



INDIVIDUAL AUGMENTATION

REPORTING INSTRUCTIONS HANDBOOK & COMMANDING OFFICER'S CERTIFICATION CHECKLIST

1 March 2016



WELCOME ABOARD!

This handbook was generated by the staff of U.S. Marine Corps Forces, Central Command (MARFORCENT) 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, which are associated with assisting another Marine to prepare to deploy in harm's way, are 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 MARFORCENT's public website:
<http://www.marcent.marines.mil/UnitHome/IndividualAugments.aspx>

Semper Fidelis

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Para 1001. COMMANDER’S EXPECTATIONS

The Commander, U.S. Marine Corps Forces, Central Command (COMUSMARCENT) 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.

Para 1002. U.S MARINE CORPS FORCES CENTRAL COMMAND

COMUSMARCENT is the Marine Corps Service Component Commander to the Commander, U.S. Central Command. As such, COMUSMARCENT is the senior Marine Corps representative within the USCENTCOM AOR.

Marines assigned as individual augments will report to MARFORCENT 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.

MARFORCENT, a tenant command aboard MacDill AFB, Florida, has command representatives assigned to various coordination elements located throughout the USCENTCOM 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.

Para 1003. MARFORCENT CONTACT INFORMATION

MARFORCENT SECTION	DSN	Commercial	Organizational Mail Box
G1 Operations	312/ 651-4040 312/ 651-4039 312/ 651-4037	(813) 827-4040 (813) 827-4039 (813) 827-4037	COMUSMARCENTG1Ops@marcent.usmc.mil
MARFORCENT Watch Officer/DNCO (After hours/Holidays)	312/ 651-4084 312/651-4323	(813) 827-4084 (813) 827-4323	MARCENTSWO@marcent.usmc.mil
Camp Lejeune Liaison Office	312/ 751-9566 312/ 751-3919	(910) 451-9566 (910) 451-3919	MARCENT_LNO_CLNC@usmc.mil
Okinawa Liaison Office	315/ 622-9200	Local: 090-6861-4561 Int: 011(81) 90-6861-4561	MARCENT_LNO_OKI@usmc.mil

MARFORCENT 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 (MARFORCENT JPAS SMO Submission Codes)		
Submit Security clearance information to the MARFORCENT JPAS SMO Code: 484015 (Collateral Visit)		
MARFORCENT Security Manager	DSN : 312/ 651-4321/4322	Commercial : (813) 827-4321/4322

Para 1004. INDIVIDUAL AUGMENTATION 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, civilian government and non-government organizations, or a combination of all.

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.**

Para 1005. CHAIN OF COMMAND DURING ASSIGNMENT

MARFORCENT 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, MMIB) assigns (tasks) IA billets for fills within the Marine Corps.

Marine IAs will be assigned under the Administrative Control (ADCON) of COMMARFORCENT. For the length of the assignment, the administrative Chain of Command starts with COMMARFORCENT, and will terminate with COMMARFORCENT.

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.

Para 1006. PROCESSING WITH MARFORCENT

Processing with MARFORCENT 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 5-7 days processing through the MARFORCENT 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, Government Travel Charge Card-without Outstanding Balance)
- Medical/Dental Readiness
- Security Clearance level on record at the time of arrival
- Training Readiness
- Gear / Equipment Inspection
- Height / Weight Verification

Upon qualification for deployment, the IA will then fly directly from their designated MARFORCENT LNO processing center (i.e. Jacksonville, NC or Okinawa, JP.) to the AOR. Colonels, designated personnel, and personnel assigned as IAs to work at MARFORCENT, CENTCOM, SOCCENT, will be flown to Tampa AFTER they are processed by the MARFORCENT LNO and found qualified for deployment. Additionally, all personal assigned to the Tampa, FL area will need to be CENTCOM PTP complete and have gear issued prior to departure from their parent command. MARFORCENT HQ will not issue gear to IAs..

Appendix 1. REPORTING LOCATIONS

CONUS and Hawaii MARINES: All AC Marines permanently stationed east of the Mississippi River will report to the MARFORCENT Liaison Office (LNO) at Bldg # 341 on H Street, Camp Lejeune, NC (Co-located with Deployment Processing Command/Reserve Support Unit-East (DPC/RSU-East)). AC Marines permanently stationed west of the Mississippi River will report remotely (Email/Phone – see section 3 below) to the MARFORCENT LNO.

- Marines filling TF94-7/JSOC billets will report to MARFORCENT LNO at Camp Lejeune, prior to Fort Bragg

- ALL RESERVE MARINES WILL REPORT TO DPC/RSU EAST FOR A 2 TO 3 WEEK TRAINING CYCLE. ONCE DPC/RSU-EAST QUALIFIES A RESERVE MARINE FOR DEPLOYMENT, THE IA WILL BE DIRECTED TO REPORT IN WITH MARFORCENT LNO ON THE FOLLOWING MONDAY MORNING.

OKINAWA: JAPAN Marines (ONLY) will report to the III MEF/MARFORCENT Reception Center, Bldg# 4309 (III MEF HQ), Camp Courtney, Okinawa, Japan.

1. REPORTING TO MARFORCENT LNO AT CAMP LEJEUNE, NC - Check in with the CLNC MARFORCENT LNO is every Monday at 0800 sharp. There are no other days IAs can check in other than Monday. Exception being a 72 or 96, in that event the check in date will be the first business day after the holiday.

****Note:** All Reserve Marines must report into the DPC/RSU-East PRIOR TO reporting into the MARFORCENT LNO.

A. TRAVEL:

- ❑ **RESERVE IAs**- All travel arrangements to Camp Lejeune, NC **must** be made through your local TMO/ITO/SATO/HTC. Marines traveling to Camp Lejeune, NC should arrive on Sunday in order to **report into the DPC/RSU-East OOD for billeting on Sunday night and to DPC/RSU-East S-1 no later than 0800 on Monday morning.**
- ❑ **ACTIVE DUTY IAs East of the Mississippi River-**
 - For IAs stationed outside of the Camp Lejeune/local area (i.e. MCB Quantico, MCAS Beaufort, etc.), all travel arrangements to Camp Lejeune, NC **must** be made through your local S-1/DTS section and will require 10-day TAD DTS orders (DD Form 1610) funded by your parent command to MARFORCENT LNO. Marines traveling to Camp Lejeune, NC should arrive on Sunday in order to report into the **MARFORCENT LNO no later than 0800 on Monday morning.**
 - If you are stationed in the greater Camp Lejeune/local area (i.e. New River/Cherry Pt), you will not require travel orders, only a local TAD detaching/reporting endorsement.

****Marines reporting to Camp Lejeune are NOT authorized to drive their POV to the MARFORCENT LNO Office unless stationed in the greater Camp Lejeune/local area (i.e. New River/Cherry Pt). If the IA is from outside the greater Camp Lejeune/local area PRIOR APPROVAL is required from MARFORCENT. Contact MARFORCENT G-1 Ops to request POV use.****

B. MESSING: Government messing is directed at cost while aboard Camp Lejeune. Marines will be authorized the Government Meal Rate (GMR).

C. LODGING: Lodging arrangements at Camp Lejeune, NC will be the transient quarters at no cost (i.e. Squad Bay, Barracks) provided by DPC/RSU-East for all O-6 and below Marines and Sailors. Personnel **MUST** contact the DPC/RSU-East prior to travel to inform them of your report date and receive any additional instructions. For lodging inquiries, contact DPC/RSU-East S-4, Logistics Chief at 910-450-8596 or Facilities Chief at 910-450-9288. If you arrive to Camp Lejeune on a weekend, call the DPC/RSU-East OOD at 910-526-7946 once on Camp Lejeune to gain access to the transient quarters. **In the event transient quarters are not available, Marines must obtain a Certificate of Non-Availability (CNA) from DPC/RSU-East to stay in a hotel.**

D. ARRIVAL AT AIRPORT: The Albert Ellis Airport in Jacksonville, NC is NOT an international airport; however, it is fairly easy to navigate. While at the rental car agency, ask for a local map, if needed. You will need to show ID card and rental car agreement at the Camp Lejeune front gate in order to transit/drive the rental car on the base.

E. REPORTING IN: **Weekly processing commences promptly at 0800, each Monday.** The MARFORCENT LNO is located in building # 341 on H Street. Signage on the one-story white building reflects 'MARFORCENT, MARFOREUR, MARFORAF LNO's' and is co-located with the DPC/RSU-East IA Training Cell. A reporting in checklist is included in Enclosure 4 of this handbook. Reporting in without the items listed in the checklist will disqualify an IA for assignment with MARFORCENT, and the IA will be returned to his/her parent command.

Uniform of the Day: Marines will conform to the seasonal utilities uniform requirement for MCB Camp Lejeune while processing through the MARFORCENT LNO. Service B and C uniforms are not required while processing with the LNO.

If you have any questions you can contact MARFORCENT Liaison Office (LNO) in Camp Lejeune at (910) 451-9566/3919; DSN 751-9566/3919 or email: MARCENT_LNO_CLNC@usmc.mil

2. REPORTING TO MARFORCENT LNO CAMP COURTNEY, OKINAWA

- A. ORDERS:** The IA needs 10 day TAD DTS orders to MARFORCENT. MARFORCENT 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** 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 MARFORCENT LNO office. Mainland Japan Marines will be provided government quarters. Messing is available and directed at cost. Marines will be authorized the Government Meal Rate (GMR) unless based on Okinawa. *****Ensure flight itinerary, Orders, CO Cert, and IA Info sheet are scanned and emailed to the MARFORCENT 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 MARFORCENT LNO in advance. Car rental is **not authorized** for Japan Marines.
- D. REPORTING IN:** **Weekly processing commences promptly at 0800, each Monday.** The MARFORCENT LNO in Okinawa is located at Camp Courtney. Bldg 4309 in the same building as the Career Planner.

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

If you have any questions you can contact the MARFORCENT Liaison Office (LNO) at Camp Courtney at DSN 315 -622-9200 or email at MARCENT_LNO_OKI@usmc.mil.

3. REMOTE REPORTING INSTRUCTIONS (HAWAII & CONUS MARINES WEST OF MISSISSIPPI RIVER). Call the MARFORCENT LNO (910-451-9566/3919) on Camp Lejeune, NC at 0800 local time on the Monday you are directed to report in. Have the following ready to email to the LNO:

- A.** Detaching endorsement from your parent command directing you to report into MARFORCENT on DD MMM YY @ 0800.
- B.** Commanding Officer's Readiness Certification.
- C.** Copy of GTCC (front only) - must have an expiration date that is AFTER your assignment to MARFORCENT
- D.** PROGRAMS & POLICIES - TRAVEL CARD PROGRAM (TRAVEL CARD 101) GTCC Certificate.
- E.** SERE 100.1 Certificate (JKO).
- F.** JOINT ANTI-TERRORISM LEVEL 1 Certificate (MarineNet or JKO).
- G.** Current Basic Training Record (BTR) from MOL.
- H.** Current MarineNet transcript.
- I.** PTP completion documentation - This can be accomplished in various ways:
 - (1) Training letter from your S-3 annotating you completed all the PTP.
 - (2) Class rosters.
 - (3) NAVMCs.

Appendix 2. ADMINISTRATIVE READINESS

MARFORCENT ADMIN POC: DSN 651-4331/4341/4330 COMM 813-827-4331/4341/4330

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, or similar folder, 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 MARFORCENT for processing. All IA’s must come to MARFORCENT with their GTCC Agency Program Coordinator (APC) point of contact in hand.	
5.	Legal Matters: Marines with legal matters pending disposition are not considered qualified for deployment and should not be sent to MARFORCENT.	
6.	Mail: Ensure Marine has filed mail disposition instructions.	
7.	Valid Driver’s License: Marine must have a valid driver’s license	
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 (Kuwait, 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 Courtney, Okinawa</i>” (depending on their respective processing location). <p>- These 10 days will be funded by their parent command using GWOT/OCO funds. Ensure the remarks section of the DTS orders include the IA’s DTS POC. MARFORCENT will provide the IA with TAD DTS orders (MARFORCENT funded) covering the remainder of his/her TAD period to include returning to the PDS from the AOR.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Active Duty IAs need to ensure their parent command detaches them from their DTS organization prior to reporting to MARFORCENT LNO in order for MARFORCENT to attach them to the MARFORCENT DTS organization. <p>Questions/concerns can be directed to the MARFORCENT 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"/> 240 days for 6-month BOG billets <input type="checkbox"/> 395 days for 12-month BOG billets <p>-Marine’s orders must allow for completion of entire assignment period and return to parent command for separation out-processing. RC Marines normally redeploy 60 days prior to orders end date. -Boots on the Ground (BOG) – the actual amount of time spent in the AOR begins once the Marine actually arrives at the appointed place of duty (180 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 MARFORCENT LNO. The MARFORCENT LNO has no duty drivers assigned.	
3.	Per Diem/Funding: Maximum Per diem rates while processing at Camp Lejeune, NC; Lodging/M&IE (\$89/\$51). Deployed Per Diem while in the AOR is \$3.50/day for BOG period (may change dependent on location). 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 assigned operation. Service comptrollers will report incremental costs to DFAS-Denver IAW DODFMR 7100.14R.	
4.	Lodging: Government Quarters are directed at no cost if available on Camp Lejeune. If not available, IAs must obtain a Certificate of Non-availability, prior to securing commercial lodging. E-5’s and below must contact the Inns of the Corps; Comm (910) 451-3041; DSN 751-3041. SNCOs and Officers must contact the All Points Inn; Comm (910) 451-8553/8554; (DSN) 751-8553/8554. In the event	

	government quarters are not available, the IA will need to arrange commercial billeting.	
5.	Purpose of TAD: in support of the following crisis codes and operations: 3HS/Operation Freedom Sentinel (Afghanistan) 9GF/Operation Inherent Resolve (All countries not listed above)	
6.	Messing: Government Messing is directed while at Camp Lejeune. NOTE: (M&IE, Lodging and Rental Car are not authorized for Marines processing through a MARFORCENT LNO site located within their PDS's local area)	
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. (Civilian Clothing Allowance will not be authorized)	
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.	
11.	Billet Information: List Organization, Billet Title, Line Number and RTN that Marine is assigned to fill (I.E.: MARFORCENT, WATCH OFFICER, 1925A101, 123456).	
12.	Excess Baggage: <ul style="list-style-type: none"> <input type="checkbox"/> Authorize 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. Deploying personnel exceeding these baggage limits will experience gateways rejecting their movement. Gateways are not responsible for storage of rejected bags. 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.	
13.	Variation of Itinerary: Is Authorized.	
14.	Pakistan: Marines deploying to Pakistan must Contact MARFORCENT G-1 OPS immediately to receive a copy of the U.S. Embassy-Pakistan Pre-Deployment Guide at (813) 827-4039/4040 or email; COMUSMARCENGTG1OPS@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 312-529-5165/1113 or COMM (813) 529-5165/1113.	
15.	Office of Security Cooperation-Iraq (OSC-I): Marines deploying to OSC-I for duty at the Embassy, must contact MARFORCENT LNO Camp Lejeune to receive a copy of the Office of Security Cooperation-Iraq (OSC-I) Pre-Deployment Guide.	
16.	Complete CO's Readiness certification before receiving orders.	

Appendix 3. PREDEPLOYMENT TRAINING PROGRAM (PTP) REQUIREMENTS

1. All IA's are required to complete Blocks 1A and 1B training requirements IAW MCO 3502.6A Force Generation. The TECOM PTP Tool Kit is located on the NIPR at:

<https://vcepub.tecom.usmc.mil/genstaff/g3/ptp/default.aspx>

2. The TECOM PTP Tool Kit contains the Block 1A and 1B that must be completed before entering the CENTCOM AOR. Refer to the TECOM PTP Tool Kit website for additional detail on PTP requirements. All IA's should complete Marine annual training requirements IAW the current MCBUL 1500.

3. The PTP requirements are listed in detail as a checklist in Enclosure (1) of this Handbook.

4. For questions regarding PTP, contact MARFORCENT LNO on Camp Lejeune or MARFORCENT Training POC at DSN 312-651-4093/COMM 813-827-4093.

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

MARFORCENT TRAINING POC: DSN 312-651-4093/COMM 813-827-4093

BLOCK IA (SERVICE)		<input checked="" type="checkbox"/>
1.	<p>Individual Skills that support approved METs. According to the Force Generation Order, METs include Marine Corps Command Skills and Service Annual Training Requirements.</p> <p style="background-color: yellow;">ANNUAL TRAINING REQUIREMENTS IAW CURRENT MCBUL 1500</p>	
2.	<p><u>Code of Conduct/Survival, Evasion, Resistance, and Escape/Risk of Isolation.</u></p> <p style="padding-left: 20px;">□ <u>JKO course: SERE 100.1 A-US022</u></p>	
3.	<u>Law of War.</u>	
4.	<u>Operational Culture and Language Requirement.</u>	
5.	<u>Tactical Combat Casualty Care (TCCC)/Combat Lifesaver (CLS).</u>	
6.	<u>Traumatic Brain Injury (TBI) Prevention and Awareness.</u>	
BLOCK IB (THEATER)		<input checked="" type="checkbox"/>
A.	<u>Operational Culture and Language.</u> (All are required to complete)	
B.	<u>Vehicle Egress.</u> (All are required to complete)	
C.	<u>Counter - Improvised Explosive Device (C-IED) Individual.</u> (All are required to complete)	
D.	<u>Insider Threat.</u> (All are required to complete)	
E.	<u>In - Theater Fire Prevention & Protection.</u> (All are required to complete)	

Appendix 3: Billet Specific Training (Embassy Assignment)

1.	<p>(ODR-) Evasive Driver Training.</p> <ul style="list-style-type: none"> • U.S.Army MP School AT Evasive Driver-Staff Driver Course. • Individual Terrorism Awareness Course (INTAC). • DoS Foreign Affairs Counter Threat (FACT) Training. For ORDP personnel who fall under the authority of Chief of Mission, only the FACT course meets this requirement. • Personnel who visit or are assigned to Pakistan for less than 45 cumulative days in a calender year will complete DoS computer based training course High Threat Security Overseas Seminar (HTSOS) (Course Designator HT-401). 	
2.	<p>(OMC-K, OMC-Y, OSC-I and ODR-P) Defense Institute of Security Assistance Management (DISAM) Security Cooperation Management -Online Orientation Course (SCM-OC-OL) Register for SCM-OC-OL at HTTP://WWW.DISAM.DSCA.MIL/PAGES/COURSES/ONLINE/SCM-OC-OL.ASPX?TAB+REG</p>	
3.	<p>(OSC-I) DISAM SCM-O</p> <ul style="list-style-type: none"> • This course is for 0-5 and below assigned to Title 22 positions in OSC-I . This is a resident course for 3 weeks at Wright Patterson AFB, OH. Register at HTTP://WWW.DISAM.DSCA.MIL 	
4.	<p>(OSC-I) DISAM SCM-E</p> <ul style="list-style-type: none"> • This course is for 0-6 and above assigned to Title 22 positions in OSC-I. This is a resident course for 1 week at Wright Patterson AFB, OH. Register at HTTP://WWW.DISAM.DSCA.MIL 	
5.	<p>(ODR-P) Joint Humanitarian Operations Course (JHOC)</p> <ul style="list-style-type: none"> • This 2 day course is for designated individuals assigned to the ODR-P SAO. Coordination for attendance can be done with MARFORCENT. 	
6.	<p>DoS Foreign Affairs Counter Threat (FACT) (Assigned to Commands in Pakistan, Lebanon and Eygpt).</p>	
7.	<p>(OMC-Y, OSC-I) DISAM Security Cooperation Management-Overseas (SCM-O)</p> <ul style="list-style-type: none"> • This is a resident course at Wright Patterson AFB, OH. Register at HTTP://WWW.DISAM.DSCA.MIL 	

Appendix 4. EQUIPMENT/GEAR LIST

1. The Individual Equipment Required Checklist is included in Enclosure (5) of this handbook.

2. All IA's are required to draw the FULL gear issue facilitated by their parent command PRIOR TO reporting to MARFORCENT LNO. This gear issue can be drawn from any Marine Corps Individual Issue Facility (IIF)/ Unit Issue Facility (UIF) or an IA's parent command's supply section. A gear inspection will be conducted while processing with the MARFORCENT LNO and if IA's are missing gear, they will be returned to their parent command. Marines will receive their T/O weapon, magazines and ammunition in the AOR when applicable. Do not report in with a weapon or magazines.

3. All personnel assigned to the Tampa, FL area are required to be PTP complete, in accordance with CENTCOM standards and possess a full issue of gear prior to departure from the MARFORCENT LNO. MARFORCENT HQ will not issue gear to IAs.

4. DO NOT BRING ANY WEAPONS, MAGAZINES, AMMUNITION, OR KNIVES WITH BLADES OVER 4 INCHES.

5. FROG Gear is only required for IAs going to Iraq and/or Afghanistan

6. Extreme Cold Weather Gear is required for all locations except Qatar, United Arab Emirates (UAE), Yemen, Bahrain and/or CONUS based IAs.

MARFORCENT G-4 POC: DSN 651-4143/COMM 813-827-4143

I MEF G-4 (MC Installations West) Comm: (760) 763-0053/0054/2723

II MEF G-4 (MC Installations East) Comm: (910) 451-4109

III MEF G-4 (Hawaii, Okinawa) DSN: 315-645-5613

Appendix 5. MEDICAL/ DENTAL REQUIREMENTS

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 MARFORCENT. Medical/Dental Deployment readiness must be certified by the Unit Medical Officer and the Unit Commander. Failure to comply with all requirements will result in the return of the member to parent unit.

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

MEDICAL / DENTAL REQUIREMENTS BASED on MOD 12 TO USCENTCOM		<input checked="" type="checkbox"/>
Current as of DEC 2013 (For exceptions see MOD 12 USCENTCOM)		
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"/> Member screened again per CENTCOM MOD 12 or current MOD requirements. <input type="checkbox"/> Reservists - Current 2806/2807 signed by primary care physician (must be completed within 90 days of mobilization). <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"/> 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 A o Hepatitis B vaccine. Required for all personnel. o MMR vaccine o Polio o Tetanus/Diphtheria o Typhoid o 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, except 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 3 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. 	

	<ul style="list-style-type: none"> ❑ 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) <ul style="list-style-type: none"> ○ Pap (Annual if less than 30 y/o, over 30 every 3 yrs w/ proof of last 3 normal PAPs) ○ HCG (pregnancy test) within 30 days of deployment ○ Women over 50 must have mammogram within 12 months of deployment <p>Section IV</p> <ul style="list-style-type: none"> ❑ HIV screening: must have documentation of HIV screening within the previous 120 days. ❑ Blood screening: current CHEM18, CBC, LIIDS(w/ 12 hr fast), U/A <p>Dental Record:</p> <ul style="list-style-type: none"> ❑ Member must deploy with copies of current Dental Exam (w/in 90 days), Panograms (5yrs) and Bitewings (2yrs). Exams must remain current for the anticipated duration of deployment. Lowest dental classification II is allowable for deployment, class I is preferred. <p>Notes:</p> <ul style="list-style-type: none"> - Medical and Dental readiness will be downloaded into the Medical Readiness Reporting System (MRRS) - Both Medical and Dental Records (Skeletons) must accompany Marine. 	
2.	<p>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></p>	
3.	<p>Prescribed Personal Medical Equipment. Provide 2 pair of prescription eyeglasses, protective mask inserts, prosthetics, and orthodontic equipment as required by the service member.</p>	
4.	<p>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).</p>	

Appendix 6. AOR ENTRY/EXIT & CLEARANCE REQUIREMENTS

All IA's are required to and are responsible for understanding and following the requirements on entry/exit and clearance procedures in the AOR listed in the DoD Foreign Clearance Guide at:

<https://www.fcg.pentagon.mil/fcg.cfm>

Address any questions to the respective MARFORCENT LNO or MARFORCENT G1 Ops.

*****TRAVELERS MUST CHECK THE DOD FOREIGN CLEARANCE GUIDE PRIOR ***
TO TRAVEL TO ENSURE ENTRY REQUIRMENTS HAVE NOT CHANGED**

MARFORCENT PRE-DEPLOYMENT TRAINING PROGRAM (PTP) CHECKLIST FOR INDIVIDUAL AUGMENTS (IA's)

BLOCK 1A (SERVICE REQUIREMENTS)

TRAINING REQUIREMENT	MANDATE AUTHORITY	DELIVERY METHOD	SOURCE	NOTES
*USMC COMBAT MARKSMANSHIP - RIFLE	HQMC ANNUAL	UNIT TRAINING (U/T)	MCBUL 1500 / MCO.3574.2L	FISCAL YEAR
*USMC COMBAT MARKSMANSHIP - PISTOL	HQMC ANNUAL	U/T	MCBUL 1500 / MCO.3574.2K	FISCAL YEAR / WITHIN 6 MONTHS BEFORE ASSIGNMENT TO MARFORCENT
*USMC WATER SURVIVAL TRAINING	HQMC ANNUAL	U/T	MCBUL 1500 / MCO 1500.52D	QUALIFICATION MUST BE CURRENT
*USMC PHYSICAL FITNESS PROGRAM - PFT	HQMC ANNUAL	U/T	MCBUL 1500 / MCO 6100.13	CALENDAR YEAR / JANUARY 1 - JUNE 30
*USMC PHYSICAL FITNESS PROGRAM - CFT	HQMC ANNUAL	U/T	MCBUL 1500 / MCO 6100.13	CALENDAR YEAR / JULY 1 - DECEMBER 31
*GAS CHAMBER	HQMC ANNUAL	U/T	MCBUL 1500 / MCO 3400.3G	FISCAL YEAR / WITHIN 6 MONTHS BEFORE ASSIGNMENT TO MARFORCENT
*UNIT MARINE AWARENESS & PREVENTION INTEGRATED TRAINING (UMAPIT)	HQMC ANNUAL	U/T	MCBUL 1500 / MARADMIN 512/14	CALENDAR YEAR (CHILD ABUSE & DOMESTIC VIOLENCE, COMBAT OPERATIONAL STRESS CONTROL, SUBSTANCE ABUSE, SUICIDE PREVENTION, & FAMILY ADVOCACY)
*HAZING	DON ANNUAL	U/T	MCBUL 1500 / MCO 1700.28A	CALENDAR YEAR
*SEXUAL ASSAULT PREVENTION & RESPONSE (SAPR)	DOD ANNUAL	U/T	MCBUL 1500 / MCO 1752.5B	FISCAL YEAR
*OPERATIONAL RISK MANAGEMENT (ORM)	DOD ANNUAL	U/T	MCBUL 1500 / MCO 3500.27B	WITHIN TWO YEARS
*USMC EQUAL OPPORTUNITY / SEXUAL HARASSMENT	DOD ANNUAL	U/T	MCBUL 1500 / MCO P5354.1D	CALENDAR YEAR
*SEMPER FIT: TOBACCO CESSATION	DOD ANNUAL	U/T or MARINET (SFTOBCESSO)	MCBUL 1500 / MCO 1700.29	CALENDAR YEAR
*UNCLE SAM'S OPSEC	DOD ANNUAL	MARINET (OPSECUS001)	MCBUL 1500 / MARADMIN 701/11	CALENDAR YEAR
*JOINT ANTI-TERRORISM LEVEL I	DOD ANNUAL	MARINET (JATLV10000)	MCBUL 1500 / MCO 3302.1E	CALENDAR YEAR / HARD COPY CERTIFICATE REQUIRED AT CHECK-IN
*RECORDS MANAGEMENT (DON): ADVANCED TOPICS	DOD ANNUAL	MARINET (M02RMT0700)	MCBUL 1500 / MARADMIN 593/12	CALENDAR YEAR
*COMBATING TRAFFICKING IN PERSONS (CTIP)	DOD ANNUAL	MARINET (DD01AO0000)	MCBUL 1500 / MARADMIN 101/10	FISCAL YEAR
*USMC CYBER AWARENESS TRAINING	DOD ANNUAL	MARINET (CYBERM0000)	MCBUL 1500 / MARADMIN 288/13	FISCAL YEAR
*VIOLENCE PREVENTION (VP) PROGRAM AWARENESS	DOD ANNUAL	U/T or MARINET (ILEVPPA01A)	MCBUL 1500 / MCO 5580.3	CALENDAR YEAR
SERE 100.1 (JOINT KNOWLEDGE ONLINE)	HQMC PTP	JKO COURSE CODE: (A-US022)	DC PP&O (UC) MSG/DTG: 201327Z0CT11	WITHIN TWO YEARS / HARD COPY CERTIFICATE REQUIRED AT CHECK-IN
ISOLATED PERSONNEL REPORT (ISOPREP)	HQMC PTP	DD FORM 1833 VIA SIPR	DC PP&O (UC) MSG/DTG: 282041ZIAN09	BUILDING 24 ON CAMP LEJEUNE
LAW OF WAR	HQMC PTP	U/T or WEB BASED	MCO 3300.4	INSTRUCTED BY A STAFF JUDGE ADVOCATE (SJA) OR COMPLETED ON JKO
COMBAT LIFE SAVER (CLS)	HQMC PTP	U/T or MARINET (M0CLSP000A)	MARADMIN 209/12	COMBAT LIFE SAVER CURRICULUM INCLUDES 13 MODULES IN MARINE NET
TRAUMATIC BRAIN INJURY (TBI) PREVENTION AND AWARENESS	HQMC PTP	U/T	MARADMIN 294/12	INSTRUCTED BY MEDICAL PERSONNEL
CULTURAL AWARENESS AND TERRORISM	HQMC PTP	MARINET (CA01AO)	DC PP&O (UC) MSG/DTG: 161827Z FEB 10	WITHIN 6 MONTHS BEFORE ASSIGNMENT TO MARFORCENT
PROGRAMS & POLICIES - TRAVEL CARD PROGRAM (TRAVEL CARD 101) GTCC	MARFORCENT	WEB BASED - SEE NOTES	MCO 4600.40B / MARCENTO 4600.1A	HTTP://WWW.DEFENSETRAVEL.DOD.MIL/INDEX.CFM HARD COPY CERTIFICATE REQUIRED AT CHECK-IN / WITHIN 12 MONTHS BEFORE ASSIGNMENT AS AN IA

*DENOTES SERVICE ANNUAL TRAINING

BLOCK 1B (THEATER REQUIREMENTS)

THE BELOW REQUIREMENTS MUST BE COMPLETED BY ALL IA'S WITHIN 6 MONTHS PRIOR TO ASSIGNMENT TO MARFORCENT

TRAINING REQUIREMENT	MANDATE AUTHORITY	DELIVERY METHOD	SOURCE	NOTES
VEHICLE EGRESS	CENTCOM	U/T	COMUSMARCENT (UC) MSG/DTG 252206ZAPR14	
COUNTER - IMPROVISED EXPLOSIVE DEVICE (C-IED)	CENTCOM	U/T	COMUSMARCENT (UC) MSG/DTG 252206ZAPR14	POC: MR. CRAIG YOHE 910-440-7548 (MARINE CORPS ENGINEER SCHOOL)
OPERATIONAL CULTURE AND LANGUAGE	CENTCOM	U/T	COMUSMARCENT (UC) MSG/DTG 252206ZAPR14	POC: MR. BARRY WALKER 910-750-1145 (CAOCL)
INSIDER THREAT AWARENESS	CENTCOM	U/T	COMUSMARCENT (UC) MSG/DTG 252206ZAPR14	TRAINING RESOURCES ON PTP TOOL KIT (SEE BELOW)
IN-THEATER FIRE PREVENTION & PROTECTION	CENTCOM	U/T	DC PP&O (UC) MSG/DTG: 051935Z Jan 12	TRAINING RESOURCES ON PTP TOOL KIT (SEE BELOW)

FOR TRAINING RESOURCES AND GUIDANCE, REFER TO THE TECOM CENTCOM PTP TOOL KIT AT: [HTTPS://VCEPUB.TECOM.USMC.MIL/GENSTAFF/G3/PTP/SITEPAGES/CENTCOM/CENTCOM%20REQUIREMENTS%20HOME.ASPX](https://VCEPUB.TECOM.USMC.MIL/GENSTAFF/G3/PTP/SITEPAGES/CENTCOM/CENTCOM%20REQUIREMENTS%20HOME.ASPX)

ALL IA'S ASSIGNED TO MARFORCENT ARE REQUIRED TO COMPLETE BOTH PTP BLOCKS 1A & 1B REGARDLESS OF LOCATION ASSIGNMENT (I.E. TAMPA, FL)

IA'S THAT REPORT TO MARFORCENT WITHOUT HAVING BOTH PTP BLOCKS 1A & 1B COMPLETED WILL BE RETURNED TO THEIR PARENT COMMAND

MARFORCENT
MEDICAL READINESS VERIFICATION

NAME: _____ DOB _____ DATE _____
ACDU / RESERVIST _____ USN / USMC _____ RANK _____
HOME COMMAND (UNIT) _____ PATIENT'S PHONE NUMBER _____

ALLERGIES _____ MEDS: taking Rx Y or N needs Doxy Y or N
PRIVACY ACT SIGNED Y or N PENCIL ENTRY UPDATED Y or N
NEURO EXAM Y or N
3 PG Questionnaire Y OR N AOR Brief Y OR N PRE (PRE WITHIN 60DAYS) Y OR N
NAVMED 1300/4 Y or N or N/A

LABS (Under 40 requires 1 recorded set of each within normal value)

BLOOD TYPE _____ DNA _____ HIV(<4mos) _____ G6PD (NORM/ DEF) _____
SICKLE CELL (POS /NEG) _____ HCG (<30days) _____ VARICELLA T or INJ _____
CHEM18 _____ CBC _____ LIPIDS (fasting 12hrs) _____ U/A _____

DENTAL/AUDIO/OPTOMETRY

CORRECTIVE VISION Y OR N OPTOMETRY(2YRS) _____ 2 PAIR OF GLASSES Y OR N
DENTAL EXAM(90DAYS) _____ DENTAL CLASS _____ BITEWING(2YRS) _____
PANOGRAM(5YRS) _____ AUDIOGRAM (1YR) _____

IMMUNIZATIONS

MMR (ONCE) _____ IPV (ONCE) _____ INFLUENZA (Q YR) _____
HEP A (2 SHOTS) 1. _____ 2. _____ TD (Q 5YRS) _____ TYPHOID (Q 2 YRS) _____

HEP B /TNRX (3 SHOTS) 1. _____ 2. _____ 3. _____ YELLOWFEVER (Q 10YRS, AOR SPECIFIC)

PPD (QUESTIONNAIRE /PLACEMENT w/ zero mm) _____

MCG(Q 5YRS,AOR SPECIFIC) _____
ANTHRAX (5 SHOTS) 1(START) _____ 2(4WEEKS) _____ 3(6WEEKS) _____ 4(12MOS) _____
5(18MOS) _____ BOOSTER _____

EXAMS

PHA (Recent 90 days) _____
PAP (ANNUAL IF LESS THAN 30YRS OLD, OVER 30 Q 3YRS W/ PROOF OF LAST 3 NML) _____
PHYSICAL(>50YRS) _____
MAMMO (50YRS) _____

COMPLETELY VERIFIED and LABS ORDERED BY NAME (STAMP) _____

PROVIDER _____
MRRS UPDATE _____ NMCPS _____ IMR IN RECORD _____

Note: Member must be screened against CENTCOM MOD 12, or current MOD requirements, and meets all requirements to deploy. Pay particular attention to the medications unauthorized in the AOR or requiring a waiver.

For Reserve Marines: Current 2806/2807 signed by primary care physician must be completed within 90 days of mobilization.

COMMANDING OFFICER'S READINESS CERTIFICATION

COMPLETED CERTIFICATION REQUIRED UPON CHECKIN WITH MARFORCENT. EACH IA'S RESPECTIVE SECTIONS AND COMMANDER MUST SIGN VERIFYING THE IA'S READINESS FOR ASSIGNMENT WITH MARFORCENT.

IA'S IDENTIFICATION INFORMATION

RANK	LAST NAME, FIRST NAME, MI		EDIPI	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, SIPR Token, and PASSPORT as required.

ADMINISTRATIVE RESPONSIBLE OFFICER'S SIGNATURE / POC INFORMATION

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

SECURITY CLEARANCE INFORMATION

I certify that the Marine identified above holds a current (circle one) **SECRET - TS - TS/SCI** clearance as required by the billet and possesses a SIPR Token

SECURITY MANAGER'S SIGNATURE/POC INFORMATION

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

TRAINING READINESS (PTP)

I certify that Marine identified above has met all Service and Theater training requirements for deployment. And is within Ht/Wt standards.

TRAINING OFFICER'S SIGNATURE / POC INFORMATION

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

MEDICAL READINESS

- Member screened against CENTCOM MOD 12, or current MOD requirements, and meets all requirements to deploy.
- Member requires waiver - approved waiver attached (pay close attention to the medication's unauthorized in the AOR).

(MUST ATTACH MEDICAL READINESS VERIFICATION FORM)

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 (IIF) 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 (UIF) 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

REPORTING INTO MARFORCENT CHECKLIST

**Every IA is required have the following documents/POCs/items
IN HAND upon reporting into MARFORCENT:**

<input type="checkbox"/> Commanding Officer's Readiness Certification -Signed/stamped by all sections & the Commanding Officer of the IA's parent command
<input type="checkbox"/> Orders -10 day DTS Orders (DD Form 1610) for Active Duty Marines if NOT local to Camp Lejeune area (i.e. MCB Quantico, MCAS Beaufort, etc.) but stationed east of the Mississippi River - Local TAD detaching/reporting endorsement if stationed in the Camp Lejeune area (i.e. New River/Cherry Pt) or if stationed west of the Mississippi River and processing remotely -MROWS for Reserve Marines
<input type="checkbox"/> Government Travel Charge Card (GTCC) – Actual Card -Card must have an expiration date that is AFTER the IA's duration of assignment with MARFORCENT
<input type="checkbox"/> Valid DoD Military ID (CAC) -ID must have an expiration date that is AFTER the IA's duration of assignment with MARFORCENT
<input type="checkbox"/> GTCC 101 hard copy certificate
<input type="checkbox"/> SERE 100.1 hard copy certificate
<input type="checkbox"/> Joint Anti-Terrorism Level I hard copy certificate
<input type="checkbox"/> Current Basic Training Record (BTR) print out from Marine Online (MOL)
<input type="checkbox"/> Current Marine Net transcript print out
<input type="checkbox"/> Medical Record (Temp or Deployment)
<input type="checkbox"/> Dental Record (Temp or Deployment)
<input type="checkbox"/> Passport (Government no-fee) -If applicable (see AOR ENTRY/EXIT & CLEARANCE REQUIREMENTS above) -Passport must have an expiration date that is AFTER the IA's duration of assignment with MARFORCENT
<input type="checkbox"/> Aircraft and Personnel Automated Clearance System (APACS) APPROVAL print out -If applicable (see AOR ENTRY/EXIT & CLEARANCE REQUIREMENTS above)
<input type="checkbox"/> DTS Point of Contact from parent command (Name and Phone Number) -Active Duty Marines ONLY
<input type="checkbox"/> Any training rosters/letters from the IA's parent command annotating the completion of PTP requirements that are not reflected in MOL
<input type="checkbox"/> Serviceable Green on Green USMC PT Gear -Height & Weight Certification will be conducted the morning of check in
<input type="checkbox"/> SIPR Token

NAME: _____

REQUIREMENT TRACKING NUMBER (RTN): _____

GAINING FORCE COMMAND: _____

RANK: _____

EDIPI: _____

DEPLOYING LOCATION: _____

REQUIRED INDIVIDUAL AUGMENT (IA) EQUIPMENT LIST FOR PERSONNEL ASSIGNED TO MARFORCENT

INDIVIDUAL ISSUE FACILITY (IIF) ISSUED EQUIPMENT			INDIVIDUAL ISSUE FACILITY (IIF) ISSUED EQUIPMENT (CONT'D)			FLAME RESISTANT ORGANIZATIONAL GEAR (FROG) ENSEMBLE **REQUIRED ONLY FOR AFGHANISTAN AND IRAQ IA'S**					
NOMENCLATURE	QTY	INT	NOMENCLATURE	QTY	INT	NOMENCLATURE	QTY	INT			
COMBAT EAR PLUGS W/CASE	1		DUMP POUCH	1		INCLEMENT WEATHER COMBAT SHIRT	1				
BALLISTIC EYE PROTECTION (SET OF GOGGLES & GLASSES)	1		INLINE MICRO FILTER (CAMELBACK FILTER)	1		MAX GRIP GLOVE (FROG)	2				
BLACK GLOVE W/INSERTS	1		M16A4/M4 DOUBLE MAG POUCH	3		COMBAT ENSEMBLE SHIRT (FROG)	3				
USMC PACK (COMPLETE SYSTEM)	1		M67 GRENADE POUCH	2		COMBAT ENSEMBLE TROUSER (FROG)	3				
MARINE CORPS STUFF (MACS) SACK	4		UNIT ISSUE FACILITY (UIF) ORGANIZATIONAL EQUIPMENT			BALACLAVA, FACE GUARD LIGHTWEIGHT	1				
ASSAULT PACK LINER	1		KNEE PAD	1		BALACLAVA, FACE GUARD MIDWEIGHT	1				
MAIN PACK LINER	1		ELBOW PAD	1		UIF CBRN DEFENSE INDIVIDUAL PROTECTIVE EQUIPMENT					
NECK GAITER	1		PROTECTIVE UNDERGARMENTS (PUG)	4		M-9 DETECTION TAPE	1				
APECS GORTEX TROUSERS	1		DEPLOYER BAG	1		M8 DETECTION PAPER	1	PACK			
APECS GORTEX JACKET	1		UIF EXTREME COLD WEATHER CLOTHING			M50 JSGPM/EQUIVALENT (MASK)	1				
CAP, MICROFLEECE COYOTE	1		**NOT REQUIRED FOR QATAR, UNITED ARAB EMIRATES (UAE), YEMEN, BAHRAIN AND/OR CONUS BASED IA'S**			FILTERS FOR MASK	2	SETS			
PULLOVER, FR GRID FLEECE	1					JSLIST (TOP/BOTTOM)	1	SET			
DRAWERS, FR GRID FLEECE	1		JACKET ECW (HAPPY)	1		GLOVES, CP	1	PAIR			
UNDERSHIRT, FR SILKWEIGHT	2		TROUSER ECW (HAPPY)	1		CBRN OVERBOOTS (AFS)	1	PAIR			
DRAWERS, FR SILKWEIGHT	2		BOOTIE ECW (HAPPY)	1		REACTIVE SKIN DECON LOTION (RSDL) POUCH	1				
HELMET (ECH) & HELMET COVER	1		JACKET LTWT EXPOSURE	1		MINIMUM PERSONAL ITEMS AND UNIFORMS					
*IMPROVED MODULAR TACTICAL VEST (IMTV)	1		TROUSER LTWT EXPOSURE	1		MARPAT, UTILITY DESERT	3				
*USMC PLATE CARRIER (PC)	1		GAITERS, CW COYOTE	1		MARPAT, UTILITY WOODLAND	1				
E-SAPI PLATE (2EA) & E-SIDE PLATE (2EA)	4		FLEECE WINDPROOF JACKET DIG	1		MARPAT UTILITY COVER, DESERT	1				
INDIVIDUAL FIRST AID KIT (IFAK)	1		ECW MOUNTAIN SOCKS	4		MARPAT UTILITY COVER, WOODLAND	1				
MARINE CORPS UTILITY CUTTER	1		MITTEN SET ECW	1		BOOT, HOT WEATHER (H/W)	1				
MULTI-PURPOSE COMPACT ATTACHABLE LIGHT (MCAL)	1		*BOTH THE IMTV AND PLATE CARRIER ARE REQUIRED FOR ALL IA'S			BOOT TEMPERATE WEATHER (TW)	1				
ALL PURPOSE LINER	1								APPROPRIATE CIVILIAN ATTIRE	2	
FIELD TARPAULIN	1								SERVICE BRAVO & CHARLIE UNIFORMS (CONUS BASED IA'S ONLY)		
CANTEEN W/COVER	2										
CANTEEN CUP	1										
CANTEEN STAND	1										
THREE SEASON SLEEP SYSTEM (3S)	1										
ENTRENCHING TOOL W/CARRIER	1										
IMPROVED SLEEPING MAT	1										
I CERTIFY THAT I AM IN POSSESSION OF ALL REQUIRED EQUIPMENT AND UNDERSTAND THAT I AM DIRECTED TO DEPLOY WITH ALL REQUIRED EQUIPMENT AS MANDATED BY COMUSMARFORCENT _____ (PRINT/SIGN/DATE)											
INSPECTED BY: _____ (PRINT/SIGN/DATE)											

NOTE 1: IA'S FILLING A CONUS BILLET (I.E. TAMPA) WILL NEED EVERYTHING ON THIS SHEET MINUS THE FROG ENSEMBLE ITEMS AND COLD WEATHER CLOTHING**NOTE 2:** IA BAGGAGE LIMIT- IA'S ARE AUTHORIZED TO TRAVEL/DEPLOY WITH UP TO (4) BAGS, NOT TO EXCEED 70 POUNDS APIECE, PLUS A CARRY-ON AND A SMALL PERSONAL BAG (I.E. BACKPACK & LAPTOP BAG)

SOURCES: COMUSMARCENT (UC) MSG/DTG 021452Z FEB 16

COMUSMARCENT (UC) MSG/DTG 051211Z FEB 16

Enclosure (5)

