

a criminal offense, or placed in a casualty status. Reference (ak) establishes this reporting requirement.

j. PEP Marine Responsibilities

(1) Submit a mid-tour report and an end-of-tour report to the program manager and the billet sponsor via the administrative support unit, and host command/service, to include an updated billet description.

(2) Keep the program manager, billet sponsor, and administrative support unit informed of current contact information (mailing address, phone number, email address, etc.) and include timely updates of Record of Emergency Data.

(3) As specified by the respective administrative support unit, provide deptempo source information in the proper format and at the reporting interval.

(4) Budget and exercise fiscal prudence at all times with any authorized Marine Corps funds. Do not exceed authorized funding limits without prior authorization from all of the following: administrative support unit, billet sponsor and program manager.

(5) PEP Marines are NOT AUTHORIZED to sign into any binding agreements on behalf of the MARFOR, GCC, or USMC.

(6) Follow additional guidance provided in attachment (2).

3. Eligibility. Active duty Marines are eligible for PEP assignments. The grade requirement will depend on the billet, but generally, officers between the ranks of 1stLt and LtCol and SNCOs are eligible.

a. Because PEPs fall under the purview of the IAP, interested Marines should review the eligibility requirements outlined in this Order. In addition to those requirements, Marines applying for a PEP assignment must meet the following minimum prerequisites:

(1) Be fully qualified in their Primary MOS (PMOS). Either the Marine's PMOS or any additional MOS (AMOS) must correspond to the billet MOS (BMOS) listed for a billet in attachment 4, List of Exchange Billets, Billet Sponsors and Administrative Support Units.

(2) Be willing to learn a foreign language, if required.

(3) Billet Sponsors may identify additional requirements for specific billets.

b. There are accompanied and unaccompanied PEP assignments. Marines who volunteer must be cognizant of, and prepared for, the particular circumstances of the billet (see attachment (4)).

c. DLAB scores act as a predictor for success in learning a language. Therefore, the Marine's DLAB score must meet the minimum level required by the DLIFLC language category for the host nation's language. (See paragraph 7 in the Order for more information.)

d. Marine Corps personnel under consideration for commissioning and education programs, external assignments, etc., are ineligible to apply for the PEP.

e. Personnel selected for the PEP are required to have sufficient obligated service remaining after completion of the PEP tour to fulfill a two-year follow-on assignment. Requests for resignation/retirement/transfer to the Fleet Marine Corps Reserve (FMCR) on a date prior to the completion of the two-year follow-on assignment will not receive favorable consideration. The follow-on tour ensures the Marine Corps reaps the benefit of experiences gained while assigned to the PEP. Enlisted Marines are required to reenlist/extend their current enlistment prior to an assignment to the PEP.

f. Prospective PEP Marines must have demonstrated maturity, personal stability, and financial responsibility to live and work in an overseas location without immediate access to USMC services and support.

g. The prospective PEP Marines and their family members must not have any financial, medical, personal, legal, or other problems which could adversely impact the performance of duty in the PEP assignment or the reputation of the USMC. Marines enrolled in the Exceptional Family Member Program will require additional screening prior to acceptance in the PEP.

h. Family members of Marines selected for assignments requiring language skills are highly encouraged to pursue language training. Language training for PEP family members will not be funded by the Marine Corps; however they may be able to attend training with the Marine on a space-available basis.

See paragraph 7 in the Order for more information on language training.

i. Reference (m) contains an applicable overseas screening checklist, and attachment (2) contains additional information regarding the screening and selection processes of Marines and their families for the PEP.

4. Selection to the PEP. Entry into the PEP is governed by the IAP selection process. Because this program is voluntary, Marines will apply and be nominated for a position. Their application will be reviewed by a board that will determine the best fit for the position based on various factors.

a. Application and Nomination. PP&O (PL) will issue a MARADMIN to solicit applications. The MARADMIN will announce available positions and any additional requirements, including deadlines and other administrative details for the application and nomination process. An application package (see attachment (1)) will include the following:

(1) Administrative Action (AA) Form or application letter, with appropriate endorsements. The endorsement from the first General Officer in the Marine's chain of command suffices as the Marine's nomination for a PEP position.

(2) DLAB score and test date, to be used to determine an individual's ability to learn the required language in the time allotted for training.

(3) For Marines with existing proficiency in the target foreign language, DLPT score and test date, will be used to determine training levels needed. Marines with proficiency in a language other than the required language are encouraged to test and submit those test scores as a demonstration of ability to learn a foreign language.

(4) Overseas and independent duty screenings.

(5) Command endorsement.

b. Panel Process. PPO (PLU) will conduct a screening panel annually with representation from Aviation, DirInt, MMOA, MMEA, and Occupational Field Sponsors.

(1) The PEP panel is non-statutory.

(2) The PEP panel will be conducted in three phases to address the various types of PEP positions, i.e., aviation and ground, officer and enlisted. These phases will occur sequentially and during the same panel date(s).

(3) The process will be governed by MMOA-3 and MMEA guidelines.

(4) The panel process will screen and slate PEPs into billets. In some cases, a Marine may be determined a better fit for a billet other than the desired one.

c. Assignments

(1) At the completion of the panel, PLU will provide list of selectees to Manpower Management for review and concurrence.

(2) PLU will release the list of Marines selected and approved for a PEP position by MARADMIN.

(3) Selection to PEP program will automatically qualify the selectee for AMOS designation of 8220 (Pol-Mil Officer) or 8210 (Pol-Mil SNCO).*

* Any FMOS 82XX associated with the enlisted ranks are pending completion of FAS BETA and subject to approval by M&RA and TECOM.

5. Training

a. Foreign Language Training consists of 24-63 weeks of language training at DLIFLC in Monterey, CA, or in Washington DC. The goal for language training is for a Marine to graduate with a limited functional proficiency in a foreign language demonstrated by a minimum DLPT/OPI score of L2/R2/S2 (Listening/Reading/Speaking). For more information on language training and skill levels, see paragraph 7 of this Order.

b. Additional training** to prepare a Marine for a PEP tour may include the following:

(1) Administrative briefings from PLU will cover topics such as financial responsibilities while in training, TAD, and PEP status for things such as medical and dental needs that are not covered by the host government. PLU will also provide a

briefing on the FAO/RAO and FAS/RAS programs to all PEP participants.

(2) Security Cooperation policy briefings, including briefings from applicable country desk officers in OSD (Policy), PL, and others that may impact the PEP's understanding or behavior while in the PEP assignment.

(3) Anti-Terrorism and Force Protection (ATFP) training will be scheduled for those slated to travel in high-risk regions.

(4) Foreign Disclosure training to be completed prior to PCS for all PEP participants. This online course can only be accessed from a military computer information system.

****TAD in support of tour preparation training is dependent upon availability of funding.**

c. MARFOR or Embassy visits are encouraged by circuitous travel en route to PEP billet. At a minimum, PEPs will provide contact information to the MARFOR and Embassy points of contact upon arrival at their duty location.

6. Billets/Assignment/Reporting

a. Billets

(1) Exchange personnel will be assigned billets within existing manpower requirements. FPEP personnel will serve in existing Tables of Organization (T/O) line numbers of USMC host commands. Billets for all PEP personnel serving with a host nation military will reside in the MS4121 (Marine Corps Personnel with Allied and United Nations Commands).

(2) To create a new foreign PEP billet, an existing USMC billet must be identified for compensatory structure reduction. The USMC command gaining foreign personnel must provide the compensatory reduction. Once the new USMC and foreign exchange billets are approved, the USMC billet with the partner nation will be added to T/O MS4121. The foreign billet in the host USMC unit will be added to the host units T/O Unit Identification Code (UIC).

(3) The PEP is separate and distinct from loan and liaison positions, the International Military Education and Training Program, the Foreign Military Sales Education and

Training Program, and the Fellowship and Scholarship Program. PEP personnel are specifically prohibited from serving as liaison officers for the parent service/government.

b. Assignments. PEP personnel are given assignments commensurate with their grade and qualifications. The program objective is to integrate participants into the host command/organization as though they belong to the unit to which they are assigned, remaining within applicable sensitive and classified information disclosure authorizations. PEP personnel are under the operational control of the host nation service/command; they will remain under the administrative control of the parent service (via the respective administrative support unit) for the duration of the PEP assignment.

c. Reporting. PEPs will provide feedback on how the tour is progressing. These reports also provide information to the Marine who will replace them in the billet as they rotate to a new assignment. This feedback will be in the form of a report addressed to PLU, the MARFOR and geographic combatant command (GCCMD) with responsibility for the billet. At a minimum, the following is required.

(1) Mid-Tour Report. The mid-tour report is due no later than the half-way point of the assignment.

(2) Significant Event Reports. A significant event report will be generated whenever something occurs to affect the nature of the PEP assignment. Examples of significant events are the Arab Spring or Tsunami Relief efforts.

(3) End-of-Tour Reports. The end-of-tour report is due NLT 30 days prior to the end of the tour. More information on the contents of this report can be found in attachment 2, paragraph 14.

(4) Requests for Participation of PEPs to Third Country Deployments. It may occur that the host unit requests the participation of their assigned PEP to deploy to a third country for an operational deployment or exercise. To ensure proper agreements are in place to protect U.S. personnel, PEPs will notify, via this report, the appropriate offices of host nation intent, verification and approval. Requests must be submitted to DC PP&O NLT 30 days prior to the intended deployment to ensure sufficient time for approval and coordination. Dir PL is the approving authority for non-operational deployments. Operational deployments require approval from the Secretary of

Defense (or designated official) and will normally require 60 days to coordinate.

7. Designation

a. Upon successful completion of a PEP assignment, and final submission of a comprehensive after action report (AAR), participants will be awarded designation as an International Affairs Program Officer or SNCO. Submission of AAR must occur within 180 days of completion of PEP assignment.

b. Officers will be reviewed for designation as a Foreign Area Officer (if the Marine has foreign language skill as a result of the PEP tour) or a Regional Affairs Officer through the experience track. See chapter 1 of enclosure (1): Foreign Area Officer (FAO) and Regional Affairs Officer (RAO) Programs, for more information on these designations.

c. Enlisted PEPs will be reviewed for the Foreign Area SNCO (FAS) (with language skill) or the Regional Area SNCO (RAS) programs. See chapter 2 of enclosure (1): Foreign Area SNCO (FAS) and Regional Area SNCO (RAS) Programs for more information.*

*** Any FMOS 82XX associated with the enlisted ranks are pending completion of FAS BETA and subject to approval by M&RA and TECOM.**

8. Administration/Miscellaneous. FPEP participants are encouraged to take a DLPT and OPI as soon as possible upon return to the US and submit their score sheet(s) to PLU.

Attachment 1: SAMPLE APPLICATION FOR PEP

From: Grade, Name, SSN, MOS(s), Component, Unit
To: Deputy Commandant M&RA (MMOA-3)
Via: Chain of Command (to include Division, MAW, or MLG level
- must include the first General Officer in the chain of command
- this may mean CG TECOM, CG ERR, CG WRR, etc., as applicable)
Subj: FY__ MARINE CORPS FOREIGN PERSONNEL EXCHANGE PROGRAM
(PEP) APPLICATION

Ref: (a) MCO 1520.11F

Encl: (1) Official transcripts of all undergraduate/graduate
education
(2) Official photograph
(3) Privacy Act Statement

1. Per the reference, I request consideration for the FY__ PEP.

2. My billet* preference: _____. I [do/do not] wish to be
considered for other billets if my preferences are not
available. (*Refer to MARADMIN announcing the PEP Selection
Board for billet list.)

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

a. DLAB score: [Date, place tested].

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. Existing service obligation (i.e., USNA, Flight School).

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

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

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

4. If selected, I agree to remain on active duty for at least two years after completion of the program. I further understand that this obligation is in addition to any obligation previously incurred.

/s/

NAME

Attachment 2: GUIDANCE FOR UNITED STATES MARINE CORPS PERSONNEL
ON DUTY WITH FOREIGN SERVICES

1. Introduction. The following guidance is provided for Marines participating in the Marine Corps Foreign Personnel Exchange Program (PEP). Current Navy and Marine Corps regulations, and the appropriate Memorandum of Agreement (MOA) between the USMC and the foreign military service, provide additional guidance and will be used in the administration of the PEP.

2. Administration

a. The administrative support unit for Marines during their PEP assignments will be designated on their assigning orders.

b. Marines assigned to the PEP will receive a detailed briefing from the billet sponsor, program manager, and the component command prior to reporting for duty. This briefing will include information considered necessary to enhance individual performance in PEP assignments. PEP assignments may be remote from U.S. facilities, and the Marine Corps does not provide funding for transportation to U.S. bases or facilities for support normally available to personnel assigned to CONUS or to OCONUS U.S. military communities, including routine medical care, postal support, or use of commissary or exchange facilities.

3. Performance Evaluations

a. Performance evaluation reporting procedures for PEP Marines shall be in accordance with the Marine Corps Performance Evaluation System (PES).

b. Foreign officers do not have valid U.S. social security numbers, and are thus unable to establish an Automated Performance Evaluation System (APES) account as a Reporting Senior. An Adobe Fitrep filler form is available from Manpower Management Support Branch (MMSB-32) upon request:
SMB.manpower.MMSB-32@usmc.mil.

c. The host nation report (and a "certified true translation") will be entered into the PES as an addendum to all reports, using pages 1 and 5 of the USMC fitness report. Marines will forward the Adobe fitrep form to the appropriate Reviewing Officer (RO) at the billet sponsor's office for RO action. Upon fitrep completion, the RO will scan and send the

fitrep to MMSB-32 at the organizational email above, or mail original signed form to:

Headquarters, U.S. Marine Corps
Manpower Management Support Branch (MMSB-32)
2008 Elliot Rd. Ste 161
Quantico, VA 22134-5030

d. When able, the administrative support unit will assist in the preparation and submission of fitness reports, and the component commander will provide appropriate input as coordinated by the billet sponsor.

4. Leave

a. PEP Marines may be granted leave in accordance with current Marine Corps regulations, provided such leave is approved by proper authorities of the host foreign military service. The leave granted shall not normally exceed the amount allowed by the host military service.

b. PEP Marines desiring to take leave while serving with a foreign military service shall request leave through the host military service chain of command. If approved, Marine Corps leave will be coordinated through the appropriate Marine Corps administrative support unit.

5. Deployment Tempo (Deptempo). PEP personnel are eligible for Deptempo credit in the same manner as any other Marine, providing they meet the established Deptempo criteria. Administrative support units will provide the criteria to each Marine. Each Marine is responsible for providing Deptempo source information to their administrative support unit in a format and within a timeframe approved/directed by the support unit. The administrative support unit will certify the accrued Deptempo credit and report it into MCTFS in accordance with the MCTFS PRIM (MCO P1080.40C).

6. Uniforms. PEP personnel shall strictly comply with the dress codes contained in current Marine Corps Uniform Regulations. The order of dress for any occasion shall be that which most nearly conforms to the order of dress of the particular unit, squadron, or command with which they are serving. Modifications to Marine Corps uniforms to resemble more closely those of the host nation are not authorized.

7. Financial Agreements

a. All normal USMC pay and allowance procedures (unless modified by the MOA) apply to PEP Marines. With the exception of reimbursable travel expenses, PEP Marines will not receive allowances or reimbursements from the host nation.

b. Permanent Change of station (PCS) transportation costs of PEP personnel to foreign duty stations and return will be the responsibility of the Marine Corps.

c. Non-PCS travel costs, including per diem, when incurred on matters pertaining solely to duties required by the Marine Corps will be funded by the Marine Corps. Specific written approval from the PEP Marine's USMC ADCON organization is required for such travel.

d. Non-PCS travel costs, including per diem, when incurred on matters pertaining solely to duties required by the billet with the host service, will be funded by the host service.

e. Compensation for expenses incurred while on exchange assignments will be in accordance with the MOA.

f. Expenses of the families of PEP Marines will be borne according to Marine Corps regulations and the MOA.

8. Housing. Quarters will be made available to PEP Marines consistent with the foreign host service regulations and the MOA. In many cases, USMC PEPs will be housed on the local economy per existing allowances and programs (OHA and COLA). PEP Marines and their families should be aware that housing expenses may exceed allowances and available housing may not be consistent with the standards normally encountered in CONUS.

9. Medical

a. Family members of PEP Marines may be eligible for care in military medical facilities of the host country to the same extent that care is authorized for the family members of the host country active duty military personnel. Although "family members" medical care is not authorized in some countries, PEP family members are eligible for care in U.S. military treatment facilities located in the host country, as well as for care from civilian sources under the TRICARE PRIME REMOTE Program. (<http://www.tricare.mil/mybenefit/home/overview/LearnAboutPlansAndCosts/TRICAREGlobalRemoteOverseas?>)

b. Physical examinations and medical screening of PEP candidates and their family members are required prior to final acceptance.

(1) Personnel nominated for the PEP and their family members shall have their medical/dental records screened by a medical and dental officer prior to final selection. A requirement for recurrent medical/dental clinic visits or special educational needs for physically or emotionally handicapped children may impose an unwarranted, and perhaps, insurmountable obstacle in adjusting to an overseas assignment. This comprehensive evaluation regarding suitability of potential PEP nominees and their family members should be attested to by commanding officers. The CMC (MM) will be notified as to their suitability. In those instances where it is believed the nominee may have disqualifying problems, details regarding unsuitability should be submitted to the CMC (MM) for adjudication. CMC (Personal and Family Readiness Division (MR)) and the Exceptional Family Member Program can provide advice regarding suitability of family members for assignment to the PEP. Potential PEP Marines who have family members with exceptional needs (e.g., assigned to the Exceptional Family Member Program) will require additional screening.

(2) Personnel selected for the PEP must have medical/surgical problems resolved and shall meet the standards for oral health (Dental Classification I), prior to departing CONUS.

c. Physical examinations for PEP personnel are subject to the following provisions:

(1) Marines on duty in the PEP shall obtain physical examinations according to medical command requirements. If there is no U.S. medical facility available, a foreign military physician may perform physicals, provided results are recorded in English. If a PEP Marine is unable to receive a periodic physical either from a U.S. military or foreign military physician, then a waiver of the physical examination requirements will be requested through the administrative support command. Waivers will normally be given favorable consideration.

(2) PEP Marines in a flying status shall undergo an annual flight physical as per reference (an). This shall be completed by a qualified U.S. military flight surgeon. If travel of 10 hours or more is necessary in order to obtain a

flight physical from a U.S. military flight surgeon, a flight physical may be obtained from a foreign military flight surgeon provided results are recorded in English and forwarded for review to: Naval Aerospace Medical Institute (Code 42), NAS, Pensacola, FL, 32508. To the max extent possible, PEP designees shall obtain an annual flight physical within 30 days of departure for PEP assignment. A waiver of the periodic flight physical will not normally be granted. If travel in excess of 10 hours is necessary, PEP funding will be authorized on a case by case basis and will be coordinated through the administrative support unit.

10. Discipline and Responsibility

a. U.S. Marines will conduct themselves according to U.S. Marine Corps regulations and remain subject to disciplinary action under the Uniform Code of Military Justice (UCMJ). USMC PEP personnel will comply with the orders of military service personnel who are superior to them in relative grade or placed in a position of authority over them. They shall accord all such orders the same force and effect as orders issued by Marine Corps personnel superior to them in grade. PEP personnel who commit an offense against the host military service code of discipline during the exchange assignment will be withdrawn from the assignment. Marine Corps authorities may take disciplinary action if the offense committed by USMC PEP personnel against host service's code of discipline is also an offense under the UCMJ. The Marine Component Command serving as the administrative support unit has General Court Martial Convening Authority. USMC PEP personnel and their dependents may be subject to the foreign criminal jurisdiction of the host nation. Reference must be made to any pertinent Status of Forces Agreement (SOFA) that exists between the host nation and the United States.

b. It is imperative that PEP personnel make every effort to observe the customs of the host foreign service and country. It is also important that Marines conduct themselves in a mature manner in establishing relationships with citizens of the country to which they are assigned.

c. Exchange personnel will not exercise disciplinary powers, except as specified by separate authority, over other PEP Marines.

11. Status of PEP Marines in the Event of Hostilities

a. Should a state of hostility develop in which the US and host governments are allied against a common enemy, PEP Marines will remain with the host military service units to which they are assigned, and will continue to carry out their duties. However, the U.S. Government may recall PEP Marines and retains this authorization under all circumstances. PEP Marines remaining in host military service units must have express and specific authorization from CMC, via their billet sponsor and their administrative support unit, to participate in hostilities.

b. In the event that either government becomes involved in hostilities to which the other is not a party, PEP Marines will not take part in actual combat, nor will they accept orders that are in conflict with the interests of the U.S. Government. Guidance in the case of hostilities is normally provided in the MOA. However, in the absence of such guidance, PEP personnel are to terminate their military duties, assume a neutral status, and seek further instructions from the billet sponsor and administrative support unit.

c. Neither paragraph 11a nor 11b is intended to limit the PEP Marine's inherent right to use all necessary means available and to take all appropriate actions to defend themselves or other U.S. forces in the vicinity from a hostile act or demonstration of hostile intent.

12. Deployments. Marines must request and obtain specific authorization from CMC via the billet sponsor and program manager to participate in deployments or missions beyond the host nation boundaries. Requests for special permission should be routed via the administrative support unit upon notification of a planned deployment. The request will be submitted to the billet sponsor and program manager who will coordinate CMC approval. Upon approval, the billet sponsor will notify the administrative support unit.

13. Security Clearance. Concurrent with the nomination process, the billet sponsor will notify the host nation military (via the host nation's military attaché) of the type and class of security clearance held by the Marine nominee. The USMC component command serving as administrative support unit for the PEP will be responsible for managing personnel security requirements, when required, to include submission of personnel security investigations and periodic reviews. PEP personnel

will normally be authorized by the host military service to have access to sensitive and classified information necessary for the accomplishment of duties and responsibilities, consistent with the security clearances held and the access granted by the host service. PEP personnel shall utilize only that information furnished by the host command. PEP personnel will neither originate nor address requests to Marine Corps agencies or commands in the solicitation of additional or supplemental information, and will not release approval for information already available at the host command. No effort will be made to retain classified documents belonging to the host military service. No classified documents or information will be transmitted to the U.S. Government or the Marine Corps except as specifically authorized by the host military service.

14. End-of-Tour Reports. PEP Marines will submit an end-of-tour report to reach the billet sponsor, administrative support unit, and program manager 30 days prior to tour termination. This report provides a comprehensive review of the entire exchange tour of duty. It will contain an updated billet description; significant differences between the Marine Corps and host service doctrines, operating procedures, and concepts as they apply to the particular exchange position and unit to which the individual was assigned; benefits and hardships of the exchange tour; a review of living conditions; and other comments and recommendations considered appropriate. Additional reports will be submitted when considered appropriate by exchange personnel. A copy of the end-of-tour report will be given to replacement exchange personnel for information and planning purposes. Incumbent PEP personnel should include a copy of this report in the turnover file they provide their replacement.

15. Aeronautically Designated PEP Personnel. Aeronautically designated USMC PEP personnel will comply with OPNAVINST 3710.7A regarding required flight minimums, qualifications and submission of Individual Flight Activity Reports (IFARs).

16. International Driver's License. Although not required in the United Kingdom, many continental European countries require vehicle operators to obtain an International Driver's License prior to arrival. This requirement extends to all members and family members who possess a U.S. driver's license. Prior to departing CONUS, the Marine and any family members should procure an International Driver's License. PEP funding will be provided by the program manager to defray the costs of licensing.

Attachment 3: PROCEDURES FOR ESTABLISHING/MODIFYING/TERMINATING EXCHANGE PROGRAMS/POSITIONS

1. Approving Authority. Subject to clearance by the Department of Defense, DC PP&O is the approving authority for the establishment of new personnel exchange programs.

2. Procedures for Establishing/Modifying Personnel Exchange Programs/Additional Exchange Positions

a. When a Marine Corps activity desires to propose a new exchange billet, or a modification of a currently existing billet, that activity will submit a proposal to the CMC (PL). The proposal will include the following information:

(1) Identification of the Marine Corps unit and billet in which the foreign officer/enlisted member will be utilized, as set forth in attachment (4). This must include the Table of Organization (T/O) line number and Billet Identification Code (BIC) that the foreign officer will fill. This line number will provide the structure for the establishment of the billet on MS4121.

(2) Detailed justification for the proposed exchange including desired implementation date.

(3) Statement on whether the proposed exchange is to be established on a continuing or a one-time basis.

(4) Suggested utilization and assignment of Marine Corps personnel in the counterpart positions.

(5) Other pertinent comments, including availability of housing, medical services, available schools for family members, etc.

b. Upon receipt of a proposal, CMC (PL) will ensure Department of State clearance for the billet is obtained from the appropriate U.S. Embassy, and that the USMC Component Commander for the area is advised. PL will task the appropriate billet sponsor to determine the feasibility and desirability of the proposal through staff coordination at HQMC. If the Marine Corps and the host country determine that the proposed exchange is both feasible and desirable, a Memorandum of Agreement (MOA), which defines the concept and terms under which the exchange program will operate, will then be developed. The following is applicable in developing, concluding, and complying with an MOA:

(1) The PEP MOAs are international agreements and are required to be negotiated and concluded in accordance with DoD Directive 5530.3 and SECNAVINST 5710.25B.

(2) Per SECNAVINST 5710.25B, the CMC has been delegated authority to negotiate and conclude PEP MOAs by the Secretary of the Navy (SECNAV). CMC hereby re-delegates this authority to negotiate and conclude PEP MOAs to DC PP&O. PP&O/PLU is authorized to negotiate all PEP MOAs on behalf of DC PP&O.

(3) The negotiation, and the conclusion, of an MOA or amendment without prior written approval of the CMC or his delegate are prohibited. All re-delegations of authority, whether to negotiate, to conclude, or to negotiate and conclude, must be in writing.

(4) The concurrence of the Deputy Commandant, Programs and Resources (DC P&R) in the negotiation, and in the conclusion, of any MOA is required.

(5) The concurrence of the CMC (JA) is required before the tendering of any draft to a foreign government for negotiation, and before the conclusion of any MOA.

(6) The concurrence of applicable delegated disclosure authorities is required prior to formalizing any MOA with a foreign government.

(7) The transmittal of certified copies of concluded MOAs to the Department of State via CMC (JA) and the Judge Advocate General of the Navy, accompanied by all accompanying papers, agreed minutes, exchange of notes or side letters or background statements that include information explaining the MOA, the negotiating history, the effect of the MOA, and a precise citation of legal authority is required.

(8) CMC is required to oversee compliance with any MOA for which he is responsible, and keep the DoD General Counsel informed.

(9) Per DoD Directive 5530.3, notwithstanding any delegations of authority found in SECNAVINST 5710.25B and this Order, all proposed PEP MOAs having policy significance shall be approved by the Office of the Under Secretary of Defense for Policy, before any negotiation thereof, and again before they are concluded.

c. Upon approval by the host nation, ministry of foreign affairs, ministry of defense, or other approving authority, the MOA will be signed by the authorized representatives of each service (CMC or DC PP&O for the USMC) at a prearranged ceremony.

3. Procedures for Terminating a Personnel Exchange Program or Position

a. When a Marine Corps activity desires to terminate an exchange program or position, that activity will submit a request to CMC (PL). The request will include the following information:

(1) Identification of the Marine Corps unit and position to which the foreign officer or enlisted member has been assigned.

(2) Detailed justification for the proposed termination.

(3) Statement on whether the termination is temporary or permanent.

b. Upon receipt of a proposed termination, the billet sponsor will coordinate with DC, PP&O (PLU) for determination. If the Marine Corps and the host nation service determine that the proposed termination is in the best interest of all parties, PLU will inform the partner nation via official correspondence coordinated and approved by with JA; DC, M&RA; DC, P&R; DC, A; DIRINT; and the appropriate MARFOR prior to being submitted for concurrence by the host nation service. Upon concurrence by the foreign service, DC PP&O and the authorized representative of the partner nation will sign the document. PLU will notify TFSD of MOA termination via submission of a TOECR.

Attachment 4: LIST OF EXCHANGE BILLETS, BILLET SPONSORS, AND ADMINISTRATIVE SUPPORT UNITS.

The most current version of PEP billets is available on the IAP website:

[http://www.hqmc.marines.mil/ppo/Units/StrategyandPlansDivision\(PL\)/InternationalAffairsBranch\(PLU\)/InternationalAffairsPrograms.aspx](http://www.hqmc.marines.mil/ppo/Units/StrategyandPlansDivision(PL)/InternationalAffairsBranch(PLU)/InternationalAffairsPrograms.aspx)

Attachment 5: PROCEDURES FOR NOMINATION, ACCEPTANCE, AND
ASSIGNMENT OF MARINE CORPS FOREIGN PERSONNEL EXCHANGE PROGRAM
(PEP) PERSONNEL

1. FPEP Personnel to USMC Commands. The following steps apply:

a. Six months prior to turnover, the foreign nation forwards its nominations to the PEP billet sponsor. The letter must include: a brief biography/career brief, identification of the assigned billet, family members to accompany FPEP personnel, and the intended arrival date.

b. The billet sponsor drafts a nomination review letter for the host command and forwards the nomination with current billet description to host command; copy to program manager.

c. Upon acceptance of the nomination from the host command, the billet sponsor will forward the acceptance letter to CMC (PLU) with the billet description and host unit exchange sponsor information.

d. CMC (PLU) will forward the official acceptance to the host nation.

e. CMC (PLU) initiates the request for foreign disclosure in accordance with MCO 5510.20_.

f. The foreign nation, through its embassy (Defense Attaché Office), submits a foreign visit request via the foreign visit system to the U.S.

g. The billet sponsor will coordinate with the respective embassy to ensure turnover timing, required briefings, training and any other required action prior to the arrival of the exchange officer.

h. As required, the billet sponsor arranges any pre-assignment training with the Commanding General, Training and Education Command (TECOM).

2. USMC Personnel to Foreign Command. The following steps apply:

a. One year prior to rotation, the billet sponsor identifies the exchange billets that are due to rotate.

b. The billet sponsor works with CMC (MM) to solicit applications from interested officer and enlisted Marines.

c. Marines submit requests for assignment to the PEP via the Standard Administrative Action (AA) Form through the chain of command to the respective Military Occupational Specialty (MOS) monitor at CMC (MM). Requests will:

(1) Identify the specific billet(s).

(2) List individual qualifications for the billet; include Defense Language Aptitude Battery (DLAB) or Defense Language Proficiency Test (DLPT) score.

(3) State whether the Marine is qualified for a PEP (remote overseas) assignment.

(4) State whether the Marine has family members, and if so, number, ages, relationship, and confirm the Marine's family is eligible for a PEP (remote overseas) assignment.

d. CMC PP&O in coordination with M&RA will convene a selection board to select PEP nominees. Solicited officers/enlisted must meet the requirements outlined in the current billet description and this Order.

e. As required, the billet sponsor will coordinate language training and any pre-assignment training.

f. The billet sponsor or administrative support unit will coordinate and conduct out-briefs for the outbound USMC PEP personnel prior to assignment.

Attachment 6: GUIDANCE CONCERNING FOREIGN PEP PERSONNEL ON DUTY WITH THE UNITED STATES MARINE CORPS

1. Introduction. The following general guidance is provided for the administration of foreign PEP (FPEP) personnel participating in the PEP. However, the appropriate Memorandum of Agreement (MOA) and current DoD directives concerning international agreements provide specific guidance and will be used in the administration of foreign military personnel in the PEP. Additional guidance or clarification may be obtained from CMC (PP&O, PL, and PLU) on specific problems or questions. FPEP personnel are to be afforded the same respect and privileges accorded to U.S. Marines of comparable grade to the maximum extent possible under applicable laws and regulations.

2. Administration and Control. FPEP personnel are routinely administered by the appropriate parent country's defense attaché office (embassy) in Washington, DC.

3. Sponsorship

a. On receipt of information regarding the assignment of an FPEP member, the U.S. host command will designate a sponsor. The sponsor will communicate with the FPEP nominee, providing the individual with local area information and assistance as required. The CMC (PP&O, PL, and PLU) will include the sponsor's name in the correspondence that accepts a FPEP nominee. Disclosures of classified military information (CMI) and controlled unclassified information (CUI) will be established in accordance with MCO 5510.20.

b. Marine Corps host commands should be aware of and give consideration to the fact that FPEP personnel en route to the U.S. frequently have had no prior exposure to the customs and lifestyle in the U.S. Accordingly, sufficient time for "settling-in" must be allowed. Certain items require command attention, such as housing, furniture, transportation, finances, etc. A sponsor who is well informed, innovative and thorough can do much to relieve the problems encountered by the new arrival.

4. Identification Cards. Foreign military PEP personnel and their family members will be issued identification cards (DD Form 1173) per MCO P1750.6.

5. Training. Current legislation prohibits U.S. training of foreign personnel except on a reimbursable basis. The parent

foreign military service is responsible for ensuring that nominated personnel for the PEP are fully qualified (trained) prior to the exchange assignment. The only non-reimbursable U.S. training that FPEP personnel may undertake, prior to or during the exchange assignment, is refresher or other short-term, informal training directly related to the exchange assignment. Classified training must be conducted in accordance with MCO 5510.20 and MCO 4950.2.

6. Performance Evaluation. FPEP personnel will be given performance evaluations by their Marine commanding officers as required by the parent service. The formats and occasions for evaluations are agreed upon informally by the military services concerned. Lacking any guidance from the parent service, an evaluation using the Marine Corps Performance Evaluation System will be written according to established Marine reporting timelines or upon a change of the reporting senior. Questions should be addressed to the billet sponsor and program manager.

7. Leave. FPEP personnel may be granted leave according to regulations of their parent service, provided such leave is also approved by the proper authorities of the Marine Corps host command. The leave granted shall not normally exceed the amount allowed under current Marine Corps regulations.

8. Uniforms. Host commands will consider differences in uniform regulations/requirements when prescribing guidance for foreign FPEP personnel. Under no circumstances will FPEP personnel be required or permitted to wear USMC uniforms.

9. Financial Arrangements

a. The pay and allowances of FPEP personnel will be paid by the parent service in accordance with the appropriate MOA.

b. The cost of Permanent Change of Station (PCS) transportation of FPEP personnel to their place of duty and return will be the responsibility of the parent service.

c. Costs for non-PCS travel, including per diem, when incurred on matters pertaining solely to the parent military service will be funded by the parent military service.

d. The right of individuals to other compensation for expenses incurred while on exchange assignments will be in accordance with the appropriate MOA.

e. Travel expenses (including per diem) for duties performed on behalf of the USMC host command will be paid by the USMC host command in accordance with the appropriate MOA.

f. Expenses of the family members of personnel on exchange assignments will be borne in accordance with the regulations of the parent service and the appropriate MOA.

g. In general, meals are to be furnished to FPEP personnel on a cash-sale basis. Charges normally will be made on the same basis as they would for U.S. personnel. Instructions on accounting for foreign personnel are covered in MCO P10110.14.

10. Housing. FPEP personnel will be offered USMC government quarters per the appropriate PEP MOA. Questions should be directed to CMC (PLU).

11. Medical. FPEP personnel and their family members will be afforded medical care per PEP MOA and any reciprocal medical agreements in effect between DoD and the respective partner nation. Questions should be directed to CMC (PLU).

12. Discipline, Command and Responsibility

a. FPEP personnel on duty with the U.S. Marine Corps will at all times remain subject to the regulations of their own military service or government. They will not be subject to disciplinary action under the Uniform Code of Military Justice (UCMJ).

b. FPEP personnel will not exercise disciplinary powers (except as specified by separate authority) over other FPEP personnel of their parent military service.

c. Duties and responsibilities may place PEP personnel in positions having executive authority. Foreign exchange personnel should not, however, be assigned duties having responsibilities at or above the executive officer level, except as may be granted in special circumstances by the billet sponsor. In no case will foreign personnel on duty with the U.S. Marine Corps be assigned duties as commanding officers of Marine Corps commands.

d. FPEP personnel will not be designated to represent the host military service in conferences involving a third country.

e. Exchange personnel who commit offenses under the laws of either the parent country or the U.S., or the regulations of either the parent service or the UCMJ, during the exchange assignment may be withdrawn from the assignment by the parent service. Exchange personnel in the United States who commit offenses may be subject to the jurisdiction of the federal, state, or local government. Reference must be made to any Status of Forces Agreement (SOFA) that may exist between the United States and the country of the foreign exchange member.

13. Status of Exchange Personnel in the Event of Hostilities

a. Should a state of hostility exist in which the U.S. and FPEP personnel's parent government are allied against a common enemy, FPEP personnel may remain with the Marine Corps host command units to which assigned and continue to carry out their duties. However, the foreign government may recall its FPEP personnel. A foreign nation retains this authority under all circumstances. FPEP personnel will not participate in any hostilities unless the foreign government grants specific and express approval. This approval will be coordinated through the billet sponsor and the program manager.

b. In the event that the United States becomes involved in hostilities to which the parent foreign government is not a party, FPEP personnel will not take part in actual combat and will not be issued orders which are in conflict with the interests of their own government. Guidance in the case of hostilities is provided in the appropriate MOA. However, in the absence of such guidance, exchange personnel will seek further information from their parent governments through the billet sponsor.

14. Deployment Overseas of Exchange Personnel. The deployment overseas of FPEP personnel with Marine Corps host units can cause unique problems. FPEP personnel do not qualify as members of the U.S. force when visiting those nations with which the U.S. has a Status of Forces Agreement (SOFA), but with which the foreign exchange member's country does not. The U.S. has no power to grant SOFA status and thus authorize entry to such third party nations. Foreign PEP personnel are precluded from accompanying United States forces unless the third party nation grants a special status akin to SOFA status. A letter of authorization must be provided. This must be arranged early in the exchange tour to meet deployment. The host command must coordinate authorization for any deployment with the country of

the exchange member, the billet sponsor, and the program manager.

15. Exchange of Information and Security

a. A foreign PEP participant may be granted access to U.S. Classified Military Information (CMI) or Controlled Unclassified Information (CUI) only if such access is specifically authorized in that participant's Delegation of Disclosure Authority Letter (DDL), which is issued to the host USMC command by HQMC PPO/PLU-9. Such access will only be authorized if it is in the best interests of the U.S. and essential to the accomplishment of the foreign PEP participant's duties. Disclosure authorization for each exchange billet is valid only at the Marine Corps host command, its subordinate commands, and for the specific authorized billet.

b. Authorization to disclose CUI and CMI to FPEP personnel will be provided to Marine Corps host commands in accordance with MCO 5510.20_. This authorization is dependent on review of a current billet description (Attachment (4)) and should be received in advance of the exchange member's arrival on station. If an authorization is not received prior to arrival of the exchange individual, or if questions arise concerning the issued authorization, the billet sponsor should be consulted.

c. No classified documents containing military information are to be released to FPEP personnel for retention or forwarded to the parent government, except as may be specifically authorized by the DDL. This does not preclude the use of authorized documents by the individual in the performance of assigned duties. Requests for release must be submitted in accordance with MCO 5510.20_.

d. Concurrent with the nominations of personnel under this program, the Marine Corps host command will be notified by the CMC (PLU) of the security clearance held via a foreign visit request submitted by the respective exchange officer's embassy in Washington, DC. However, access to information will be determined by the DDL in accordance with MCO 5510.20_.

Attachment 7: BILLET DESCRIPTION FORMAT

1. BILLET TITLE:
2. DATE REVIEWED:
3. MASTER FILE NO:
4. MS4121 BIC:
5. FOREIGN BILLET IDENTIFIER (IF APPLICABLE):
6. MILITARY UNIT ADDRESS:
7. LOCATION:
8. GRADE DESIRED: (Does promotion during the tour present a problem?)
9. SECURITY CLEARANCE REQUIRED:
10. TOUR LENGTH: (Normally tour lengths are 24 months, not including any prerequisite training.)
11. DETAILED DESCRIPTION OF DUTIES: (Include level and scope of responsibility, command and supervisory relationships with private industry or other government agencies, as well as sufficient detail of unit operational duties of the PEP.)
12. TYPE OF AIRCRAFT/VESSEL/VEHICLE (IF ANY):
13. QUALIFICATIONS AND EXPERIENCE REQUIRED TO BE ASSIGNED TO THE BILLET:
 - a. MOS
Required:
Desired:
 - b. Education
Required:
Desired:
 - c. Experience
 - d. Remarks. =

14. LANGUAGE REQUIREMENTS (IF APPLICABLE AND INCLUDE MINIMUM QUALIFICATION REQUIREMENTS (E.G., DLPT 2/2/2)):
15. REQUIRED SYSTEM(S) ACCESS/USAGE (INCLUDE SOFTWARE APPLICATIONS, EQUIPMENT, ETC.):
16. PREREQUISITE TRAINING REQUIRED BY HOST SERVICE, LOCATION, AND DURATION: *(to be completed upon arrival)*
17. ADDRESS FOR MOVEMENT OF HOUSEHOLD GOODS:
18. REMARKS: (Remarks should include any billet requirements not already covered. Also include transitioning (for pilots) information, availability of government housing, special uniforms and equipment, local transportation constraints, passport requirements, etc.)

NOTES:

1. This billet description will be used by the Marine Corps in determining the appropriateness of the foreign assignment and by the foreign service as basis for selection of a replacement. Therefore, a comprehensive and detailed listing of all essential aspects of the billet should be included.
2. Information concerning the billet need not be limited to that indicated in this sample format.
3. The billet description will be used to determine the level of security disclosure authorization.
4. The use of abbreviations in describing the billet shall be avoided.

ENCLOSURE 2: Definitions and Acronyms

Acronym	Definition
AA	Administrative Action
ADP	Automated Data Processing
APH	Afghanistan/Pakistan Hands Program
AOR	Area of Responsibility
ASM	Aviation Support Manpower Branch
ATFP	Anti-Terrorism and Force Protection
ATG	Advisor Training Group
AVN	Aviation
CAOCL	Center for Advanced Operational Culture Learning
CCLB	Commandant's Career-Level Education Board
CFP	Congressional Fellowship Program
CIWID	Center for Irregular Warfare Integration Division
CLS	Career Level School
CCW	Constructive Credit Waiver
CMC	Commandant of the Marine Corps
CMI	Classified Military Information
CPIB	Commandant's Professional Intermediate Board
CONUS	Continental United States
CUI	Controlled Unclassified Information
DAS	Defense Attaché System
DC	Deputy Commandant
DDL	Disclosure Letter
DFAS	Defense Finance and Accounting Service
DLAB	Defense Language Aptitude Battery
DLIFLC	Defense Language Institute Foreign Language Center
DLI-W	Defense Language Institute-Washington
DLPT	Defense Language Proficiency Test

DSSC	Defense Services Staff College
DTS	Defense Travel System
ESG	Embassy Security Guard
ET	Experience Track
FAO	Foreign Area Officer
FAS	Foreign Area SNCO
FLPP	Foreign Language Proficiency Pay
FMCR	Fleet Marine Corps Reserve
FPEP	Foreign Personnel Exchange Program
FMOS	Free Military Occupational Specialty
FPME	Foreign Professional Military Education
FY	Fiscal Year
GCCMD	Geographic Combatant Command
HQMC	Headquarters Marine Corps
HREOC	High Risk Environment Orientation Course
HRP	High Risk Personnel
IAP	International Affairs Program
ICASS	International Cooperative Administrative Support Services
ICT	In-Country Training
ILR	Interagency Language Roundtable
ILS	Intermediate Level School
INTAC	Individual Terrorism Awareness Course
IOP	Intelligence Manpower and Training Branch
IPM	Individual Protective Measures
IRAM	Individual Records Administration Manual
JA	Judge Advocate
JCS	Joint Chiefs of Staff
JFTR	Joint Federal Travel Regulation
KAIPTC	Kofi Annan International Peacekeeping Training Center

Language Professional	A person who possesses a foreign language capability, as defined in Interagency Language Roundtable Skill-Level Descriptions (http://www.govilr.org), in one or more foreign languages and requires a foreign language to perform his or her primary function.
Language Skilled.	A person who possesses a foreign language capability in one or more foreign languages
LREC	Language, Regional Expertise, and Culture
M&RA	Manpower and Reserve Affairs
MAGTF	Marine Air Ground Task Force
MAGTF-TC	Marine Air Ground Task Force Training Command
MARA	Marine Attaché
MARADMIN	Marine Administrative Message
MARFOR	Marine Forces Component Command
MARFORAF	Marine Forces Africa
MARSOC	Marine Special Operations Command
MCFLP	Marine Corps Foreign Language Program
MCIOC	Marine Corps Information Operations Center
MCISR-E	Marine Corps Intelligence, Surveillance, and Reconnaissance Enterprise
MCSCG	Marine Corps Security Operations Groups
MCTFS	Marine Corps Total Force System
MCWL	Marine Corps Warfighting Laboratory
MECEP	Marine Corps Enlisted Commissioning Education Program
MEU	Marine Expeditionary Unit
MMEA	Manpower Management Enlisted Assignments
MMOA	Manpower Management Officer Assignments
MOS	Military Occupational Specialty
MOU	Memorandum of Understanding
MRO	Marine Reported On
MTT	Military Training Team

NJAG	Judge Advocate General of the Navy
NOTAL	Notice to All
NPS	Naval Postgraduate School
OHA	Overseas Housing Allowance
OOT	Out of Theater
OPI	Oral Proficiency Interview
OQR	Officer Qualification Board
ORB	Officer Retention Board
OSD	Office of the Secretary of Defense
PCS	Permanent Change of Station
PDM	Personal Defensive Measures
PEP	Marine Corps Personnel Exchange Program / Personnel Exchange Program
PES	Personnel Evaluation System
PLU	International Affairs Branch
PME	Professional Military Education
PMOS	Primary MOS
POV	Privately Owned Vehicle
PP&O	Plans, Policies and Operations
RAO	Regional Affairs Officer
RAS	Regional Affairs SNCO
RCLF	Region, Culture and Language Familiarization Program
REMMPS	Reserve Manpower Management and Pay System
RO	Reviewing Officer
RS	Reporting Senior
RSO	Regional Security Officer
SDO/DATT	Senior Defense Official/Defense Attaché
SECNAV	Secretary of the Navy
SEP	Special Education Program

SNCO	Staff Non-Commissioned Officer
SOFA	Status of Forces Agreement
SSBI	Single Scope Background Investigation
SSO	Special Security Office
ST	Study Track
T&E	Training and Education
T/O	Table of Organization
TAD	Temporary Additional Duty
TECOM	Training and Education Command
TFSMS	Total Force Structure Management System
TS/SCI	Top Secret/Sensitive Compartmented Information
UCMJ	Uniformed Code of Military Justice
USSOCOM	U.S. Special Operations Command
YCS	Years Commissioned Service