DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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MARINE CORPS ORDER 3311.2A

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS TACTICAL AIR CONTROL PARTY (TACP) PROGRAM

Ref: (a) JFS ESC AP MOA 2004-01 (JTAC)
     (b) JFS ESC AP MOA 2004-02 (FAC (A))
     (c) JFS ESC AP MOA 2004-03 (JFO)
     (d) MCO 1553.10
     (e) MCO 5311.1E
     (f) MCO 1553.1B
     (g) MCO 1553.2D
     (h) OPNAVINST 1500.47D
     (i) NAVMC 3500.42B
     (j) SECNAV M-5210.1
     (k) SECNAVINST 5211.5F
     (l) 5 U.S.C. 552a
     (m) Unit Table of Organizations
     (n) MCO 1200.18
     (o) MCO 1301.25C
     (p) NATO STANDARD ATP-3.3.2.2, "Joint Terminal Attack Controller
         Program," January 10, 2018
     (q) MCO 5210.11F

Encl: (1) Marine Corps Tactical Air Control Party (TACP) Program Manual
      (2) Tactical Air Control Party (TACP) Standardization Visit Check List
      (3) Tactical Air Control Party (TACP) Standardization Team Report
      (4) Tactical Air Control Party (TACP) Equipment Requirements

1. <u>Situation</u>. The Joint Staff has established three Memorandum of
Agreements (MOA), references (a), (b), and (c) that establish common TACP
verbiage and minimum training standards for all U.S. services and other
signatory nations. This Order establishes policy and procedural guidance for
the administration of the Marine Corps' TACP program. All Marine Corps TACP
programs will be administered in compliance with this Order.

2. <u>Cancellation</u>. MCO 3311.2

3. <u>Mission</u>. Deputy Commandant, Plans, Policy and Operations (DC, PP&O)
establishes minimum standards for training, certifying, designating,
qualifying, and evaluating United States Marine Corps (USMC) personnel to
operate as a part of a TACP as Joint Terminal Attack Controllers (JTAC),
Forward Air Controllers (FAC), Forward Air Controllers Airborne (FAC(A)), and
Joint Fires Observers (JFO)) across the Range Of Military Operations.

4. Execution

    a. Commander's Intent and Concept of Operations

        (1) Commander's Intent. Commanders and Officers-in-Charge of Marine Corps units that possess a TACP requirement, will conduct operations and training in accordance with this Order and other applicable directives. This Order is applicable to both the active and reserve components of the Marine Corps as well as all Department of Defense civilian and military personnel assigned to Marine Corps units. Marine Corps Forces Special Operations Command (MARFORSOC) is the exception to this policy.

        (2) Concept of Operations. The Marine Corps TACP program is a phased program that is designed to take a Marine from a JTAC, FAC, or JFO trainee to a certified and qualified JTAC, FAC, or JFO capable of providing the operating forces with quality, highly proficient personnel who are capable of executing their duties during combat and contingency operations. In order to ensure that Title 10 responsibilities are met and all levels of command are made aware of the training readiness of JTACs, FACs, and JFOs, units shall utilize the TACP Individual Performance Record (IPR) Module within the Marine Corps Training Information Management System (MCTIMS) to track training and Readiness (T&R) progression and proficiency in accordance with reference (d)

    b. Subordinate Element Missions

        (1) Deputy Commandant, Plans, Policies and Operations (DC, PP&O) (POF) shall:

            (a) Serve as the sponsor for the USMC TACP program.

            (b) Conduct an annual validation of all 8002 (JTAC) and JFO billets and provide recommended changes to Deputy Commandant, Combat Development and integration (DC, CD&I).

            (c) Serve as the JTAC and JFO occupational field sponsor in accordance with reference (g) of this Order.

            (d) Serve as TACP Operational Advisory Group (OAG) sponsor.

        (2) Deputy Commandant, Combat Development and Integration (DC, CD&I) shall:

            (a) Coordinate with DC, PP&O to develop and maintain all TACP equipment requirements, ensuring current TACP equipment deficiencies are corrected and desired TACP capabilities support Marine Corps required operational capabilities

            (b) Take all actions necessary to support equipment and software requirements for TACP capabilities.

            (c) Maintain current and future Tables of Organization (T/O) and Tables of Equipment (T/E), with mission statements, for all units with valid TACP requirements.

            (d) Publish timely updates to any T/O and T/E changes approved to units with valid TACP requirements.

(e) Provide updates via the TACP OAG regarding any current and future changes to TACP T/O and T/E plans.

(3) <u>Deputy Commandant, Aviation (DC, AVN) shall</u>:

(a) Serve as the advocate for FACs and FAC (A)s.

(b) Conduct an annual validation of all 7502 (FAC) billets and provide recommended changes.

(c) Serve as the FAC/Air Officer occupational field sponsor for the 7502 MOS in accordance with reference (g) of this Order.

(4) <u>Commanding General, Training and Education Command (CG, TECOM) shall</u>:

(a) Supervise the USMC TACP Program Manager for training of TACP personnel, and for the standardization of the TAXP training program.

(b) Conduct an annual validation of all USMC TACP formal school requirements via the Training Input Plan process per references (f) and (g) of this Order.

(c) Submit Marine Corps consolidated quota requirements for the TACP and JFO courses to the Department of the Navy via the Navy Training Requirements Manager system in accordance with reference (h).

(d) In the MCTIMS Student Registrar module, allocate TACP and JFO course quotas received through Navy Corporate Enterprise Training Activity Resource System among valid requirement sponsors.

(e) Develop and maintain the Marine Corps TACP training programs and standards in support of the references. Monitor training to ensure compliance with established Marine Corps standards.

(f) Ensure ranges and training areas are suitable for the TACP Training.

(g) Ensure the current program of record TACP simulator meets the standards outlined in reference (a) of this Order.

(h) Maintain and improve an electronic training management system for TACP management.

(5) <u>Commanding General, Marine Air Ground Task Force Training Command shall</u>:

(a) Serve as the USMC TACP Program Manager for training of TACP personnel, and for the standardization of the TACP training program.

(b) Develop and maintain the Marine Corps TACP training programs and standards in support of the references. Monitor training to ensure compliance with established Marine Corps standards.

(c) Ensure the current program of record TACP simulator meets the accreditation standards outlined in reference (a).

(d) Conduct a biennial Standardization Visit of each Marine Expeditionary Force (MEF) and/or subordinate TACP programs.

(e) Hold semiannual standardization meetings with subordinate TACP training commands (Expeditionary Warfare Training Groups (EWTG), Marine Aviation Weapons and Tactics Squadron One (MAWTS-1), Tactical Training Exercise Control Group (TTECG)) in order to ensure standardization and identification of manning, training, and equipment challenges.

(f) Coordinate with DC, CD&I, DC, PP&O, DC, AVN, on all issues that affect the TACP program.

(6) Unit Commanders shall:

(a) Ensure and enforce compliance with this Order and all other related and applicable directives within their purview. Ensure designation and qualification training of all JTACs, FACs, FAC (A)s, and JFOs is conducted in accordance with reference (i) and appropriate personnel are designated in writing.

(c) Ensure that all JTACs, FACs, and JFOs T&R codes are tracked within digital IPR Module within MCTIMS and IPR Training and Evaluation folder in accordance with references (a), (b), and (d).

(d) Ensure that all FAC (A) T&R codes are tracked within Marine Sierra Hotel Aviation Readiness Program.

(e) Designate a qualified TACP program Manager in accordance with chapter one of this order.

(f) Designate a qualified Unit JTAC-E in accordance with chapter one of this order.

5. Administration and Logistics

   a. Requests to waive or permanently change any portion of this Order will be submitted via the chain of command to DC, PP&O (POF).

   b. Should conflict exist between this manual and references (a) through (h), (j) through (n), or (p), those documents will govern. Should conflict exist between this manual and references (i) and (o), this Order shall govern.

   c. Records Management. In accordance with references (j) and (q), records created as a result of this directive shall be managed according to National Archives and Records Administration (NARA)-approved dispositions per SECNAV M-5210.1 to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Records disposition schedules are located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx. Refer to MCO 5210.11F for Marine Corps records management policy and procedures.

    d. <u>Privacy Act</u>. In accordance with references (l) and (k), any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a) and implemented per SECNAVINST 5211.5F.

6. <u>Command and Signal</u>

    a. <u>Command</u>. This Order is applicable to the Marine Corps Total Force, with the exception of MARFORSOC.

    b. <u>Signal</u>. This Order is effective on the date signed.

D. J. FURNESS
Deputy Commandant for
Plans, Policies and Operations

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Marine Corps Tactical Air Control Party (TACP) Program Manual

Chapter 1

Organization

1. General. This chapter provides detailed information on the policy, definitions, authorities, responsibilities, and procedures associated with the organization of the Marine Corps' TACP program.

2. Unit Types. Reference (m) lists all units that possess either JTACs, FACs, or JFOs and should be utilized to determine where those personnel reside within the total force. Unit manning of TACP billets may occur organically or through attachments. Any unit that employs a TACP shall be required to train and equip TACP members. Required TACP equipment can be found in enclosure 4.

3. Tactical Air Control Party (TACP) Billets. Reference (n) identifies and codifies all skill requirements for Marine Corps TACPs. Authorized Marine Corps TACP billets are indicated on unit T/O by one of the following MOS:

    a. 8002, Joint Terminal Attack Controller

    b. 7502, Forward Air Controller

    c. 8077, Weapons Tactics Instructor

    d. Joint Fires Observer

4. Tactical Air Control Party (TACP) Program Management. The USMC RACP program Management structure is defined with clear roles and responsibilities in order to ensure standardization, compliance with orders, and advocacy. Definitions and responsibilities of the USMC TACP Program Manager, Marine Expeditionary Force (MEF) and Marine Forces Reserve (MFR) TACP Program Manager, and unit TACP Program Manager are listed below. Additionally, Figure 1-1 below defines lines of communication between TACP Program Managers. Adhering to these defined lines of communication will enable efficient accomplishment of Program Manager responsibilities and support for identified challenges.

These lines of communication are a baseline, and may be adapted to changes in the defined reporting structure of the operating forces: The cognizant MEF/MFR PMs are authorized to manage their respective structures to reflect either service level organization or unique organizational requirements.
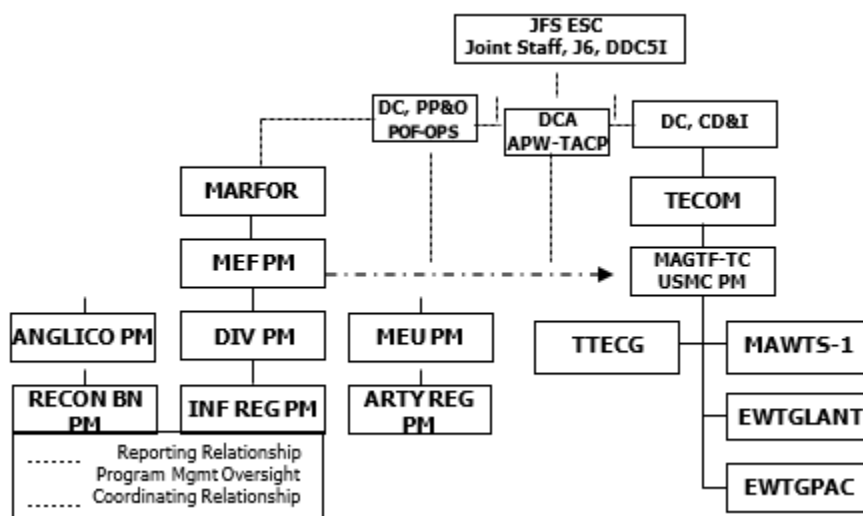
Figure 1-1. USMC TACP Program Management Communication Structure.

    a. United States Marine Corps (USMC) Tactical Air Control Party (TACP) Program Manager (PM). The USMC TACP program Manager is responsible for the management and administration of the Marine Corps TACP program. The USMC TACP Program manager will serve as the primary conduit to HQMC for the health and development of the USMC TACP Program. The MAGTF-TC CG shall designate in writing the USMC TACP Program Manager in accordance with this order. TACP PMs will be responsible for the following:

        (1) Serve as the USMC TACP Program Manager for training of TACP personnel, and for the standardization of the TACP training program.

        (2) Advise the MAGTF-TC CG on all issues pertaining to manning, training, and equipping the USMC TACP.

        (3) Develop and maintain the Marine Corps TACP training programs and standards in support of the references. Monitor training to ensure compliance with established Marine Corps standards.

        (4) Coordinate with DC, CD&I, DC, PP&O, and DC, AVN to ensure USMC compliance with references (a) and (c) and address all issues that affect the TACP program.

        (5) Ensure the current program of record TACP simulator meets the accreditation standards outlined in reference (a).

        (6) Coordinate a biennial Standardization Visit of each MEF in accordance with chapter one paragraph fourteen of this order.

        (7) Hold semiannual standardization meetings with MAGTF-TC TACP training commands (EWTGs, MAWTS, TTECP) in order to ensure standardization and identification of manning, training, and equipment challenges.

        (8) Act as the Unit TACP Program Manager for MAGTF-TC subordinate units.

(9) Coordinate with DC, CD&I for TACP requirements and combat development.

b. <u>Marine Expeditionary Force / Marine Forces Reserve (MEF/MFR) Tactical Air Control Party (TACP) Program Manager</u>. The MEF/MFR TACP PM is responsible for the management and administration of the MEF/MFR TACP program. The MEF/MFR TACP PM is the senior TACP PM within the Reserve and operational forces and is required to advise the MEF/MFR G- and Commanding General (CG). Due to the critical nature and hazards of joint terminal attack control and Terminal Guidance Operations (TGO), unit commanders must select a highly qualified individual with requisite skills to manage the TACP program. MEF/MFR Commanders shall designate in writing a MEF/MFR TACP Program Manager in accordance with this order. MEF/MFR TACP PMs will be responsible for the following:

(1) Advise the MEF/MFR G-3 and CG on all issues pertaining to manning, training, and equipping the subordinate MEF/MFR units TACP and/or TACP members.

(2) Identify and advise the MEF/MFR G-3 and CG on any Risk to Mission or Risk to Force associated with or potentially incurred from the status of any portion of the MEF/MFR TACP program.

(3) Inform the USMC TACP PM of any issues or concerns with manning, training, or equipping within the MEF/MFR TACP Program and when appropriate, issues and concerns with the TACP members.

(4) Ensure through subordinate TACP PMs that the TACP program is conducted per the references. Identify any subordinate unit TACP Program that is failing to maintain standards or qualified personnel.

(5) Prioritize and coordinate with appropriate HQMC or TECOM entities for required school seats supporting the TACP Program.

(6) Coordinate with the USMC TACP PM for a biennial Standardization Visit of the MEF/MFR TACP program in order to ensure compliance with this order.

c. <u>Unit Tactical Air Control Party (TACP) Program Manager</u>. The Unit TACP PM is responsible for the management and administration of the unit's TACP program. Due to the critical nature and hazards of joint terminal attack control, unit commanders require a designated and highly qualified JTAC or FAC with the requisite skills to manage the unit's program. If the individual has not previously attended the Marine Aviation Weapons and Tactics Squadron One (MAWTS-1) Air Officer Course (AOC), Active Component Unit PMs shall attend at the first available opportunity. Reserve Component Unit PMs should attend MAWTS-1 AOD at the first available opportunity. Commanders of Active Component Divisions and MEUs; Infantry, Littoral, and Artillery Regiments; Reconnaissance Battalions; and ANGLOCO's shall designate in writing a TACP Program Manager in accordance with this order. Commanders of Reserve Component ANGLICO's shall designate in writing a TACP Program Manager in accordance with this order. TACP PMs will be responsible for the following:

(1) Advise the commander on all issues pertaining to manning, training, and equipping the units TACP and/or TACP Members.

(2) Identify and advise the commander on any Risk to Mission or Risk to Force associated with or potentially incurred from the status of any portion of the TACP Program.

(3) Inform the TACP one echelon above of any issues or concerns with manning, training, or equipping within the units TACP Program and when appropriate, issues and concerns with TACP Members.

(4) Supervise the training Plan and training status of all unit JTACs, FACs, and JFOs. Coordinate with Unit JTAC-Is, JTAC-Es, and JFO-Es as required in order to facilitate required training for TACP members. Identify any JTAC who is failing to maintain qualification or standards and recommend either appropriate remediation or revocation of their designation to the designating commanding officer. Ensure the next higher echelon TACP PM is informed of any TACP member who has failed to maintain qualification, standards, or who has had their JTAC designation revoked.

(5) Administer the unit JTAC and JFO programs per the references.

(6) Maintain all digital TACP folders within MCTIMS.

(7) Maintain a copy of Individual Performance Records (IPR) for six months on all TACP personnel, who change units via Permanent Change of Station/Assignment (PCS/PCA), separate, or retire.

(8) Prioritize and coordinate as appropriate with the next higher command, required school seats supporting the TACP Program.

(9) Report any firing incidents, loss of confidence, or relieved of duties involving members of the units TACP Program to the commander and next higher echelon TACP PM.

(10) At the unit level, Air Officers and individual JTACs are responsible for ensuring the minimum number and required elements of terminal attack controls are achieved in accordance with the standards set forth in reference (i).

5. <u>Marine Expeditionary Force (MEF) Joint Terminal Attack Controllers (JTAC) Evaluator</u>. The MEF JTAC Evaluator (MEF JTAC-E) is the senior MEF TACP Subject Matter Expert (SME) and standardizing entity. The MEF JTAC-E is a highly qualified officer or SNCO with significant experience as a JTAC or FAC that is either a member of the MEF staff or Major Subordinate Command (MSC. The MEF JTAC-E is accountable to the MEF TACP Program Manager for the ME's JTAC-E and JTAC-I standardization. The MEF JTAC-E ensures standardization by conducting initial training as well as 18 month evaluations and standardization checks on subordinate JTAC-Es. Additionally, the MEF JTAC-E ensures standardization by supervising the training of JTAC-Is, FAC's and JTAC's within the command. If qualified, the MEF TACP Program Manager may also be designated as the MEF JTAC-E. MEF commanders shall designate in writing the MEF JTAC-E in accordance with this order. To be designated as the MEF JTAC-E, an individual must:

a. Be an active or reserve component JTAC or FAC who possesses a minimum of two year of experience as a qualified JTAC, FAC, or FAC(A).

b. Successfully complete the required T&R codes found in reference (i) under the supervision of a MAWTS-1 Air Officer Department Instructor JTAC-E.

c. Be a prior designated JTAC-I.

d. Maintain JTAC qualification IAW reference (i). Once designated, all reoccurring standardization checks must be administered by a MAWTS-1 Air Officer Department Instructor JTAC-E.

6. Unit Joint Terminal Attack Controllers (JTAC) Evaluators. Unit JTAC Evaluators (unit JTAC-E) serve as the unit level TACP Subject Matter Expert (SME) and standardizing entity. The Unit JTAC-E is accountable to the unit TACP PM for the unit's TACP standardization. Unit JTAC-Es conduct standardization checks on all JTAC-Es, JTAC-Is, JTACs, and FACs as well as supervising the initial training of the JTAC-Is within the command. If qualified, the TACP Program Manager may also be designated as the Unit JTAC-E. Commanders of active component Divisions;

Infantry, Littoral, and artillery regiments; Artillery and reconnaissance Battalions; and ANGLICOs shall designate in writing a Unit JTAC-E in accordance with this order. Commanders of reserve component ANGLICO's shall designate in writing a Unit JTAC-E in accordance with this order. To be designated as a Unit JTAC-E, an individual must:

a. Be an active or reserve component JTAC or FAC who possesses a minimum of one year of continuous experience as a qualified JTAC, FAC, or FAC (A).

b. Be a designated JTAC-E, per paragraph 8.

c. Maintain JTAC qualification IAQ reference (i). Once designated, all recurring standardization checks must be administered by the next higher echelon Unit JTAC-E. MARFORRES and MAGTF-TC subordinate commands Unit JTAC-Es recurring standardization checks shall be administered by a separate command within MARFORRES or MAGTF-TC (e.g. EWTG-PAC Unit JTAC E would administer a reoccurring standardization check on the MAWTS-1 AOD Unit JTAC-e). If MAWTS-1 AOD support of other unit JTAC-E evaluations are not available, a waiver may be requested to the MEF or MARFORRES JTAC PM for alternate JTAC-E supervision.

7. Weapons and Tactics Instructors. A Staff Non Commissioned Officer or Officer graduate of the Weapons and Tactics Instructor (WTI), Air officer Course (CID:M140E11). The WTI has completed the transformation from an individual trained in terminal attack control to an experienced aviation integrator and aviation integration training manager. WTI's have the requisite training to act as unit TACP Program Managers. As such, WTI's are responsible for advising the Commander on all aspects of aviation integration and for performing the duties as the unit TACP Program Manager.

8. Joint Terminal Attack Controllers (JTAC) Instructors. Qualified JTAC instructors (JTACIs) will be designated by their Commanding Officer to supervise and instruct JTAC and FAC trainees during all phases of JTAC training when that trainee is conducting simulated, dry or live terminal attack control. JTAC-Is will also supervise JTACs and FACs during required refresher syllabus found in chapter six of this Order. When instructing a JTAC or FFAC trainee or an unqualified JTAC or FAC in terminal attack control, the instructor will be physically located with the individual being training and be able to take control of the mission, if necessary. Per

reference (a) Non-JTAC certified personnel may instruct JTAC or FC trainees on course topics which support CAS operations, but are not directly associated with controlling of aircraft (examples: fire support coordination measures and theater air-ground system). To be designated as a JTAC -I, an individual must:

a. Be an active or reserve component JTAC or FAC who possess a minimum of one year of continuous experience as a qualified JTAC, FAC, or FAC(A). Formal Learning Centers may designate a civilian contractor as a JTAC-I as long as they meet all requirements found in reference (a).

b. Successfully complete the required T&R codes found in reference (i) of this Order under the supervision of a JTAC-E.

c. Meet all other JTAC qualification standards found in reference (i).

9. <u>Joint Terminal Attack Controllers (JTAC) Evaluator</u>. A qualified JATC evaluator (JTAC-E) is a JTAC that has been designated by their Commanding Officer to conduct initial and recurring 18-month JTAC evaluations. JTAC-Es will serve as a CAS Subject Matter Expert (SME). JTAC-Es will be able to conduct JTAC 18-month evaluations and standardization checks on all JTAC-Is, JTACs, and FACs as well as assist the Unit JTAC-E in creating and supervising the training of JTAC-Is within the command. To be designated as a JTAC-E, an individual must:

a. Be an active or reserve component JTAC or FAC who possesses a minimum of one year of continuous experience as a qualified JTAC, FAC, or FAC (A).

b. Successfully complete the required T&R codes found in reference (i) under the supervision of either a MAWTS-1 Air Officer Department Instructor JTAC-E or the parent Unit JTAC-E.

c. Be a prior designated JTAC Instructor (JTAC-I) per paragraph 9.

d. Maintain JTAC qualification IAW reference (i). Once designated, all recurring standardization checks must be administered by the Unit JTAC-E.

10. <u>Joint Fires Observer Evaluator (JFO-E)</u>. A highly experienced and qualified JFO or JTAC authorized to conduct JFO evaluations and supervise certified JFOs in all aspects of JFO training. To be designated as a JFO-E, an individual must:

a. Be an active or reserve Sergeant or above who possess a minimum of one year of experience as a JFO, JTAC, or FAC. Formal Learning Centers may designate a civilian contractor as a JFO-E as long as they meet all other requirements.

b. Meet JFO-E upgrade requirements found in reference (i).

c. Possess a secret security clearance.

11. <u>Joint Fires Observer Instructors (JFO-I)</u>. A joint fires subject matter expert at a JFO certifying schoolhouse designated as a JFO-I by the schoolhouse Commander and authorized to supervise and instruct JFOs and JFO trainees in all aspects of JFO training. To be designated as a JFO-I, an individual must:

a. Be an active or reserve Sergeant or above who possess a minimum of one year of experience as a JFO, JTAC, or FAC. Formal Learning Centers may designate a civilian contractor as a JFO-I as long as they meet all other requirements.

b. Meet JFO qualification standards found in reference (i).

c. Possess a secret security clearance.

12. Confidence Review Board (CRB). The CRB process is intended to provide a method for TACP PMs, JTAC-Is, JTAC-Es, and JFO-Es to identify risk to the designating commander. Additionally, it is provided to address the rare but dangerous situations encountered during training that did or could have caused damage to DOD equipment or personnel. The CRB process will allow lessons learned in these instances to be archived and utilized as teaching tools and information towards decisions regarding the employment of the TACP and TACP members.

a. The following instances will require a CRB to be formed:

(1) A TACP PM identifies a designated TACP member who is unable to safely and effectively perform the required duties for which they are designated.

(2) During live training, any act involving TACP members and live fly aviation which results in loss or significant damage to DOD equipment or personnel. Examples include but are not limited to; damage to government property resulting from release of air to ground ordnance or damage to government property resulting from gross negligence during LZ control of landing or departing aircraft. If such an incident occurs, the unit TACP PM shall be contacted prior to continuation of the JTAC(s) training.

(3) During live training any act that occurs involving TACP members and live fly aviation which creates an unacceptable safety hazard which could have resulted in loss or damage to DOD equipment or personnel. Examples include but are not limited to; Aviation near "midair" due to inappropriate routing, ordnance employment within authorized distances to Friendly personnel, incorrect Correlation resulting in hazard to ground personnel or equipment. If such an incident occurs the unit TACP PM shall be contacted prior to continuation of training.

b. A CRB will consist of the following:

(1) Chaired by a TACP PM or JTAC-E and coordinated as such by the TACP PM one echelon above.

(2) Consist of two additional TACP members. Each additional member must be a qualified JTAC-I, be outside the immediate chain of command of JTACs/FACs involved, and be from separate commands.

c. A CRB will conduct the following:

(1) Review all factors that constituted the forming of a CRB. This includes any JTAC-Is, JTAC-Es, JFO-Es, RSOs, OICs, other TACP members, and any documentation of training (training plan, CONOP, etc).

(2) Determine any casual factors and document via written report to the designating commander, and send courtesy copies to the Marine Corps TACP PM and intervening echelon Unit PMs.

(3) Make one or more of the following recommendations in the written report:

(a) No action required.

(b) Remediation syllabus for one or more TACP members required. Syllabus should be detailed in writing as an enclosure.

(c) Removal of designation.

(d) Changes to range restrictions or requirements, fielded equipment, business practices, or TTPs.

d. The designating commander will take appropriate action after considering the board's recommendation. The disposition will be communicated in writing to the MEF and intervening Unit PMs.

13. <u>Unit Standardization Visit</u>. The Marine Corps TACP Program manager shall coordinate a biennial Standardization Visit with each MEF/MFR. A timeline for unit notification and Standardization Visit checklist are provided (enclosure 1). Standardization Teams formed by the Marine Corps TACP Program Manager will consist of 3-4 TACP SME personnel in which two shall be from MAGTF-TC subordinate commands. A verbal out-brief will be provided to the MEF/MFR CG or designated representative prior to departure, and may be requested by any subordinate commanders whose units were observed. The written out-brief (enclosure 2) will be provided to the MEF CF and to all observed unit commanders, via their Unit TACP PMs, NLT 14 days after completion.

14. <u>Table of Organization and Equipment Change Requests (TOECR)</u>. TOECRs are submitted in accordance with reference (e) of this Order. All TOECRs involving 8002 billets or TACP equipment will be routed through the appropriate chain of command and then forwarded to DC, PP&O (POF) for concurrence prior to approval. All TOECRs involving 7502 billets will be routed through the appropriate chain of command and then forwarded to DC, AVN (APW) for concurrence prior to approval.

Chapter 2

United States Marine Corps (USMC) Joint Terminal Attack Controllers (JTAC)
Operational Advisory Group

1. <u>General</u>. This chapter provides information on the purpose, sponsorship, participants, and actions of the USMC TACP OAG.

2. <u>Purpose</u>. The TACP OAG is a forum for establishing TACP community priorities and providing direct interaction between the Fleet Marine Force (FMF), Marine Expeditionary Force (MEF) PM, Division PM, Service TACP PM (CG, MAGTF-TC), TACP Sponsor (DC, PP&O), TACP-APW (DC, AVN), GCED (DC, CD&I), resource sponsors, technical advisors and other working level representatives involved with issues concerning the TACP community.

3. <u>Intent</u>. The TACP OAG serves as a vehicle for identifying and prioritizing TACP community issues that directly impact the operation capabilities, standardization, training, readiness, structure, mann9ing and safety of personnel certified to conduct offensive air operations in support of maneuver units. The TACP OAG will allow open discussion of issues affecting the TACP community and its ability to provide the most proficient TACP to a supported maneuver Commander. The TACP OAG will be the forum for providing a long-term plan for the TACP community to the ground board, via the USMC TACP Program Manager (CG, MAGTF-TC).

4. <u>Participants</u>. Each MEF, Division, and Regiment may send a designated JTAC SME to represent their command. Attending SMEs must be empowered to speak on behalf of their commanders regarding all agenda items. In addition, representation from each of the following is also required.

    a. DC, Aviation (APW)

    b. DC, Plans, Policies and Operations (POF-GCF)

    c. DC, Combat Development and Integration (GCED)

    d. CG, Marine Air Ground Task Force Training Center

    e. CG, MARFORSOC

    f. CG, Marine Corps Forces Reserve

5. <u>Actions</u>. At a minimum, the following actions will take place:

    a. Working groups will be established to address specific issues and to develop recommended courses of action as required

    b. Review TACP seat allocations for the FY training Input Plan (TIP).

    c. Updates to the USMC TACP program.

6. <u>Action</u>. The TACP OAG will meet semi-annually, or as required, to provide timely inputs from the Ground Combat Element Conferences. Marine Corps TACP Program Manager will take the lead in coordinating with DC, PP&O, DC, AVN, and DC, CD&I in relation to the time, agenda, and location, logistical and administrative support for each meeting. The hosting organization will

announce OAG meeting via naval message and identify an action officer to coordinate the OAG conference.

Chapter 3

Pre-Certification Phase

1. <u>General</u>. This chapter provides detailed information on the Pre-Certification Phase of the Marine Corps' TACP Program. The purpose of this phase is to adequately prepare prospective JTAC, FAC, or JFO trainees to successfully complete the Certification courses described in chapter 4.

2. <u>Prerequisites</u>. The following criteria must be met for a Marine to be able to attend a TACP course.

    a. Have a Primary MOS that fills an 8002 (JTAC), 7502 (FAC) or JFO billet on a unit T/O as identified in reference (m).

    b. Have at least 24 months of obligated service upon the completion of the MOS producing school. Selected Marine Corps Reservists are required to gain 24 months of obligated service as well.

    c. Ground combat arms Marines are required to be a certified JFO or complete the JFO standardization check event found in reference (i). This event must be evaluated by a qualified JTAC-E.

    d. Possess a secret security clearance.

    e. Within 90 days prior to attending a TACP course a prospective JTAC or JFO trainee will attend a TACP or JFO primer course. The purpose of this course is to prepare Marines for ther challenges ahead during the perspective course. Attendance of a primer course has shown to greatly reduce the attrition rate. Unit JFO and TACP Primer syllabus should be developed in accordance with reference (i).

3. <u>Waiver Process</u>. Requests to waive any item found in Paragraph 2 of this Chapter will be submitted via the chain of command to Training and Education Command G-3 no later than 45 days prior to the related event. Electronic submissions of scanned requests and endorsements are recommended to increase effectiveness and minimize response time.

Chapter 4

Certification Phase

1. <u>General</u>. This chapter provides detailed information on the Certification Phase of the Marine Corps' TACP Program.

2. <u>Military Occupational Specialty (MOS) Producing Schools</u>. During this phase Marines receive their basic certification training in accordance with reference (i). The following schools per reference (a) or (c) are recognized by the Joint Services to certify Marines.

    a. EWTGLANT: CID N036741 (TACP), CID N03KLB1 (JFO)

    b. EWTGPAC: CID N306741 (TACP), CID N30KLB1 (JFO)

3. <u>School Seat Management</u>. As the JTAC Occupational Field Sponsor, PP&O (POF-GCF) controls all of the JTAC seats designed to train 8002 Marines. Distribution of seats will be determined as per Chapter 2 of this Order. Nominations are due to POF-GCF no later than 30 days prior to the course report date. All requests for additional TACP seats must be submitted via the MEF PM to DC, PP&O (POF) no later than 45 days prior to the related event.

4. <u>Training Syllabus</u>. The JTAC and JFO courses are a Joint Staff accredited training program that is designed to take a Marine that possess a basic understanding of ground and aviation fires, to one that is capable of conducting Terminal Attack Control (JTAC or Terminal Guidance Operations (JFO) in support of aviation fires in a combat environment. The Formal Learning Centers (FLC) mentioned above shall develop and use a single Program of Instruction that is in accordance with reference (i).

    a. The FLC shall make every attempt to certify all JTAC and FAC trainees who have not completed certification requirements at TACP school within 90 days of the end of the course. In the event the FLC has students who are not able to complete certification requirements due to sortie shortfalls, the MEF will coordinate with the appropriate FLC to arrange a live fire exercise within 90 days of the planned graduation date.

    b. The FLC shall ensure that Marine's Certification level T&R codes are entered within the TACP IPR module inside MCTIMS.

Chapter 5

Designation Phase

1. General. The Core Skill Designation Phase builds on the skills and knowledge developed during FLC and is designed to develop the individual expertise required to be an effective terminal attack controller. This chapter provides information on the Designation Phase of the Marine Corps' TACP Program.

2. Prerequisites. In order to begin the Designation Phase a Marine must be a graduate of either of the certifying courses identified in Chapter four paragraph two of this Order. When attending another JFS ESC accredited school house identified in references (a) or (c) an acceptance of this certification shall be approved by the Marine Corps TACP Program Manager. Once approved by the Marine Corps TACP Program Manager the process found in reference (i) and chapter sex paragraph five of this order shall be followed.

3. Designation. The entry level formal education is not adequate to sufficiently prepare an individual to integrate aviation in an operational environment. All events occurring during the initial designation phase shall be completed under the supervision of the appropriate JTAC-I/E or JFO-E. Upon the completion of each initial designation phase event a training form shall be provided by the appropriate JTAC-I/E or JFO-E. The training form shall be placed in the Marines IPR. The training form shall be uploaded into the Marine's MCTIMS TACP IPR. An example of this form can be found in reference (a). Designation Phase T&R events are found in reference (i).

    a. Once the required T&R events are complete the JTAC, FAC, or JFO is eligible for designation upon recommendation by the TACP Program Manager. Designation shall be in writing from the Commanding Officer (O-5 and above). Designation letters shall be placed in the JTAC, FAC, or JFOs IPR. Once a JTAC, FAC, or JFO is designated they shall be considered qualified until a condition listed in chapter six paragraph two determines the Marine to be unqualified.

    b. Designation as a FAC, JTAC, or JFO is at the discretion of the Commander of the ground forces at risk. When JTAC, FAC, or JFO is organic to a unit that will become attachments to a larger composite unit for the purpose of large scale training or deployment then the JTAC, FAC, or JFO will be designated by both the parent and gaining commands.

4. Deployments. JTACs, FACs, and JFOs will deploy qualified as described in chapter five paragraph three. In accordance with reference (a) and (c) JTACs, FACs, and JFOs deployed in support of combat and contingency operations are considered qualified for the duration of the deployment and the 18-month evaluation requirement is waived. All deployed JTACs, FACs, and JFOs who fail to maintain qualification requirements during deployments are considered unqualified upon completion of the deployment and require a refresher syllabus. Refresher syllabi are found in Chapter six paragraph three.

5. Deferral Process. Operational tempo may occasionally prevent a JTAC, FAC, or JFO trainee from completing the Designation Phase found in reference (i) prior to deployment. In order to meet these emergent operational demands, the first O-6 Commander in the Marine's chain of command may defer those T&R codes for one time only. This requirement may not be deferred for

a period in excess of 12 months. In the event a JTAC, FAC, or JFO has their T&R codes deferred, a letter from the first O-6 Commander shall be filed inside the JTAC, FAC, or JFO's IPR as well as uploaded into the TACP IPR module within MCTIMS.

Chapter 6

Qualification Sustainment and Refresher Syllabi

1. General. This chapter provides information on sustained qualification (often referred to as continuation training or currency) and refresher syllabi for JTACs, FACs, and JFOs. This Order is intended to provide an overview of the TAP training plan as well as clarity when details are required. This Order should always be utilized in conjunction with reference (i) concerning specific training requirements.

2. Qualification Sustainment. Once certified (via FLC) and designated (via Designation Phase) a JTAC, FAC, or JFO will remain qualified by performing required tasks in reference (i). The following are conditions in which a JTAC, FAC, or JFO would be considered unqualified:

    a. Fails to accomplish ANY qualification task found in reference (i) during the assigned interval. Supervision by a qualified JTAC is required only for those events which were not accomplished (e.g. if night was not accomplished; only night control requires supervision).

    b. Failed 18 month evaluation or standardization check. JTAC, FAC, or JFO will remain unqualified until successful completion of the 18 month evaluation or standardization check. If a JTAC, FAC, or JFO fails two consecutive 18 month evaluations or standardization checks the TACP Manager shall initiate a CRB.

    c. The designating Commander determines a temporary or permanent loss of qualification based on recommendations from a CRB.

3. Refresher Syllabi. There are distinct refresher syllabi an unqualified JTAC, FAC, or JFO shall adhere to, based on length of lapse of qualification. The date used to determine shall be the last day the HTAC, FAC, or JFO would have been considered Qualified.

    a. JTAC and FAC refresher syllabi are based on the requirements found in references (a) and (p).

        (1) A JTAC or FAC who is unqualified for more than six months, but less than 24 months, must complete the delinquent requirements outlined in reference (i) under the supervision of a qualified JTAC-I.

        (2) A JTAC or FAC who is unqualified for more than 24 months but less than 36 months must complete a refresher syllabus per reference (i) under the supervision of a JTAC-I. Upon the completion of the refresher syllabus, the unit JTAC-E shall conduct an 18 month evaluation and standardization check. Once the JTAC or FAC completes the refresher syllabus, 18 month evaluation, and standardization check they are eligible to be designated a JTAC or FAC by their Commanding Officer (O-5 and above). TACP School shall not be utilized to complete the 24 month refresher syllabus.

        (3) A JTAC or FAC who is unqualified for greater than 36 months must restart the JTAC syllabus from the beginning at a formal learning center.

    b. JFO refresher syllabi are based on the requirements found in reference (c).

(1) A JFO who is unqualified less than 18 months shall complete the training requirements found in reference (i) under supervision of a qualified JTAC-I or JFO-E.

(2) A JFO who is unqualified for 18 months or more must regain qualification by completing all Designation Phase requirements in accordance with reference (i) under the supervision of a qualified JTAC-E or JFO-E. Upon successful completion of a comprehensive evaluation, the individual can be designated a qualified JFO.

4. <u>Evaluations and Standardization Checks</u>. Evaluations and standardization checks processes are the responsibility of the Unit TACP PM. Unit TACP PMs shall monitor the scheduling of Evaluations and Standardization Checks conducted by the unit JTAC-Es or JFO-Es. Evaluations and Standardization checks should be deliberate training events and conducted in accordance with reference (i).

a. A JTAC, FAC, or JFO who wishes to receive an Evaluation or Standardization check from a JTAC-E or JFO-e outside the unit shall have written permission from the Unit TACP PM.

b. JTAC-Es and JFO-Es requested to conduct Evaluations or Standardization Checks on Marines from an outside unit shall have permission from his/her Unit TACP PM to perform the Evaluation or Standardization Check.

c. Any Evaluations or Standardization Checks involving Joint Services shall be approved in writing by the Marine Corps TACP PM.

5. <u>FAC (A) to FAC Conversion</u>. In accordance with reference (a) a FAC (A) who is also a qualified FAC may count FAC (A) controls towards FAC currency. In the event a FAC (A) fails to maintain FAC qualification in accordance with reference (i), and is required to serve in another FAC billet, they shall complete the required refresher syllabus found in chapter six paragraph three of this Order.

6. <u>Joint JTAC Course Conversion</u>. Marines who satisfactorily complete another U.S. Service's accredited JTAC course and desire to become either an 8002 or 7502 shall be required to complete the T&R codes found in the Core Skill Designation Phase of reference (i) under the supervision of a JTAC-I. Once all the T&R codes are satisfactorily completed, the Command may submit a request to their local G-1 to add the appropriate MOS to their service record.

Tactical Air Control Party (TACP) Standardization Visit Check List

			Manager or assigned action officer.	
Final Day			TACP Standardization Team produces a "quick look report" of the assessment and provides a copy, along with a verbal out-brief, to the MEF Commanding General or his/her representative. Additional out briefs may be requested for commanders of MEF subordinate units which will be observed during the TACP Standardization Visit.	
NLT 14 days after visit			Marine Corps TACP Program Manager receives a written report from TACP Standardization Team lead. Sample report provided in enclosure (3).	
Ongoing			MAGTFTC maintains record of program review and assessment reports.	
TACP Program Standardization Checklist				
TACP Program Management				
01- Pre-Certification Phase				
Assessment	**Yes**	**No**	**Items to be reviewed and assessed.**	**Observation & Comment**
			01.1 Are Marines identified to attend TACP school filling JTAC or FAC billets in accordance with reference (m)?	
			01.2 Are Marines identified to attend JFO school filling JFO billets in accordance with reference (m)?	
			01.3 Do Marines attending TACP or JFO certification courses have at least 24 months of obligated service	

Assessment	Yes	No	Items to be reviewed and assessed.	Observation & Comment
			upon the completion of the school?	
			01.4 Do Marine attending TACP or JFO certification courses attend a primer course within 90 days of attending school?	
			01.5 Are unit level primers being conducted in accordance with reference (i) and other service directives?	

02 - Certification Phase				
Assessment	**Yes**	**No**	**Items to be reviewed and assessed.**	**Observation & Comment**
			02.1 Has the JTAC successfully completed an accredited JTAC Course (completion documentation?	
			02.2 If the JTAC, FAC, or JFO completed a certification course not listed in chapter four paragraph two of MCO 3311.2 did the unit comply with the process identified in chapter six paragraph five of the same order and NAVMC 3500.42?	

03 - Designation Phase				
Assessment	**Yes**	**No**	**Items to be reviewed and assessed.**	**Observation & Comment**
			03.1 Is the initial execution of the Designation Phase being supervised by JTAC-Is and JFO-Es appropriately?	
			03.2 Do TACP members use realistic and varying threat scenarios?	
			03.3 Do TACP members utilize fielded equipment during training?	
			03.4 Is academic training provided by individuals with subject matter expertise?	
			03.5 Do the TACP members complete	

			academic tasks annually?	
			03.6 Do the TACP members conduct simulations in a JFS-ESC-accredited simulator?	
			03.7 Do JFOs possess a secret clearance prior to designation?	
			03.8 Are the TACP members Designated in writing by the unit Commander O-5 and above?	
			03.9 Are TACP members who transfer to the unit assessed and recommended by the TACP Program Manager prior to designation from the unit Commander?	
			03.10 If a JTAC trainee is controlling live aircraft, is a JTAC-I physically located with the trainee and capable of immediately assuming direct control of the aircraft if necessary?	
			03.11 Do TACP members achieve all Designation Phase events found in NAVMC 3500.42_ and receive a recommendation of the TACP Program Manager prior to being designated by the unit Commander?	
			03.12 Are all NAVMC 3500.42_ graded events (initial Designation Phase) documented via a standard training form, placed in the appropriate IPR folder and uploaded into MCTIMS with a JTAC-I/E approved control?	

04 - Qualification Sustainment

Assessment	Yes	No	Items to be reviewed and assessed.	Observation & Comment
			04.1 Does the TACP Program utilize scenario based training	

			to include performance of TAC and TGO during missions the unit is expected to perform?	
			04.2 Does the TACP Program utilize scenario based training that requires the TACP members to perform TAC and TGO while training within the Unit of Action (e.g. TACP training with other FSCC members, TACP training with maneuver company/platoon/squad)?	
			04.3 If an individual fails to complete a JTAC or JFO qualification event within required time period, is the individual listed as unqualified?	
			04.4 Does the TACP PM document the reason for non-compliance with evaluation requirements with a memo for record (MFR) placed in Part V of the individual's IPR?	
			04.5 Are no-notice evaluations conducted on qualified individuals within a calendar year?	
			04.6 Is an "Unsat" rating assigned when: Assistance provided to prevent mission failure? Assistants' procedural errors/omissions? Assistants' safety violations?	
			04.7 If a JTAC or JFO fails an evaluation, is the re-qualification evaluation conducted IAW NAVMC 3500.42_ and MCO 3311.2?	
			04.8 Are all training items (items other than evaluation that will be required for	

			qualification) completed prior to evaluation?	
			04.9 Did a minimum of 24 hours elapse since failed evaluation?	
			04.10 If available, did another JTAC-E or JFO-E conduct the re-qualification evaluation?	
			04.11 Do all TACP members deploy fully qualified for the position they are tasked to support?	
			04.12 Training to regain qualified status is conducted IAW NAVMC 3500.42_ and MCO 3311.2?	
05 - Instructor				
Assessment	**Yes**	**No**	**Items to be reviewed and assessed.**	**Observation & Comment**
			05.1 Have at least one year of continuous experience as a qualified JTAC/FAC(A) or JFO?	
			05.2 If not one year of continuous experience as a qualified JTAC/FAC(A) or JFO, have an approved waiver?	
			05.3 Was JTAC-I training and evaluation completed IAW NAVMC 3500.42?	
			05.4 Does the JTAC-I or JFO-E maintain qualification IAW NAVMC 3500.42?	
			05.5 Pass an instructor evaluation initially and every 18 months thereafter?	
			05.6 Designated by unit Commander in writing and placed in individual's IPR Part II?	
			05.7 Does the JTAC-I instruct students to standards set forth in NAVMC 3500.42_ while	

Assessment	Yes	No	Items to be reviewed and assessed.	Observation & Comment
			adhering to procedures in JP 3-09.3?	
06 - Evaluator				
Assessment	**Yes**	**No**	**Items to be reviewed and assessed.**	**Observation & Comment**
			06.1 Are evaluations conducted outside of the unit TACP Program approved by the unit TACP Program Manager?	
			06.2 Does the JTAC-E or JFO-E maintain qualification IAW NAVMC 3500.42?	
			06.3 Has the JTAC-E successfully completed required training events found in NAVMC 3500.42?	
			06.4 Was the JTAC-E a previously qualified JTAC-I?	
			06.5 Are evaluations administered to standard by JTAC-Es or JFO-Es?	
07 - Commander				
Assessment	**Yes**	**No**	**Items to be reviewed and assessed.**	**Observation & Comment**
			07.1 Designate in writing, a TACP Program Manager responsible for oversight of the TACP program?	
			07.2 Developed unit level orders or SOPs as required to ensure compliance with MCO 3311.2 and NAVMC 3500.42.	
			07.3 Review any approved unit TACP order(s) or SOPs annually?	
			07.4 Ensure TACP training and operations are incorporated into unit-specific training events to verify the TACPs' ability to properly integrate into the supported units' roles and missions?	
			07.5 Ensure subordinate unit compliance by providing staff support	

Assessment	Yes	No	Items to be reviewed and assessed.	Observation & Comment
			and assist units in implementing and managing their training program?	
			07.6 Does the TACP Program conduct a proper risk assessment down to the instructor and JTAC/JFO level for all TACP training events, to include documenting and reporting in accordance with MCO 3311.2 any actual or near mishaps?	
			07.7 Forward any recommended TACP Program changes to HHQ TACP Program manager?	
08 – TACP Program Manager				
Assessment	**Yes**	**No**	**Items to be reviewed and assessed.**	**Observation & Comment**
			08.1 Does the TACP Program Manager have oversight on academic instruction involving TACP members or trainees?	
			08.2 Provide staff support and assist subordinate units in implementing and managing the TACP program?	
			08.3 Establish and maintain paper Individual Performance Records (IPRs) to standard on all TACP members assigned?	
			08.4 Conduct a review of the records semi-annually?	
			08.5 Review all performance records on newly assigned TACP personnel to establish their qualifications?	
			08.6 Are the newly assigned TACP personnel screened and recommended for designation by the Commander?	
			08.7 Develop and include any unit-	

Assessment	Yes	No	Items to be reviewed and assessed.	Observation & Comment
			specific TACP requirements and procedures in the unit's TACP Order(s) or SOP(s)?	
			08.8 Ensure JTAC-Es and JFO-Es are properly trained and qualified to conduct evaluations?	
			08.9 Review documentation on all TACP evaluations for accuracy?	

09 - MCTIMS Management

Assessment	Yes	No	Items to be reviewed and assessed.	Observation & Comment
			09.1 Ensure that personnel are knowledgeable of and utilize the MCTIMS IPR Module?	
			09.2 Are personnel entering the TACP program registered in MCTIMS, and is their personal information correct?	
			09.3 Upon permanent change of station /assignment, are personnel registered in the MCTIMS system properly transferred from departing unit to the gaining unit?	
			09.4 Are all sections of the paper IPR uploaded and reflected in the MCTIMS IPR Module?	
			09.5 Do users utilize the MCTIMS IPR Module CAS mission log to annotate all CAS controls performed following mission completion?	

10 - Designation Removal

Assessment	Yes	No	Items to be reviewed and assessed.	Observation & Comment
			10.1 If determined individuals lack the skills, abilities, and/or otherwise ineligible based on requirements in NAVMC	

			3500.42_, does the Commander remove the designation from the individual in writing or conduct a CRB in accordance with MCO 3311.2?	
			10.2 Is the documentation made a permanent part of individual's JTAC IPR?	
			10.3 Are members with removed designations immediately removed from the JTAC program?	
			10.4 Does the Commander approve in writing individuals re-entry into TACP program?	

UNITED STATES MARINE CORPS
UNIT
LETTERHEAD
PSC BOX
ADDRESS

IN REPLY REFER TO:
3300
S-3

From: TACP Standardization Team Lead
To: Commanding Officer, (Unit Name)

Subj: TACP STANDARDIZATION VISIT REPORT

Ref: (a) JFS ESC AP MOA 2004-01 (JTAC)
     (b) JFS ESC AP MOA 2004-03 (JFO)
     (c) JP 3-09.3
     (d) MCO 3311.2A
     (e) NAVMC 3500.42C
     (f) MAWTS-1 TACP TACSOP

1. Purpose: The Tactical Air Control Party (TACP) Standardization Visit program is to ensure standardization exists across the USM TACP Program and allow best practices to be shared amongst SMEs.

2. TACP STANDARDIZATION TEAM MEMBERS:

UNIT	NAME	POSITION	EMAIL

3. ITINERARY: Inclusive dates of the visit were XXXX at MCB XX.

4. DISCUSSION: The TACP Standardization Team examined the XXX courseware, classroom instruction, reference materials, and practical exercises (PE). The Following observations are submitted:

   a. Administration:

      (1) TACP Program Regulation: TACP Program Regulation was examined and complied with requirements.

      (2) Instructor Training Program: The XXX has an instructor training program which ensures all members are knowledgeable and proficient in all responsible areas.

      (3) Individual Performance Records (IPRs): Records were examined and complied with requirements.

      (4) Facilities:

         (a) Classrooms: Centrally located and sufficient size.

(b) Audiovisual Equipment is adequate to support the multimedia learning environment.

    b. Academics: Courseware and classroom instruction were reviewed by the standardization team. All materials for classroom instruction met the training requirements. The schedule allows for sufficient classroom time to cover required materials with standard break times between classes. Field training schedule provided sufficient time periods with coordinated training aids to accomplish requirements. The instruction was X days long and gave ample opportunity to reinforce knowledge objectives with repetitive practical application.

    c. Simulation system: The following simulation systems are utilized:

        (1) Distributed Virtual Training Environment (DVTE)

        (2) Supporting Arms Virtual Trainer (SAVT)

    d. Live Events:

        (1) Range Facility: XXXX has XX range areas where CAS training is conducted.

        (2) Sorties (Day/Night): XX sorties were scheduled (X day/ x night), XX controlers received XX controls and completed XX codes.

            (a) Fixed Wing: Day Sorties / Night Sorties.

            (b) Rotary Wing: Day sorties / Night Sorties.

        (3) Indirect Fires: XX unit provided support for target marking and SEAD with XX guns.

    e. Equipment:

        (1) Communication:

        (2) Laser Target Designator:

        (3) Infrared (IR) Pointer:

        (4) Night Vision Devices (NVD):

        (5) Thermal Imager:

        (6) Laser Range Finder (LRF):

        (7) Global Positioning System (GPS):

        (8) Remote Video Receiver:

        (9) Misc:

    f. Safety: Range and LASER safety briefs were conducted prior to each range period. Qualified instructors supervised all trainees during live terminal attack control. A Range Safety Officer was present at the OP during all events.

5. DISCREPANCIES:

a. ISSUE:
   FOLLOW-ON ACTION:

   b. ISSUE:
   FOLLOW-ON ACTION:

6. Observations:

7. Best Practices:

8. Summary: The XXX TACP Program are in compliance with established standards and employ optimal training and evaluation procedures. Any questions or comments may be directed to XXXXXX (XX Unit DSN XXX-XXXX).

                    TACP Standardization Team Lead

Tactical Air Control Party (TACP) Equipment Requirements

1. LASER Range Finder / Target Location Device

2. LASER Target Designator

3. LASER Spot Imager

4. IR LASER

5. Night Vision Magnification

6. Video Down-Link

7. Tactical COP Display

8. Man packable radios

9. Headset

10. High-Cut Marine Combat Helmet