



INDIVIDUAL AUGMENTATION

REPORTING INSTRUCTIONS HANDBOOK & COMMANDING OFFICER'S CERTIFICATION CHECKLIST

15 September 2017



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.:

To all: you have our respect and gratitude.

Recommendations for improvement of this handbook should be submitted to the following e-mail address: comusmarcentg1ops@usmc.mil.

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

Semper Fidelis

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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 Marine Corps standards, as well as, all deployment related 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.

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 USCENCOM 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 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.

1003. MARFORCENT CONTACT INFORMATION

MARFORCENT SECTION	DSN	Commercial	Organizational Mail Box
G1 Operations	312-651-4033	(813) 827-4033	comusmarcentg1ops@usmc.mil
	312-651-4035	(813) 827-4035	
	312-651-4036	(813) 827-4036	
MARFORCENT Watch Officer/DNCO (After hours / Holidays)	312-651-4084	(813) 827-4084	marcentswo@usmc.mil
	312-651-4323	(813) 827-4323	
Camp Lejeune Liaison Office	312-751-3919	(910) 451-3919	comusmarcentg1ops@usmc.mil
Camp Pendleton Liaison Office	312-365-7273	(760) 725-7273 (760) 725-7292	omb_marcent_lno_pndl@usmc.mil
Okinawa Liaison Office	315-622-7092	Local: 090-6861-4561 Int'l: 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:
484013 (SSO Visit) - 484015 (Collateral Visit)

MARFORCENT Security Manager	DSN: 312-651-4321/4322	Comm: 813-827-4321/4322
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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 Augment” (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 Force Augmentation Processing System (MCFAPS) 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 MCFAPS, contact your S-1/G-1 in order to access basic information regarding your assignment.**

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 support to IAs.

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 assigned missions.

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

The Deputy Commandant for Manpower and Reserve Affairs (DC, MMIB) assigns IA billets to be filled within the Marine Corps.

Marine IAs will be assigned under the administrative control (ADCON) of COMUSMARCENT. For the length of the assignment, the administrative 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, represent the Marine Corps in a proper and professional manner.

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 fully 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 and 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. Camp Lejeune, NC; Camp Pendleton, CA; or Okinawa, JP.) to the AOR. Colonels, designated personnel, and personnel assigned as IAs to work at CENTCOM or SOCCENT, will travel to Tampa AFTER they are processed by the MARFORCENT LNO and found qualified for deployment. Additionally, all personal assigned to CENTCOM Billets in CONUS are required to be PTP complete and have gear issued prior to departure from their parent command. The MARFORCENT HQ will not issue gear to IAs.

Appendix 1. REPORTING LOCATIONS

CONUS Marines: All AC Marines permanently stationed east of the Mississippi River will report to the MARFORCENT Liaison Office (LNO) at building 313 (2nd Deck) on H Street, Camp Lejeune, NC (co-located with Deployment Processing Command/Reserve Support Unit-East (DPC/RSU-East)). All AC Marines permanently stationed west of the Mississippi River and those stationed in Hawaii will report to the MARFORCENT LNO in building 64322, Camp Talega, Camp Pendleton, CA (co-located with Deployment Processing Command/Reserve Support Unit-West (DPC/RSU-West))

- Marines filling TF 94-7 billets WILL report to MARFORCENT LNO at Camp Lejeune or Camp Pendleton prior to attending the SIS Course at Fort Bragg. All Marines are to be in possession of all items on the CENTCOM gear list.

- ALL RESERVE MARINES WILL REPORT TO DPC/RSU EAST OR DPC/RSU WEST FOR A 2 TO 3 WEEK TRAINING CYCLE. ONCE THE DPC/RSU ENSURES PTP COMPLETION OF 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, building 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 (e.g. Air/Rental Car) 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 authorization to utilize a POV.****

- 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 Comm: 910-450-8596 or Facilities Chief at Comm: 910-450-9288. If you arrive to Camp Lejeune on a weekend, call the DPC/RSU-East OOD at Comm: 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 CAC 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 313 on H Street, 2nd Deck, Room 214, 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.

F. UNIFORM OF THE DAY: Marines will wear the green MARPAT utility uniform 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 DSN: 751-3919; Comm: 910-451-3919; or email: comusmarcentg1ops@usmc.mil.

2. REPORTING TO MARFORCENT LNO AT CAMP PENDLETON, CA – ALL IAs west of the Mississippi and Hawaii will check in with the MARFORCENT LNO every Monday at 0800 sharp. There are no other days IAs can check in other than Monday. In the event of a 72 or 96, the check in date will be the first business day after the holiday.

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

A. TRAVEL:

- ❑ **RESERVE IAs** – All travel arrangements (i.e. Air/Rental Car) to Camp Pendleton, CA **must** be made through your local TMO/ITO/SATO/HTC. Marines traveling to Camp Pendleton should arrive on Sunday in order to **report to the DPC/RSU-West OOD for billeting on Sunday night and to DPC/RSU-West S-1 no later than 0800 on Monday morning - DPC/RSU West POC: (760) 725-7292 or DPC/RSU-West OOD: (760) 725-0842.**
- ❑ **ACTIVE DUTY IAs West of the Mississippi River-**
 - For IAs stationed outside of the Camp Pendleton local area, all travel arrangements to Camp Pendleton, CA **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 Pendleton, CA 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 Pendleton local area, you will not require travel orders, only a local TAD detaching/reporting endorsement.

****Marines reporting to Camp Pendleton are NOT authorized to drive their POV to the MARFORCENT LNO Office unless stationed in the greater Camp Pendleton/local area. If the IA is from outside the greater Camp Pendleton/local area PRIOR APPROVAL is required from MARFORCENT. Contact MARFORCENT G-1 Ops to request authorization to utilize a POV.****

B. MESSING: Government messing is directed at cost while aboard Camp Pendleton. Marines will be authorized the government meal rate (GMR).

C. LODGING: Lodging arrangements at Camp Pendleton, CA will be the transient quarters at no cost (i.e. Squad Bay, Barracks) provided by DPC/RSU-West for all O-6 and below Marines and Sailors. Personnel **MUST** contact the DPC/RSU-West prior to travel to inform them of your report date and receive any additional instructions. For lodging inquiries, contact DPC/RSU-West S-4, Logistics Chief at Comm: (760) 725-0836 or Facilities Chief at Comm: (760) 725-3636. If you arrive to Camp Pendleton on a weekend, call the DPC/RSU-West OOD at Comm: (760) 725-0842 once on Camp Pendleton 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-West to stay in a hotel.**

D. ARRIVAL AT AIRPORT: San Diego International Airport, Los Angeles International and Orange County's John Wayne Airport (SNA) are fairly easy to navigate. While at the rental car agency, ask for a local map, if needed. You will need to show CAC and rental car agreement at the Camp Pendleton 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 64322, Camp Talega (64 Area). MARFORCENT LNO is co-located with the DPC/RSU-West 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.

- F. UNIFORM OF THE DAY:** Marines will wear the green MARPAT utility uniform 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 Pendleton at:
DSN: 365-7292/0838; Comm: (760) 725-7292/0838; or email: omb_marcent_inopndl@usmc.mil.

3. REPORTING TO MARFORCENT LNO CAMP COURTNEY, OKINAWA

- A. ORDERS:** The IA requires DTS orders, for a period of ten days, when reporting to the MARFORCENT LNO. 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 in Building 4309, the same building as the Career Planner.
- E. UNIFORM OF THE DAY:** Marines will wear the green MARPAT utility uniform 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 the MARFORCENT Liaison Office (LNO) at Camp Courtney at DSN: 315-622-7092 or email: marcent_lno_oki@usmc.mil.

4. REMOTE REPORTING INSTRUCTIONS will be directed on a case-by-case basis. Call the appropriate MARFORCENT LNO at 0800 local time on the Monday you are directed to report. Have the following ready to email to the LNO:

- A.** Orders or 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 100.2 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.

5. General Officer (GO) special processing instructions. Aides will contact the appropriate MARFORCENT LNO at 0800 local time on the Monday the GO is directed to report and be prepared to provide items listed in paragraph 4 above.

- A.** MMSL and MARFORCENT G-1 OPS will coordinate the PTP requirements / approval of the designated General Officer, to include aide if applicable.
- B.** MARFORCENT G-1 OPS will provide a cross org worksheet from MARFORCENT G-8, as MARFORCENT is responsible for funding the General's travel into and out of theater upon completion of the deployment.

- C. All other travel costs (intra-theater, in support of assigned unit/emergency leave) will be borne by the unit/detachment the General is assigned to.
- D. The assigned unit is required to pull the General into their DTS and GTCC hierarchy to more easily manage their intra-theater travel. **DTS and GTCC accounts will remain with their parent command until the General arrives to their assigned unit in theater.
- E. MARFORCENT G-8 will provide the cross-organized LOA for the General to utilize to fund travel from their PDS, to any point required by MARFORCENT, (e.g. Tampa) and ultimately into theater.
- F. The General will be required to close out that portion of travel by completing their voucher upon arrival into theater.
- G. Due to the cross org LOA, the voucher will be submitted through the MARFORCENT routing chain, which gives us the oversight and ability to assist where needed, without having to add more steps in the accountability of the Generals DTS account, which streamlines the process.
- H. Upon completion of the General's deployment, if within the same FY, utilizes the same LOA that got them into theater, if deployment crosses into a new FY, reach back to MARCENT G-8/DTS to obtain a new LOA to utilize for the Generals return travel to PDS.

6. Arrival in the AOR. Travel to the AOR will be coordinated by the MARFORCENT LNO and travel itineraries will be forwarded to the servicing MARFORCENT Coordination Element (MCE) in theater. Upon arrival in the AOR, IAs will be greeted at the airport by Marines from the MCE. MCE Marines will assist with the RSO&I process or arrange follow-on transportation to their final destination, if required.

7. Exit from the AOR. Redeployment/exit from the AOR will be coordinated by the servicing MCE.

Appendix 2. ADMINISTRATIVE READINESS

MARFORCENT Admin POC: DSN: 651-4331/4341/4332 or Comm: 813-827-4331/4341/4332

GENERAL ADMINISTRATIVE MATTERS		<input checked="" type="checkbox"/>
ITEMS		
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: All Marines must have enough obligated service (>90 days past scheduled redeployment date for AC Marines and >30 days for RC Marines) to complete the entire intended assignment period and return to their parent command for separation out-processing.	
4.	Government Travel Charge Card: All IAs will have a valid GTCC in their possession, prior to reporting to MARFORCENT for processing. GTCC online training completion certificate must be dated the year in which the cardholder's orders begin. Completed and signed GTCC SOU (current DTMO version) is also required.	
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 (unexpired) driver's license	
ORDER WRITING INSTRUCTIONS		<input checked="" type="checkbox"/>
ITEMS REQUIRED IN ORDERS		
1.	<p>Length of Orders: <u>DTS Orders (Active Duty Marines and Reserve Marines on PCS orders):</u> - For IAs 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>", "<i>Camp Pendleton CA</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 DSN: 312-651-4379, Comm: 813-827-4379, or e-mail: comusmarcentdts@usmc.mil.</p> <p><u>Reserve MOB Orders:</u></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 or vehicles assigned.	
3.	Per Diem/Funding: Maximum per diem rates while processing with the LNO can be found at http://www.defensetravel.dod.mil/site/perdiemChanges.cfm . Deployed Per Diem while in the AOR is \$3.50/day for BOG period (may change dependent on location). The IA's parent command WILL PROVIDE TAD funding associated with the travel to, and while in Camp Lejeune, NC and Camp Pendleton, CA.	

4.	Lodging: Government Quarters are directed at no cost if available on Camp Lejeune/Camp Pendleton/Camp Courtney. 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; DSN: 751-3041; Comm: 910-451-3041. SNCOs and Officers must contact the All Points Inn; DSN: 751-8553/8554; Comm: 910-451-8553/8554. Camp Pendleton IAs should contact the Harborsite Inn at (760) 763-5730. 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: OFS / Operation Freedom Sentinel (Afghanistan) OIR / Operation Inherent Resolve (All countries not listed above)	
6.	Messing: Government Messing is directed. Members will receive the Government Meal Rate (GMR). 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: Weapons are NOT authorized!!!!	
8.	Commercial Air: Authorized travel via COMAIR only. MARCENT LNO will arrange travel to the AOR.	
9.	Civilian Clothing: Travel via commercial means will be done wearing appropriate civilian attire per MCO P1020.34G W/ CH 1-5, 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. <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: Will be authorized, but only on a case-by-case basis.	
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 Comm: (813) 827-4039/4040 or email: comusmarcentg1ops@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. See Enclosure (3)	

Appendix 3. PRE-DEPLOYMENT TRAINING PROGRAM (PTP) REQUIREMENTS **(see Enclosure (1))**

1. All IAs are required to complete Blocks 1A and 1B training requirements per Enclosure (1), prior to entering the CENTCOM AOR. The TECOM PTP Tool Kit contains additional details on PTP requirements on the NIPR network at:
<https://vcepub.tecom.usmc.mil/genstaff/g3/ptp/default.aspx>.

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

3. For questions regarding PTP, contact the MARFORCENT.

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

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 calendar 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).</p> <ul style="list-style-type: none"> • Register for SCM-OC-OL at: http://www.iscs.dsca.mil/pages/courses/online/scm-oc-ol.aspx?section=des. 	
3.	<p>(OSC-I) DISAM Security Cooperation Management-Overseas (SCM-O)</p> <ul style="list-style-type: none"> • This course is for O-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 for SCM-O at: http://www.iscs.dsca.mil/pages/courses/onsite/scm-o.aspx?section=des. 	
4.	<p>(OSC-I) DISAM Security Cooperation Management-Executive (SCM-E)</p> <ul style="list-style-type: none"> • This course is for O-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 for SCM-E at: http://www.iscs.dsca.mil/pages/courses/onsite/scm-e.aspx?section=des. 	
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 Training POC. 	
6.	<p>DoS Foreign Affairs Counter Threat (FACT)</p> <ul style="list-style-type: none"> • When assigned to Commands in Pakistan, Lebanon or Egypt. 	
7.	<p>(OMC-Y, OSC-I) DISAM SCM-O</p> <ul style="list-style-type: none"> • This is a resident course at Wright Patterson AFB, OH. • Register for SCM-O at: http://www.iscs.dsca.mil/pages/courses/onsite/scm-o.aspx?section=des. 	

Appendix 4. EQUIPMENT / GEAR LIST (see Enclosure 5)

1. The Individual Equipment Required Checklist is included in Enclosure (5) of this handbook.
2. All Active Component/IMA/SMCR IAs are required to draw the FULL gear issue (per Enclosure (5)) from 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 IAs 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. AC, SMCR and IMA Marines' gear draw will not be facilitated by the DPC/RSU.
3. IRR Marines are required to draw the FULL gear issue facilitated by the DPC/RSU prior to reporting to the MARFORCENT LNO.
 - a. ICE items (IIF Issued Equipment, UIF Organizational Equipment, and CBRN) can be drawn from the respective regional MEF IIF.
 - b. STAP items (UIF Extreme Weather Clothing and FROG Ensemble) must be requested by the DPC/RSU via the regional UIF in Barstow, CA (DPC/RSU West, location (DPC/RSU East), or location (Okinawa).
4. 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.
5. **DO NOT BRING ANY WEAPONS, MAGAZINES, AMMUNITION, OR KNIVES WITH BLADES OVER 4 INCHES.**
6. FROG Gear is only required for IAs going to Iraq and/or Afghanistan
7. 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 (Mr. Jeff Bannar) – DSN: 651-4143 or 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

	MEDICAL / DENTAL REQUIREMENTS BASED on MOD 13 TO USCENTCOM Current as of 23 March 2017 (For exceptions see Tab A of MOD 13 USCENTCOM)	<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"/> Member screened against CENTCOM MOD 13 or current MOD requirements. <input type="checkbox"/> Reservists - Current 2808/2807 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, 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. <u>Member must report with required chemoprophylaxis if required at destination country.</u> 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, provide 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. <p>Copies of current periodic health assessment with finding of <u>“Member Fit for duty and world wide assignment”</u> within 3 months and any applicable special physical certifications. <u>Service members must be fit for world-wide deploy-ability. Periodic health assessments and special duty exams must be current IAW service policy and remain current for the anticipated duration of deployment.</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> ANAM- 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. <input type="checkbox"/> FEMALES (only) <ul style="list-style-type: none"> o Pap (Annual if less than 30 y/o, over 30 every 3 years w/ proof of last 3 normal PAPs) o HCG (pregnancy test) within 30 days of deployment o Women over 50 must have mammogram within 12 months of deployment o 	

	<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 hour 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), Panoramic X-Rays (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 Individual Augments. 	
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>Service members 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>	

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.

MARFORCENT Force Surgeon: DSN: 651-4316 or Comm: 813-827-4316

Appendix 6. AOR ENTRY / EXIT & CLEARANCE REQUIREMENTS

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

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

Additional questions concerning passport/visa requirements should be routed via the IA's chain of command to the respective MARFORCENT LNO or MARFORCENT G1 Ops.

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

MARCENT 1A REPORTING INSTRUCTIONS (20170602)

All 1As assigned to MARFORCENT are required to complete both PTP Blocks 1A & 1B regardless of location of assignment (i.e. Tampa, FL).

1As that report to MARFORCENT without having both PTP Blocks 1A & 1B completed WILL be returned to their parent command.

BLOCK 1A (SERVICE REQUIREMENTS)

TRAINING OCCASION/CATEGORY	DESCRIPTION	RESOURCE	NOTES
CODE OF CONDUCT (COC) AND LOW RISK OF ISOLATION (LRI) BRIEF	COMPLETION OF JOINT KNOWLEDGE ONLINE SERE 100.2 WILL MEET THE TRAINING REQUIREMENT FOR COC AND LRI. THIS TRAINING IS VALID FOR 36 MONTHS.	JOINT KNOWLEDGE ONLINE SERE 100.2 HTTP://KJQJTEMIL.TRAINING.MAY ALSO BE CONDUCTED UPON REQUEST BY SERE SCHOOL EASTWEST.	UNIT S-3 MCTIMS ENTRY REQUIRED. MAINTAIN COPY OF COMPLETION CERTIFICATE. SERE SCHOOL EASTWEST PHONE: COMM (207) 438-4793
ISOLATED PERSON REPORT (ISOPREP)	AN ISOPREP WILL COMPLETE ON PRMS ON SIPR.	UNITS 2	
LAW OF WAR	JAW REF (MCD 3300.4A MARINE CORPS LAW OF WAR PROGRAM), LAW OF WAR TRAINING IS REQUIRED FOR ALL PERSONNEL BEFORE ENTERING THE ADR. THE UNIT SJA WILL DEVELOP, MAINTAIN AND PROVIDE TRAINING.	MSC SJA	MSC SJAs WILL COORDINATE WITH AND THROUGH MARCENT SJA FOR BRIEF CONTENT OR ADDITIONAL RIDE REQUIREMENTS. MARCENT SJA PHONE: COMM 813 827 4304
OPERATIONAL CULTURE	FACILITATED BY CENTER OF ADVANCED OPERATIONAL CULTURAL LEARNING (CAOCL).	CONTACT CAOCL LINK FOR TRAINING. CAOCL LINKS ARE LISTED AT HTT://WWW.USMCJEDC.CAOCLCONTACT	CAOCL HQ PHONE: COMM (703) 432-1740
TACTICAL COMBAT CASUALTY CARE (TC-3) ALL COMBATANTS	FOR ALL NON-MEDICAL UNIFORMED PERSONNEL	COMPLETED JAW SERVICE REGULATIONS	COMPLETED NET 180 DAYS OF DEPLOYMENT
TRAUMATIC BRAIN INJURY (TBI) PROGRAM	MARINES WILL RECEIVE AN ANNUAL TBI BRIEFING PRIOR TO DEPLOYMENT.	BRIEFING LOCATED AT PTP TOOLKIT: HTT://SWC.PUB.TECOM.USMC.MJGENSTAFF/FIG3/PTP/DEFAULT.ASPX	SELF PACED LEARNING. UNIT S-3 MCTIMS ENTRY REQUIRED

BLOCK 1B (THEATER REQUIREMENTS)

TRAINING REQUIREMENT	DESCRIPTION	RESOURCE	NOTES
OPSEC TRAINING	NA	COMPLETED VIA UNIT TRAINING OR MARINE NET OPSECUS001	IF ACCOMPLISHED DURING THE PREVIOUS CY OR FY, THEN THE PTP REQUIREMENT IS SATISFIED. MAINTAIN COPY OF COMPLETION CERTIFICATE
ANTI-TERRORISM TRAINING	NA	COMPLETED VIA UNIT TRAINING OR MARINE NET JATLY0000	IF ACCOMPLISHED DURING THE PREVIOUS CY OR FY, THEN THE PTP REQUIREMENT IS SATISFIED. MAINTAIN COPY OF COMPLETION CERTIFICATE
COMBATING TRAFFICKING IN PERSONS (CTIP)	NA	COMPLETED VIA MARINE NET D001AD0000	IF ACCOMPLISHED DURING THE PREVIOUS CY OR FY, THEN THE PTP REQUIREMENT IS SATISFIED. MAINTAIN COPY OF COMPLETION CERTIFICATE
CYBER SECURITY POLICY	NA	COMPLETED VIA MARINE NET CYBERM0000	IF ACCOMPLISHED DURING THE PREVIOUS CY OR FY, THEN THE PTP REQUIREMENT IS SATISFIED. MAINTAIN COPY OF COMPLETION CERTIFICATE
QUALIFY WITH ADR ASSIGNED WEAPON	TRW NET (MCD 3014.2L, MARPREMINT 120101), MARINES WILL COMPLETE WEAPONS QUALIFICATION. ENLISTED MARINES, E-7 OR HIGHER OR HAVE 13 YEARS OF SERVICE OR MORE, WHO ARE ASSIGNED A RIFLE/CARBINE WILL CONDUCT TABLES 3-6. OFFICERS O-4 OR HIGHER OR HAVE 13 YEARS OF SERVICE OR MORE WHO ARE ASSIGNED A RIFLE/CARBINE WILL CONDUCT	BASE UNIT	IF ACCOMPLISHED DURING THE PREVIOUS CY OR FY, THEN THE PTP REQUIREMENT IS SATISFIED

TABLES 3-6

MARCENT IA REPORTING INSTRUCTIONS (Cont.)

All IAs assigned to MARFORCENT are required to complete both PTP Blocks IA & IB regardless of location of assignment (i.e. Tampa, FL).

"IAs that report to MARFORCENT without having both PTP Blocks IA & IB completed WILL be returned to their parent command."

BLOCK IB (THEATER REQUIREMENTS) (Cont.)

TRAINING REQUIREMENT	DESCRIPTION	RESOURCE	NOTES
CBRN	N/A	UNIT CBRN	UNIT S-3 MCTIMS ENTRY REQUIRED. TRAINING MUST BE COMPLETED WITHIN 6 MONTHS OF ENTERING THE AOR IAW MCO 3400.3G
VEHICLE EGRESS	MARINES WHO HAVE THE POTENTIAL TO DRIVE OR BE A PASSENGER IN A MPAP AND/OR HMMWV WILL COMPLETE MPAP AND/OR HMMWV VEHICLE EGRESS TRAINING PRIOR TO ENTERING THE CENTCOM AOR	UNIT S-3	UNIT S-3 MCTIMS ENTRY REQUIRED. REFERENCE IA LINE NUMBER FOR BILLET REQUIREMENT
COUNTER-IMPROVISED EXPLOSIVE DEVICE (C-IED)	ALL MARINES RECEIVE CIED THREAT AND AWARENESS BRIEF	UNIT S-3 WILL COORDINATE/SCHEDULE BRIEF W/MARINE CORPS ENGINEER SCHOOL MTT	UNIT S-3 MCTIMS ENTRY REQUIRED
KUNDUZ SCENARIO	APPROPRIATE TARGETING AND FIRE SUPPORT PERSONNEL REVIEW KUNDUZ INVESTIGATION LESSONS LEARNED	N/A	KUNDUZ LESSONS LEARNED ARE LOCATED ON THE TECOM PTP TOOL AND IS A REQUIREMENT FOR TARGETING AND FIRE SUPPORT BILLETS
AOR UPDATE BRIEF	WITHIN THE 30 DAYS BEFORE DEPLOYMENT RECEIVE AOR UPDATE BRIEF. IAs WILL COORDINATE WITH THEIR UNIT S-2 FOR APPROPRIATE CONTENT FOR SPECIFIC JMO	UNIT S-2	CONTACT MARCENT G2 AT PHONE: COMM 813 827 4070

COMBINED JOINT OPERATIONAL AREA - AFGHANISTAN TIER-I

DESIGNATED PERSONNEL ARE REQUIRED TO CONDUCT THE FOLLOWING TRAINING. IOT FACILITATE THIS TRAINING, THE MARCENT G3 TRAINING SIPR WEBSITE (HTTPS://PD.PORTAL.MARCENT.USMC.SMIL.MIL/G-3/SPT/SITEPAGES/TRAINING_READINESS.ASPX) CONTAINS EACH OF THESE REFS.

TRAINING REQUIREMENT	DESCRIPTION	RESOURCE	NOTES
TACTICAL GUIDANCE	COMMANDERS AND STAFF INVOLVED IN KINETIC STRIKES AND KINETIC TARGETING WILL READ AND UNDERSTAND REF AE (CLASSIFIED) OF MARCENT MSG DTG	REF AE IS COMMANDER UNITED STATES FORCES-AFGHANISTAN TACTICAL GUIDANCE AND DELEGATION OF APPROVAL AUTHORITIES (USFORA MSG 14 MAY 16)(CLASSIFIED)	REF LOCATED AT: HTTPS://PD.PORTAL.MARCENT.USMC.SMIL.MIL/G-3/SPT/SITEPAGES/TRAINING_READINESS.ASPX
ESCALATION OF FORCE	EOF POCKET GUIDE CONTAINED REF AF OF MARCENT MSG DTG, ANNEX A, WILL BE REVIEWED DURING THE ROE BRIEF	ANNEX A EOF POCKET GUIDE	PTP TOOLKIT: HTTPS://VCEPUB.TECOM.USMC.MIL/GENST/AFF/G3/PTP/DEF/AFU LT.ASPX

TIER-II

REQUIREMENTS APPLICABLE TO PERSONNEL WHO WILL FREQUENTLY DEPART DOD LOCATIONS OR INTERACT WITH AFGHAN SECURITY FORCES OR THE AFGHAN POPULATION

TRAINING REQUIREMENT	DESCRIPTION	RESOURCE	NOTES
3-LINE PROCEDURES	TIER 2 PERSONNEL WILL BE FAMILIAR WITH THE 3-LINE PROCEDURES FOR CALLING FOR MEDEVAC SUPPORT	THE RESOURCE FOR THIS REQUIREMENT IS LOCATED ON THE PTP TOOLKIT	PTP TOOLKIT: HTTPS://VCEPUB.TECOM.USMC.MIL/GENST/AFF/G3/PTP/DEF/AFU LT.ASPX

TECOM CENTCOM PTP TOOLKIT (LINK)

Due to the potential for follow-on deployment to CENTCOM AOR, IAs assigned to MARFORCENT are required to complete both PTP Blocks IA & IB regardless of location of assignment (i.e.

"IAs that report to MARFORCENT without having both PTP Blocks IA & IB completed WILL be returned to their parent command."

MARFORCENT MEDICAL READINESS VERIFICATION

Name: _____ DOB: _____ Date: _____
Active Duty / 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 60 Days): 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 (<4 mos): _____ G6PD (NORM/DEF): _____
Sickle Cell (POS/NEG): _____ HCG (<30 days): _____ Varicella T or INJ: _____
CHEM18: _____ CBC: _____ Lipids (Fasting 12 hrs): _____ U/A: _____

DENTAL/AUDIO/OPTOMETRY:

Corrective Vision: Y or N Optometry (2 YRS): _____ 2 Pair of Glasses: Y or N
Dental Exam (90 Days): _____ Dental Class: _____ Bitewing (2 YRS): _____
Panogram (5 YRS): _____ Audiogram (1YR): _____

IMMUNIZATIONS:

MMR (Once): _____ IPV (Once): _____ Influenza (Q YR): _____
HEP A (2 Shots): 1. _____ 2. _____ TD (Q 5 YRS): _____
HEP B / TNRX (3 SHOTS): 1. _____ 2. _____ 3. _____
Typhoid (Q 2 YRS): _____
Yellow Fever (Q 10 YRS, AOR Specific): _____
PPD (Questionnaire /Placement w/ zero mm): _____
MCG (Q 5 YRS, AOR Specific): _____
Anthrax (5 Shots) 1(Start): _____ 2(4 Weeks): _____ 3(6 Weeks): _____
4(12 MOS): _____ 5(18 MOS): _____ Booster: _____

EXAMS:

PHA (Recent 90 days): _____
PAP (Annual If Less Than 30 YRS Old, Over 30 Q 3 YRS W/ Proof of Last 3 NML): _____
Physical (>50 YRS): _____
MAMMO (50 YRS): _____

COMPLETELY VERIFIED and LABS ORDERED BY NAME (STAMP): _____

Provider: _____

MRRS Update: _____ **NMCPS:** _____ **IMR in Record:** _____

Note: Member must be screened against CENTCOM MOD 13, 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 FORM

The appropriate 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 valid GTCC, SIPR Token, and PASSPORT as required.

ADMINISTRATIVE RESPONSIBLE OFFICER'S SIGNATURE / POC INFORMATION

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

MEDICAL READINESS

- Member screened against CENTCOM MOD 13, 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 & 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 & 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 & 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 & 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 & Date

COMMANDING OFFICER'S-DPC/RSU COMMANDING OFFICER'S REVIEW AND ACKNOWLEDGEMENT

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

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

Enclosure (3)

CHECKLIST FOR REPORTING INTO MARFORCENT

**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. The DPC/RSU Commanding Officer may sign for Active Component IAs, if the DPC/RSU is conducting any portion of PTP.
<input type="checkbox"/> Orders -10 day DTS Orders (DD Form 1610) for Active Duty Marines if NOT local to Camp Lejeune/Camp Pendleton -Local TAD detaching/reporting endorsement if stationed in the Camp Lejeune/Camp Pendleton area -MRCWS Orders 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 end of assignment with MARFORCENT
<input type="checkbox"/> Valid DoD Military ID (CAC) -ID must have an expiration date that is AFTER the IA's end of assignment with MARFORCENT
<input type="checkbox"/> Skeleton SRB
<input type="checkbox"/> GTCC 101 hard copy certificate - GTCC Certificate must be dated the year in which the cardholder's orders begin. Completed and signed GTCC SOU (DTMO version dtd March 2016) is also required.
<input type="checkbox"/> SERE 100.2 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"/> No-Fee Official Passport (Government) -If applicable per the Foreign Clearance Guide, obtain valid passport and visas as required. -NOTE: Ensure the passport has an expiration date that at least 60 days AFTER the IA's end 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

REQUIRED INDIVIDUAL AUGMENT (IA) EQUIPMENT LIST FOR PERSONNEL ASSIGNED TO MARFORCENT (20170915)

INDIVIDUAL ISSUE FACILITY (IIF) ISSUED EQUIPMENT		INDIVIDUAL ISSUE FACILITY (IIF) ISSUED EQUIPMENT (CONT'D)			FLAME RESISTANT ORGANIZATIONAL GEAR (FROG) ENSEMBLE **REQUIRED ONLY FOR AFGHANISTAN/IRAQ/SYRIA**					
NOMENCLATURE	QTY	NOTE	INT	NOMENCLATURE	QTY	NOTE	INT			
COMBAT EAR PLUGS W/CASE	1			DUMP POUCH	1					
BALLISTIC EYE PROTECTION	1	1		INLINE MICRO FILTER (CAMELBACK FILTER)	1					
BLACK GLOVE W/INSERTS	1			M16A4/M4 DOUBLE MAG POUCH	3					
USMC PACK (COMPLETE SYSTEM)	1			M67 GRENADE POUCH	2					
MARINE CORPS STUFF (MACS) SACK	4			BALACLAVA, FACE GUARD LIGHTWEIGHT	1					
ASSAULT PACK LINER	1			BALACLAVA, FACE GUARD MIDWEIGHT	1					
MAIN PACK LINER	1			KNEE PAD	1					
NECK GAITER	1			ELBOW PAD	1					
APCS GORTEX TROUSERS	1			UIF EXTREME COLD WEATHER CLOTHING						
APCS GORTEX JACKET	1			**NOT REQUIRED FOR QATAR, UAE AND/OR YEMEN**						
CAP, HARDFACE MICROFLEECE COYOTE	1			JACKET ECW (HAPPY)	1	3,4				
PULLOVER, FR GRID FLEECE	1			TROUSER ECW (HAPPY)	1	3,4				
DRAWERS, FR GRID FLEECE	1			BOOTIE ECW (HAPPY)	1	3,4				
UNDERSHIRT, FR SILKWEIGHT	2			JACKET LTWT EXPOSURE	1	3,4				
DRAWERS, FR SILKWEIGHT	2			TROUSER LTWT EXPOSURE	1	3,4				
HELMET (ECH/MICH) & HELMET COVER	1			GAITERS, CW COYOTE	1	3,4				
IMPROVED MODULAR TACTICAL VEST (IMTV)	1	2		FLEECE WINDPROOF JACKET DIG	1	3,4				
E-SAPI PLATE (2EA) & E-SIDE PLATE (2EA)	4	2		ECW MOUNTAIN SOCKS	4	3,4				
USMC PLATE CARRIER (PC)	1	2		MITTEN SET ECW	1	3,4				
INDIVIDUAL FIRST AID KIT (IFAK)	1			COVER FIELD PACK SNOW MARPAT CAMO	1					
MARINE CORPS UTILITY CUTTER	1			PARKA, SNOW MARPAT CAMO	1					
MULTI-PURPOSE COMPACT ATTACHABLE LIGHT (MCAL)	1			TROUSER, SNOW MARPAT CAMO	1					
ALL PURPOSE LINER	1			SMALL UNIT EXPEDITIONARY STOVE (SUES)	1					
FIELD TARPAULIN	1			PROTECTIVE OVERGARMENTS (POG)	1					
CANTEEN W/COVER	2			NOTES - SEE NEXT PAGE						
CANTEEN CUP	1									
CANTEEN STAND	1									
THREE SEASON SLEEP SYSTEM (3S)	1									
ENTRENCHING TOOL W/CARRIER	1									
IMPROVED SLEEPING MAT	1									
							PERSONAL ITEMS AND UNIFORMS			
							MARPAT, UTILITY DESERT	3		
							MARPAT, UTILITY WOODLAND	3		7
							MARPAT UTILITY COVER, DESERT	1		
				MARPAT UTILITY COVER, WOODLAND	1		7			
				BOOT, HOT WEATHER (H/W)	1		6			
				BOOT TEMPERATE WEATHER (TW)	1		6			
				APPROPRIATE CIVILIAN ATTIRE	2					
				CBRN DEFENSE INDIVIDUAL PROTECTIVE EQUIPMENT						
				M-9 DETECTION TAPE	1					
				M8 DETECTION PAPER	1		1 PACK			
				FIELD PROTECTIVE MASK (FPM)	1					
				FILTERS FOR MASK	2		2 SETS			
				JSLIST (TOP/BOTTOM)	1		1 SET			
				GLOVES, CP	1		1 PAIR			
				CBRN OVERBOOTS (AFS)	1		1 PAIR			
				M291 DECON KIT	1					

****NOTE: IF YOU ARE ASSIGNED TO A CONUS BILLET (I.E. TAMPA), YOU WILL NEED EVERYTHING ON THIS SHEET EXCEPT THE FROG ENSEMBLE ITEMS****

NOTE 1 - BALLISTIC EYE PROTECTION WILL BE ISSUED AS A SET CONSISTING OF QTY 1 TAMCN C2170 (SPECTACLES) AND QTY 1 TAMCN C2171 (GOGGLES).

NOTE 2 - REF D APPLIES REGARDING AUTHORIZATION TO DETERMINE THE REQUIRED LEVEL OF PPE (OR ARMOR PROTECTION LEVELS WHEN ESTABLISHED) FOR WEAR BY ASSIGNED PERSONNEL. THIS DETERMINATION WILL BE MADE BASED ON MISSION, UNIT TYPE, THREAT, AND ENVIRONMENTAL FACTORS. UNITS / INDIVIDUALS WILL DEPLOY AND REDEPLOY WITH PLATE CARRIER W/E-SAPI AND SIDE E-SAPI PLATES. THE E-SAPI PLATES AND THE SIDE E-SAPI PLATES MUST BE SURVEYED IF THE MARINE HAS LOST CONFIDENCE IN THE PLATES OR IF THEY HAVE NEVER BEEN SCANNED. PLATES THAT HAVE BEEN SCANNED WILL HAVE A "PASSED" STICKER AFFIXED. UNITS WILL NOT DEPLOY WITH THE BLACK SAPI PLATES UNDER ANY CIRCUMSTANCES.

NOTE 3 - ITEM NOT REQUIRED FOR PERSONNEL ASSIGNED TO QATAR, UNITED ARAB EMIRATES (UAE), YEMEN, CONUS BASED MARCENT INDIVIDUAL AUGMENTEES (I/A), BAHRAIN AND/OR MCE-KUWAIT.

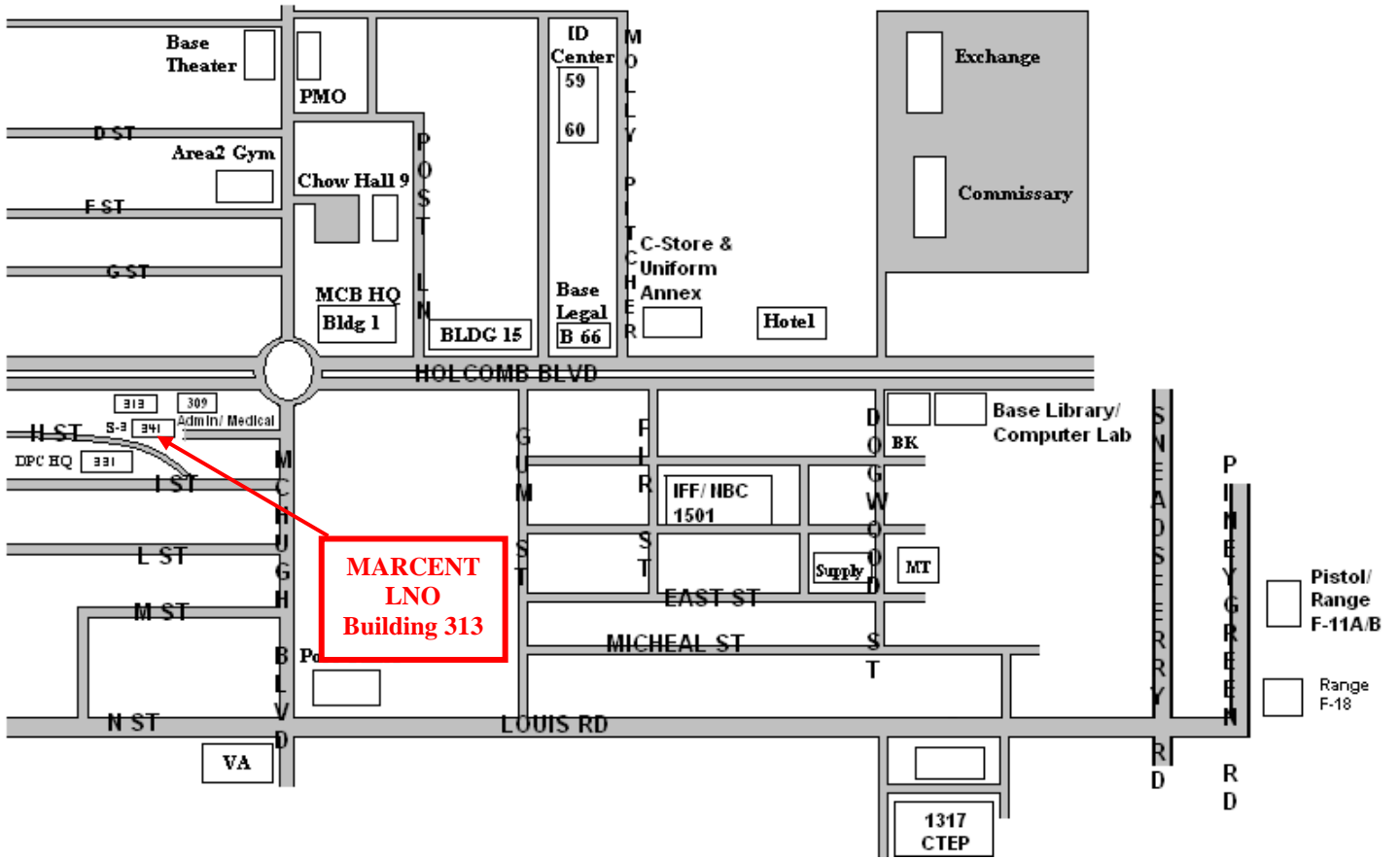
NOTE 4 - THE DEPLOYMENT OF EXTREME COLD WEATHER AND HOT WEATHER EQUIPMENT FOR COUNTRIES NOT LISTED IN NOTE 3 IS AT THE COMMANDER / INDIVIDUAL DISCRETION. THIS EQUIPMENT IS NOT AVAIL FOR ISSUE IN THEATER AND SOURCING FROM HOME STATION UNITS WILL BE REQUIRED AFTER DEPLOYMENT. WHEN ISSUED, BOTH THE EXTREME COLD WEATHER BAG (EXCWB) AND THE THREE SEASON SLEEP SYSTEM (3S), IN CONJUNCTION WITH THE CLOTHING LAYERS ISSUED OUT FROM THE IIF AND UIF, ARE REQUIRED FOR A COMPLETE SYSTEM. THE EXCWB CAN BE USED AS A STAND ALONE SLEEP SYSTEM WITH THE USE OF THE CLOTHING LAYERS DOWN TO 5 DEGREES FAHRENHEIT. THE EXCWB MUST BE USED WITH THE 3S AND CLOTHING LAYERS TO REACH MAXIMUM PROTECTION CAPABILITY OF MINUS 13 DEGREES FAHRENHEIT.

NOTE 5 - INDIVIDUALS / UNITS ARE AUTHORIZED TO DEPLOY WITH A COMBINATION OF DESERT / WOODLAND FROG DEPENDING ON THE MISSION REQUIREMENTS. THE REQUIREMENT TO DEPLOY WITH 5 EA SHIRTS AND TROUSERS IS DUE TO THE INABILITY TO REPLACE UNSERVICEABLE FROG IN A TIMELY MATTER. THE ADDITIONAL 2 EA SHIRTS AND TROUSERS WILL BE USED AS SUSTAINMENT STOCKS FOR THE DEPLOYMENT. INDIVIDUALS PARTICIPATING IN TRAINING EXERCISES IN THE CENTCOM AOR DO NOT REQUIRE FROG I OR II ITEMS. INDIVIDUAL AUGMENTEES (IA) ARE NOT REQUIRED TO DEPLOY WITH FROG I OR II ITEMS UNLESS ASSIGNED TO AFGHANISTAN, SYRIA OR IRAQ. IF REQUIRED, ADDITIONAL GUIDANCE WILL BE PUBLISHED VIA MARCENT G-3 DEPLOYMENT INFORMATION MESSAGE (DIM) FOR DEPLOYING FORCES / TEAMS REQUIRING THE INDIVIDUAL ISSUE OF THE FROG ENSEMBLE BEFORE DEPLOYING TO THE AOR AND WILL SUPERSEDE THE REQUIREMENTS LISTED IN PARA 2.E. ALL ELEMENTS OF THE SPMAGTF-CR-CC ARE REQUIRED TO BE ISSUED FROG BEFORE DEPLOYING TO THE CENTCOM AOR. INDIVIDUAL AUGMENTEES / SPMAGTF-CR-CC FROG REQUIREMENT ARE LISTED IN PARA 2.E. IN COLUMN "OTHER".

NOTE 6 - MARADMIN 558/15 WILL BE USED AS THE GUIDANCE FOR BOOTS AUTHORIZED FOR DEPLOYMENT. BOOTS MUST BE IN SERVICEABLE CONDITION (HEELS, SOLES, UPPER LEATHER, LACES) WITH SIX MONTHS OF SERVICEABILITY REMAINING. THERE IS NO ISSUE OF NEW BOOTS IN THEATER.

NOTE 7 - ONLY APPLIES TO MARINES DEPLOYING TO AFGHANISTAN.

LOCATION OF MARFORCENT LNO CAMP LEJEUNE



LOCATION OF MARFORCENT LNO CAMP PENDLETON

MARCENT LNO
Camp Talega
64 AREA BLDG 64322

CAMP TALEGA
64 AREA
CAMP PENDLETON, CA 92055

Fortitude Field



- Combat Hunter Q-Huts (* indicates Q-Huts returned back to RSU in the event of large scale mobilization)
- VMU-4 Occupied Buildings
- Head / Laundry Facilities
- ♀ Indicates Female Heads
- Armory
- 1st Force Recon