and training to be conducted prior to embarkation.

b. Operations. When directed by CG, I MEF, the MEU will be activated for operations and assigned units (MSEs) will CHOP to the MEU CE at or about 180 days prior to embarkation

(E-180). After reporting for operations, the MSEs are responsible to the MEU Commander for all matters pertaining to readiness, training and operations, and accomplishment of the overall mission. When directed by CG, I MEF, the MEU Commander will report to the designated Fleet Commander for operations. During deployment the MEU Commander is co-equal with his Navy counterpart, COMPHIBRON; they will operate under a supported/supporting relationship.

1-13

1009

SOCAL MEU (SOC) SOP

2. ADCON/OPCON/TACON. Command relationships addressed herein include administrative control (ADCON), operational control (OPCON), and tactical control (TACON). The Change of Operational Control date ("CHOP date") discussed below is the date OPCON of detachments and MSEs (personnel and equipment) is transferred to the MEU. In most cases, this date will be approximately 180 days prior to deployment of the MEU (see paragraph 1009.2.a.3 below for exceptions), and will be specifically designated for each MEU in the CG, I MEF LOI for Deployment.

a. Command Relationships Within I MEF

(1) ADCON Relationships

(a) MEU CE

1 The MEU CE remains under ADCON of CG, I MEF at all times.

2 Attachments to the MEU CE will report ADCON to the MEU CE on the CHOP date. However, parent commands will continue to provide billeting, messing, and storage of personal effects and T/E items to the detachments they provide the MEU CE. Attachments will remain ADCON to the MEU CE until R+30.

(b) MEU MSEs

1 Attachments to the GCE, ACE and CSSE will report ADCON to the respective MSE on the CHOP date, and remain ADCON until R+30.

2 MSE Commanders and parent unit Commanders, in coordination with the MEU Commander, are granted the authority to determine requirements and responsibilities for co-location, billeting, messing, and storage of personal effects and T/E items of the MSE attachments.

(c) MEU CE and MSEs. MSEs will transfer ADCON to the MEU CE no earlier than E-30, but no later than E-Day; the MEU and MSE Commanders will determine the exact date. MSEs will remain ADCON to the MEU until R+30.

(d) Exceptions to the above ADCON relationships are described in paragraph 1009.2.a.3 below.

1-14

SOCAL MEU (SOC) SOP

1009

## (2) OPCON Relationships

(a) CG, I MEF exercises OPCON of the MEU at all times except when the MEU is embarked for deployment. CG, I MEF will transfer OPCON of the MEU to C3F on the date the MEU departs CONUS (E-Day), and regain OPCON on the date the MEU returns to CONUS at the completion of its deployment (R-day).

(b) Attachments to the MEU CE will report OPCON to the MEU CE on the CHOP date, and remain OPCON to the MEU CE until R+30.

(c) Attachments to the GCE, ACE and CSSE will report OPCON to the respective MSE on the CHOP date, and remain OPCON until R+30.

(d) MSEs will report OPCON to the MEU CE on the CHOP date, and remain OPCON until R+30.

(e) Exceptions are described in paragraph 1009.2.a.3 below.

(3) Exceptions. Exceptions to the above described ADCON/OPCON relationships involve the MLE and 9th Comm Bn detachments to the CE, the tank detachment to the BLT, the VMGR, VMA, and MALS-13 detachments to the ACE, and the ACE as a whole.

(a) Marine Liaison Element Detachment

1 The MLE detachment will report OPCON to the CE on the CHOP date, and remain OPCON until R+30.

2 Immediately upon receiving OPCON of the MLE detachment from, the MEU Commander will transfer TACON of the detachment back to CO, I MHG.

3 Personnel and equipment will remain ADCON to CO, I MHG.

4 The detachment will participate in all MEU(SOC) PTP as determined/directed by the MEU Commander.

5 When the MEU deploys, the MLE detachment will remain in CONUS on a 96 hour tether for contingencies. The MEU Commander can activate the MLE detachment by sending a message

1-15

1009

SOCAL MEU (SOC) SOP

directly to CG, I MEF (info COMMARFORPAC, CINCPACFLT, and appropriate Fleet Commander). There will be no requirement for a Deployment Order since the MLE detachment is already OPCON to the forward deployed MEU(SOC). The responsibility for coordinating travel and country clearances rests with the MEU Commander through the appropriate Fleet chain of command.

(b) 9th Comm Bn Detachment. 9th Comm Bn supports each MEU CE with a detachment consisting of one officer and 48 enlisted Marines. Of these, one officer and 15 enlisted constitute the JTF Enabler Detachment; the remaining 33 enlisted constitute a Communications Detachment.

1 Communications Detachment. A portion of this detachment (15-20 enlisted Marines) is continuously assigned OPCON and ADCON to the MEU CE. At approximately E-210, the remainder of this detachment transfers OPCON/ADCON to the MEU CE; the exact CHOP date will be determined by the MEU Commander in coordination with I MEF G-6 and I MHG.

2 JTF Enabler Detachment. At approximately E-210, this detachment will transfer OPCON/ADCON to the MEU CE;

the exact CHOP date will be determined by the MEU Commander in coordination with I MEF G-6 and I MHG.

(c) 1st Tank Bn Detachment. The tank detachment to the BLT will report ADCON and OPCON to BLT prior to the first MEU at-sea training exercise (approximately E-90) and remain ADCON/OPCON until R+30.

(d) VMGR Detachment

1 The VMGR detachment will report OPCON to the ACE on the CHOP date, and remain OPCON until R+30.

2 Immediately upon receiving OPCON of the VMGR detachment from CG, 3d MAW, the MEU Commander will transfer TACON of the detachment back to CG, 3d MAW.

3 CG, I MEF authorizes TACON modification as follows: Upon receiving TACON of the VMGR detachment, CG, 3d MAW retains organizational authority and the authoritative direction for logistic or administrative support in order to meet mission requirements.

1-16

SOCAL MEU (SOC) SOP

1009

4 The aircraft, personnel and equipment will remain ADCON to the parent squadron. However, the parent squadron will provide one officer to the ACE as a VMGR planner. This officer will participate in all MEU(SOC) training events as determined/directed by the ACE and/or MEU Commanders. When the MEU deploys, this officer will remain available to deploy within 48 hours in order to provide contingency planning for employment of the KC-130 detachment in support of the MEU(SOC).

5 The MEU Commander is granted DIRLAUTH to CG, 3d MAW for activation of the VMGR detachment, by CG, I MEF.

6 When the MEU deploys, the KC-130 detachment will remain in CONUS on a 96 hour tether for contingencies. The MEU Commander can activate the VMGR detachment by sending a

message directly to CG, 3d MAW (info COMMARFORPAC, CINCPACFLT, appropriate Fleet Commander, and CG, I MEF). There will be no requirement for a Deployment Order since the VMGR detachment is already OPCON to the forward deployed MEU(SOC). The responsibility to obtain country clearances and landing rights will rest with the MEU Commander through the appropriate Fleet chain of command.

(e) VMA Detachment

1 The VMA detachment will report OPCON to the ACE prior to the first MEU at-sea training exercise (approximately E-90).

2 During E-180 to E-Day:

a The parent VMA Squadron will continue SORTS reporting of detachment personnel, aircraft and equipment.

b The parent squadron will submit an initial VMA detachment stabilization roster IAW Chapter 2 and Appendix F of this Order.

c VMA detachment personnel, aircraft and equipment will remain located at MCAS Yuma, AZ, except during MEU exercises; upon completion of the exercise, the detachment will return to MCAS Yuma, AZ.

d The parent VMA Squadron will conduct aircraft mishap investigations and submit Mishap Investigation

1-17

1009

SOCAL MEU (SOC) SOP

Reports for any detachment aircraft mishaps.

e The parent VMA squadron will submit SIRs/PCRs for detachment personnel involved in incidents not associated with MEU training/exercises; the MEU will submit SIRs/PCRs for incidents associated with MEU training/exercises.

f The parent VMA Squadron will track and report all detachment sorties/flight hours up to and including aircraft ferry and landing aboard amphibious shipping on E-

Day. (Note: MEU will also report flight hours/sorties on weekly SITREP beginning when VMA det CHOPs to ACE.)

3 During the period E-180 to E-90:

a All VMA detachment personnel will be available to the MEU for planning as determined/required by the ACE and MEU Commanding Officers.

b AV-8B support for the MEU will be obtained via the I MEF Frag Process.

4 During the period E-90 to E-Day:

a VMA detachment will submit a final stabilization roster prior to transferring OPCON to the ACE.

b VMA detachment sorties will be prioritized to support the MEU.

5 On E-Day, VMA detachment personnel, aircraft and equipment will transfer to the ACE. The ACE will assume ADCON of the detachment and begin SORTS reporting of the detachment.

(f) MALS-13 Detachment

1 The MALS-13 detachment will transfer OPCON to the ACE at E-90; ADCON on E-Day.

2 MALS-13 will submit MALS-13 detachment stabilization rosters, IAW Chapter 2 and Appendix F of this Order.

3 MALS-13 will continue SORTS reporting of

1-18

SOCAL MEU (SOC) SOP

1009

detachment personnel and equipment until the detachment transfers ADCON to the ACE (E-Day).

4 MALS-13 detachment personnel and equipment will remain located at MCAS Yuma, AZ, except during MEU exercises; upon completion of the exercise, the detachment will return to MCAS Yuma, AZ.

5 MALS-13 will submit SIRs/PCRs for detachment personnel involved in incidents not associated with MEU training/exercises; the MEU will submit SIRs/PCRs for incidents associated with MEU training/exercises.

(g) Aviation Combat Element (ACE). The attachments to the ACE, except as described above, and the ACE, as a whole, will transfer OPCON to the MEU two weeks prior the first MAGTF Pre-Deployment Training Plan (PTP) event (normally R2P2), but no later than E-180.

b. ARG/MEU(SOC) Command Relationship

(1) The MEU Commander and COMPHIBRON will exercise a supported/supporting command relationship. The supported/supporting relationship will be determined by the MEU Commander and COMPHIBRON based on assigned mission, situation, and operational requirements, and/or as directed by the commander exercising OPCON of the ARG/MEU(SOC).

c. OPCON of the MEU during Deployment. Upon deployment, the MEU will generally CHOP to/from Numbered Fleet Commanders.

(1) CG, I MEF will transfer OPCON of the MEU to COMTHIRDFLT on the date of embarkation and deployment (E-Day).

(2) COMTHIRDFLT will have OPCON of the ARG/MEU within the EASTPAC AO, and will transfer OPCON of the MEU to COMSEVENTHFLT on the date the ARG/MEU crosses the COMTHIRDFLT/COMSEVENTHFLT CHOP line (the 180th meridian).

(3) COMSEVENTHFLT will have OPCON of the ARG/MEU within the WESTPAC AO, and will transfer OPCON of the MEU to COMFIFTHFLT on the date the ARG/MEU crosses the COMSEVENTHFLT/COMFIFTHFLT CHOP line.

(4) COMFIFTHFLT will have OPCON of the ARG/MEU within

1009

SOCAL MEU (SOC) SOP

1-19

the CENTCOM AOR.

(5) The reverse transfers of OPCON will occur as the MEU transits back to CONUS.

(6) COMTHIRDFLT will transfer OPCON of the MEU to CG,  
I  
MEF on the date of debarkation when the MEU returns to CONUS  
(R-Day).

PERSONNEL AND ADMINISTRATION

	<u>PARAGRAPH</u>	<u>PAGE</u>
PERSONNEL MANNING AND STAFFING . . . . .	.2000	2-5
PERSONNEL REPORTS/ROSTERS . . . . .	.2001	2-6
PERSONNEL ADMINISTRATION . . . . .	.2002	2-6
PUBLICATIONS AND DIRECTIVES . . . . .	.2003	2-6
TEMPORARY ADDITIONAL DUTY (TAD) ORDERS . .	.2004	2-7
PERSONNEL CASUALTY/SERIOUS INCIDENT REPORTING . . . . .	.2005	2-7
CONGRESSIONAL/SPECIAL INTEREST INQUIRIES .	.2006	2-7
AWARDS . . . . .	.2007	2-10
PROGRAM APPLICATIONS . . . . .	.2008	2-11
FITNESS REPORTS . . . . .	.2009	2-11
MERITORIOUS PROMOTIONS . . . . .	.2010	2-12
HUMAN AFFAIRS (OVERSEAS DIPLOMACY) . . . .	.2011	2-12
MORALE, WELFARE, AND RECREATION . . . . .	.2012	2-13
CAREER PLANNING . . . . .	.2013	2-14
MORTUARY SERVICES . . . . .	.2014	2-14
LEAVE AND LIBERTY . . . . .	.2015	2-14
SHORE PATROL . . . . .	.2016	2-15
NO-FEE PASSPORTS/VISAS . . . . .	.2017	2-16
POSTAL AFFAIRS . . . . .	.2018	2-16

(THIS PAGE INTENTIONALLY BLANK)

SOCAL MEU (SOC) SOP

DISBURSING . . . . .	.2019	2-19
EDUCATION . . . . .	.2020	2-21
PERSONNEL MOVEMENT . . . . .	.2021	2-21
FAMILY MEMBER SUPPORT . . . . .	.2022	2-21
ORDERS . . . . .	.2023	2-22
CLASSIFIED MATERIAL . . . . .	.2024	2-22
RELIGIOUS MINISTRIES . . . . .	.2025	2-23

(THIS PAGE INTENTIONALLY BLANK)

## SOCAL MEU (SOC) SOP

## CHAPTER 2

PERSONNEL AND ADMINISTRATION2000. PERSONNEL MANNING AND STAFFING1. MEU Command Element.

- a. HQMC, M&RA, MMOA/MMEA will man the MEU CE per ref (b).

(1) The MEU CE is an "excepted command" and will be staffed at 100 percent of chargeable Tables of Organization and Equipment (T/O&E) by grade and MOS. Key personnel are assigned under a two-tiered system.

(a) Tier 1. Tier 1 personnel are assigned to ensure availability for two pre-deployment training/deployment cycles and be sourced NLT E-240. Tier 1 personnel are the CO, XO, SgtMaj, S-1, S-2, S-3, AirO, S-4, EmbarkO, SupO, PAO, FPO, and S-6.

(b) Tier 2. Tier 2 personnel will be sourced NLT E-180. Tier 2 personnel include the S-2A, S-3A, Asst. AirO, Target Information Officer, Fire Support Officer, NBC Officer, S-4A, HQ Commandant, and S-6A.

b. Augments. Prior to MEU activation for training, I MEF G-3 will host an LOI Conference during which the required augments for the upcoming deployment will be identified/validated. Upon conclusion of the LOI Conference the MEU Adjutant will submit a request for replacements needed based on the validated requirement to I MEF G-1/PersO via electronic means. The I MEF G-1/PersO will task the I MEF MSCs to provide augments accordingly.

c. Permanent Personnel. The MEU Commander is authorized to request replacements from HQMC, M&RA, MMOA/MMEA for personnel that are assigned to the MEU CE as the situation dictates.



1. MEU Command Elements. MEU Commanders will:

a. Establish and maintain allowances of Marine Corps publications/directives in accordance with the current edition of MCO P5600.31.

b. Establish and maintain Navy publications/directives "Must Hold Lists" in accordance with current edition of MCO 5215.18.

c. Maintain applicable I MEF, III MEF, MCB Camp Pendleton, FMFPac, COMUSNAVCENT and specified naval commands' publications

2-6

SOCAL MEU (SOC) SOP

2004

and directives.

d. Establish Naval Weapons Publication List (NWPL) allowances in accordance with the current edition of OPNAVINST 5605.19.

2004. TEMPORARY ADDITIONAL DUTY (TAD) ORDERS

1. Per the Joint Federal Travel Regulations the Commanding General has authorized order writing authority to the Commanding Officers of MEUs.

2. MEU TAD orders will be prepared by the MEU S-1 both while in garrison and while deployed.

3. The MEU will be guided in preparing TAD orders by the Joint Federal Travel Regulations (JFTR), Marine Corps Travel Instruction Manual (MCTIM, MCD P4650.37), and the Assignment Classification Travel Systems Manual (ACTS Manual, MCD P1000.6).

2005. PERSONNEL CASUALTY/SERIOUS INCIDENT REPORTING

1. MEU CE. All Personnel Casualty Reports (PCR) and Serious Incident Reports (SIR) for the MEU CE will be reported IAW ref (k).

2. GCE, ACE and CSSE

a. Prior to transferring ADCON to the MEU CE, MSEs will submit SIRs/PCRs for incidents not related to MEU events/training; the MEU CE will submit SIRs/PCRs for MSE personnel for incidents related to MEU events/training.

b. Upon transferring ADCON to the MEU CE, all PCRs and SIRs for the GCE, ACE and CSSE will be reported via the MEU CE IAW ref (k).

2006. CONGRESSIONAL/SPECIAL INTEREST INQUIRIES

1. Definitions. The following apply:

a. Congressional Interest (CONGRINT). An official inquiry,

2-7

2006 SOCIAL MEU (SOC) SOP

telephonic or written, from a member of Congress.

b. Special Interest (SPLINT). An official inquiry, telephonic or written, to the Commanding General, usually from the White House, a Cabinet Member, U.S. or foreign Generals or Flag Officers, foreign executive or legislative officers, parents, family, relatives, armed forces dependents, discharged, or retired personnel.

2. Information

a. CONGRINT/SPLINTs are usually inquiries into problems or status concerning an individual Marine or Sailor's welfare. Therefore, emphasis must be placed at all levels to ensure that replies concerning CONGRINT/SPLINTs are clear, courteous, complete, substantive, and timely.

b. From E-180 to R+30, I MEF maintains overall cognizance in handling, monitoring, and responding to CONGRINT/SPLINT inquiries. Replies will comply with requirements set forth in SECNAVINST 5211.5 and MCO P5211.2. Unless otherwise directed, replies will be released by the I MEF Inspector.

c. Subordinate Commanders usually receive CONGRINT inquiries from Marine Corps liaison personnel in Washington, D.C. after endorsement by the I MEF Inspector. A deadline is given requesting specific information. If the CG, I MEF authorizes a Commander to reply directly, that Commander will ensure that the reply meets the standards set forth in SECNAVINST 5211.5 and MCO P5211.2. A copy of that reply will be forwarded to the CG, I MEF (Attn: Inspector).

### 3. Policy

a. As a matter of priority, it is of utmost importance that CONGRINTs and SPLINTs receive an accurate, complete, and immediate response. The I MEF Inspector will request specific information from subordinate commands and ensure that the response date is met. Subordinate commands will:

(1) Provide the specific information requested within three working days, unless otherwise directed.

(2) Provide as much data as possible in the allotted time frame, with additional required information due within 48 hours.

2-8

SOCAL MEU (SOC) SOP

2006

b. Telephonic Response. MEUs may receive telephonic inquiries from the Office of Legislative Affairs (OLA), and short response deadlines may require a direct, telephonic response from the MEU. The MEU will inform the CG, I MEF (Inspector) of any telephonic inquiry they receive directly from OLA, including the response provided.

c. I MEF Surgeon. All inquiries and responses concerning medical treatment or relating to a Marine's medical condition will be routed through the I MEF Surgeon for submission to the I MEF Inspector. The I MEF Surgeon will review all medically related CONGRINT responses.

d. Inquiry Response. The I MEF Inspector and subordinate units will ensure accurate, timely and readable responses to all inquiries. As appropriate, the use of a FAX machine, messenger, and telephone is encouraged when responding to official inquiries.

e. Disclosure of Information. SECNAVINST 5211.5 and MCO P5211.2 pertain. When responding directly to CONGRINT/SPLINT inquiries from outside the Department of Defense, HHQ will ensure that written authorization, in the form of a Privacy Act Statement, is obtained directly from the individual. In those cases where the individual is not the originator, the originator is required to obtain written authorization, in the form of a Privacy Act Statement, from the individual.

#### 4. Action

a. I MEF Inspector. Ensure that all CONGRINT/SPLINT correspondence is maintained for a minimum of two years from the date of completion.

b. Subordinate Commanders

(1) Ensure that applicable provisions of this Order, SECNAVINST 5211.5 and MCO P5211.2 are adhered to, with emphasis placed on complete, accurate and timely response to the I MEF Inspector.

(2) Maintain all CONGRINT/SPLINT correspondence for a minimum of two years.

2-9

2007

SOCAL MEU (SOC) SOP

#### 2007. AWARDS

##### 1. Impact Awards

a. MEU CE. All impact award recommendations for MEU CE personnel will be processed IAW the current editions of SECNAVINST 1650.1, MCO 1650.19, MARFORPACO 1650.4 and I MEFO 1650.1.

b. GCE, ACE and CSSE. Impact awards that require approval by a general court-martial convening authority will be forwarded to the appropriate commander via the MEU Commander during the period E-180 to R+30 and will be processed IAW the current editions of SECNAVINST 1650.1, MCO 1650.19, MARFORPACO 1650.4 and I MEFO 1650.1.

## 2. Retirement/Transfer Awards

a. MEU CE. All retirement and transfer award recommendations for MEU CE personnel will be processed IAW the current editions of SECNAVINST 1650.1, MCO 1650.19, MARFORPACO 1650.4 and I MEFO 1650.1.

b. GCE, ACE and CSSE. All retirement and transfer award recommendations for GCE, ACE and CSSE personnel will be forwarded to the member's parent command, via the MEU Commander, and will be processed IAW the current editions of SECNAVINST 1650.1, MCO 1650.19, MARFORPACO 1650.4, and I MEFO 1650.1.

## 3. Annual Awards

a. MEU CE. All annual award recommendations for MEU CE personnel will be submitted to I MEF (Attn: G-1/Adj) in the proper format on the assigned due date IAW the most recently published guidance.

b. GCE, ACE and CSSE. All annual award recommendations for GCE, ACE and CSSE personnel will be submitted IAW the most recently published guidance. Proper submission chains are as follows:

(1) OPCON only (E-180 to E-Day). Submit to I MEF (Attn: G-1/Adj) via the parent command (e.g. GCE would submit via CG, 1st MarDiv).

2-10

SOCAL MEU (SOC) SOP

2008

(2) OPCON and ADCON (E-Day to R+30). Submit to I MEF (Attn: G-1/Adj) via the MEU Commander.

2008. PROGRAM APPLICATIONS. The following listed applications will be submitted on CMC assigned due dates IAW the relevent MCB 1040:

Special Education Applications  
Augmentation Applications  
Enlisted Commissioning Program Applications  
Warrant/Limited Duty Officer Applications

2009. FITNESS REPORTS

1. Marine Corps Personnel. Fitness reports will be prepared in accordance with the current edition of MCO P1610.7.

a. The MEU Commander is the reporting senior for:

(1) Commanding Officers of elements task organized directly under the MEU CE. This will occur when units are transferred OPCON to the MEU.

(2) The MEU Executive Officer, and Principal Staff Officers, etc..

b. The MEU Commander will be the Reviewing Officer for all fitness reports written by MSE Commanders, the MEU Executive Officer and Principal Staff Officers.

c. Individual detachment commanders' fitness reports will be written by the principal staff officer to whom they are assigned.

d. CG, I MEF is the reporting senior for all MEU Commanders and the reviewing officer for all reports written by MEU Commanders.

2. Navy Personnel. Navy officer fitness reports and Navy enlisted performance evaluations will be prepared in accordance with the current editions of NAVMILPERSCOMINST 1611.1 (for officers) and 1616.18 (for enlisted).

2-11

2010

SOCAL MEU (SOC) SOP

2010. MERITORIOUS PROMOTION

1. The current edition of MCO P1400.32, publishes instructions regarding meritorious promotions.

2. Meritorious promotion quotas and/or guidance for I MEF is published in the current edition of I MEFO 1400.1.

3. Meritorious promotions for the GCE, ACE, and MSSG will be affected in accordance with the current policy of their respective MSCs. The MEU will receive a fair share of all I MEF meritorious promotions from E-180 to R+30 per the current edition of I MEFO 1400.1 and current policy for I MEF MSCs.

2011. HUMAN AFFAIRS (OVERSEAS DIPLOMACY)

1. Overseas diplomacy is the positive and mutually satisfying interaction between U. S. military personnel and foreign nationals. It serves to ensure that Navy/Marine Corps policies and procedures, to include individual actions and behavior, support U. S. foreign policy objectives.

a. The basic goal of the program is to create a positive image of the United States and the Marine Corps in the eyes of host country nationals.

b. The goal of the program can be achieved through positive and aggressive leadership, by training and indoctrination of Marines, and through the reduction of adverse incidents involving Marines in foreign countries.

2. Substance abuse and U. S. Customs Regulations will be included in pre-deployment overseas diplomacy training.

3. Visits to foreign ports and operations with foreign military forces will be preceded by special, intense overseas diplomacy briefings for all Marines assigned, to acquaint them with cultural, economic, and military aspects of the area and its people; to help Marines understand how they are perceived by host nationals; and to help reduce adverse incidents involving U. S. and foreign nationals.

4. In coordination with Navy officials, Commanders will ensure that liberty procedures are consistent with national customs and

2-12

SOCAL MEU (SOC) SOP

2012

regulations, and that personnel assigned shore patrol duty are carefully selected and briefed on overseas diplomacy matters.

2012. MORALE, WELFARE AND RECREATION

1. Recreation Fund Support. Recreation fund support will be provided by the parent command for each of the deployed MSEs.

2. Joint order COMNAVSURFPAC Inst 7010.1E/MARFORPAC Order 1710.18D provides the following for embarked units:

a. Entitlement to fair and equal representation on a ship's recreation council/committee.

b. Entitlement to equal access to any and all MWR activities the ship provides.

c. Access to the Ship's Store financial records.

d. \$1.50 per Marine per quarter, not to exceed \$3.00.

3. Commanders of Troops should make liaison with the ships' MWR representatives prior to the first time the MEU is embarked to ensure the MEU receives their full/fair share of revenues generated by Ships' Stores and that Marines are afforded equal participation in special services activities.

4. The MEU should strive to obligate their share of MWR funds generated by the ships' stores prior to R-Day.

5. MEU Commanders are strongly encourage to coordinate a Memorandum of Agreement with COMPHIBRON and the ships' Commanding Officers to codify the expenditure and distribution of Ships' Stores profits, to include per capita distribution to Navy and Marine units of any unspent Ships' Stores profits at the completion of the deployment.

6. Exchange Services

a. Afloat - provided by the respective ships' stores.

b. Ashore - existing area exchange facilities.

2-13

2013

SOCAL MEU (SOC) SOP

2013. CAREER PLANNING

1. General. The administration and reporting of career planning matters will be the responsibility of the MSE that has ADCON of the individual.

2. Detailed Instructions

a. The MEU Commander will assign a MEU CE Marine the additional duty as the MEU CE Career Planner.

b. The MEU CE Career Planner submits all requests for further service to MHG Career Planner and provides an information copy to the I MEF Career Planner.

c. Requests for further service will be submitted by message to MHG IAW with current Marine Corps directives in the 1040.31 series.

d. Career planning reports will be submitted directly to appropriate MSCs.

3. Predeployment Brief. A brief will be conducted by the I MEF/MHG Career Planner at approximately E-60. This brief is to provide amplification on specific instructions and guidance concerning the following areas:

a. Current points of contact.

b. Enlisted career planning reports.

c. FTAP brief and interview.

2014. MORTUARY SERVICES

1. Decedent affairs. Guidance concerning decedent affairs is contained in the current edition of BUMEDINST 5360.1.

2. Personal effects and Baggage. Guidance concerning the handling/proccesing of deceased's personal effects and baggage are contained in the current edition of MCO P4050.38.

2015. LEAVE AND LIBERTY

2-14

SOCAL MEU (SOC) SOP

2016

1. Annual Leave. When deployed, annual leave may be granted IAW the current editions of MCO P1050.3, MCO 1050.15, and the operational commander's instruction, as authorized by the MEU Commander. Personnel desiring leave outside CONUS may be required to have a passport and appropriate visa(s).

2. Emergency Leave. Upon deployment all requests for emergency leave will be approved by the MEU Commander.

a. The MEU Commander will ensure strict compliance with the provisions of paragraph 3012 of the current editions of MCO P1050.3, and MCO 1050.15 before approving any emergency leave.

b. The MEU CE is responsible for funding emergency leave travel. The MEU CE will prepare the emergency leave orders to the closest Point of Debarkation (POD) in CONUS. It is the individual's responsibility to obtain transportation from the POD to the emergency leave address.

3. Liberty. Liberty will be granted in accordance with the current edition of MCO P1050.3 and as authorized by the MEU Commander, subject to COMTHIRDFLT/COMSEVENTHFLT/COMFIFTHFLT and/or appropriate area commander regulations.

4. Wearing of Civilian Clothing. MEU Commanders are authorized to permit members to wear civilian clothing while on authorized leave or liberty, subject to COMTHIRDFLT/COMSEVENTHFLT/COMFIFTHFLT and/or appropriate area commander regulations.

5. Boat Officers. No Marine Corps officer or embarked troops shall be detailed as Boat Officer, except in case of unforeseen emergencies when a line officer of the Navy of appropriate rank is not available.

## 2016. SHORE PATROL

1. Establishment. At each port visited the Senior Officer Present Afloat (SOPA) will establish an adequate shore patrol.

2. Guidance. MEU commanders, in cooperation and coordination with COMPHIBRON, are encouraged to organize, staff and conduct the shore patrol in liberty ports.

1. Background. MEU Commanders will request passports for

2017

SOCAL MEU (SOC) SOP

appropriate personnel IAW the current edition of MCO 5512.4.

2017. NO-FEE PASSPORTS/VISAS

2. Designated Billets. At a minimum, personnel filling the following billets within each MEU will obtain no-fee passports.

a. MEU CE - CO, XO, Adj, S-3, S-3A/FSO, S-3A/AirO, ASE Ops/LnO, S-2, S-2A, CIO, OIC RadBn, S-4, S-6, SupO, SJA, MedRep, and appropriate number of communication and reconnaissance personnel.

b. GCE - CO, XO, S-3, S-2, and S-4.

c. ACE - CO, XO, S-3, S-3A, ASO, and S-4.

d. MSSG - CO, XO, S-3, MedSvcO, and Contracting Officer.

3. MSEs are responsible for obtaining all passports and visas for their personnel prior to deployment.

4. Requests for no-fee passports should be submitted NLT 90 prior to the date needed. The MEU will submit all no-fee passprt requests NLT E-90.

2018. POSTAL AFFAIRS

1. General. Correct postal procedures are essential. Mailing addresses for personnel assigned to the MEU CE and MSEs are indicated in the current 1st FSSG Group Bulletin 5110.1. Incorrect addresses, particularly while deployed, cause delays and nondelivery of mail. Deployed personnel must know their addresses, including zip codes.

2. Predeployment Procedures. The MEU Commander will ensure the following:

a. MSE Commanders establish liaison with the 1st FSSG Postal Officer no later than 60 days prior to deployment of

the MEU. During the initial liaison, MSE Commanders will provide the 1st FSSG Postal Officer with information of scheduled predeployment briefs for the MSE military members and their dependents. The 1st FSSG Postal Officer will provide the respective unit Postal

2-16

SOCAL MEU (SOC) SOP

2018

Officer an explanation for their mailing address structure and mail routing request requirements.

b. MEU and MSE Commanders will notify the 1st FSSG Postal Officer by letter of the desired mail routing. To avoid errors and to minimize delay in effecting mail routing changes, the following information is required when submitting this mail routing request:

(1) Effective cite of routing change.

(2) Organizational titles (include titles of all attachments).

(3) Ports of Call and/or final destination.

(4) Embarkation Plan, when movement is by naval vessel.

(5) Classes/types of mail desired to be routed while in the deployed status.

(6) Termination date if known.

c. Submit mail routing requests/information described above to the 1st FSSG Postal Officer in accordance with the following criteria:

(1) When Commanding Officers desire only airworthy mail to be routed, submit written request no later than 10 days prior to departure.

(2) When Commanding Officers desire that both airworthy and surface mail be routed simultaneously, submit the written request no later than 45 days prior to departure.

d. Upon receipt of the written mail routing request from the deploying unit, the 1st FSSG Postal Officer will relay the request via classified message to the Commander, Joint Military Postal Activity Pacific, San Francisco, California (CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO, CA). MSE Commanders will be information addressees on all mail routing correspondence or message traffic initiated by the 1st FSSG Postal Officer.

### 3. During Deployment

2-17

2018

SOCAL MEU (SOC) SOP

a. While Units are Embarked on Naval Vessels. Mail routing will be affected in accordance with ship movement reports submitted by the ship. When elements of the MEU are off-loaded at shore installations and the ships depart, or when units/ detachments change ships, a mail routing request must be submitted. The mail routing request must be submitted via CONFIDENTIAL message, no later than eight days prior to the movement. Mail routing request messages are addressed to CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA (info CG, 1st FSSG). The format for the mail routing request message will be given at the Postal Officer's briefing. Mail changes must be projected well in advance of actual movements of units to insure that mail will be prepositioned and directed to the proper shore activity for expeditious delivery.

b. Deployed to a Fixed Location. MSE Commanders will affect liaison with the servicing military postal agency. Occasionally, liaison will be required with the serving civil postmaster. If it becomes necessary to submit a mail routing request while deployed, the servicing military postal agency will be requested to release the mail routing message. Mail routing request messages are addressed to CDR JT MIL POSTAL ACTY SAN FRANCISCO CA (info CG, 1st FSSG). The format of the mail routing request message will be given to unit Postal Officers at briefings. Mail changes must be projected well in advance of actual movement of units to ensure that mail will be prepositioned and directed to the proper shore activity for expeditious delivery.

c. The MEU Commander will ensure that deployed elements provide appropriate mail orderly service and adhere to proper mailroom procedures. In particular, those organizations maintaining mailroom service while in garrison will maintain directory files, and follow mail handling procedures in compliance with DOD Postal Service Manual (DOD 4526.6-M, Vol II) and as specified herein.

d. Commanding Officers will report all mail problems or complaints to the serving military postal officer, and/or cognizant civil postmaster if applicable. The CG, 1st FSSG will be an information addressee on all reports of mail problems.

e. Postal personnel will be assigned only when required.

4. Deployment Termination. Deployed units will submit mail  
2-18  
SOCAL MEU (SOC) SOP  
2019

routing requirements prior to the termination of their deployment. Submit mail routing requests by CONFIDENTIAL message to CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA (info CG, 1st FSSG). The format for the mail routing request message will be given at unit Postal Officer briefings.

2019. DISBURSING

1. MEU Disbursing Officer. The Disbursing Officer (DO) is a special staff officer of the MSSG CO, but the MEU Commander will provide specific guidance for all Disbursing matters. The DO is personally and pecuniarily accountable to the government of the United States for his disbursing responsibilities. Duties include disbursement of funds for military pay and allowances, travel allowances, public business, and public vouchers.

2. Allotments/Split Pay. All individuals are encouraged to register allotments and/or enroll for split pay well in advance of deployment in order to better support their dependents.

3. Direct Deposit. Participation in this program is mandatory for all personnel.

4. Check Cashing. Check cashing policies will be set by the MEU Commander.

5. Safekeeping

a. Public Funds. The Commanding Officer of the unit to which the DO is assigned (i.e. MEU Commander) is authorized to approve requests for the DO, and deputies, agents, and cashiers of the DO, to hold cash at personal risk IAW DoDFMR, Vol V, paragraph 030104. Funds shall be maintained and handled IAW DoDFMR, Vol V, Chapter 3.

b. Personal Funds and Valuables. The DO may maintain personal funds aboard Navy vessels that are not equipped with the ATM-at-Sea system IAW DoDFMR, Vol V, paragraph 2703; the same policies and procedures apply to safekeeping of personal valuables other than cash.

c. Collection Agent. Because members of the MEU are deployed on several ships, it is nearly impossible for the DO to provide a safekeeping service for everyone. Therefore, it may be

2-19

2019

SOCAL MEU (SOC) SOP

necessary for the Commanding Officer of the units involved to appoint a Collection Agent IAW NavCompt Manual, Vol. IV, paragraph 041502. However, prior to appointment, authorization must be received from HQMC in accordance with NavCompt Manual, Vol. IV, paragraph 041511.2C8.

6. Security. The DO is responsible for procuring, safeguarding, transferring, issuing of, and accounting for official funds in his custody. The DO must notify the Commanding Officer of any movement of funds in excess of \$10,000.00 IAW DoDFMR, Vol V, paragraph 030107.

7. Foreign Funds Conversion

a. General. In areas where the use of United States dollars is permitted by foreign currency control regulations, personnel afloat are authorized and should be encouraged to

make use of available commercial exchange facilities in obtaining and disposing of foreign currency. When directed by their commanding officers or superior authority, DOs are authorized to exchange U.S. currency for foreign currency. Convenience alone should not be the sole factor in requiring accommodation sales by Marine DO but rather when it is a definite advantage (e.g. the first day in a new port that has limited commercial exchange facilities). Sale by the Marine DO will normally be limited to personnel located aboard the same ship as the Marine DO. Commanders of Troops (COTs) on ships not having a Marine DO should be advised to request exchange service for embarked troops from the Navy DO.

b. Procurement. When directed by their commanding officers or superior authority, the DO will convert U. S. dollars to foreign currency. U. S. government sources (e.g. DoD contract military banking facilities) will be used by the DO whenever possible in procuring foreign funds IAW DoDFMR, Vol V, paragraph 1302. A separate authorization for each country will be obtained. The DO is required to advise his commanding officer of the source of procurement.

c. Buying Back Foreign Currency for U. S. Dollars. DOs afloat are authorized to convert foreign currency into U. S. dollars when the Disbursing Office has a need for foreign currency, or can dispose of it by exchange for U. S. dollars within 30 days without taking a loss. The maximum amount an individual can convert back to U. S. dollars will not exceed the sum of the individual's pay and allowances for two pay periods

2-20

SOCAL MEU (SOC) SOP

2020

without requiring additional documentation (DoDFMR, Vol V, paragraph 120304.E). DOs will not accept foreign coin for conversion nor are they required to buy back personal excess foreign currency. However, individuals can use currency of any country to purchase the currency of another country at any commercial source.

2020. EDUCATION. The MEU CO will appoint a MEU Education Officer in writing, per Base Order 1560.11. The MEU Education

Officer will coordinate with the Camp Pendleton Joint Education Officer to ensure that members of the MEU have the opportunity to take full advantage of all available professional military and off-duty education programs.

1. Education Programs. Deployed education programs will vary from one deployment to another, but normally include:

- a. General Education Development (GED).
- b. High School Completion/Diploma.
- c. Undergraduate College Programs.
- d. Command and Staff College, and Amphibious Warfare School Distance Education Program courses/seminars.

2. Navy and Marine officers deployed with the ARG/MEU will be provided the opportunity to instruct these programs. For those courses sponsored by a civilian institution, instructors will be paid. The MEU Education Officer will determine and promulgate current information regarding these courses.

2021. PERSONNEL MOVEMENT. The MEU Commader will notify CG, I MEF (Attn: AC/S G-1) and the parent command(s) of the intended itinerary of all Marines returning to CONUS regardless of reason for return.

2022. FAMILY MEMBER SUPPORT

1. Family member activities for MEUs will be conducted in accordance with MCO 1754.6, Marine Corps Family Teambuilding. Family member activities will be coordinated with the I MEF

2-21

2023 SOCIAL MEU (SOC) SOP

Family Readiness Officer (FRO) and with the deployment support coordinator from Marine Corps Family Teambuilding at least six months prior to deployment.

2. MEU and MSE Commanders shall ensure their designated FRO and other liaison officers coordinate with the respective POCs both prior to and during deployment.

3. The I MEF FRO will serve as the liaison with the MEU CE and MSE Key Volunteer Coordinators. The FRO will provide program essential administrative support with an answering machine "Hotline" containing public information provided by the MEU CE while deployed.

4. Community Support Services provide required programs and extensive support enabling the MEU and MSE Commanders to comply with the requirements mandated by this and higher authority. Marine Corps Family Teambuilding personnel also provide extensive support for Key Volunteer Network.

5. The MEU Commander will coordinate with COMPHIBRON to ensure that all Marines are offered the opportunity to participate in individual ships' "Dependents Day" and "Tiger" cruises.

2023. ORDERS. MEUs are not UDP units, therefore, movement orders are not required. Personnel performing TAD away from the MEU's location are entitled to the locality rate of per diem for the area in which the TAD is performed. Normally, extended periods ashore for exercises or training are designated as field duty, consequently, applicable field rations checkages will apply. MEUs are not entitled to deployed per diem. The MEU will prepare incidental TAD orders required during their deployment.

2024. CLASSIFIED MATERIAL

1. General. MEU Commanders will establish procedures while in garrison or deployed to ensure that protection of classified material meets or exceeds the requirements contained in the current edition of OPNAVINST 5510.1. These procedures will include:

a. Command training to all personnel to ensure an atmosphere of security awareness is maintained.

2-22

SOCAL MEU (SOC) SOP

2025

b. Adequate prior inspection of shipboard facilities with respect to storage of classified materials.

c. Procedures to be used while the MEU is in CONUS and deployed.

d. Development of Emergency Destruction/Protection Plans to address the security of classified materials (defined as removal to alternate storage sites, destruction or protection) in the event of a natural disaster, civil disturbance, or hostile action. In CONUS, the emphasis should be placed on emergency protection rather than destruction.

e. Reporting all instances of compromise or suspected compromise via CG, I MEF (Attn: Security Manager).

2. NATO Material. MEUs are authorized to hold NATO classified information on a contingency basis only. If a MEU is required to hold NATO classified material, the MEU will notify CG, I MEF (Attn: CMCC) via naval message as to the material, justification and length of time NATO classified material is to be held.

## 2025. RELIGIOUS MINISTRIES

1. Personnel Assignments. A Chaplain and Religious Program Specialist will be identified and assigned to the MEU CE from the I MEF MSCs via the CG, I MEF LOI for Deployment.

### 2. MEU CE Chaplain Responsibilities

a. Project specific needs/requirements, and general ministries, for specific holy days and festivals that will occur during deployment and develop Planned Ministry Objectives (PMO) for the MEU Commander's concurrence.

b. Be prepared to advise the Commander on religious/cultural considerations, religious history, holy days, festivals, moral and ethical issues, social customs, ethnic concerns, and religious taboos of the countries to which deploying.

c. Make recommendations with regard to embarkation assignments of unit Chaplains on ships of the ARG so as to provide optimum utilization for ministry.

d. Participate in the planning and execution of predeployment matters for family members; specific guidance will be provided by the MEU Commander.

e. Requisition appropriate mount-out supplies IAW guidance contained in FMFM 3-61. Resupply and 30-day inventories will be in accordance with established directives. The Chaplain's MSC (parent unit) will provide the required mount-out boxes and T/E items and shall ensure they are serviceable and properly marked for embarkation.

### 3. Post Deployment

a. The MEU Chaplains will be available for post deployment family counseling. Chaplains, while keeping confidentiality, will inform unit commanders of any required command action.

b. MEU and MSE Chaplains will submit after-action reports to the I MEF Chaplain via the chain of command per FMFM 3-6, Appendix B.

## SOCAL MEU (SOC) SOP

## CHAPTER 3

PUBLIC AFFAIRS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL . . . . .	.3000	3-3
PUBLIC AFFAIRS FUNCTIONS . . . . .	.3001	3-3
NEWS PRODUCTS RELEASE . . . . .	.3002	3-5
NEWS MEDIA OPERATIONS . . . . .	.3003	3-5
LOGISTICAL SUPPORT TO MEDIA OPERATIONS . . . . .	.3004	3-6
COORDINATION WITH INFORMATION OPERATIONS . . . . .	.3005	3-8
STANDING PUBLIC AFFAIRS GUIDANCE . . . . .	.3006	3-9
DEPARTMENT OF DEFENSE (DoD) PRINCIPLES OF INFORMATION AND MEDIA GUIDELINES . . . . .	.3007	3-11
FLEET HOMETOWN NEWS . . . . .	.3008	3-13
UNIT INFORMATION OFFICER (UIO) . . . . .	.3009	3-14
PRE-DEPLOYMENT TRAINING PROGRAM . . . . .	.3010	3-14

(THIS PAGE INTENTIONALLY BLANK)

SOCAL MEU (SOC) SOP

CHAPTER 3

PUBLIC AFFAIRS

3000. GENERAL

1. Public affairs (PA) activities for MEUs will be conducted in accordance with the current editions of SECNAVINST 5720.44, DOD Inst. 5400.14 and MCWP 3-33.3. Additionally, during the MEU's deployment, public affairs activities will also be regulated by public affairs guidance from the applicable Unified/Fleet/Joint Task Force Commander(s).

2. The I MEF PA policy is to provide maximum unrestricted disclosure of all releasable information to internal military public affairs, as well as local, national and international news agencies. Unit personnel will not interfere with or manage the news. Classifying information solely to avoid public disclosure is strictly prohibited. The only acceptable reasons for restricting the release of information are the bounds of security, accuracy, propriety, privacy and policy of higher headquarters.

3001. PUBLIC AFFAIRS FUNCTIONS

1. External Media Relations. Facilitate the Commander's ability to conduct operational and/or tactical missions without being distracted by unnecessary contacts with military journalists and/or civilian news media, while maximizing these assets to achieve the command's PA mission.

a. Act as the command's official spokesperson when engaging news media representatives (NMRS) and news affiliated agencies.

b. Determine the number of local media outlets, host nation sensitivities, reporter/outlets profiles, and interests or agendas with United States Information Agency

representatives located at U. S. embassies in foreign countries.

c. Write Annex F to operations orders.

d. Based on the MEU Commanders guidance, develop and disseminate PA guidance.

3-3

3001

SOCAL MEU (SOC) SOP

e. Write and disseminate press releases. MEU Commanders are required to provide press releases to news media organizations following serious incidents, accidents or mishaps.

f. Respond to all media queries. As a general rule, news media queries will be answered by the MEU PAO within 24 hours of receipt.

g. Coordinate and conduct press conferences.

h. Coordinate interviews and media events.

i. Prepare speeches for staff members.

j. Coordinate media aviation requests with the MEU Air Officer.

k. Coordinate static displays for media and civilian interest with the MEU Air Officer.

l. Conduct media escorts.

m. Provide press information packages (e.g. media guides) to educate the media on combat operations, military missions and capabilities of the MEU(SOC), and other venues as appropriate.

n. Prepare Marines for media encounters.

o. Identify subject matter experts and advise/assist with the interview process.

## 2. Internal Media Relations

a. Write and disseminate photos/video and stories to Marine Corps and DOD media outlets to include newspapers, magazines and websites (e.g. Marine Link, The Scout Newspaper, Leatherneck, JCCC, Asian-Defense Journal, Navy-Marine Corps News, etc.).

b. Maintain the MEU website in coordination with the MEU S-3 and S-6. All MEU command element websites are hosted by HQMC and maintained by the MEU PAO. MSC websites will be hosted and maintained by their parent command. All MEU websites will be maintained in accordance with MCO 5720.76.

c. Establish a Unit Information Officer program for all MSEs

3-4

SOCAL MEU (SOC) SOP  
3002

of the MEU.

d. Establish and update the Fleet Hometown News Release Program.

e. Archive all MEU press releases, news clips, photographs, and video productions for historical purposes. Ensure all documents are transferred to the DoD Defense Visual Information Center and the Joint Combat Camera Center for permanent storage.

### 3. Community Relations

a. Maintain liaison with community leaders.

b. Coordinate and conduct community relations projects.

3002. NEWS PRODUCTS RELEASE. While deployed, the MEU Commander may authorize release and subsequent distribution of news and/or feature copy, along with supporting art to news media organizations. Additional authorization for release, if required, will be obtained from the applicable Unified/Fleet/Joint Force Commander prior to distribution.

### 3003. NEWS MEDIA OPERATIONS

1. The MEU Commander will make every reasonable effort to provide support to accredited news media representatives (NMR). NMRs will not be given access to information that could jeopardize operations, endanger the lives of participating personnel or violate the privacy of MEU personnel. Access to operations, intelligence and other classified areas will be controlled. Security of classified material is the responsibility of the information source.

2. Access. NMRs are responsible for gaining country access if required. NMRs agreeing to abide by military security ground rules will be permitted reasonable access on a not-to-interfere basis to military personnel, units, and areas of on-going operations including shipboard operations. NMRs will be given access to areas of operations and will be treated as members of the units to which assigned, allowing them to move with the units without recklessly being exposed to unsafe conditions. Reasonable access to key command and staff personnel will be provided.

3-5

3004

SOCAL MEU (SOC) SOP

Information provided by these personnel will be unclassified and "On the record." With the approval of the MEU Commander, the MEU PAO may provide "background" and "off the record" information if it assists the command in its PA efforts and promotes understanding. This practice is intended to prevent speculation and false reporting by NMRs reporting on military operations.

3. Media Pools. While it is not the desired PA approach, MEU Commanders may elect to pool NMR to cover certain aspects of an operation. Additionally, media pools may be directed to the MEU from DoD to cover MEU operations. Pools should be disbanded at the earliest opportunity.

4. Liaison. The MEU Commander will designate Marines to serve as media escorts, and coordinate media pool requirements with the MEU staff. These escorts must be immediately familiar with the ongoing operation(s) and participating command(s). Additionally, media escorts should have immediate and unrestricted access to the on-scene commander to resolve any media pool problems. Trained PA personnel will not normally be available to escort individual NMRs assigned to

units; the unit affected will assign escort personnel in accordance with HHQ PAO guidance.

5. Accreditation. Procedures to accredit media will be in accordance with HHQ PA policies.

#### 3004. LOGISTICAL SUPPORT TO MEDIA OPERATIONS

1. Facilities. If billeting and messing facilities are commercially available, military services will, in general, not be available to visiting NMRs. Requests from NMRs for these services will be considered on a case-by-case basis and if granted, provided on a reimbursable basis.

2. NMR Travel. NMR arriving by commercial means should be inoculated IAW the laws of the host nation. NMRs entering on military aircraft will be required to have the same inoculations as the military forces participating in the operation. It is the NMRs' responsibility to get the required immunizations.

3. Simulated Rank. NMR will be afforded the privileges of an officer in the rank of O-4 for messing, billeting and transportation.

3-6

SOCAL MEU (SOC) SOP  
3004

4. Communications. Where possible, NMR will rely on commercial electronic communications assets to transmit their material. In the event commercial electronic assets are not available, commanders may permit the use of selected non-commercial communications systems (voice, FAX, and message) with a priority procedure or via expedited air and ground transportation, as appropriate, on a not-to-interfere basis. When commercial transportation means are not available for use by the NMR, video and audiotapes and still photographic film will be transported via expedited air or ground transportation ("Pony Express") as appropriate. When directed, commanders will support media with access to hard copy message capability or INMARSAT phones to file on a priority basis.

5. Courier flights. If available, such flights may be used for transporting NMR news media products to/from MEU units.

6. Transportation. Under conditions of independent and open media coverage, NMRs are responsible for procuring their own transportation. Commanders are authorized to permit NMR to ride on military vehicles and aircraft whenever feasible on a not-to-interfere basis, when such travel is in connection with assignments to cover an operation or when commercial transportation is restricted in the area.

7. Equipment. Sponsoring commands will provide NMRs with the type of equipment considered appropriate for the situation (e.g. 782 gear, flak jacket, Kevlar helmet, etc.). Appropriate training to use equipment will be the responsibility of the sponsor.

8. Medical. Emergency medical support will be provided to NMR as needed. Routine medical care is the responsibility of the NMR. For media casualties:

a. NMRs may receive military medical care when commercial sources are not available or practical, on a non-reimbursable basis, as long as the NMR's condition did not exist previously.

b. In the case of an injury or death of a NMR, the sponsoring news organization will be notified through military channels.

c. A NMR covering military operations, if wounded or killed, will be treated with the same priority as a service member.

3-7

3005

SOCAL MEU (SOC) SOP

d. Notifying next of kin of NMRs who are determined to be seriously ill, wounded, killed or missing is the responsibility of the news organization, not the military. The initial release of the name of a seriously ill, wounded, killed or missing NMR is the responsibility of the news organization as well. After the initial release, military PAOs may release the name if asked.

3005. COORDINATION WITH INFORMATION OPERATIONS (IO). PA efforts in Information Operations are directed toward U. S. and Coalition forces and U. S. and international media. The MEU PAO will coordinate with the MEU IO Officer to ensure PA operations are synchronized with IO efforts.

1. Coordination with Civil Affairs (CA). MEU PA will support CA by providing accurate, timely and balanced information to the public. PA will coordinate with CA to verify facts and the validity of information. Public messages, statements or information campaigns must be de-conflicted/integrated prior to release.

2. Coordination with Combat Camera. The MEU Commander may delegate responsibility for MEU Combat Camera assets to the MEU PAO. The On-Scene Commander has the responsibility to provide the media timely, high quality imagery when the media access to military operations is limited. In meeting these requirements, combat camera assets will provide unclassified still and video products to the PAO for possible PA use and public release.

3006. STANDING PUBLIC AFFAIRS GUIDANCE

1. General. While media are present in a unit's area of operation, it is the responsibility of the unit commanders and their staffs to offer assistance. This includes assistance with interviews, briefings, transportation and communications. Again, unit commanders and staff should not allow the media access to information that could prove harmful to operations and the security of the unit's personnel or mission. Security review is at the source. The characteristics of the military and global information environments essentially render field media censorship impractical as well as nearly impossible. All individuals must be responsible for protecting sensitive information. Bottom Line: if you don't want it on the front page of the *Washington Post*, don't say it.

3-8

SOCAL MEU (SOC) SOP

3006

2. Commanders will ensure their personnel are thoroughly briefed

on their responsibilities before speaking to the media.

3. All personnel will be kept informed through the chain of command, command newsletters, and acquisition of civilian newspapers.

4. When dealing with members of the media, personnel should be open, honest and forthright; and allow common sense and operational security to be their guide. Service members should be advised of the following:

a. As our best spokespeople, they are encouraged to talk to NMRs, but each has the individual right not to do so.

b. They must exercise care to protect classified information and preserve operational security. (Specific public affairs guidance will be provided to delineate what is releasable and non-releasable. For example, exact numbers and locations of troops and equipment and rules of engagement (ROE) are not releasable.)

c. If classified or sensitive information is inadvertently released through words or photography, one is not authorized to confiscate film, audio/video tapes or NMR's notes. Report the incident by the quickest means possible to the unit commander and PAO; the PAO should request that the information not be printed or aired.

d. Never lie to a NMR. If necessary, simply decline to answer the question.

e. NMRs should be treated with courtesy and respect.

f. Service members should be reminded that, with few exceptions, NMRs are trying to do their jobs and report the news. They want to be accurate and get the story "right." Within security constraints, we should help them get it "right."

g. Service members should talk about matters within their area of responsibility, expertise and personal experience.

h. Avoid speculation; avoid answering hypothetical "what if" questions.

- i. When stating a personal opinion, clearly state it as such.
- j. All discussions with NMRs will be "on the record."
- k. There is nothing wrong with admitting that one does not know the answer to a question. If time permits, try to find the information requested.
- l. If one is unsure whether requested information is releasable, say so. Again, if time permits, try to find out.
- m. Respect host nation sensitivities.
- n. When speaking to NMRs while in uniform, Marines represent not only themselves, but also their fellow Marines and other service members, their unit, the Marine Corps, and the United States of America.
- o. Do not give out specific locations of friendly forces. Giving general locations such as the Arabian Gulf Region or the USS George Washington is acceptable.
- p. Do not discuss future operations.
- q. Do not be parochial to your branch of service. Stress the teamwork involved in combining the unique capabilities of each branch of service.
- r. When asked a question, take time before answering. Ensure a clear understanding of what the NMR is asking (if not, ask for clarification). Mentally formulate the answer before responding.

3007. DEPARTMENT OF DEFENSE (DOD) PRINCIPLES OF INFORMATION AND MEDIA GUIDELINES

1. DoD Principles of Information

- a. DoD Principles of Information are contained in DoD directive 5122.5, Change 1. They chart the course for all DoD PA activities, and apply to the full continuum of day-to-day activities and operations. It is the commander's

responsibility to ensure that all planning for military activities and

3-10

SOCAL MEU (SOC) SOP

3007

operations efficiently and effectively achieve the goals set by these principles.

b. Timely and accurate information will be made available so the public, Congress and the news media may assess and understand the facts about national security, defense strategy and on-going joint and unilateral operations.

c. Requests for information from organizations and private citizens will be answered in a timely manner. In carrying out this policy, the following principles of information apply:

(1) Information will be made fully available, consistent with statutory requirements, unless its release is precluded by current and valid security classification. The provisions of the Freedom of Information Act and the Privacy Act will be complied with in both letter and spirit.

(2) A free flow of general and military information will be made available, without censorship or propaganda, to the men and women of the Armed Forces and their family members.

(3) Information will not be classified or otherwise withheld to protect the government from criticism or embarrassment.

(4) Information will be withheld only when disclosure would adversely effect national and operational security or threaten the safety or privacy of the men and women of the Armed Forces.

(5) DoD's obligation to provide the public with information on its major programs and operations may require detailed PA planning and coordination within DoD and with other government agencies. The sole purpose of such activity is to expedite the flow of information to the public;

propaganda or publicity designed to sway or direct public opinion will not be included in DoD PA programs.

2. DoD Media Guidelines. DoD Media Guidelines, issued as Change 3 to DoD Directive 5122.5, provide the following guidelines for coverage of DoD combat operations:

a. Open and independent reporting will be the principal means of coverage of U. S. military operations.

3-11

3007

SOCAL MEU (SOC) SOP

b. Media pools are not to serve as the standard means of covering U. S. military operations. Pools may sometimes provide the only feasible means of early access to a military operation. Pools should be as large as possible and disbanded at the earliest opportunity (within 24 to 36 hours when possible). The arrival of early access pools will not cancel the principle of independent coverage for journalists already in the area.

c. Even under conditions of open coverage, pools may be appropriate for specific events, such as those at extremely remote locations or where space is limited.

d. Journalists in a combat zone will be credentialed by the U. S. military and will be required to abide by a clear set of military security ground rules that protect U. S. forces and their operations. Violation of the ground rules can result in suspension of credentials and expulsion from the combat zone of the journalist(s) involved. News organizations will make their best efforts to assign experienced journalists to combat operations and make them familiar with U. S. military operations.

e. Journalists will be provided access to all major military units. Special operations restriction may limit access in some cases.

f. Military PAOs should act as liaisons, but should not interfere with the reporting process.

g. Under conditions of open coverage, field commanders will permit journalists to ride on military vehicles and

aircraft whenever feasible. The military will be responsible for the transportation of pools.

h. Consistent with its capabilities, the military will supply PAOs with facilities to enable timely, secure compatible transmission of pool material and will make these facilities available whenever possible for filing independent coverage. The military will not ban communications systems operated by news media organizations, but electromagnetic operational security in battlefield situations may require limited restrictions on the use of such systems.

i. These principles will apply to the operations of the standing DoD National Media Pool system.

3-12

SOCAL MEU (SOC) SOP

3008

3008. FLEET HOMETOWN NEWS. MEU Commanders will maximize the use of the Fleet Home Town News (FHTN) Release program. A "hold file" will be utilized during the period of deployment in order to minimize the administrative burden upon the command.

3009. UNIT INFORMATION OFFICER (UIO)

1. General. The UIO is a critical component of the Commander's PA program. The UIO is a facilitator of information from all MSEs to the PAO. The UIO has the opportunity to generate additional publicity by writing news features regarding Marines and their involvement with foreign cultures and command exercises. Accordingly, the MEU Commander will appoint an officer from each of the MSEs to serve as the UIO.

3010. PRE-DEPLOYMENT TRAINING PROGRAM

1. Media Embarkation. MEU Commanders are encouraged to embark news media representatives aboard naval shipping during pre-deployment training. The purpose is to provide NMRs with exposure to the MEU(SOC) organization and to introduce news media personnel and their requirements to the MEU staff.

Additionally, commanders are encouraged to embed NMRs with subordinate units during COMPTUEX and FLEETEX.

2. Media Training. MEU Commanders are required to provide media training to all Marines prior to deployment.

3. Combat Correspondent/Combat Camera Training. MEU Combat Correspondents and Combat Camera personnel should complete the following SOTG courses prior to deployment:

- a. Tactical Recovery of Aircraft and Personnel.
- b. Heliborne Raid Course.
- c. Boat Raid Course.
- d. MSPF Security Element Course.

4. I MEF PAO Support to SOTG. When required, the I MEF PAO will provide assistance to SOTG to facilitate MEU(SOC) pre-deployment training.

SOCAL MEU (SOC) SOP

CHAPTER 4

INTELLIGENCE

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL . . . . .	4000	4-3
MEU INTELLIGENCE ORGANIZATION . . . . .	4001	4-3
THEATER FLEET INTELLIGENCE SUPPORT . . . . .	4002	4-5
MARINE CORPS INTELLIGENCE ACTIVITY (MCIA) . . . . .	4003	4-5
INTELLIGENCE SUPPORT REQUESTS . . . . .	4004	4-5
FLAGSHIP FACILITIES AND SUPPORT SYSTEMS . . . . .	4005	4-6
MAPPING, CHARTING AND GEODESY (MC&G) . . . . .	4006	4-7

SPECIAL SECURITY OFFICER (SSO) MATTERS . . . . .	4-8	4007
INTELLIGENCE PUBLICATIONS . . . . .	4008	4-8
INTELLIGENCE TRAINING AND PREPARATIONS . . . . .	4009	4-8

(THIS PAGE INTENTIONALLY BLANK)

4-2

SOCAL MEU (SOC) SOP

CHAPTER 4

INTELLIGENCE

4000. GENERAL

1. This chapter covers the policies, procedures and requirements related to the intelligence organization, training and pre-deployment readiness of the MEU. Information regarding operational intelligence support to the MEU is also provided in the event of EASTPAC, WESTPAC, or NAVCENT contingencies. Should directives, policies, or procedures in this document conflict with those of a commander exercising OPCON of the MEU, the OPCON commander's directives, policies, and procedures apply.

2. The operational intelligence readiness of the MEU is maintained in conjunction with the associated PHIBRON. The intelligence organization and readiness of the MEU is based on this doctrine. Should contingency operations develop requiring the MEU CE to establish command ashore, additional intelligence related personnel, databases, and communications support may be necessary.

3. In accordance with FMFPACO P5440.30, direct liaison should be provided for PACOM/CENTCOM exercises/contingencies and be initiated in conjunction with the CG, I MEF LOI for Deployment.

#### 4001. MEU INTELLIGENCE ORGANIZATION

1. MEU Intelligence Staff. The MEU S-2 is the head of the MEU's intelligence organization. The MEU Intelligence Section is the foundation of the MEU intelligence organization with the MEU Intelligence Officer responsible to the MEU Commander for intelligence operations and production. The composition of the MEU Intelligence Section is included in Appendix B.

2. MEU Intelligence Augmentation Appendix A lists the components of the 1st Intelligence Battalion (1st Intel Bn) detachment, which composes much of the MEU's S-2 section. This detachment will perform those functions outlined in the MCWP 2 (Intelligence) reference series. Amplifying comments are included where appropriate.

4-3

4001 SOCIAL MEU (SOC) SOP

##### a. Detachment, 1st Intelligence Battalion

(1) Human Intelligence Exploitation Team (HET). The HET will consist of one officer and five enlisted Marines. This can be augmented by specially qualified/skilled personnel as required. At least one of the Marines should be qualified minimum of 2/2 in Arabic.

(2) Imagery Interpretation Platoon Detachment (IIP). The detachment will consist of two enlisted personnel. At least one member of the detachment should be fully trained and

experienced with the current imagery exploitation system deployed aboard the ARG Flagship.

(3) Geographic Intelligence Team (GIT). The GIT is a detachment from the 1st Topographic Platoon, consisting of two personnel (MOS 0261). This team provides the capability to prepare terrain studies, trafficability studies, conduct soil analysis and prepare special map products. Members should be graduates of the Basic Terrain Analysis Course (BTAC). The team will be equipped with the current topographical analysis system (Digital Terrain Analysis and Mapping System, circa 2002).

(4) Ground Sensor Platoon (GSP) Detachment. The GSP will normally consist of 5 Marines, including one SNCO. They will have the capability to plan sensor employment missions and train other units in implanting and monitoring of a sensor string.

b. Force Reconnaissance Platoon. This is an attached platoon from 1st Force Reconnaissance Company. This platoon will consist of at least one officer, 18 enlisted and one Navy Corpsman. The platoon is composed of a headquarters and at least three four-man reconnaissance teams. It is trained and equipped to conduct both deep reconnaissance and direct action missions. The platoon is TACON to the MSPF Commander for Direct Action (DA) missions.

c. Radio Battalion (RadBn) Detachment The 1st Radio Battalion detachment will be task organized to provide the MEU S-2 with tactical SIGINT planning capability, analytical support, and Electronic Support Measures. The Det will provide SIGINT based Force Protection and communication security (COMSEC) monitoring for the MEU Commanding Officer. The RadBn Det will include a Radio Reconnaissance Team (RRT) with the capability to

4-4

SOCAL MEU (SOC) SOP

4002

conduct direct support operations as an integrated element of a raid or MSPF operation. One SIGINT Support Team (SST) can provide short range, tactical support, and the detachment may also include a Mobile Electronic Warfare Support System (MEWSS). The MEWSS LAV can provide long range, tactical

SIGINT support, as well as provide EW/COMSEC protection to LAR. The MEU Commander will determine the requirement for a MEWSS LAV.

4002. THEATER FLEET INTELLIGENCE SUPPORT. The MEU will conduct intelligence operations in support of 3rd, 7th and 5th Fleets in the PACOM and CENTCOM theaters. Early liaison with the J/N-2 section of these Fleets is crucial. Understanding each Fleets' Tactics, Techniques and Procedures (TTPs) and coordination is required.

1. Joint Intelligence Center Pacific (JICPAC) Honolulu, HI. JICPAC is responsible for providing intelligence support for the expeditionary forces in USCINCPACs AOR. The Expeditionary Materials Production Division produces NEO, amphibious warfare, and special operations support and crisis support materials.

2. Joint Intelligence Center CENTCOM (JICCENT), Macdill AFB, FL. JICCENT provides intelligence support for forces operating in the CENTCOM AOR that are analogous to those provided by JICPAC for the PACOM AOR.

4003. MARINE CORPS INTELLIGENCE ACTIVITY (MCIA). MCIA is responsible for providing national level intelligence support and production for FMF level, non-CINC directed exercises. Operationally, MCIA provides the MEU intelligence products not satisfied by other theater of national assets. Special product support must be validated by the theater CINC. Products available via MCIA include (but are not limited to): MEU Deployment Intelligence Forecast, GIRHs, Joint Expeditionary Warfare Support Product (JEWSP), Country Handbooks, and Anti-Landing Plans.

4004. INTELLIGENCE SUPPORT REQUESTS. While the ARG has relatively robust intelligence collection, analysis, and production capabilities, it may require assistance from theater and national agencies for critical intelligence.

1. Intelligence Support Request Path. The typical intelligence Request for Information (RFI) will follow this path:

a. The intelligence requirement is considered by the ARG/MEU JIC. If the ARG/MEU JIC cannot fill the requirement, it is forwarded to the numbered Fleet.

b. The N-2 at the numbered Fleet or USNAVCENT considers the intelligence requirement. If the numbered fleet N-2 or USNAVCENT N-2 determines that he cannot satisfy the requirement, he will forward it to the N-2 of the ocean Fleet.

c. The ocean Fleet N-2 considers the intelligence requirement and forwards it to the theater commander if he cannot satisfy it.

d. At the theater level, the requirement will be handled by the CINC's JIC. Those intelligence requirements that are beyond the capability of the CINC with his theater assets will be forwarded to the national level at the Defense Intelligence Agency (DIA) for satisfaction.

2. Support from national intelligence agencies and national/theater collection systems are available to support contingency operations and planning.

3. National/theater collection procedures for requesting support are described in the in PACOM and CENTCOM TTPs. Appropriate members of the MEU S-2 section should have a working knowledge of these documents.

4. Direct collection management, processing research, analytical and dissemination support is available from national intelligence agencies upon approval of the operational chain of command. An intelligence support team provided to the ARG/MEU may provide this support via normal communications channels, or more directly. This team is the National Intelligence Support Team (NIST). Requests for such direct support should originate with the ARG/MEU and be submitted via the operational chain of command.

#### 4005. FLAGSHIP FACILITIES AND SUPPORT SYSTEMS

1. General. Amphibious flagships (LHD, LHA and Flag configured

LPDs) have a JIC and a Ship's Signal Exploitation Space (SSES) which provides data bases, ADP, special intelligence and communications support to the ARG/MEU intelligence effort. The space configuration and systems available vary significantly depending on the ship type and status of alterations. Early in the pre-deployment period, the MEU S-2 should visit the designated flagship to provide his section with firsthand knowledge of the JIC/SSES configuration. Integration between MEU, ARG and Flagship intelligence personnel is the highest priority for the MEU S-2 section. A division of labor, joint procedures and general working relationship should be established, refined, and practiced during ARG/MEU pre-deployment training. Problems/concerns should be addressed to the PHIBRON N2/N6 and to the I MEF AC/S G-2/G-6.

2. Communications within the ARG. Navy communications capabilities, policies, and Emissions Control (EMCON) requirements should be reviewed in detail by MEU intelligence and communications personnel. Communications between individual ships of the ARG will directly impact on the ability to disseminate information to the MSEs, particularly down to the company and detachment level. It is essential that the MEU develop a detailed contingency plan for the dissemination of information throughout the MEU under EMCON conditions.

3. Systems. The systems configuration of each ship will vary. MEU S-2s will ensure their intelligence team has a working knowledge of the systems pertaining to the following functional areas: COMINT, ELINT, IMINT, HUMINT, MASINT, and information networks of various classifications. It is vital that adequate training be in place to provide MEU Marines with access and familiarization for both operator and administrator functions.

4006. MAPPING, CHARTING, AND GEODESY (MC&G). MC&G functions will be in accordance with applicable MEF/MARFORPAC policies. MEU S-2s should consider their mapping requirements in three categories: planning, exercise, and contingency. Each category will have separate requirements in terms of coverage and quantities. MSE map requirements should be reviewed by

the MEU S-2 and a common contingency pack created. The MEU S-2 will need to balance these requirements with the MEU's ability to receive maps while in transit, the ability to print their own maps, and storage space limitations. Close coordination with MEF G-2 and G-7 is needed to ensure that all maps are identified and procured

4-7

4007

SOCAL MEU (SOC) SOP

for workup exercises. The MEF G-2 will provide the required MC&G products needed by the MEU CE for their pre-deployment exercises.

4007. SPECIAL SECURITY OFFICER (SSO) MATTERS. The I MEF SSO is responsible for maintenance and administration of MEU SCI Clearances. The MEU S-2 will coordinate requirements for the MEU Staff. MEU and MSE Commanders will ensure appropriate personnel have SCI clearance so that restricted access to intelligence does not hamper contingency planning. It is recommended that the MEU have access to the various caveated intelligence reporting which it may need. This may include products that the ship is not prepared to receive via broadcast, in which case the MEF should provide that information via the most appropriate means.

4008. INTELLIGENCE PUBLICATIONS. The MEU will maintain a limited intelligence publications library. MCO 3830.1 will determine the holding in the library for unclassified publications. The requirements set forth in the MEU's Statement of Intelligence Interest (SII) drives the MEU's DIA account listings for classified publications.

4009. INTELLIGENCE TRAINING AND PREPARATIONS. There is no established training cycle for the MEU intelligence section. Training is derived from four main sources: formal schools, MEU training exercises, liaison visits/intelligence seminars and internal intelligence training conducted by the MEU. All training should occur during the pre-deployment period and should be completed prior to the SOCEX evaluation. Training must be progressive and integrated with as many of the ARG intelligence personnel as possible. Since there are no events specifically directed at the intelligence section, the MEU S-2

must develop and insert specific intelligence training objectives and events into each MEU training event. The MEU S-2 should coordinate training objectives with the G-7 Intelligence Section. The latter should devise scenarios for use during TRUE, TRUE at Sea, COMPTUEX, and FLEETEX that help the former meet the designated training objectives prior to SOCEX. The requirement for intelligence schools training for members of the MEU S-2 section should be identified immediately upon return from deployment and requests for quotas submitted to CG, I MEF AC/S, G-2/G-3.

4-8

SOCAL MEU (SOC) SOP

CHAPTER 5

OPERATIONS

	<u>PARAGRAPH</u>	<u>PAGE</u>
MISSION . . . . .	.5000	5-3
ACTIVATION . . . . .	.5001	5-3
CG, I MEF LETTER OF INSTRUCTION (LOI) FOR DEPLOYMENT . . . . .	.5002	5-4
PRE-DEPLOYMENT SCHEDULE OF EVENTS . . . . .	.5003	5-5
PRE-DEPLOYMENT TRAINING . . . . .	.5004	5-6
NAVY/MARINE CORPS INTEGRATION . . . . .	.5005	5-9
OPERATIONAL SECURITY (OPSEC) . . . . .	.5006	5-11
INFORMATION OPERATIONS (IO) . . . . .	.5007	5-12
CIVIL AFFAIRS/CIVIL-MILITARY OPERATIONS..	5008	5-13
POST DEPLOYMENT . . . . .	.5009	5-15

(THIS PAGE INTENTIONALLY BLANK)

5-2

SOCAL MEU (SOC) SOP

CHAPTER 5

OPERATIONS

5000. MISSION. CG, I MEF forms MEU(SOC)s to serve as a forward deployed MAGTF. A MEU(SOC) serves as a contingent of U. S. forces providing forward presence and crisis response capabilities. The MEU(SOC) is capable of rapidly executing Amphibious Operations, designated Maritime Special Operations, Military Operations Other Than War (MOOTW), and Supporting Operations to include enabling the introduction of follow-on forces.

5001. ACTIVATION. The 11th, 13th and 15th MEUs will be deployed on a rotational basis to the PACOM and CENTCOM AORs, as directed.

1. Coordination

a. The Joint Chiefs of Staff (JCS) publish the Global Naval Force Presence Policy (GNFPP), which defines the annual ARG/MEU presence requirement for regional AORs; the GNFPP Schedule promulgates surface deployment schedules to the PACOM, CENTCOM and EUCOM AORs. This information is

appropriate for planning purposes and will be supplemented by CG, I MEF LOI for Deployment prior to each MEU deployment

b. Implementing instructions for the MEU in consonance with this Order will be issued by the CG, 1st MARDIV; CG, 3rd MAW; CG, 1st FSSG; CO, I MHG; and CO, 1st RADB. N.

2. Change of Operational Control (CHOP) to the MEU. When directed by CG, I MEF, the MEU will be activated for training and operations. The CG, 1st MARDIV, CG, 3d MAW, CG, 1st FSSG, CO, I MHG, and CO, 1st RADB. N will CHOP detachments to the CE and MSEs (GCE, ACE, CSSE), and CHOP the MSEs to the MEU CE.

a. Command relationships and the transfer of Operational, Administrative and Tactical Control are addressed in detail in paragraph 1009.

b. Once OPCON of these units has been transferred to the MEU Commander, I MEF MSCs, I MHG and 1st RADB. N will no longer task MEU designated units without the approval of CG, I MEF.

5-3

5002

SOCAL MEU (SOC) SOP

(1) IAW paragraph 1009.2.a.3.a, CO, I MHG may task the MLE detachment after the MEU Commander has transferred TACON of the detachment back to CG, 3d MAW.

(2) IAW paragraph 1009.2.a.3.d, CG, 3d MAW may task the VMGR detachment after the MEU Commander has transferred TACON of the detachment back to CG, 3d MAW.

c. Per paragraph 1009.2.a.3.g of this Order, the ACE will CHOP to the MEU two weeks prior to the commencement of the first scheduled MAGTF training event. During this two-week "compositing period" the ACE shall not be tasked to fly in support of MEU training; all aviation support required by the MEU during this period shall be accomplished via the I MEF FRAG Process. I MEF bears the responsibility of submitting the necessary FRAG requests; these will normally come from I MEF G-7 Air Officer. All such MEU FRAGs shall receive the highest priority within the I MEF Aviation FRAG Process.

5002. CG, I MEF LETTER OF INSTRUCTION (LOI) FOR DEPLOYMENT

1. The CG, I MEF LOI for Deployment supplements this SOP regarding deployment-specific issues. Once transmitted, the LOI consists of four unclassified parts and a one-part classified supplement.

2. The LOI identifies the MEU CE, the MSEs, and attachments to the CE and MSEs; defines the MEU task organization; identifies the tentative deployment and return dates, and the pre-deployment training schedule; and provides supplemental guidance/direction for the formation, activation, emarkation, deployment, and deactivation of the MEU. The LOI also will direct the MEU MSEs to report to the MEU Commander for planning within five days of publication of the LOI.

3. A draft LOI will be generated by I MEF AC/S, G-3 and staffed to all concerned Commands. I MEF AC/S, G-3 will convene a LOI Conference to discuss/resolve any conflicts and confirm the content of the LOI; attendees include members of the I MEF staff, MSCs, I MHG, and the applicable MEU. Those issues that cannot be resolved are presented, with appropriate alternatives and positions, to I MEF MEU Executive Steering Committee (ESC) for final decision/resolution. The final LOI for Deployment will be promulgated via naval message at approximately E-270.

5-4

SOCAL MEU (SOC) SOP

5003

5003. PRE-DEPLOYMENT SCHEDULE OF EVENTS

1. Aviation Force List (E-300). A SECRET message published by CG, I MEF; identifies the force list for the ACE to include aircraft mix.

2. CG, I MEF LOI for Deployment (E-270). See paragraph 5002.

3. Aviation Configuration Conference (E-240). Hosted by CG, I MEF; confirms ACE aircraft configurations; conducted by 3d MAW ALD; attendees will include representatives from each squadron and associated MALS providing aircraft to the ACE, 3d MAW ALD, COMNAVAIRPAC, and selected MEU staff members. 3d MAW ALD will publish a message promulgating results of the conference.

4. Aviation Milestone Meeting (E-240). Co-hosted by CG, I MEF and COMPHIBGRU THREE (in conjunction with Aviation Configuration Conference); review of COMNAVSURPACINST/FMFPacO 3500.9 Aviation Milestones; attendees will include representatives from I MEF, 3d MAW, the MEU, the ACE, PhibGru 3, and other Navy organizations as desired/directed by COMPHIBGRU THREE. COMPHIBGRU THREE will release a coordinated CG, I MEF/COMPHIBGRU THREE post-conference message that assigns dates to the milestones.

5. I MEF Staff Pre-CHOP Brief to MEU (E-210). Prior to the MEU being activated for training, the I MEF Staff will provide a brief to the MEU Commander and his staff. This brief will include any new or on-going issues, by functional area, that may affect the MEU during the course of its activation.

6. MEU Commander's Pre-CHOP Brief (E-187). Prior to receiving OPCON of the MSEs, the MEU Commander will provide a pre-CHOP brief to CG, I MEF.

7. Detachments OPCON to MSEs; MSEs OPCON to MEU (E-210 to E-90). See paragraph 1009.

8. MEU Commander's Pre-Deployment Brief (E-7). A pre-deployment brief will be provided by the MEU Commander and selected MEU staff members to the CG, I MEF. Status of training and readiness, support shortfalls, and anticipated problem areas should be briefed, at a minimum.

5-5

5004

SOCAL MEU (SOC) SOP

#### 5004. PRE-DEPLOYMENT TRAINING

1. MEU(SOC) Training Program. To attain the capability to conduct MEU(SOC) missions, the MEU participates in an aggressive pre-deployment training program of approximately 26 weeks. This program is focused and standardized, and follows a progressive building block approach to training. The training integrates the MSEs with their detachments, the MEU with the MSEs, the MEU with the ARG, and the ARG/MEU team with the CVBG team. Early stabilization, progressive improvement of individual and unit skills through enhanced training, and incremental evaluations allow the MEU to execute the full

range of capabilities. This program builds on baseline capabilities, culminating in a certification exercise that evaluates the MEU's warfighting, general purpose expeditionary, and maritime special operations capabilities, and the capabilities of Navy forces to support these operations. Appendix C provides descriptions of the Pre-deployment Training Program (PTP), PTP events, and a generic PTP timeline.

## 2. Responsibility.

a. I MEF MSCs. Prior to transferring units/detachments OPCON to the MEU/MSEs, MSC Commanders are responsible for the training of the units and personnel; units and detachment will complete a MCCRE prior to transferring OPCON to the MEU. Coordination should be made with the MEU CE to ensure units/detachments/personnel are receiving the prerequisite training to prepare them for the MEU PTP.

b. MEU CE. Once MSEs and detachments are OPCON to the MEU, the MEU Commander has the overall responsibility for scheduling, coordinating, and supervising integrated training of the MEU. Training of MEU personnel and components should be maximized during pre-deployment. Formal schools must be attended during pre-deployment only. There are limited facilities and time for training while on deployment and the expense to send deployed Marines to CONUS schools is prohibitive.

3. Pre-deployment Training Assistance. While the MEU Commander is responsible for the training of the command, external assistance will be required from other Marine Corps activities due to the nature of the specialized training and the sensitivity of the maritime special operations mission.

5-6

SOCAL MEU (SOC) SOP

5004

a. EWTGPAC will provide key staff training and small unit amphibious training.

b. I MEF AC/S G-7, with the assistance of FBI Training and Assistance to the Marine Corps (TAMCOR) will provide training support for the MSPF.

c. Close coordination with respective Navy commands (COMTHIRDFLT, COMPHIGRU THREE, respective COMPHIBRON) will ensure appropriate interoperability training among Navy and Marine Corps units.

## 5. Planning for Training Exercises

a. Whenever applicable and feasible (and within budget guidelines), an advance party/planning team should be sent to training exercise conferences to coordinate the training objectives, training areas, and other issues; planning for OCONUS training/exercises should include immunizations, TAD orders, area billeting, etc..

b. ACE Deck Landing Qualification (DLQ) and Shipboard Operations Acclimation.

(1) Unless the ACE has had ample opportunity to accomplish DLQs and shipboard operations acclimation prior to the first at-sea training exercise, the ACE shall be given an initial DLQ and acclimation period at the beginning of the first at-sea training exercise (normally COMPTUEX).

(a) This period will normally be the first four days and nights of the exercise, during which the ACE shall not be tasked to fly exercise missions; the ACE will be available for mission planning and selected pilots may fly limited missions at the discretion of the ACE Commander.

(b) This period is designed to allow the ACE to develop day, night and Night Vision Goggle (NVG) DLQ proficiency and familiarity with operations in the shipboard environment.

(c) This period is essential for the ACE assault and utility aircrew to update their currency to fly passengers at night on NVGs.

(d) Additionally, this period facilitates integration

and familiarity of the ship's air department, deck crew, and the ACE.

(2) The ACE shall also be given a two-day/night refresher period at the beginning of each subsequent at-sea exercise to update their DLQ and passenger carrying currency.

6. Direct Liaison Authority (DIRLAUTH). During the planning phase for MEU training exercises involving commands external to I MEF, the MEU Commander may request DIRLAUTH, from CG, I MEF, with the command scheduling the exercise. Once approved, CG, I MEF will be an information addressee on all traffic concerning the exercises.

7. Ranges and Training Areas

a. CONUS Ranges and Training Areas.

(1) Reservation of ranges and training areas for most MEU training events is the responsibility of the MEU Commander.

(2) I MEF AC/S G-7 will coordinate facilities for Training in an Urban Environment (TRUE), for supported events during the FLEETEX, and for the evaluated events during SOCEX.

(3) All Landing Zone Certifications for I MEF sponsored events shall be completed jointly by I MEF G-7 and 3d MAW representatives. Once agreed to, the certified LZ(s) shall be the only LZ(s) used for a specific mission.

b. Hawaii Ranges and Training Areas. Reservation of ranges and training areas in Hawaii will be coordinated through CG, MCB Hawaii (AC/S, G-3) and other appropriate commands.

c. WESTPAC Ranges and Training Areas. Reservation of ranges and training areas in WESTPAC will be coordinated through III MEF AC/S, G-3, COMSEVENTHFLT N-3, U.S. Military Liaison for the nation involved, and host nation liaison, as appropriate.

d. CENTCOM Ranges and Training Areas. Reservation of ranges and training areas in the CENTCOM AOR will be coordinated through COMUSNAVCENT N-3, U.S. Military Liaison for the nation involved, and host nation liaison, as appropriate.

5005. NAVY/MARINE CORPS INTEGRATION1. ARG/MEU Integration

a. The ability of the ARG/MEU team to successfully accomplish assigned missions is greatly dependent on their cohesiveness and proficiency as an integrated Amphibious Task Force (ATF). The MEU Commander and COMPHIBRON are not just responsible for the training and integration of the MEU and ARG

respectively, they are also responsible for the mutual training and integration of the ARG/MEU team; CG, I MEF and COMTHIRDFLT, as the force providers to the Unified Combatant Commanders, are responsible to facilitate this training and integration.

b. Every opportunity should be made by the MEU to conduct close and early liaison with the associated PHIBRON. Training accomplished during the ships' refresher training (Tailored Ship Training Availability (TSTA)) will enhance the MEU's readiness status. Early shipboard qualification by the ACE is considered essential (Reference Appendix D of this SOP for ACE training and qualification requirements).

c. The ARG and MEU participate in several training events designed to educate each other regarding capabilities (and limitations) and to facilitate integration of the ARG/MEU team down to the individual, small unit and department level. The integrated training events presented here are described in more detail in Appendix C.

(1) ARG/MEU Staff Planning Course

(2) Supporting Arms Coordination Center (SACC) Team  
Trainer

(3) \* Composite Training Unit Exercise (COMPTUEX)

(4) \* Fleet Exercise (FLEETEX)

(5) \* Supporting Arms Coordination Center Exercise  
(SACCEX) (normally incorporated in FLEETEX)

(6) \* TRUE at Sea

(7) ARG/MEU Anti-Terrorism/Force Protection (AT/FP)  
Exercise

5-9

5005

SOCAL MEU (SOC) SOP

(8) \* Special Operations Capable Exercise (SOCEX)

\* Denotes at-sea training events.

2. ARG/MEU and CVBG Integration. "Expeditionary Maneuver Warfare" supports the Navy/Marine Corps Team's continuing strategy of prosecuting future conflicts in the littoral regions of the globe. The doctrine to support this strategy centers on integrating the capabilities of each services' forward deployed forces. To support the development of this strategy and to provide combat ready forces for forward presence and crisis response missions, COMTHIRDFLT and CG, I MEF have implemented ref (p) as an integrated CVBG/ARG/MEU training and certification program. This concept maximizes CVBG and ARG/MEU interoperability opportunities and joint training during predeployment workups. The goal is to establish a framework for integrated operations across a wide range of expeditionary force deployment and employment options.

a. Integrated Training. Integration of the ARG/MEU and CVBG begins with publication of the CVBG Interdeployment Training Cycle (IDTC) Implementing Directive (SECRET message), promulgated by COMTHIRDFLT one year prior to CVBG deployment. This message is directive in nature to the Navy (i.e. the ARG) and therefore affects the MEU. Like the ARG/MEU PTP, the CVBG IDTC is based on a deployment date established by the GNFPP Schedule. The CVBG IDTC Implementing Directive identifies inport training events and integrated underway exercises that will be conducted by the ARG/MEU and CVBG. The ARG/MEU and CVBG shall make every effort to conduct as much integrated pre-deployment training as possible, however it is recognized that differences/changes in deployment dates and pre-deployment training schedules may preclude fully integrated training. Any changes to the IDTC Implementing Directive must be approved and promulgated by COMTHIRDFLT with an "Implementing Directive Change Message."

(1) Inport training. Integrated inport training includes CVBG and ARG/MEU staff participation in Watch Team Trainers (WTT), Warfare Commander Conferences (WCC), ARG/MEU Staff Planning Course/MEU(SOC) Workshop, Close Air Support (CAS) Seminar, and Battle Group Commander and ARG Commander Team Trainers (BGCTT/ARGCTT). Inport training culminates in a combined Battle Group/ARG Inport Training (BGIT/ARGIT) exercise which includes enhanced computer wargaming in a scenario which

5-10

SOCAL MEU (SOC) SOP

5005

can be carried over into a final, at sea evaluated exercise. These events are described in detail in Appendix C.

(2) At-sea training. Three opportunities for at-sea integrated training will be scheduled. The first occurs during intermediate phase training (the ARG/MEU COMPTUEX) and would include a minimal amount of CVBG/ARG/MEU interaction. The second occurs during the advanced at-sea phase (the ARG/MEU FLEETEX / CVBG JTFEX Phase I); integrated events may include the ARG/MEU SACEX, an amphibious landing rehearsal, or selected SOC training events. The final opportunity occurs during ARG/MEU SOCEX (CVBG JTFEX Phase II).

b. CVBG Liaison Officer. Each deploying MEU will identify/ designate an officer as a CVBG Liaison Officer. This officer will participate in ARG/MEU and CVBG integrated training events to gain proficiency and can assist in interpreting ARG/MEU taskings, courses of action and concepts of operation during pre-deployment training and/or real-world contingencies. During joint ARG/MEU/CVBG operations, this officer could be transported to the CVBG, as required, to facilitate coordinated operations between the ARG/MEU and CVBG.

#### 5006. OPERATIONAL SECURITY (OPSEC)

1. OPSEC is the responsibility of all Commanders. Because of the dynamic nature of MEU deployments, the interaction of Marines and Sailors with foreign nations while deployed, and the likely presence of foreign intelligence activities in MEU

Ports of Call, the MEU Commander will ensure all Marines and Sailors of the MEU receive appropriate training in the maintenance of OPSEC and the appropriate procedures for actual or suspected compromises of OPSEC.

2. The maintenance of OPSEC is normally a standing exercise training objective for all amphibious training exercises.

3. Specific OPSEC instructions will be included in the exercise initiating directives/LOIs or other pertinent directives. The OPLAN will be classified at the lowest level possible (e.g. CONFIDENTIAL) or as directed by higher authority. (Note: The MEU Commander has original classification authority up to SECRET.) Ensure each page, paragraph, and subparagraph is marked appropriate, IAW the latest edition of SECNAVINST 5510.36.

5-11

5007

SOCAL MEU (SOC) SOP

5007. INFORMATION OPERATIONS (IO)

1. General. Information Operations is defined as all actions taken to affect adversary information and information systems while protecting friendly information and information systems. Current doctrine states that there are five "pillars" of IO and two supporting elements. The five pillars are Physical Destruction, Military Deception, Psychological Operations (PSYOP), Electronic Warfare, and Operational Security (OPSEC). The supporting elements are Public Affairs and Civil Affairs. Computer Network Operations will soon be added as the 6th "pillar." As the definition implies with the words "affect" and "protect", IO has distinct offensive and defensive elements. The ultimate goal of IO is to affect and influence adversary decision-makers.

2. Scope. MEU IO capability, while important, will be limited due to the nature of the mission and the size of the force. Simply put, MEU IO capability will not be robust. The MEU will, however, be familiar with the full spectrum of IO and the possibilities that exist with leveraging capabilities and or assets from other units, services, or national agencies.

3. Offensive IO. While it is possible that MEU IO encompasses all of the pillars and supporting elements, it is

more likely that MEU IO be primarily limited to the "Perception Management" realm (i.e. Military Deception, PSYOP, and OPSEC).

4. Defensive IO. Some elements of defensive IO have always been, and will continue to be, thoroughly integrated into MEU TTPs. OPSEC has long been a MEU METL. With today's ever evolving technology and our dependence upon it, Computer Network Assurance is quickly becoming a rival in importance.

#### 5. Implementation

a. The MEU will designate, in writing, a trained IO Officer who is responsible for ensuring IO is integrated throughout MEU training and operations. The MEU IO Officer will also ensure that MEU IO is thoroughly integrated into the overarching IO plans of higher echelon and adjacent units.

b. All operational orders will address enemy IO capabilities. Every aspect of an operation will take the enemy IO threat into consideration.

5-12

SOCAL MEU (SOC) SOP

5008

#### 5008. CIVIL AFFAIRS/CIVIL-MILITARY OPERATIONS

1. Civil affairs (CA). Activities performed or supported by personnel that (1) enhance the relationship between military forces and civil authorities in areas where military forces are present; and (2) involve application of civil affairs functional specialty skills, in areas normally the responsibility of civil government, to enhance conduct of civil-military operations.

2. Civil-Military Operations (CMO). Activities of a commander that establish, maintain, influence, or exploit relations between military forces, governmental and nongovernmental civilian organizations and authorities, and the civilian populace in a friendly, neutral, or hostile operational area in order to facilitate military operations, and to consolidate and achieve operational US objectives. Civil-military operations may include performance by military forces of activities and functions normally the responsibility

of the local, regional, or national government. These activities may occur prior to, during, or subsequent to other military actions. They may also occur, if directed, in the absence of other military operations. Civil-military operations may be performed by designated civil affairs, by other military forces, or by a combination of civil affairs and other forces.

### 3. Types of CA/CMO Missions

a. Preplanned vs. Unplanned "On Order" Missions. The MEU may have planned and scheduled CA/CMO missions with foreign nations and/or foreign military prior to deployment. Additionally, the MEU must also be prepared to respond to unanticipated natural disasters or events, and when ordered provided humanitarian assistance (HA) and/or disaster relief (DR).

#### b. Types of CA/CMO Missions

(1) CMO/CA missions include:

- (a) Population and Resource Control.
- (b) Foreign Nation Support.
- (c) Humanitarian Assistance.

5-13

5008

SOCAL MEU (SOC) SOP

- (d) Military Civic Action.
- (e) Civil Defense

(2) For information regarding CA/CMO missions and CMO in general, see FM 41-10 (Civil Affairs Operations), at:

<http://www.globalsecurity.org/military/library/policy/army/fm/41-10/toc.htm>

### 4. CA/CMO Personnel and Support

a. 3rd Civil Affairs Group (CAG). CA/CMO specialists from the 3rd CAG, a reserve unit located at Camp Pendleton, California.

(1) 3rd CAG support can be coordinated prior to MEU deployment to execute preplanned CA/CMO exercises/missions.

(2) For contingencies, the MEU can request support from 3rd CAG via the OPCON chain of command.

b. 96th Civil Affair Bn (U. S. Army). The 96th Civil Affairs Battalion from the U. S. Army is the only active duty civil affairs unit in the Armed Forces.

(1) Organization/Capabilities. 96th CA Bn is both a contingency force, and a Special Operations Force. The 96th has five companies and a headquarters element. Each company has a displaced-persons/refugee/evacuee team. The battalion as a whole has teams that concentrate on civil supply, displaced persons, refugee/evacuees, public safety and public health. In addition to CA/CMO support, the U. S. Army may also provide Psychological Operations (PSYOP) support for missions involving civilians.

(2) If MEU forces are deployed into a situation requiring CA/CMO expertise, efforts should be undertaken to establish liaison with the 96th CA Bn and/or other CA/CMO forces in theater.

(3) For contingencies, the MEU can request support from 96th CA Bn via the OPCON chain of command.

## 5. References and Publications

5-14

SOCAL MEU (SOC) SOP

5008

a. General. In addition to expertise provided by personnel from the 3rd CAG, 96th CA BN (USA), or other CA/CMO and PSYOP forces in theater, the following references will be useful in planning and executing CA/CMO missions:

(1) JP 3-57 "Joint Doctrine for Civil-Military Operations" 8 Feb 01, at:

[http://www.dtic.mil/doctrine/jel/new\\_pubs/jp3\\_57.pdf](http://www.dtic.mil/doctrine/jel/new_pubs/jp3_57.pdf)

(2) FM 3-19.40 "Military Police Internment/Resettlement Operations" 1 Aug 01, at:

<http://www.adtdl.army.mil/cgi-bin/atdl.dll/fm/3-19.40/toc.htm>

(3) MCRP 4-11.8C "EPWs and Civilian Internees" 29 Apr 98, at:

<http://www.doctrine.usmc.mil/mcrp/view/mcr4118c/mcr4118c.pdf>

(4) Website for the United Nations Office for the Coordination of Humanitarian Affairs (OCHA), at:

<http://www.reliefweb.int/w/rwb.nsf>

(5) Field Operations Guide (FOG), produced by the U. S. Agency for International Development, at:

<http://www.usaid.gov/ofda/fog/>

#### 5009. POST DEPLOYMENT

1. Prior to departure from PACOM/CENTCOM, the MEU will direct an advance party via government air (AMC channel) or the OPCOM KC-130 detachment (via CG, 3d MAW) to report to the CG, I MEF to effect direct liaison for the return of the MEU. Coordination will be made with the staffs of 1st MARDIV, 3d MAW, 1st FSSG, I MHG, and 1st RADBN.

2. Prior to and/or during transit to the first U. S. Port of Call (normally Hawaii), the MEU Commander will ensure compliance with U. S. Customs and Department of Agriculture inspections/requirements. Agricultural "washdown" and certification of all MEU individual and organizational equipment should be affected

5-15

5009

SOCAL MEU (SOC) SOP

prior to departure from the CENTCOM AOR, if possible (see Chapter 6, paragraph 6011 for potential washdown sites.

3. Upon return to CONUS, MSE and detachment personnel and equipment may relocate with their parent commands, however the

MEU Commander retains OPCON until R+30. The MEU CE, all MSEs and detachments will maintain readiness to reembark aboard ARG shipping and redeploy, if required. On R+30, OPCON of MSE and detachment personnel and equipment will return to their parent commands. The MEU CE will remain OPCON to CG, I MEF.

4. The MEU will accomplish as much repair to MSE equipment as possible prior to returning equipment to parent commands, however further repairs are the responsibility of the parent command once they regain OPCON of the equipment. See Chapter 9, paragraph 9001.4 of this Order for fiscal responsibilities.

	<u>PARAGRAPH</u>	<u>PAGE</u>
CONCEPT OF LOGISTICS SUPPORT . . . . .	6-3	6000
LOGISTICS PLANNING . . . . .	6-3	6001
SUPPLY . . . . .	6-5	6002
AMMUNITION . . . . .	6-16	6003
EMBARKATION . . . . .	6-19	6004
MAINTENANCE . . . . .	6-19	6005
MARINE AIR GROUND TASK FORCE (MAGTF) REPORTING . . . . .	.6006	6-22
AUTOMATED DATA PROCESSING . . . . .	.6007	6-23
MOTOR TRANSPORT . . . . .	.6008	6-23
MEDICAL AND DENTAL . . . . .	.6009	6-24
CONCEPT OF AVIATION LOGISTICS SUPPORT . . .	.6010	6-26
PACOM AND CENTCOM THEATER LOGISTICS . . .	.6011	6-28

(THIS PAGE INTENTIONALLY BLANK)

## SOCAL MEU (SOC) SOP

## CHAPTER 6

LOGISTICS6000. CONCEPT OF LOGISTICS SUPPORT

1. MSCs will provide logistic support to deploying MSEs in accordance with current I MEF directives until final embarkation has been completed. Once deployed, the MEUs will continue to use I MEF as the primary source for all logistic support, to include funding throughout the deployment period. MEUs will be authorized to source logistic and supply support through local available sources within each theater of operation that the MEU transits. All funding for military or civilian contracted support will be the responsibility of the MEU and ultimately I MEF throughout the deployment period. Chapter 9 of this Order discusses MEU fiscal information.

2. The MEU MSSG will be the primary source of non-aviation logistic support. The Navy aviation supply/maintenance departments organic to the LHA/LHD will be the primary source of logistic support for aviation-peculiar supplies. Supplies beyond the capabilities of the MSSG will be requisitioned through the 1st FSSG or 3d FSSG (if the items are readily available). Aviation peculiar supplies will be requisitioned through normal Navy channels in accordance with NAVSOP 485.

3. The MEU will embark with and maintain a minimum of 15 DOS of all classes of supply unless specifically exempted by I MEF. It is at the discretion of the MEU Commander to determine the number of DOS of Class V(W) per DODIC to be embarked, not to exceed 15 DOS, unless authorized by CG, I MEF. Those supplies in LFORM will be counted towards this requirement.

6001. LOGISTICS PLANNING

1. General. Careful logistics planning is required to provide equipment and supplies necessary to support the MEU in

contingency and training plans. The MEU may be constrained by a scarcity of amphibious shipping and by equipment and personnel availability. It may therefore be unable to embark with the capability of executing all possible contingencies to the fullest extent. The objective of in-depth logistics planning is to

6-3

6001

SOCAL MEU (SOC) SOP

maximize the capabilities and flexibility of the MEU. Pre-deployment planning must commence by E-210 and it should:

- (1) Accurately identify lift requirements.
- (2) Identify deficiencies.
- (3) Refine data in computer-based logistics information systems.
- (4) Identify logistic support requirements and shore-basing requirements in designated training areas.

b. In addition to the careful planning required for operations as specified above, transportation asset restrictions mandate that for any SOCEX, MCCRES, or operation requiring embarkation, that a Logistics/Transportation Conference be conducted between the I MEF AC/S, G-4 and the deploying MEU. This conference will be attended by logistics and embarkation representatives from all concerned organizations; at a minimum the MEU XO, MEU S-4, MEU Embarkation Officer, and embarkation representatives from the PHIBRON should attend.

2. Status of Attachments. Detachments that report to the MEU CE and/or the GCE, ACE, or CSSE are to report with all necessary maintenance and related technical publications. Weekly Situation Reports will reflect readiness of the element as a whole including readiness data from each attachment IAW ref (f), Chapter 12 and Appendix G of this Order.

3. Milestones. The milestone checklist in Appendix F of this Order is not intended to be all-inclusive. It contains the majority of significant events that apply to elements of the MEU. Milestone dates are considered to be target dates for orderly preparation for deployment. Since completion of many events is dependent on completion of previous events, any

milestone not completed on time must be reported to the MEU CE with the reason and a new target date. It is recommended that each element prepare a checklist early in the pre-deployment phase.

#### 4. Deployment

a. Training plans must include maintenance recovery time in order to maintain equipment readiness. While embarked, maintenance is difficult due to lack of space, therefore it is

6-4

SOCAL MEU (SOC) SOP

6002

necessary to coordinate with assigned ships to ensure support (e.g. maintenance areas, electricity, fresh water, etc.).

b. When directed, the ACE may be shore-based to support the MEU. Guidance for shore-basing is contained in CINCPACFLTINST 4790.6 (Temporary Shore-basing of Embarked Helicopter Squadrons) and COMFAIRWESTPAC Operations Order 201 (SOP for Shore-Basing).

c. During deployment, the MSSG is responsible for the requisitioning and delivery of ammunition from the supporting Ammunition Supply Point (ASP) to the using unit.

d. Aviation Standard Training Package (STP) ordnance will be handled in accordance with the current edition of COMNAVSURFPAC ORDER 4080.1D/CGFMFPACO 4080.2D.

(1) Address class V(A) preposition requirements, airborne weapons support equipment, personnel requirements, safety, security, accountability, disposable and retrograde functions.

(2) Identify preplanned class V(A) "go ashore" packages aboard deploying vessels and associated requirements if necessary.

(3) Identify conclusively the Forward Arming and Refueling Point (FARP) type scenarios anticipated and address subparagraphs 5001.5/5001.6 for the same.

e. USMC/USN aviation ordnance handling team training aboard L-Class ships is addressed in the current edition of COMNAVSURFPACINST 8023 1B/MCO 8023.

## 6002. SUPPLY

1. General. 1st FSSG provides logistics support to the MEU during pre-deployment, deployment, and post-deployment phases.

2. Class of Supply Requirements. The Landing Force Operational Reserve Material (LFORM) and Mission Load Allowance (MLA) stocks embarked aboard amphibious ships are for contingency purposes. Class III Bulk is an exception to this rule. In addition to those stocks, the MSSG or MEU elements will embark with the below listed supply blocks. Each class of supply represents anticipated requirements which fulfill operational/training

6-5

6002

SOCAL MEU (SOC) SOP

requirements for the MEU while deployed.

a. Class I -- Subsistence. Coordination for subsistence requires detailed planning and various lead times IOT ensure the right rations are available to support the mission/exercises. Early coordination with I MEF FSO is essential; this insures adequate support is provided in a timely manner.

(1) Subsistence Budget. The I MEF AC/S G-4 Food Service Officer budgets for all Class I subsistence to support I MEF forces local training and contingencies requirements; this includes MEU(SOC) local requirements and funding when MEU(SOC)s are deployed in the PACOM/CENTCOM AORs. IOT ensure funding is established in the budget baseline to support each MEU(SOC), the MEU S-4/SupO will submit to the I MEF G-4, their annual requirements for subsistence support NLT the first working day during July of each fiscal year (FY). This requirement must identify each exercise (by quarter) and the geographical location. The MEU will identify the type of ration required (e.g. Meal Ready to Eat (MRE), Meal Cold Weather (MCW), Unitized Heat & Serve (UH&S), Unitized Bulk Ration (UBR) Unitized Group Ration-A (UGRA), A-rations). MEUs will also identify contracted meal requirements, if so

desired, for a particular exercise or deployment. Contracted meals are budgeted based on the government's daily discounted meal rate for three meals (breakfast, lunch and dinner). Subsistence funding provided cannot be used to subsidized the cost for foreign military personnel or civilian groups extended invasions to work with or participate in the MEU(SOC) training exercise. Request for appropriation data to procure subsistence, subsistence enhancements, or contract meals must be in writing to the CG, I MEF (Attn: AC/S G-4), a minimum of 20 days prior to the exercise for local training and 30 days prior for overseas requirements. All contracted feeding requirements overseas must be established through a theater approved source.

(2) Financial Reports. At the conclusion of each training exercise, the unit must submit a financial report to the I MEF, AC/S Comptroller, detailing expenditures and receipts by type of rations NLT 10 days following closeout.

(3) Subsistence Procedure. The MSSG will embark sufficient stocks of MREs and UGR Heat & Serve rations to support initial training operations particular for those exercises conducted in OCONUS where deliveries and contracted meal support

6-6

SOCAL MEU (SOC) SOP

6002

is not readily available. Each ship should carry five days-of-supply (DOS) for embarked troops. LFORM ships are stocked with a minimum of 15 DOS of MREs only, to support the entire MEU(SOC).

Every effort should be expended to ensure a mixture of rations is embarked to support the unit during deployments; this avoids excessive TOT cost and establishing large logistics pipelines from CONUS to support deployed units.

Request for subsistence support while deployed must be submitted to the supporting Component Commander. Requests must be submitted early enough to allow sufficient lead time for the Component Commander to requisition the requirements from DLA/DSCP. Funding will be provided to the supporting Comander by the CG, I MEF AC/S G-4 FSO, as requested.

(4) Accountability for Rations. Accountability for subsistence during field training/exercise will be in accordance with MCO 10110.40B and FMFPACO/FMFLANTO 10110.2C.

Request for further guidance and or disposition instructions for Class I must be requested via the CG, I MEF AC/S G-4 FSO.

(5) Investigations. Investigations are required to determine the cause of missing, destroyed or damaged PORs whenever the cause is unknown or the amount exceeds \$1000.00. However, the commanding officer will initiate an investigation when the quantity or dollar value of losses are determined to be the result of culpable negligence and that an investigation would determine culpability or responsibility relative to the loss; MCO P4400.150 pertains.

(6) Humanitarian/Civic Action Feeding Programs. During deployments when humanitarian and civic action programs (H/CAP), are conducted, Class I subsistence cannot be used to feed under these programs. Approval for such feeding program must be obtained in advance from HQMC/OSD. The use of subsistence supplies procured through Marine Corps MPMC subsistence in kind (SIK) funding is not permitted.

b. Class II General Supplies. A 30-day block of selected supplies will be stocked prior to deployment. In addition, the following general supplies will be stocked and made ready for issue:

(1) Forms. Each MEU element will embark with their own 180-day Operation Deployment (OPDEP) block. This block will be replenished as necessary by requisitioning through the MSSG or a

6-7

6002

SOCAL MEU (SOC) SOP

local DSSC outlet. The MSSG will possess a 30-day contingency stock above the normal MSSG requirement.

(2) Clothing Cash Sales Block. A 30-day clothing block of selected uniform articles may be held by the MSSG. This will be used following the guidelines established by MCB Camp Pendleton. When uniforms are purchased from the contingency block, payment may be made by check or cash. A Combined Individual Requisition Issue Slip (NAVMC Form 604) will be completed in accordance with MCO P10120.28E, when required.

(3) Training Allowance Pool Clothing and Equipment. MEUs deploying to Southwest Asia will deploy with appropriate desert clothing and equipment. MEU elements will submit their requirements directly to the CO SUPBn, Training Allowance Pool (TAP) by E-90, with a copy to the MEU S-4. All requests for cold weather clothing will reflect the TAMCN, NSN, nomenclature, size and quantity. Tariff sizes are contained in SL-809991A Special Lists and are listed as a percentage value per 100 items.

(4) Cell Batteries. Although normally Class II assets, dry cell batteries will be included in the MSSG's Class IX block as a cost savings measure. Each MEU element will embark with 15 days of dry cell batteries while the MSSG will deploy with 30 days of dry cell batteries; 15 DOS are for contingencies and releasable only by the MEU Commander.

c. Class III Petroleum, Oils, Lubricants (POL)

(1) Bulk POL. Requests to draw bulk fuel (JPS and MOGAS) from LFORM must be passed to the PHIBRON identifying priority, quantity, and sourcing ship(s).

(2) Packaged POL. A 15-day OPDEP block of selected POL (55-gallon drum or smaller) will be controlled and embarked by the MSSG. It is recommended that Principal End Items (PEIs) be embarked with 15-40 weight oil in preparation for possible cold weather. This POL will be controlled and accounted for in the Consumable Class IX block and on the MSSG LUBF. All MEU elements will identify, procure and deploy with adequate stocks to perform all preventive maintenance functions for the first 30 days of deployment. Care must be taken to ensure that annual PMs for major PEIs, whenever possible, are performed prior to deployment or deferred until post-deployment to eliminate the requirement to carry large amounts of POL. While deployed, replenishment will

6-8

SOCAL MEU (SOC) SOP

6002

be provided by 1st FSSG through available DSSC outlets. Cold weather and other POL requirements will be submitted to the MSSG by E-90.

d. Class IV -- Construction Materials. The MSSG will embark only those Class IV materials needed to support projected training requirements, but not more than 5 DOS. Each MEU element should embark with its own Class IV stocks, but not more than 5 DOS. Issues from the MSSG to MEU elements will be on a temporary loan basis and will be returned or replaced after each training exercise.

e. Class V -- Ammunition. (See paragraph 6003 for additional information.) Class V is divided into two categories, Class V(W) is ground munitions and Class V(A) is aviation munitions. Class V(W) Landing Force Operational Reserve Materiel (LFORM) is that materiel required to support contingency operations of the embarked landing forces. Class V(A) Mission Load Allowance (MLA) supports aviation contingency operations. The quantities and types of Class V(W)/(A) will normally consist of approximately 15 days of ammunition (DOA). Total Class V(W) LFORM and Class V(A) MLA available within a PHIBRON may vary based on the individual ship's characteristics and availability. Amplifying instructions will be provided by the CG, I MEF AC/S G-4 Ammo and G-4 Aviation Ordnance.

Note: It is highly recommended that Class V(W)/(A) LFORM/MLA stocks be cross-decked to non-LFORM/MLA ships if space is available. This procedure eliminates the need for critical cross-decking during contingency operations.

f. Class VI -- Personal Demand Items. Non-military sales items are not required to be held by the MSSG. Health and comfort items are available through ship stores and local post exchanges. However, the basic load should include 60 DOS Class VI to provide individual support in the event of commitment.

g. Class VII. The MSSG will embark with selected communications and ordnance ORF assets to support the MEU. "Command Adjust" is often used in this category of supply with regard to identifying additional end items provided to the MEU above the table of allowance. The additional assets are reported on the MEU Mechanized Allowance List (MAL) under the particular TAMCN as "Command Adjusted" to justify the increase in equipment. The MSC providing the additional end items to the MEU also report

on their unit MAL, under the same particular TAMCN, as "Command Adjusted" to justify the decrease in equipment.

h. Class VIII -- Medical Supplies

(1) The Battalion Landing Team will embark Authorized Medical Allowance List (AMAL) blocks customary to the establishment of an Aid Station with narcotics. The MSSG will embark AMAL blocks customary to the establishment of an Aid Station with narcotics and enhanced shock, surgical and triage capabilities. Anti-malarial drugs will be ordered by the MSSG prior to deployment based on number of personnel going into country and number of days in country. When requesting AMALS, specific consideration should be given to the treatment of NBC casualties and injuries likely in certain geographic locations. Additionally, the Authorized Dental Allowance List (ADAL) block will be embarked by the MSSG. All blocks will be picked up from Medical Logistics Company, 1st FSSG, according to timeline established by the CG, I MEF LOI for Deployment. Each MSE will deploy with 30 DOS of common "sick-call" items to be used during training exercises. Replenishment of the "sick-call" items will be through the MSSG's OPDEP block. Additional replenishment stocks will be ordered from 1st FSSG while deployed. While embarked, units will receive medical support from the ships IAW COMNAVSURFPAC INST 6010.3 series/MARFORPAC ORDER 6000.7 series Joint Amphibious Shipboard Health Care Administrative Standing Operating Procedures. Units will not use the AMAL/ADAL blocks or embarked sick-call items.

(2) Title Ten funding for medical and dental supplies in support of a MEDCAP/DENTCAP program will be made available in accordance with CENTCOM Regulations 525-23. The regulations also provide guidance and information on MEDCAPS/H-CA programs.

i. Class IX -- Repair Parts. The consumable Class IX block and the MSSG supply Activity Address Code (AAC) cannot be utilized to provide repair parts support during the rebuild process or pre-deployment phase. Repair parts support during this period should be obtained through parent units from the Sassy Management Unit (SMU). After the block is turned over to the MSSG following the rebuild process, the block and the supply AAC can be utilized to provide Class IX support, but only when authorized by the MEU Commander. Care must be exercised to

ensure that the MSSG embarks with its complete allowance. All OPDEP block back orders will be upgraded to priority 02 NLT

6-10

SOCAL MEU (SOC) SOP

6002

E-30. When the block is turned over to the MSSG, a wall-to-wall inventory will be conducted prior to embarkation. It is recommended that the GCE, ACE and MSSG conduct this inventory jointly in order to ensure that sufficient quantities and types of Class IX items are included in the block and to identify any deficiencies.

(1) The MSSG will embark with a 30-day OPDEC block of SECREPS repair parts. This block will be replenished by 1st FSSG during the pre-deployment phase.

(2) Pre-Expended Bin (PEB) items may be carried in the Class IX block, however it is necessary that each MEU element deploy with 30-60 days of PEB items since the PWR Generator Package will not normally factor in PEB items.

(3) All MSEs will deploy with a 90-day block of corrosion control materials for their equipment.

j. Class X -- Non-Military Programs. As required based on projected contingency operations.

k. Miscellaneous. Disaster relief items (e.g. blankets, body bags, etc.) must be considered and maintained by the MSSG as authorized by the MEU Commander.

3. Construction of the Consumable Class IX Block

a. Frequency. Typically, a new MEU class IX block will be constructed at the conclusion of each deployment.

b. Rebuild Concept. Construction of the block will involve a joint effort of personnel from the Deployed Units Coordination Section (DUCS) of the SASSY Management Unit (SMU) and the MSSG Supply detachment. The "rebuild team" will be supervised jointly by the OIC of the DUCS and the MSSG Supply Officer (SupO).

c. Procedures. The following general steps will serve as guides for the "rebuild team" in construction of consumable class IX blocks for the MSSGs; some of these may be conducted simultaneously:

- (1) Return the deployed block to the SMU.
- (2) Prepare the returned block for inventory.

6-11

6002

SOCAL MEU (SOC) SOP

- (3) Conduct the inventory of the returned block.
- (4) Adjust on hand quantities of the MSSG's Loaded Unit File (LUBF) from inventory reserves.
- (5) Determine class IX requirements for the next deployment.
- (6) Load requisitioning objectives (ROs) and reorder points (ROPs) to the MSSG's LUBF.
- (7) Procure stock deficiencies and roll back excesses to the General Account.
- (8) Conduct care-in-storage as required.
- (9) Construct the locator deck.
- (10) Deliver the block to the MSSG.

#### 4. Requirements Determination for the Consumable Class IX Block

##### a. Equipment Density List (EDL)

(1) A computerized notional MEU EDL, utilizing MAGTF Deployment Support System II (MDSS II), downloaded into American Standard Code for Information Interchange (ASCII) format for use by the SMU, will be compiled by the MEU S-4. The MEU S-4 section will then refine the information submitted by the MSEs utilizing the computerized EDL, and provide it to the MSSG NLT E-160 on a spreadsheet EDL listing.

(2) To ensure preparation of a proper Class IX block, an accurate EDL for the MEU must be compiled. MMO's and Supply Officers should always include the Maintenance Officer (a special staff officer associated with the particular PEI and its maintenance) in order to optimize a valid IX block inventory. NLT E-180 all MSEs within the MEU will submit information for inclusion in the MEU EDL. Elements will use the following format for submission (this information can be inputted into the MDSS II program):

<u>TAMCN/NSN</u>	<u>NOMENCLATURE</u>	<u>QTY</u>
------------------	---------------------	------------

(3) The MSSG SupO and MSSG/MEU Maintenance Officers will

6-12

SOCAL MEU (SOC) SOP

6002

review the EDL and forward it to the CG, 1st FSSG (Ops/MSU/SSU), who in turn will forward it to the CO, 1st Supply Battalion (SMU/DUCS). For each end item, 180 days of usage data will be computed in the Pre-positioned War Reserve (PWR) Deployed Support Package Generator (DSPG) and included as the "PWR QTY" in the MSSG Requisitioning Objective Recomputation Report. The rounding factor utilized in the DSPG will be assigned as agreed upon by the MSSG and 1st Supply Battalion.

b. MSSG Requisitional Objective (RO) Recomputation Report

(1) General. This report is the basic tool utilized for the RO and Reorder Point (ROP) computations of the consumable class IX block. The ROs and ROPs will be assigned to the MSSG LUBF for assembly and accounting of the consumable class IX block. The DUCS is responsible for producing the report and the MEU is responsible for its review.

(2) Contents. This report will include a variety of management data (e.g. nomenclature, SAC, CEC, MIC, etc.) as well as the following three quantity fields:

(a) CSSD Usage. This field contains the average usage for the past 12 months for the CSSE's supporting exercises at Marine Corps Air Ground Combat Center (MCAGCC), Twentynine Palms. This parameter is utilized as it represents

the most intensive and continuous operational environment within I MEF and as such contains an invaluable pool of usage data.

(b) MSSG Usage. This field contains the average usage of both MSSGs for the past 12 months.

(c) PWR Quantity. This field contains the recommended buy quantities from the PWR DSPG.

(3) Review Process

(a) Mechanized Review. "CSSD Usage", "MSSG Usage" and "PWR Quantity" will be reviewed by mechanized means by the DUCS and the greater of the three quantities will be selected as the recommended RO with the ROP set at one less than the RO. The MSSG RO Recomputation Report with the recommended ROs and ROPs will then be provided to the MSSG.

(b) Manual Review. The MEU CE will coordinate with

6-13

6002

SOCAL MEU (SOC) SOP

the MSEs and manually review the recommended ROs and ROPs and indicate any adjustments on the report as necessary. Increases or additions in ROs and ROPs will be submitted as an insurance list (IL). The quantity listed on the IL equates to a requested RO, with the ROP assumed to be one less. The IL will be submitted as a consolidated format to the DUCS in the format shown below:

<u>NSN</u>	<u>NOMENCLATURE</u>	<u>QTY</u>	<u>UI</u>	<u>RVC CODE</u>	<u>END ITEM TAMCN</u>
------------	---------------------	------------	-----------	-----------------	-----------------------

The IL will be reviewed by the DUCS. Generally, quantities not exceeding 25 percent of the General Account's RO will be approved. Quantities exceeding 25 percent of the General Account's RO must be justified prior to approval.

(c) Assignment of ROs and ROPs. Upon completion of the review of the MSSG RO Recomputation Report, approved ROs and ROPs will be assigned to the MSSG LUBF by the "rebuild team."

Procurement of stock deficiencies and roll back of excess to the General Account will also be accomplished by the "rebuild team."

5. Secondary Repairable (SECREP) Supply Block. The SECREP supply block is currently built upon the standardized task organization of the MEU. The range and depth of SECREPS in the block are selected through experience gained on previous deployments, usage data within I MEF, Initial Issue Provisioning Project Authorizations, the judgment of maintenance personnel in I MEF and the availability of stowage aboard assigned shipping. Extreme care is exercised in the determination of allowances to ensure the mission capability of the MEU is not diminished by failure to provide adequate SECREP support.

a. CG, I MEF will approve, in writing, special allowances for SECREPS.

b. The CG, 1st FSSG will provide a list of items in the SECREP block to the CG, 1st MarDiv and CG, 3d MAW for review. Request for changes to the SECREP block must be forwarded to the CG, 1st FSSG (OPS/MMU/SSU) by E-90.

6. Table of equipment (T/E). MEU elements are required to embark equipment prescribed by T/E and/or IAW ref (o).

a. MEU elements will embark with a basic issue plus 10 percent of their manning level (not to exceed T/O) of 782 gear to

6-14

SOCAL MEU (SOC) SOP

6002

support replenishment/replacement of lost, stolen, or damaged items.

b. At E-120, MEU CE will identify and report equipment deficiencies by letter to CG, I MEF AC/S G-4. The report will consist of two parts: part one will address MEU (SOC) equipment; part two all other deficiencies. Updates will be submitted at 30-day intervals until deployment. At E-30, the respective MSCs will provide a listing of items which cannot be filled by internal distribution and which requires redistribution from within the MEF.

c. At E-15, the MEU will submit to CG, I MEF AC/S G-4, a listing by element, TAMCN, nomenclature, and quantity for all equipment left behind. All equipment not embarked will be stored by the parent organization in the appropriate configuration for delivery by aircraft, if so required.

d. All equipment must be 100% SL-3 complete. Shortages must be procured from the parent command prior to embarkation. Ensure that requisitions are not submitted to the MSSG which would either deplete the OPDEP block or require the requisition to be passed to 1st FSSG. Requisitions for SL-3 components will not be submitted to the MSSG unless the shortage can be directly attributed to an MEU related exercise. Only SL-3 components which deadline combat essential equipment will be requisitioned via an Equipment Repair Order (ERO).

7. Force Activity Designator. Elements of the MEU are in Force Activity Designator (FAD) II as provided for in the current edition of MCO 4400.16. As such, MEU elements are authorized to originate supply requisitions up to Priority 02. At E-90, 1st FSSG will load committed code 02 for all MEU elements in accordance with the current edition of UM-4400.124. The following schedule will be used in establishing requisition priorities:

a. E-90: Priority 02 for T/E mission-essential and deadlining/degrading mission essential repair parts. Priority 05 or 12, as appropriate for nonmission essential repair parts.

b. E-60: Upgrade to Priority 02 non-mission essential T/E equipment deficiencies.

c. E-30: Upgrade all OPDEP back orders to Priority 02.

6-15

6003

SOCAL MEU (SOC) SOP

8. Reconciliation. Validation and reconciliation of supply requirements will be conducted in accordance with I MEF policy. MSE MMOs must validate their requirements within their units prior to conducting a reconciliation with the MSSG.

This

reconciliation must be conducted weekly. The MEU Commander should provide written guidance on the conduct of the

reconciliation. While deployed it is absolutely necessary that the MEU CE and BLT MMOs personally visit the MSSG to discuss outstanding requisitions and be brought up to date on equipment in the maintenance cycle.

9. Forwarding of Repair Parts. When the MEU is deployed, 1st FSSG (SMU) will forward all repair parts received for the MSSG, to include SECREP shortfalls. A naval message will be sent to the MEU and the MSSG stating by document number those items received and shipped by 1st FSSG.

10. Deployed Supply Procedures. See FMFPacO P4000.19.

11. Deployed Maintenance Float Procedures. See FMFPacO P4000.19.

12. Post-Deployment Supply, Maintenance and Equipment Turnover Procedures. Post-deployment action commence at approximately R-30. This paragraph deals with the procedures for closing out supply and maintenance accounts, and the physical return of equipment to its parent command.

a. Post Deployment SASSY Procedures

(1) Requisitioning. Upon arrival at the last working port of call prior to return to CONUS (approximately R-15), all demands will be handled on a "fill or kill" basis.

(2) Reconciliation. Upon arrival at the last working port of call, the MSSG Supply Officer will conduct a reconciliation of the Due and Status File (DASF) to determine outstanding demands incurred within the PACOM and CENTCOM AORs.

6003. AMMUNITION

1. General. Class V munitions are divided into two classes: Class V(A) aviation munitions and Class V(W) ground munitions. The ARG deploys with approximately 15 DOA of both classes.

6-16

SOCAL MEU (SOC) SOP

6003

a. Class V(A). All aviation munition aboard the Amphibious Ready Group are inventoried, stored, and maintained by the Ships Weapons Department. The ACE's parent MALS Ordo submits via naval message the ACE's Non-Combat Expenditure Allocation (NCEA) to the Ship's Weapons Department. The ACE Ordo or SNOIC will ensure the NCEA is received by the Ship's Weapons Department and is supportable. If adjustments are required, then he will work with the ACE's parent MALS Ordo and Ship's Weapons Ordo.

b. Class V(A) Standard Training Package (STP). The Standard Training Package (STP) and MLA are established by COMNAVSURFPAC ORDER 4080.1D/CGFMFPACO 4080.2D with amplifying instructions provided by CMC and/or COMMARFORPAC. The STP is aviation munitions positioned onboard the ship to be used for the ACE's training requirements. The STP munitions can only be used if they are supported in the ACE's NCEA. The ACE Ordo/SNCOIC will manage the ACE's NCEA and work with the Ship's Weapons Department to ensure only munitions on the ACE's NCEA are expended for training. They will ensure inventory, requisitioning, issue, receipt and expenditure reports are submitted and processed through the Ship's Weapons Department. The Ship's Weapons Department will submit Ammunition Transaction Reports (ATRs) IAW NAVSUP P-724 Conventional Ordnance Stockpile Management publication. He will work closely with the ACE's parent MALS Ordo and the ACE Ordo on all changes to the NCEA and STP.

c. Mission Load Allowance (MLA). Class V(A) munitions positioned on board ship as MLA are for contingency usage only. Only the numbered Fleet Commanders can authorize release of MLA for the ACE. The Ships Weapons Department will submit ATRs against the Ship's UIC vice the ACE MALS. Expenditures from the MLA do not count against the ACE's NCEA.

d. Class V(W). It is imperative that all hands strive to maintain the maximum level of awareness regarding the accountability, storage, transportation, and safety of use for all Class V munitions. Each ship should have at least one Ammunition Technician (MOS 2311) embarked to promote and maintain this awareness.

e. Class V(W) Training Ammunition. Class V(W) training allowances are established by MCBul 8011. The MEU S-4 Officer will actively manage all Class V(W) munitions and report to the I-MEF G-4 Ammo Officer.

(1) The MEU S-4 will manage training ammunition allowances. Some of the responsibilities will be delegated to the MSSG pertaining to requisitioning, inventory and issue control. Expenditure reporting will be consolidated by the MEU S-4 and reported quarterly to I MEF AC/S G-4.

(2) Deploying units will embark or request prepositioning of Class V(W) required for training exercises while deployed. Prepositioning of training assets will be coordinated with I MEF AC/S G-4 (Ammo).

(3) Identifying deploying units' Class V(W) training requirements are the responsibility of the deploying MEU.

(4) Requests for prepositioning of training assets will be identified to the CG, I MEF AC/S G-4 (Ammo) NLT E-120.

(5) Requests for Training assets to be embarked will be forwarded to the I MEF AC/S G-4 (Ammo) NLT E-120. During predeployment training evolutions the MEU S-4 will submit requisitions (MILSTRIP or DD Form 1348) for training ammunition to the supporting activity (e.g. Camp Pendleton, Ammunition Supply Point (ASP)). The MEU/MSSG is responsible for coordinating the delivery of ammunition from the supporting ASP to the using unit.

(6) It is the deploying MEU's responsibility to make liaison with the PHIBGRU and PHIBRON to arrange for the onload of Class V(W) training ammunition.

(7) Requests to embark ammunition over the shore line will be accomplished in accordance with BO P8000.2. Requests must be endorsed by I MEF AC/S G-4.

(8) Ammunition Expenditure Reports will be submitted quarterly and upon completion of the deployment.

2. Contingency Ammunition. The quantities and types of Class V(W) materiel are based on the Combat Planning Factors (CPF's) established in the current edition of MCO 8010.1 (Class V(W) Planning Factors for Fleet Marine Force Combat Operations) and the personnel and weapons density of a MEU. The standard MEU

Class V(W) LFORM package is found in the current edition of COMNAVSURFPACINST 4080.1/FMFPacO 4080.2.

6-18

SOCAL MEU (SOC) SOP

6004

a. Duties and Responsibilities. Guidance for accountability and reporting of LFORM and MLA embarked aboard amphibious ships is contained in the current edition of COMNAVSURFPACINST 4080.1/FMFPacO 4080.2.

b. Withdrawal Authority. Class V(W) LFORM assets may be released by numbered Fleet Commanders to embarked FMF units when required under actual combat or contingency conditions in accordance with the current edition of FMFPacO 4080.2. It is understood that unscheduled training opportunities may develop and/or condition code changes may render training ammunition unserviceable. In those cases, requests for release of LFORM will be submitted to COMMARFORPAC (G-4). All requests will be handled on a case-by-case basis by specific DODIC and quantity, and must be justified.

6004. EMBARKATION

1. General. Chapter 7 of this Order outlines instructions for the conduct of embarkation operations, and the responsibilities of the designated Commander of Troops (COT).

2. Planning Conferences. Embarkation planning conferences provide invaluable opportunities for face-to-face coordination between MEU MSEs and their Navy counterparts. Marine-to-Marine and Marine-to-Navy Initial Planning Conferences (IPCs) for transportation and embarkation will be scheduled no later than E-120, although earlier informal liaison can and should be done. Mid-Planning Conferences (MPCs) should be scheduled on or about E-90. Final Planning Conferences (FPCs) will be scheduled on E-30. Final details for transportation and embarkation will be accomplished as described in Chapter 7 of this Order.

6005. MAINTENANCE

1. Publications. All MSEs and attachments will report to the MEU with all of their appropriate publications on hand.

2. Echelon of Maintenance

a. MEU elements are authorized to perform maintenance in accordance with their mission statement. The MSSG is authorized third echelon and limited fourth echelon maintenance. The MEU

6-19

6005

SOCAL MEU (SOC) SOP

Commander may authorize limited third echelon maintenance capability to the BLT and the CE if the parent commands include third echelon repair men and tools with the detachments. Coordination must be made between the BLT, CE, and MSSG concerning the limits of the third echelon maintenance to be done by the BLT and CE.

b. The MSSG Commander must coordinate with the Maintenance Support Officer, 1st FSSG to ensure that fourth echelon maintenance limits are clearly defined.

3. Class I MIMMS. In order to provide adequate maintenance support while deployed, MEU elements must be fully trained in PC MIMMS as a Class I and Class II system. The 1st FSSG MISCO is responsible to provide the training.

4. MEU Maintenance Management Officer (MMO). The MEU MMO is responsible for ensuring that all MEU elements are using MIMMS procedures, that they understand the reconciliation process outlined in I MEF directives, and that weekly reconciliations are conducted once the MSSG becomes the first source of third echelon repair. He is responsible for ensuring the accuracy of the readiness portion of the Weekly Situation Report; this is especially important while deployed. He is the coordinator of the MEU maintenance effort during the stand up period, maintenance standdowns, exercises, and the post-deployment phase. He is required to coordinate predeployment training and briefs with the MISCO and all element MMOs/MMCs and MM Clerks. This training should be scheduled at a minimum of two (2) different stages during the pre-deployment phase.

5. Limited Technical Inspection (LTI). Equipment readiness, as well as assessment of equipment condition, for pre-deployment, deployment, and post-deployment are a Command responsibility.

a. Equipment Readiness. Prior to a unit's chop to the MEU, all equipment will be in condition to accomplish the assigned mission during pre-deployment training and the actual deployment. If the equipment does not meet the above criteria, it is the MSC's responsibility for repair or replacement.

b. Funding. Funding for the LTI process will not be provided to the individual MEU's annual base budget, but will be budgeted for by the MEF Comptroller. Upon return from deployment and the out-chop of a MEU's MSEs, the MEF Comptroller will

6-20

SOCAL MEU (SOC) SOP

6005

provide direct funding authorization to the applicable MSCs for the MSEs' LTI costs. The actual value of the direct funds transfer will be the average post-deployment LTI maintenance costs of the last three MEUs. MSCs will provide total LTI costs to I MEF G-4 and Comptroller within 30 days after transfer of equipment from the returning MEU to the MSC.

c. Timeline.

(1) E-180. MSCs will accomplish an equipment readiness assessment. Results will be provided by the unit commanders/ detachment OICs to the MSC Commanders supporting MEU Commander upon in-chop. MEU Commanders will address any readiness concerns to the MSCs. Any unresolved readiness issues will be referred to I MEF G-4.

(2) R-45. MEUs will ensure that all units and elements CHOPed from the MSCs conduct an equipment assessment to the maximum extent possible, commensurate with facilities limitations and the MEU's schedule. Requisitions should be on a fill-or-kill basis at the MSSG/SMU.

(3) R-Day. I MEF Comptroller will release funds to the MSCs based on the average required maintenance cost of the last three MEUs.

(4) R+10. MEU requisitions without valid shipping status will be cancelled. MSC owning units of returned MEU equipment will requisition required parts. MEUs will process receipts for all repair parts received.

(5) R+30. The MEU will identify total LTI expenditures from R-45 through R+30 to this I MEF G-4 and Comptroller.

## 6. ERO Matrices

a. ERO matrices are permanently assigned to the MEU CE and the MSSG.

b. Garrison ERO Matrices for each element (BLT, MSSG) will be transferred from each elements major command to the major command of the MEU by the MISCO. The ACE will utilize the MEU CE's ERO Matrices for organic ground maintenance. The ACE will utilize the MEU CE's LM2 for listing all MARES equipment.

6-21

6006

SOCAL MEU (SOC) SOP

## 7. ERO Procedures

a. Pre-Deployment. The MEU CE will continue to process organic level EROs as normal; MSEs will open EROs on equipment undergoing maintenance. Equipment in need of intermediate maintenance will be evacuated to the supporting IMA (1st MaintBn) using the appropriate FAD priority. If it is determined that the equipment cannot be repaired in time for deployment, the owning unit will coordinate exchange from within the parent battalion.

b. Deployment. Utilize MIMMS Class I procedures. If LAN/WAN connectivity is lost and the interface between the MEU and the MISCO is unavailable, utilize MIMMS Class II procedures. The MSSG is the IMA.

c. Post-Deployment. Continue to use the MSSG as the IMA until R+30. During this time all repair parts must be placed on order to prevent the parent unit from paying for the repairs of the equipment. Deployment Job Order Numbers (JONs) will continue to be used until R+30.

6006. MARINE AIR GROUND TASK FORCE (MAGTF) REPORTING. Task organizing a MEU necessitates a temporary transfer of assets from I MEF organizations to elements of the MEU. These temporary loan transactions must be closely monitored. The MEU CE and MSEs LM2 Reports, as well as the loaning units LM2 Reports, must be carefully constructed to ensure that all equipment is accurately reported and that no double reporting occurs (Note: Double reporting is when an LM2 exists for a unit under two (2) different major commands.).

#### 1. Loaning Unit SASSY Files

a. The Loaded Unit Allowance File (authorized/possessed) will not be changed.

b. The Reported Unit Allowance File (RUAF) of the loaning unit will not be changed. The Supply Officer will establish a responsible unit and create a Consolidated Memorandum Receipt (CMR) for all type I equipment that is temporary loaned, citing the Unit Indicator Code (UIC) of the gaining unit. The UIC is used for MIMMS/MARES reporting transactions and should not be confused with the Activity Address Code (AAC) used for supply transactions. Two copies of the CMR will be delivered to the

6-22

SOCAL MEU (SOC) SOP

6007

gaining unit SupO for signature by the Responsible Officer (RO); one copy will be retained by the loaning unit. The CMR will be the source document used by 1st/3d FSSG when identifying proper ownership in case Recoverable Item Report (RIR) action is necessary.

#### 2. Loaning Unit MIMMS Files

a. The LM2 Report authorized and possessed quantities will reflect the number of items Command Adjusted of temporary loan to the MEU in accordance with MCO 3000.11D.

b. LM2/RM4 remarks cards will be submitted to accurately reflect MARES reportable equipment Command Adjusted to the MEU CE and supporting attachments. Units using a Command Adjustment will document in the following RM4 remark format:

CMD ADJ QTY XXX, FM / TO MXXXXX (UIC)

The temporary loan remark will include the authority for the temp loan, the UIC of unit receiving equipment, and the expected date of return. (Example: "Temp/loan Qty 3 to MXXXXX DOR 10 JULY 89 PER CG, I MEF Msg XXXXXXZ JUN 89")

c. For the temporary transfer of assets for the formation of a MEU element the RM4 remarks will include the MEU receiving the equipment and quantity. (Example: "MAGTF RPT QTY 2 DPYD TO 13 MEU (MXXXXX)")

3. LM2 report. The LM2 Report is electronically distributed weekly in 3270 (MAINFRAME) via INFOPAC. It is imperative that responsibility be established for monitoring this report. The MEU CE MMO/MMC is responsible for ensuring the accuracy of the LM2 report during the pre-deployment and post-deployment phases for each element. Ensure weekly reconciliation is conducted. Pay special attention to the building of the LM2 reports in the initial stage of MEU OPCON.

6007. AUTOMATED DATA PROCESSING. See FMFPacO P4000.19.

6008. MOTOR TRANSPORT

1. The Status of Forces Agreement (SOFA) stamp for military

6-23

6009 SOCIAL MEU (SOC) SOP

vehicle operation (SF 46) and licensing for tactical equipment is controlled by I MEF MSCs. Classes and testing are scheduled

through the 1st MarDiv or 1st FSSG Motor Transport Officer. Unit Motor Transport Officers will ensure that SOFA stamps are given to drivers based on the proposed MEU deployment TEEP as

necessary. International drivers' licenses will be required for drivers operating civilian rental or GME vehicles in the CENTCOM AOR.

2. Licensing for commercial equipment above 3-TON is controlled by the MCB/MCAS Motor Transport Officer. The MSSG Motor Transport Officer will not have the ability to license operators for commercial equipment; this should be done well before final embarkation. The I MEF Motor Transport Officer is the point of contact for commercial vehicles licensing for the MEU CE. MSEs will contact their respective MSC Motor Transport Officer.

3. Limited commercial U-drive vehicle support during the marshalling, staging, and embarkation stages will be available for administrative purposes. The MEU CE will consolidate requirements and submit them to CG, I MEF AC/S G-4 by E-7.

#### 6009. MEDICAL AND DENTAL

1. Doctrine and procedures for medical and dental matters are contained in MCWP 4-11.1 Health Service Support Field Reference Guide, current editions of FMFPacO P6000.4 SOP for Medical and FMFPacO 6600.3 SOP for Dental, COMNAVSURFPACINST 6010.3 series/MARFORPAC ORDER 6000.7 series Joint Amphibious Shipboard Health Care Administrative Standing Operating Procedures, and BUMEDINST 6230.2 Malaria Prevention and Control.

2. Prior to deployment, Commanding Officers of each MSE will ensure all medical and dental records are screened for deployable status and immunization requirements in accordance with current instructions. Medical personnel are required to maintain the SNAP Automated Medical System (SAMS) database and report monthly on unit readiness to the I MEF Surgeon's office.

3. Prior to deployment, the MSSG Preventive Medicine Technician and MEU CE Medical Planner will contact the appropriate Navy Environment Preventive Medicine Unit (NEPMU) and/or I MEF Preventive Medicine Officer to determine what major medical threats are pertinent for the countries where the MEU is likely

to conduct contingency operations or is scheduled to visit.

4. MEU medical personnel will adhere to the CG, I MEF LOI for Deployment with regard to Pre/Post Deployment Questionnaires and weekly DNBI reporting.

5. MEU medical personnel will institute an anti-malaria program for all embarked Marines and Sailors two weeks prior to deploying to malaria endemic areas. The MEU will depart CONUS with the appropriate quantities of chemoprophylactic drugs for malaria prevention per guidelines established by the CG, I MEF LOI for Deployment. Additionally, unit medical personnel will provide formal training for Marines on various public health topics such as malaria chemoprophylaxis, personal protective measures, sexually transmitted diseases, field sanitation, and first aid.

6. Medical representatives from each deploying element will meet prior to deployment to coordinate medical programs, medical supply procurement issues, and medical support for pre-deployment workups and exercises. Coordination will also be made by the MEU CE Medical Planner with his counterpart on the PHIBRON Staff.

7. In accordance with COMNAVSURFPACINST 6010.3 series/MARFORPAC ORDER 6000.7 series Joint Amphibious Shipboard Health Care Administrative SOPs, MEU Medical Department personnel will augment the embarked ship's sick bay, render patient care only in the ship's sick bay, maintain unit health records within the sick bay, and consume ship medical supplies while afloat.

8. Humanitarian/Civic Action Programs. During deployments when humanitarian and civic action programs (H/CAP) are required, funding must be acquired from State Department Title 10 Funds in advance. The use of Medical/Dental supplies procured through Marine Corps Operations and Maintenance Funding is not permitted. The MEU Medical Section and S-4 will identify the anticipated costs and material needed to fulfill the H/CAP mission for the MEU Commander's approval; the estimate of need is forwarded to CG, I MEF (Attn:

Comptroller and Surgeon) for review and forwarded to higher authority for approval and funding. Exceptions to this policy may be required in disaster relief situations or when directed by the Senior Commander on the scene.

6-25

6010

SOCAL MEU (SOC) SOP

6010. CONCEPT OF AVIATION LOGISTICS SUPPORT

1. The concept of aviation logistics for Marine Corps and Navy aviation units is outlined in current editions of Afloat Supply Procedures NAVSUP P567, Naval Aviation Maintenance Program OPNAVINST 4790.2H, and NAVSUP 724, for aviation supply aircraft maintenance, and aircraft ordnance respectively.

2. Prior to embarking aboard an Amphibious Assault Ship (LHA/LHD), the MEU's ACE will receive aviation logistic support for aviation peculiar material, aircraft intermediate maintenance and aviation ordnance from its parent organization. While the ACE is embarked aboard the LHA/LHD for training or deployment, the ship is the source of aviation logistical support.

3. The complexity of ACE logistical operations on board LHA/LHD class ships necessitates sound aircraft maintenance practices and accurate material management. COMNAVAIRPACINST 4790.21 series, Amphibious Assault Ship (LHA/LHD) Aviation Maintenance and Material Readiness, formally establishes management and control of the ship and ACE aviation logistical deployment operation by identifying major tasks and unit responsibilities. Of significant importance are the milestones identifying LHA/LHD and ACE deployment schedules, and airlift configuration requirements; through these major milestones, the ship and ACE are outfitted and manned for deployment.

a. Aviation Supply. The LHA/LHD has responsibility to provide aviation peculiar material to the ACE. To accomplish this, the ship maintains an Aviation Consolidated Allowance List (AVCAL) and Coordinated Shipboard Allowance List (COSAL) constructed specifically for ACE assigned aircraft. The AVCAL

and COSAL are material allowance lists in support of the numbers and types of aircraft/weapons systems assigned to the ACE. The ACE requisitions required aviation material from the ship.

b. Aircraft Maintenance. Aircraft Organizational Maintenance is the responsibility of the ACE. Aircraft Intermediate Maintenance is provided by the LHA/LHD's Aviation Intermediate Maintenance Department (AIMD) when the ACE is embarked. Aviation Support Equipment will be provided by the ship and augmented by the ACE for peculiar and organizational equipment. Additional support equipment may be obtained from MALSS and embarked by the ACE to support contingencies ashore or multiple operating sites afloat and ashore.

6-26

SOCAL MEU (SOC) SOP

6010

c. Aviation Ordnance. All aviation ordnance personnel handling Class V(A) ammunition aboard LHA/LHD's will be certified and qualified IAW MCO 8023. Training requirements for maintaining qualifications and upgrades are contained in MCO 8023. Aviation Ordnance is divided into two MOSs: 6541 Intermediate Level and 6531 Organizational level. The 6541 Marines work with the ship's AIMD and Weapons Department maintaining munitions and munitions support equipment. The 6531 Marines work for the ACE's maintenance department maintaining weapons systems on aircraft and loading weapons.

d. Aircraft Readiness Reporting. Current edition of COMNAVAIRPAC INST 5442.5D requires the MEU ACE to submit daily, via ship embarked upon, an expanded Aircraft Material Readiness Report (AMRR) by naval message while at sea. This report will be submitted on Wednesday while the ACE is embarked and the ship is in port. The objective of the AMRR is to provide status of ACE aircraft and ensure efforts at all levels of support are focused on aviation logistic problems. The AMRR is used by HQMC, COMNAVAIRSYSCOM, COMNAVSURFPAC SUPGRU, USCINPACFLT, COMNAVAIRPAC, MARFORPAC, FMFPac, 7th FLT, COMFAIRWESTPAC and other agencies to monitor both ACE and ship's abilities to meet the CMC's Marine Aviation Campaign Plan (MACP) aircraft readiness goals.

e. Replacement Aircraft. During the course of a deployment it may become necessary to replace an aircraft for any number of reasons. Should this occur it is essential to remember that the Aircraft Controlling Custodian (ACC) is Commander Naval Air Forces Pacific (COMNAVAIRPAC). The ACC must be the lead agent in receiving requests for replacement aircraft with all other interested commands as info adds on all naval message traffic or emails addressing the subject. The request will originate via naval message from the ACE, who is the aircraft reporting custodian. If the request for replacement is deemed the proper course of action, COMNAVAIRPAC will task CG, 3d MAW (ALD) to identify and prepare a replacement aircraft for transfer and shipment. Once ALD has coordinated with the respective Marine Aircraft Group they will in turn notify 3d MAW G-4 to coordinate, via appropriate channels, any strategic lift or movement requirements. At the same time the request for a replacement aircraft is submitted, the ACE will request any necessary guidance for disposition/transportation of the aircraft to be replaced. Based on ship's movement it is critical that proper coordination be established to determine best location to deliver and simultaneously retrieve replacement aircraft. Unless

6-27

6011

SOCAL MEU (SOC) SOP

otherwise directed by COMNAVAIRPAC, the ACE will submit, to COMNAVAIRPAC, a request for an Aircraft Transfer Order (ATO). (NOTE: Regardless of the MEU's geographic location or OPCON relationship, COMNAVAIRPAC, as the Type Commander for all 3d MAW aircraft, ashore or deployed, and is the sole arbitrator of all aircraft dispositions.)

#### 6011. PACOM AND CENTCOM THEATER LOGISTICS

1. General. This section highlights some specific logistics issues within the PACOM and CENTCOM AORs. Some information is subject to change based on political-military relationships, however as a general rule most support services will not vary over time. Units should refer to post-deployment Marine Corps Lessons Learned (MCLLS) and other post-deployment reports for the most up to date information on these issues. Note: Requests for services to organizations other than U.S. Armed Forces organizations should be coordinated with the PHIBRON N-

4 and the ship(s) supply/contracting officer. Additionally, all services and supplies contracted in foreign ports of call/training areas within PACOM and CENTCOM are extremely expensive. Care should be taken in analyzing recent deployment expenditure reports in order to accurately project and manage the MEU's deployment budget.

## 2. PACOM

a. Hawaii. All six combat service support capabilities are available from MCB Hawaii. Local Navy supply support services available. Army and Air Force support is available if required. GME vehicles and bus services are available. Equipment/vehicles returning from overseas deployments will not normally be allowed ashore until local U. S. Agriculture quarantine inspections are completed by Hawaii-based inspectors.

b. Okinawa. All six combat service support capabilities are available through 3d FSSG. Limited Navy supply support services are available. Limited Army and Air Force support is available if required. SOFA licenses are required for all drivers operating GME or tactical vehicles. GME vehicles and bus services are available.

c. Hong Kong. Civilian contracted supply support is available for common items (e.g. administrative supplies,

6-28

SOCAL MEU (SOC) SOP

6011

computer support materials, etc.) through the local husbanding agent. No Marine peculiar items are available. Xerox and Savin repair technicians are available, however repair capabilities are limited based on the type of copiers used by the MEU. International drivers licenses are required for all rental vehicles. Local drivers are normally hired for the rented commanders' and administrative vehicles.

d. Singapore. Same as Hong Kong. COMLOGWESTPAC is headquartered at Sambawang Port. Limited support is available through the Navy's regional contracting office.

e. Australia. Civilian contracted supply support is

available through the local husbanding agent. No USMC peculiar items are available. Limited maintenance and washdown facilities are located at Defense Center, Perth located at Lewin Barracks outside the port of Fremantle and at Perth Logistics Battalion (PLB) located near the city of Perth. NOTE: Australian quarantine regulations require that all vehicles and Class I rations landing in Australia for exercises must be certified by Australian quarantine inspectors prior to the scheduled exercise. No vehicle/piece of equipment will be allowed ashore without the inspection sticker/certification. This normally requires that all equipment designated to go ashore be washed and inspected at the last port of call prior to arriving in Australia. The washdown costs to include the TAD expense for the Australian quarantine inspectors will be borne by the MEU/PHIBRON.

f. Guam. Civilian contracted (Raytheon) and port operations have the ramps, manifolds, power washers and lights for the washdown operations. Agriculture Inspector comes aboard with first LCAC. Agriculture and Customs Inspections can be accomplished while in port. Limited maintenance capability and washdown facilities located at Reserve Craft Beach and Romeo/Sierra Wharf area. Many constraining environmental concerns need to be coordinated early on by an advance party. Total costs for washdown operations have historically been \$100K. Liberty buses are limited and expensive. POC is Mr. Dick Riddle, COMNAVMARIANAS N34, who will coordinate agency and contractor support.

### 3. CENTCOM

a. Kuwait. Extensive Class I and III supply support is

6-29

6011

SOCAL MEU (SOC) SOP

available through the U. S. Army Training and Security Command, Kuwait (USARTASK) located at Camp Doha adjacent to Kuwait City. Extensive parking and billeting spaces are available both at Camp Doha and Camp Monterey (located approximately 40 km north of the city). Washdown equipment is available at no cost. Limited Class II, IV, V, VI, VII and VIII items are also available. GME vehicles are available on a first-come-first-

serve basis. Valid stateside licenses are required for all GME vehicles. No in-country licenses other than valid tactical drivers licenses are required for tactical vehicle operation. A U. S. Army regional contracting office is located at Camp Doha.

b. Bahrain. Contracted supply support for common items (e.g. administrative supplies, etc.) can be obtained through the local husbanding agent. The Navy Regional Contracting Office is located at the Administrative Unit in Bahrain. No Marine peculiar items are available.

c. Saudi Arabia. All services outside organic MEU capabilities must be contracted through the Naval Regional Contracting Office in Bahrain. Services and supply support is limited to common items. Washdown equipment is available through contractor services.

d. Jebel Ali, UAE. Same as Saudi Arabia. Washdown equipment and pier space is available for conducting equipment/vehicle washdowns.

4. PACOM/CENTCOM Supply Pipeline. Supply items are extremely difficult to ship, track and receive the further the MEU moves away from CONUS. Intermediate support is available through Hawaii and Okinawa-based sources but the lead times required and delays in shipping within the PACOM/CENTCOM AORs warrant extensive pre-deployment preparation and planning. COMLOGWESTPAC coordinates Navy/AMC flight supply support activities within WestPac and the Navy Air Logistics Coordination Center (NALCC), Bahrain coordinates Navy/AMC flight supply support activities in the NavCent AOR. The AMC channel flight schedule follows:

<u>FLIGHT</u>	<u>FREQUENCY</u>	<u>FROM</u>	<u>TO</u>
1 AMC FLIGHT	3 Per week (Mon, Wed, Sat)	Yokota, Ja/Singapore Diego Garcia	Fujarah

6-30

SOCAL MEU (SOC) SOP

6011

1 AMC FLIGHT	1 Per week	Rota, Sp/Sigonella, It	Fujarah
--------------	------------	------------------------	---------

(Weds)

The NALCC flight schedule is as follows:

<u>FLIGHT</u>	<u>FREQUENCY</u>	<u>FROM</u>	<u>TO</u>
1 NALC FLIGHT	1 Per day	Fujarah, U.A.E.	Bahrain

Note: The Navy's "Desert Duck" helo flights originating from Bahrain are used to service carrier fleet ships but can be requested on an as-needed basis for ARG/MEU support.

CHAPTER 7

EMBARKATION

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL . . . . .	.7000	7-3
EMBARKATION PLANNING . . . . .	.7001	7-9
PREPARATION AND MARKING OF SUPPLIES AND EQUIPMENT . . . . .	.7002	7-15
COMMANDER OF TROOPS (COT) . . . . .	.7003	7-15
INSPECTION AND REQUIRED REPORTS . . . . .	.7004	7-22

(THIS PAGE INTENTIONALLY BLANK)

## SOCAL MEU (SOC) SOP

## CHAPTER 7

EMBARKATION

7000. GENERAL. Due to the nature of deploying MEUs, embarkation readiness is a fundamental ingredient in the overall combat readiness of the MEU. This Chapter is designed to clarify and add emphasis to doctrine, existing Navy/Marine Corps publications and procedures gained through the experience of several deployments.

1. Embarkation Personnel Assignments

a. The MEU Commander will appoint a Commander of Troops (COT) in writing for each ship.

b. The COT, in turn, will assign a Team Embarkation Officer (TEO). He will also assign a Billeting Officer, Laundry Officer, Mess Officer, and any other necessary billets that are required in the troop regulations for the ship.

c. The MEU Embarkation Officer will function as a Group Embarkation Officer and will have cognizance over MSE Embarkation Officers and Team Embarkation Officers. MSE Embarkation Officers may function as TEOs, but this should be avoided to allow these Embarkation Officers to focus on embarkation/debarkation of their respective MSE.

2. Duties and Responsibilities

a. Commanding Officers are directly responsible for the embarkation readiness of their units. The following requirements are essential in the proper management of a unit's embarkation program:

(1) Assignment and training of personnel in embarkation.

(2) Knowledge of embarkation techniques and procedures to include the handling, transportation and stowage of various types of cargo.

(3) Knowledge of procedures in the surface movement of cargo from unit areas to/from Aerial and Sea Ports of Embarkation/Debarkation (APOE/D's and SPOE/D's).

7-3

7000

SOCAL MEU (SOC) SOP

(4) Familiarity with facilities at A/SPOE/D's.

(5) Familiarity of embarkation personnel with the general characteristics and capabilities of Air Mobility Command (AMC) Strategic Cargo Aircraft, commercial passenger/cargo aircraft, and amphibious ships.

(6) Special training and knowledge of procedures for handling, transportation, and storage of hazardous material/cargo.

(7) Knowledge of processes and procedures associated with Force Deployment Planning and Execution (FDP&E) in support of Joint Operation Planning and Execution System (JOPES) and development of Time Phased Force Deployment Data (TPFDD).

b. Embarkation readiness is not solely the responsibility of those personnel assigned embarkation duties, but is the responsibility of all members of a unit. Maintenance and accuracy of embarkation data, proper preparation and marking of supplies and equipment, and accomplishment of necessary individual embarkation matters all require the attention of every member of each MEU.

c. MEU Embarkation Officer. The MEU Embarkation Officer maintains cognizance over all MSE Embarkation Officers and TEO's and provides overall supervision of all loading and unloading activities within the MEU. He also advises and assists in the planning and execution of embarkation operations. The MEU Embarkation Officer will:

(1) Keep the MEU Commander informed of the state of embarkation readiness within the MEU, as well as effect and maintain liaison with higher and adjacent headquarters.

(2) Assist the MEU S-3 in the development of Organization for Embarkation and Assignment to Shipping (OEAS) in support of the Landing Plan.

(3) Arrange for staging areas.

(4) Consolidate requirements for Material Handling Equipment (MHE), Container Handling Equipment (CHE), Motor Transport, Port Services, and any other other equipment/services required at POE/D.

7-4

SOCAL MEU (SOC) SOP

7000

(5) Consolidate transportation requirements for personnel, supplies and equipment to/from POE/Ds.

(6) Effect and maintain liaison with appropriate PHIBRON Combat Cargo Officer (CCO) and CCO's onboard assigned ARG ships.

(7) Supervise all MSE and TEOs in the accomplishment of their duties by hosting coordination meetings and making proper liaison visits to each unit and ship.

(8) Assist MSEs in embarkation matters.

(9) Function as the Unit Embarkation Officer for the MEU CE, conduct periodic inspections, and ensure that all equipment is properly prepared for embarkation.

(10) Maintain an updated turnover file and desktop procedures.

(11) Consolidate all requirements for the handling, transportation, and storage of hazardous materials/cargo.

(12) In coordination with the PHIBRON CCO, collect, consolidate, review and distribute to each Embarkation Team TEO the embarkation requirements/data (personnel, supplies and equipment) for the Naval Support Element(s) assigned to be embarked onboard their respective ship.

d. MEU Embarkation Chief. The MEU Embarkation Chief is directly responsible to the MEU Embarkation Officer for embarkation matters. He will:

(1) Assist the MEU Embarkation Officer in the scheduling and conduct of cargo/vehicle inspections for the MEU CE and all MSEs prior to deployment.

(2) Provide assistance to staff sections of the MEU CE and MSEs in all matters pertaining to embarkation.

(3) Assist the MEU Embarkation Officer in the consolidation of all requirements for transportation, MHE, or other equipment required at POE or unit area for embarkation or debarkation of MEU units.

(4) Provide other assistance as necessary to the MEU

7-5

7000

SOCAL MEU (SOC) SOP

Embarkation Officer in the performance of his duties.

(5) Maintain an updated turnover file and desk top procedures.

e. MEU Embarkation NCO. The MEU Embarkation NCO is directly responsible to the MEU Embarkation Officer for embarkation matters. He will:

(1) Maintain the MDSS II data base (i.e Unit Deployment List (UDL)) for the MEU CE and merge all MSE and Ship Embarkation Teams MDSS II data.

(2) Assist the MEU Embarkation Officer in the preparation of all embarkation reports.

(3) Ensure that corrections to the MDSS II data base from the MEU CE staff sections are current and complete, and that the appropriate changes are made to the data base.

(4) Provide assistance to MEU CE staff sections regarding tactical marking of vehicles/equipment and ensure that all marking is correct.

(5) Ensure that all embarkation reference material is complete and up to date.

(6) Ensure that the proper materials (i.e., waterproof paper, banding materials, paint, stencils, etc.) are on hand at all times in order to maintain a high state of embarkation readiness.

(7) Maintain an updated turnover file and desktop procedures.

f. Commander of Troops (COT). The COT is directly responsible for the proper embarkation of personnel, supplies and equipment on the assigned ship. The COT will be guided in the performance of their duties by the MEU Commander, and the current regulations for the assigned ship (see Paragraph 7003).

g. TEO. The TEO is the direct representative of the COT for the proper embarkation of personnel, vehicles and equipment assigned to their ship. A close and continuous relationship throughout the work-up, planning and execution phases with the

7-6

SOCAL MEU (SOC) SOP

7000

ship either through the Combat Cargo Officer or the ship's First Lieutenant is essential to successful embarkation operations.  
The TEO will:

(1) Submit embarkation data in a timely manner when requested by higher headquarters.

(2) Keep the MEU Embarkation Officer advised of embarkation readiness.

(3) Act as the direct representative of the COT for the embarkation and debarkation of landing force personnel, supplies, and equipment.

(4) Ensure that embarkation personnel are properly informed of their duties and properly trained to accomplish those duties.

(5) Be further guided in the performance of their duties by the MEU Embarkation Officer, and the current troop regulations for their respective ship.

(6) Ensure that embarkation personnel are guided in the

performance of their duties by the MEU Commander, current troop regulations, and the Ship Loading Characteristics Pamphlet (SLCP).

(7) Refer to Joint Pub 3-02.2 Joint Doctrine for Amphibious Embarkation, for additional duties of the TEO.

h. Combat Cargo Officer (CCO). On LHD, LHA, LPD, and LSD-49 (cargo variant) Class ships, the CCO functions as a special staff officer to the Commanding Officer under the direct cognizance of the Executive Officer. The CCO is responsible for:

(1) Coordination with Landing Force units and appropriate department heads in the preparation and execution of plans for the embarkation or debarkation of the Landing Force as well as the billeting and messing requirements.

(2) The CCO is not responsible for handling cargo, operating cargo handling equipment, or the cargo safety and security.

(3) The LSD-36 and LSD-41 Class (non-cargo variant) do

7000

SOCAL MEU (SOC) SOP

7-7

not have a CCO, and therefore the Ship's First Lieutenant is responsible for combat cargo operations.

(4) Refer to Joint Pub 3-02.2 for additional duties associated with the CCO.

i. First Lieutenant Combat Systems Officer. Depending on the class of amphibious ship, either the First Lieutenant or Combat Systems Officer is responsible for ensuring that:

(1) All authorized cargo and vehicle loading assemblies are on hand and serviceable.

(2) All vehicle and cargo spaces are ready to accept landing force supplies and equipment.

(3) All MHE, elevators, and conveyers are in safe working order.

(4) All cargo is handled properly with cargo handling equipment.

(5) All cargo is stowed properly for sea.

j. PHIBRON CCO. The PHIBRON CCO functions as a special staff officer to the PHIBRON Commander, under the cognizance of the Chief Staff Officer (CSO), as the point of contact in all matters concerning embarkation. The PHIBRON CCO represents the link in the chain of command between the MEU and the ships of the ARG. It is essential that the MEU Embarkation Officer maintain close liaison with him. The CCO will also represent the ships when embarkation matters arise concerning the entire ARG. The PHIBRON CCO should be the central point of contact for collecting, consolidating, and forwarding to the MEU Embarkation Officer all embarkation requirements for the Naval Support Element (NSE).

### 3. Training

a. Formal embarkation training courses (SNCO/NCO Embarkation Course (Team Embarkation Course imbedded within) are conducted by Marine Corps Combat Service Support School, Camp Johnson, NC and Logistics Automated Information Systems (LOGAIS i.e. MDSS II and CAEMS) training is conducted by Expeditionary Warfare Training Group, Pacific (EWTGPAC) for both officers and enlisted

7-8

SOCAL MEU (SOC) SOP

7001

personnel. It is essential, that MSE Embarkation Officers and TEOs, at a minimum, are school trained.

b. All commanders should ensure that subordinate units conduct periods of instruction to supplement formal schooling. This instruction should be designed to present the basic principles of embarkation responsibilities, life aboard ship, and the use of LOGAIS and Automated Information Technology (AIT) equipment.

c. It is imperative that during planning for embarkation, all embarkation officers along with their assistants be relieved of any additional duties to concentrate on embarkation duties.

7001.      EMBARKATION PLANNING

1.   Ship'S Loading Characteristics Pamphlets (SLCP)

a.   The SLCP is a written document that describes the ship's actual loading characteristics. It will contain information on berthing areas, cargo stowage areas, and vehicle stowage areas, complete with planning figures and diagrams of those areas. It will also contain other useful information, such as stowage limitations. The SLCP will be used extensively by the TEO during embarkation planning.

b.   Generic SLCPs are produced for most ship types/classes. Recent trends show that the generic type of SLCP is being issued vice an SLCP for a specific ship. Some ships will have slight modifications or alterations to what is depicted in the generic SLCP. These changes will need to be obtained as well as the SLCP itself.

c.   Procurement of SLCPs is the responsibility of the MEU Embarkation Officer. He will obtain necessary copies early in the planning phase from the PHIBRON CCO or other agencies.

2.   Pre-Embarkation Planning Report (PEPR)

a.   Each ship will submit a PEPR to the MEU in message format prior to a pre-deployment exercise (e.g. FLEETEX) and the deployment itself. In the event an SLCP is at variance with a ships's actual characteristics, this should be stated in the PEPR. Take note of any modifications or changes made, especially

7-9

7001                                   SOCAL MEU (SOC) SOP

to troop spaces. Any encroachment on troop spaces, whether billeting, office or work spaces, is unacceptable.

b.   See Appendix F for the expected time of receipt of the PEPR. A response to this message is not necessary unless the ship requests the MEU to acknowledge receipt.

3.   Encroachment of Troop Spaces. COMNAVSURFPACINST 5400.15 states that any troop spaces occupied temporarily by the ship will be vacated if so requested by the COT; also that the

concession of troop spaces to ship's use that requires restoration efforts exceeding 48 hours and with outside assistance is not authorized.

4. Organization For Embarkation/Assignment to Shipping (OEAS)

a. The ship mix will have a significant effect on where certain units (i.e. artillery) or cargo (i.e. Class IX block) will be located. Also, the basic concept of operations for the first expected exercise/possible contingency will have to be incorporated into these decisions. Maintaining unit integrity is always a consideration, but not a requirement.

b. An initial assignment to shipping should be determined early enough so that embarkation planning can begin. When the final decisions have been made, the MEU will submit an OEAS message to the PHIBRON. An example of an OE&AS spreadsheet is contained in Joint Pub 3-02.2.

5. Final Load Plan and the Message Load Plan (MLP)

a. With the use of LOGAIS and the means to pass embarkation information/data electronically along with the capability to conduct face-to-face coordination, the requirement for submission of the MLP has been superceded. The MLP will only be sent in the event that face-to-face coordination and submission of data via electronic means cannot be conducted. Final "hard copy" Load Plans will be presented to the ship's CO for approval prior to distribution. In the event that the MLP has to be sent, the MLP message will be sent to each ship for approval. Each ship will send a Message Load Plan Response (MLPR). Instructions for completion of the MLP can be found in Joint Pub 3-02.2.

b. As loading approaches, necessary changes to the Load Plan may be required. The MEU Embarkation Officer and the ship

7-10

SOCAL MEU (SOC) SOP

7001

concerned will be informed of any such changes.

6. Planning Conferences. Generally, prior to an exercise and deployment, the ARG/MEU will host several planning conferences. The Initial Planning Confernce (IPC) will likely

have the most significant impact on the initial embarkation of the MEU for deployment. This conference will usually be held at some point after the preliminary assignment to shipping and other fundamental decisions have been made. TEOs will attend and have their first opportunity to present initial load plans for approval. The IPC provides the opportunity to resolve relocating of units, personnel and equipment to best accommodate the landing plan or resolve space limitations. The Final Planning Conference (FPC) is conducted much the same as the IPC, except that at this point most major issues have been settled and only times specific to the up-coming exercise/deployment need to be resolved. This conference may be the last opportunity prior to the exercise/deployment to have representatives from all units concerned interfacing with each other.

7. Embarkation Plans and Orders. Embarkation plans and orders shall be prepared IAW Joint Pub 3-02.2.

8. MDSS II

a. The requirement for all Fleet Marine Force (FMF) units to maintain current and accurate embarkation information is essential for establishing a satisfactory state of readiness. MDSS II is an automated data processing system which provides convenience, accuracy and speed for the maintenance and reporting of all embarkation information.

b. The MDSS II Users Manual and Help file provide detailed instruction on the implementation and maintenance of the MDSS II program. The MDSS II hard drive and MSEs' courier diskettes are maintained by the MSE embarkation NCOs. Changes to the data base will be forwarded by each sections' embarkation clerk to the embarkation NCO in a timely manner in order to maintain an accurate data base for embarkation readiness.

c. TEOs will merge unit courier diskettes (i.e. UDLs) onto a team embarkation diskette. This should account for all of the personnel, cargo, vehicles and equipment to be loaded onto their particular ship. The MEU CE will frequently require updated MDSS II information for the ships, with special attention to hazardous

material/cargo. TEO will be prepared to submit the data requested at any time to include a Ship's Cargo Manifest, a Personnel, Supplies and Equipment Report (PS&ER) and/or a Unit Personnel and Tonnage Table (UP&TT).

9. Computer Aided Embarkation Management System (CAEMS)

a. CAEMS utilizes the automated data processing system to assist the TEO in the loading of ships. CAEMS provides convenience, accuracy and speed in loading of ships, and in the production of a ship loading diagram.

b. The CAEMS Users Manual and Help file provide detailed instruction on the implementation and use of the CAEMS system. TEOs will be provided with training from one of the formal learning centers (e.g. EWTGPac).

10. Coordination Between TEOs. Due to the complexity of the embarkation, it is necessary that MSE Embarkation Officers/TEOs conduct liaison to resolve issues that equally effect more than one unit or ship. As an example, the BLT may have personnel, supplies and equipment loaded aboard a ship that is assigned to the MSSG TEO. The BLT Embarkation Officer must provide MDSS II data and other essential information to the MSSG TEO. At the same time, however, the BLT Embarkation Officer must coordinate the transportation and other requirements to support the loading of their unit's personnel, supplies and equipment in conjunction with the schedule provided by the TEO of that ship. Depending on the assignment to shipping, the landing plan, and available space, personnel, supplies and equipment belonging to a unit may have to be loaded aboard another ship disrupting unit integrity. Although every effort must be made to avoid splitting personnel from their assigned equipment, this may not always be possible. Under these circumstances, it is absolutely essential for both Embarkation Officers to develop a close working relationship. Instances involving the assignment of responsibility for equipment and maintenance of that equipment or personnel that has been split from their parent unit, and cannot be resolved by the MSEs, should be brought to the attention of the MEU Commander for resolution.

11. Staging Area Request. Once the assignment to shipping and initial loading dates are known, the MEU CE will request the appropriate staging area(s) by message to the PHIBRON.

7-12

SOCAL MEU (SOC) SOP

7001

12. Transportation/MHE Requirements. Requirements for transportation to/from POE/D and MHE shall be submitted to CG, I MEF AC/S G-4 not later than 25 days prior to the predeployment exercise or deployment itself. I MEF will consolidate all requirements in message format to CG FIRST FSSG/G-3/LMCC//.

13. Logistics Movement Control Center (LMCC)

a. CG, 1st FSSG will establish a LMCC to source, coordinate and control transportation of personnel, cargo and vehicles to the POE/D. The LMCC will control all convoy schedules and movement. CG, 1st FSSG will publish a movement schedule to establish coordination. The MEU CE will monitor the movement of all elements and act as the Unit Movement Control Center (UMCC) to control internal movement.

b. A Port Opening and Transportation/MHE meeting will be held between the LMCC, MEU CE, and MSEs prior to movement to discuss the movement schedule and requirements.

14. Formal Load Plans

a. Prior to sailing for actual deployment, the MEU CE will mail or hand carry final load plans to appropriate agencies along with submitting an electronic copy of the Load Plan (i.e. CAEMS UDL). A final load plan package consists of the following:

(1) Cover page prepared by the TEO listing his ship and embarkation team. It is also signed by the Embarkation Team Commander and Commanding Officer of the ship.

(2) MDSS II Data (resident in CAEMS UDL).

(3) CAEMS hold and deck diagrams.

b. Copies of final load plans will be mailed or hand delivered by the MEU CE to the following agencies:

(1) CG, MARFORPAC two copies.

(2) CG, I MEF five copies.

(3) COMPHIBRON three copies.

(4) TEOs retain one copy. Those agencies above with

7-13

7001

SOCAL MEU (SOC) SOP

access to a Automated Data Processing Equipment (ADPE) machine (or LOGAIS) will require only a team embarkation diskette (or export from LOGAIS) to fulfill the MDSS II data requirement. The

ship need only receive a Ship's Cargo Manifest printout for its MDSS II data requirement and the UP&TT printout will usually suffice for the PHIBRON.

c. The TEO will submit the appropriate number of copies in a timely manner to meet this requirement.

d. Once signed, no changes are authorized without the approval of the ship's Commanding Officer and the Embarkation Team Commander.

#### 15. Stowage of Landing Force Training Ammunition

a. The stowage of Class V(W) LFORM (Landing Force Operational Reserve Material) is monitored and coordinated by I MEF G-4, the NWS Fallbrook, Marine Corps Liaison Officer, the PHIBRON, and the ships themselves. However, the MEU must make liaison with the ships to ensure adequate storage space is available for each ship's respective Landing Force training ammo package. The MEU will work closely with the ship's CCO or First Lieutenant to determine available stowage space. Compatibility of ammunition classes (Coast Guard Class) will play a major role in how much and what type of ammunition may be stowed in a particular area.

b. The storage of Class V(A) MLA (Mission Load Allowances) is monitored and coordinated by CINCPACFLT, PHIBRON, COMNAVSURFPAC, COMMARFORPAC and the Ship's Weapon Department. IAW COMNAVSURPAC INST 4080.1, Compatibility of Ammunition, the availability of ordnance items and Net

Explosive Weight (NEW) will play a major role in how much and what type of ammunition may be included and stored in the MLA.

16. Embarkation Milestone Checklist. COMNAVSURFPACINST 5400.15 contains a milestone checklist with the majority of significant events that apply to elements of the MEU. It is not intended to be all inclusive. Milestone dates are considered to be target dates for orderly preparation for deployment. Since completion of many events is dependent upon completion of previous events,

7-14

SOCAL MEU (SOC) SOP

7002

each milestone which is not completed on time must be reported to the MEU CE, with the reason for non-completion and a new target for completion. This checklist does not address pre-deployment exercises (e.g. FLEETEX).

17. Combat Loading

a. Definition. Combat Loading is defined in Joint Pub 3-02.2, Joint Doctrine for Amphibous Embarkation.

b. Adjustment of Combat Load. This type of loading will be used when departing SOCAL or when departing a port where equipment had been off-loaded. Load plans should be analyzed and appropriate adjustments made to support the landing plan during scheduled inport periods or the load re-configured during back-load from an exercise. Adjustments to the load plan to support exercises must not impact on the ability of the MEU to execute landing plans for actual contingency missions.

7002. PREPARATION AND MARKING OF SUPPLIES AND EQUIPMENT

1. Supplies and equipment will be marked in accordance with MARFORPACO 4035.1, Tactical Marking Procedures for Equipment and Embarkation Containers, dated 24 May 1996. Deviation in location, size, and/or color is not authorized.

2. Only those boxes, containers and crates used for embarkation will be marked per this Order. Garrison property



5. Assignment of Liaison Officer/Collateral Duties. Each ship publishes troop regulations for embarked units which contain collateral duties that will be assigned by the COT. Some of these include: TEO, Messing Officer, Billeting Officer, Laundry Officer, OIC of Ship's Platoon, and Sanitation Officer. Troop regulations vary; additional collateral duties may be required.

6. Messing. The COT is responsible for the proper messing of all Landing Force units. The COT assigns a Messing Officer to ensure all messing functions run smoothly. Specific duties may include but are not limited to:

a. Ensure the proper augmenting force of cooks/messmen, etc. are provided by embarked units. The appropriate ratios are specified in the troop regulations.

b. Coordinate with ship's Mess Officer for the scheduling of meal hours, control procedures, late meals, and meal passes.

c. Act as wardroom treasurer if necessary to collect mess bill payments for embarked Landing Force officers.

7-16

SOCAL MEU (SOC) SOP

7003

d. Assigned as Troop Mess OIC for Enlisted Mess, CPO Mess, and Wardroom Mess.

7. Billeting. The COT must assign a Troop Billeting Officer to coordinate with the ship's CCO/Billeting Officer for the billeting of Landing Force personnel. This Officer will:

a. Publish a billeting plan for all Landing Force personnel.

b. Assign a berthing compartment NCOIC.

c. Ensure linen is properly issued for each berthing compartment and stateroom.

d. Be prepared to billet NSE augmentation personnel, or other personnel in troop space if so directed by higher authority.

8. Laundry. The COT will appoint a Laundry Officer to ensure proper laundry service to the Landing Force. Additional personnel will also be assigned as prescribed in the troop regulations. Specific duties may include but are not limited to:

a. Coordinating with the ship for proper operation of laundry and dry cleaning equipment.

b. Ensure that the proper amount of prescribed personnel are provided.

c. Coordination of scheduling of laundry services for all Landing Force personnel.

9. Health and Sanitation. The COT will appoint either a Medical Officer or a senior Corpsman from the Landing Force to be the Sanitation Officer. Specific duties may included but are not limited to:

a. Prior to embarkation, inspect all troop berthing compartments, heads, galleys, and sculleries with the ships Medical Officer.

b. Conduct routine sanitation inspection of all troop spaces.

10. Preparation for Loading

7-17

7003

SOCAL MEU (SOC) SOP

a. MDSS II Data. The COT will ensure that the TEO prepares and constantly updates MDSS II data and that it is submitted to the proper representative in a timely manner.

b. Formal Load Plans. The COT will review and sign the formal load plans and submit them to the ship's Commanding Officer for signature prior to being submitted to the MEU Embarkation Officer.

c. Embarkation Roster. The COT will prepare an Alpha roster of all Landing Force personnel to be embarked. This roster must be submitted to the ship prior to embarkation.

d. Hazardous Material/Cargo. The COT will review and sign the separate manifest of hazardous materials/cargo that is submitted to the CCO/Ship's First Lieutenant and MEU Embarkation Officer.

## 11. Office Space Aboard Ships

a. Assignment of Office Space. Allocation of office space aboard each ship is the responsibility of the COT. Careful screening of all equipment and supplies is essential at all levels of the unit to ensure office space is assigned based on actual need. The COT may deviate from section designations of office space on the SLCP and compartment labels to ensure this is carried out in the most efficient manner. The COT will publish the assignment of all spaces. The MEU CE will be aboard the command ship (normally LHD or LHA) and has a significant requirement for troop/office space with a high density of senior officers. The COT on the command ship will present the plan for allocation of troop space to the MEU Commander for approval prior to the inspection.

b. Recognition of Troop Space. Due to the possible lack of office space aboard some ships resulting from out dated design or the load plan, it may be necessary to convert troop berthing space to conduct office/administrative functions. Early and close liaison between the COT and the ship's CO is essential. Although a space may be designated as troop space in the SLCP, conversion of such space from other than its intended purpose must be approved by the ship's Commanding Officer. In such instances that spaces have been converted, the capability must exist to return that space to its original configuration within 48 hours.

7-18

SOCAL MEU (SOC) SOP

7003

c. Ship's Furniture. Landing Force units should refer to ships regulations for movement of office furniture from one compartment to another aboard ship.

## 12. Cleanliness of Space

a. The COT is responsible for the cleanliness and habitability of working space, living compartments, washrooms,

heads, holds, hatches, deck spaces and ladders. The ship's First Lieutenant shall issue chits for obtaining cleaning gear from the storekeeper.

b. Sufficient cleaning details shall remain on-board during the final debarkation (except during actual combat) to clean assigned areas. A final inspection by the COT and the ship's Executive Officer or his representatives shall be made before cleaning details are secured.

13. Inspections. Landing Force compartments should be inspected daily by the COT or the Executive Officer. This inspection may be held in conjunction with inspections held by the ship. The inspecting officer should inspect each compartment for the following:

- a. All bunks are made and secured.
- b. Decks and bulkheads are properly policed.
- c. Ventilation systems are operating properly.
- d. All equipment is properly stowed and secured as to prevent damage to the ship or the equipment.
- e. Heads and showers are in proper police and functioning.
- f. That there is no deliberate defacing of bulkheads or fixtures.
- g. The inspecting officer should make a report of all damaged or broken fixtures to the ship's Executive Officer via the COT.

14. Ship's Platoon/Working Parties/Ship's Guard. Refer to Joint Pub 3-02.2 for further information on these personnel requirements. The size of the platoon varies, depending upon the

type of ship, the number of holds to be loaded, the type of cargo to be loaded, and the loading schedule. The ship's

troop regulations and/or SLCP will state the required number and composition of personnel for these requirements.

15. Emergency Drills. When the alarm is sounded for any general emergency drill, all Landing Force personnel will clear passageways to permit ship's company to reach their stations. Movement will be as fast as safely possible. Traffic should be forward and up on the starboard side, and down and aft on the port side. Some of the more common alarms are:

- a. General Quarters. All hands to battle stations.
- b. Fire. Reported as to type and compartment.
- c. Man Overboard. Requires an immediate site muster of all units.
- d. Abandon Ship. Details of procedures depend on ship type. The COT is responsible to assign boat teams and disseminate proper information once procedures are established.

#### 16. Life Belts and Jackets

a. Wearing of Life Belts and Jackets. During wartime, and when directed during peacetime, life jackets or belts shall be worn by ship's personnel, Landing Force personnel and passengers when at sea. Commanding Officers of ships may modify this requirement while their vessels are in protected waters where conditions so warrant, while personnel are sleeping or standing watch, or in confined spaces below decks where it would be impracticable; but, life jackets or belts shall be close at hand and ready for use.

b. Care of Life Belts and Jackets. Landing Force personnel must be cautioned not to remove the CO2 cylinders from the life belts and not to waste the CO2 prematurely inflating the belts. Personnel must keep life belts in proper working condition. Life belts are not to be used as a pillow or left underfoot on deck; they must be properly secured when not worn.

c. Life Belts and Jackets During Landing Exercises. When personnel are embarking or embarked in ship's landing craft,

helicopters or AAVs they shall wear life jackets or belts.  
The

7-20

SOCAL MEU (SOC) SOP

7003

COT will issue instructions concerning life jackets or belts to be worn during debarkation and testing procedures. In landing exercises, personnel utilizing landing craft shall drop their life jackets above the high water mark and not carry them inland. Personnel departing the ships via helicopter shall leave life belts aboard the aircraft. Personnel leaving the ship at their final destination after exercise and disembarking over the brow to the pier will leave their life jackets or belts on the bunks, or in other designated locations.

17. Equipment Maintenance While Embarked

a. Vehicles must be wiped down periodically, and first echelon lubrication accomplished at regular intervals. Vehicles should be started periodically, whether stowed on the main deck or in holds. Permission/coordination must be obtained by the First Lieutenant prior to starting any vehicles.

b. Guns, mortars, or similar weapons must be kept clean, dry and where applicable, oiled. Crated weapons must be stowed so that they may be frequently checked.

18. Debarkation Planning. Debarkation from the ship is the responsibility of the COT. Each COT will produce a debarkation plan, complete with a schedule for turnover of all Landing Force spaces, to include Landing Force space inventory and COT/Ship's XO final inspection. It should also include their plan for pre-palletization of cargo. A representative from the COT must be present until debarkation is complete.

19. Required Reports. The following reports have an impact on COT.

a. Sail Report/Embarked Personnel and Material Report (EPMR). The ship's CCO or First Lieutenant will submit required sail reports/EPMR as directed. The COT/TEO will assist the ship's CCO with required information for the EPMR.

b. Visual Inspection of LFORM/MLA. It is the responsibility of COT to visually inspect LFORM/MLA loaded aboard the ship if embarked on a LFORM/MLA carrier; the ACE Ordo should accompany the COT during inspection of MLA. This inspection must be conducted immediately upon embarkation. The LFORM/MLA Inspection message will be released within 48 hours of setting sail. Details for the message can be found in FMFPACO 4080.2E,

7-21

7004

SOCAL MEU (SOC) SOP

Enclosures (1) and (10).

c. Shipboard Inspection Summary (SIS). The SIS is prepared by the COT within five days of completion of embarkation and immediately prior to debarkation. It is designed to advise higher headquarters of the status of habitability in Landing Force living compartments, the condition and state of maintenance of troop office spaces, and MHE. The COT will consult with the Ship's CO for comment/endorsement. The COT will prepare his comments/endorsement and transmit the SIS within five days.

#### 7004. INSPECTIONS AND REQUIRED REPORTS

1. Inspection of MSEs. The MEU Embarkation Officer will conduct an inspection of all MSEs prior to embarkation. This inspection is to ensure embarkation readiness prior to embarkation.

2. Inspection of Command Element. The MEU Embarkation Officer is responsible to the MEU Commander for the embarkation readiness of the MEU CE and will therefore conduct periodic inspections of all MEU staff sections.

#### 3. COT Inspections

a. Pre-habitability Inspection. The COT for each ship will conduct a pre-habitability inspection of all Landing Force spaces. This inspection should emphasize cleanliness of living spaces with particular emphasis on fixtures and serviceability of equipment within these spaces. For inspecting Landing Force berthing areas, offices and officer staterooms, the

format for Landing Force space inventory/inspection in Appendix H is provided. The inspection will be mutually scheduled between the COT and the ship and should be performed enough time in advance of an exercise or deployment to allow the ship time to correct problems. Inspection results will be forwarded to the MEU Commander. The MEU Commander will forward these results to the PHIBRON for further action as necessary. It must be emphasized that receiving a space in less than satisfactory condition will not be justification for returning the space in the same condition.

b. Landing Force Space Inventory/Inspection. This is a joint inspection between the COT's representative and ship's representative and should be performed prior to embarkation. The

7-22

SOCAL MEU (SOC) SOP

7004

inventory will include all items that are removable or susceptible to malicious damage and will indicate the status/condition of each item as well as overall condition of each compartment. The format for the Landing Force space inventory is shown in Appendix H. Any damage/loss resulting from avoidable circumstances will result in a reimbursement claim sent to the embarked unit. Reimbursement procedures are detailed in COMNAVSURFPACINST/FMFPacO 7320.1A

#### 4. Reports

a. MDSS II. The MEU Embarkation Officer will ask for periodic updates of MDSS II UDLs. TEOs will be prepared to submit accurate and timely data when requested.

b. Loading/Unloading Status Report. During embarkation or debarkation operations in SOCAL, when administratively offloading/backloading during deployment, or during most in-port periods, the MEU Embarkation Officer will require information concerning the loading/unloading status of each ship. TEOs will give a verbal report to the MEU Embarkation Officer daily on their loading/unloading status. The report should give separate information on personnel, vehicles, and cargo. If this report becomes a written requirement, the format will be disseminated by the MEU Embarkation Officer.

c. Embarked Personnel/Material Report (EPMR). Joint Pub 3-02.2 requires submission of this report by each ship within 36 hours of each embarkation or debarkation evolution. This report will include all personnel, cargo, vehicles and equipment aboard. This report will normally be prepared by the ship's CCO/First Lieutenant based on input from the TEO.

7-23

SOCAL MEU (SOC) SOP

CHAPTER 8

COMMUNICATIONS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL . . . . .	.8000	8-3
COMMUNICATIONS OFFICER (S-6) RESPONSIBILITIES . . . . .	.8001	8-3
COMMUNICATIONS PERSONNEL . . . . .	.8002	8-4
COMMUNICATION EQUIPMENT . . . . .	.8003	8-5
LIAISON WITH NAVY COUNTERPARTS . . . . .	.8004	8-6
COMMUNICATIONS DURING EMBARKATION PHASE . . . . .	.8005	8-8
CIRCUIT REQUIREMENTS . . . . .	.8006	8-8
FREQUENCIES AND CALLSIGNS . . . . .	.8007	8-10

COMMUNICATIONS CENTER PROCEDURES/ MESSAGE HANDLING . . . . .	.8008	8-10
COMMUNICATION MATERIAL SYSTEM (CMS) REQUIREMENTS . . . . .	.8009	8-11
DATA PROCESSING . . . . .	.8010	8-12
MAINTENANCE OF COMMUNICATIONS EQUIPMENT . . . . .	.8011	8-12

(THIS PAGE INTENTIONALLY BLANK)

8-2

SOCAL MEU (SOC) SOP

CHAPTER 8

COMMUNICATIONS

8000. GENERAL. The communication support required for the deployed MEU is determined by the organization and characteristics of the force structure. The communication system must provide support for operational command and control, administrative, and logistical functions of the MEU. This section provides guidance for planning the communications necessary to sustain the MEU. The MEU Communications Officer is the single point of contact for communications support external to the MEU.

8001. COMMUNICATIONS OFFICER (S-6) RESPONSIBILITIES

1. The MEU S-6 is a principal staff officer whose functional responsibilities include communications planning, Information Technology/Information Support, and CMS considerations for the overall MEU and logistical support and maintenance for all aspects of MEU communication-electronic functional areas.

2. The MEU S-6 will be guided in the performance of his duties by the duties and functions outlined in MCWP 6-22 and CJCSM 6231 serials as well as those listed below:

a. Coordinate and supervise the total communications effort of the MEU.

b. Supervise cryptographic operations.

c. Plan for the installation, operation and maintenance of communications-electronics systems both shipboard and ashore.

d. Manage radio frequency assignments to include requesting frequencies from appropriate agencies and assigning frequencies to subordinate units.

e. Supervise communications training programs for the MEU CE.

f. Develop, publish and distribute the Communications Electronics Operating Instructions (CEOI) for all MEU elements.

8-3

8001

SOCAL MEU (SOC) SOP

g. Develop, publish and distribute the C4 annex (Annex K) for MEU OPLANS/OPORDs.

h. Coordinate and supervise all afloat communications.

i. Draft communications guard shift messages for MEU CE.

j. In conjunction with the MEU S-3, draft the Common Source Routing File (CSRFB) quarterly update message, and update the MEU task organization.

k. Establish and maintain liaison with the I MEF AC/S G-6 and USNAVCENT N6.

1. Supervise the planning, installation, operation and maintenance of the Local Area Network (LAN) in support of the MEU CE.

m. Supervise the establishment and maintenance of wide area connectivity for the MEU CE LAN, as required.

n. Serve as the single point of contact for all matters pertaining to general computer maintenance of CE ADP assets.

o. Perform MEU S-6 responsibilities outlined in USMC involvement in the D-30 process. Reference CMC message, dtg 131915Z AUG 01.

p. Coordinate with the base telephone agency for activation, installation, and cancellation of all DSN and commercial phone services.

q. Coordinate with appropriate agencies (DISA, MEF G-6) for entry into the tactical Defense Information System Network (DISN) via Standard Tactical Entry Point (STEP) Site in support of operations ashore.

#### 8002. COMMUNICATIONS PERSONNEL

1. T/O C/E 4916B rates the following personnel for the S-6 section: Line No. 53 S-6/Comm Officer, Line No. 53A Assistant S-6, Line No. 54 Communications Chief, Line No. 55 Message Center Man, Line No. 56 EKMS Custodian. Communications support for the MEU CE is provided by communications personnel augmented to the

8-4

SOCAL MEU (SOC) SOP

8002

MEU CE from 9th Communication Battalion (9th Comm Bn). A request to activate the T/O will be forwarded by letter to the I MEF AC/S G-1. The 9th Comm Bn T/O for MEU augmentees is 4886C. These personnel will report IAW Chapter 1, paragraph 1009.2.a.3.b of this Order. Requirements in excess of the MEU published T/O will be provided by 9th Comm Bn through authorization of the I MEF AC/S G-6.

2. Augmentation of Marines to Navy ships' communication centers is the responsibility of the MEU Commander. In such cases where one of the MSE headquarters is embarked aboard a different ship than the MEU CE, the MSE will augment the ship's communication center with Communication Center personnel (MOS 4066).

### 8003. COMMUNICATIONS EQUIPMENT

1. MEU Equipment. The basic Communication equipment to support the MEU CE is determined by CG, I MEF. Requests for additional equipment will be submitted to I MEF AC/S G-4 with copy to I MEF AC/S G-6. The MEU requires the capability to enter the tactical DISN when deployed ashore. 9th Comm Bn will augment the CE with an enabling Ground Mobile Forces (GMF) detachment (JTF Enabler) in addition to regular augments. Instructions for transfer of such equipment to the MEU will be promulgated by CG, I MEF. Requirements in excess of the MEU's published T/E will be provided by 9th Comm Bn through authorization of the I MEF AC/S G-6.

2. Shipboard Equipment. Communication equipment to support embarked MEU elements is provided from assets organic to the amphibious ships. Close liaison with the ship's communication section and inspection of available troop communication facilities is a continuing requirement. Should less than satisfactory availability of ship's equipment and facilities to support MEU requirements be determined, both the PHIBRON and MEU Communications Officers must conduct an expeditious and early reconciliation.

3. Battery Requirements. Battery requirements should be identified to the MEU S-4 for consolidation. Batteries required to fill contingencies or OPDEP block requirements will be passed to the MSSG for procurement. All batteries except lithium batteries (i.e. BA-5590s) may remain mobile loaded aboard ship. Coordination with the ship's Communications Officer and Combat

8-5

8004

SOCAL MEU (SOC) SOP

Cargo Officer (CCO) should be made to determine the availability of storage for lithium batteries.

8004. LIAISON WITH NAVY COUNTERPARTS

1. General. Close liaison must be maintained between the MEU S-6 and his counterpart on the PHIBRON staff to coordinate joint requirements, equipment availability, compatibility and procedures aboard ship.

2. Liaison Visits. The MEU S-6 should visit the ships on which the MEU will be embarked to:

a. Determine and keep abreast of the following information:

(1) Availability, adequacy, and condition of shipboard communications equipment to support the embarked MEU.

(2) Location and organization of troop communication spaces.

(3) Ability of the ships to assume communication/cryptographic guard for embarked LF units.

(4) Special communications related supplies or equipment required for MAGTF operations afloat.

(5) Special communications center instructions, procedures, and personnel augmentation requirements.

(6) Installation of new communications systems and upgrades to existing systems.

b. Provide the ship's Communications Officer with the following:

(1) List of probable communications requirements to be provided by the ship.

(2) A copy of all official communication guard shift messages including all units for which the ship will assume communication guard.

(3) Access roster, message copy requirements and list of

SOCAL MEU (SOC) SOP

8004

personnel to work in the ship's communications center.

c. Obtain from the ship's Communications Officer:

(1) Current communications equipment lists for the amphibious ships.

(2) INFOCON/EMCON policy and procedures.

(3) A copy of the ship's Communication SOP.

(4) Storage procedures for handling hazardous materials to include lithium batteries.

(5) SHF, CA-III and INMARSAT-B bandwidth allocated in support of the MEU.

(6) Logical and physical network topology diagrams and configuration information.

d. Joint Responsibilities:

(1) Establish restoration priorities for ARG/MEU command and control circuits systems.

(2) Draft a MOU for LAN Administration in accordance with CINCPAC Fleet Embarkable LAN Agreement.

3. Address Indicating Group (AIG) Activation. The Navy Commander normally activates one or more AIGs at the commencement of joint planning to expedite messages of interest to the entire task force. The ATF is the only agency authorized to release messages to COMPHIBRON/CTF established AIG. The MEU S-6 must ensure that the MEU CE is included in COMPHIBRON/CTF AIG. The MEU can request a separate AIG for internal MEU message processing. CG I MEF//G-3/G-6// should be addressed as INFO on all task designator and AIG promulgation messages.

4. Task Designators. For exercise purposes, COMPHIBRON will promulgate a task designator message to include all units involved in the exercise.

5. Communications Between Planning Staffs. Direct communications between the planning staffs' headquarters is required due to the distance between locations of the ATF

8-7

8005

SOCAL MEU (SOC) SOP

headquarters and the deploying MEU CE during the planning phase of the operation. DSN, AUTODIN/DMS, and commercial telephone circuits will normally suffice. If additional communications means are required, the MEU S-6 will arrange for them in conjunction with the PHIBRON N-6.

8005. COMMUNICATION DURING EMBARKATION PHASE

1. The MEU Commander will normally be assigned the responsibility of planning for communications in the embarkation area. Planning must provide for the establishment of communications at the pier or beach areas, if required, to control embarkation. Similarly, the MEU Commander will plan for communications necessary between the point of embarkation (POE)/staging areas, and those communications necessary for convoy control during the movement to the POE.

8006. CIRCUIT REQUIREMENTS

1. Single Channel. The number and type of single channel radio nets required for the MEU CE will be determined by the nature of the exercise or contingency operation. The MEU S-6 will make liaison with all MEU staff sections and MSE S-6 sections to determine communications requirements. The following circuits are recommended for exercise and contingency purposes:

a. LFOC NETS

- |               |            |
|---------------|------------|
| (1) MEU CMD 1 | UHF SATCOM |
| (2) MEU CMD 2 | UHF SATCOM |
| (3) LF CMD 1  | HF         |
| (4) LF CMD 2  | VHF        |

- (5) LF CMD 3 UHF
- (6) LF ADMIN VHF
- (7) AIR MISSION COMMON UHF

b. TACLOG Nets

8-8

SOCAL MEU (SOC) SOP

8006

- (1) MEU CMD 2 UHF SATCOM
- (2) LF CSS REQ 1 HF
- (3) SHORE PARTY CNTL VHF

c. SACC NETS

- (1) LF FSC 1 HF
- (2) LF FSC 2 VHF
- (3) NGF CNTL HF

d. SARC NETS

- (1) LF RECON 1 HF
- (2) LF RECON 2 VHF
- (3) LF INTEL HF

2. Multichannel. Ship-to-ship multi-channel communications systems (DWTS, UHF-MDR) should be used extensively for intra-ARG secure voice (TRI-TAC, TAC-VTC) and data communications (SIPR/NIPR). These systems provide an efficient communications path and significantly increase timelines of information flow.

3. Retransmission. When necessary, retransmission will be employed to extend the range of Line of Sight (LOS) VHF and UHF communications.

4. External. When the MEU command element is afloat, external communications connectivity will be arranged by the MEU S-6 with the PHIBRON N6. Once the MEU CE is based ashore, external connectivity will be provided by internal resources.

5. Link up. Exchange of liaison teams with necessary command and control communication organizations should take place prior to commencement of a linkup operation. Designated radio nets will be used and the linkup forces will remain in radio contact on these nets until the moving force is in range to establish communication on the stationary forces tactical net.

6. Interoperability. During joint and combined operations,

8-9

8007

SOCAL MEU (SOC) SOP

equipment (communications and cryptographic) interoperability is necessary between the MEU and other services, commands, or units. Liaison with joint forces is critical to insure that compatible equipment and cryptograph codes are available and to also ensure that joint command operating procedures are established.

7. INMARSAT. INMARSAT terminals should not be used in lieu of existing communications equipment. Their use should be limited to situations where tactical systems or other commercial systems are either not in place or cannot accomplish the mission.

8. Technical Library. The MEU S-6 is responsible for maintaining appropriate technical library necessary to support communication operational procedures and communications equipment.

#### 8007. FREQUENCIES AND CALL SIGNS

1. SOCAL Frequencies. Frequencies for combined Navy/Marine Corps exercises to be conducted in the SOCAL area will be requested through the PHIBRON N-6 by the MEU S-6 (Info: CG I MEF//G-6//) a minimum of 60 days in advance of the exercise. Due to the close proximity of antennas aboard ship, sufficient frequency separation must be requested. A minimum of ten percent frequency separation is recommended.

2. Frequencies for Use at Camp Pendleton. Frequencies by MEU units operating in the Camp Pendleton area to include 29 Palms will be requested from and approved by I MEF AC/S G-6, a minimum of 60 days in advance of exercise date. Frequency requests shall be in accordance with the Standard Frequency Action format.

3. Frequencies for Deployment. Frequencies for use while deployed will be requested through COMPHIBRON.

4. Call Signs. The current edition of AKAI-6 will be used when conducting joint operations. The AKAV-540 will be used at Camp Pendleton only. The AKAV-530 will be used while OPCON to III MEF unless otherwise directed.

8008. COMMUNICATIONS CENTER

1. Garrison. The MEU CE will maintain a Communications Center

8-10

SOCAL MEU (SOC) SOP

8009

capability in garrison utilizing the Defense Messaging System (DMS) for both classified (up to SECRET level only) and unclassified message traffic. Establish message drafting and releasing authority procedures.

2. Embarked. The MEU CE will establish and maintain a Communications Center capability in the Flagship's Joint Message Center (JMC) for both classified (up to SECRET level only) and unclassified message traffic. MEU data communications center personnel will guard for CE and MSE messages. Be prepared to support AUTODIN message traffic in case ship has not implemented DMS. On ships where the CE is not the senior embarked unit, the MSE will provide data communications center personnel to guard for its message traffic in the ship's JMC.

3. Communication Guard Shift. Activate appropriate DMS routing and AUTODIN PLA (as required) shifts prior to embarkation. MSE S-6s will submit DMS/AUTODIN address shifts for their own units.

8009. COMMUNICATION MATERIAL SYSTEM (CMS) REQUIREMENTS

1. CMS Support for CE and MSEs. The MEU S-6 has staff cognizance over the MEU CE's CMS account. The MEU EKMS Custodian coordinates with the MEF CMS Materials Office (MCMO) to ensure that the MEU deploys with all required materials. The MSEs and other attached units will be local account holders of the CE CMS account per a Letter of Agreement (LOA). This LOA will identify those personnel authorized to receive and use CMS materials in accordance with CM-21A. The LOA must be signed by both the MEU CO and the requesting unit's CO or OIC. No MSE or attached units' CMS materials or equipment will be transferred to the MEU CE CMS account.
2. Distribution of CMS Short-titles. The MEU EKMS Custodian will distribute all CMS short-titles to MSEs and attached units. MSEs and attached units are not authorized to receive CMS short-titles from other MSEs, attached units, or units outside of the MEU.
3. Destruction of CMS Materials. Destruction of CMS Materials will be in accordance with CMS-21A.
4. Storage of CMS. Storage of CMS materials and equipment in garrison and aboard ship will be coordinated by the MEU S-6.

8-11

8010

SOCAL MEU (SOC) SOP

Detailed CMS inventories should be conducted prior to and after shipboard embarkation and debarkation.

8010. DATA PROCESSING

1. All requirements for information systems support required while in the SOCAL area will be coordinated with the MEU S-6 or the MEF Information's Systems Management Officer (ISMO).
2. Pre-deployment preparation commences approximately 180 days prior to deployment with initial evaluation to determine deficiencies, training requirements, and identify uses for all software applications. Additional equipment requests should be identified early to provide sufficient lead time for procurement or temporary loan. Schedules for implementation

of all requirements identified during the initial consultation will be coordinated between the MEU S-6 and I MEF ISMO.

8011. MAINTENANCE OF COMMUNICATION EQUIPMENT

1. A Class IX parts block will be assembled and held by the MSSG. The parts block will contain first through fourth echelon parts for communication-electronics equipment. A printout of the repair parts (the PWRs Withdrawal Package) will be available from the MSSG for inspection by the MEU S-6 and Maintenance Chief.

2. MEU CE should possess an organizational echelon maintenance capability. Maintenance beyond that level (to include evacuation to the depot level if necessary) will be performed by the MSSG.

8-12

SOCAL MEU (SOC) SOP

CHAPTER 9

FINANCIAL MANAGEMENT

	<u>PARAGRAPH</u>	<u>PAGE</u>
PRE-DEPLOYMENT PHASE . . . . .	9000	9-3
DEPLOYMENT PHASE . . . . .	9001	9-4
STAND DOWN PHASE . . . . .	9002	9-5

FUNDING RESPONSIBILITIES . . . . .	9003	9-5
ACCOUNTING PROCEDURES . . . . .	9004	9-7
EXTERNAL FUNDS PROCEDURES . . . . .	9005	9-10
ANNUAL BUDGETING REQUIREMENTS & REPORTS . .	9006	9-13
FINANCE OPERATIONS . . . . .	9007	9-14
OPERATIONS AND MAINTENANCE, NAVY (O&M,N)		
FUNDING MANAGEMENT . . . . .	9008	9-14

FIGURES

FIGURE 9-1 -- FINANCIAL AFTER ACTION REPORT (FAAR)		9-15
FIGURE 9-2 -- SAMPLE CONTINGENCY COST REPORT		9-20
FIGURE 9-3 -- WEEKLY AVAILABLE BALANCE (WAB) REPORT		9-21
FIGURE 9-4 -- SAMPLE INTERNAL MANAGEMENT CONTROL REPORT		9-24
FIGURE 9-5 -- MEU BUDGET SUBMISSION		9-35

(THIS PAGE INTENTIONALLY BLANK)

9-2

SOCAL MEU (SOC) SOP

CHAPTER 9

FINANCIAL MANAGEMENT

9000. PRE-DEPLOYMENT PHASE

1. During the pre-deployment phase, MEU MSEs are represented in the Standard Accounting, Budgeting and Reporting System (SABRS) as Budget Execution Activities (BEAs) within the MEU's Work Center Identification (WCI) code. In this context, MSEs are defined as the GCE, ACE, and CSSE. The MEU CE is responsible for funding the day-to-day operations of their MSEs and MEU specific training as delineated in the applicable CG, I MEF LOI for Deployment, as well as all funding requirements directed in paragraph 9003 of this Chapter. Parent commands are not required to fund the MEU MSEs unless otherwise directed by this SOP or the applicable CG, I MEF LOI for Deployment.

2. I MEF AC/S G-7 will be the designated Action Officer for SOTG Courses, TRUE, selected (evaluated) FLEETEX events, the AT/FP Exercise, and SOCEX; the MEU will fund all other PTP training. In conjunction with the G-7, the I MEF Comptroller annually budgets for these exercises and administers these budgets. The G-7 will publish budget ceilings for all participating units no later than 45 days prior to the commencement of a particular exercise. Each ceiling is based on budget requests made by participating units. Ceilings are provided to each participating unit, via the Comptroller (Attn: Exercise Officer). After validating these budget ceilings, the Comptroller will issue direct authorizations to participating units.

a. Understanding that the costs associated with these exercises fluctuate based on missions and locations, the G-7 will fund, at a minimum, all budgeted incremental costs for each exercise for which the G-7 is the designated Action Officer. Incremental costs for the participating units are defined as TAD (to include site visits), Transportation of Things/  
Transportation of People (TOT/TOP) and battery consumption. Specific to TRUE exercises, the G-7 will fund all billeting and messing expenses for participating units within the assigned budget ceilings.

b. Participating units will submit a Financial After Action Report (FAAR) to the G-7, with a copy to the MEF Comptroller

(Attn: Exercise Officer) no later than 45 days after the completion of a given work-up exercise. FAARs are not used for reimbursement purposes because each participating unit will be authorized their budget ceiling prior to start of the exercise. FAARs will be used to identify potential deficiencies that cause insufficient funding levels. Additionally, the FAARs will be used during the budget formulation process for future MEU work-up exercises.

9001. DEPLOYMENT PHASE

1. During the deployment phase (E-Day to R+30), MEU MSEs will be represented in SABRS as BEAs within the MEU's WCI code. Consequently, the MEU is responsible for funding the day-to-day operations of their MSEs, MEU specific training/missions, Class IX supplies, contracts, maintenance costs, replenishment and replacement as well as all requirements directed in paragraph 9003 of this Chapter.

2. In the event of a contingency operation while deployed, the MEU is responsible for funding the MSEs, recording all associated costs with the designated contingency Special Interest Code (SIC) in SABRS and reporting those costs monthly to the I MEF Comptroller (Attn: Budget Officer) via the Contingency Cost Report.

3. The deployed MEU will submit a Weekly Available Balance Report to the I MEF Comptroller (Attn: Budget Officer) no later than Friday.

4. Upon return from deployment, the I MEF Comptroller will administer the fiscal portion of the Limited Technical Inspection (LTI) Program as directed by the I MEF G-4 (reference MSG DTG 061535Z SEP 01). The reference states,

"Prior to the unit's CHOP to the MEU, equipment will be in such condition as to be able to accomplish its assigned mission during both pre-deployment training and during the deployment. In cases where the equipment does not meet this criteria, it is the MSC's responsibility to ensure it is repaired or replaced."

The reference goes on to state,

"Individual MEUs will not receive funding in their annual base budgets for the LTI process. Instead, funding for the LTI process will be budgeted for by the MEF Comptroller. Upon return and the subsequent out-CHOP of MSEs, the MEF Comptroller will provide direct funding authorizations to the applicable MSCs for the MSEs LTI costs. The actual value of the direct funds transfer will be the average required maintenance cost of the last three MEUs. MSCs will provide total LTI costs to this I MEF AC/S G-4 and AC/S Comptroller) 30 days after transfer of equipment from returning MEU to the MSC. If the funding provided by the MEF Comptroller to the MSCs for LTI costs is insufficient, the applicable MSC should identify the deficient amount to the MEF Comptroller."

#### 9002. STAND DOWN PHASE

1. The MEU CE is responsible for funding only the MEU CE when the MEU is not activated for training, unless otherwise directed.
2. The MEU will remain a WCI within I MEF, but MEU MSEs may not post obligations against the MEU's WCI without prior approval from the applicable MEU's Supply Officer. During this phase, MEU MSEs are the funding responsibility of their parent commands unless otherwise directed by this SOP.

#### 9003. FUNDING RESPONSIBILITIES

1. Funding for emergency, medical and legal leave of all Marines attached to the MEU is the MEU's responsibility.
2. Entitlement travel expenses associated with augmenting a MEU CE as directed in the CG, I MEF LOI for Deployment will be borne by the parent command of the Marine assigned to the MEU CE. This includes mileage for Marines traveling from MCAS Miramar and/or messing and quarters for Marines assigned from units located at 29 Palms, CA or Yuma, AZ.
3. 1st Tank Bn Det

a. TOT/TOP funding for 1st Tank Bn's attachment to a given MEU as well as the return transportation to their home base/

9-5

9003

SOCAL MEU (SOC) SOP

station is the MEU's funding responsibility.

b. Funding for per diem and associated travel entitlements that are incurred as a result of 1st Tank Bn's temporary relocation to MCB Camp Pendleton from MAGTFTC is the funding responsibility of 1st Marine Division.

#### 4. Desert Uniforms/TAP Gear

a. Funding responsibility for desert boots and boonies is the MEU's responsibility.

b. TAP gear requests for MEU MSEs will be accompanied with a MEU Cost JON. For the purpose of this chapter, desert TAP gear is defined as desert blouses, trousers, helmet covers, pack covers and flak jacket covers. MEU Cost JONs will be provided in the event cold weather TAP gear is required.

c. Name tapes on desert utilities for a MEU's MSEs are the MEU's funding responsibility.

d. The ACE will coordinate with 3d MAW for funding of desert flight suits and boots, as required.

#### 5. RadBn Det

a. Funding for the initial transportation of a MEU's RadBn detachment from Hawaii to Camp Pendleton is the funding responsibility of I MEF. The applicable MEU is required to submit a cost estimate to the MEF Comptroller (Attn: Budget Officer) 30 days prior to the movement. Based on the cost estimate, direct fund authorizations will then be provided to the MEU. MEUs and RadBn will take advantage of "opportune lift" when possible. Opportune lift provides significant cost savings to the MEF that can be potentially used to fund other MEU requirements.

b. RadBn detachment's per diem and GSA vehicle costs while in the pre-deployment phase will be funded by RadBn.

c. Pre-deployment phase TAD costs that involve the RadBn detachment's movement to and from Hawaii in an effort to avoid accumulating DEPTempo days is RadBn's funding responsibility.

d. RadBn detachment's operating expenses during the pre-9-6

SOCAL MEU (SOC) SOP

9004

deployment phase will be funded by the MEU. This includes TAD in support of MEU operations, administrative supplies and work-up exercise related costs.

6. Advance Party, liaison visit, planning conference and terrain walk TAD is the MEU's funding responsibility.

7. Exercises on the MEF TEEP are I MEF's funding responsibility.

a. Except as indicated in paragraph 9000.2, MEU specific training is the MEU's funding responsibility for Marines and Sailors attached to the MEU, including PTP courses mandated in the CG, I MEF LOI for Deployment. If MEU specific training is required prior to the chop of an MSE to the MEU, the funding responsibility for that training still resides with the MEU.

b. Funding for all other MEF TEEP exercises is conducted in accordance with I MEFO 7040.

c. Submit FAARs for MEF TEEP exercises to the MEF Comptroller (Attn: Exercise Officer) no later than 45 days after the completion of the exercise. (See Figure 9-1)

8. MSEs

a. MSEs are responsible for funding and CHOPing to a MEU with an initial 5 DOS battery block, including dry cell lithium batteries. This guidance applies to the Radio Bn and MEF Headquarters Group detachments as well. This initial battery block will be reconstituted with MEU funding prior to out-chop.

b. MSEs are responsible for funding and CHOPing to a MEU with a 30-day preventative medical supply block. This 30-day block will be reconstituted with MEU funding prior to out-chop.

c. MSEs are responsible for funding and CHOPing to a MEU with an initial AMAL/ADAL block. This initial AMAL/ADAL block will be reconstituted with MEU funding prior to out-chop.

9. 3D MAW is responsible for funding KC-130 Detachment per diem and transportation costs to and from the AOR when the Det is activated by the MEU Commander.

9004. ACCOUNTING PROCEDURES

9-7

9004 SOCIAL MEU (SOC) SOP

1. MEUs must coordinate with MSE parent command Comptrollers and the SASSY Management Unit (SMU) to ensure that a thorough Unliquidated Obligation/Outstanding Travel Order (ULO/OTO) Validation (PE and RA) is done between E-210 and E-180.

2. MEUs must ensure that MSE information is properly loaded to the following SABRS tables prior to E-180:

- a. 207 (Work Center ID)
- b. 0F2 (DSSC FIP) (Note: New CMSC cards are required.)
- c. 073 (FIP)
- d. 0K3 (RA-FIP)
- e. 019 (X-Fund Admin)
- f. 071 (Work Center)
- g. 077 (T-TON)

3. TAD

a. MEUs will coordinate with MSE designated Agency Program Coordinators (APCs) to identify and eliminate

delinquent Government Travel Charge Card (GTCC) accounts throughout the deployment cycle. Every effort will be made to ensure the MEU starts the deployment phase with no accounts that are over 30 days delinquent.

b. MEUs must block sufficient Travel Order Numbers (TON) to support the MEU Operations during FY close-out or other times when SABRS is inaccessible.

c. MSE Marines and Sailors will settle all TAD travel prior to R+30.

#### 4. Reimbursables

a. MEUs must retain signed copies of all Reimbursable Work Orders (RWOs).

b. MEUs are required to record all RWOs in SABRS (DICs FRA and OT1) prior to execution.

9-8

SOCAL MEU (SOC) SOP

9004

c. MEUs must provide reimbursable information, such as the Financial Information Pointer (FIP) (include Reimbursable Order Number (RON) and Reimbursable Billing Code (RBC)) and the authorized spending limit, to the executing section. Additionally, MEUs will execute and monitor reimbursable transactions IAW MCO P7300.21.

#### 5. Problem Disbursements and Pre-Validation Errors

a. MEUs must resolve problem disbursements IAW the guidance set forth in MCO P7300.21. MEUs must understand the policy contained in the DoD Financial Management Regulation (DoDFMR), Volume 3, Chapter 11, regarding the role of the Defense Finance and Accounting Service (DFAS) in obligating problem disbursements.

b. MEUs must ensure that all MEU transactions on the pre-validation Report are properly obligated in SABRS. Furthermore, MEUs will verify the submission of a properly completed Report of Property Received (RPR) to DFAS and

understand the policy contained in the DoDFMR, Volume 3, Chapter 8, regarding the DFAS role in obligating pre-validation errors.

6. Government Commercial Procurement Card (GCPC)

a. MEUs will coordinate with MSE parent command Comptrollers and APCs to identify delinquent accounts and deactivate MEU MSE cards.

b. MEUs will load Lines of Accounting (LOA) to CitiDirect with MSE information.

c. MEUs will reconcile the CitiDirect auto-generated Standard Document Numbers (SDN) against the SABRS Daily Transaction Report (DTR) and will not manually obligate GCPC purchases.

7. SABRS Access

a. MEUs will coordinate with MSE parent command Comptrollers to adjust designated ACIDs on Table 204.

b. MEUs will verify MSE access to required INFOPAC reports.

9-9

9005

SOCAL MEU (SOC) SOP

9005. EXTERNAL FUNDS PROCEDURES

1. Commercial Ticket Program (CTP). CTP is intended to provide a mechanism for individual commercial air travel during CINC exercise execution in circumstances where military airlift or a commercial air charter is not available. If approval is granted, this notification will include which ULNs are assigned to specific individuals granted CTP authorizations. Funding for CTP is authorized to the Service Component for execution and ultimately charged back to the applicable CINC's exercise airlift spending targets. Submit requests for CTP funding to the MEF Comptroller (Attn: Exercise Officer) 45 days prior to departure. CTP use is authorized by the US Transportation Command (USTRANSCOM) with the concurrence of the supported CINC. The supported CINC will then notify the applicable Component of CTP

authorizations. The MEF Comptroller's office will be notified by higher headquarters of CTP authorizations and in turn, will notify the applicable MEU. CTP authorizations are only used to purchase airline tickets, not to fund per diem. In the rare instances of MEUs receiving CTP authorizations, coordination between the MEU/MEU travelers and the Transportation Movement Office (TMO) will be the responsibility of the MEF Comptroller.

2. Port Handling/Inland Transportation (PH/IT, 0100 Appropriation).

a. PH/IT is authorized to I MEF specifically to augment JCS directed exercise funding. Obligations are limited to direct support of these exercises (delineated by the MCBUL 4600 series bulletins). Track all obligations with the appropriate Special Interest Code (SIC).

b. PH includes commercial contract expenses to receive or dispatch cargo at ports of embarkation (POE) and ports of debarkation (POD) associated with Military Sealift Command (MSC) shipping for a JCS directed exercise. Authorized expenses include documentation, terminal handling and stevedoring.

c. IT includes expenses associated with the movement of exercise participants and cargo, to/from a POE/POD and the exercise area by commercial-for-hire firms when organic transportation is not available or cost effective. Movement is by surface transportation (rail, highway and inland waterway). The leasing of commercial vehicles (e.g. passenger vans) is specifically excluded from this definition and should not be

9-10

SOCAL MEU (SOC) SOP

9005

confused with commercial-for-hire firms. Transportation expenses associated with TAD, exercise conferences and air travel are also specifically excluded.

d. When deployed and conducting a JCS directed exercise, a MEU's budget ceiling for the specific exercise may contain PH/IT funding. When applicable, the MEU can access this funding by one of two methods. First, a MEU may request that

the PH/IT authorizations be loaded directly to their WCI and executed at the MEU level. A second option is for the MEU to request that PH/IT authorizations be loaded to the appropriate Transportation Account Code (TAC); in this case, the MEU would receive written authorizations to charge their PH/IT budget ceiling against the appropriate TAC.

e. CJCSI 3511.01 provides detailed guidance on PH/ IT funding.

3. Fleet Exercise Logistical Support (FELS). FELS is reimbursable funding meant specifically to augment CINC directed deployment and redeployment of FMF units for contingency operations, training and readiness. FELS is divided into two sub-categories: TOP and TOT.

a. I MEF receives FELS funding from COMNAVAIRPAC. I MEF determines the allocation for FELS funding based on the following priorities: the MEU Deployment Cycle, CBL/GBL expenses, FSSG's efforts to on and off load MEUs, and the MEF Exercise Program. MEU funding distribution in any given fiscal year is determined by the amount of time each MEU spends in the various stages of a deployment cycle (pre-deployment, deployment and post-deployment). The amount per stage is determined by the I MEF Comptroller during the 1st quarter of a FY and is based on historic data and MEU cost estimates.

b. Approved FELS budget ceilings are issued to each MEU upon I MEF's receipt of the original funding document from COMNAVAIRPAC. These budget ceilings are distributed to the applicable MEUs in the form of reimbursable funding authorization letters. The reimbursable authorization letter grants the applicable MEU the authority to establish a reimbursable line of funding under their WCI for a budgeted amount. MEUs exceeding the reimbursable authorization will have their 1A1A funding reduced accordingly.

9-11

9005

SOCAL MEU (SOC) SOP

c. A monthly FELS report is due to the I MEF Comptroller (Attn: Budget Officer) no later than the 5th calendar day. This report will detail all the obligations posted to the reimbursable document as well as FELS related obligations that

a MEU funded with 1106 Appropriation. The latter half of this report is crucial in providing the Comptroller with sufficient data to justify to COMNAVAIRPAC the need for additional FELS funding.

4. Official Representation Funds (ORF). ORF funds are authorized to the CG, I MEF for the purpose of official entertainment and to represent I MEF to specific dignitaries. I MEF supports each MEU's need for ORF on a case-by-case basis.

During the 1st Quarter of each FY, MEUs may submit a request for ORF authorizations to the I MEF Comptroller with a detailed spending plan and justification.

a. When approved, the I MEF Comptroller will provide specific procedural guidance.

b. SECNAVINST 7042.7J provides detailed policy for ORF use.

5. Traditional CINC Activities (TCA). Traditional CINC activities are those activities that CINCs use to promote regional security, achieve other U.S. national security goals, and implement national security strategy and the national military strategy. TCA funding is for near-term projects and may not be used to fund the purchases of equipment or services for a specific project year after year. On-going requirements should be included in the Programs Objective Memorandum (POM) submissions and budgeted.

a. Annual requests (data calls) for TCA submissions will come from MARFORPAC to I MEF. In coordination with the I MEF G-3, the I MEF Comptroller publishes a data call for the next FY during January/February. The Comptroller will compile the submissions and submit to MARFORPAC. MARFORPAC screens and forwards I MEF's requests to the applicable CINCs. Upon determination of supportability, the applicable CINC will notify I MEF, via MARFORPAC, which projects will be funded the following FY.

b. Approved activities will be funded in the form of a reimbursable from the applicable CINC to I MEF. Consequently, the Comptroller will issue reimbursable authorization letters to the participating MEF units. The reimbursable authorization letter grants the participating unit the authority to establish a

SOCAL MEU (SOC) SOP

9006

reimbursable line of funding under their WCI for a specific activity. MEUs exceeding the reimbursable authorization will have their 1A1A funding reduced accordingly.

9006. ANNUAL BUDGETING REQUIREMENT AND REPORTS

1. MEU annual budgets are formulated based on the number of months a given MEU will spend in each of the three phases of a MEU cycle. The I MEF G-3 provides this information to the I MEF Comptroller. Each MEU must validate the information.

2. The cost per month for a given MEU in each of the three phases of a MEU cycle is revalidated annually during the 3rd Quarter of the preceding FY. The Comptroller conducts this revalidation and uses an annual budget data call as the means to do so. MEUs must justify any requested increases during this process. MEUs must submit requirements by Marine Corps Program Codes (MCPC) tying increased requirements to changes in mission statements/taskings, etc.

3. Each MEU has received various targeted increases and decreases in their base budgets during previous budget formulation cycles. These increases and decreases are brought forward annually and should be considered in budget formulation. For example, each MEU received a \$50,000 increase during Fiscal Year 2001. This increase is included in all future budget ceilings.

4. Each annual budget call will require MEUs to provide the MEF Comptroller with a budget for the next FY by MCPC and a desired quarterly breakdown of funds by PE and RA based on the provided ceilings. (See Figure 9-5). Because budget ceilings may not meet the total MEU funding requirement, the total requirement will also be provided. Deficiencies are reviewed quarterly by the MEF Financial Review Board to determine if they can be supported. Anticipate submitting annual budget requirements based on a MEF data call during the late 3rd/early 4th Quarter annually.

5. WAB. A WAB report is due electronically to the MEF Comptroller (Attn: Budget Officer) by Friday. (See Figure 9-3). The WAB assists the MEF in overcoming SABRS inaccuracies caused

by time/distance/connectivity challenges.

9-13

9007

SOCAL MEU (SOC) SOP

6. FELS. A monthly FELS Report is due to the MEF Comptroller (Attn: Budget Officer) on the 5th calendar day.

7. Contingency Reporting. A monthly Contingency Cost Report is due to the MEF Comptroller (Attn: Budget Officer) on the 6th calendar day. Detailed guidance for report format and contents are found in DoDFMR Vol 12, Chapter 23. (Also, see Figure 9-2).

8. Internal Controls. The annual Internal Management Control Report is due to the MEF Comptroller (Attn: Resource, Analysis and Evaluations Officer) on or about 15 August. MCO 5200.24C and I MEFO 5200.1 are the applicable references. (See Figure 9-4).

9. MEUs can anticipate certifying their year-end FY Authorizations and obligations.

9007. FINANCE OPERATIONS. The Deployed Disbursing SOP, published by 1st FSSG Disbursing Office, contains all finance related issues.

9008. OPERATIONS AND MAINTENANCE, NAVY (O&M,N) FUNDING MANAGEMENT. O&M,N support of the Aviation Combat Element (ACE) includes the following.

1. OFC-01/10. 3D MAW retains O&M,N funding responsibility for the ACE throughout the deployment.

2. OFC-09. ACE IMRL requirements will be funded by 3D MAW.

3. OFC-21. No OFC-21 (TAD) funds will be authorized to the ACE by 3D MAW while the ACE is OPCON to the MEU.

4. OFC-50. Aircraft maintenance support is provided through the Operating Target (OPTAR) assigned to the supporting unit.

SOCAL MEU (SOC) SOP

FINANCIAL AFTER ACTION REPORT (FAAR)

1. General

Exercise Name \_\_\_\_\_  
Date Prepared \_\_\_\_\_  
Organization \_\_\_\_\_  
Fiscal Year \_\_\_\_\_  
POC \_\_\_\_\_  
AUTOVON \_\_\_\_\_

2. Exercise Information

- a. Exercise Location:
- b. Number of Exercise Days:

3. Exercise Workload Indicators and Costs:

- a. Organizations Participating:

Organization# of Personnel

- b. Planned Organic Equipment Density List:

TAMCM    NOMEN    LGTH    WIDTH    HT    SQ    QTY    SOURCED

- c. Planned Communication Support:

- External Communication (COMNAVTEL, AUTODIN, AUTOVON, Other)

Quantity                      Duration                      Amount

- Planned Battery Consumption:

<u>Type of Battery</u>	<u>Quantity</u>	<u>Amount</u>
------------------------	-----------------	---------------

- Planned Wire Consumption:

<u>Type of Wire</u>	<u>Quantity</u>	<u>Amount</u>
---------------------	-----------------	---------------

Figure 9-1. FINANCIAL AFTER ACTION REPORT (FAAR) (Sheet 1 of 5)

9-15

SOCAL MEU (SOC) SOP

d. Planned Subsistence:

<u>Location</u>	<u>Type</u>	<u>Avg Daily Head Count</u>	<u>Number of Days</u>
-----------------	-------------	-----------------------------	-----------------------

e. Planned Aircraft and Flight Hours

<u>Type Aircraft</u>	<u>Number of Aircraft Planned</u>	<u>Anticipated Flight Hours</u>
----------------------	-----------------------------------	---------------------------------

4. Estimated Support Requirements Cost

a. CLASS II Support (Clothing/Self-service Items):

b. CLASS III Support:

(Packaged POL):

<u>Nomenclature</u>	<u>U/I</u>	<u>Quantity</u>	<u>U/P</u>	<u>Total Cost</u>
---------------------	------------	-----------------	------------	-------------------

(Bulk POL):

<u>Nomenclature</u>	<u>U/I</u>	<u>Quantity</u>	<u>U/P</u>	<u>Total Cost</u>
---------------------	------------	-----------------	------------	-------------------

c. CLASS IV Support (Construction Material-to include TAP items):

<u>Nomenclature</u>	<u>U/I</u>	<u>Quantity</u>	<u>U/P</u>	<u>Total Cost</u>
---------------------	------------	-----------------	------------	-------------------

d. CLASS VII Support (Temp Loan/Rental Vehicles):

<u>Nomenclature</u>	<u>U/I</u>	<u>Quantity</u>	<u>U/P</u>	<u>Total Cost</u>
---------------------	------------	-----------------	------------	-------------------

e. CLASS VII Support (Medical):

Nomenclature      U/I      Quantity      U/P      Total Cost

f. CLASS IX Support (Repair Parts)

Nomenclature      U/I      Quantity      U/P      Total Cost

g. CONTRACT Support (Waste/trash removal, Communication Lines, etc.):

Figure 9-1. FINANCIAL AFTER ACTION REPORT (FAAR) (Sheet 2 of 5)

9-16

SOCAL MEU (SOC) SOP

Type of Support      Total cost

h. DRMO/Hazardous Waste Requirements:

i. PWR Requirements:

j. Environmental Requirements:

k. REPLENISHMENT/REPLACEMENT Support:

Type of Support      Total cost

Identify estimated costs for replacement of temp loan equipment resulting from LTIs, and estimated TAP reimbursement costs separately.

l. TAD Requirements

- Pre-Exercise Planning/Scheduling Conferences:

For each conference identify conference location, number of per diem days, number attending, estimated total per diem cost, estimated total transportation cost and estimated total other cost.

- During-Exercise TAD Costs:

Identify any projected TAD costs required during the conduct of the exercise (identify to the same level of detail required for pre-exercise).

- Post-Exercise TAD Costs:

Identify any projected post-exercise TAD costs (identify to the same level of detail required for pre-exercise).

m. Strategic Lift Requirements

- AMC/SAAM

				TYPE	NR	TOP	TOT
TOTAL							
<u>COST</u>	<u>POE</u>	<u>POD</u>	<u>PAX</u>	<u>S/T</u>	<u>OF DPLY</u>	<u>ACFT</u>	<u>COST</u>
							<u>COST</u>

Figure 9-1. FINANCIAL AFTER ACTION REPORT (FAAR) (Sheet 3 of 5)

9-17

SOCAL MEU (SOC) SOP

- MSC Shipping/Port Handling

<u>Type</u>	<u>Qty</u>	<u>Days</u>	<u>POE</u>	<u>POD</u>	<u>MT</u>	<u>SQFT</u>	<u>Cost</u>
-------------	------------	-------------	------------	------------	-----------	-------------	-------------

- Inland Transportation (Truck, rail, bus)

<u>Type</u>	<u>Qty</u>	<u>POE</u>	<u>POD</u>	<u>PERS</u>	<u>S/T</u>	<u>Cost</u>
-------------	------------	------------	------------	-------------	------------	-------------

n. Other Pre-Exercise Costs (e.g. Batteries, Construction Materials):

Identify other costs not identified in the above categories and provide justification for why these costs are a direct result of participation in subject exercises.

o. Identify other costs not identified in the above categories and provide justification for these costs.

p. Other Post-Exercise Costs:

Identify other costs not identified in the above categories and provide justification for these costs.

5. Estimated Cost Summary (Following is a summary of costs by command):

CE      FSSG      DIV      WING      MHG      MEU

TOTAL  
PLANNING PHASE  
DSSC/OPEN PURCH  
TAD  
PACKAGED POL  
R/A  
OTHER PRE

EXERCISE PHASE  
TAD  
COMMUNICATIONS  
CLASS II  
CLASS III (P)  
CLASS III (B)  
CLASS IV

Figure 9-1. FINANCIAL AFTER ACTION REPORT (FAAR) (Sheet 4 of 5)

9-18

SOCAL MEU (SOC) SOP

CLASS VIII  
CLASS IX  
CONTRACTS (INCLUDE CLASS VII)  
DRMO/Hazardous Waste  
PWR  
Environmental  
OTHER DURING

POST PHASE  
TAD  
ENV/HAZMAT  
PPP  
TAP  
REPL/PEPL  
OTHER POST

TOTAL:

OTHER COST FACTORS  
STR LIFT  
PH&IT  
TOT/TOP

SUBSISTENCE  
UDP FUNDS  
ERC  
BLUE \$TAD

Figure 9-1. FINANCIAL AFTER ACTION REPORT (FAAR) (Sheet 5 of 5)

9-19

SOCAL MEU (SOC) SOP

SAMPLE CONTINGENCY COST REPORT

Name of Operation: ENDURING FREEDOM  
Country/Region: CONUS/OCONUS  
Mission: Build-up/offensive military action phase inf FY02  
NAVY Claimant: United States Marine Corps  
Date: 13 January 02  
POC: Cpl McNamee, R. H.

PAC

1.0 Personnel Costs

1.1 Military Personnel

- 1.1.1 Reserve Components Called to Active Duty
- 1.1.2 Imminent Danger or Hostile Fire Pay
- 1.1.3 Family Separation Allowance
- 1.1.4 Hardship Duty Pay
- 1.1.5 Subsistence
- 1.1.6 Other Military Personnel (MILPERS)

Total MPMC\$0

\$0

1.2 Civilian Personnel

- 1.2.1 Civilian Premium Pay
- 1.2.2 Civilian Temporary Hires

1.2.3	Other Civilian Personnel		
		Total Personnel	
2.0	<u>Personnel Support</u>		
2.1	Temporary Duty (TDY)/Temporary Additional Duty (TAD)	\$216,027.10	\$216,027
2.2	Clothing and Other Personnel Equipment and Supplies		
2.3	Medical Support/Health Services		
2.4	Reserve Component Activation and Deactivation		
2.5	Other Personnel Support		
3.0	<u>Operating Support</u>		
3.1	Training		
3.2	Operation OPTEMPO (Fuel, Other POL, Parts)	\$377,228.09	\$377,228
	3.2.1 Flying Hours		
	3.2.2 Steaming Hours		
3.3	Other Supplies and Equipment	\$229,856.66	\$229,857
3.4	Facilities/Base Support		
3.5	Reconstitution		
3.6	C4I		
3.7	Other Services and Miscellaneous Contracts		
4.0	<u>Transportation Costs</u>		
4.1	Airlift		
4.2	Sealift		
4.3	Ready Reserve Force		
4.4	Port Handling/Inland Transportation		
4.5	Other Transportation		
		Total OMMC\$823,112	\$823,112
		\$1,646,224	\$1,646,224

Figure 9-2. SAMPLE CONTINGENCY COST REPORT

9-20

SOCAL MEU (SOC) SOP

WEEKLY AVAILABLE BALANCE (WAB) REPORT

UNIT WAB #

Prepared by:

Date:

Cycle Number:

1. FOLLOWING WAB REPORT IS SUBMITTED

2. FISCAL INFORMATION

\$ VALUE

A. SABRS CYCLE:

B. SABRS PE AUTH TO DATE: 0.00

C. CURRENT PE OBL IN SABRS: 0.00

D. CURR PE OBL NOT REFLECTED IN SABRS: 0.00

E. TOTAL PE OBL (C+D): 0.00

F. AVAIL PE BAL (B-E):	0.00
G. SABRS RA AUTH TO DATE:	0.00
H. CURR RA OBL IN SABRS:	0.00
I. CURR RA OBL NOT REFLECTED IN SABRS:	0.00
J. TOTAL RA OBL (H+I):	0.00
K. AVAIL RA BAL (G-J):	0.00
L. SABRS II AUTH TO DATE:	0.00
M. CURR SABRS II OBL IN SABRS:	0.00
N. CURR SABRS II OBL NOT REFLECTED IN SABRS:	0.00
O. TOTAL SABRS II OBL (M+N):	0.00
P. AVAIL SABRS II BAL (L-O):	0.00
3. ERROR INFORMATION	
A. TOTAL UNMATCHED IDBs:	0.00
B. TOTAL UNMATCHED DNRs:	0.00
C. TOTAL NULO DIFFERENCE:	0.00
D. TOTAL ERROR LOG OBL NOT ACTIVE FILE (B7A, AOA, ETC.):	0.00
E. TOTAL PREVAL REQUIRING OBL (CODES "WO" & "EO"):	0.00

Figure 9-3. WEEKLY AVAILABLE BALANCE (WAB) REPORT (Sheet 1 of 2)

9-21

SOCAL MEU (SOC) SOP

4. DETAIL AND REQUESTED ACTION	
A. EXPLANATION:	
B. REQ ACTION:	
C. PE REPORTS:	
D. NAVY STOCK FUND:	0.00
E. INMARSAT USAGE CHARGES:	0.00
F. PH: TOTAL FUNDS AUTH TO DATE:	0.00
G. PH: TOTAL OBL:	0.00
H. PH: ADD FUNDS REQ WITH JUSTIFICATION:	
I. IT: TOTAL FUNDS AUTH TO DATE:	0.00
J. IT: TOTAL OBL:	0.00
K. IT: ADD FUNDS REQ WITH JUSTIFICATION:	

L. PH/IT DOCUMENT INFORMATION:

Document Number

M. TCA: TOTAL FUNDS AUTH TO DATE:	0.00
N. TCA: TOTAL OBL:	0.00
O. TCA: ADD FUNDS REQ WITH JUSTIFICATION:	
P. PENDING REIMB FROM I MEF:	0.00
R. TOTAL OF REIMBURSABLE DOCUMENTS RECEIVED:	0
S. TOTAL VALUE OF REIMBURSABLE DOCS RECEIVED:	0.00

Figure 9-3. WEEKLY AVAILABLE BALANCE (WAB) REPORT (Sheet 2 of 2)

9-22

SOCAL MEU (SOC) SOP

SAMPLE INTERNAL MANAGEMENT CONTROL REPORT



**UNITED STATES MARINE CORPS**

I MARINE EXPEDITIONARY FORCE, FMF  
BOX 555300  
CAMP PENDLETON, CA 92055-5300

IN REPLY REFER TO:  
7100  
BUDO07/01  
31 Aug 01

From: Commanding General, I Marine Expeditionary Force, Fleet Marine Force  
To: Commanding General, Marine Forces Pacific, Fleet Marine Force

Subj: MANAGEMENT CONTROL CERTIFICATION STATEMENT AND RESULTS OF MANAGEMENT CONTROL EVALUATIONS

Ref: (a) MCO 5200.24C

Encl: (1) List of Assessable Units  
(2) Current Year Material Weaknesses and Corrective Actions-Actual and Prospective

1. This command has evaluated the system of internal administrative and accounting controls in effect during the reporting period ending 31 August 01. The evaluation was performed per Marine Corps policy contained in the reference. Internal Management Control Program accomplishments and the status of identified material weaknesses are detailed in enclosure (2).

2. I have reasonable assurance that management controls are in place and operating effectively and the objectives of the Federal Managers' Financial Integrity Act were achieved except for the CITIDIRECT purchase card program and potential fraud concerning Disbursing Operations.

3. Information to support the certification statement was derived from management reviews, audits, inspections, investigations and other management information. A total of 628 Internal Control Reviews and 60 Alternate Internal Control Reviews were conducted.

4. The point of contact for this subject is Capt M.J. Steele (DSN 365- 6100).

D.R. VAN PEURSEM  
By direction

Figure 9-4. SAMPLE INTERNAL MANAGEMENT CONTROL REPORT  
(Sheet 1 of 13)

9-23

SOCAL MEU (SOC) SOP

FUNCTIONAL

CATEGORY	ASSESSABLE UNITS
1	RD&E
2	MAJOR SYSTEMS ACQUISITION
3	PROCUREMENT

APD PROCUREMENT  
BPA AND CREDIT CARD PURCHASES  
BPA AND IMPREST FUNDS  
CONTRACT ADVISORY/ASST. SERVICES

CONTRACT PRICING  
COST PRICE ANALYSIS  
DOCUMENTATION  
HIGH TECH ELECTRIC EQUIPMENT CONTRACTS  
IMPACT PURCHASES  
MIN. SYSTEM/EQUIP/SUPPLY PROCUREMENT  
NATIONAL CREDIT CARDS  
OPEN PURCHASES  
OTHER PROCUREMENT  
PROCUREMENT ADMINISTRATION AND MANAGEMENT  
PURCHASING AND CONTRACTING  
SOURCE. SELECTION

4 CONTRACT ADMINISTRATION

ADMINISTRATION AND MANAGEMENT  
CERTIFICATION OF CONTRACTOR INVOICE  
CONTRACT FUND STATUS  
FACILITIES DESIGN AND SUPPORT CONTRACTS  
HIGH TECH ELECTRONIC EQUIP CONTRACTS  
OTHER ADMINISTRATION AND MANAGEMENT  
RECEIPT VERIFICATION AND Q.A.  
UNDEFINITIZED CONTRACTING

5 FORCE READINESS

AMMUNITION PLANNING  
CASUALTY REPORTS  
CLASS V (W) WASTE AND MISUSE  
CONTINGENCY PLANNING  
DEPLOYABLE UNITS  
EMBARKATION  
FAMILY ADVOCACY  
MCCRE

Enclosure (1)

Figure 9-4. SAMPLE INTERNAL MANAGEMENT CONTROL REPORT  
(Sheet 2 of 13)

9-24

SOCAL MEU (SOC) SOP

MOBILIZATION  
STRATEGIC PLANNING  
SUBSTANCE ABUSE  
TRAINING SUPPORT  
UNIT TRAINING

6 MANUFACTURING, MAINTENANCE AND REPAIR

ADMINISTRATION AND MANAGEMENT  
AVIATION MAINTENANCE  
AIRCRAFT MAINTENANCE AND REPAIR  
BERTHING AND MESSING MANAGEMENT  
CALIBRATION CONTROL  
COLLATERAL EQUIPMENT MAINTENANCE AND REPAIR  
COMPUTER MAINTENANCE AND REPAIR  
COST/MAN-DAY ESTIMATING  
EQUIPMENT MAINTENANCE AND REPAIR  
FACILITIES MAINTENANCE AND REPAIR  
GARRISON MOBILE EQUIPMENT MAINTENANCE AND REPAIR  
INDIVIDUAL CLOTHING AND EQUIPMENT CONTROL AND MAINTENANCE  
INDUSTRIAL HYGIENE  
LOGISTICAL SUPPORTABILITY REVIEW  
LOGISTICS SUPPORT MANAGEMENT  
MANAGEMENT OF REPAIRABLES  
MATERIALS, PARTS, SUPPLIES AND TOOLS MAINTENANCE REPAIR  
MOBILIZATION PLANNING  
MOTOR TRANSPORT MAINTENANCE AND REPAIR  
OCCUPATIONAL SAFETY  
ORGANIC EQUIPMENT MAINTENANCE AND REPAIR  
OTHER EQUIPMENT MAINTENANCE AND REPAIR  
OTHER MAINTENANCE AND REPAIR  
TACTICAL VEHICLES AND EQUIPMENT MAINTENANCE AND REPAIR  
WEAPONS MAINTENANCE AND REPAIR

7 SUPPLY OPERATIONS

ADMINISTRATION AND MANAGEMENT OF SUPPLY OPERATIONS  
ADMINISTRATIVE SUPPLY  
AMMUNITION ACCOUNTABILITY/CONTROL  
AMMUNITION SUPPLY POINT OPERATIONS  
AMMUNITION SUPPLY POINT SECURITY  
AVIATION SUPPLY  
BLANKET PURCHASE AGREEMENT  
CELLULAR PHONE CONTROL USAGE

Enclosure (1)

Figure 9-4. SAMPLE INTERNAL MANAGEMENT CONTROL REPORT  
(Sheet 3 of 13)

9-25

SOCAL MEU (SOC) SOP

CLASS IV CONTROL  
CLASS IX CONTROL

COLLECTING AND ACCOUNTING FOR PUBLIC FUNDS  
CLOTHING SECTION  
DSSC PURCHASES AGREEMENTS  
ENGINEERING SETS, CHESTS 8, KITS  
EXCESS REPAIR PARTS  
FIELD MESS  
FUEL  
FUEL STORAGE AND DISTRIBUTION  
GME MANAGEMENT  
HARDWARE MANAGEMENT  
INFORMATION SYSTEMS TECHNOLOGY DISTRIBUTION AND REUTILIZATION  
KEY CONTROLS  
LFORM/OWR  
MAINTENANCE FLOAT  
MANAGEMENT OF SERVMART FUNDS  
MATERIAL ISSUE POINT  
MATS, EQUIPMENT, PARTS, SUPPLIES, AND TOOLS  
MEDICAL LOGISTIC OPERATIONS  
MEAL CARDS  
MEDICAL STORAGE/BAS MEDICINE  
MEDICAL SUPPLY  
NBC  
OPEN PURCHASE REQUEST CONTROL  
OTHER SUPPLY OPS  
PACKAGED OPERATIONAL RATIONS  
PACKING, CRATING AND PRESERVATION  
PETROLEUM OIL LUBRICANTS  
PARTS ACCOUNTABILITY  
PERSONAL EFFECTS  
PUBLIC FUNDS  
REPAIRABLE ISSUE POINT  
REPRODUCTION EQUIPMENT  
SL-3 EQUIPMENT  
SPECIAL SERVICES  
SMU STORAGE  
SMU OPERATIONS  
STOCK CONTROL SECTION  
STOCK RECORDS SECTION  
SUPPLY ACQUISITION, RECEIPT AND ISSUE FUNCTIONS  
SUPPLY/MATERIAL ISSUE  
SUPPLY/MATERIAL RECEIPT  
SUPPLY REQUIREMENTS DETERMINATION

Enclosure (1)

Figure 9-4. SAMPLE INTERNAL MANAGEMENT CONTROL REPORT  
(Sheet 4 of 13)

STORAGE, WAREHOUSING AND INVENTORY CONTROL  
TOOL CONTROL  
TRAINING ALLOWANCE POOL  
WAREHOUSE OPERATIONS

8 PROPERTY MANAGEMENT

ADMINISTRATION AND MANAGEMENT  
AIR TERMINAL  
APPLIANCE/FURNITURE CONTROL  
ARMORY SECURITY  
AUDIOVISUAL EQUIP MANAGEMENT  
BARRACKS  
BASE PROPERTY  
BUILDINGS, STRUCTURES AND UTILITIES MANAGEMENT  
EQUIPMENT DISPOSAL  
EQUIPMENT MANAGEMENT  
EXPEDITIONARY AIRFIELD  
GARRISON PROPERTY  
GROUNDS MAINTENANCE  
GROUND EQUIPMENT MAINTENANCE MANAGEMENT  
GOVERNMENT FURNISHED MATERIAL EQUIPMENT  
INDUSTRIAL FUND FIXED ASSETS  
INVENTORY  
LAND AND NATURAL/ENVIRONMENTAL RESOURCES MANAGEMENT  
MAINTENANCE OF REAL PROPERTY  
MAINTENANCE SHOP STORE INVENTORY  
MATERIAL CONTROL  
OTHER EQUIPMENT AND PROPERTY  
OTHER PROPERTY MANAGEMENT  
PILFERABLE EQUIP, TOOLS AND OTHER PROPERTY  
PROPERTY CONTROL  
PROPERTY DISPOSAL  
REAL ESTATE BRANCH  
T/E CONTROL  
UTILITIES OPERATIONS/MANAGEMENT  
WEAPONS ACCOUNTABILITY

9 COMMUNICATIONS/INTELLIGENCE

ACCESS CONTROL  
ADMINISTRATION & MANAGEMENT  
ADP CONTRACTS MANAGEMENT  
ADP SECURITY

Enclosure (1)

Figure 9-4. SAMPLE INTERNAL MANAGEMENT CONTROL REPORT

SOCAL MEU (SOC) SOP

ATC EQUIPMENT MAINTENANCE  
CLASSIFIED MATERIAL CONTROL  
COMMUNICATIONS CENTER OPERATIONS  
COMMUNICATIONS/INTELLIGENCE SECURITY  
COMMUNICATION MATERIAL SECURITY  
CONTINGENCY COMMUNICATIONS  
COURIER SERVICE  
DATA BASE MANAGEMENT  
ENCRYPTED COMMUNICATIONS EQUIPMENT  
FACSIMILE TRANSMISSION  
INFORMATION SECURITY  
INTELLIGENCE OVERSIGHT  
LAN USAGE  
LAN SYSTEMS AND SECURITY  
LOSS/CRIME PREVENTION  
MESSAGE PROCESSING  
MESSAGE USE AND HANDLING  
NAVAL WARFARE PUBLICATIONS LIBRARY  
NIPRNET/SIPRNET ACCESS CHANNELS  
OTHER COMMUNICATIONS/INTELLIGENCE  
PERSONNEL SECURITY  
PUBLICATIONS CONTROL  
QUALITY CONTROL  
RADIO COMMUNICATION  
TELEPHONE BILLING & COLLECTION  
TELEPHONE CONTRACTS MANAGEMENT  
TELEPHONE/COMMUNICATION SYSTEMS  
TELEPHONE EQUIPMENT MAINTENANCE  
TELEPHONE INSTALLATION AND MAINTENANCE  
TELEPHONE MANAGEMENT  
TELEPHONE OPERATION AND USAGE  
TRAFFIC ANALYSIS  
WEATHER SYSTEMS MAINTENANCE

10 INFORMATION TECHNOLOGY

ADMINISTRATION AND MANAGEMENT

ADP SYSTEM DEVELOPMENT  
ANTI-VIRUS TECHNOLOGY  
AUTOMATED SERVICE CENTER  
DSN ACCESS  
HARDWARE MANAGEMENT  
INFORMATION TECHNOLOGY HARDWARE

Figure 9-4. SAMPLE INTERNAL MANAGEMENT CONTROL REPORT  
(Sheet 6 of 13)

9-28

SOCAL MEU (SOC) SOP

INFORMATION TECHNOLOGY SOFTWARE  
INFORMATION TECHNOLOGY OPERATIONS  
INFORMATION TECHNOLOGY SECURITY AND CONTROL  
INTERNET USAGE  
LAN ADMINISTRATION  
MAINTENANCE  
MICROCOMPUTER MANAGEMENT/SECURITY  
NETWORK MANAGEMENT  
OPERATIONS  
OTHER INFORMATION TECHNOLOGY  
REQUIREMENTS ANALYSIS  
SECURITY AND CONTROL  
SOFTWARE MANAGEMENT  
TECHNICAL MANUAL MANAGEMENT PROGRAM  
VIRUS PROTECTION

11 PERSONNEL ORGANIZATION MANAGEMENT

ADMINISTRATIVE SUPPORT  
AIRCREW TRAINING  
AWARDS TRACKING  
CAREER PLANNING, EDUCATION AND TRAINING  
CENTRAL FILES MAINTENANCE  
CLASSIFICATION AND DESIGNATION  
COMBINED FEDERAL CAMPAIGN  
COUNSELING  
DEERS VERIFICATION  
DENTAL RECORDS  
EMPLOYEE RELATIONS SECTION  
EMPLOYEE TRAINING  
EQUAL OPPORTUNITY OFFICE  
ID CARD ISSUE AND CONTROL  
LEAVE ADMINISTRATION AND CONTROL  
MEDICAL RECORDS  
NAVAL AVIATION TRAINING AND OPERATIONS  
ON-LINE DIARY ELSIG SECURITY  
ORGANIZATIONAL STRATEGIC PLANNING  
OTHER PERSONNEL AND ORGANIZATION MANAGEMENT  
PAY AND PERSONNEL ADMINISTRATION  
PERSONNEL AFFAIRS

PERSONNEL RECORDS AND REPORTS  
PERSONNEL UTILIZATION  
PERSONNEL SAFETY  
PRIVACY ACT

Enclosure (1)

Figure 9-4. SAMPLE INTERNAL MANAGEMENT CONTROL REPORT  
(Sheet 7 of 13)

9-29

SOCAL MEU (SOC) SOP

PROFESSIONAL DEVELOPMENT  
RECORDS AND FILES  
STAFFING, CLASSIFICATION AND PAY  
TRAVEL AND PERMANENT CHANGE OF STATION MANAGEMENT  
UNIT DIARY

12           COMPROLLER RESOURCE MANAGEMENT

ACCOUNTING POLICIES AND PROCEDURES  
ACCOUNTING RECORDS  
ACCOUNTING REPORTS  
ACCOUNTING SYSTEMS  
APPROPRIATED FUND ACCOUNTING  
AUDIT COORDINATION/FOLLOW-UP/QUALITY CONTROL  
AUTHORIZATIONS TRACKING  
BASE OPERATING SUPPORT  
BUDGET FORMULATION AND EXECUTION  
BUDGET REPROGRAMMING  
CASH COLLECTIONS  
CASH AND PILFERABLE ITEMS  
CASH VERIFICATION  
COST ESTIMATING  
CIVILIAN PAYROLL  
CREDIT CARD PROGRAM  
DLR EXPENDITURES/CARCASS CREDIT TRACKING  
DISBURSING/FINANCE  
DEBT MANAGEMENT  
EXERCISE PROGRAM  
FELS EXECUTION/TRACKING  
FELS USAGE  
FINANCIAL MANAGEMENT (O&M,MC)  
FINANCIAL MANAGEMENT (O&M,N)  
FUND CONTROL/FUND ADMINISTRATORS  
FUNDING DOCUMENT PROCESS/MANAGEMENT  
IMPACT CREDIT CARD USAGE  
INLAND TRANSPORTATION EXECUTION/TRACKING

MAINTENANCE OF CLASS I ACCOUNTINGG SYSTEM  
MILITARY PAYROLL  
NAVCOMPT 2275/MIPR CONTROL/TRACKING  
NON-APPROPRIATED FUNDS  
NULO/ULOS/UMDS  
ORDER WRITING  
PROMPT PAYMENT/INTEREST PAYMENT  
REIMBURSABLE FUNDS

Enclosure (1)

Figure 9-4. SAMPLE INTERNAL MANAGEMENT CONTROL REPORT  
(Sheet 8 of 13)

9-30

SOCAL MEU (SOC) SOP

REPORTING  
REVERTED BALANCES  
SEPARATIONS PAY AND PROCESSING  
SMU FISCAL  
SMU GENERAL ACCOUNT  
TAD ORDERS/LIQUIDATION  
TLA INITIATION  
TLA PAY AND PROCESSING  
TMO ENTITLEMENTS  
UNLIQUIDATED OBLIGATIONS  
YEAR END SPENDING

13 SUPPORT SERVICE

ADMINISTRATION AND MANAGEMENT  
ADMINISTRATIVE SUPPORT  
AIR TRAFFIC CONTROL  
AIR TRAFFIC CONTROL MAINTENANCE  
AIRCRAFT RESCUE AND FIRE FIGHTING  
ATHLETICS  
AUDIO/VISUAL  
AUDIT LIAISON COORDINATION  
AUTHORIZED MEDICAL ALLOWANCE LIST  
AVIATION SAFETY  
CHAPLAIN AND RP TRAINING  
CLAIMS - SJA  
COMMUNITY RELATIONS  
COPIERS AND FAX MACHINE USAGE  
COSTS ADPE ALLOWANCE, CONTROL AND USE  
CRIMINAL INVESTIGATION  
DIRECTIVES MANAGEMENT  
DISCRIMINATION AND SEXUAL HARASSMENT

DRIVER TRAINING PROGRAM  
EMBARKATION PROGRAM  
FAMILY ADVOCACY PROGRAM  
FAMILY SERVICES  
FIRE PREVENTION  
FIRE PROTECTION  
FLIGHT CLEARANCE  
FLIGHT LINE SECURITY  
FOOD AND HOSPITALITY  
FRAUD, WASTE AND ABUSE OVERSIGHT  
GROUND SAFETY  
HOME PAGE - WEB SITE

Enclosure (1)

Figure 9-4. SAMPLE INTERNAL MANAGEMENT CONTROL REPORT  
(Sheet 9 of 13)

9-31

SOCAL MEU (SOC) SOP

INSPECTION/ INTERNAL REVIEW  
INVESTIGATIONS  
JAG INVESTIGATION  
KEY VOLUNTEERS  
LEGAL ASSISTANCE SERVICES  
LENDING LOCKER  
MAIL/POSTAL AFFAIRS  
MANAGEMENT CONTROL PROGRAM  
MEAL CARD CONTROL  
MEDIA RELATIONS  
MILITARY LAW  
MILITARY POLICE  
MOBILE OPERATIONS  
MOTOR VEHICLE SAFETY  
PUBLICATIONS  
ORDNANCE CONTROL  
ORDNANCE DISPOSAL  
PHARMACY OPERATIONS  
POSTAL  
PHOTOGRAPHY SERVICES  
PRINTING AND REPRODUCTION SERVICES  
PUBLIC AFFAIRS  
QUALITY OF LIFE PROGRAMS  
RANGE MAINTENANCE  
RELIGIOUS MINISTRY SUPPLIES AND EQUIPMENT  
RELIGIOUS PROGRAM PUBLICITY  
REQUEST MAST  
SAFETY

SQUADRON OPERATIONAL MAINTENANCE DIVISION  
SPECIAL SERVICES  
SUBSTANCE ABUSE  
TACTICAL VEHICLES  
TURNOVER FOLDERS  
TRANSITION ASSISTANCE  
OTHER SUPPORT SERVICES  
UNIT SAFETY PROGRAMS  
UNIT SUBSTANCE ABUSE PROGRAM  
VISITING AIRCRAFT LINE  
WATERBORNE SEARCH & RESCUE  
WEATHER  
SECURITY ASSISTANCE

14 OTHER

Enclosure (1)

Figure 9-4. SAMPLE INTERNAL MANAGEMENT CONTROL REPORT  
(Sheet 10 of 13)

9-32

SOCAL MEU (SOC) SOP

AMMUNITION SECURITY  
BASE MOTOR TRANSPORT  
CLASSIFIED MATERIAL - ISSUE, STORAGE, HANDLING, DESTRUCTION  
CLEAN AIR ACT COMPLIANCE  
DIVE LOCKER  
ELECTRONIC SUPPORT  
ENVIRONMENTAL COMPLIANCE  
EXPLOSIVE ORDINANCE DISPOSAL  
FREIGHT OPERATIONS, TMO  
HAZARDOUS WASTE COLLECTION AND DISPOSAL  
OCCUPATIONAL SAFETY AND HEALTH  
ORDNANCE CONTROL  
PARA LOFT  
PASSENGER TRANSPORTATION  
PERSONAL PROPERTY SHIPPING  
PERSONNEL SECURITY  
PHYSICAL SECURITY  
PUBLICATIONS  
PRODUCTION CONTROL  
TMO TRANSPORTATION/ TRAVEL  
TRANSPORTATION/ TRAFFIC MANAGEMENT OPERATIONS  
URINALYSIS  
VOTING  
WEAPONS CONTROL

Enclosure (1)

Figure 9-4. SAMPLE INTERNAL MANAGEMENT CONTROL REPORT  
(Sheet 11 of 13)

9-33

SOCAL MEU (SOC) SOP

RESULTS OF INTERNAL CONTROL EVALUATIONS  
(RCS DD-5200-94)

COMMAND: FIRST MARINE EXPEDITIONARY FORCE, FLEET MARINE FORCE  
COMMAND POC: Capt M. J. Steele, DSN 365-6100, COMM 725-6100  
REPORT PERIOD: PERIOD ENDING 31 AUGUST 2001

Management Control Reporting Category	Command Control Number	Title and Brief Description of Material Weakness	Brief Description of Corrective Action & Milestones	Actual/Planned Completion Date
Personnel and Organizational Management	MEF01-01	Bank of America Travel Charge Card (GTCC). As directed by DoD policy, all MEF Marines on TAD possess a GTCC that is to be utilized for authorized and	I MEF is decentralizing the GTCC Program, thus making the enforcement of DoD policy a command responsibility at the unit level. Additionally, new Internal Control	This is an on- going process and will be completed during FY02

official expenses Reviews have been  
while on TAD. established that are  
However, the GTCC designed to prevent  
has been used for abuse of the GTCC.  
unauthorized  
purchases and the  
MEF has realized  
several  
delinquent  
accounts.

Enclosure (2)

Figure 9-4. INTERNAL MANAGEMENT CONTROL REPORT (Sheet 13 of  
13)

9-34

SOCAL MEU (SOC) SOP

MEU BUDGET SUBMISSION

Quarterly Allocation of Funds

Command: 11th MEU  
Command POC: Capt Rux  
Fiscal Year 2002

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
PE	134	265	342	209	950
RA	55	317	304	47	723
Total	189	582	646	256	1,673

Summary of Requirements by  
Marine Corps Program Code (MCPC)

Command: 11th MEU  
Command POC: Capt Rux  
Fiscal Year 2002

MCPC	Budget Amount	Deficiency Amount	Total Requirement
600698 Corrosion Control	8,000		8,000
600698 OpFor Maint	675,000		675,000
600798 DLR	0		0
600898 CLD DLR	0		0
601198 JCS Exercise	0	810,000	810,000
601298 OpFor Training	425,000	70,000	495,000
601498 Replenish/Replace	440,000		440,000
601598 OpFor Other	125,000	57,900	182,900
Total	1,673,000	937,900	2,610,900

Figure 9-5. MEU BUDGET SUBMISSION (Sheet 1 of 2)

9-35

SOCAL MEU (SOC) SOP

Summary of Deficiency Submissions

Command: 11th MEU  
Command POC: Capt Rux  
Fiscal Year 2002

Band One

<u>MCPC</u>	<u>Description</u>	<u>Value of Deficiency</u>
	Corrosion	
600698	Control	
600698	OpFor Maint	

600798	DLR	
600898	CLD DLR	
601198	JCS Exercise	810,000
601298	OpFor Training	
	Replenish/	
601498	Replace	
601598	OpFor Other	57,900
	Band One Total	<u>867,900</u>

Band Two

<u>MCPC</u>	<u>Description</u>	<u>Value of</u> <u>Deficiency</u>
	Corrosion	
600698	Control	
600698	OpFor Maint	
600798	DLR	
600898	CLD DLR	
601198	JCS Exercise	
601298	OpFor Training	70,000
	Replenish/	
601498	Replace	
601598	OpFor Other	
	Band Two Total	<u>70,000</u>

Figure 9-5. MEU BUDGET SUBMISSION (Sheet 2 of 2)

9-36

SOCAL MEU (SOC) SOP

CHAPTER 10

LEGAL

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL . . . . .	10-5	10000

PREDEPLOYMENT MATTERS . . . . .	10-5	10001
LEGAL SERVICES SUPPORT . . . . .	10-7	10002
LEGAL ASSISTANCE WHILE DEPLOYED . . . . .	10-8	10003
DISCIPLINE AND MILITARY JUSTICE . . . . .	10-9	10004
CONFINEMENT . . . . .	10-13	10005
UNAUTHORIZED ABSENCE (UA) . . . . .	10-14	10006
ADMINISTRATIVE DISCHARGES . . . . .	10-15	10007
COMMAND INVESTIGATIONS . . . . .	10-16	10008
SUPPLY MANUAL INVESTIGATIONS . . . . .	10-17	10009
LAW OF ARMED CONFLICT (LOAC) . . . . .	10-17	10010
STATUS OF FORCES, FOREIGN CRIMINAL JURISDICTION, AND INTERNATIONAL LAW PROBLEMS . . . . .	10-18	10011
INTERNATIONAL LEGAL HOLD . . . . .	10-20	10012
CLAIMS . . . . .	10-21	10013
SOLATIA . . . . .	10-22	10014
OVERSEAS MARRIAGE . . . . .	10-23	10015
"REACHBACK" FOR LEGAL RESEARCH AND		

ASSISTANCE . . . . .	10-24	10016
SECURITY ASSISTANCE . . . . .	10-27	10017
		10-1

(THIS PAGE INTENTIONALLY BLANK)

10-2

SOCAL MEU (SOC) SOP

CIVIL AFFAIRS, CIVIC ACTION, AND HUMANITARIAN ASSISTANCE . . . . .	10-28	10018
WOMEN IN COMBAT . . . . .	10-30	10019

10-3

(THIS PAGE INTENTIONALLY BLANK)

10-4

SOCAL MEU (SOC) SOP

CHAPTER 10

LEGAL

10000. GENERAL

1. Legal services support to the MEU will be provided from several sources, however the MEU Staff Judge Advocate (MEU SJA) is the principal staff officer, planner, and coordinator on legal matters. His duties include:

a. Advice on operational law and international law matters.

b. Advice and planning on civil affairs operations, where a Civil Affairs Officer is not assigned.

c. Coordinate and review claims and investigations.

d. Effect liaison on legal issues with authorities from the host nation or other foreign nations.

e. Review OPLANs/OPORDs and Rules of Engagement (ROE) for compliance with domestic and international treaties and law, including the Law of Armed Conflict (LOAC).

f. Conduct training in the LOAC and applicable ROE.

g. Assist in the development of ROE cards.

h. Develop ROE and LOAC Master Scenario Events Lists (MSELs) items for exercises.

i. Provide, plan for and coordinate legal services support to the MEU (e.g. wills and powers of attorney).

j. Provide advice on military justice matters.

k. Develop a comprehensive turnover file.

l. Develop and maintain current legal information on the SJA WebPage on the MEU website.

10001. PREDEPLOYMENT MATTERS. Prior to deployment, the MEU SJA

10-5

10001 SOCIAL MEU (SOC) SOP

will coordinate military justice, administrative law, and legal assistance matters with the I MEF SJA and Deputy SJA, the major subordinate elements (MSEs), and Legal Services Support Section (LSSS) to ensure timely disposition of such matters.

1. Military Justice. The I MEF SJA and the SJAs for each MSC will assist the MEU Commander and MEU SJA in ensuring that all disciplinary matters (e.g. NJP, NJP appeals, courts-martial) are disposed of prior to deployment. See the Manual for Courts-Martial (MCM), 2000 at:

<http://192.156.19.115/Pubs/Pubs.htm>

2. Administrative Law. The I MEF SJA and the SJAs for each Major Subordinate Command (MSC), will assist the MEU Commander and MEU SJA to ensure that all administrative law matters (e.g. administrative discharges, reductions, and investigations) are disposed of prior to deployment. Reference JAGINST 5800.7C; see the JAGMAN at:

<http://192.156.19.115/Pubs/jagman/frameset.htm>

and also MCO P1900.16F (MARCORSEPSMAN) at:

[https://osprey.manpower.usmc.mil/manpower/mi/mra\\_ofct\\_text.nsf/mmsr/separations+manual](https://osprey.manpower.usmc.mil/manpower/mi/mra_ofct_text.nsf/mmsr/separations+manual)

3. Legal Assistance. Prior to deployment, all personnel should be counseled regarding the advisability of initiating allotments, wills, and powers of attorney. The MEU SJA will ensure that legal assistance problems are identified and resolved prior to deployment. The MEU SJA will organize preventive law classes for the MSEs through the Director, Joint Legal Assistance Office, MCB, Camp Pendleton, or other legal assistance office supporting the unit. See MCO P5800.16A (LEGADMINMAN) at:

<http://192.156.19.115/Pubs/P5800Index.html>

4. Determination of Special Court-Martial Convening Authority of MSE Commanders. The MEU SJA will ensure that MSE Commanders have authority to convene special courts-martial while embarked or deployed. For aviation units, the CG, 3d MAW may withhold special courts-martial convening authority. The MEU Commander should request that CG, 3d MAW grant this authority to the ACE Commander for the duration of the deployment.

10-6

SOCAL MEU (SOC) SOP

10002

5. Designating Commanders of Troops (COT) as Officers in Charge (OIC). In order to allow the COTs aboard each of the vessels of the Amphibious Ready Group (ARG) to impose NJP on all Marines embarked upon their vessel, the MEU Commander may ask the CG, I MEF, to designate each COT as an "OIC", with authority to impose NJP. (See paragraph 10004 of this Order)

10002. LEGAL SERVICES SUPPORT

1. General. When the MEU CE is in SOCAL, the I MEF SJA has staff cognizance over legal matters affecting the MEU CE. MSC SJAs exercise staff cognizance over legal matters for their respective MEU MSEs. While deployed, legal services will be available from the nearest LSSS or Naval Legal Services Office (NLSO). However, deployed MEUs may have continuing requirements for communication with SOCAL or other civilian authorities concerning MEU personnel. These requirements should be handled via the I MEF SJA, the MSC SJAs, and/or the Joint Legal Assistance Office, MCB Camp Pendleton (See

paragraph 10016 of this Chapter). Information on locations and request for NSLO assistance can be found on the Navy JAG website at:

<http://www.jag.navy.mil/index.htm>.

2. Available services. The nearest LSSS or NLSO should provide the following services:

- a. Preparation of charge sheets and convening orders.
- b. Defense counsel, when appropriate.
- c. Arranging for trial teams consisting of a military judge, trial counsel, defense counsel, and court reporter.
- d. Counseling for personnel prior to imposition of NJP or a SCM.
- e. A recorder and counsel for respondent for administrative discharge boards.
- f. Legal assistance.
- g. Advice regarding foreign criminal jurisdiction.
- h. Settling foreign claims.

10-7

10003

SOCAL MEU (SOC) SOP

2. Coordination. The MEU SJA will coordinate all requests for legal services support.

a. Requests for legal services support involving special or general courts-martial in the PACOM/CENTCOM AORs should normally be submitted to the appropriate NLSO by message no later than 72 hours prior to arriving in port. Depending on the MEU's next anticipated port call, the message should be sent to the following:

(1) CG, 3d FSSG, with instructions to pass to OIC, LSSS if the MEU is in the vicinity of Okinawa and anticipates a near future stop in Okinawa. You may contact the LSSS at Okinawa, at: <http://www.3fssg.usmc.mil/lsss/default.htm>

(2) NAVLEGSVCOFF, Yokosuka, Ja., if the MEU is in the vicinity of northern Japan or the north Pacific Ocean and anticipates a near future stop in Yokosuka, Japan. The NLSO may be contacted at:

[http://www.jag.navy.mil/html/field\\_offices.htm](http://www.jag.navy.mil/html/field_offices.htm)

(3) CG, 3d FSSG with instructions to pass to OIC, LSSS (FWD) when the MEU is in the vicinity of Korea.

(4) NAVLEGSVCOFF, Bahrain, if the MEU is in the CENTCOM AOR. Instructions for submitting requests for legal services to the NLSO, Bahrain, may be accessed via the following Website:

[http://www.jag.navy.mil/html/nlso\\_eurwa.htm](http://www.jag.navy.mil/html/nlso_eurwa.htm)

b. In SOCAL, request for legal services should be submitted to the OIC of the Legal Service Support Team (LSST) providing legal services to the MEU. See 1st FSSG Order P5800.11 (SOP for LSSS) for additional guidance.

c. Requests for Legal services should be submitted as soon as possible, particularly when the MEU will be in port for only a few days and a court-martial is pending. When requesting legal services by message while afloat, include the date, location, and estimated time of the desired legal services; when feasible, avoid using classified message traffic to request legal services.

10003. LEGAL ASSISTANCE WHILE EMBARKED. Although emphasis will be given to resolving legal issues prior to deployment, the MEU SJA will continue to provide the following legal services to individual Marines while embarked:

10-8

SOCAL MEU (SOC) SOP

10004

- a. Wills
- b. Powers of attorney
- c. Tax information
- d. Soldiers' and Sailors' Civil Relief Act information

- e. Family Law
- f. Consumer/creditor problems
- g. Timely response to lawsuits
- h. Overseas marriage information

10004. DISCIPLINE AND MILITARY JUSTICE

1. Discipline While Embarked. While the Commanding Officer of a Naval Vessel has paramount authority, including disciplinary authority, over all personnel of the Naval service on his ship, he will normally exercise this authority over embarked Marines only in unusual cases. Pursuant to the U. S. Navy Regulations, paragraph 0843.4 and JAGMAN, paragraph 0108.a.2, commanders and designated Officers in Charge (OICs) of embarked forces will retain disciplinary authority over members of their commands. The Commanders of Troops (COT), in coordination with the MEU and MSE Commanders, will retain disciplinary authority over embarked Marines. The COTs will discuss with the ships' Commanding Officers, the MEU Commander, and the MSE Commanders, the procedures for exercising disciplinary authority over embarked personnel of the MEU. The applicable Navy Regulation is located at:

<http://neds.nebt.daps.mil/Directives/regs/ch-8.pdf>

2. Offense Reports. Reports of offenses should be forwarded to the suspect's commanding officer. Where a court-martial is contemplated, the Commanding Officer must comply with the applicable Rules for Courts-Martial.

3. NonPunitive Measures. In lieu of NJP or court-martial, a commanding officer or OIC may take nonpunitive administrative measures as described in Chapter 1 of the JAGMAN, to include:

10-9

10004

SOCAL MEU (SOC) SOP

oral censure, withholding privileges such as special liberty, extra military instruction, and nonpunitive censure such as a nonpunitive letter of caution.

4. Administrative Curtailment of Liberty

a. While deployed and docked in foreign ports, Commanding Officers and COTs have the authority to administratively curtail the liberty for the following reasons only:

(1) Health risk. The individual has a communicable disease warranting quarantine or has infectious or contagious disease in the infectious stage.

(2) Improper appearance. The individual's appearance is contentious, inflammatory, lewd, or violates regulations. Note the remedy is to require the individual to conform to the proper appearance standards.

(3) Current or compelling intention to commit an illegal or discrediting act while ashore. Competent evidence must exist to show intent to commit future acts of misconduct. The mere fact that the individual committed previous acts of misconduct is insufficient as grounds to curtail liberty.

b. The Commanding Officer, or COT who is ordering the liberty curtailment must ensure that the individual whose liberty is being curtailed understands his/her right to request mast if they believe the curtailment is unjust. This process will not be used in lieu of NJP, or as a punitive measure.

## 5. Nonjudicial Punishment (NJP)

a. NJP Authority. Every commanding officer and designated OIC has NJP authority. See JAGMAN 0106 limitations on this authority.

<http://www.jag.navy.mil/index.htm>

b. COT. A COT does not automatically have NJP authority; he/she has such authority in two situations: (1) he/she is a Commanding Officer or an OIC as set forth formally in Departmental Orders or Table of Organization of his/her command or unit (in which case, he/she has NJP authority only over members of his/her command or unit) or, (2) he/she has been

10-10

SOCAL MEU (SOC) SOP

10004

designated an OIC by orders of a General Officer in Command. It is common practice for a COT to be designated as OIC of Troops in order that he/she possess NJP authority. To seek designation as an OIC, a request for such authority should be submitted to the CG, I MEF (Attn: SJA) prior to embarkation. When NJP is imposed by a COT who is a designated OIC, the punishment is limited to that of a Company Grade Officer regardless of the OIC's actual grade.

c. Lawyer Counseling Prior to Imposition of NJP

(1) While Embarked. Lawyer counseling of an accused attached to or embarked aboard a vessel prior to the imposition of NJP is not required. However, to ensure that NJP imposed is admissible in aggravation as any subsequent court-martial, the page 12, SRB, entry must clearly indicate that the NJP was imposed while the accused was attached to or embarked aboard a vessel.

(2) While not Embarked. Although an accused has no right to consult with legal counsel prior to imposition of NJP, Commanding Officers are encouraged to permit legal consultation subject to availability of counsel, delay involved, or operational commitments or military exigencies. Otherwise, the NJP entry may not be admitted in aggravation at a court-martial. The consultation may be by telephone or other electronic means.

c. Advice Prior to Imposition of NJP. An accused shall be advised of legal rights in accordance with paragraph 4, part V, of MCM 2000.

d. Right to Refuse NJP. An accused attached to or embarked aboard a vessel has no right to refuse NJP. However, the denial of this right should generally be limited to embarkation during periods of actual deployment rather than during the work-ups prior to actual deployment. See paragraph 3, part V, MCM 2000.

e. Effective Date and Execution of NJP Awarded. See JAGMAN 0105b and paragraph 5 and 7, part V, of MCM 2000 for rules regarding this subject.

f. Appeals from NJP. Generally, see paragraph 7, part V of MCM 2000, for rules governing appeal from NJP.

(1) Authority to Act. The MEU Commander will act on

10004

## SOCAL MEU (SOC) SOP

appeals from NJP imposed by MSE commanders, COTs, or other designated OICs.

(2) Time Limit. The appeal must be submitted within a reasonable period of time. Absent unusual circumstances, five working days is considered a reasonable period. See JAGMAN 0116.

(3) Content. An appeal must be submitted in writing and will contain the reasons why the punishment was unjust or disproportionate. The forwarding endorsement on the appeal must include the information and enclosures required by JAGMAN 0108c, to include a copy of the completed UPB or summary of the proceeding, and the rights advisement form. If geographic separation is such that delays in delivery of the appeal may result, appeals by naval message may be authorized.

(4) Review. An appeal from an NJP listed in Article 15(e), UCMJ, must be reviewed by a Judge Advocate prior to being implemented. The MEU SJA will review appeals pending action by the MEU Commander. If the MEU SJA is unable to review the appeal, it will be forwarded to the I MEF SJA for review.

## 6. Courts-Martial

a. Charge Sheets (DD Form 458). While deployed, the MEU SJA should review all charge sheets prior to referral of charges.

b. Summary Courts-Martial (SCM)

(1) General. SCM may be convened by any commanding officer having special courts-martial convening authority (SPCMCA). Lawyer representation for the accused is not required and confinement at hard labor may be adjudged. The accused can refuse trial by SCM. Officers detailed to conduct a SCM should ask the MEU SJA (or an available Judge Advocate) for assistance, advice, forms, a trial guide, and a checklist prior to conducting a SCM. Consultation with the MEU SJA prior to beginning the trial should eliminate many of the common deficiencies in SCM proceedings.

(2) See R.C.M. 1305, MCM for information regarding the contents of a SCM record of trial.

(3) The record of a SCM, the original of the charge sheet, and a copy of the page 13 of the SRB, will be forwarded to

10-12

SOCAL MEU (SOC) SOP

10005

the MEU SJA for review.

(4) The MEU SJA will ensure that the original records of trial and Judge Advocate review are sent to the OIC, LSSS, 1st FSSG (Attn: Review).

c. Special Courts-Martial (SPCM), Article 32 Investigations, and General Courts-Martial (GCM)

(1) The following officers have SPCMCA: The MEU, BLT, ACE and MSSG Commanders.

(2) The GCM convening authority (GCMCA) for the MEU may be the authority exercising OPCON or ADCON of the unit to which the accused is attached, or any other GCMCA in the Naval Service. Normally, matters relating to a member of the MEU that require action by a GCMCA will be forwarded to the GCMCA exercising ADCON via the MEU Commander. However, the MEU Commander may exercise discretion and forward the matter to the GCMCA exercising OPCON or another GCMCA (e.g. he may consider the location of the accused, the victim, witnesses, etc., and determine who may most conveniently act as the GCMCA in the case). In practice, this will generally mean that the GCMCA will be the CG, I MEF.

(3) Prior to the convening authority taking action on any special court-martial in which a bad conduct discharge is awarded, the MEU SJA will review the record of trial and provide his recommendation to the convening authority pursuant to RCM 1106 of the MCM. If, because of geographical separation or other good cause, review by some other Judge Advocate would facilitate accomplishing the review required by RCM 1106, the MEU SJA will arrange for such review. In special courts-martial cases in which a bad conduct discharge is not awarded, the MEU SJA will accomplish the review



continued pretrial confinement is considered necessary. The MEU SJA and/or unit Legal Officer may provide some of the information via oral report to the magistrate. The MEU SJA and/or unit Legal Officer should represent the unit at the magistrate hearing, if practicable.

10006. UNAUTHORIZED ABSENCE (UA)

1. The current edition of MCO P5800.8 (LEGADMINMAN), paragraph 4004, points out the importance of the UA determination versus a missing person determination. The latter determination is particularly important whenever a Marine holding an intelligence MOS (02) has not been accounted for upon the unit's departure from a foreign port. See MCO P5800.8 (LEGADMINMAN), at:

10-14

SOCAL MEU (SOC) SOP

10007

<http://192.156.19.115/Pubs/P5800Index.html>

2. Reporting of unauthorized absentees to the host nation at foreign ports will be as directed by the Status of Forces Agreement (SOFA). See the following SIPRNET Website to locate the applicable SOFA by country:

<http://www.hq.pacom.smil.mil/j0/j06/sofa.htm>

3. The reporting of unauthorized absentees up the chain of command will be accomplished by the MEU CE.

10007. ADMINISTRATIVE DISCHARGES

1. General. The authority to direct administrative discharge is vested in the Marine Corps GCMCA for the respondent's unit. Either the Marine Corps GCMCA exercising OPCON or the Marine Corps GCMCA exercising ADCON over the respondent's unit may direct the respondent's discharge. See the MARCORSEPMAN at:

[https://osprey.manpower.usmc.mil/manpower/mi/mra\\_ofct\\_text.nsf/mmsr/separations+manual](https://osprey.manpower.usmc.mil/manpower/mi/mra_ofct_text.nsf/mmsr/separations+manual)

2. Specific. Prior to the deployment of the MEU from CONUS, recommendations to administratively separate Marines attached

to the MEU will be forwarded to the Marine Corps GCMCA exercising ADCON over the respondent's unit. This means that administrative discharge recommendations pertaining to Marines within the MEU CE will be forwarded to the CG, I MEF via the MEU Commander while those from the GCE, ACE, or CSSE will be forwarded to the CG, of the appropriate I MEF MSC. After deployment from CONUS, the MEU Commander may exercise discretion and forward the recommendation to the Marine Corps GCMCA exercising OPCON over the respondent's unit (e.g. he may consider the location of the respondent and the witnesses, and determine who may most conveniently act as the GCMCA). If the MEU Commander elects to forward the recommendation to the Marine Corps GCMCA exercising ADCON over the respondent's unit, the request will be forwarded to the CG I MEF if the respondent is attached to the MEU CE, or to the CG of appropriate I MEF MSC if the Marine is attached to the GCE, ACE, or MSSG.

3. Boards. Any commander having SPCMA, or when specifically authorized to do so by a GCMCA, may convene an Administrative

10-15

10008

SOCAL MEU (SOC) SOP

Discharge Board (ADB). If an ADB recommends separation, any GCMCA can act as a separation authority. The package may be referred to the GCMCA exercising OPCON over the MEU when time constraints and other considerations make referral to the GCMCA exercising ADCON over the MEU impracticable.

4. Coordination. The MEU SJA will coordinate all requests for legal services support in conjunction with administrative discharge boards.

#### 10008. COMMAND INVESTIGATIONS

1. General. Command Investigations, formerly know as JAGMAN investigations, are a commander's tool to determine the facts surrounding a significant event, fix responsibility therefore, and provide recommendations for corrective action. Chapter 2 of the Manual for the Judge Advocate General of the Navy (JAGMAN) provides guidance.

<http://192.156.19.115/Pubs/jagman/frameset.htm>

2. Convening of Investigations. Convening of investigations will normally follow the administrative chain of command (ADCON).

a. Prior to MSEs Transferring ADCON to the MEU.

(1) For significant incidents where a commander determines an investigation is necessary, the MSE and/or sourcing MSC will convene the investigation.

(2) For significant training incidents and/or Class A aircraft mishaps, the investigation will be convened at the regimental/group level or higher. Note: For MEU related training incidents, the MEU will initiate any required SIRs/PCRs.

b. Once ADCON shifts to the MEU, the determination for responsibility to convene an investigation will be made by the MEU Commander and/or CG, I MEF.

3. Forwarding of Investigations. Command Investigations will be forwarded to the GCMCA exercising ADCON over the command convening the investigation. Following review of the investigation by the GCMCA, a copy of the investigation will be provided to the CG, I MEF (Attn SJA).

10-16

SOCAL MEU (SOC) SOP

10009

10009. SUPPLY MANUAL INVESTIGATIONS

1. General. See MCO P4400.50 (Consumer-Level Policy Manual, Chapter 6) at.

<http://www.usmc.mil/directiv.nsf/df51342d91236d2685256517004eb026/78b426164b9f6b4d85256926005d5ebb?OpenDocument>

2. MSE Property. Investigations concerning GCE, ACE, and CSSE property should be convened by the respective MSE commander and reviewed by the appropriate MSC supply officer administering the account with the respective command procedures. The MEU Commander should not normally convene investigations regarding property assigned to a MSE.



supplemental ROE, and preparation and distribution of ROE cards. This duty specifically applies when determining the appropriate ROE for Force Protection while deployed outside any part of the United States.

4. Training. Commanders will ensure that individuals receive training in the LOAC and can recognize LOAC problems which arise in field exercises or combat situations.

10011. STATUS OF FORCES, FOREIGN CRIMINAL JURISDICTION, AND INTERNATIONAL LAW PROBLEMS

1. General. All status of forces, foreign criminal jurisdiction, and international law problems will be referred directly to the MEU SJA for action. SOFAs may be located by country at the following SIPRNET Internet site:

<http://www.hq.pacom.smil.mil/j0/j06/sofa.htm>

See SECNAVINST 5820.4E for additional information regarding foreign criminal jurisdiction matters. The SECNAVINST may be located at:

<http://neds.nebt.daps.mil/Directives/dirindex.html>

2. Liaison. The MEU SJA will provide liaison with host nation or other government officials, with senior and collateral commands, and with Department of State representatives, as appropriate, in problems dealing with status of forces, foreign criminal jurisdiction, and international law.

3. Foreign Criminal Jurisdiction. All incidents involving the arrest, detention, or investigation of MEU personnel by foreign

10-18

SOCAL MEU (SOC) SOP

10011

authorities shall immediately be referred to the MEU SJA.

4. MEU SJA's Action. In the event that MEU personnel are arrested, detained, or pending investigation on criminal charges, the MEU SJA will:

a. Effect liaison with U.S. Military authority in the locale responsible for area coordination of foreign criminal jurisdiction matters. Obtain assistance where available for international legal hold determinations, custody of the member held by foreign authorities, counsel, translator and liaison assistance, payment of attorney's fees, court costs and bail, and trial observer and prisoner/jail visitation assistance.

b. In the absence of a U. S. area coordinator, contact the nearest U. S. Embassy or Consulate for assistance with foreign authorities and with enforcement of the SOFA if one is in effect.

c. In the absence of U. S. military area coordinator or U. S. Embassy or Consulate Foreign Service Office in the locale, contact the local foreign authorities who have custody of the member. Every lawful effort to obtain custody of the member should be exercised to ensure the well-being and proper treatment of the member while he is awaiting processing by foreign authorities.

5. Procedures. In addition to SECNAVINST 5820.4E, the following regulations concern foreign criminal jurisdiction procedural matters: COMNAVFORJAPANINST 5820.16A (JAPAN) and USFK/EUSA Reg. 1-44 (Korea). For locating the nearest NLSO to assist in this area, you may use the following Website:

[http://www.jag.navy.mil/html/jag\\_services.htm](http://www.jag.navy.mil/html/jag_services.htm)

Also, see the NAVY JAG webpage at:

<http://www.jag.navy.mil/index.htm>

6. MSE Commander's Action. MSE Commanders will ensure that members of their commands receive instruction on the rights, privileges, and obligations of U. S. Forces in foreign countries (including those countries with a U. S. SOFA). This instruction may be given as part of pre-deployment training and/or prior to entering port.

10-19

10012

SOCAL MEU (SOC) SOP

7. Reports. Required reports will be submitted and forwarded in accordance with the current edition of SECNAVINST 5820.4.

10012. INTERNATIONAL LEGAL HOLD

1. General. When a military member is under investigation or pending legal action by foreign authorities, the member normally will be placed on international legal hold by competent authority. Once placed in this status, service members will not be permitted to leave the country until released by competent authority. All international legal hold matters should be coordinated by the MEU SJA.

2. Procedures

a. Mainland Japan. Military members will be placed on and released from international legal hold by letter or message from the Commander, Naval Base, Yokosuka, Japan in accordance with the SOFA between the United States and Japan.

b. Okinawa. Military members will be placed on and released from international legal hold by letter or message from the Commanding General, MCB Camp Butler through the Japanese Jurisdiction Section of the Office of the Staff Judge Advocate, MCB Camp Butler, IAW the SOFA between the United States and Japan.

c. Korea. International legal holds are handled in accordance with USFK/EUSA Reg. 1-44. When an incident occurs which involves U. S. military personnel and Korean nationals, a USFK SOFA CJ Form 1 (U. S. Notice of Incident, Arrest and Receipt) is filed with the District Prosecutor's Office. This will usually be accomplished by the U. S. Army military police who augment the Marine military police. The incident blotter entry will be reported by telephone to the area Provost Marshal who in turn will file the notice with the District Prosecutor. The filing of USFK CJ Form 1 will begin the mandatory 15 day Korean legal hold period within which the Korean prosecutor can file a notice of intent to assume jurisdiction over U. S. personnel involved in SOFA incidents. When this period expires, the USFK SJA's office (SOFA Section) will send (via CNFK) a JK Form 7181 waiver of Korean Criminal Jurisdiction Form releasing the member from legal hold.

10-20

SOCAL MEU (SOC) SOP

10013

## 10013. CLAIMS

### 1. General

a. The MEU SJA will assist in resolving claims generated by MEU personnel or activities.

b. Incidents involving potential claims for or against the government will normally be investigated promptly. Applicable photographs, police, fire, or medical reports, and other relevant evidence should be obtained to preserve accurate records. The investigative responsibility for all claims is with the organization which reportedly committed the act or is otherwise responsible for the circumstances which generated the claim. See JAGMAN 2004 and 2015.

c. MSE Commanders will each designate an officer to serve as the unit claims investigating officer.

2. Processing. Processing will follow guidance in the JAG Instruction (JAGINST) 5890.1, which can be located at:

<http://192.156.19.115/Pubs/Pubs.htm>

a. Federal Tort Claims - JAGINST 5890.1 Encl (1)

b. Military Claims - JAGINST 5890.1 Encl (2)

c. Other Claims - JAGINST 5890.1 Encl (4)

d. Personnel Claims - JAGINST 5890.1 Encl (5)

e. Foreign Claims - JAGMAN, Chapter 8.

3. Foreign/SOFA Claims Procedure. The MEU Commander should appoint a Foreign Claims Commission (See JAGMAN Chapter 8). Normally, the appointee will be the MEU SJA. The appointee will not exercise his authority when such action is contrary to the provisions of JAGMAN Chapter 8. The appointee should coordinate his activities with claims officers representing the U. S. Navy, U. S. Air Force, or U. S. Army. For assistance, see the following Website:

<http://192.156.19.115/Pubs/Pubs.htm>

a. Japan/Okinawa. Although the U. S. Air Force (5th AF) has single service responsibility for the processing and payment of

10014

## SOCAL MEU (SOC) SOP

claims in Japan/Okinawa, claims investigations must be conducted by the MEU. Upon the appointment of a foreign claims investigating officer, assistance and guidance may be obtained from the Claims Office, Office of the Staff Judge Advocate, MCB, Camp Butler, Okinawa (Bldg. 427, Camp Foster).

b. Korea. Although the U. S. Army (USFK/EUSA) has single service responsibility for the processing and payment of claims in Korea, a claims investigation must be conducted and a DA Form 1208 (Report of Claims Officer) must be filed with the U.S. Armed Forces Claims Section, Korea (USAFCS-K), Yongsan Army Garrison, Seoul, Korea. This report will assist a joint committee of U. S. and Korean representatives in settling potential claims for damages.

4. U. S. Forces Afloat - Claims Under \$500.00.

Notwithstanding

JAGMAN (single service claims responsibility) the Department of the Navy is authorized to settle claims under \$500.00 caused by Navy personnel not acting within the scope of employment and arising in foreign ports visited by U. S. Forces afloat.

5. Reports. Reports of incidents of serious misconduct harmful to foreign national or serious incidents which may also result in a potential claim shall be submitted in accordance with MCO 3300.3 or FMFPACO 5740.4C, as required.

10014. SOLATIA

1. General. Solatia payments are gifts of money presented by U.S. military personnel as an expression of regret for an incident which results in the death or injury of a foreign national and/or damage to or destruction of the property of a foreign national. Any incident of this nature which may result in a required condolence visit and solatium payment shall immediately be referred to the MEU SJA. Proper handling of condolence visits and solatia payments directly influences resulting civil and criminal action and should therefore require prompt action. Payment of solatium will be in accordance with COMNAVFORJAPANINST 5820.16B (Japan) or USFK/EUSA Reg. 526-11 (Korea)

2. Procedure. The following agencies shall be contacted to coordinate condolence visits and solatia payments:

10-22

SOCAL MEU (SOC) SOP

10015

- a. Japan. International Law Section, NLSO, Yokosuka.
- b. Okinawa. Office of the Staff Judge Advocate, MCB, Camp Butler.
- c. Korea. SOFA Section, Officer of the Staff Judge Advocate, USFK, Yongsan Army Garrison, Seoul and/or the OIC, LSSS, (FWD), Korea, if established.

10015. OVERSEAS MARRIAGE

1. General. Marriage of military personnel serving overseas must be approved in advance by the appropriate commander whether the proposed marriage is between military personnel, between a military individual and a foreign national, or between a military individual and a U. S. citizen residing abroad. The current edition of MCO 1752.1 (Marriage in Overseas Commands) and, where applicable, the current edition of COMNAVFORJAPANINST 1752.1L (Marriage within U. S. Naval Forces, Japan Area), USFK Reg. 600-240 (Marriage in Overseas Command, Korea) establish the requirements which must be met in order to obtain permission to enter into a valid overseas marriage. NLSO assistance can be located at:

[http://www.jag.navy.mil/html/jag\\_services.htm](http://www.jag.navy.mil/html/jag_services.htm)

2. Policy. All active duty military personnel have the same right to enter into marriage as any other U. S. citizen in the same foreign country. However, all U. S. Marine Corps and Navy personnel who are stationed in or visiting foreign countries are required to obtain written approval from the designated area commander(s) prior to entering into marriage. Approval will be granted only where military personnel have complied with requirements contained in the basic Marine Corps Order and local regulations and have satisfied all U. S. and local foreign country laws relating to marriages. The purpose of these regulations is not to prevent overseas marriages but to ensure that both parties are aware of the legal impediments

that may prohibit a foreign born spouse from entering the United States.

### 3. Procedures

a. Japan/Okinawa. The current edition of COMNAVFORJAPANINST 1752.1 contains the procedures to be followed by military personnel contemplating marriage in Japan. Personnel contemplating marriage should be directed to the Legal Assistance

10-23

10016

SOCAL MEU (SOC) SOP

Office of the nearest NLSO or LSSS and then to the American Consulate.

b. Korea. USFK Ref 600-240 contains the procedures to be followed by military personnel contemplating marriage in Korea. Personnel contemplating marriage should be directed to the Legal Assistance Office, U.S. Army Garrison, Yongsan, Seoul for information and forms. Prior approval must be obtained from the Commander, U. S. Naval Forces, Korea (CNFK).

4. MSE Commander's Action. MSE commanders will ensure that military personnel contemplating entering into an overseas marriage are counselled on the procedural requirements of the aforementioned regulations.

5. Violations. Active duty military personnel violating the procedures outlined in the Orders mentioned above are subject to disciplinary action under the UCMJ. Unauthorized marriages in foreign countries have constituted a serious and continuing problem which must be met by prompt and effective disciplinary action by all commands. Personnel found in violation of the procedures set forth in the aforementioned regulations shall be reported to CNFK; or CG, MCB Camp Butler, Okinawa, as appropriate, for investigation to determine the validity of the marriage.

### 10016. "REACHBACK" FOR LEGAL RESEARCH AND ASSISTANCE

1. Background. Commanders and Judge Advocates deployed with the MEU may need immediate access to legal research materials and/or the advice of Judge Advocates with greater experience in

particular fields of the law. It may also be necessary to "reachback" and seek the assistance of Judge Advocates who are located in CONUS for family law or other legal matters that cannot be handled by the deployed SJA.

2. Electronic research. MEU SJAs should be computer/Internet literate, and prior to deployment should obtain passwords to protected websites such as Lexis/Nexis, CLAMO, and the SJA to the CMC. The following SIPRNET Websites can be accessed via SJA's WebPage on the I MEF SIPRNET Website at:

<http://www.imef.usmc.smil.mil/>

10-24

SOCAL MEU (SOC) SOP

10016

Additionally, the following SIPRNET and NIPRNET Websites are offered to assist in legal research and to establish contact with duty experts:

a. SIPNET Websites:

(1) USCENTCOM CCJA

[http://recluse.centcom.smil.mil/crisis/catdesks/cat\\_jag.asp](http://recluse.centcom.smil.mil/crisis/catdesks/cat_jag.asp)

(2) CFLCC Enduring Freedom (Includes link to the SJA)

<http://www.swa.arcent.army.smil.mil/>

(3) COMUSNAVCENT/5th Fleet Legal Team

[http://www.cusnc.navy.smil.mil/fmo\\_jag/Legal/index.htm](http://www.cusnc.navy.smil.mil/fmo_jag/Legal/index.htm)

(4) Air Force Judge Advocate General's SiproNet Site

<http://aflsa.maxwell.af.smil.mil/>

(5) Operational Law Advisories

[http://clasext2.cno.navy.smil.mil/n09/webbas01.nsf/\(vwwebpage\)/webbase.htm](http://clasext2.cno.navy.smil.mil/n09/webbas01.nsf/(vwwebpage)/webbase.htm)

(6) USCENTCOM Command Center Message Board

<http://recluse.centcom.smil.mil/cmdctrmessages/>

(7) USCENTCOM J3 OPS PLANS MESSAGE VAULT

[http://recluse.centcom.smil.mil/crisis/catdesks/list\\_plansmsgs\\_documents.asp?pathinfo=msgsgs](http://recluse.centcom.smil.mil/crisis/catdesks/list_plansmsgs_documents.asp?pathinfo=msgsgs)

(8) US Army JAG

[www.su.army.smil.mil](http://www.su.army.smil.mil)

b. NIPRNET Websites:

(1) The Army's Center for Law and Military Operations (CLAMO)

10016

SOCAL MEU (SOC) SOP

10-25

<http://www.jagcnet.army.mil/CLAMO>

(2) LexisNexis (Requires an account)

<http://www.lexis.com/>

(3) Staff Judge Advocate to the Commandant

<http://192.156.19.115/>

(4) Naval Justice School: Guidebooks, publications, forms, etc.

<http://www.jag.navy.mil/html/njs.htm>

(5) U.S. Army's Judge Advocate General Corps (Requires an account)

<http://www.jagcnet.army.mil/JAGCNet>

(6) Office of the Staff Judge Advocate, CINCPAC

<http://www.pacom.mil/staff/Legal/legal.htm>

(7) Consequence Management (Central Command)

<http://www.centcom.mil/library/cm.asp>

(8) Marine Corps Research Center, Marine Corps University

<http://www.mcu.usmc.mil/MCRCweb/library.html>

(9) SECNAV and OPNAV Instructions

<http://neds.nebt.daps.mil/Directives/dirindex.html>

(10) DOD Directives and Instructions

<http://www.dtic.mil/whs/directives/>

(11) Chairman of the Joint Chiefs Directives and Instructions (CJCSI, CJCSJ)

<http://www.dtic.mil/doctrine/>

10-26

SOCAL MEU (SOC) SOP

10017

(12) Joint Pubs and Directives

<http://fas.org/irp/doddir/dod/>

(13) MEF Orders on-line

<https://www.imef.usmc.mil:445/g1/adj/orders.htm>

3. Operational Law Issues. Assistance for operational law matters can be obtained by emailing or calling the I MEF SJA or Deputy SJA at (760) 725-9860 or DSN 365-9860. Deploying MEU SJAs should obtain the names and email addresses for the I MEF SJA and Deputy SJA prior to deployment. Operational Law assistance is also available through the International & Operational Law Branch, Headquarters, U. S. Marine Corps, JA Division, at (703) 614-2793/6799; DSN: 224-2793.

4. Family Law/Legal Assistance. MCB Camp Pendleton, has an extensive law library, a large Joint Legal Assistance Office, and Family Service Center that provides advice and support to spouses of deployed personnel. Based upon the aforementioned considerations, the CG, MCB Camp Pendleton, has agreed to support MEU Commanders and MEU SJAs by providing "reachback"

capabilities in the area of legal assistance and family law matters. Telephone calls for assistance should be made directly to the Director, Joint Legal Assistance Office, MCB Camp Pendleton (Commercial (760) 725-6172; DSN 365-6172). If a telephonic request is for legal research that does not involve legal assistance, the telephone call should be made to the AC/S SJA, MCB Camp Pendleton (Commercial (760) 725-5943; DSN 365-5943).

#### 10017. SECURITY ASSISTANCE

1. General. Security Assistance (SA) policies and laws must be followed when planning exercises or training with members of the armed forces of another country.

#### 2. Specific

a. The current edition of CINCPACFLTINST 4900.3 provides that the costs for training or services provided to foreign participants must be charged against Foreign Military Sales (FMS) unless specifically excluded by paragraph 1-3 of the Instruction, which states in part:

10-27

10018

SOCAL MEU (SOC) SOP

"Mutual services provided by Pacific Fleet Ships and aircraft in conjunction with multilateral exercises shall not require FMS case establishment or foreign reimbursement when any of the following criteria are met:

It is the opinion of the operational commander that the mutual services shall afford the U. S. Navy with beneficial training essentially equal to the training afforded the foreign unit(s);

It is the opinion of the operational commander that the mutual services shall significantly enhance the goals of interoperability between the U. S. and the foreign participant(s) that shall outweigh costs incurred by the U. S. Government; or

The U.S. Government shall not incur any costs which would not have been incurred had there been no foreign participation."

b. Bilateral, combined, or multinational exercises conducted to test and evaluate capabilities, including procedures and, interoperability, do not require authorization of funding under SA procedures. As a general rule, DoD funds are to bear only the cost of U. S. Government participation which would have been incurred in the absence of foreign participation.

10018. CIVIL AFFAIRS, CIVIC ACTION, AND HUMANITARIAN ASSISTANCE

1. General. In the event the MEU deploys with a Civil Affairs Officer, that individual will be responsible for providing legal advice on civil affairs, civic action, and humanitarian assistance matters. However, where no Civil Affairs Officer deploys, the MEU SJA, operating under the cognizance of the MEU S-3, may serve as a special staff officer responsible for planning, coordinating, and supervising civil affairs, civic action, and humanitarian assistance operations.

2. Civil Affairs. Civil Affairs involves those phases of the activities of a commander which embrace the relationship between military forces and civil authorities and people in a friendly country or area when military forces are present. Civil Affairs planning is concerned with operations which prevent civilian

10-28

SOCAL MEU (SOC) SOP

10018

interference with combat operations, further the national policies the United States, and prepare for the eventual assumption of governmental and civil responsibilities by civil authority or by military agencies. As a resource, see FM 41-10 (Civil Affairs Operations); available at:

<http://www.globalsecurity.org/military/library/policy/army/fm/41-10/toc.htm>

3. Civic Action. Civic Action involves the use of preponderantly indigenous military forces on projects useful to the local population at all levels in such fields as education, training, public works, agriculture,

transportation, communication, health, sanitation, and other actions contributing to economic and social development, which also serve to improve the standing of military civic actions in overseas areas.

4. Humanitarian Assistance. Humanitarian Assistance involves that assistance provided to promote human welfare or alleviate human suffering. It includes medical, dental, and veterinary care provided in rural areas of the country; construction of rudimentary surface transportation; well drilling and construction of basic sanitation facilities; and rudimentary construction and repair of public facilities.

5. With regard to Civic Action and Humanitarian Assistance projects, the Civil Affairs Officer and/or the MEU SJA will:

a. Assist in identifying projects to be undertaken by the MEU.

b. Ensure that, absent specific authority by higher headquarters, minimal expenditures of operating funds are made. "De minimus" is not specifically defined; however the following example is provided: a unit doctor's examination of villagers for a few hours with the administration of several shots and the issuance of some medicines. On the other hand, de minimus would not include the dispatch of a medical team for mass inoculations. De minimus could also include the opening of an access road through trees and underbrush for several hundred yards, but would not include the paving of any roadway.

c. Ensure coordination with the host nation is accomplished through the U. S. Embassy in the country.

10-29

10019

SOCAL MEU (SOC) SOP

d. Ensure that any supplies and materials that are used in any project and which exceed the de minimus standard come from Project Handclasp, individual donations, charitable groups, or other means requiring no cost to the U.S. Government unless authorization has been received and/or provided by higher headquarters.

e. Ensure projects are training related.

f. Ensure projects will be completed prior to the unit's departure from the host country.

g. Ensure all projects will have the purpose of improving the host nation quality of life and will contribute to enhancing the U.S. image in the host nation.

10019. WOMEN IN COMBAT

a. General. SECNAVINST 1300.12A and MCO P1300.8R provide that women be excluded from serving in units below the brigade level whose primary mission is to engage in direct combat on the ground. The above references state:

"Direct ground combat is engaging an enemy on the ground with individual or crew served weapons, while being exposed to hostile fire and to a high probability of direct physical contact with the hostile force's personnel. Direct ground combat takes place well forward on the battlefield while locating and closing with the enemy to defeat them by fire, maneuver, or shock effect."

b. Education and application. The MEU SJA will ensure that MEU and MSE Commanders are familiar with the above references and provide advice on the applicability of these provisions where there is a possibility of introducing troops into direct ground combat.

10-30

SOCAL MEU (SOC) SOP

CHAPTER 11

MISHAP REPORTING AND INVESTIGATIONS

PARAGRAPH

PAGE

GENERAL . . . . .	.11000	11-3
MISHAP NOTIFICATION . . . . .	.11001	11-3
GROUND MISHAPS. . . . .	.11002	11-3
AVIATION MISHAPS. . . . .	.11003	11-4
FIELD FLIGHT PERFORMANCE BOARD (FFPB) . . .	.11004	11-5
COMMAND INVESTIGATIONS . . . . .	.11005	11-5

(THIS PAGE INTENTIONALLY BLANK)

11-2

SOCAL MEU (SOC) SOP

CHAPTER 11

## MISHAP REPORTING AND INVESTIGATIONS

11000. GENERAL. MEU(SOC) evolutions are inherently hazardous and require detailed planning and execution characterized by application of Operational Risk Management from start to finish. Unfortunately, breakdowns in execution may lead to mishaps that require prompt and proper reporting and investigating. This chapter defines the appropriate reporting and investigation chains. Applicable sources detail the conduct of the reporting and investigations and need to be understood and followed.

11001. MISHAP NOTIFICATION. Reference (i) addresses requirements for submission of an initial voice report to the Marine Corps Command Center within 15 minutes of a serious incident. Further, the order calls for an OPREP-3SIR to be released within 24 hours of the mishap. CONUS based MEUs will have the OPREP-3SIR prepared and released by I MEF. OCONUS MEUs will prepare and release their own OPREP-3SIRs. Personnel Casualty Reports (PCRs) requirements for submission are found in ref (h). Reference (k) provides specific guidance for SIRs/PCRs within I MEF. Chapter 2 of this Order addresses MEU CE and MSE responsibilities for SIR/PCR submission. MEUs OPCON to I MEF will provide information for the PCR to I MEF for release of the initial report within three to six hours (I MEF Operations Center: Commercial (760) 725-9114; DSN 365-9114). MEUs OPCON to commands other than I MEF will prepare and submit their own PCRs.

### 11002. GROUND MISHAPS

1. The current edition of MCO P5102.1 is the guiding directive for all Marine Corps ground mishap reporting and investigations. MEU and MSE Commanders will implement the procedures and policies found in the Order through their respective Safety Officers.

2. Ground mishap categories range from A to D. All mishaps are recordable while Class A and B mishaps, all chemical related mishaps and all ordnance related mishaps are reportable via naval message to CMC (SD). Class C mishaps are reportable via quarterly safety logs submitted via the chain of command to CMC (SD).

11003

## SOCAL MEU (SOC) SOP

3. There are three types of safety investigations:

a. Unit Mishap Investigations. Class C and D mishaps that do not require a Safety Investigation Board (SIB) are investigated at the MSE level.

b. Command Mishap Investigations. Class A and B mishaps call for an SIB. COMMARFORPAC shall direct the convening of the SIB via naval message and assign an appropriate mishap file number. The MEU Commander is the appointing authority for the SIB. The senior member of the SIB shall be a Marine Officer, equal to or senior in grade to the commander of the MSE that incurred the mishap. The current edition of MCO P5102.1 details the composition and responsibilities of the SIB.

c. Naval Safety Investigations. CMC (SD) may direct COMNAVSAFECEN to conduct independent investigations of mishaps. These independent investigations do not relieve commanders of their responsibilities for mishap investigation and reporting as required by the current edition of MCO P5102.1.

11003. AVIATION MISHAPS

1. The current edition of OPNAVINST 3750.6 is the guiding directive for all Navy and Marine Corps aviation and aviation related mishap reporting and investigations. The following deadlines are established for aviation mishap reports that supplement the OPREP-3SIR and PCR:

a. Initial Telephone Mishap Data Report (MDR). Within 60 minutes of the occurrence of all Class A mishaps, the ACE will submit an initial telephone MDR to COMNAVSAFECEN. Provide additional information in subsequent calls as needed.

b. Initial Message Mishap Data Report. For Class A and B mishaps, an initial MDR message is required within 4 hours. For Class C mishaps, initial MDR messages are due within 24 hours of the mishap. The ACE will submit the required messages.

c. Amended Message Mishap Data Report. Amended message MDRs are submitted as needed to update or correct information in previously submitted MDRs.

d. Safety Investigation Reports (SIR). SIRs are due within

11-4

SOCAL MEU (SOC) SOP

11004

30 calendar days of the mishap or 30 calendar days after completion of an organized search. Extensions are granted from the controlling authority if required.

2. Aircraft Mishap Board (AMB). Guidelines applying to AMB composition are found in the current edition of OPNAVINST 3750.6. For Class A mishaps of CONUS based MEUs, the CG, 3d MAW will appoint the Senior Member of the AMB. The ACE will provide the members for the AMB. In the event that additional expertise is required, the CG, 3d MAW will provide assistance as required. For OCONUS MEUs, the MEU Commander can ask for assistance through CG, I MEF.

11004. FIELD FLIGHT PERFORMANCE BOARD (FFPB). A FFPB is an administrative board composed of qualified naval aviators, NFOs, officer navigators or naval aerial observers, and a naval flight surgeon. A FFPB is convened to evaluate the performance, potential, and motivation of a respondent ordered by competent authority to appear before the board. Guidance on the conduct and composition of the FFPB can be found in the current edition of MCOP100.6 (ACTS Manual) and WgO 5420.18. The CG, 3d MAW will provide personnel for the FFPB for CONUS based MEUs. For OCONUS MEUs, the MEU Commander can request assistance through CG, I MEF.

11005. COMMAND INVESTIGATIONS. Command Investigations, formerly known as JAGMAN Investigations, are covered in chapter 10 of this SOP.

## SOCAL MEU (SOC) SOP

## CHAPTER 12

OPERATIONAL REPORTS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL . . . . .	12000	12-3
STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS) . . . . .	12001	12-3
SERIOUS INCIDENT REPORT (OPREP-3)/ PERSONNEL CASUALTY REPORT (PCR) . . . . .	12002	12-4
EMBARKATION REPORTS . . . . .	12003	12-4
STATUS REPORT . . . . .	12004	12-4
WEEKLY SITUATION REPORT (SITREP) . . . . .	12005	12-5
COMMAND HISTORICAL PROGRAM . . . . .	12006	12-5
OTHER REPORTS . . . . .	12007	12-6

12-1

(THIS PAGE INTENTIONALLY BLANK)

12-2

SOCAL MEU (SOC) SOP

CHAPTER 12

OPERATIONAL REPORTS

12000. GENERAL. The MEU and its MSEs are required to submit the following reports. All reports not addressed to CG, I MEF will include CG, I MEF as an information addressee. Additional Operational Reports that the MEU may be required to submit, based on their deployed operations, are found in refs (a) and (f).

12001. STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS)

1. General. Accurate SORTS databases will be maintained by each MEU. Formal schooling is essential for accurate SORTS reporting.

2. SORTS Submission. SORTS Reports will be prepared and submitted IAW Joint Pub 1-03.13 (Joint Reporting Structure

(JRS) Operational Status Reports, Status Identity Reports), and refs (j) and (l).

### 3. Reporting Procedures

a. When the MEU is not task organized and consists of the MEU CE only, a SORTS database will be maintained by the MEU for the MEU and the MEU CE. SORTS submissions will include the MEU and the MEU CE only.

b. Once OPCON to the MEU, MSEs will submit SORTS data to the MEU S-3 for verification, consolidation and subsequent submission to MARFORPAC. Until MSEs report OPCON back to their parent commands, the MEU assumes responsibility for SORTS submissions for all five elements (MEU overall, CE, GCE, ACE, CSSE).

(1) The MEU compiled MEU SORTS report will reflect the task organization delineated in the CG, I MEF LOI for Deployment.

(2) MSCs will ensure detachments that have transferred OPCON to MEU MSEs report SORTS information to their respective MEU MSE for compilation by that MSE and subsequent submission to the MEU S-3.

(3) Reporting equipment and personnel per the task organization provided in the CG, I MEF LOI for Deployment is

12-3

12002

SOCAL MEU (SOC) SOP

effective upon transfer of OPCON to the MEU. Report without regard to location and custodial control of personnel and equipment (or for reporting purposes, assume detachments, to include both personnel and custodial control of equipment, is to the CE or MSE to which attached).

6. SORTS Training. School quotas to attend formal schooling are normally available at Camp Pendleton or MCAS El Toro during March and September. Quotas are requested from CG, I MEF AC/S G-3 (Training).

12002. SERIOUS INCIDENT REPORT (OPREP-3)/PERSONNEL CASUALTY REPORT (PCR). SIR/PCRs will be prepared and submitted IAW

references (h), (i), and (k). See Chapters 2 and 11 of this Order for additional detail.

12003. EMBARKATION REPORTS

1. Embarked Personnel/Material Reports (EPMR) and Embarkation/ Debarcation SITREP. Preparation and submission will be in accordance with COMNAVSURFPACINST 4620.1/FMFPacO 4621.1 (See Chapter 7 of this Order).

2. Shipboard Inspection Summary (SIS). In accordance with COMNAVSURFPACINST 4621.1/FMFPACO 4621.1; the COT will submit a SIS report within five days of embarkation, and immediately prior to debarcation (See Chapter 7 of this Order).

3. Organization for Embarkation and Assignment to Shipping (OEAS). This report will be submitted in accordance with FMFPacO 4621.1.

4. Debarcation Support Requirements. The COT will submit support requirements for debarcation and transportation coordination to the MEU S-4 in accordance with Appendix F of this Order, but not later than five days prior to return to SOCAL (See Chapter 7 of this Order).

12004. STATUS REPORT. The CG, I MEF will be kept informed of the status of the MEU while it is activated. Accordingly, the MEU Commander will submit an unformatted status report within 24 hours of any of the following:

12-4

SOCAL MEU (SOC) SOP

12005

- a. Change of OPCON (in-chop/out-chop)
- b. Embark/debark
- c. Change of task organization
- d. Shift of command location

12005. WEEKLY SITUATION REPORT (SITREP)

1. The MEU will submit a weekly SITREP to CG, I MEF, beginning when the MEU is activated for training (on or about E-180) until R+30.

a. SITREP reporting period is from 0001 (local) on Saturday through 2400 (local) the following Friday.

b. SITREP will be transmitted in order to be received by CG, I MEF by 0600 (local) on the Monday following the end of the reporting period.

c. SITREPs will be prepared IAW ref (f) and the format provided as Appendix G of this SOP.

d. The first SITREP is due on the Monday following MEU activation for training. The final SITREP is due the Monday following R+30.

2. During deployment, Commanders exercising OPCON of the MEU may require more frequent reporting or SITREPs prepared in a different format; the MEU will comply with these requirements, as directed. Regardless of additional requirements, the MEU will continue to prepare and submit a weekly SITREPs to CG, I MEF, as described above.

#### 12006. COMMAND HISTORICAL PROGRAM

1. Command Responsibility. Command Historical Program activities for MEUs will be conducted in accordance with current editions of MCO P5750.1F, FMFPacO 5750.8 and I MEFO 5750.1.

#### 2. Command Chronology

12-5

12007

SOCAL MEU (SOC) SOP

a. Command chronologies shall be prepared and submitted IAW MCO P5750.1 (Manual for the Marine Corps Historical Program).

b. During operational commitment or combat operations, or for other special situations, chronologies may be required on a monthly basis. Draft chronologies may be submitted by message NLT the 5th of the month following the reporting period, with smooth (letter) chronologies following by the 15th. In those instances as to uncertainty regarding reporting frequency and format, guidance should be requested from I MEF AC/S G-3.

c. Security Classification. If command chronologies require security classification, the current edition of OPNAVINST 5510.1 will be used as a guide. In the event supporting documents are classified, they should be forwarded to CMC (HDH-4) under separate letter of transmittal, referencing the basic chronology.

#### 12007. OTHER REPORTS

1. Ammunition Malfunction/Defect Reports as appropriate in accordance with MCO 8025.10.

2. Submit appropriate reports in the event of a weapons malfunction in accordance with the following orders and instructions:

a. Product Quality Deficiency Report -- MCO 4855.10.

b. In case of negligent or unintentional discharge of a weapon -- MCO 5500.6.

c. Submerged Equipment Report -- TI-8005-25/21 and TI-2350-25/36.

d. JAG Instruction 5800.7.

3. For amphibious exercises, a Post Amphibious Communication-Electronic Report will be submitted IAW FMFPacO 2700.8 (Joint Amphibious Communications SOP).

4. Any deviation from the current edition of OPNAVINST 3125.2, Policy for Embarking and Basing of Marine Corps Helicopters aboard Amphibious Ships, will be reported to CG, I MEF.

SOCAL MEU (SOC) SOP

12007

5. Meconing Intrusion Jamming Interception (MIJI) Reports will be submitted accordance with MCO 34300.3.

6. IAW ref (d), the MEU will submit a Post-PTP Report to CMC via MARFORPAC (Info CG, I MEF). Other After Action Reports (AAR) will be submitted as deemed appropriate by the MEU Commander. Post-PTP Reports and AARs will be submitted in Marine Corps Lessons Learned System (MCLLS) format, per MCO 5000.17.

7. Communication shift messages in accordance with NTP-4, FLEET COMMUNICATIONS.

8. Report all incidents involving the MEU which are or may develop into matters of national or international interest. Comply with the current edition of OPNAVINST 3100.6 for all with information copies to CG, I MEF and all other appropriate commands.

9. Report all significant liberty incidents to CG, I MEF.

10. Ensure that CG, I MEF is an addressee on all reports submitted during periods of increased tension or contingency operations.

## SOCAL MEU (SOC) SOP

## APPENDIX A

NOMINAL FORCE LIST

1. Individual augmentation assignments to MEU CE and MSE will be determined and the LOI Conference and promulgated via the CG, I MEF LOI for Deployment.
2. Specific personnel and equipment assignments for all detachments will be IAW ref (o), and/or determined/coordinated by CG, I MEF, I MEF MSCs, the MEU Commander, MSE Commanders, and detachments' parent unit Commanders.
3. Det, VMGR-352 assigned to MEU for planning and contingencies; see Chapter 1, paragraph 1009.2.a.3.c for amplification.
4. Det, MLE assigned to MEU CE for planning and contingencies; see Chapter 1, paragraph 1009.2.a.3.a for amplification.

## SOCAL MEU (SOC) SOP

COMMAND ELEMENT

11TH, 13TH, 15TH MEU  
MEU CE

Col

DET, 1ST RAD BN  
DET, I MHG  
\_\_PLT, 1ST FORECON CO  
DET, 9TH COMM BN  
DET, MLE  
DET, 1ST INTEL BN  
DET, HET  
DET, IIP  
DET, TAT  
DET, GSP

GROUND COMBAT ELEMENT

BLT

\_\_Bn, FIRST MAR

LtCol

\_\_CO (-), 1ST LAR BN  
DET, HQSVC CO, 1st LAR BN  
\_\_BTRY (REIN), \_\_BN, 11TH MAR  
DET, HQ BTRY, BN, 11TH MAR  
\_\_PLT (REIN), RECON CO, HQBN, 1st MARDIV  
\_\_PLT (REIN), \_\_CO, 3D AAV BN  
DET, HQ SVC CO, 3D AAV BN  
DET, MAINT PLT, \_\_CO, 3D AAV BN  
\_\_PLT (REIN), \_\_CO, 1ST CBT ENGR BN  
DET, HQ SVC CO, 1ST CBT ENGR BN  
DET, ENGR SPT CO, 1ST CBT ENGR BN  
\_\_PLT (REIN), \_\_CO, 1ST TANK BN  
DET, HQ SVC CO, 1ST TANK BN

A-2

SOCAL MEU (SOC) SOP

AVIATION COMBAT ELEMENT

HMM- \_\_\_\_

LtCol

DET, HMH  
DET, HMLA  
DET, VMA  
DET, VMGR-352  
DET, MWCS-38  
DET, MALS-16  
DET, MALS-39  
DET, MALS-13  
DET, MWSG-37  
DET, MACG-38  
DET, 3D LAAD BN  
DET, MATCS-38  
DET, MASS-3

MEU SERVICE SUPPORT GROUP

MSSG-11/13/15

LtCol

DET, HQSVC BN  
DET, 1ST MAINT BN  
DET, 1ST SUP BN  
DET, 1ST TRANSPORTATION BN  
DET, 1ST MED BN  
DET, 1ST DENT BN  
DET, 7TH ENGR SPT BN

## SOCAL MEU (SOC) SOP

## APPENDIX B

TABLE OF ORGANIZATION FOR MEU COMMAND ELEMENT

1. The following is based on the Table of Manpower Requirements (Report number: I5921C4A-1), Table of Organization (T/O) number 4916B, prepared 18 Sep 2001. The most current T/O should be referenced for corrected personnel assignments.
2. Security clearance requirements indicated below are directed by CG, I MEF and are applicable to the "Billet Description"; as the MEU CE T/O is updated by CMC, the CG, I MEF by-billet security clearance assignments will continue to apply.
3. Non-T/O personnel augmentation to the MEU Command Element will be determined at the LOI Conference and promulgated via the CG, I MEF LOI for Deployment for each MEU.
4. All non-T/O augment personnel are required to report with service records, health and dental records, military uniforms, civilian clothing, and a complete issue of individual equipment (782 gear).

<u>LINE NO.</u>	<u>BILLET DESCRIPTION</u>	<u>GRADE</u>	<u>MOS</u>	<u>CLNC</u>	<u>NOTES</u>
-----------------	---------------------------	--------------	------------	-------------	--------------

1	COMMAND ELEMENT				
2	COMMANDING OFFICER	COL	9906	TS	A
3	EXECUTIVE OFFICER	LTCOL	9969	TS	A, B
4	SERGEANT MAJOR	SGTMAJ	9999	S	
5	CHAPLAIN SECTION				
6	CHAPLAIN	LCDR	4100		C
7	RELIGIOUS PROG SPEC	RP2	2401		C
8	S-1 SECTION				
9	S-1/ADJ/S&C OFF	CAPT	0180	TS	
10	S-1 CHIEF/CMS CUST	GYSGT	0193	TS	
11	UNIT DIARY CLERK	LCPL	0121	S	
12	ADMIN CLERK/DRIVER	CPL	0151	S	
13	PERSONNEL CLERK	LCPL	0121	TS	
14	CMS CLERK	CPL	0151	TS	

B-1

SOCAL MEU (SOC) SOP

<u>LINE NO.</u>	<u>BILLET DESCRIPTION</u>	<u>GRADE</u>	<u>MOS</u>	<u>CLNC</u>	<u>NOTES</u>
16	S-2 SECTION				
17	S-2 OFFICER	MAJ	0202	TS	
18	ASST S-2 OFFICER	CAPT	0202	TS	
19	S-2 CHIEF	GYSGT	0231	TS	
20	INTEL SPEC	SGT	0231	TS	
20B	SYSADMIN SPEC	CPL	2651	TS	
21	INTEL SPEC/DRIVER	LCPL	0231	TS	
22	PHOTO SPEC	LCPL	4641	S	
23	S-3 SECTION				
24	S-3 OFFICER	LTCOL	9911	TS	B
25	ASST S-3/AIR LNO	CAPT	7502	TS	
			9969		
26	S-3 CHIEF	GYSGT	0369	S	
27	ASST S-3/FSCC OFF	MAJ	0802	TS	
28	ASST S-3/FSCC CHIEF	SSGT	0861	S	
29	ADMIN CLERK/DRIVER	LCPL	0151	TS	
30	ASST S-3/C2W OFFICER	CAPT	0302	TS	
30A	FORCE PROTECTION OFF	CAPT	5803	S	
31	TARGET INFO OFF	LT	9910	TS	
32	ASST AIR LNO	CAPT	9969	TS	
33	NBC OFFICER	CW02	5702	S	

34	NBC NCO	SSGT	5711	S	
35	ADMIN CLK	LCPL	0151	S	
36	PHOTOGRAPHER	LCPL	4641	S	
36A	MAGTF PLANS CHIEF	SSGT	0511	TS	
36B	MAGTF PLANS NCO	CPL	0511	S	
37	S-4 SECTION				
38	S-4 OFFICER	MAJ	0402	TS	
39	ASST S-4/MAINT MGT OFF		CAPT	0402	S
40	EMBARKATION OFF/HAZMAT		CAPT	0430	S
			9954		
41	LOG CHIEF	GYSGT	0491	S	
42	EMBARKATION CHIEF	SSGT	0431	S	
43	LOG/EMBARK/HAZMAT SPEC		SGT	0431	S
			9954		
44	MAINT MGT NCO	CPL	0411		
45	SUPPLY OFFICER	CAPT	3002	S	
46	ACCOUNTING ANALYST	CPL	3451		
47	SUPPLY ADMIN MAN	SSGT	3043		
48	SUPPLY ADMIN CLERK	CPL	3043		
49	WHSE SNCOIC	SSGT	3051		

B-2

SOCAL MEU (SOC) SOP

<u>LINE NO.</u>	<u>BILLET DESCRIPTION</u>	<u>GRADE</u>	<u>MOS</u>	<u>CLNC</u>	<u>NOTES</u>
51	WHSE CLERK	CPL	3051		
52	S-6 SECTION				
53	S-6/COMM OFFICER	MAJ	0602	TS	
			2502		
53A	ASST S-6	LT	0602	TS	
54	COMM CHIEF	MSGT	2591	TS	
54A	EKMS MANAGER	GYSGT	0681	TS	
56	HQ CMDT SECTION				
58	HQ CMDT	MSGT	0369	S	
59	PROP NCO/POLICE	SGT	8911		
60	FOOD SVC SPEC	LCPL	3381		
61	DRIVER	SGT	3531	S	
62	MT MECH	SGT	3521		
63	INF WPN REPAIRER	CPL	2111		
65	PUBLIC AFFAIRS SECTION				
66	PUBLIC AFFAIRS OFFICER		CAPT	4302	
67	PUBLIC AFFAIRS CHIEF	SSGT	4341		

Notes:

- A. When MEU Commander is a ground officer, MEU XO will be a NA/NFO and vice versa.
- B. MEU XO and/or S-3 should have prior MEU(SOC) experience.
- C. The MEF Chaplain will coordinate assignments from the MSC'S. The CG, I MEF LOI for Deployment will specify which MSC will fill the billets.

B-3

## SOCAL MEU (SOC) SOP

## APPENDIX C

MEU (SOC) PREDEPLOYMENT TRAINING PROGRAM (PTP)

1. Purpose. The purpose of this Appendix is to provide to commanders a brief discussion of courses and major training events that support the MEU(SOC) training requirements during the PTP and a notional PTP timeline. These courses/training events primarily focus on unit level training sponsored or coordinated by I MEF/C3F. Also provided are Commander level courses that may be attended at the MEU Commander's discretion with MEU funding:
2. For individual training requirements prior to E-180, refer to MCO 3502.3A/encl(9).
3. Initial Phase MEU(SOC) Training. The following courses will be conducted during the initial phase of the MEU(SOC) PTP:

a. Specialized Demolitions Course

(1) Course Duration: 2 Weeks

(2) Sponsor: I MEF G-7

(3) Scope: Course consists of classroom lecture and an extensive practical application designed to train Marines from the Force Reconnaissance Platoon and EOD detachment of the MEU MSPF in advanced explosive techniques that provide the capability to conduct localized degradation or destruction on specific target sites in support of MSPF operations.

b. Urban Sniper Course

(1) Course Duration: 3 Weeks

(2) Sponsor: I MEF G-7

(3) Scope: Course includes instruction in moving targets, situational proximity shooting, low light/reduced visibility shooting, sniper initiated assault, and target engagement/assault from an airborne platform.

C-1

SOCAL MEU (SOC) SOP

c. Security Element Course

(1) Course Duration: 2 Weeks

(2) Sponsor: I MEF G-7

(3) Scope: Course consists of classroom lecture/practical application and is designed to train personnel in the following areas: Precision shooting skills and weapons manipulation with the M-16A2, crisis site security, basic room clearing techniques, non-lethal applications, and blocking positions.

d. Dynamic Entry Course

(1) Course Duration: 2 Weeks

(2) Sponsor: I MEF G-7

(3) Scope: Course consists of classroom lecture and extensive practical application designed to train breachers from the Force Reconnaissance Platoon and EOD detachment of the MEU MSPF in the following areas: demolition handling, charge calculation, charge building, charge placement and employment, target analysis, and mechanical breaching.

e. Assault Climber Course

(1) Course Duration: 5 Weeks

(2) Sponsor: I MEF G-7

(3) Scope: The course is divided into three phases, each consisting of classroom lecture, practical application, and written evaluation.

(a) Phase I is conducted at Camp Pendleton and is designed to train personnel in the establishment of rope installations, to include vertical hauling systems, suspension traverse, rope bridges, establishment and conduct of rappel operations, and technical aspects of casualty evacuations.

(b) Phase II is conducted at the Marine Corps

C-2

SOCAL MEU (SOC) SOP

Mountain Warfare Training Center in Bridgeport or Joshua Tree National Monument near the Marine Corps Air Ground Combat Center, Twenty-nine Palms, California. Phase II consists of practical application of Phase I skills and training in lead climbing techniques.

(c) Phase III is conducted at Camp Pendleton and consists of training in steep earth techniques and day/night cliff assaults.

f. Close Quarters Battle Course

(1) Course Duration: 5 Weeks

(2) Sponsor: I MEF G-7

(3) Scope: Course will consist of a mix of classroom lecture and extensive practical application designed to train personnel in the following areas: surgical shooting skills and weapons manipulation with the .45 cal pistol, M4 carbine, 9mm pistol, 12 gauge shotgun, proficiency in CQB tactics, mission planning, and execution during both day and night scenarios.

g. Urban Reconnaissance and Surveillance Course

(1) Course Duration: 5 Weeks

(2) Sponsor: I MEF G-7

(3) Scope: Course will consist of classroom lecture and extensive practical applications including: mission analysis, rapid mission planning, issuing the order, mission preparation, confirmation briefs, insertion, hide construction/occupation, conducting reconnaissance and surveillance, communications, reporting, dissemination of information, extraction and debriefing.

h. Tactical Recovery of Aircraft and Personnel Course (Aviation)

(1) Course Duration: 2 Weeks

(2) Sponsor: I MEF G-7

(3) Scope: Course consists of classroom lecture and

C-3

SOCAL MEU (SOC) SOP

practical application designed to train personnel in the following areas: Isolated Personnel Reports (ISOPREPs), Special Instructions (SPINS), Evasion Plans of Action (EPAs), Evasion and Recovery (E&R), introduction to man tracking, intelligence products, intelligence briefings, intelligence supporting agencies, Initial Terminal Guidance (ITG), specialized recovery tactics, urban recovery planning, and platoon evasion. Seven Situational Training Exercises (STXs) are conducted as practical application.

i. Tactical Recovery of Aircraft and Personnel Course (Ground)

(1) Course Duration: 1 Week

(2) Sponsor: I MEF G-7

(3) Scope: Course consists of classroom lecture and practical application designed to train personnel in the following areas: Isolated Personnel Reports (ISOPREPs), Special Instructions (SPINS), Evasion Plans of Action (EPAs), Evasion and Recovery (E&R), introduction to man tracking, intelligence products, intelligence briefings, intelligence supporting agencies, Initial Terminal Guidance (ITG), specialized recovery tactics, urban recovery planning, and Helicopter Suspension Training (HST). Four Situational Training Exercises (STXs) are conducted as practical application.

j. Non-Lethal Weapons Course

(1) Course Duration: 2 Weeks

(2) Sponsor: 1st MARDIV Schools

(3) Scope: Course includes instruction in equipment orientation, tactical applications (e.g. apprehension, open hand control, tactical employment of the non-lethal reaction force and individual defense) and casualty evacuations and extractions.

k. Raid Courses (Helo, Mech, LAR, Small Boat)

(1) Course Duration: 1 Week each

(2) Sponsor: I MEF G-7

C-4

SOCAL MEU (SOC) SOP

(3) Scope: Each course consists of classroom instruction, followed by two Situational Training Exercises (STXs) in which the company plans and executes an amphibious raid. STXs are designed to provide opportunity for the

company to apply the tactics, techniques, and procedures contained in classroom instruction.

(a) The BLT provides a reconnaissance and surveillance element to support the STXs. This element conducts reconnaissance and surveillance of raid objective areas, reconnaissance of beaches and landing zones, and initial terminal guidance.

(b) The company's unique insert/extract platform is used during both STXs. This includes employment of LCUs and combat rubber reconnaissance craft (CRRCs) during small boat raids, landing craft air cushioned (LCACs) during LAR raids, and helicopters during helicopterborne raids.

(c) During the Small Boat Raid Course, the company will be required to execute a cliff assault during movement to the objective. This requirement builds on the Assault Climber Course conducted prior to the Small Boat Raid Course.

4. ARG/MEU Level Training. The following ARG/MEU level training events will during the PTP:

a. ARG/MEU(SOC) Staff Planning Course (R2P2) (2 Weeks). Conducted during the initial training phase of the PTP and coordinated by EWTGPAC, this course is designed for the Carrier Battle Group, ARG/MEU, MSE commanders and designated staff. The focus is to familiarize the participants with the rapid response planning process, Law of Land Warfare, MSPF Orientation and additional issues relating to the planning of amphibious missions.

b. Battle Group/Amphibious Ready Group Commander's Team Trainer (BGCTT/ARGCTT) (4 Days). Conducted during the initial phase of the PTP and following the Staff Planning Course, coordinated by TACTRAGRUPAC. This training evolution provides the CVBG/ARG/MEU commanders and designated staff with a classroom/computer war-gaming environment to exercise the Battle Group operations and interoperability with the ARG/MEU.

c. Battle Group/Amphibious Ready Group In-port Training BGIT/ARGIT) (3 Days). Conducted at some point in the PTP prior to the SOCEX and coordinated by TACTRAGRUPAC. This training evolution builds on the process formed during the CTT and fully integrates the CVBG/ARG/MEU planning and execution of designated missions into several computerized war-games.

d. Interoperability Course (1-2 Weeks). Conducted during the intermediate training phase of the PTP and coordinated by I MEF G-7. This training follows the completion of individual and small unit special skills training conducted during the initial training phase. The purpose of this training is to integrate the C2, R&S, Assault, Security, and Aviation Assault Elements. Additionally, this course should provide an opportunity to conduct training with the NavSpecWar Detachment.

e. Training in an Urban Environment (TRUE) (2-3 Weeks). Conducted during the intermediate training phase of the PTP and coordinated by I MEF G-7. TRUE site training provides the MEU an invaluable opportunity for training in unfamiliar urban environments. Participants are comprised of the CE and elements of the GCE, ACE, CSSE, MSPF and NavSpecWar Detachment if possible.

f. Composite Training Unit Exercise (COMPTUEX) (1-2 Weeks). Conducted during the intermediate training phase of the PTP. The primary focus is on ARG/MEU integration, ACE proficiency, and basic amphibious missions.

g. TRUE at Sea (5 days). Conducted during the intermediate/final training phase of the PTP and may be included as part of the FLEETEX or an additional at-sea training period. Emphasis is on the planning and conduct of MSPF direct action missions.

h. Fleet Exercise (FLEETEX), Supporting Arms Coordination Exercise (1-2 Weeks). Conducted during the final training phase of the PTP. This is the PHIBRON and MEU's final evaluation of its amphibious capabilities prior to SOCEX.

i. Anti-terrorism/Force Protection (AT/FP) Exercise (2-3 Days). Normally conducted in conjunction with the embarkation for the SOCEX and coordinated by I MEF/CPG-3. This exercise is a formal evaluation of the ARG/MEU standing AT/FP plans and ability to react to a variety of threats.

## SOCAL MEU (SOC) SOP

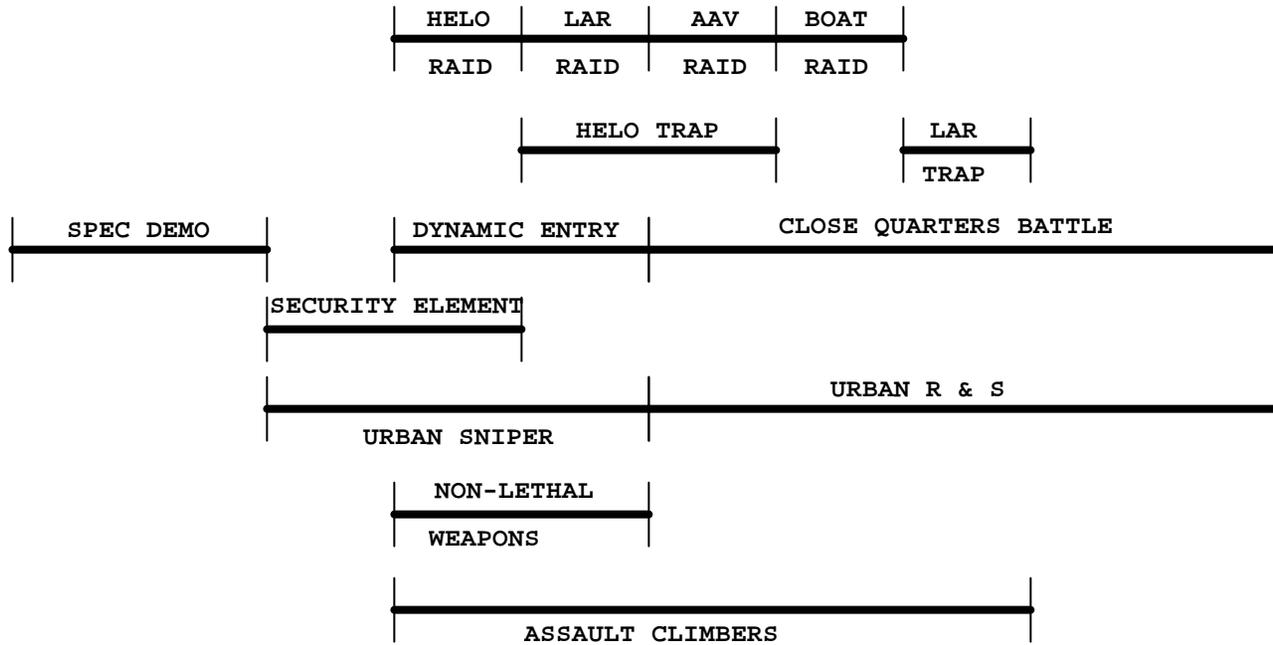
j. Special Operations Capable Exercise (SOCEX) (10-14 Days). Final Evaluation and Certification.

5. Commander Level Courses. The following Commander level courses are available at the MEU Commander's discretion with MEU funding:

<u>Course</u>	<u>Location</u>	<u>Length</u>
Joint Maritime Tactics Course	TACTRAGRUPAC	15 days
MAWTS-1 Commanders Course	MCAS Yuma, AZ	3 days
Aviation Safety Commander Course	NPGS	5 days
Executive SLATS	NAS Fallon, NV	4 days
Asian Pacific Orientation Course	Hurlburt Field, FL	5 days
Crisis Response Senior Seminar	Hurlburt Field, FL	3 days
Joint Special Operations Planning Workshop	Hurlburt Field, FL	10 days
Joint Senior Psychological Operations Course	Hurlburt Field, FL	3 days
Aviation Foreign Internal Defense Course	Hurlburt Field, FL	5 days
Middle East Orientation Course	Hurlburt Field, FL	5 days
Dynamics of International Terrorism	Hurlburt Field, FL	5 days
Sub-Saharan African	Hurlburt Field, FL	5 days
Joint Information	Hurlburt Field, FL	3 days

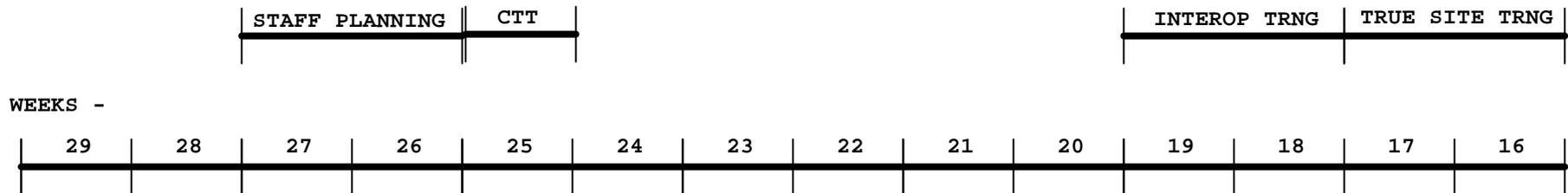


# MEU(SOC) NOTIONAL TRAINING SCHEDULE



SOTG TRAINING

MAGTF TRAINING



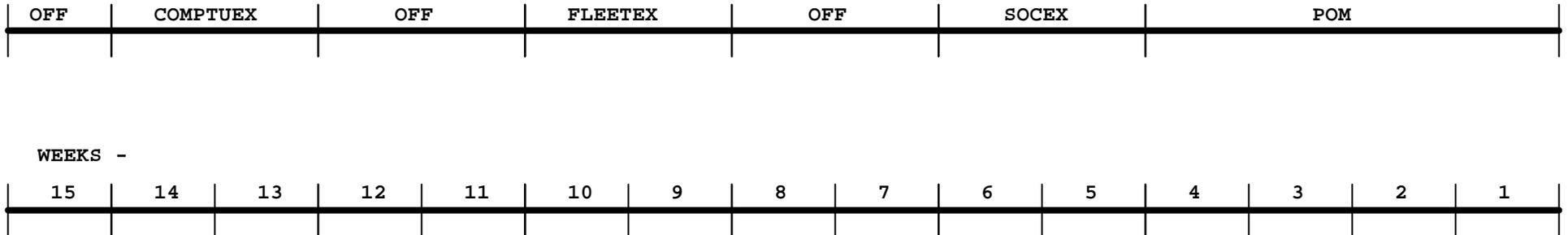
WEEKS -



# MEU(SOC) NOTIONAL TRAINING SCHEDULE

---

## MAGTF TRAINING



SOCAL MEU (SOC) SOP

APPENDIX D

AIR COMBAT ELEMENT TRAINING AND QUALIFICATION REQUIREMENTS

1. Purpose. To provide commanders and the Air Combat Element (ACE) with aircrew qualification requirements and aircraft requirements needed to support I MEF sponsored training events throughout the PTP.

2. E-180 Change of Operational Control (CHOP). In accordance with MCO 3502.3 at E-180, the ACE should have sufficiently qualified aircrew and personnel to conduct the following:

CH-46E: Six plane, day/NVG (HLL/LLL), land-based troop lift  
CH-53E: Two plane, day/NVG (HLL/LLL), land-based troop lift  
UH-1N: Two plane, day/NVG (HLL/LLL), land-based troop lift  
AH-1W: Two plane, day/NVG (HLL/LLL), land-based armed escort  
AV-8B: Two plane, day/night land-based CAS, escort and Anti-Air Warfare Operations. When night system aircraft

are

employed, assigned aircrews should be capable of NVG (HLL) operations

KC-130: One plane (minimum), day/night aerial refueling (AR) and rapid ground refueling (RGR) operations. Detachment should have one crew trained to perform AR and RGR on NVGs (HLL).

Basic 6/2/2/2/2/1 package.

a. The above numbers of aircrew should be FCLP qualified and current.

b. It is highly recommended that all T/M/S aircrew be NVG (HLL/LLL) qualified at CHOP date. It is highly recommended that all CH-53E aircrew be night/NVG (HLL/LLL) aerial refueling (AR) qualified at CHOP date. It is recommended that one AH-1W and one UH-1N crew be FAC(A) qualified. It is recommended that AV-8B aircrew have the opportunity to conduct day/night/NVG CQ prior to CHOP.

3. Initial Training Phase. The initial training phases focuses on individual and small unit skills training of the

MSEs. It includes staff training for the MEU CE and MSE headquarters and I MEF G-7 SOTG courses of instruction for the MSPF and others.

D-1

SOCAL MEU (SOC) SOP

a. I MEF G-7 SOTG Raid Courses. If these courses begin prior to the ACE transferring OPCON to the MEU, then aircraft support may be requested via the I MEF aviation FRAG process. After the ACE has CHOPed, helicopter support will be tasked directly from the ACE (see Chapter 5, paragraph 5001.2.c); VMGR det support can be requested directly from 3d MAW (see Chapter 1, paragraph 1009.2.a.3.e); AV-8B support will still have to be "fragged" until the VMA det CHOPs to the ACE (see Chapter 1 paragraph 1009.2.a.3.f).

(1) Mech Raid Course: 2 Night STXs on base.

ACE requirement: 2 AH-1W or 2 UH-1N  
Escort/SIMCAS  
aircrew  
1 CH-46E or 1 UH-1N CASEVAC  
\* All participating T/M/S  
NVG (HLL/LLL) NSQ and current.

(2) Boat Raid Course: 2 Night STXs on base.

ACE requirement: 2 AH-1W or 2 UH-1N  
Escort/SIMCAS  
aircrew  
1 CH-46E or 1 UH-1N CASEVAC  
\* All participating T/M/S  
NVG (HLL/LLL) NSQ and current.

(3) LAV Raid Course: 2 Night STXs on base.

ACE requirement: 2 AH-1W or 2 UH-1N  
Escort/SIMCAS  
aircrew  
1 CH-46E or 1 UH-1N CASEVAC  
\* All participating T/M/S  
NVG (HLL/LLL) NSQ and current.

(4) Helicopterborne Raid Course: 2 Night STXs on base for SOCAL MEUs. One day and one night STX for 31st MEU.

ACE requirement: 6 CH-46E Troop Insert/extract  
2 CH-53E Troop Insert/extract  
2 AH-1W Armed Escort/SIMCAS  
1 UH-1N Command and Control  
\* All participating T/M/S

aircrew

NVG (HLL/LLL) NSQ and current.

(5) TRAP Course: 7 STXs on base (4 day/3 night)

ACE requirement: 2 CH-46 or 1 CH-53E  
Insert/Extract

2 AH-1W Armed Escort/SIMCAS

D-2

SOCAL MEU (SOC) SOP

\* All participating T/M/S

aircrew

NVG (HLL/LLL) NSQ and current.

a. I MEF G-7 SOTG Raid Courses. If these courses begin prior to the ACE transferring OPCON to the MEU, then aircraft support may be requested via the I MEF aviation FRAG process. After the ACE has CHOPed, helicopter support will be tasked directly from the ACE (see Chapter 5, paragraph 5001.2.c); VMGR det support can be requested directly from 3d MAW (see Chapter 1, paragraph 1009.2.a.3.e); AV-8B support will still have to be "fragged" until the VMA det CHOPS to the ACE (see Chapter 1 paragraph 1009.2.a.3.f).

(1) Urban Sniper Course: Day STX on base.

ACE requirement: 2 UH-1N Sniper platform.

(2) Urban R&S Course: 4 night STXs off base.

ACE requirement: 2 CH-46E Troop Insert/extract.  
\* All participating T/M/S

aircrew

NVG (HLL/LLL) NSQ and current.

c. Interoperability Course:

(1) Urban FASTROPE Exercise: Day on base.

ACE requirement: 4 CH-46E FASTROPE Platform;  
2 UH-1N FASTROPE Platform.

(2) 2 STXs on base: One day and one night.

ACE requirement: 2 AH-1W SIMCAS  
1 UH-1N Sniper Platform  
\* All participating T/M/S

aircrew

NVG (HLL/LLL) NSQ and current.

(3) MSPF Direct Action STX on base at night.

ACE requirement: 6 CH-46E Troop Insert/Extract  
2 AH-1W Escort/SIMCAS  
2 UH-1N C&C/Sniper Platform  
\* All participating T/M/S

aircrew

NVG (HLL/LLL) NSQ and current.

D-3

#### SOCAL MEU (SOC) SOP

4. Intermediate Training Phase. The MEU's goal during the intermediate phase is to conduct collective MEU level training that builds on unit capabilities. Emphasis will be on live fire and night operations.

a. MEU Exercise (usually starts E-150). A variety of field STX's conducted day and night, usually on government land.

ACE requirement: 6 CH-46E Troop Insert/Extract  
2 CH-53E Troop Insert/Extract  
2 AH-1W Escort/SIMCAS  
2 UH-1N C&C/Sniper Platform  
\* All participating T/M/S aircrew

NVG

(HLL/LLL) NSQ and current.

\* All participating CH-46E and UH-1N aircrew NVG (HLL/LLL) current and Fastrope qualified.

Mission profiles may include: Day TRAP  
Day Helicopter Raid  
Night NEO

Night Raid

(1) Specific mission profiles are at the MEU Commander's discretion.

(2) The VMGR det may be requested directly from 3d MAW (see Chapter 1, paragraph 1009.2.a.3.e); prior to the VMA det transferring OPCON to the ACE, AV-8B support may be requested via I MEF FRAG process (see Chapter 1, paragraph 1009.2.a.3.f).

b. Training in an Urban Environment (TRUE)(usually starts E-140 to E-120). Three full mission profile Direct Action urban STXs at night, off base. One day VBSS STX.

ACE requirement: 6 CH-46E Troop Insert/Extract.  
2 AH-1W Escort/SIMCAS.  
2 UH-1N C&C/Sniper Platform.  
\* All participating T/M/S aircrew

NVG

(HLL/LLL) NSQ and current.  
\* All participating CH-46E and UH-1N aircrew NVG (HLL/LLL) current and Fastrope qualified.

(1) VBSS Training (not underway) (CH-46E, UH-1N, AH-1W)

D-4

SOCAL MEU (SOC) SOP

Day 1: Day profiles.

Day 2: One day mini STX to include FASTROPE onto vessel. Night profiles if available.

Day 3: One day full mission profile.

ACE requirement: \* All participating CH-46E and UH-1N aircrew NVG (HLL/LLL) current and Fastrope

qualified.

Note: The VMGR det may be requested directly from 3d MAW (see Chapter 1, paragraph 1009.2.a.3.e); prior to the VMA det transferring OPCON to the ACE, AV-8B support may be requested

via I MEF FRAG process (see Chapter 1, paragraph 1009.2.a.3.f).

c. Composite Training Unit Exercise (COMPTUEX) (usually starts at E-120 to E-110).

Mission profiles may include: Day/Night TRAP  
Day FARP/RGR  
Night Helicopter Raid  
Day NEO  
Day/Night A/F Seizure

ACE requirement: \* All T/M/S aircrew day/night/NVG  
FCLP qualified and current (minus  
KC-130).  
\* Aircrews for basic 6/2/2/2/2  
package NVG (HLL/LLL) NSQ.

(1) Specific mission profiles are at the MEU Commander's discretion.

(2) All mission profiles may include rotary wing and/or fixed wing OAS, Aerial Recce and/or AR.

(3) It is recommended that as many aircrew as possible be day/night/NVG (HLL/LLL) DLQ/CQ qualified prior to this first at-sea period.

(4) It is understood that some specific currency requirements, especially in regards to DLQs/CQs, will be satisfied during the initial update period afforded the ACE at the beginning of each at-sea period.

D-5

SOCAL MEU (SOC) SOP

d. TRUE at Sea (usually starts E-95 to E-80). Full mission profiles from sea: One night urban Direct Action mission and one day VBSS.

ACE requirement: \* All T/M/S participating aircrews day/night/NVG (HLL/LLL) DLQ/CQ qualified and current.  
\* All participating CH-46E and UH-1N aircrews NVG (HLL/LLL) FASTROPE

qualified and current.

(1) All mission profiles may include rotary wing and/or fixed wing OAS, Aerial Recce and/or AR.

(2) It is understood that some specific currency requirements, especially in regards to DLQs/CQs, will be satisfied during the initial update period afforded the ACE at the beginning of each at-sea period.

5. Final Training Phase. The final training phase is the culmination of all pre-deployment training activities. Its focus is on the FLEETEX, SOCEX and pre-deployment embarkation requirements.

a. Fleet Exercise (FLEETEX)(usually starts E-65 to E-55).

Mission profiles may include: Day VBSS  
Night Helicopter Raid  
Day GOPLAT  
Night Long Range Raid  
Day NEO  
Day/Night TRAP

ACE Requirement: \* All T/M/S aircrews day/night/NVG (HLL/LLL) DLQ/CQ qualified and current.  
\* AV-8B aircrew 9/5/5) DLQ/CQ qualified and current.

(1) 9/5/5 means nine pilots day CQ, five night CQ, five NVG CQ.

(2) All mission profiles may include rotary wing and/or fixed wing OAS, Aerial Recce and/or AR.

D-6

SOCAL MEU (SOC) SOP

(3) Specific mission profiles are at the MEU Commanders discretion.

(4) It is recommended that two KC-130 crews be day/night/NVG (HLL/LLL) AR and RGR qualified. It is recommended that two CH-53E aircrews be day/night/NVG (HLL/LLL) AR

qualified. It is recommended that two AH-1 and two UH-1 aircrews be FAC(A) qualified and current.

(5) It is understood that some specific currency requirements, especially in regards to DLQs/CQs, will be satisfied during the initial update period afforded the ACE at the beginning of each at-sea period.

b. Special Operations Capable Exercise (SOCEX) (usually starts E-45 to E-40).

ACE Requirement: \* All T/M/S aircrews day/night/NVG (HLL/LLL) DLQ/CQ qualified and current.  
\* AV-8B aircrew 9/5/5) DLQ/CQ qualified and current.

(1) All mission profiles may include rotary wing and/or fixed wing OAS, Aerial Recce and/or AR.

(2) It is recommended that all CH-46E and UH-1N aircrews be NVG (HLL/LLL) FASTROPE qualified. It is recommended that all CH-53E aircrews be day/night/NVG (HLL/LLL) AR qualified.

(3) It is understood that some specific currency requirements, especially in regards to DLQs/CQs, will be satisfied during the initial update period afforded the ACE at the beginning of each at-sea period.

## SOCAL MEU(SOC) SOP

### I MEF MEU(SOC) Air Combat Element Tracking Mechanism Initial Phase Training

<b>Aircraft</b>	<b>Event</b>	E-180	<u>Mech Raid Course</u>		<u>Boat Raid Course</u>		<u>LAV Raid Course</u>		<u>Helo Raid Course</u>		<u>TRAP Course</u>	
			Req'd	On Hand	Req'd	On Hand	Req'd	On Hand	Req'd	On Hand	Req'd	On Hand
CH-46E		6	1		1		1		6		2	
CH-53E		2							2		[1]	
AH-1W		2	2		2		2		2		2	
UH-1N		2	2 or 1		2 or 1		2 or 1		1		1	
AV-8B		2										
KC-130		1										

Mech/Boat/LAV Raid Courses: 2 AH or 2 UH / 1 CH-46 or 1 UH

TRAP Course: 2 CH-46 or 1 CH-53

**Qualification:** Overarching requirement for the initial phase of training is proscribed number of rotary-wing T/M/S aircrew NVG(HLL/LLL) qualified and current. AV-8B crews NVG(HLL). KC-130 crew AR/RGR NVG(HLL).

<b>Aircraft</b>	<b>Event</b>	<u>Urban Sniper Course</u>		<u>Urban R&amp;S Course</u>		<u>Interoperability FASTROPE</u>		<u>Interop TEWT</u>		<u>Interop DA STX</u>	
		Req'd	On Hand	Req'd	On Hand	Req'd	On Hand	Req'd	On Hand	Req'd	On Hand
CH-46E				2		2				6	
CH-53E											
AH-1W								2		2	
UH-1N		2				2		1		2	

Interoperability DA STX: Any combination of CH-46 and CH-53 to achieve six CH-46 equivalents

## SOCAL MEU(SOC) SOP

I MEF MEU(SOC) Air Combat Element Tracking Mechanism  
Intermediate Phase Training

Event	<u>MEU Exercise</u>		<u>TRUE</u>		<u>GOPLAT</u>		<u>VBSS</u>		<u>COMPTUEX**</u>		<u>True-</u> <u>at-sea</u>
	Req'd	On hand	Req'd	On hand	Req'd	On hand	Req'd	On hand	Req'd	On hand	Req O/H
<b>Aircraft</b>											
CH-46E	6*		6*		6*		6		6		6*
CH-53E	2		2***						2		2
AH-1W	2		2		2		2		2		2
UH-1N	2*		2*		2*		2		2*		2*
AV-8B							2		2		2
KC-130											

**Qualifications:**

\* - NVG(HLL/LL) FASTROPE qualified

\*\* - All T/M/S aircrew day/night/NVG FCLP qualified

\*\*\* - If desired

Note: All qualifications from previous phases of training carryover to subsequent phase(s).

## SOCAL MEU(SOC) SOP

I MEF MEU(SOC) Air Combat Element Tracking Mechanism  
Final Phase Training

Aircraft	Event	<u>FLEETEX*</u>		<u>SOCEX*</u>	
		Required	On hand	Required	On hand
CH-46E		6		6	
CH-53E		2		2	
AH-1W		2		2	
UH-1N		2		2	
AV-8B		2		2	
KC-130		1		1	

**Qualification:** \* - all T/M/S aircrew (minus AV-8B) day/night/NVG DLQ qualified and current. AV-8B crews 9/5/5 CQ qualified and current (9 day/5night/5 NVG).

Note: All qualifications from previous phases of training carryover to subsequent phase(s).



# SOCAL MEU (SOC) SOP

## APPENDIX E

### RAPID RESPONSE PLANNING PROCESS (R2P2)

Purpose. The purpose of this Appendix is not to teach R2P2, but to present a philosophy and operational approach to R2P2 as it applies to an ARG/MEU.

Background. Normally one of the first ARG-MEU integrated training events is the Staff Planning Course sponsored by EWTGPac. This course is designed to teach R2P2 through both academics and practical application. The ARG/MEU will continue to develop proficiency in R2P2 through extensive use of the process during their Pre-deployment Training Program (PTP).

RAPID RESPONSE PLANNING PROCESS (R2P2). R2P2 is not meant to shortcut the Marine Corps Staff Planning Process set forth in MCWP 5-1, rather its objective is to streamline the planning process as much as possible. R2P2 is nothing more than the 6-step Marine Corps Planning Process (MCPPE) executed on a compressed timeline. R2P2 was developed specifically to enable MEU(SOC)s to begin execution of a mission within 6 hours of receipt of a warning, alert or execute order. A notional R2P2 timeline is presented at the end of this Appendix.

1. Philosophy. What makes R2P2 different from MCPPE is that many of the actions/products executed/developed during MCPPE need to be accomplished before R2P2 begins. The keys to successful application of R2P2 rely on Commanders' ANTICIPATION of potential missions/contingencies, and PREPARATION in advance of a warning or alert order.

2. Preparation. Preparation includes, but is not limited to (Note: Guidance provided in sub-paragraphs is not all inclusive, but provides a sound point of departure.):

a. Anticipation of potential missions/contingencies. Development and maintenance of situational awareness.

(1) Pre-deployment:

(a) Operations/Intelligence briefs from HQMC,

Regional CINCs, SOCOM, DIA, MCIA, etc..

E-1

SOCAL MEU (SOC) SOP

(b) Public information (e.g. CNN).

(2) During Deployment:

(a) Daily combined ARG/MEU Ops/Intel briefs.

(b) Theater in-briefs by Regional CINCs, Component Commanders, in-theater forces (e.g. USARCENT, SOF, out-chopping MEU), etc..

(c) Public information (e.g. CNN, regional newspapers).

b. Early accumulation of intelligence. Based on potential hot-spots, and anticipated missions/contingencies.

(a) Research Marine Corps Lessons Learned System (MCLLS) database.

(b) Request Satellite Imagery.

(c) Obtain maps/charts.

(d) Obtain MCIA Country Handbooks.

c. Dissemination of information ("Information Flow") from and to all levels. Perhaps one of the more important aspects of preparation; should be continued throughout planning and execution. "What do I know, who needs to know it, and how do I tell them?"

(a) Know who the key USMC and USN billet holders/planners are and how to contact them. Contacting a particular individual aboard a ship is surprisingly difficult.

(b) Familiarize yourself with the ship's communication systems (internal and external), and the location of planning spaces.

(c) Provide Ops/Intel briefs to the lowest level possible.

d. Task organizing, training and equipping units for anticipated missions/contingencies. A MEU(SOC) is an extremely capable force because of its inherent task organization, training

E-2

#### SOCAL MEU (SOC) SOP

and equipment. Combined with the additional assets/capabilities of an ARG, the ARG/MEU has the ability to adapt itself to an number of missions. However, this preparatory measure refers to task organization, training and equipping sub-elements of the ARG/MEU for particular missions; creativity and imagination are the only limitations to what can actually be accomplished.

e. Refined and rehearsed Standing Operation Procedures (SOPs). Well used SOPs not only lend themselves to efficiency and flexibility, they allow for rapid planning and briefing. SOPs could include, but are not limited to:

(1) Intra and Inter-MSE TTPs.

(2) ARG-MEU TTPs.

(3) Identification of key planners and planning cells by mission type.

(4) Crossdeck procedures for key planners/cells.

(5) Standardized briefing formats/media.

f. Identification of key planners/planning cells. Should be identified/assigned by mission type to facilitate efficiency/familiarity in planning, mission execution, and SOPs.

g. Proficiency at all levels in applying R2P2. Key planners must be proficient in the execution of R2P2 in order to meet the 6-hour standard. Equally important in meeting this standard is a clear understanding at the individual and unit level of the actions that must occur concurrently during the planning process.

### 3. Planning Cells

a. Crisis Action Team (CAT). This is the central ARG/MEU planning cell.

(1) CAT Members (minimum)

(a) USMC Personnel

- MEU Commander
- MEU Operations Officer (S-3)
- MEU Intelligence Officer (S-2)
- MEU R&S Coordinator

E-3

SOCAL MEU (SOC) SOP

- BLT Commander
- BLT S-3
- ACE Commander
- ACE S-3
- MSSG Commander
- MSSG S-3

(b) USN Personnel

- COMPHIBRON
- PhibRon N3
- PhibRon N2
- TACRON OIC
- ARG Flagship N3 (Ship Ops).

(c) Membership will ultimately be determined by the MEU Commander and COMPHIBRON based on the assigned mission.

(2) The CAT will receive the alert/warning/execute order, get an intelligence update, and conduct mission analysis. Upon conclusion of the CAT meeting, the MEU Commander and COMPHIBRON will brief the Battle Staff.

b. Battle Staff

(1) Potentially, the Battle Staff is composed of all available ARG/MEU officers, not on duty, who are not members of the CAT or an active Mission Planning Cell.

(2) The Battle Staff should convene concurrently with the CAT. Normally Assistant Staff/Department Officers (e.g. S-2As/3As) will conduct the Battle Staff meeting.

(3) The same information being presented to the CAT should also be presented to the Battle Staff. The purpose of this meeting is to develop a common situational awareness among all member of the ARG/MEU. Subordinate leaders on the Battle Staff are expected to begin generic mission preparations upon conclusion of the Battle Staff meeting. Once the CAT meeting concludes, the MEU Commander and COMPHIBRON will meet with the Battle Staff to provide mission details and Commanders' guidance, and to assign a Mission Commander and his Mission Planning Cell.

c. Mission Planning Cells

(1) Mission Planning Cells can be selected by the

E-4

SOCAL MEU (SOC) SOP

assigned Mission Commander, but should be pre-determined by SOP, then augmented as required. It is desirable to maintain consistency in Mission Commander and Mission Planning Cell assignment based on mission type.

(2) Mission Planning Cells will develop COAs/CONOPs, conduct detailed planning, and prepare their portion of the Concept of Operations and/or Confirmation Brief.

(3) Several functional area Mission Planning Cells (USMC and USN) may be working concurrently on the same mission; inter-cell coordination is essential (e.g. coordination between the ACE planners, BLT planners, ship's Combat Cargo Officer, and ship's Air Department for a heliborne raid).



- c. **CAT Mission Analysis**
  - (1) Determine specified/IMPLIED/essential tasks
  - (2) Determine constraints (must do) and restraints (must not do)
  - (3) Identify conditions/preconditions for mission success
  - (4) Assumptions
  - (5) Develop RFIs/PIRs/CIRs/CCIRs
  - (6) Determine stand-by mission requirements (e.g.

TRAP)

- d. Determine possible follow-on missions
- e. Review availability/status of ARG and MEU assets
- f. Determine availability of CVBG assets
- g. Review ROE
- h. Develop Restated Mission
- i. Determine Supported/Supporting Relationship (MEU Commander/COMPHIBRON)
- j. MEU Commander's Guidance - Designate Mission Commander
- k. COMPHIBRON's Guidance
- l. Establish Timeline 0 Hrs + 25

Min

- 3. CAT and Battle Staff Meetings Complete
  - a. Begin R&S planning, if required

E-6

SOCAL MEU (SOC) SOP

- 4. Initial Staff Orientation/Commanders' 0 Hrs + 30
- Min

Guidance to Battle Staff

- a. Update Battle Staff on Changes since CAT Meeting
- b. Present MEU Commander's Intent
  - (1) Purpose
  - (2) Method
  - (3) End State
  - (4) COA development guidance
- c. COMPHIBRON's guidance to ARG
- d. Mission Commander selects/identifies Mission Planning Cell 0 Hrs + 45

Min

- 5. **Course of Action (COA) or Concept of Operations (CONOPS) Development** (COAs) 0 Hrs + 45
- Min

CONOPS should include the following minimum information)

- a. R&S and Mission CONOPS
  - (1) T/O & T/E
  - (2) Map/graphic depiction
- b. Identify Main and Supporting Efforts
- c. Concept and Priority of Fires
- d. Reserve (Sparrow Hawk/Bald Eagle)
- e. Stand-by missions (TRAP, MEDEVAC, Mass Cass)
- f. Phasing/Timing

6. COA/CONOPS Brief 1 Hrs + 15

Min

- a. Mission/Ops/Intel/Wx update
- b. COA/CONOPS presentation (by Mission Commander)  
**[COA War Game]**
- c. Estimates of Supportability (ARG & MEU staffs)  
**[COA Comparison]**
- d. COA selection / CONOPS approval **[COA Decision]**  
(1) MEU Commander provides additional guidance
- e. Review mission planning timeline
- f. Refine planning cell membership 1 Hrs + 45

Min

7. Continue Detailed Planning 1 Hrs + 45

Min

**[Orders Development]**

8. R&S Confirmation Brief 2 Hrs + 30

Min

9. Mission Confirmation Brief 3 Hrs + 00

Min

10. Commander's Time [Transition] 4 Hrs + 00

Min

E-7

SOCAL MEU (SOC) SOP

(a) Stand-by/Alternate/Concurrent mission planning/briefing as required.

11. Final Inspections 5 Hrs + 00

Min

12. Execute  
Min

6 Hrs + 00



approved equipment list to MSCs and MEU.

9	E-360	Identify and publish det source and det OICs for the MEU. Authorize direct liaison for planning.	A	A	A	A
---	-------	--	---	---	---	---

SOCAL MEU (SOC) SOP

<u>Event No.</u>	<u>Target Dates</u>	<u>Milestones</u>									<u>MEU</u>				
			<u>MEF</u>	<u>DIV</u>	<u>WING</u>	<u>FSSG</u>	<u>CE</u>	<u>BLT</u>	<u>HMM</u>	<u>MSSG</u>	<u>ATTACH</u>				
10	E-340	Request deck time for all CQ/DLQ requirements to SURFPAC through I MEF AC/S, G-3 Air.	A					A			A				
11	E-330	Request Amphib ship mix for pre-deployment training.	A					I							
12	E-300	Publish Aviation Force List.	A	R	I/R		R	R							
13	E-285	Conduct Deployment LOI Conference	A	A	A		A	A							
14	E-270	Provide I MEF AC/S, G-1 list of personnel replacement requirements for MEU CE.	R					A							
15	E-270	Publish Deployment LOI.	A	R	R		R	R	R	R	R	R	R	R	
16	E-270	Procure/replenish terrain model construction kit.						A							
17	E-270	MEU/PHIBRON Liaise with C3F, C7F, and COMUSNAVCENT to determine joint/combined training opportunities during deployment.						A							
18	E-250	PHIBRON/MEU/Flagship JIC readiness review meeting.					A								
19	E-250	Coordinate with I MEF AC/S, G-2/OIC 1st TOPO Plt to identify personnel for MEU Terrain Analysis Team (TAT).	A					A							
20	E-250	Intelligence dets chop for planning.						A							
21	E-240	Conduct Aviation Configuration Conference	A		A			A		A			A		
22	E-240	CPG/MEF/MAW/ACE conduct initial combined aviation pre-deployment milestone and training conference.	A		A			A		A					
23	E-230	Submit RadBn AMC Channel flt req to I MEF IAW FMFPacO 4600.60.						A							

24	E-210	Provide MEF Staff Brief to MEU Staff	A			R
25	E-210	MSCs submit force/troop list and specific equipment lists to I MEF AC/S, G-1, G-2, G-3, G-4, and MEU.	A	A	A	

SOCAL MEU (SOC) SOP

<u>Event No.</u>	<u>Target Dates</u>	<u>Milestones</u>	<u>MEF</u>	<u>DIV</u>	<u>WING</u>	<u>FSSG</u>	<u>MEU</u>				
							<u>CE</u>	<u>BLT</u>	<u>HMM</u>	<u>MSSG</u>	<u>ATTACH</u>
26	E-210	Navy Support Elements (NSEs) submit force/troop list and specific equipment list to CG I MEF, info MEU.	R			C/A				A/I	
27	E-210	Review plane/procedures/requirements for short-notice EASTPAC contingency.	A								
28	E-210	Review requirements for all MC&G support to WestPac training exercises during deployment.	I				A				
29	E-210	Provide copy of I MEF, AC/S, G-2 intelligence holdings to MEU S-2 for review.	A								
30	E-210	Provide copy of units to chop to GCE, CSSE, and ACE, including Unit Indicator Codes (UIC) to 1st FSSG Maintenance Information Systems coordinator (MISCO).					A				
31	E-210	Review status of intelligence detachments (Size, report date, etc.).					A				
32	E-210	Plan/execute liaison visit to DMACSC Distribution Depot, Clearfield, Utah to discuss MEU Map Package (MEUPACK) deployment allowance.					A				
33	E-210	Coordinate with I MEF AC/S, G-2 requirement for DTAMS and DTED disks for MEU TAT.	A								
34	E-200	Combat Readiness Evaluation of all MEU units completed.	A	A	A	A	X	A	A	A	A
35	E-185	MEU CO Pre-CHOP Brief to MEF CG.	R				A				
36	E-185	CPG-3/CG I MEF JIC readiness review meeting.	A				I				
37	E-180	Detachments/MSEs CHOP (OPCON) to MEU (except Tank, VMA and MALS-13 dets).	A	A	A	A	R	I	I	I	I

38 E-180 1st FSSG MISCO CHOPs units from parent commands  
to MEU major command.

A

F-3

SOCAL MEU (SOC) SOP

<u>Event No.</u>	<u>Target Dates</u>	<u>Milestones</u>	MEU									
			<u>MEF</u>	<u>DIV</u>	<u>WING</u>	<u>FSSG</u>	<u>CE</u>	<u>BLT</u>	<u>HMM</u>	<u>MSSG</u>	<u>ATTACH</u>	
39	E-180	MEU CE augmentees report.	A/X	A	A	A						
40	E-180	Identify schools required and request necessary quotas.	A	A	A	A	I/A	I	I	I		
41	E-180	Submit stability rosters of non-DMCC enlisted personnel to CMC (Code MMEA), copy to CG, FMFPac AC/S, (G-1), and CG, I MEF AC/S, (G-1).	R	A	A	A	A					
42	E-180	Request list of assigned shipping and authorization for deployment planning with CPG-3/PHIBRON from CG, FMFPac.	A									
43	E-180	Identify CI SubTeam and determine training background prior to deployment.	I				A					
44	E-180	Begin submission of weekly SITREPS.	R	R	R	R	A	A	A	A	A	
45	E-180	Complete LTI of equipment NLT chop to the MEU.	X	X	X	X	A	A	A	A		
46	E-180	Designate COTs and TEOs.					A/X	A	A	A		
47	E-170	Logistics conference w/MEU, MSSG, BIT, ACE.					A	A	A	A		
48	E-170	Submit info for inclusion in MEU Equipment and Density List (EDL).	C				R	A	A	A	A	
49	E-170	Identify T/E shortfalls by TAMCN, nomenclature quantity, and document number to AC/S, G-4 I MEF & 1st FSSG.	R	A	A	A						
50	E-160	Provide EDL to MSSG (deployment units section FSSG).	C				R	A	I	I	R	I
51	E-160	MSSG submits Class VIII requirements to Med Log Co, 1st Med Bn via CG, 1st FSSG.	I				C	I	A			
52	E-160	Coordinate with CPG-3 on HQMC and CENTCOM briefs	A					C				

for MEU and PHIBRON Staffs.

53 E-160 Initiate external exercise support requests for HSD, JILE, NMIST, and reserve ITT/CIT for both CONUS and overseas exercises. A I

F-4

SOCAL MEU (SOC) SOP

<u>Event No.</u>	<u>Target Dates</u>	<u>Milestones</u>	<u>MEF</u>	<u>DIV</u>	<u>WING</u>	<u>FSSG</u>	<u>MEU</u>				
							<u>CE</u>	<u>BLT</u>	<u>HMM</u>	<u>MSSG</u>	<u>ATTACH</u>
54	E-160	Identify schools required and request quotas.	I				A				
55	E-160	Coordinate w/appropriate agencies on the availability of TAMPS, RITS, FIST, STICS II/TRE.	I				A				
56	E-160	Establish initial liaison with MSES, S-2s.					A				
57	E-160	MEU-4/MMO/MMC coordinate with MISCO for deployed MIMMS procedures.	A			A	A				
57	E-150	Determine initial MEU lift requirements.					A	I	I	I	I
59	E-150	Submit request for PACFLT Amphibious Operational intelligence Course Scheduling.	A								
60	E-150	Coordinate with MEU S-2 to validate/modify distribution for all standardized intelligence message products (MEU Intelligence AIG Listing) and SI message products (DAG Listing).	A								
61	E-150	Requisition all training/exercises/foreign MC&G products needed to support WESTPAC/CENTCOM training exercises during deployment.					A	A	A	A	
62	E-150	Identify Class V (A) and (W) training ammunition requirements. (ref MCO 8130.1B, MCO 8011.4)					A	I	I	I	
63	E-120	Identify to NAVMILPERSCOM Navy personnel.	A	A	A	A	A				
64	E-120	Submit unit deployment officer stabilization roster (all officers) to CMC, (Code MMOA), copy to CG, FMFPac and CG, I MEF AC/S, G-1.	A	A	A	A	A	R	R	R	

65	E-120	MEU CE (MMO/MMC) coordinate initial predeployment MIMMS/MISCO brief with 1 <sup>st</sup> FSSG MISCO. MEU CE and MEU MSE MMOs/MMCs will attend this brief.						A	I	I	I
66	E-120	Establish liaison with MEU SJA for processing of wills, powers of attorney and legal assistance.						A/X	A	A	A
67	E-120	Identify licensing requirements.					R	R	A	A	A

F-5

SOCAL MEU (SOC) SOP

<u>Event No.</u>	<u>Target Dates</u>	<u>Milestones</u>	<u>MEF</u>	<u>DIV</u>	<u>WING</u>	<u>FSSG</u>	<u>MEU</u>				<u>ATTACH</u>
							<u>CE</u>	<u>BLT</u>	<u>HMM</u>	<u>MSSG</u>	
68	E-120	Submit request for clothing block to MCB Camp Pendleton.					X				A
69	E-120	Provide initial MDSS II printouts to MEU S-4.					X	A	A	A	
70	E-120	R/O recomputation for Class IX and SECREPS returned to SMU.				A		I	I	C	
71	E-120	Order mount-out, palcon, and quadcon boxes as required.					A	A	A	A	
72	E-120	Submit MRE requirements to MSSG.					I	I	I	I/R	
73	E-120	BLT/MSSG RUAFL loaded.			A	A		X	I	I	
74	E-120	MEU Supply Officer coordinates with I MEF, Comptroller for PE/RA funding procedures.	X				A			A	
75	E-120	MEU logistics conference with BLT, MSSG, ACE, and respective attachments.					A	X	X	X	
76	E-120	Attachments submit blank form requirements to their respective host unit.					C	C	C	A	I
77	E-120	MSCs units of BLT/ACE attachments are to make LM2 reductions of the authorized and possessed							C	C	A

columns of their LM2 report to reflect the temporary loan of assets. This must be done during the same time frame in which the BLT/ACE adds those assets.

78	E-120	Identify Equipment and Support deficiencies by letter.	I					A	I	I	I	
79	E-120	BIT publishes the deployed ERO matrix that will be used to support the infantry battalion and its attachments. Division guidance concerning make up of the matrix will be provided to each BLT.		R					A		R	A
80	E-120	Identify embarkation material deficiencies to MEU S-4.							C	A/I	A/I	A/I

F-6

SOCAL MEU (SOC) SOP

<u>Event No.</u>	<u>Target Dates</u>	<u>Milestones</u>	<u>MEF</u>	<u>DIV</u>	<u>WING</u>	<u>FSSG</u>	<u>MEU CE</u>	<u>BLT</u>	<u>HMM</u>	<u>MSSG</u>	<u>ATTACH</u>
81	E-120	Request SLCP's/troop regulations from PHIBRON for assigned shipping.	R					A			
82	E-120	Submit class V (A) and (W) ammunition request for pre-positioning.					A	I	I	I	I
83	E-120	MEU COTs conduct pre-habitability inspection aboard PHIBRON ships, to include communication inspection: Report deficiencies to I MEF, AC/S, G-6.					A/X				
84	E-100	Determine lift requirements and match against lift available. Provide initial assignment to shipping. (i.e., sq ft, cube, wt, etc.).	R				A	I	I	I	I
85	E-90	Tank Detachment CHOPs (OPCON/ADCON) to BLT.	A	A			R	R			I
86	E-90	VMA and MALS-13 Detachments CHOP (OPCON) to ACE	R		A/X		R		R		
87	E-90	Initial pre-load conference with PHIBRON.					A	I	I	I	I

88	E-90	OIC, SMEJ directed to load committed 02 for MEU elements.		A				
89	E-90	MEU CE MMO/MMC coordinate predeployment brief with 1st FSSG MISCO to schedule PC MIMMS inspections and deployment training with CE and each MSE.			A	I	I	I
90	E-90	Request CMS visit from NAVSECGRU.	R		A			
91	E-90	Submit cold weather clothing and equipment requirements to 1st FSSG.	A/X		A	A	A	A
92	E-90	Review intelligence holdings to ensure they are in accordance with NIPR.			A	A	A	A
93	E-90	Upgrade requisitions for mission essential T/E items and deadlining mission essential repair parts to FAD II priority designator.				A	A	A
94	E-90	Personnel affairs/family assistance brief.			X/A	A	A	A

SOCAL MEU (SOC) SOP

<u>Event No.</u>	<u>Target Dates</u>	<u>Milestones</u>	<u>MEF</u>	<u>DIV</u>	<u>WING</u>	<u>FSSG</u>	<u>MEU</u>				
							<u>CE</u>	<u>BLT</u>	<u>HMM</u>	<u>MSSG</u>	<u>ATTACH</u>
95	E-90	Attend PACFLT Amphibious Operations Intelligence Course and conduct intelligence readiness evaluation.	A/X				A	A	A	A	
96	E-90	Submit mail routing request to JMPA-PAC (Annex F).					A				
97	E-90	Submit requested changes to SECREP block.				R	I	I	I	A	I
98	E-90	MSSG conducts detailed predeployment logistics conference.	I				I	I	I	A	I
99	E-90	Submit packaged POL requirements.					I	I	A	I	I
100	E-90	Report equipment deficiencies to I MEF AC/S, G-4	A				I	I	I	I	I
101	E-90	Assign liaison officers at MSSG and BLT. Establish liaison between BLT and MSSG.						A		A	
102	E-90	Request C&CI and/or E&EE funds.	R				A				
103	E-90	Coordinate participation in Intelligence Readiness Evaluation (IRE) with PHIBRON N-2.	I				A				
104	E-90	Review, in coordination with PHIBRON N-2 and Flagship Intelligence Officer, the Flagship/ARG/JIC/SSSES readiness.	I				A				
105	E-90	Review deployment schedule in coordination with PHIBRON N-2 for planning Embassy liaison visits in potential contingency areas.					A				
106	E-90	Consider coordination with PHIBRON N-2 to request tailored intelligence support for appropriate exercise(s).					A				
107	E-90	Submit no-fee passport requests.					A	A	A	A	

108	E-80	Submit message to PHIBRON requesting staging area at San Diego info NavBase and CPG-3.	R	A	
109	E-80	Request NSE Augmentation MSG Per FMFPacO 4621.1 4621.1.	R	A	I

SOCAL MEU (SOC) SOP

<u>Event No.</u>	<u>Target Dates</u>	<u>Milestones</u>	<u>MEF</u>	<u>DIV</u>	<u>WING</u>	<u>FSSG</u>	<u>MEU</u>				<u>ATTACH</u>
							<u>CE</u>	<u>BLT</u>	<u>HMM</u>	<u>MSSG</u>	
110	E-75	JIC planning conference in coordination with PHIBRON N-2.	R				A	I	I	I	
111	E-75	Identify tentative requirements for class I, III, IV, V, to CG, I MEF, AC/S, G-4.					A				
112	E-75	Schedule Education Officer for deployment education brief.	A/X				A	A	A	A	
113	E-60	Coordinate with PHIBRON (N-2) to ensure CO of designated ship requests delivery of MEUPACK deployment allowance for embark.	R				A				
114	E-60	Request LFORM SEMS data from 1st FSSG.	X							A	
115	E-60	Submit MEU's WESTPAC/CENTCOM intelligence priorities to higher headquarters for validation.	A/X				A	I	I	I	
116	E-60	MSE CMS custodians make initial liaison with ship's CMS custodian. CMS custodian identifies any problems concerning RTOB.					A/X	A	A	A	
117	E-60	Submit refined SEMS data to MEU S-4 for consolidation.	C				A	A	A		
118	E-60	BLT/ACE request distribution of WESTPAC/CENTCOM intelligence traffic (Genser and SI).	R	R	R		R	A	A		
119	E-60	Commanders of all deploying elements establish liaison with 1st FSSG Postal Officer.	R				A	A	A	A	
120	E-60	Review lift requirements (class VII Plus a list of total sq. ft., wt., no. of pallets by supply class).	A				A	I	I	I	
121	E-60	Request AESBs from FICPAC for WESTPAC/CENTCOM exercises.	R				A	I	I	I	

122	E-60	Obtain SOFA stamps for government vehicle licensed operators.	A	A	A	A
123	E-60	MSSG conducts detailed pre-deployment logistics conference with supported units.	C	I	I	A

F-9

SOCAL MEU (SOC) SOP

<u>Event No.</u>	<u>Target Dates</u>	<u>Milestones</u>					<u>MEU</u>				
			<u>MEF</u>	<u>DIV</u>	<u>WING</u>	<u>FSSG</u>	<u>CE</u>	<u>BLT</u>	<u>HMM</u>	<u>MSSG</u>	<u>ATTACH</u>
124	E-60	Submit requests for class I (MCI), class III, class IV and class V training requirements to CG, I MEF.	R				C	I	I	A	
125	E-60	Publish MEU Landing Plan.	R				A	I	I	I	
126	E-60	Submit initial message load plans.	R				A	I	I	I	
127	E-60	Prepare/issue authorization for non-temporary storage of household goods.					A	A	A	A	
128	E-60	MSSG conducts detailed predeployment CSS conference with MEU elements.	R			X	C	I	I	A	I
129	E-60	Submit interim requests for RO/ROP changes.	I				I	I	A	I	
130	E-60	MSSG draws military clothing block from MCB Camp Pendleton.								A	
131	E-60	Upgrade non-mission essential T/E deficiencies to priority 02.	A				C	I	I	I	I
132	E-60	Draw class II Block from DSSC (blank forms).					A	A	A	A	
133	E-60	Induct all required items for calibration for which testing limits expire prior to or during deployment.					A	A	A	A	
134	E-60	Reconcile mini-files (CMRS) with attachments to verify serial numbers.						A	A		A
135	E-60	Coordinate training with MSSG in message editing						A	A	C	A

processing system (MEPS), deployed support procedures, inter-ship support, special assistance support, reconciliation while deployed and in such other areas deemed necessary. Complete by E-30.

136	E-60	Attend Pacific Theater Amphibious Operation Intelligence Courses at FITCPAC.	I	A				
137	E-60	I MEF Career Planner conduct brief with MEU CE and MSE Career Planners.	A	X	R	R	R	



150 E-45 Submit request for Notice of Intelligence  
Potential (NIP). A

A

SOCAL MEU (SOC) SOP

<u>Event No.</u>	<u>Target Dates</u>	<u>Milestones</u>	<u>MEF</u>	<u>DIV</u>	<u>WING</u>	<u>FSSG</u>	<u>MEU</u>				<u>ATTACH</u>
							<u>CE</u>	<u>BLT</u>	<u>HMM</u>	<u>MSSG</u>	
151	E-40	Initial pre-load conference with PHIBRON (TEOs to attend).					C/X	A	A	A	
152	E-40	Special Services Officers and NCOs contact cognizant Special Services Officer/Custodian for briefing.					A	A	A	A	
153	E-35	Complete LTI of equipment.					X	A	A	A	
154	E-35	Conduct maintenance stand down conference.					A				
155	E-30	Change of mailing address submitted by message to HQMC for directives and publications.	R				A	A	A	A	
156	E-30	Notify DCMS and Defense Courier Service (DCS) Los Angeles of schedule.	R				A	A	A	A	
157	E-30	MEU RUC Commanders provide information to MISSO	R				A	A	A	A	
158	E-30	Ship TEOs report discrepancies of ship's SLCP's to I MEF, AC/S, G-4. (preliminary habitability inspection).					A				
159	E-30	Change ACE mailing address for aeronautical charts/publications.								A	
160	E-30	Publish embarkation plan. Publish annexes, as appropriate, in accordance with FMFM 4-2.					A				
161	E-30	Submit address change to DMA.					A	A	A		
162	E-30	Review SAO Package and conduct inventory.					A				
163	E-30	Complete foreign language roster update.					A				
164	E-30	Elements report intelligence training readiness to MEU.					X/R	A	A	A	

165	E-30	Submit initial transportation requirements to MEU S-4.						A	I	I	I
-----	------	--	--	--	--	--	--	---	---	---	---

SOCAL MEU (SOC) SOP

<u>Event No.</u>	<u>Target Dates</u>	<u>Milestones</u>	<u>MEF</u>	<u>DIV</u>	<u>WING</u>	<u>FSSG</u>	<u>MEU</u>				<u>ATTACH</u>
							<u>CE</u>	<u>BLT</u>	<u>HMM</u>	<u>MSSG</u>	
166	E-30	Exchange equipment in maintenance cycle not expected to be repaired by E-day.					A	A	A	A	
167	E-30	Provide list of items which cannot be filled by internal distribution for redistribution within I MEF.	C				A	A	A	A	
168	E-30	All NMCS will be on a "fill or kill" basis.					A			A	
169	E-30	OQR/SRB audit/check, ID tags, ID cards, RED, SGLI, allotments, dependents ID cards, PHS-371.		X	X	X	A	A	A	A	
170	E-30	Notify the Postal Officer of unit assignment to PHIBRON ships.					A				
171	E-30	All requisitions start being processed through MSSG.					A	A	A	A	
172	E-30	Establish Fleet Home Town News release "hold file."					A	A	A	A	
173	E-30	Submit requests for Special Service Fund.		X	X	X	A	A	A	A	
174	E-30	Submit unit deployment officer stability roster to CMC (final) (Code MMOA), copy to CG FMFPac and CG I MEF AC/S, G-1.					A	A	A	A	
175	E-30	Submit mail routing request to Postal Officer.				C	A	A	A	A	
176	E-30	Logistic support conference to discuss transportation arrangements for vehicles and cargo at POE.					A	A	A	A	

177	E-30	Submit listing of T/E equipment taken/stored for all MEU elements to I MEF AC/S, G-4.	R		A	I	I	I
178	E-30	MSSG Supply Officer draw \$100 from PX for management of cash sales block.						A
179	E-30	Upgrade OPDEP requirements priority 02.		A			I	
180	E-30	Identify SECREP shortfalls.			X	X		A

SOCAL MEU (SOC) SOP

<u>Event No.</u>	<u>Target Dates</u>	<u>Milestones</u>								<u>MEU</u>			
			<u>MEF</u>	<u>DIV</u>	<u>WING</u>	<u>FSSG</u>	<u>CE</u>	<u>BLT</u>	<u>HMM</u>	<u>MSSG</u>	<u>ATTACH</u>		
181	E-30	MSSG pick up class VIII supplies from MedLog Co, 1st FSSG (this includes AMAL/ADAL's and operating stock to support sick call blocks and individual first aid kit requirements).						X				A	
182	E-30	MEU request DODAAD change for WESTPAC with 1st FSSG. Effective date will be five working days before actual deployment.					X	A				A	
183	E-30	Submit T/E shortfalls to I MEF AC/S, G-4.	A	R	R		R	C	A	A		A	
184	E-30	Submit cold weather equipment shortfalls to MEF G-4 for AFOE stocks if applicable.	C					R				A	
185	E-30	Review in coordination with PHIBRON N-2 the MEUPACK deployment allowance inventory print-out shortfalls and request shortfalls.						A					
186	E-30	Complete language roster update for MEU CE and MSES.						A					
187	E-30	MEU CE (MMO/MMC) coordinate final pre-deployment Brief/training for MIMMS with 1 <sup>st</sup> FSSG MISCO.						A	A	A		A	
188	E-25	TEOs submit Message Load Plans to MEU IAW I MEF P4600.3.						C	A	A		A	
189	E-20	Submit Message Load Plans for release.						A					
190	E-20	Complete pre-deployment inspections of MEU CE and A and MSES.		A	A		A						
191	E-20	Submit Predeployment Report to CG, I MEF.						A					
192	E-20	Prepare Fleet Hometown PAO News Release Forms.						C/A	A	A		A	
193	E-20	Replace equipment remaining in maintenance cycle.	X	A	A		A	A	A	A		A	

194 E-15 Validate all O&MN financial reports on last "live" financial day (10, 20 or last day). ACE pass interim obligation to ship. A

195 E-15 Submit final transportation requests to MEU S-4. C A A A

SOCAL MEU (SOC) SOP

F-14

<u>Event No.</u>	<u>Target Dates</u>	<u>Milestones</u>	<u>MEF</u>	<u>DIV</u>	<u>WING</u>	<u>FSSG</u>	<u>MEU</u>				<u>ATTACH</u>
							<u>CE</u>	<u>BLT</u>	<u>HMM</u>	<u>MSSG</u>	
196	E-15	Update list of equipment in maintenance cycle					C	I	I	I	
197	E-15	Final habitability inspection of ships spaces.					A				
198	E-15	Replace equipment remaining in maintenance cycle.					A	A	A	A	
199	E-15	Submit listing of T/E left behind for all MEU elements to I MEF, AC/S, G-4.	C				A	I	I	I	
200	E-15	All supply requisitions on a "fill or kill" basis.					A			A	
201	E-15	Update Responsible Unit Allowance File (RUAUF) of MEU and parent organizations (MIMMS/MARES).	A	A	A	A	A	A	A	A	
202	E-10	Submit annotated copies of undelivered order listing and outstanding obligations listing provided to perform validation of appropriate files.					A				
203	E-10	NIS counterespionage brief.					A/X	A	A	A	
204	E-10	Submit authority mail routing request to 1st FSSG Postal Officer, if applicable.	R				A	A	A	A	
205	E-10	All remaining ineligible Marines reassigned.	A				A	A	A	A	
206	E-10	Provide copies of RED, SGLI, SF83 and SF603 of MEU CE personnel to CG, I MEF, Adj.	R				A				
207	E-10	Conduct inventory of SRB's/OQR's/PER,s/HR/DR/PHS-731 (shot cards).					A	A	A	A	

208	E-7	MEU CO provide Pre-deployment Brief to CG, I MEF	R					A				
209	E-7	Submit draft transfer diary.						A	A	A	A	
210	E-7	Consolidated list of commercial U-drive vehicle support for embarkation submitted to I MEF.						A	A	A	A	
211	E-5	Turn-in deployment personnel records to MSCs.	R	R	R	R		A	A	A	A	

F-15

SOCAL MEU (SOC) SOP

<u>Event No.</u>	<u>Target Dates</u>	<u>Milestones</u>	<u>MEF</u>	<u>DIV</u>	<u>WING</u>	<u>FSSG</u>	<u>MEU</u>				<u>ATTACH</u>
							<u>CE</u>	<u>BLT</u>	<u>HMM</u>	<u>MSSG</u>	
212	E-5	Submit communications Shift message (NTP 4) to NAVCAMSEASTPAC/NAVCAMSI,ANT.					A	A	A	A	
213	E-5	Pack unit correspondence files, JTJMPS/MMS records, service records and personal financial records for embarkation.					A	A	A	A	
214	E-5	Transfer CMS Material to ship.					X/A	A	A	A	
215	E-5	Submit AMC channel report IAW FMFPacO 4630.60.	I				A				
216	E-5	Provide list of all combat essential equipment to be embarked by TAMCN, serial number, owning and holding unit to CG, III MEF.					A	I	I	I	
217	E-5	Update Responsible Unit Allowance File (RUAUF) of MEU and owning organizations (MIMMS/MARES).	A	A	A	A	A	A	A	A	
218	E-5	Advance party and ships platoon personnel to ship.					C	A	A	A	
219	E-5	Final fiscal inspection.	A/X								
220	E-5	Provide IMA augment personnel to ship.								A	
221	E-4	Stop all pre-deployment MIMMS input.	A				A	A	A		

222	E-1	Submit record of event UD changing LOC and jurisdiction embarkation.						A	A	A	A
223	E-Day	Conduct vacated command post inspection.	A	A	A	A		C	I	I	I
224	E-Day	Embarkation operations.						A			
225	E-Day	VMA and MALS-13 Detachments ADCON to ACE	R		A/X			R		R	
226	E-Day	MSEs ADCON to MEU CE	R					R	A	A	A
227	E-Day	Roster of all personnel in MEU CE, BLT, ACE, and MSSG due I MEF, AC/S, G-1 prior to Sailing.	R					A	I	I	I
228	E-Day	I MEF furnish CMC, MSCs copies of personnel rosters.	A								

SOCAL MEU (SOC) SOP

<u>Event No.</u>	<u>Target Dates</u>	<u>Milestones</u>	<u>MEF</u>	<u>DIV</u>	<u>WING</u>	<u>FSSG</u>	<u>MEU</u>				<u>ATTACH</u>
							<u>CE</u>	<u>BLT</u>	<u>HMM</u>	<u>MSSG</u>	
229	E-Day	MEF CHOP MEU to COMTHIRDFLT.	A	R	R	R	R				
230	E+1	COT in conjunction with CCO/1stLt aboard each ship prepared EPMR and Troop Space Inventory IAW COMNAVSURFPACINST/FMFPacO 4621.1.					C				
231	E+2	COT submit LFORM Discrepancy Report to CG, FMFPac, AC/S, G-4, info I MEF, AC/S, (G-4), CG, 1st FSSG (CSSOps), MEU S-4 appropriate Naval addresses.					C				
232	E+2	TEOS submit two copies of corrected Load Plans to MEU EmbarkO.					C	I	I	I	
233	E+4	MEU EmbarkO compiles and distributes Load Plans to appropriate agencies.					A				
234	E+45	Submit lessons learned for pre-deployment phase.					A	A	A	A	
235	R-120	Submit advance party AMC channel flight requirements to CG I MEF.	I				A	I	I	I	
236	R-120	Submit officer deployment roster to CMC (MMOA).	R				A				
237	R-60	Submit consolidated support requirement to I MEF AC/S, G-4 (see para 5004.5).	A				A	I	I	I	
238	R-60	Submit off-load support requirements to CG, I MEF, AC/S, (G-4), info MSCS.	X	A	A	A	A	I	I	I	
239	R-45	MSE Commanders submit mail routing request to JMPAJPAC.					A	A	A	A	
240	R-30	MEU advance party arrive via AMC channel flight to coordinate all aspects of MEU debarkation.	X				A	I	I	I	
241	R-30	Submit a list of Officers and SNCO's requiring bachelor housing upon return to CG, I MEF.	R				A	I	I	I	



255	R+2	Special Services Officers return equipment and unused funds to Base Special Services officer.						A	A	A	A
256	R+2	Conduct VCPI of ships, spaces.						A			
257	R+5	MSCs complete LTI as necessary.	X					A	A	A	A
258	R+5	Evacuate all remaining IMA requirements to 1st Maintenance Battalion.						A	A	A	A

F-18

SOCAL MEU (SOC) SOP

<u>Event No.</u>	<u>Target Dates</u>	<u>Milestones</u>	<u>MEF</u>	<u>DIV</u>	<u>WING</u>	<u>FSSG</u>	<u>MEU</u>					<u>ATTACH</u>
							<u>CE</u>	<u>BLT</u>	<u>HMM</u>	<u>MSSG</u>		
259	R+5	All intermediate maintenance supply documents cancelled.						A			A	
260	R+7	MEU provides post deployment brief to CG, I MEF and staff.	R					A	I	I	I	I
261	R+15	Submit request to discontinue WESTPAC/CENTCOM intelligence product messages.	R	X/R	X/R			R	A	A		
262	R+20	Return class IX block to SMU.									A	
263	R+30	Submit Post Deployment/Lessons Learned Report.						A				
264	R+30	Chop MSEs/detachments back to MSCs/parent commands.	I	R	R	R		A	I	I	I	I
265	R+40	Review After Action/Lessons Learned Report.	X									
266	R+45	MSSG cancel all existing backorders from deployment that have not been received.				R					A	
267	R+45	Close out all deployed ERO'S.							A	A		A
268	10 Mar	Submit Next FY Annual Training allowance (MCO 8011.43).	A					A	I	I	I	I

269	QTR/End of each Ops	Submit class V(W) Expenditure Report (Unclas MSG).	A	A	I	I	I	I
270	WR	Submit Command Chronology.	A	A	I	I	I	I

SOCAL MEU (SOC) SOP

APPENDIX G

WEEKLY SITUATION REPORT FORMAT

FM **Eleventh, Thirteenth or Fifteenth** MEU SOC//S3//  
TO CG I MEF//G3//  
INFO CMC WASHINGTON DC//POC/APP/INT/LPO//  
USCINCCENT MACDILL AFB FL//CCJ3//  
USCINCPAC HONOLULU HI//J3//  
CINCPACFLT PEARL HARBOR HI//N3/N30M//  
COMMARFORPAC//G3//  
COMMARFORLANT//G3//  
CDR QE WASHINGTON DC//DOCO//  
CJTF KU  
CG MCCDC QUANTICO VA//CSW//  
COMJSOC FT BRAGG NC//  
COMTHIRDFLT//N3/N72/FMO//  
COMFIFTHFLT//N3/N32/N324/N4/016/FMO//  
COMSEVENTHFLT//N3/N72/FMO//  
COMUSNAVCENT//N2/N3/N32/N324/N3M/N4/N4M/016//  
DEPCOMUSNAVCENT MACDILL AFB FL//  
COMUSMARCENT//G3//  
COMMARCORLOGBASES ALBANY GA//G3/G4//  
COMMARFORMATCOM ALBANY GA//G3/G4//  
DLA FT BELVOIR VA//DLSC/CS//  
COMMARCORSYS COM QUANTICO VA//C21P//  
CIA WASHINGTON DC//OMA/CSG/TIG//  
DIA WASHINGTON DC//OICC//  
MARCORINTACT QUANTICO VA//02A//  
CG II MEF//G3//  
CG III MEF//G3//  
CG FIRST MARDIV//G3//  
CG THIRD MARDIV//G3//  
CG FIRST MAW//G3//  
CG THIRD MAW//G3//  
CG FIRST FSSG//G3//  
CG THIRD FSSG//G3//  
COMPHIBGRU THREE//N3//  
I MEF HQ GROUP//S3//  
COMCRUDESGRU \_\_\_\_//N3//  
COMPHIBRON **ARG**//N3//  
**Other Two MEUs**//S3//  
TWO TWO MEU//S3//  
TWO FOUR MEU//S3//  
TWO SIX MEU//S3//  
THREE ONE MEU//S3//

FIRST MAR//S3//

G-1

SOCAL MEU (SOC) SOP

MAG ELEVEN//S3//  
MAG THIRTEEN//S3//  
MAG SIXTEEN//S3//  
MAG THREE NINE//S3//  
MACG THREE EIGHT//S3//  
MWSG THREE SEVEN//S-3//  
VMGR THREE FIVE TWO//S3//  
HMH **Parent Squadron**//S3//  
HMLA **Parent Squadron**//S3//  
VMA **Parent Squadron**//S3//  
EWTGPAC SAN DIEGO CA//  
MAWTS ONE YUMA AZ//  
FIRST RADBN//S3//  
FIRST FORECONCO//S3//  
BLT **MEU GCE**//S3//  
HMM **MEU ACE**//S3//  
MSSG **MEU CSSE**//S3//  
USS **ARG LHA/LHD**  
USS **ARG LPD**  
USS **ARG LSD**  
**Your MEU**//CCTR//  
BT  
S E C R E T  
MSGID/GENADMIN/**Your MEU**//  
SUBJ/**XXTH** MEU SOC WEEKLY SITREP NO **XX-XX** FOR 0001X **YYMMDD** TO 2400X  
**YYMMDD**//  
REF/A/DOC/MCO 3000.2**X**//  
REF/B/DOC/I MEFO 5440.5B/--//  
REF/C/RMG/CG I MEF/**DDHHMMZMMMYYYY**/-/NOTAL//  
REF/D/RMG/CG I MEF/**DDHHMMZMMMYYYY**/-/NOTAL//  
REF/E/RMG/CG I MEF/**DDHHMMZMMMYYYY**/-/NOTAL//  
REF/F/RMG/CG I MEF/**DDHHMMZMMMYYYY**/-/NOTAL//  
REF/G/RMG/CG I MEF/**DDHHMMZMMMYYYY**/-/NOTAL//  
NARR/REF A IS. REF B IS I MEF SOCAL MEU(SOC) SOP. REFS C-F ARE  
PARTS 1-4 OF CG I MEF LOI FOR **XXTH** MEU DEPLOYMENT **XX-X**. REF G IS  
CLASSIFIED SUPPLEMENT TO REFS C-F.//  
POC/**Last Name FI MI/Rank/XXTH** MEU SOC/-/TEL: **LFOC POTS Line**/NIPR:  
**XXXX@XXXX**.USMC.MIL/SIPR: **XXXX@XXXX**.USMC.SMIL.MIL/HOMEPAGE:  
HTTP://**XXX.XX.X.XX**//  
RMKS/(U) PER THE REFERENCES, **XXTH** MEU(SOC) WEEKLY SITREP **XX-X** IS  
SUBMITTED:  
1. (U) TASK ORGANIZATION:  
CE **XXTH** MEU(SOC) COL **X. X. XXXXX**

GCE BLT **X/X** LTCOL **X. X. XXXXX**  
 ACE HMM-**XXX**(REIN) LTCOL **X. X. XXXXX**  
 CSSE MSSG-**XX** LTCOL **X. X. XXXXX**

G-2

SOCAL MEU (SOC) SOP

2. (U) LOCATION:

- A. CE: **XXXX**
- B. GCE: **XXXX**
- C. ACE: **XXXX**
- D. CSSE: **XXXX**

3. (**X**) EVENTS SUMMARY

A. (**X**) SIGNIFICANT EVENTS AND LIAISON VISITS:

DATE	EVENT	LOCATION
<b>YYMMDD-YYMMDD</b>	<b>(Event)</b>	<b>(Location)</b>
<b>YYMMDD</b>	<b>(Event)</b>	<b>(Location)</b>

B. (**X**) FUTURE EVENTS:

DATE	EVENT	LOCATION
<b>YYMMDD-YYMMDD</b>	<b>(Event)</b>	<b>(Location)</b>
<b>YYMMDD</b>	<b>(Event)</b>	<b>(Location)</b>

4. (C) PERSONNEL STRENGTH SUMMARY (COLUMNS INDICATE EFFECTIVE/NONEFFECTIVE):

A. (C) ADMINISTRATIVE:

CE	USMC		USN		NOTES
	OFF	ENL	OFF	ENL	
S-1	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	
S-2	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	
DET, 1ST INTEL BN	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	
DET, 1ST RADBN	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	
WX DET, 3D MAW	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	
S-3	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	
S-4	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	
S-5	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	
S-6	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	
DET, 9TH COMM BN	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	
HQCMDT	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	
FORECON PLT	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	
CE TOTALS:	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	

CE TOTAL O/H: **XX**

NOTES: **1. As required.**

GCE	USMC		USN		NOTES
	OFF	ENL	OFF	ENL	
BLT <b>X/X</b>					
<b>X</b> BN, 1ST MAR	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	
CO <b>X</b> (-), 1ST LARBN	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	

BTRY <b>X</b> , <b>X</b> BN, 11TH MAR	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>
<b>X</b> PLT (REIN),				
1ST RECON BN	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>
<b>X</b> PLT (REIN), CO <b>X</b> ,				
3D AA BN	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>
<b>X</b> PLT (REIN), CO <b>X</b>				
1ST CEB ENGR BN	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>

G-3

SOCAL MEU (SOC) SOP

<b>X</b> PLT (REIN), CO <b>X</b> ,				
1ST TANK BN	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>
GCE TOTALS:	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>
GCE TOTAL O/H: <b>XXXX</b>				
NOTES: <b>1. As required.</b>				

	USMC		USN		NOTES
ACE	OFF	ENL	OFF	ENL	
HMM- <b>XXX</b> (REIN)					
HMM- <b>XXX</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	
DET, HMH- <b>XXX</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	
DET, HMLA- <b>XXX</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	
DET, VMA- <b>XXX</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	
DET, MWSG-37	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	
DET, MALS-16	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	
DET, MALS-39	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	
DET, MALS-13	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	
DET, MACG-38	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	
ACE TOTALS:	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	
ACE TOTAL O/H: <b>XXX</b>					
NOTES: <b>1. As required.</b>					

	USMC		USN		NOTES
CSSE	OFF	ENL	OFF	ENL	
MSSG- <b>XX</b>					
DET, HQSVC BN	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	
DET, 1ST MAINT BN	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	
DET, 1ST SUP BN	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	
DET, 1ST TRANSPRT BN	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	
DET, 1ST MED BN	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	
DET, 1ST DENT BN	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	
DET, 1ST ENGR SPT BN	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	
CSSE TOTALS:	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	
CSSE TOTAL O/H: <b>XXX</b>					
NOTES: <b>1. As required.</b>					
MEU TOTALS:	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	<b>X/X</b>	
MEU TOTAL O/H: <b>XXXX</b>					

B. (C) NUMBER OF FEMALES IN THE MEU

	USMC		USN		NOTES
	OFF	ENL	OFF	ENL	
CE					
GCE	X/X	X/X	X/X	X/X	
ACE	X/X	X/X	X/X	X/X	
CSSE	X/X	X/X	X/X	X/X	
MEU FEMALES TOTALS:	X/X	X/X	X/X	X/X	
MEU FEMALES TOTAL O/H:	XX				
NOTES:	1. <i>As required.</i>				

G-4

SOCAL MEU (SOC) SOP

C. (C) PERSONNEL ADMINISTRATION (COLUMNS INDICATE OFFICER/ENLISTED):

	CE	GCE	ACE	CSSE	TOTAL	NOTES
PROM:	X/X	X/X	X/X	X/X	X/X	
NJP/CM:	X/X	X/X	X/X	X/X	X/X	
EMERG LV:	X/X	X/X	X/X	X/X	X/X	
MEDEVAC:	X/X	X/X	X/X	X/X	X/X	
JOINS:	X/X	X/X	X/X	X/X	X/X	
DROPS:	X/X	X/X	X/X	X/X	X/X	
UA/DES:	X/X	X/X	X/X	X/X	X/X	
ADV PARTY:	X/X	X/X	X/X	X/X	X/X	
ANN LV:	X/X	X/X	X/X	X/X	X/X	
TERM LV:	X/X	X/X	X/X	X/X	X/X	
APP LV:	X/X	X/X	X/X	X/X	X/X	
REAR PARTY:	X/X	X/X	X/X	X/X	X/X	
OTHER:	X/X	X/X	X/X	X/X	X/X	

NOTES: 1. *As required.*

5. (U) INTELLIGENCE

A. (U) SUMMARY

- (1) (X) CE: *Report events or enter "NSTR"*
- (2) (X) GCE: *Report events or enter "NSTR"*
- (3) (X) ACE: *Report events or enter "NSTR"*
- (4) (X) CSSE: *Report events or enter "NSTR"*

B. (X) ASSISTANCE REQUESTED FOR FUTURE OPERATIONS: *As required.*

C. (X) CURRENT STATUS OF INTELLIGENCE/COMMUNICATIONS SYSTEMS

OH/OPN

JDISS:	X/X
IAS:	X/X
IOW:	X/X
RPS/DTAMS:	X/X
RRS:	X/X
IMOSS:	X/X
5D SERVER:	X/X
CHATS:	X/X

CTT: X/X  
JSIPS-N: X/X  
AFATDS: X/X

- D. (C) POINTS OF CONTACT
- (1) NIPR S-2: **XXXX@XXXX**.USMC.MIL
  - (2) NIPR S-2A: **XXXX@XXXX**.USMC.MIL
  - (3) NIPR RADBN OIC: **XXXX@XXXX**.USMC.MIL
  - (4) SIPR S-2: **XXXX@XXXX**.USMC.SMIL.MIL
  - (5) SIPR S-2A: **XXXX@XXXX**.USMC.SMIL.MIL
  - (6) SIPR RADBN OIC: **XXXX@XXXX**.USMC.SMIL.MIL
  - (7) COMM PHONE: (XXX) **XXX-XXXX** [**LFOC POTS Line**]
  - (8) DSN PHONE: (XXX) **XXX-XXXX** [**LFOC POTS Line**]

G-5

SOCAL MEU (SOC) SOP

6. (X) OPERATIONS/TRAINING SUMMARY
- A. (U) MEU(SOC)
    - (1) (X) OPERATIONS: Report events or enter "NSTR"
    - (2) (X) TRAINING: Report events or enter "NSTR"
  - B. (U) CE
    - (1) (X) OPERATIONS: Report events or enter "NSTR"
    - (2) (X) TRAINING: Report events or enter "NSTR"
  - C. (U) GCE
    - (1) (X) OPERATIONS: Report events or enter "NSTR"
    - (2) (X) TRAINING: Report events or enter "NSTR"
  - D. (U) ACE
    - (1) (X) OPERATIONS: Report events or enter "NSTR"
    - (2) (X) TRAINING: Report events or enter "NSTR"
  - E. (U) CSSE
    - (1) (X) OPERATIONS: Report events or enter "NSTR"
    - (2) (X) TRAINING: Report events or enter "NSTR"

NOTES: **As required.**

7. (U) LOGISTICS

- A. (X) SUSTAINABILITY CLASS TYPR/DOS/DOA:

CLASS	DOS/DOA
I	<b>X/X</b>
III	<b>X/X</b>
IV	<b>X/X</b>
V(W)	<b>X/X</b>
V(A)	<b>X/X</b>

- (1) (X) GROUND EQUIPMENT READINESS: **XX.X** [**Percentages**]

UNIT	COMM	ENGR	MT	ORD	TOTALS
MEU	<b>XX.X</b>	<b>XX.X</b>	<b>XX.X</b>	<b>XX.X</b>	<b>XX.X</b>
CE	<b>XX.X</b>	<b>XX.X</b>	<b>XX.X</b>	<b>XX.X</b>	<b>XX.X</b>
GCE	<b>XX.X</b>	<b>XX.X</b>	<b>XX.X</b>	<b>XX.X</b>	<b>XX.X</b>

ACE        **XX.X**    **XX.X**    **XX.X**    **XX.X**    **XX.X**  
 CSSE      **XX.X**    **XX.X**    **XX.X**    **XX.X**    **XX.X**  
 (2) (X) PACING ITEM READINESS: **XX.X [Percentages]**  
 CE        **XX.X**  
 GCE      **XX.X**  
 ACE      **XX.X**  
 CSSE      **XX.X**

B. (X) MARES OR PACING DEADLINED EQUIPMENT (\* DENOTES PACING ITEM)

TACMN	MSE	PACING	NOMEN	AUTH	POSS	D/L	2D-ERO	3D-ERO	DDL
JOBSTAT									
<b>XXXXXX</b>	<b>XXX</b>		<b>XXXXXXXXXXXXXX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XXXXXX</b>	<b>XXXXXX</b>	<b>XX XXX</b>
<b>XXX</b>									

C. (X) 2D ECHELON DEADLINING PARTS ON ORDER

DOC	NSN	PRI	RDD	UNIT	ERO
STAT/DTD/SOS					
<b>XXXXXXXXXXXXXXXXXX</b>	<b>XXXXXXXXXXXXXXXXXX</b>	<b>XX</b>	<b>XX</b>	<b>XXX</b>	<b>XXXXXX</b>
<b>XXXX/XXX/XXX</b>					

C. (X) 3D ECHELON DEADLINING PARTS ON ORDER

DOC	NSN	PRI	RDD	UNIT	ERO
STAT/DTD/SOS					
<b>XXXXXXXXXXXXXXXXXX</b>	<b>XXXXXXXXXXXXXXXXXX</b>	<b>XX</b>	<b>XX</b>	<b>XXX</b>	<b>XXXXXX</b>
<b>XXXX/XXX/XXX</b>					

G-6

SOCAL MEU (SOC) SOP

E. (X) SUPPLY BLOCK PERFORMANCE

TOPIC	WEEKLY	MONTHLY	CUMULATIVE	CUM %
	(REQ/ISS)	(REQ/ISS)	(REQ/ISS)	
CL IX W/RO	<b>XXX/XXX</b>	<b>XXX/XXX</b>	<b>XXX/XXX</b>	<b>XX.X</b>
SEC REPS	<b>XXX/XXX</b>	<b>XXX/XXX</b>	<b>XXX/XXX</b>	<b>XX.X</b>
TOTALS	<b>XXX/XXX</b>	<b>XXX/XXX</b>	<b>XXX/XXX</b>	<b>XX.X</b>

F. (X) SIGNIFICANT PROBLEMS OR ASSISTANCE REQUIRED: *Identify problems or assistance required, or enter "NSTR".*

G. (X) GENERAL COMMENTS: *Comments or enter "NONE".*

8. (U) AVIATION SUMMARY:

A. (X) FLIGHT HOURS FOR 0001X DD MMM YY TO 2400X DD MMM YY:

PCT

NIGHT			FLT HOURS	SORTIES	FLIGHT
T/M/S	PAX	CARGO(LBS)	DAY/NIGHT/TOT	DAY/NIGHT/TOT	HOURS
CH-46E	<b>XX</b>	<b>XXXX</b>	<b>XX.X/XX.X/XX.X</b>	<b>XX/XX/XX</b>	<b>XX.X</b>
CH-53E	<b>XX</b>	<b>XXXX</b>	<b>XX.X/XX.X/XX.X</b>	<b>XX/XX/XX</b>	<b>XX.X</b>
AH-1W	N/A	N/A	<b>XX.X/XX.X/XX.X</b>	<b>XX/XX/XX</b>	<b>XX.X</b>
UH-1N	<b>XX</b>	<b>XXXX</b>	<b>XX.X/XX.X/XX.X</b>	<b>XX/XX/XX</b>	<b>XX.X</b>
AV-8B	N/A	N/A	<b>XX.X/XX.X/XX.X</b>	<b>XX/XX/XX</b>	<b>XX.X</b>

NOTES: 1. As required.

B. (X) TOTAL SUMMARY:

NIGHT	CUMULATIVE			CUMULATIVE	PCT
	T/M/S	PAX	CARGO (LBS)	FLT HOURS DAY/NIGHT/TOT	SORTIES DAY/NIGHT/TOT
CH-46E	XX	XXXX	XX.X/XX.X/XX.X	XX/XX/XX	XX.X
CH-53E	XX	XXXX	XX.X/XX.X/XX.X	XX/XX/XX	XX.X
AH-1W	N/A	N/A	XX.X/XX.X/XX.X	XX/XX/XX	XX.X
UH-1N	XX	XXXX	XX.X/XX.X/XX.X	XX/XX/XX	XX.X
AV-8B	N/A	N/A	XX.X/XX.X/XX.X	XX/XX/XX	XX.X

NOTES: 1. As required.

C. (C) NAVAIDS:

	AUTH	POSS	DEADLINED
AN/TPN-30	X	X	X
DAME	X	X	X

NOTES: As required.

D. (C) AIRCRAFT AVAILABILITY:

T/M/S	AUTH	OH	FMC	PMC	NMC	NOTES
CH-46E	XX	XX	XX	XX	XX	
CH-53E	XX	XX	XX	XX	XX	
AH-1W	XX	XX	XX	XX	XX	
UH-1N	XX	XX	XX	XX	XX	
AV-8B	XX	XX	XX	XX	XX	

NOTES: 1. As required.

E. (C) NVG LLL QUALIFIED (LLL NSQ) CREWS:

T/M/S	TOTAL CREWS NSQ	NOTES
CH-46E	XX	
CH-53E	XX	

G-7

SOCAL MEU (SOC) SOP

AH-1W	XX
UH-1N	XX
AV-8B	XX

NOTES: 1. As required.

F. (C) DECK LANDING QUALIFIED (DLQ) CREWS:

T/M/S	DAY/NIGHT/NVG	NOTES
CH-46E	XX/XX/XX	
CH-53E	XX/XX/XX	
AH-1W	XX/XX/XX	
UH-1N	XX/XX/XX	
AV-8B	XX/XX/XX	

NOTES: 1. As required.

G. (C) AVERAGE PILOT COMBAT READINESS PERCENTAGE (CPR):

T/M/S	AVG CPR	NOTES
-------	---------	-------

CH-46E      **XX.XX**  
CH-53E      **XX.XX**  
AH-1W       **XX.XX**  
UH-1N       **XX.XX**  
AV-8B       **XX.XX**

NOTES: **1. As required.**

H. (X) SIGNIFICANT PROBLEMS OR ASSISTANCE REQUIRED: **Identify problems or assistance required, or enter "NSTR".**

9. (X) COMMUNICATIONS/COMPUTER SYSTEM STATUS: **Comments or enter "NSTR"**

10.(X) COMMANDER'S COMMENTS: **Comments or enter "NSTR"//**

BT

NNNN

G-8

SOCAL MEU (SOC) SOP

APPENDIX H

TROOP SPACE INSPECTION AND INVENTORY

COMPARTMENT NUMBER \_\_\_\_\_

(Use separate sheet for each compartment)

Date Embarked: \_\_\_\_\_

Date Debarked: \_\_\_\_\_

Organization: \_\_\_\_\_

1. Overall condition of compartment

	<u>Embark</u>		<u>Debark</u>	
	<u>SAT</u>	<u>UNSAT</u>	<u>SAT</u>	<u>UNSAT</u>
Deck Covering	_____	_____	_____	_____
Bulkhead/Overhead	_____	_____	_____	_____
Benches	_____	_____	_____	_____
Desks	_____	_____	_____	_____
Chairs	_____	_____	_____	_____
Filing Cabinets Safes (Should be locked open on both acceptance and return)	_____	_____	_____	_____
Rifle Racks	_____	_____	_____	_____
Medical Boxes (sealed)	_____	_____	_____	_____
CCTV Monitors	_____	_____	_____	_____
Cleaning Gear Lockers (Stocked with required equipment and inventory sheet of non-consumable items posted)	_____	_____	_____	_____

H-1

SOCAL MEU (SOC) SOP

	<u>Embark</u>		<u>Debark</u>	
	<u>SAT</u>	<u>UNSAT</u>	<u>SAT</u>	<u>UNSAT</u>
Buffer (Serial #____)	_____	_____	_____	_____
Ironing Boards	_____	_____	_____	_____

SSD (Survival Support Devices)	_____	_____	_____	_____
Irons	_____	_____	_____	_____
Keys (to desk and doors)	_____	_____	_____	_____
Clocks	_____	_____	_____	_____
Typewriters/Typing Balls (for IBM machines)	_____	_____	_____	_____
Chair (folding)	_____	_____	_____	_____
Chair (office w/o arms)	_____	_____	_____	_____
Chair (office w/arms)	_____	_____	_____	_____
Telephones/Handsets/ Headsets	_____	_____	_____	_____

H-2

SOCAL MEU (SOC) SOP

3. Remarks on Embarkation: (Fully explain all UNSAT conditions)

\_\_\_\_\_

—

---

---

---

---

---

---

---

---

---

---

(Troop Representative)

(Ships Representative)

---

---

(Rate/Rank, Title, Date)

(Rate/Rank, Title, Date)

---

---

4. Remarks on Debarkation: (Explain any disagreement, etc.)

---

---

---

---

---

---

---

---

---

---

(Troop Representative)

(Ships Representative)

\_\_\_\_\_  
\_\_\_\_\_  
(Rate/Rank, Title, Date)

(Rate/Rank, Title, Date)

H-3

SOCAL MEU (SOC) SOP

APPENDIX I

FORMAT FOR RECOMMENDED CHANGES

Change No. 1

Date of Recommended Change: \_\_\_\_\_

Chapter Reference: \_\_\_\_\_ Paragraph  
Reference: \_\_\_\_\_

Recommended  
Change: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Change No. 2

Date of Recommended Change: \_\_\_\_\_

Chapter Reference: \_\_\_\_\_ Paragraph  
Reference: \_\_\_\_\_

Recommended Change:  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

—

Change No. 3

Date of Recommended Change: \_\_\_\_\_

Chapter Reference: \_\_\_\_\_ Paragraph

Reference: \_\_\_\_\_

Recommended Change:

\_\_\_\_\_

\_\_\_\_\_

—

\_\_\_\_\_

—