Chapter 3

Foreign Area Staff Non-Commissioned Officer (FAS) Program: AMOS 8230-8238*

*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 final approval by Commandant of the Marine Corps.

1. Purpose

- a. The overall purpose of the FAS Program is to provide LREC capabilities to MAGTF commanders at the tactical level, strengthen irregular warfare capability and improve Marine Corps integration with the Interagency. These voluntary specialties are open to a select group of enlisted Marines who provide commanders a way to effectively navigate the increasingly complex cultural terrain of global missions. FASs are currently 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. FASs possess all three LREC critical skill sets, achieved over a 12-month duration. To develop these skills, they are subject to a rigorous training schedule including graduate-level education, immersion language training and regional travel.

c. Three Avenues into the FAS Community

- (1) <u>Study Track</u>. This is a 12-month program. Additional training events may be available that would add approximately two months to this training time.
- (a) Phase I consists of six months of graduatelevel, regionally-focused education at NPS.
- (b) Phase II consists three months of language training.
- (c) Phase III consists three months of regional travel.

- (2) Partial Study Track. Applicants must possess at least one of the three critical LREC skills to be eligible to apply for the partial study track program. SNCOs selected for the partial study track program will complete those phases of training as needed to develop the LREC skill set necessary to qualify for the FAS MOS.
- (3) Experience Track. Applicants with an internationally-focused bachelor's degree, sufficient regional experience and language proficiency may qualify for the FAS MOS without significant additional training. Marines may request a constructive credit waiver of the undergraduate degree requirement based on significant professional experience in the region, 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

A waiver for experience will be considered on a case-by-case basis if it 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)
 - a. Subordinate Element Mission

Refer to chapter 1, section 2.a.

b. <u>Coordinating Instructions</u>. In accordance with the responsibilities stipulated in this order, DC, PP&O; DC, M&RA; DirInt; and H&S Bn-HH will coordinate efforts to ensure appropriate action is taken concerning the full spectrum of the IAP, including candidate solicitation for the program, selection, training, assignment, and skill sustainment of this cadre of Marines.

3. Eligibility

a. Study Track and Partial Study Track Program Eligibility

- (1) The FAS study track and partial study track programs are limited to active component Staff Sergeant (select) or higher, who have a minimum of eight years in service and meet minimum time-on-station requirements.
- (2) Marines applying for the study track or partial study track program must be fully qualified in their PMOS. This qualification shall occur prior to entrance into either program. If there is a conflict in meeting eligibility requirements, PMOS considerations take priority over the IAP information contained in this order.
- (3) Marines who have participated in other USMC education programs may be eligible for the FAS, RAS study track and partial study track upon completion of previous service obligations. Table 4 shows the minimum requirements for all possible entry tracks in the FAS and RAS programs.

Min Requirement for	Education	Language	Experience
FAS ST	Associate's Degree	Qualifying DLAB Score*	None
FAS Partial study track (need at least 1 of 3)	Associate's Degree	DLPT 1+/1+	12 month regional immersion
FAS ET	Bachelor Degree (Int'l or Regional Focus)	DLPT 1+L/1+R	6 month regional immersion
	If no degree then Constructive Credit Waiver (CCW) Required	DLPT 1+L/1+R	If CCW then: 12 month regional immersion

Table 4.--Minimum Requirements for Training Tracks

- b. Experience Track Eligibility for FAS. The FAS experience track is available to any active or reserve enlisted Marine with a minimum rank of Staff Sergeant (select).
- (1) The goal of the FAS experience track is to identify and select Marines whose experience and knowledge meet the following criteria:

- (a) Undergraduate level education focused but not limited to the historical, political, military/security, cultural, sociological, scientific/technical, economic and geographic factors of specific foreign countries and regions.
- (b) Duty experience of not less than three months in the country/region of specialty involving significant interaction with foreign populations. Significant interaction entails gaining in depth understanding of the language and culture.
- (c) Foreign language skills in one or more predominant language used by the populations of the focus countries or regions.
- (d) The experience track is especially well suited for reservists who are not eligible for the study track program. The undergraduate degree requirement may be waived if the individual has a minimum of 12 months of experience in the region, as per section 1.c.(3) of this chapter. The experience track panel will consider these on a case-by-case basis.
- (2) Active component or reserve Marine Staff Sergeant (selects) and above may be eligible for the FAS MOS based on the following:
 - (a) Is fully qualified in PMOS.
 - (b) Meets the stated criteria in 3.b.1.
- (c) A constructive credit waiver of the degree requirement may be granted if a Marine has equivalent regional expertise gained through a minimum of 12 months of experience in the region involving significant interaction with host-nation nationals and/or host-nation entities as per Chapter 1, section 1.c.(3). Constructive credit waivers for FAS will be approved by Director, PL.

	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
SKILL LEVEL OF FAS APPLICANT	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. <u>Training</u>. There are three training phases for study track FASs: academic training, immersion language training, and incountry 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. <u>Family Participation in Training</u>. 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. <u>Supplemental Training (FAS)</u>. 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. <u>Training Modifications</u>. 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) <u>Immersion Language Training School</u>. 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) <u>In-Country Training (ICT)</u>. 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. <u>Responsibility</u> (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. <u>Training</u>. 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. <u>Career Management Considerations</u>. Refer to Chapter 3, section 8
- 9. <u>Utilization Assignment Policy</u>. 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.
- 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 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. <u>MOS Designation</u>. 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 redesignated 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. <u>Tasks</u>. 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. <u>Director</u>, <u>Intelligence</u> (I), <u>Intelligence Operations</u> 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. <u>Billet Sponsors</u>. 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>U.S. Marine Corps Component Commands</u>. 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

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. <u>Eligibility</u>. 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. <u>Selection to the PEP</u>. 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. <u>Panel Process</u>. 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) <u>Mid-Tour Report</u>. The mid-tour report is due no later than the half-way point of the assignment.
- (2) <u>Significant Event Reports</u>. 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. <u>Introduction</u>. 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 MCTFSPRIM (MCO P1080.40C).
- 6. <u>Uniforms</u>. 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. <u>Housing</u>. 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. 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. <u>Security Clearance</u>. 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.

- End-of-Tour Reports. PEP Marines will submit an end-oftour 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. <u>International Driver's License</u>. 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. <u>Procedures for Establishing/Modifying Personnel Exchange</u> Programs/Additional Exchange Positions
- a. When a Marine Corps activity desires to propose a new exchange billet, or a modification of a currently exisiting 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 SECNAVNST 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. <u>Procedures for Terminating a Personnel Exchange Program or</u> 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(P L)/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 preassignment training with the Commanding General, Training and Education Command (TECOM).
- 2. <u>USMC Personnel to Foreign Command</u>. 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. <u>Introduction</u>. 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. <u>Identification Cards</u>. Foreign military PEP personnel and their family members will be issued identification cards (DD Form 1173) per MCO P1750.6.
- 5. <u>Training</u>. 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. <u>Leave</u>. 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. <u>Uniforms</u>. 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. $\underline{\text{Medical}}$. 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:
 - 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

CCLEB 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

A person who possesses a foreign language capability, as defined in Interagency Language

Roundtable Skill-Level Descriptions

Language Professional

(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

Marine Corps Personnel Exchange Program /

PEP 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

Region, Culture and Language Familiarization

RCLF 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