



INDIVIDUAL AUGMENTATION

REPORTING INSTRUCTIONS HANDBOOK & COMMANDING OFFICER'S CERTIFICATION CHECKLIST

01 October 2012



WELCOME ABOARD!

This handbook was generated by the staff of U.S. Marine Corps Forces, Central Command (MARCENT) to assist the individual Marine(s), the Commander(s) and/or Responsible Officer(s), and other supporting staff personnel in the chain of command in preparing Individual Augments (IA) for deployment to the U.S. Central Command (USCENTCOM) Area of Responsibility (AOR). It is organized in a manner which permits its parts to be worked separately or concurrently.

This handbook provides a comprehensive listing of deployment readiness material and must be reviewed in its entirety as much of the information presented is directive in nature. Adhering to the requirements established herein will expedite processing and screening procedures, minimize the potential of undue hardships during deployment, and mitigate the likelihood that an IA will be returned to their parent command for not complying with or meeting all necessary requirements.

Deployments of this nature impose operational, personal, and professional demands on personnel and organizations at every level and generally affect the below personnel in the following manner:

- ❑ the Commanders – who work tirelessly to maintain their units' operational readiness, provide Marines for these temporary assignments at times when their presence is critical
- ❑ the Units – who must do without the additional expertise/capability
- ❑ the Families - who must deal with another separation
- ❑ the Marines – who received the notice to deploy -- sometimes at the last possible moment, and must comply with training and administrative requirements that are comprehensive
- ❑ the Supporting staffs – who must ensure that all of the last minute details associated with assisting another Marine to prepare to deploy in harm's way completed.

To all: you have our respect and gratitude.

Recommendations for improvement of this handbook should be submitted to the following e-mail address:
COMUSMARCENTG1OPS@marcent.usmc.mil

This handbook is also available for download from the MARCENT's public website:
<http://www.marcent.marines.mil/UnitHome/IndividualAugments.aspx>

Semper Fidelis

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I. COMMANDER'S EXPECTATIONS

The Commander, U.S. Marine Corps Forces, Central Command expects all Marines to **arrive fully prepared for their deployment**. This includes, but is not limited to, having met all medical, security, administrative, and training requirements; being fully informed about their intended billet responsibilities and performance expectations; motivated about new challenges; prepared to represent the Marine Corps well; and with confidence in their ability to succeed.

II. U.S MARINE CORPS FORCES CENTRAL COMMAND

The Commander, U. S. Marine Corps Forces, Central Command (COMUSMARCENT) is the Marine Service Component Commander to the Commander, U.S. Central Command. As such, COMUSMARCENT is the senior Marine Corps representative within the USCENCOM AOR.

Marines assigned as individual augments will report to MARCENT for processing and onward movement to the AOR. This ensures deploying Marines meet all billet requirements and are provided with a centralized, reach-back administrative center to address administrative support requirements.

MARCENT, a tenant command aboard MacDill AFB, Florida, has command representatives assigned to various coordination elements located throughout the USCENCOM AOR. The Marines assigned to these coordination elements will assist augments in a variety of ways, including reception, onward movement, redeployment transportation coordination, and administrative support matters.

III. MARCENT CONTACT INFORMATION

MARCENT SECTION	DSN	Commercial	Organizational Mail Box
GI Operations	312/ 651-7096 312/ 651-7116 Fax:312/ 651-7037	(813) 827-7096 (813) 827-7116 Fax: (813) 827-7037	COMUSMARCENTGIOPS @marcent.usmc.mil
MARCENT Watch Officer (After hours/Holidays)	312/ 651-7080	(813) 827-7080	N/A
Lejeune Liaison Office	312/ 751-9566 312/ 751-1137	(910) 451-9566 (910) 451-1137	MARCENT_LNO_CLNC@mcw.usmc.mil
Pendleton Liaison Office	312/725-4291	(760) 763-4291	MARCENT_LNO_CAMPEN@usmc.mil
Okinawa Liaison Office	315/ 623-5551 315/ 623-5712	Local: 090-6861-7904 Int: 011(81) 90-6861-7904	MARCENT_LNO_OKI@usmc.mil

MARCENT Addresses	
Mailing	FEDEX
Commander, U.S. Marine Corps Forces, Central Command 7115 S. Boundary Blvd MacDill AFB, FL 33621-5101	Commander, U.S. Marine Corps Forces, Central Command 2707 Zemke Ave, Bldg 548 MacDill AFB, FL 33621-5101

SECURITY CLEARANCES (MARCENT JPAS SMO Submission Codes)		
Submit Security clearance information to JPAS SMO Code: MARCENT		
MARCENT Security Manager	DSN : 312/ 651-7009	Commercial : (813) 827-7009

IV. INDIVIDUAL AUGMENT PROCESS OVERVIEW

Individual Augmentation is a distinct process that is used to assist Commanders to meet their manpower requirements. These requirements are identified along individual lines of skills, grades, and capabilities. Each line represents an individual; a collection of lines is known as a Joint Manning Document (JMD). The "Individual Augmentee" (IA) term originates from those individual requirements lines. As an IA, Marines may find themselves working alongside personnel of other services, countries, other Marine organizations, or a combination of all three.

The Marine Corps uses its Manpower Requirements Tracking Module (MRTM) to track IA billets and monitor their sourcing status. Each IA billet is identified by a unique, six digit number, called the Requirement Tracking Number (RTN). It is important that you take note of the RTN to which you have been assigned because information about the billet's rank; MOS; job description; duration; duty location; security clearance required; supported command; etc., can be found by using the RTN to search within the MRTM. **If you do not have access to MRTM, contact your S-1/G-1 in order to access basic information regarding your assignment.**

V. CHAIN OF COMMAND DURING ASSIGNMENT

MARCENT is responsible for managing the Marine Corps' requirements associated with USCENTCOM JMDs, representing the Marine Corps during the JMD creation and validation process, maintaining personnel accountability of IAs, and facilitating Title X Service functions for the Combatant Commander by providing IAs with personnel administration support.

The Combatant Commander (COCOM) is the Senior Military Official within their assigned AOR, and as such, establishes and validates their requirements in order to accomplish the assigned mission.

The Joint Chiefs of Staff (JCS) serves as the sourcing arbiter between the Armed Services and other agencies of the Department of Defense and is responsible for approving and publishing the JMDs and the agreed upon sourcing (manning) solutions.

The Deputy Commandant for Manpower and Reserve Affairs (DC, MMFA) assigns (tasks) IA billets for fills within the Marine Corps.

For the purposes of this handbook, the designated Marine IA will be assigned under the Operational Control (OPCON) of COMUSMARCENT. For the length of the assignment, the Chain of Command starts with COMUSMARCENT, and will terminate with COMUSMARCENT.

Assignment as an IA to a JMD can be a professionally and personally rewarding endeavor. Past experiences have shown that Marine IAs who have embodied the Marine ethos and maintained a positive attitude have reaped the benefits of serving in a joint environment. During this assignment, show them what Marines are made of.

VI. PROCESSING WITH MARCENT

Processing with MARCENT is centered on IA screening and records review, including informational/educational lectures covering matters from administrative support to AOR organizational structure. On average, augments spend 5 days processing through the MARCENT LNO. Onward orders and transportation will only be made once augments are found qualified to serve in the AOR and in the designated billet. The review consists of:

- Administrative Readiness (Records, Orders, Travel Card-without Outstanding Balance)
- Medical/Dental Readiness
- Security Clearance level on record at the time of arrival
- Training Readiness
- Gear / Equipment Readiness

Upon qualification for deployment, the IA will then fly directly from their designated MARCENT LNO processing center (i.e. Jacksonville, NC, San Diego, CA, or Okinawa, JP.) to the AOR. Colonels, designated personnel, and personnel assigned as IA to work at MARCENT, CENTCOM, SOCCENT, will be flown to Tampa AFTER they are processed by the MARCENT LNO and found qualified for deployment.

VII. REPORTING LOCATIONS

EAST COAST MARINES: ALL Marines East of the Mississippi River will report to the MARCENT LNO at Bldg# 331, Camp Lejeune, NC (Co-located with DPC-E)

WEST COAST/HAWAII MARINES: ALL Marines West of the Mississippi River and in Hawaii will report to the MARCENT LNO at Bldg# 210721, Room 109, Camp Pendleton, CA (I MEF Annex, Camp Del Mar). (Marines filling JIOC billets will report to Camp Lejeune)

OKINAWA: JAPAN Marines (ONLY) will report to the MARCENT LNO at Bldg# 2523, Door 16, Camp Hansen, Okinawa. (Marines filling JIOC billets will report to Camp Lejeune)

1. REPORTING TO MARCENT LNO AT CAMP LEJEUNE, NC.

A. TRAVEL: All travel arrangements must be made through your local TMO/ITO/SATO. Marines traveling Camp Lejeune, NC should arrive on Sunday in order to **report into the MARCENT LNO no later than 0800 on Monday morning.**

****Marines reporting to Camp Lejeune are NOT authorized to drive their POV to the MARCENT LNO Office unless stationed in the greater Camp Lejeune/local (i.e. New River/Cherry Pt) area. If the IA is from outside the greater Camp Lejeune/local area PRIOR APPROVAL is required from MARCENT****

B. LODGING: Lodging arrangements for your period in Camp Lejeune, NC must be made through the Inn of the Corps or All Points Inn, as use of government quarters is directed. **In the event government quarters are not available, Marines must obtain a Certificate of Non-Availability (CNA).**

NCO's and below must obtain (CNA) from the Inn of the Corps (Lejeune Inn). DSN: 751-3041, Phone: (910) 451-3041 Fax: (910) 451-0360. Located at Bldg# 896 on Holcolm Boulevard.

Officers and SNCOs must obtain (CNA) from the All Points Inn. DSN: 751-3041, Phone: (910) 451-2146/5713 or (910) 451-1385/2146. Located on Seth Williams Boulevard

C. ARRIVAL AT AIRPORT: The Albert Ellis Airport in Jacksonville, NC is NOT an international airport, however, is fairly easy to navigate. While at the rental car agency, ask for a local map, if needed. You will need to obtain a pass at the front gate in order to transit/drive the rental car on base. All Marines are expected to call the **MARCENT LNO at (910) 451-1137/9566**, upon arrival.

D. REPORTING IN: **Weekly processing commences promptly at 0800, each Monday.** The MARCENT LNO office is co-located with the Deployment Processing Center - East (DPC-E) building. The building (Bldg# 331) houses the MARCENT LNO Cell, MARFORAF LNO and the Headquarters (CO, XO, SgtMaj) of the DPC.

Uniform of the Day: Marines will conform to the seasonal utilities uniform requirement for MCB Camp Lejeune while processing through the MARCENT LNO.

If you have any questions you can contact MARCENT Liaison Office in Camp Lejeune at (910) 451-9566/1137; DSN 751-9566 or email: MARCENT_LNO_CLNC@mcw.usmc.mil for further instructions

2. REPORTING TO MARCENT LNO AT CAMP PENDLETON, CA.

E. TRAVEL: All travel arrangements must be made through your local TMO/ITO/SATO. Marines traveling to Camp Pendleton, CA should arrive on Sunday in order to **report into the MARCENT LNO no later than 0800 on Monday morning.**

****Marines reporting to Camp Pendleton are NOT authorized to drive their POV to the MARCENT LNO Office unless stationed in the greater Southern California area. If the Marine is from outside the greater Southern California area, PRIOR APPROVAL is required from MARCENT****

F. LODGING: Lodging arrangements for your period in Camp Pendleton, CA must be made through the Inn of the Corps (Ward Lodge or South Mesa Lodge), as use of government quarters is directed. **In the event government quarters are not available, Marines must obtain a Certificate of Non-Availability (CNA).**

NCO's and below must obtain (CNA) from the Inn of the Corps (Ward Lodging). Phone: (760) 725-5194/5304 Fax: (760) 451-0360. Located at Bldg# 1310 (across from Mainside Center).

Officers and SNCOs must obtain (CNA) from the South Mesa Lodge, Phone: (760) 763-7805/7806. Located at Bldg# 202870 (Near the New Naval Hospital/Marine Corps Exchange).

- G. ARRIVAL AT AIRPORT:** The Charles Linburgh Airport in San Diego, CA is fairly easy to navigate. While at the rental car agency, ask for a local map, if needed. You will need to obtain a pass at the front gate in order to transit/drive the rental car on base. All Marines are expected to call the **MARCENT LNO** (760) 763-4291, upon arrival.
- H. REPORTING IN:** **Weekly processing commences promptly at 0800, each Monday.** The MARCENT LNO office is co-located with the I MEF Headquarters Annex (Bldg# 210712, Rm 109).

Uniform of the Day: Marines will conform to the seasonal utilities uniform requirement for MCB Camp Pendleton while processing through the MARCENT LNO.

If you have any questions you can contact **MARCENT Liaison Office in Camp Pendleton** at (760) 763-4291, DSN 725-4291 or email: **MARCENT_LNO_CAMPEN@usmc.mil** for further instructions

3. REPORTING TO MARCENT LNO CAMP HANSEN, OKINAWA

- A. ORDERS:** 10 day TAD DTS orders to MARCENT. MARCENT will fund follow on travel/orders to and from the AOR. Mainland Japan Marines will need **Funded** DTS orders. Okinawa Based Marines will need **Non-Funded** DTS orders.
- B. LODGING & MESSING:** **Government Quarters** are directed at no cost. Okinawa based Marines are required to commute from their place of residence while processing through the MARCENT LNO office. Mainland Japan Marines will be provided government quarters. Messing is available and directed at cost. .
*****Ensure flight Itinerary, Orders, CO Cert, and IA Info sheet are scanned and emailed to the MARCENT LNO in Okinawa no later than 1 week prior to the IA's check in date, in order for the LNO to coordinate billeting and transportation.*****
- C. ARRIVAL AT AIRPORT:** Mainland Japan Marines: pick up from Naha Airport must be coordinated with the MARCENT LNO in advance. Car Rental is **not authorized** for Japan Marines.
- D. REPORTING IN:** **Weekly processing commences promptly at 0800, each Monday.** The MARCENT LNO in Okinawa is located at Camp Hansen. Bldg 2523, Door 16 (Up the road from the North Gym)
Uniform of the Day: Marines will conform to the seasonal utilities uniform requirement for MCB Camp Butler while processing through the MARCENT LNO.

If you have any questions you can contact the **MARCENT Liaison Office at Camp Hansen** at DSN 315 - 623-5551/5712 or email at **MARCENT_LNO_OKI@usmc.mil**.

COMMANDING OFFICER'S READINESS CERTIFICATION

E-MAIL TO MARCENT AFTER COMMANDER SIGNS, WITH IA DATA SHEET

IA'S IDENTIFICATION INFORMATION

RANK	LAST NAME, FIRST NAME, MI	FULL SSN	MOS
MCC	PARENT COMMAND	DSN PHONE NUMBER	E-MAIL ADDRESS
RTN	REQUIRED CLEARANCE	BILLET DESCRIPTION	TOUR LENGTH

ADMINISTRATIVE READINESS

I certify that all requirements listed in this handbook have been complied with and the Marine identified above is administratively ready for deployment. I further certify that the Marine has a GTCC/PASSPORT as required.

ADMINISTRATIVE RESPONSIBLE OFFICER'S SIGNATURE / POC INFORMATION

Rank & Name (Print)	DSN - XXXX	Signature and Date

SECURITY CLEARANCE INFORMATION

I certify that Marine identified above has the security clearance required by the billet and visitor's request was submitted to COMUSMARCENT.

SECURITY MANAGER'S SIGNATURE/POC INFORMATION

Rank & Name (Print)	DSN-XXXX	Signature and Date

TRAINING READINESS

I certify that Marine identified above has met all training requirements for deployment.

TRAINING OFFICER'S SIGNATURE / POC INFORMATION

Rank & Name (Print)	DSN - XXXX	Signature and Date

MEDICAL READINESS

I certify that Marine identified above is medically qualified for deployment.

MEDICAL OFFICER'S SIGNATURE / POC INFORMATION

Rank & Name (Print)	DSN -XXXX	Signature and Date

DENTAL READINESS

I certify that Marine identified above is dentally qualified for deployment.

DENTAL OFFICER'S SIGNATURE / POC INFORMATION

Rank & Name (Print)	DSN -XXXX	Signature and Date

NBC GEAR READINESS

I certify that all equipment listed has been issued to the Marine identified above.

RESPONSIBLE OFFICER'S SIGNATURE / POC INFORMATION

Rank & Name (Print)	DSN -XXXX	Signature and Date

COMBAT GEAR (CIF) READINESS

I certify that all equipment listed has been issued to the Marine identified above.

RESPONSIBLE OFFICER'S SIGNATURE / POC INFORMATION

Rank & Name (Print)	DSN -XXXX	Signature and Date

COLD WEATHER GEAR (STAP) READINESS

I certify that all equipment listed has been issued to the Marine identified above.

RESPONSIBLE OFFICER'S SIGNATURE / POC INFORMATION

Rank & Name (Print)	DSN -XXXX	Signature and Date

COMMANDING OFFICER'S REVIEW AND ACKNOWLEDGEMENT

I certify that the Marine identified above meets all deployment readiness criteria.

Rank & Name (Print)	DSN - XXXX	Signature and Date

VIII. ADMINISTRATIVE READINESS

MARCENT ADMIN POC: DSN 651-7038/7039/7040 COMM 813-827-7038/7039/7040

GENERAL ADMIN MATTERS		
ITEMS		<input checked="" type="checkbox"/>
1.	<p>Skeleton Service Record/Officer Qualification Record: Skeleton records will utilize the standard SRB/OQR jacket, and contain the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> SGLI – legible copy, most recently updated <input type="checkbox"/> RED – certified, legible copy of Pre-Deployment Audit update <input type="checkbox"/> DD Form 4/NAVMC 793 – Legible copy <input type="checkbox"/> DD Form 1966 – Legible copy <input type="checkbox"/> BIR & BTR – certified, legible copy of Pre-Deployment Audit update 	
2.	MCTFS Reporting: Ensure To TAD excess is reported on Unit Diary (MCC: TMG/ RUC: 53721)	
3.	ECC/RECC: Active and Reserve Marines must have enough obligated service to complete the entire intended assignment period and return to their parent command for separation out-processing.	
4.	Government Travel Charge Card: Every Marine will have a GTCC that must be in good standing prior to reporting to MARCENT for processing.	
5.	Legal Matters: Marines with legal matters pending disposition are not considered qualified for deployment and should not be sent to MARCENT.	
6.	Mail: Ensure Marine has filed mail disposition instructions.	
7.	Valid Driver's License: Marine must have a valid driver's license to enable car rental. MARCENT has no duty drivers assigned.	
ORDER WRITING INSTRUCTIONS		
ITEMS REQUIRED IN ORDERS		<input checked="" type="checkbox"/>
1.	<p>Length of Orders: DTS Orders (Active Duty Marines and Reserve Marines on PCS orders): - For IA's filling a billet in the AOR (Iraq, Afghanistan, etc), their DTS orders will need to be for 10 days with their:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Beginning Location listed as the IA's Primary Duty Station (PDS) <input type="checkbox"/> TAD Location and Overall Ending Location listed as "<i>Camp Lejeune, NC</i>" or "<i>Camp Smedley D. Butler, Okinawa</i>" (depending on their respective processing location). <p>- These 10 days will be funded by their parent command using GWOT funds. Ensure the remarks section of the DTS orders include the IA's DTS POC. MARCENT will provide the IA with TAD DTS orders (MARCENT funded) covering their remainder of their TAD period to include returning to their PDS from the AOR. Questions/concerns can be directed to the MARCENT DTS Helpdesk (813) 827-7041/7051, DSN: 312-651-7041/7051 or e-mail: COMUSMARCENTDTS@marcent.usmc.mil.</p> <p>Reserve MOB Orders:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 210 days for 6 month billets <input type="checkbox"/> 395 days for 12 month billets <p>-Marine's orders must allow for completion of entire assignment period and return to parent command for separation out-processing. -Boots on the Ground (BOG) – the actual amount of time spent in the AOR, begins once Marine actually arrives in the AOR port of entry (Kuwait) (179 days or 365 days) depending on billet.</p>	
2.	Rental Car Authorization: All IA orders must include authorization for a Compact Size rental car while processing through the MARCENT LNO. The MARCENT LNO has no duty drivers assigned.	
3.	<p>Per Diem/Funding: Per diem rate while processing at Camp Lejeune, NC; Lodging/M&IE (\$77/\$46). Deployed Per Diem while in the AOR is 3.50/day – for BOG period. The IAs' parent command WILL PROVIDE TAD funding associated with the travel to, and while in Camp Lejeune, NC. Costs will be captured and reported to service comptrollers' incremental costs for deployment in support of Operation Enduring Freedom/New Dawn. Service comptrollers will report incremental costs to DFAS-Denver IAW DODFMR 7100.14R.</p>	
4.	Lodging: Government Quarters are directed. IAs must obtain a Certificate of Non-availability. E-5's and below must contact the Inns of the Corps; Comm (910) 451-3041; DSN 751-3041. SNCO's and Officers must contact the All Points Inn; Comm (910) 451-2146/1385/5713; (DSN) 751-2146/1385/5713. In the event government quarters are not available, the IA will need to arrange commercial billeting.	
5.	Purpose of TAD: Support of OND or OEF Operations.	
6.	Messing: Government Messing is not directed.	

NOTE: (M&IE, Lodging and Rental Car are not authorized for Marines processing through a MARCENT LNO site located within their PDS's local area)

ITEMS REQUIRED IN ORDERS (Continued)



7.	Weapons Transportation Authority: No Weapons are authorized!!!!	
8.	Commercial Air: Authorized travel via COMMAIR only.	
9.	Civilian Clothing: Travel via commercial means will be done wearing appropriate civilian attire per MCO P1020.34G, par 1005.	
10.	Security Clearances: List security clearance held in orders (Type investigation, Investigating Agency, Date of Investigation, Date Investigation Adjudicated, Clearance Held, Clearance Eligible for). Must be verified by SSO or Security Manager. Ensure that your security clearance information is forwarded to SMO: MARCENT ; enter your RTN in the POC field of the visit request.	
11.	Billet Information: List Organization, Billet Title, Line Number and RTN that Marine is assigned to fill (I.E.: MARCENT, WATCH OFFICER, 1925A101, 123456).	
12.	<p>Excess Baggage:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Authorization in orders for 4 total pieces of checked baggage not to exceed 70 lbs per bag, plus a cased weapon (if required). <input type="checkbox"/> Checked baggage in excess of 70 lbs will be considered as two pieces and items over 100 lbs will not be accepted. <input type="checkbox"/> Total baggage weight must not exceed 280 lbs. <input type="checkbox"/> Carry-on bags will not exceed 45 linear inches defined as length plus width plus height. <p>Deploying personnel exceeding these baggage limits will experience gateways rejecting their movement. Gateways are not responsible for storage of rejected bags; therefore, passengers will not be separated from their baggage to travel. The term "excess baggage" is used to allow reimbursement for charges incurred from commercial carriers and not for additional personal bags that exceed authorized allowances.</p>	
13.	Variation of Itinerary: Is Authorized.	
14.	PAKISTAN: Marines deploying to Pakistan must Contact MARCENT G-1 OPS immediately to receive a copy of the U.S. Embassy-Pakistan Pre-Deployment Guide at (813) 827-7096 or email; COMUSMARCENTGIOPS@marcent.usmc.mil . Marines must also contact the Pakistan desk at CENTCOM no later than 30 days before departure from their duty station to inform them of their arrival. DSN 529-5165/1113 or COMM (813) 529-5165/1113.	
15.	IRAQ: Marines deploying to Iraq must Contact MARCENT G-1 OPS immediately to receive a copy of the Office of Security Cooperation-Iraq (OSC-I) Pre-Deployment Guide at (813) 827-7096 or email; COMUSMARCENTGIOPS@marcent.usmc.mil	
16.	Complete CO's Readiness certification and IA Data sheet before receiving orders.	

VIII. TRAINING READINESS

MARCENT TRAINING POC: DSN 651-7058/COMM 813-827-7058

SERVICE TRAINING REQUIREMENTS



1.	<p>SERE 100.1: Code Of Conduct (CI060331SA). SERE 100.1, Code of Conduct (Level A), is the minimum standard for all personnel deploying to CENTCOM AOR. , This training may be completed online at MarineNet. The URL is: https://www.marinenet.usmc.mil/MarineNet/Courses/Catalog.aspx. Copy of the completion certificate must accompany individual to MARCENT.</p>	
2.	<p>AT/FP Level I Training. As a minimum, the AT/FP training can be completed online at MarineNet https://www.marinenet.usmc.mil/MarineNet/Courses/Catalog.aspx. Copy of the completion certificate must accompany individual to MARCENT.</p>	
3.	<p>Isolated Personnel Report Card (ISOPREP). (The ISOPREP contains information designed to facilitate the identification and authentication of an isolated person by a recovery force. The information must be completed and uploaded online, But only via SIPR utilizing the Personnel Recovery Mission Software (PRMS) website at: https://prmsglobal.prms.af.smil.mil/prms215/login/start.aspx</p>	
4.	<p>Pre-Deployment Training Program (PTP) Block I&II Marines assigned as Individual Augments to the CENTCOM AOR will complete PTP training requirements listed on the TECOM website utilizing the following URL: https://www.intranet.tecom.usmc.mil/hq/divisions/g3/ptp/prototype/default.aspx</p>	

-Click on portion of map for USCENTCOM
 -On the left, place mouse over "Individual Augmentation" then click "CENTCOM Requirements"

- BLOCK I:** All Marines, to be conducted at home station on common Marine Warfighting Skills (Battle Skills Test-Entry Level plus MOS school and Unit refinement)
- BLOCK II:** All Marines, to be conducted at home station on current operating environment skills (current common individual skills requirements)
- HEAT Training.** . HMMWV Egress Assistance Trainer [HEAT] For Marines who will ride or operate in this family of vehicles.

THEATER SPECIFIC TRAINING REQUIREMENTS



A. **Joint Individual Augmentee Training (JIAT).** (Training required by CENTCOM) **Marines in pay grades E7-E9, O3-O6 and ALL WO's** going to the CENTCOM AOR are required to complete the online JIAT Program prior to reporting to MARCENT. IA's will access the Joint Knowledge Online (JKO) utilizing the following URL: <http://jko.jfcom.mil/iainstruct.html>. **READ the instructions and complete the online course for their projected IA assignment location. Click on the icon (or link) for the JTF HQ operational area; "Afghanistan/ISAF HQ" or "Afghanistan/OEF", or "Iraq/OIF".** IAs should contact the JIAT Program coordinator, jiatprogram@jfcom.mil, DSN (312) 668-5577 or Comm (757) 203-5577, if you have questions about JIAT program requirements and curriculum content. Contact the JKO Help Desk at JKOHelpDesk@jfcom.mil, or call DSN (312) 688-5654. Or Comm (757) 203-5654 for website technical assistance.

B. **NATO Online Training.** (Training required by CENTCOM) **Marine IA's deploying to NATO Commands in Afghanistan (ISAF, RC-S, NTM-A, IJC)** must complete the online ISAF Training Course found on the NATO web at https://jadr.act.nato.int/ADL_Courses/. Prior to registering for your online course you will need to email MARCENT at MARCENT_LNO_CLNC@usmc.mil to receive the invitational "keyword" in order to complete registration and access the training.

C. **MRAP Egress Trainer (MET).** (Required by CENTCOM) **Required for Marines** who will ride and operate in this family of vehicles in order to reduce the rate of serious injury and to enhance survival rates in combat and non-combat related MRAP rollover incidents, all IAs must be familiar with MRAP egress procedures. Marines must participate in the MET trainer, if available, at his/her unit prior to departing for their IA billet.

D. **High Threat Personnel Tactical Survivability Program (HTPTSP).** (Training required by CENTCOM) **Marines deploying to Pakistan** must complete the U.S. Army Military Police School (USAMPS) **Anti-terrorism Evasive Driving Course-Staff Driver** at Ft. Leonard Wood, MO in the Army Training Requirements and Resource System (ATRRS) prior to checking with MARCENT/CENTCOM. Prior reporting to USAMPS, you must have a reserved ODRP slot. All students must have a reserved ATRRS slot to attend the Anti-terrorism Evasive Driving Course-Staff Driver (ATRRS Course Number 7H-F23/830-F16), School (191). Reserved ODRP slots must be coordinated/reserved NLT 45 days before school date. Services must utilize their quota source manager to reserve a USMPS school slot in ATRRS. Your POC is **Major Jamison "YI"**, FSTB Formal School, TECOM at: Jamison.YI2@usmc.mil; Comm. (703) 432-0071 or DSN: (312) 378-0071.

E. **Defense Institute of Security Assistance Management (DISAM).** (Training required by CENTCOM) **Marines deploying to Pakistan** longer than 6 months must attend the DISAM overseas course (SCM-O) at Wright-Patterson Air Force Base, OH prior to arriving to MARCENT. Information regarding the course can be found at <http://www.disam.dsca.mil/DISAM/external%20links/SCM-O.asp>. POC's are Ms Rebecca Dakin or Ms. Barbara Kitchen at DSN (312) 785-4144 or Comm (937) 255-4144.

F. **Anti-Terrorism Finance Cell Training (ATFC)** (Training required by CENTCOM) **Marine IA's filling billets with ATFC in Afghanistan** are required to attend a 2 week initial orientation and counter threat finance instructions prior to reporting to MARCENT for deployment. POC is Mr. Ronnie Shamberger, CENTCOM Counter Threat Finance at Comm: (813) 827-8419 or DSN (312) 651-8419 or email: shamber@centcom.mil.

G. **Joint Special Operations Command (JSOC)** (Training required by JSOC) **Marines filling billets with JSOC** must contact JSOC for course information and dates via email at: JIB-DAMAT@JDI.SOCOM.MIL. Marines must report to MARCENT 10 days prior to their JSOC course date.

Marines who report to MARCENT without having completed PTP will be returned to their parent command.

IX. EQUIPMENT/GEAR LIST

MARCENT G-4 POC: DSN 651-7047/COMM 813-827-7047

ITEM(S)	QTY	<input checked="" type="checkbox"/>	REMARKS
MISCELLANEOUS			
Sea/Parachute Bag	3		
Sea Bag Locks	3		
Carry-on bag (non-military)	1		
Sewing Kit	1		
Hygiene Kit (30 day supply)			
Chap Stick (30 day supply)			
Sun Screen (30 day supply)			
Prescription eye glasses	2		
Ear Plugs (set)	1		
Skeleton SRB/OQR (per admin instructions section)	1		
Skeleton Medical Record (per medical instructions section)	1		
Skeleton Dental Record	1		
Immunization Vaccination Record (PHS 31)	1		
Valid Drivers License	1		
ID card	1		
GOVT Passport and (2 Yr) Multi-Entry Visa			*Pakistan Billets Only*
UNIFORMS & CLOTHING			
Business Casual Attire w/shoes (i.e., slacks, collared shirts; shoes)	2 sets		
Tags, Personal Identification (Dog Tags)	2		
ALPHA's & CHARLIES (only if directed for duty in Tampa)	1 set		Official Events
Desert Utilities	4		
Woodland Utilities	1		
Desert Utilities/Boonie Covers	2		
Green T-shirts	7		
Socks (Boots, standard issue)	7		
Underwear	6		
Boot bands (sets)	5		
Boot laces (sets)	2		
Rank insignia	3		
Web belt or Martial Arts Belt	2		
Green Sweats (Top/Bottom)	1		
PT Gear (Set) Green on Green. No rainbow PT Gear	2		
Running Shoes	1		
PT Socks (White)	2		
Safety Belt (Reflective)	1		
Towel & Face Cloth (each)	2		
Shower Shoes	1		
Laundry Bag w/pin	2		
FLAME RESISTANT ORGANIZATIONAL GEAR			
LEVEL 1			
Light Weight Balaclava	1		
Midweight Balaclava	1		
NOMEX gloves, knee & elbow pads (set)	1		
Long Sleeve T-Shirt	2		
LEVEL 2			
Combat Shirt & Trouser Ensemble	2		
NBC DEFENSE			
MOPP Suit (Complete w/gloves & boots (Sets)	1		
FPM w/new filter	1		
Gas Mask inserts (as required)	1		
C2 A1 Filter	2		
M291 Skin DECON kit	2		
M-8 Paper (package)	1		
M-9 Tape (roll)	1		

STAP/CTEP COLD WEATHER GEAR			
Windpro Fleece	1		Afghanistan Marines Only
Buffalo Jacket (300 wt)	1		Afghanistan Marines Only
ECW Mitten System	1		Afghanistan Marines Only
Silkweight Top & Bottom	1		Afghanistan Marines Only
Lightweight Exposure Suit	1		Afghanistan Marines Only
EC/W Mountain Boot AKA Rugged All Terrain (RAT)	1		Afghanistan Marines Only
EC/W Mountain Socks	4		Afghanistan Marines Only
COMBAT GEAR LIST			
Light Weight Helmet w/Pads	1		
Fleece Shirt (Coyote-Tan Color)	1		
Helmet Cover (Desert MarPat)	1		
Modular Tact Vest (Coyote, w/Neck and Throat Pads)	1		
E-SAPPI Plates (MTV)	2		
E-SIDE SAPPI Plates (MTV)	2		
E-TOOL w/Carrier	1		
Improved Load Bearing Equip (ILBE) Pack	1		
Individual First Aid Kit (IFAK)	1		
Hydration System (Camel Pack)	1		
Poncho Liner	1		
Field Tarp (Replace Poncho)	1		
Sleeping System	1		
ISO Mat	1		
Poly-Pro, Long Underwear (Set)	2		
Watch Cap, Fleece	1		
Neck Gaiter	1		
Ballistic Goggles (Mandatory Eye Protection)	1		
Flashlight w/Red Lense & Batteries	1		
APECS Gortex Jacket	1		
APECS Gortex Trouser	1		
Canteen w/Cover	2		
Canteen Cup	1		
Glove w/Inserts, Pair (Black)	1		
*Pistol Holster	1		
*Magazine pouch (Double) for corresponding T/O weapon	1		
*Assault sling for T/O weapon (M-4 or M-16)	1		

* Marines will receive their T/O weapon, 2 magazines and ammunition in the AOR.

STAP/CTEP Cold Weather Gear (AFGHANISTAN)

All Marines deploying to Afghanistan must contact their local CIF at their PDS at least 3 weeks in advance in order to receive their cold weather gear . Commands without a local CIF office must have their Supply Officer coordinate with the nearest CIF in order to obtain their cold weather gear. **MARCENT does NOT issue CTEP/STAP gear.**

I MEF G-4 (MC Installations West) Comm: (760) 763-8269 /8268

II MEF G-4 (MC Installations East) Comm: (910) 451-8838

III MEF G-4 (Hawaii, Okinawa) DSN: 315-622-8243; 623-2773 Overseas Comm: 011-81-611-723-2626

X. MEDICAL/DENTAL READINESS

The information contained in or attached to this document is legally privileged, confidential, and intended for use only by the individual or entity to which it is transmitted. Any other use of this communication is strictly prohibited. Privacy Act of 1974 applies.

Medical requirements listed **must be** met prior to reporting to MARCENT. Medical/Dental Deployment readiness must be certified by the Unit Medical Officer and the Unit Commander. Failure to comply with all requirements may result in the return of the member to parent unit or deployment processing center.

MEDICAL POC: DSN 651-7175/COMM 813-827-7175

MEDICAL / DENTAL REQUIREMENTS BASED on CENTCOM MOD 10 Current as of 5 March 2010 (For exceptions see CENTCOM MOD 10)		<input checked="" type="checkbox"/>
1.	<p>Deployment Medical Record: Deployment records will utilize the standard record jacket (NAVMED 6150/XX Labeled "Deployment Record") and will include copies of the following documents:</p> <p>Section I</p> <ul style="list-style-type: none"><input type="checkbox"/> Updated and current DD-2766 (Adult preventive and chronic care flow sheet) including medications and allergies and summary sheet of current and past medical surgical problems.<input type="checkbox"/> Documentation of blood type and RH, Sickle Cell status, and G6PD status.<input type="checkbox"/> Documentation of DNA sample: confirm that sample is on file. Contact DoD DNA specimen repository (telephone 301-319-0366, DSN prefix 285-XXXX; E-mail afrssir@afip.osd.mil). Document on DD-2766.<input type="checkbox"/> Must have copies of DD Form 2215 and DD Form 2216 within 1 year.<input type="checkbox"/> Copy of current corrective lens prescription (within 2 years) as required.<input type="checkbox"/> Special SF600 documenting issue of Red Warning Tag, if required.<input type="checkbox"/> Documentation of completion of the following:<ul style="list-style-type: none">o Hepatitis Ao Hepatitis B vaccine. Required for all personnel.o MMR vaccineo Polioo Tetanus/Diphtheriao Typhoido Influenza – current year's season vaccine and event specific influenza (e.g. H1N1)o Yellow Fever (Country specific)o Meningococcal vaccine (Country specific)o Anthrax. (IAW current service administration policy) Include copy of SF-601's for anthrax.o Chickenpox.o Smallpox. Include the signed smallpox screening questionnaire as part of the deployed medical record. All personnel deploying into the CENTCOM AOR for 15 days or more will receive the smallpox vaccination, excepting those with a medical recommendation for waiver.o Malaria. Copy of Special SF600 documenting issue of Malaria chemoprophylaxis as required. Member must report with required chemoprophylaxis if required at destination country.o Tuberculosis screening: In compliance with PHA (Periodic Health Assessment) using NAVMED 6224/8 per BUMEDINST 6224.8A CHP-1 <p>Section II</p> <ul style="list-style-type: none"><input type="checkbox"/> If member is under care for an active/chronic health condition, copies of the last 3 SF-600 entries. <p>Section III</p> <ul style="list-style-type: none"><input type="checkbox"/> Copy of DD Form 2795 completed for deployment destination country and signed by Medical Officer.<input type="checkbox"/> Copies of current periodic health assessment with finding of "Member Fit for duty and world wide assignment" within 6 months and any applicable special physical and applicable certifications. Service members must be fit for worldwide deployability. Periodic health assessments and special duty exams must be current IAW service policy and remain current for the anticipated duration of deployment.	

- ❑ **NCAT-** Baseline Pre-Deployment Neuro-Cognitive-Assessment Tool, testing must be performed within 12 months of deployment in accordance with MARADMIN 633/08 (070344Z NOV 2008) and be recorded in service data base and electronic medical record.
- ❑ **FEMALES (only)**
 - Pap within 6 months of deployment
 - HCG (pregnancy test) within 14 days of deployment
 - Women over 40 must have mammogram within 12 months of deployment

Section IV

- ❑ **HIV screening:** must have documentation of HIV screening within the previous 120 days.

Dental Record:

- ❑ **Member must deploy with copies of panoramic x-ray and current dental exam performed within the previous 12 months, including documentation of current dental class I or II noted. Exams must remain current for the anticipated duration of deployment. Lowest dental classification II is allowable for deployment, class I is preferred.**

Notes:

- **Medical and Dental readiness will be downloaded into the Medical Readiness Reporting System (MRRS)**
- **Both Medical and Dental Records (Skeletons) must accompany Marine.**

2.	Prescription medications. Personnel will deploy with sufficient medications for the duration of the deployment, or at least a 90-day supply. Follow on Tri-care mail-order pharmacy refill is recommended. Details are available at www.express-scripts.com . <u>Females taking oral BCP must bring supply for length of deployment.</u>	
3.	Prescribed personal medical equipment. Provide 2 pair of prescription eyeglasses, protective mask inserts, prosthetics, and orthodontic equipment as required by the service member.	
4.	Occupationally Required Protective Equipment. Member will report with required occupational personal protection (i.e. Personal exposure dosimeters, particulate respirators and personal safety equipment required in the performance of duties).	

INDIVIDUAL AUGMENT DATA SHEET

IA'S IDENTIFICATION INFORMATION

RANK	LAST NAME, FIRST NAME, MI	FULL SSN	MOS	
MCC	PARENT COMMAND	DSN PHONE NUMBER	E-MAIL ADDRESS	
RTN	B MOS	BILLET TITLE	SCTY CLR REQ	SCTY CLR HELD

FLIGHT ITINERARY

FLIGHT ITINERARY					
DEPARTING FROM:			ARRIVING TO:		
FLT #	TIME	DATE	FLT #	TIME	DATE

LODGING INFORMATION

LODGING INFORMATION			
HOTEL NAME	ROOM #	HOTEL TELEPHONE #	YOUR CELL PHONE #
EMERGENCY CONTACT INFO			
POC NAME /RELATIONSHIP		POC CONTACT NUMBER	