

| SKILL LEVEL OF FAS APPLICANT | Education | Language | Experience | Entry Via |
|------------------------------------|--------------------|----------|------------|---------------------|
| | Associate's Degree | 1+/1+ | | ST |
| | Associate's Degree | 0 | 12 months | ET |
| | Associate's Degree | 0 | 6 months | ST |
| | Bachelor's Degree | 1+/1+ | | Partial study track |
| | Bachelor's Degree | 0 | 6 months | ST |
| | Bachelor's Degree | 0 | 12 months | Partial study track |
| | Bachelor's Degree | 1/1 | 6 months | ET |
| | 0 | 1/1 | 12 months | Partial study track |
| | 0 | 1/1 | 6 months | none |

Table 5.--Eligibility Scenarios for Selection into FAS Full Study and Experience Tracks

4. Application

a. Study Track and Partial Study Track Program. FASs are selected for the program via the annual FAS/RAS Selection panel. A MARADMIN announcing the panel will be released by Dir PL. This panel will be composed of representatives from PP&O/PLU and MMEA. Application deadline dates, available languages/area studies curricula, and the number of candidates to be accepted will be included in the MARADMIN. See Attachment 1 for a sample application.

b. Experience Track Application

(1) Active component and reserve Marines requesting a FAS AMOS based on prior experience and existing LREC capability may apply to DC, PP&O (PLU) at any time. Applications will include appropriate command endorsements. Branch Head, International Affairs Branch (DC, PP&O (PLU)) will convene a panel to consider experience track applications quarterly, and will forward the results to DC, M&RA (MMEA-85) for appropriate annotation in the Marine's record.

(2) All Marines paneled and selected for FAS programs will be notified by MARADMIN.

(3) See Attachment 2 for a sample application format.

5. MOS Designations. Refer to page 8 of this Order.

6. Training. There are three training phases for study track FASs: academic training, immersion language training, and in-country training (ICT). Partial study track FASs receive whichever phase of training is necessary to qualify for the FAS MOS.

a. Phase I: Academic Training

(1) Study track FASs who do not already possess an international or regionally focused education will attend Phase I training. Selected FAS Marines will PCS to Monterey, CA for 12 months.

(2) Phase I consists of six months of graduate level education at NPS for FASs to become oriented with foreign culture, history, politics, economics, religion, social norms and the security dynamics in a specific region. Credits earned at NPS can be applied towards graduate or undergraduate degrees of the attending Marine.

(3) Phase I is based on four Regional Security Studies curricula within the Department of National Security Affairs at NPS. These will vary from the full degree program, but will focus on the following areas:

| | |
|----------------|---|
| Curriculum 681 | Middle East, South Asia, and Africa |
| Curriculum 682 | Far East, Southeast Asia, and the Pacific |
| Curriculum 683 | Western Hemisphere |
| Curriculum 684 | Europe and Eurasia |

Marines selected for this program must submit official copies of their education transcripts to the registration office of NPS for screening. Only after receiving approval from NPS to attend undergraduate or graduate education can a FAS or RAS Marine begin their academic training.

b. Phase II, Immersion Language Training

(1) FASs in the ST and the partial study track who do not already possess a 1+/1+ DLPT score in their target language will attend Phase II language training.

(2) Phase II training will be done on a TAD basis and will take place at a language school in the region of focus for

up to three months. If force protection concerns or other matters preclude travel to the region, FASs will participate in intensive full-time language training in CONUS. Family members may attend Phase II training with FAS Marines, pending coordination with each school, if it can be conducted at no cost to the government.

(3) The goal of Phase II is for FAS Marines to gain limited functional proficiency in a foreign language as demonstrated by a DLPT/OPI score of 1+/1+/1+ (Listening/Reading/Speaking). The FAS will take the DLPT/OPI within 90 days of return to CONUS.

(4) If a FAS fails to achieve these standards PLU will determine whether to convert the Marine to a RAS, or extend the 8230 FAS-in-training designation and authorize use of language sustainment resources. If extension of 8230 is approved, FASs must retest within one year of extension. Failure to achieve the required minimum language skill levels will result in reversion to RAS.

(5) FASs will strive to reach 2/2/2 language proficiency and maintain that proficiency throughout their career.

c. Phase III, In-Country Training

(1) FASs who do not already possess substantial experience in their region of focus will participate in Phase III, also known as In-Country Training (ICT).

(2) Phase III training culminates FAS studies and language training with three months of regional travel after Phase II. The goal for Phase III is for FASs to immerse themselves in the culture of their assigned country and region, to enhance their academic understanding through personal experience and extensive travel in the region, and to gain familiarity with U.S. Embassy Country Team Operations. The FAS's goal is a working level of proficiency in the target language upon completing Phase III training as defined by the Interagency Language Roundtable (ILR) level 1/1.

(3) This Phase of training will be executed on a TAD basis.

(4) The nature and location of Phase III varies for each language. Locations can be referenced in Chapter 1 section 6.d.1. Locations are subject to change.

d. Family Participation in Training. Spouses are encouraged to participate in all aspects of FAS training when possible on a space available basis, at no cost to the government. Refer to Chapter 1, section 6.f.(1) for further information concerning spousal attendance at NPS.

e. Supplemental Training (FAS). Pending the availability of funding and space, PLU will augment the skills of FASs with the following training:

- (1) Security Cooperation Planners Course
- (2) Civil-Military Operations Course
- (3) Information Operation Capabilities Course
- (4) Foreign Service Institute: Intensive Regional Area Studies Course
- (5) Operations Chief Course

f. Training Modifications. It should be noted that emergent billet requirements, funding constraints, or changing pol-mil relations with host countries may cause short-notice modifications to Phase II and Phase III training.

7. Responsibilities and Chain of Command While in Training

a. Performance Evaluations. Fitness reports for FASs in training status will be completed as "Not Observed" in accordance with reference (v), except for reports written on FASs conducting ICT. Academic reports, where applicable, will be attached to the Marine's fitness report. During the ICT period, the reporting senior has the option to complete an observed fitness report, if the reporting senior feels he or she can appropriately evaluate the performance of the FAS Marine. Specific Reporting Senior (RS) and Reviewing Officer (RO) requirements are as follows:

(1) Naval Postgraduate School (NPS). Phase I students (FASs) will be evaluated by the Senior Marine Representative at NPS who will serve as their RS. The RO will be the Dean of Students at NPS.

(2) Immersion Language Training School. At Phase II training locations where FASs are operationally attached to the U.S. Embassy, the Senior Defense Official/Defense Attaché

(SDO/DATT) or a service attaché will be the FAS's RS. Branch Head, International Affairs Branch (DC, PP&O (PLU)) will serve as the RO for all FAS Marines during Phase II Training.

(3) In-Country Training (ICT). Chain of command for FASs during ICT mirrors that of Phase II training.

8. Career Management Considerations

a. Due to the growing requirement for LREC professionals, FAS Marines can expect to perform more than one pol-mil related tour of duty during their careers. To accomplish this, a FAS Marine will follow a dual-track career assignment pattern, alternating between primary MOS and pol-mil designated billets. MMEA and PLU will attempt to place FASs in a FAS billet whenever due for a "B" billet.

b. The total time for FAS training is 12 months or less; therefore, FASs can expect to fulfill their payback tour requirement prior to returning to their PMOS. Marines contemplating applying for the IAP are strongly encouraged to discuss possible career impact with career counselors (DC, M&RA (MMEA)) and their PMOS monitor.

c. In addition to their primary MOS monitor and career counselor, Marines interested in the IAP, as well as currently designated FASs and RASs, are encouraged to maintain contact with the IAP and FAS/RAS Coordinator.

d. All FASs shall maintain a current official passport. Emergent international events may necessitate short-notice deployment or regional engagement. See paragraph 5.b (page 25) of this Order for more information.

e. Additional IAP designations: Regional designations are not limited. Marines must meet the requirements for each regional designation.

f. Future Billets and Career Progression:

(1) The FAS designation is not a PMOS. Marines who carry the designation are expected to remain proficient in their PMOS and thereby remain competitive for promotion by serving in operating force tours at each pay grade.

(2) FASs are also expected to retain their LREC skills between utilization tours; specifically annual language testing.

(3) PLU will meet with MMEA annually to discuss and slate FASs scheduled to PCS during the following calendar year. Individuals are encouraged to submit billet preferences according to the MARADMIN announcement of available FAS/RAS billets.

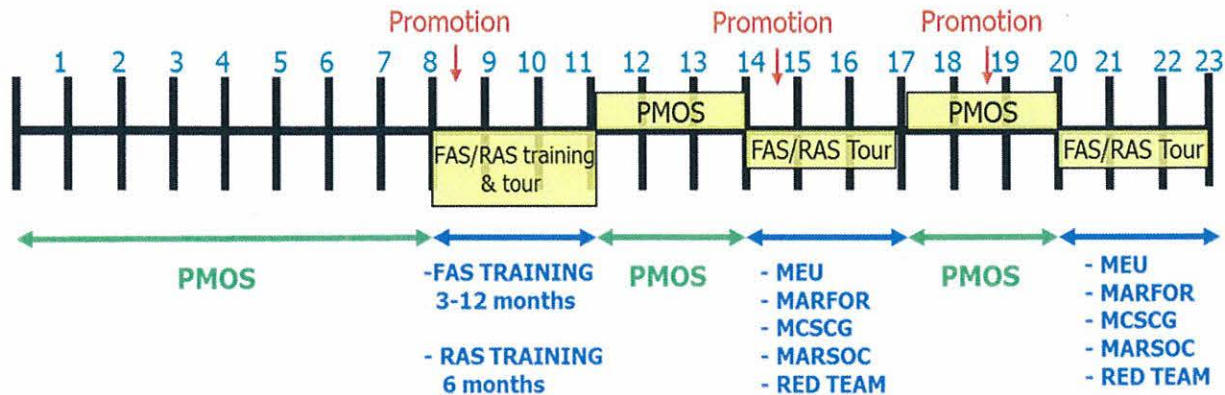


Figure 5.--Sample FAS Career Path

9. Utilization Assignment Policy

a. By applying for a FAS FMOS, Marines are highlighting their availability to serve in FAS/RAS billets when not serving in their PMOS. Marines who subsequently decline to serve in such billets may have their FAS FMOS administratively withdrawn.

b. Obligated Service Requirements. Acceptance of orders to the FAS study track and partial study track programs incurs a two-year service obligation for FASs to be served in a FAS tour (see reference (ah)). The obligation commences on the date of official completion of training.

c. A FAS Marine will serve in designated FAS billets. The nature and location of these assignments will depend on several factors:

- (1) The region of specialization
- (2) The grade of the Marine
- (3) The commands that have billet vacancies during the period the Marine will be available for PCS orders
- (4) The priority in staffing for the commands with vacancies

(5) The needs of primary occupational field monitors (DC, M&RA/MMOA)

(6) The desires of the FAS Marine

d. Utilization

(1) As a general rule, FASs who require training prior to designation should expect assignment to an FAS billet immediately upon completion of training. This assignment fulfills any service obligation incurred by training.

(2) FAS career paths will be dual-tracked whenever possible to ensure that the Marine remains proficient and competitive for promotion in his/her PMOS. A FAS will complete as many subsequent tours in a validated FAS billet as Marine Corps requirements and proper career development will permit.

(3) A FAS designated through the experience track program does not incur a direct service obligation, but is expected to serve in positions utilizing his or her expertise.

(4) Experience track FASs are encouraged to request assignment to billets in which they can apply LREC skills, both in the Marine Corps operating forces and in Joint and Combined commands.

e. FAS Slating. Annually, DC, PP&O (PLU) will release a MARADMIN soliciting applications for FAS billets coming open in the upcoming year. DC, PP&O (PLU) will convene a FAS Payback and Utilization Slating Panel in June or July that will screen and select Marines for FAS billets. Priority of assignments will go to those who have been awarded the FAS MOS via the study track (full or partial) and have not yet served in a FAS utilization tour. All FASs, regardless of selection track, who are eligible, will be automatically screened for assignment to coded FAS billets. Volunteers will be given preference of assignment where applicable. The slating panel will be comprised of representatives from DC, M&RA (MMEA), OccFld sponsors, and DC, PP&O (PLU). The panel will select the best and most fully qualified Marines to fill each assignment. Alternates will be selected by MOS. Each applicant's timing and career path will be carefully considered during the selection process.

IAP FAS STUDY-TRACK APPLICATION FORMAT

From: Grade, Name, last four of SSN, MOS(s), Component, Unit
To: Deputy Commandant, Plans, Policies and Operations (PLU)
Via: Chain of Command (to include Division, MAW, or MLG level.
This must include the first General Officer in the chain of
command, and may mean CG TECOM, CG ERR, CG WRR, etc., as
applicable.)

Subj: FY12 FOREIGN AREA STAFF NON-COMMISSIONED OFFICER (SNCO)
(FAS) STUDY-TRACK APPLICATION

Ref: (a) MARADMIN xxx/xx [announcing the Selection Board]

- Encl: (1) Official transcripts of all undergraduate/graduate education
- (2) Official photograph
- (3) Privacy Act Statement
- (4) Research Paper on International Affairs topic of choice (2 pages, double-spaced)

1. Per the reference, request I be considered for the FY__ FAS study track.

2. I desire to study: [list up to 3 languages in order of preference or "any language"]; and/or [All: list up to 3 regional studies curricula in order of preference or "any region"]. I [do/do not] wish to be considered for other languages or areas of study if my preferences are not available. (*Refer to MARADMIN announcing the FAS study track Selection Board for language/area studies that will be offered)

3. The following information is submitted to support my request:

a. DLAB score: [Date, place tested]. Required for all FAS applicants without a current DLPT score of at least L1/R1.

b. DLPT information: (if taken)

(1) Language(s)/dialect(s):

(2) Date, place tested:

(3) DLPT type(s): DLPT score(s): OPI score(s):

c. I possess a [Secret/Top Secret] security clearance, based on an NAC/SSBI completed on [date] by (agency).

d. It is certified that I and all of my dependents are medically qualified, per the reference.

e. GRE or GMAT test scores (if taken).

f. DSN (if available) or commercial telephone number and e-mail address.

g. Date/Results of Overseas Screening

h. Date/Results of Independent Duty Screening

4. If selected, I agree to remain on active duty for at least two years (FAS) after completion of the program in addition to any obligation previously incurred. I further understand I am required to ensure extension requests or re-enlistment required to meet this service obligation must be approved prior to executing orders for the FAS program.

/s/

NAME

IAP FAS EXPERIENCE TRACK APPLICATION FORMAT

From: Grade, Name, last four of SSN, MOS(s), Component, Unit
To:: Deputy Commandant, Plans, Policies and Operations
(PLU)
Via: Chain of Command (to include Division, MAW, or MLG level.
This must include the first General Officer in the chain of
command. This may mean CG TECOM, CG ERR, CG WRR, etc., as
applicable.)

Subj: REQUEST FOR FOREIGN AREA STAFF NON-COMMISSIONED OFFICER
(SNCO) (FAS) ADDITIONAL MOS

Ref: (a) MARADMIN xxx/xx

Encl: (1) Personal Essay (Mandatory for all applicants. Essay
of approximately 3000 words of the applicant's
choosing. Essay should demonstrate applicant's
writing style and knowledge of International Affairs.
Applicants should write on a topic concerning their
region of application that demonstrates experience in
the region).

(2) Copy of transcripts for all undergraduate/graduate
education.

1. Per the reference, request I be awarded the Foreign Area
SNCO Additional MOS of 823_.

2. The following information is submitted to support my
request:

a. DLAB score: Date, place tested (if taken).

b. DLPT information:

(1) Language(s)/dialect(s):

(2) Date, place tested:

(3) DLPT type(s): DLPT score(s): OPI score(s):

c. DOR:

d. Date current tour began:

e. Overseas control date:

f. Summary of military education:

g. Summary of civilian education: (Specifically note all language, foreign area and international relations studies).

h. Summary of FAS oriented experience: (Please be thorough. List all travel and/or military experience in the region of the requested Free MOS. Interaction with foreign populations, military duties with foreign militaries or government representatives are most important).

i. I possess a [secret/top secret] security clearance based on a NAC/SSBI completed on [date] by (agency).

3. If selected to receive an IAP MOS, I understand that I am highlighting my availability to serve in international affairs and political-military billets when not serving in my PMOS. I further understand that subsequent declination on my part to serve in such billets may result in my IAP FMOS being administratively withdrawn.

4. Contact information: (Work phone and internet e-mail address).

/s/

NAME

Chapter 4

Regional Affairs Staff Non-Commissioned Officer (RAS) Program:
AMOS 8210-8218*

*8210 MOS is a new designation for the Political Military SNCO, and will be granted pending the results of the FAS Beta Test. For more information on the FAS program, see chapter 2 of enclosure (1). Subsequent 821X and 823X MOSs are dependent on approval by the Commandant of the Marine Corps.

1. Purpose

a. The RAS Program identifies Marines with existing regional expertise and culture skills, for service on MAGTF staffs. This voluntary specialty is open to a select group of enlisted Marines who provide commanders a way to effectively navigate the increasingly complex cultural terrain of global missions, strengthen irregular warfare capability and improve Marine Corps integration with the Interagency. RASs are typically utilized on operations and planning staffs in Marine Expeditionary Units (MEU), Marine Special Operations Command (MARSOC) Battalions, Marine Corps Security Cooperation Group (MCSCG) and Red Teams.

b. RASs possess regionally focused academic credentials or regional experience, without foreign language proficiency that would qualify them as a FAS. Because of this, RASs serve in billets that demand a comprehensive understanding of a region but do not require foreign language skills. The RAS MOS may be awarded based on an international affairs or regionally focused undergraduate degree, and/or extensive experience in a region that is considered by the Marine Corps as equivalent to an undergraduate level of expertise.

c. Accession into the RAS Community

(1) Experience Track is the only avenue for accession as a RAS. Applicants who already possess an internationally-focused undergraduate degree or have sufficient regional experience may qualify for the RAS MOS without significant additional training. Significant regional experience should involve in-depth interaction for foreign populations, such as participation in:

(a) Personnel Exchange Program (PEP)

- (b) Marine Security Guard Detachment
- (c) Overseas tours in a Civil Affairs billet
- (d) Military Training Team (MTT)
- (e) Interpreter tour

The education requirement for the RAS MOS may be waived on a case by case basis if an applicant's regional experience equates to a minimum of 12 months of academic or professional interaction with local nationals, e.g., missionary work, undergraduate or graduate degree from a foreign university or college, Peace Corps, etc.

2. Responsibility (stakeholders/chain-of-command). Refer to chapter 3, section 2.

3. Eligibility

a. Experience Track Program Eligibility for RAS. Active component or reserve Marine Staff Sergeant (selects) and above who have earned an international or regionally-focused undergraduate or graduate degree may be eligible for a RAS designation via the Experience Track. Marines with a minimum of 12 months of military service and/or civilian work-related experience overseas, relevant regional and pol-mil experience may also be eligible.

b. There is no study track for RAS.

4. Application. Refer to chapter 3, section 4.

5. MOS Designations. Refer to this Order, section 4.e.

6. Training. Investment in Study Track will orient selected Marines towards FAS designation. No Study Track RAS training is currently funded.

a. Academic Training. Refer to chapter 3, section 6.a.

b. Family Participation in Training. Refer to chapter 3, section 6.d

c. Supplemental Training. Refer to chapter 3, section 6.e

7. Responsibilities and Chain of Command while in Training.
Refer to Chapter 3, section 7

8. Career Management Considerations. Refer to Chapter 3,
section 8

9. Utilization Assignment Policy. Refer to Chapter 3, section
9.

Chapter 5

Marine Corps Foreign Personnel Exchange Program (PEP)

1. Purpose. Marine Corps Foreign Personnel Exchange Program participants conduct dedicated, long term Marine Corps engagement with allied partners to exchange and standardize operational doctrines and create closer international friendships between coalition partners. For the purposes of this chapter, Marine participants in the PEP are referred to as PEPs, and foreign reciprocal personnel are known as FPEPs. PEPs embed with partnered military units, and FPEPs embed with USMC units. The goal of this program is to develop improved understanding of foreign militaries and cultures, to advance worldwide security cooperation, to build partnership capacity, and to enhance relationships with partners that last beyond the assignment and throughout a Marine's career.

a. The duration of an exchange tour is established in the pertinent international agreement, but generally is approximately three years, which includes language training and the overseas assignment.

b. PEP is intended to be a one-for-one reciprocal exchange of officers and career-designated staff noncommissioned officers (SNCOs). Deviation from a one-for-one reciprocal exchange may be granted by DC PP&O as long as each government provides personnel with qualification, training and skills that are essentially equal to those of the personnel provided by the other government. This will be the exception rather than the rule. Each billet with a USMC host command should have a corresponding reciprocal billet with a foreign host country/service. Reciprocity encompasses all facets of the program. Non-reciprocal exchanges under the PEP are authorized as a matter of law, but only for foreign personnel to come to USMC host commands, not for Marine personnel to be sent to a foreign military. This authority is extremely limited. A service-to-service international agreement (herein referred to as a Memorandum of Agreement (MOA)) is required both for reciprocal and non-reciprocal exchanges. The MOA defines the concept, details of administration and compensation, and establishes the personnel prerequisites for each exchange position.

c. MOS Designation. Entry into this program is voluntary, and qualifies Marines for the 8220 (officer) or 8210* (enlisted) MOS.

(1) Officers assigned in English-speaking countries will receive the 822X MOS at completion of their tour, and enlisted, 821X.

(2) Officers who undergo language training for assignments in non-English speaking countries that will be re-designated to the appropriate regional 8240 MOS upon completion of training and testing at a 2/2/1 ILR skill level. The 824X MOS will be granted upon successful completion of the PEP assignment. Enlisted Marines will receive the 8230, and 823x respectively. Reference MCO 1520.11F, paragraph 4.a., for more information about MOS designations and Language for IAP programs.

***8210 MOS is a new designation for the Political Military SNCO, and will be granted pending the results of the FAS Beta Test. For more information on the FAS program, see chapter 2 of enclosure (1). Subsequent 821X and 823X MOS are dependent on approval by M&RA and TECOM.**

2. Tasks. Per reference (ai), the Secretary of Defense (SecDef) has delegated authority to negotiate and conclude international agreements, to include personnel exchange agreements, to the Service Secretaries. In reference (aj), the Secretary of the Navy (SecNav) delegated to the Commandant of the Marine Corps (CMC) the authority to negotiate and conclude international agreements, to include personnel exchange agreements. MCO 1520.11F, specifically this chapter, establishes policy, procedures, and assigns responsibilities for the management, coordination and administration of the exchange of USMC personnel with foreign military personnel under the PEP.

a. DC PP&O is responsible for the overall administration of the PEP. This includes, per reference (aj), the authority to negotiate and conclude all PEP international agreements (MOAs) on behalf of the CMC. This authority may be re-delegated in writing, but not below the general officer level, and then solely for purposes of concluding PEP international agreements (MOAs). To ensure proper coordination and administration of the PEP, DC PP&O, Strategy and Plans Division (PL), International Affairs Branch (PLU) will:

(1) Negotiate all PEP MOAs on behalf of CMC (PP&O) in accordance with the requirements of references (q) and (r).

(2) Provide policy oversight, serve as program manager, and ensure the overall coordination and administration of the PEP.

(3) Examine the political/military implications of billet requests received from Marine Corps units and foreign governments requesting participation in the PEP and provides appropriate recommendations, based on guidance contained in reference (ak).

(4) Coordinate the establishment or disestablishment of exchange positions per Attachment (3).

(5) Coordinate the development, administration, and updating of MOA's with billet sponsors and the applicable host service(s)/government(s).

(6) Conduct preliminary foreign disclosure assessments in units where foreign exchange officers are assigned and coordinate the disclosure authorization for FPEP nominees with billet sponsors and appropriate disclosure authorities (Navy International Programs Office) in accordance with reference (al).

(7) Establish and administer a rigorous, disciplined selection process to ensure applicants for participation in the PEP meet the criteria mandated by the MOA and this Order.

(8) Release MARADMIN announcement to solicit nominations to the program. Coordinates the nomination, screening, selection, acceptance and assignment of PEP personnel with the appropriate billet sponsor, host service/government and parent service/government. See Attachment (5) for specific procedures.

(9) Coordinate assessment of prerequisite training requirements with billet sponsors and schedules required training with the Commanding General, Training and Education Command (CG, TECOM (C461)). The establishment of any new PEP exchanges that generate additional training requirements or any modifications to the prerequisite training for existing exchanges will be vetted through CG, TECOM (C461 and C464).

(10) Coordinate with billet sponsors to ensure the proper budgeting and administration of funds for Marines in the

PEP, to include any periods of Temporary Additional Duty (TAD) associated with prerequisite training and deployment preparation.

(11) Coordinate with designated administrative support units to ensure the budgeting and administration of funds in support of travel attendant to the execution of specific duties required by Headquarters Marine Corps (HQMC) or the administrative support unit while serving in a PEP billet. The administrative support unit is tasked with settling travel claims. The host service/government is responsible for funding all TAD travel required for duty attendant to the PEP billet.

(12) Coordinate the budgeting and distribution of funds for costs unique to living abroad (far from routine USMC or DoD locations), particularly in remote or isolated locations. This includes, but is not limited to, International Cooperative Administrative Support System (ICASS) costs levied by the Department of State for support services such as mail, community liaison office and health clinic access.

(13) Maintain and annually distribute an annotated, updated roster of USMC and FPEP participants to all administrative support units (annually, due in June).

(14) Coordinate an annual review of PEP billets, policies and procedures.

(15) Serve as the billet sponsor for PEP billets specified in attachment (4).

(16) Coordinate negotiation and conclusion of PEP MOAs with the Staff Judge Advocate to the Commandant of the Marine Corps (JA).

(17) Provide to CMC (JA), within two days of signature, certified copies of all concluded PEP MOAs, or associated international agreements; including all accompanying papers, agreed minutes, exchanges of notes or side letters, or background statements, if any, that include information explaining the agreement, the negotiating history and the effect of the agreement.

b. DC, Manpower and Reserve Affairs (M&RA), Manpower Management Division (MM)

(1) Coordinate with the program manager and the billet sponsor to maintain a current billet description, desired/required qualifications, and selection criteria for billets specified in attachment (4) and codified in the MOA.

(2) Provide representation as co-chair of selection process and ensures the proper screening of applicants to meet the criteria mandated by the MOA and this Order.

(3) Coordinate approval of nominated/selected PEP personnel with program manager and billet sponsor. Background information and nomination should be provided to the program manager and appropriate billet sponsor no later than 120 days prior to the reporting date.

(4) Once a candidate is screened and approved, issue orders to the Marine selected to participate in the PEP. Orders should include all pre-assignment training evolutions as required by the nature of the billet (as requested by billet sponsor), and as approved by the program manager. Orders should specifically note that Marines assigned to the PEP are chargeable to the Marine Corps component commander responsible for the assigned area of responsibility (AOR). The Marine Corps component commander will provide administrative support and exercise administrative control over Marines assigned to PEP in their AOR.

(5) Provide the program manager, billet sponsor, and the administrative support unit copies of all orders assigning Marines to or from billets within the PEP.

(6) Support the establishment of Automated Performance Evaluation System (APES) accounts for Reporting Seniors from other U.S. services.

(7) Provide guidance to foreign officers performing as Reporting Seniors to USMC PEPs overseas for fitrep purposes. An adobe fitrep filler form is now available for foreign officers to submit to MMSB-32, via a Marine Reviewing Officer.

c. DC, Aviation (AVN), Aviation Support Manpower Branch (ASM)

(1) Serve as the billet sponsor for aviation exchange positions.

(2) Coordinate with CMC (MM) on the desired/required qualifications for aviation personnel participating in the PEP.

(3) Participate in the DC PP&O led annual review of PEP billets, policies and procedures.

(4) Assist CMC (PP&O, PL and PLU) in the effort to establish new exchange billets by conducting annual aviation program reviews.

(5) Participate in the development, administration, and updating of MOAs with billet sponsors and the applicable host service(s)/government(s).

d. Director, Intelligence (I), Intelligence Operations Personnel Branch CMC (IOP)

(1) Serve as the billet sponsor for those exchange billets specified in attachment (4).

(2) Coordinate with CMC (MM) on the requisite qualifications for intelligence personnel participating in the PEP.

(3) As the Marine Corps Foreign Language Program Manager, coordinate language training as required for personnel selected for assignment to the PEP.

(4) Assist CMC (PP&O, PL and PLU) and billet sponsors in the effort to establish new exchange billets by conducting disclosure assessments for Category 8 (in accordance with national disclosure policy) information prior to billet initiation.

e. Staff Judge Advocate to the Commandant of the Marine Corps (JA). Provide legal counsel regarding all aspects of the PEP.

(1) Provide required legal support to CMC (PP&O) for all efforts associated with PEP MOAs, based on the policy and procedures outlined in references (q) and (r).

(2) Review all PEP MOAs or associated international agreements prior to negotiation and again before their conclusion to ensure compliance with domestic and international law, and DoD regulations.

(3) Provide legal counsel to the program manager (CMC (PLU)), and billet sponsor during the negotiation of proposed MOAs.

(4) Forward certified copies of all concluded PEP international agreements, and/or associated international agreements, along with all accompanying papers, agreed minutes, exchanges of notes or side letters, or background statements to the Judge Advocate General of the Navy (NJAG), per reference (aj). These should include information explaining the agreement, the negotiating history, and the effect of the agreement, received from CMC (PLU), along with a precise citation of legal authority, to the Judge Advocate General of the Navy (NJAG).

(5) Coordinate with NJAG the transmittal of concluded PEP MOAs and supporting documentation to the Department of State within 20 days of the PEP MOA entering into force to ensure compliance with The Case-Zablocki Act (1 U.S.C. § 112b)(reference (am)), and pursuant to references (ai) and (aj).

f. Commanding General, Training and Education Command (CG TECOM) (C461 and C464). Coordinate/schedule all training required to prepare PEP personnel for assignment to PEP billets (C461) and processes budget requests from the Program Manager and provide accounting support for funds programmed to execute this training (C464). This training may include foreign language, force protection training (Evasive Driving, Personal Defensive Measures (PDM) and any other prerequisite training germane to specific billet locations. The establishment of new PEP exchanges or modifications to the prerequisite training for existing exchanges will be vetted through the CG, TECOM (C461 and C464).

g. Billet Sponsors. Sponsors are assigned per attachment (4) and directed to reference (aj) for general guidance. A designated billet sponsor shall:

(1) Serve as the advocate for the billets and the technical advisor to the program manager and the PEP personnel serving in those billets under their cognizance. This includes responsibility for coordinating assignment of FPEP personnel to reciprocal billets in hosting USMC commands.

(2) Coordinate the establishment, modification, or disestablishment of exchange billets with the host country, PL, JA, component command, and the PEP. Conduct a disclosure assessment prior to establishing a new billet.

(3) Coordinate with the host country and CMC (PL and MM) on the desired qualifications for those assigned to sponsored billets. Develop, maintain, and update (every two years) all required billet descriptions. This coordination will also include facilitating the detailed requirements for classified access.

(4) Provide signed MOAs, billet descriptions, and required correspondence to the appropriate administrative support unit, host commands and the Marine assigned to each PEP billet.

(5) Distribute correspondence and appropriate MOAs pertaining to USMC PEP nominees for exchange billets to the cognizant U.S. Defense Attaché Office or U.S. Military Liaison Office concerned.

(6) Identify to CMC (PLU) those billets considered to be in a hazardous area, thus requiring special screening, training, and logistical support (e.g., armored vehicles, special communication requirements, etc.).

(7) Coordinate/conduct appropriate out-briefs for all USMC PEP personnel with CMC (PL, I, and MM) to include any required disclosure briefings prior to the Marine's departure from the continental United States (CONUS) to the PEP assignment.

(8) Coordinate the supply of any required equipment (not provided by the host service/command) through the administrative support unit. Individual Issue Facility (IIF) materials can be checked-out of any IIF prior to PCS overseas with orders, and returned to the IIF at the follow-on duty station in CONUS. Contact PLU-8 for details.

(9) Coordinate security clearance requirements with the host service/command, the CMC (PL, MM, I), and the administrative support unit.

(10) Coordinate issuance of orders and programs funding to PEP personnel required to attend specialized training before reporting to their PEP assignment.

(11) Coordinate deployment authorization with program manager, JA, the administrative support unit, and the joint staff for PEP and FPEP personnel.

(12) Coordinate award recommendations initiated by host service with the administrative support unit.

(13) By April 1 of each fiscal year, provide the program manager with recommended funding amounts required to support PEP personnel travel (not attendant to duty in the PEP billet).

(14) In conjunction with the administrative support unit, coordinate any other requirements of the billet (e.g., mail delivery, force protection costs, etc.).

(15) Coordinate with the program manager to validate ICASS costs.

(16) Coordinate with the cognizant administrative support unit all administrative matters pertaining to PEP personnel.

(17) Provide copies of billet descriptions, guidance for the completion of fitness reports, and mid-tour/end-of-tour reports to administrative support units.

(18) Route copies of mid-tour and end-of-tour reports and billet descriptions submitted by PEP personnel to the program manager.

h. U.S. Marine Corps Component Commands. Component commands will serve as administrative support units for USMC PEP personnel assigned within their AOR:

(1) Execute all administrative and personnel duties normally resident in a consolidated administrative section for PEP personnel assigned within their AOR. This includes, but is not limited to: processing TAD requests, reporting unit diary Marine Corps Total Force System (MCTFS) events such as the semiannual Physical Fitness Test (PFT) and the Combat Fitness Test (CFT) data, settling travel claims, processing leave/emergency leave requests, coordinating medical/dental support, tracking/reporting Deployment Tempo (Deptempo), coordinating postal service, initiating awards or processing awards initiated by the host service/command, and effecting any other disciplinary/ commendatory actions/casualty reporting.

See attachment 2 for additional information regarding administrative support unit responsibilities.

(2) Be designated as the General Court Martial Convening Authority for all PEP personnel assigned within their AOR.

(3) Administer the PEP funding allocated to support PEP personnel assigned within their respective AOR in accordance with current MOAs and this Order. PEP funds will be made available to MARFORs by PP&O/PLU. Provide a quarterly report of all funding expenditures for PEP personnel to the program manager and billet sponsor. The third quarter report should include estimated requirements for the remainder of the current fiscal year.

(4) Submit an estimate of funds required to support all PEP personnel assigned within their AOR for the next fiscal year to the program manager, with a copy to the billet sponsor, no later than 1 June of each fiscal year.

(5) All PEPs will coordinate the issue and recovery of required special equipment (782 gear, extreme weather gear, flight equipment, etc.) with PLU.

(6) Provide appropriate briefs (outbound from the U.S. to the PEP assignment) for all PEP personnel and family members assigned to host nation services/commands within their AOR. Ensure PEP personnel are aware of the Marine Component Command's Theater Security Cooperation Supporting Plan and any other country specific Security Cooperation issues.

(7) Coordinate designation of a Reviewing Officer for PEP personnel performance evaluation reports. The billet sponsor will ensure that a valid reporting relationship exists during the entire period the Marine Reported On (MRO) is assigned to the PEP. This includes any prerequisite training germane to specific billets, including language training, and during the MRO's duties with the host nation's military force. See reference (v), Performance Evaluation System (PES).

(8) Coordinate with the appropriate U.S. Defense Attaché Office or U.S. Military Liaison Office to acquire administrative support beyond that provided by the administrative support unit for the PEP billets.

(9) Serve as the primary point of contact for PEP and FPEP personnel assigned to billets under their cognizance.

(10) Forward recommendation on any request from host nation/service to deploy any PEP to a military operation NLT seven days after receipt of request to DC PP&O (PLU). Ensure host nation/service acknowledges PEP will retain the right of self-defense in accordance with the U.S. Standing Rules of Engagement and that the PEP will operate as a fully integrated member of the host unit while deployed.

i. U.S. Marine Corps Host Command Responsibilities

(1) Coordinate with billet sponsors on issues affecting the conduct of the exchange.

(2) Maintain copies of MOAs applicable to hosted billets.

(3) Maintain copies of classified information disclosure guidance for all FPEP personnel assigned to the command. Assign a Contact Officer and ensure compliance with disclosure restrictions and control of access to information not authorized for release to FPEP personnel.

(4) Inform the billet sponsor and program manager of any unit/billet changes, pending deployments, intended turnover of FPEP personnel, etc. Authorization to deploy outside CONUS, for training or operations must be coordinated with HQMC NLT 30 days prior to the deployment.

(5) Revalidate the billet description with the billet sponsor for significant billet changes and submit an updated billet description to the program manager and billet sponsor NLT 180 days prior to FPEP personnel rotations. See attachment (6).

(6) Screen FPEP personnel nominated for assignment to hosted billet to ensure the nominee meets all requirements of the billet.

(7) Appoint a command sponsor to assist FPEP personnel and their families in adjusting to the Marine Corps and life in the U.S. General guidance can be found in attachment (5).

(8) Ensure that performance evaluations are completed on all FPEP personnel as required by the parent service.

(9) Notify the billet sponsor and program manager should any PEP personnel are involved in an accident, are arrested for