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MARINE CORPS ORDER 1520.11F

From: Commandant of the Marine Corps
To: Distribution List

Subj: INTERNATIONAL AFFAIRS PROGRAM (IAP)

- Ref:
- (a) Sustaining US Global Leadership: Priorities for 21st Century Defense
 - (b) DoDD 5160.41E, "Defense Language Program (DLP)," October 21, 2005
 - (c) Under Secretary of Defense Memorandum: Language and Culture Summit White Paper, March 28, 2011
 - (d) COMISAF/USFOR-A Counterinsurgency (COIN) Training Guidance, November 10, 2009
 - (e) House Armed Services Committee (HASC) Subcommittee on Oversight & Investigations (O&I) report, "Building Language Skills and Cultural Competencies in the Military - Bridging the Gap," December 2010
 - (f) CMC 2011 Report to Congress on the Posture of the United States Marine Corps
 - (g) House Armed Services Committee (HASC) Hearing on DoD Strategic Plan for Language Skills, Regional Expertise, and Culture Capabilities 2011-2016, November 2008
 - (h) General Hagee "Marines and Smart Power" Semper Fi Magazine, May-June 2012
 - (i) SECNAVINST 1301.7
 - (j) DoDD 1315.17, "Military Department Foreign Area Officer (FAO) Programs," April 28, 2005
 - (k) DoDI 1315.20, "Management of Department of Defense (DoD) Foreign Area Officer Programs," September 28, 2007
 - (l) CJCSI 1630.01, "Afghanistan/Pakistan Hands Program"
 - (m) MCO P1300.8R
 - (n) MCO P1326.6D
 - (o) CJCSI 3126.01, "Language and Regional Expertise Planning"

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

- (p) DoDI 5160.70, "Management of DoD Language and Regional Proficiency Capabilities," June 12, 2007
- (q) MCO 1560.19E
- (r) MCO 7300.21A
- (s) OASN(FM&C) Memorandum of 5 March 2007
- (t) MCO 1550.25
- (u) DoD 7000.14-R, Vol. 6A, Ch.9, "Department of Defense Financial Management Regulations," February 2013
- (v) MCO P1610.7E
- (w) MCO 1200.7E
- (x) MCO 1230.5B
- (y) Defense Language Transformation Roadmap, February 2005
- (z) Marine Corps Vision & Strategy 2025
- (aa) Commandant's Planning Guidance, October 29, 2010
- (ab) MCO 7220.52E
- (ac) MCO 1520.9G
- (ad) MCO P1070.12K
- (ae) MCO P1000.6G
- (af) MCO 10120.59A
- (ag) DoDI 1322.10, "Policy on Graduate Education for Officers," April 29, 2008
- (ah) DoDD 5530.3, "International Agreements," February 18, 1991
- (ai) SECNAVINST 5710.25A
- (aj) USMC Campaign Support Plan Annex (S)
- (ak) DoD 7000.14-R, Vol. 7A, "Clothing Monetary Allowances," March 2013
- (al) The Case-Zablocki Act (1 U.S.C. § 112b), August 12, 1972
- (am) OPNAVINST 3710.7U
- (an) SECNAV M-5210.1

Encl: (1) Marine Corps International Affairs Program Guidance
(2) Definitions and Acronyms

Reports Required: I. Annual FAO Report, par. 4.a.(2).f
II. Annual Roster, encl. (1)

1. Situation. The Marine Corps establishes and promulgates policy and procedures per the references for the following six programs managed collectively as the Marine Corps International Affairs Programs (IAP) and for selection, designation and assignment of Marines to these programs: (1) Foreign Area Officer (FAO) Program; (2) Regional Affairs Officer (RAO) Program; (3) Foreign Area Staff Non Commissioned Officer (FAS) Program; (4) Regional Affairs SNCO (RAS) Program; (5) Personnel

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Exchange Program (PEP); and (6) Afghanistan-Pakistan Hands (APH) Program. The IAP serves to better educate and train our Marines to succeed in distributed operations and increasingly complex environments. IAP also strengthens irregular warfare capabilities and improves Marine Corps integration with the Interagency. To accomplish this, CMC tasks DC PP&O with institutionalizing the International Affairs Program, increasing program capacity, examining assignments and improving competitiveness for promotion and command.

a. Policy. This Order applies to the total force and provides comprehensive guidance and procedures for the accession, development, designation and employment of international affairs Marines with professional level Language skills, Regional Expertise and Cultural knowledge (LREC). The goals of this Order are to:

(1) Familiarize the total force with the International Affairs Program and enforce the critical importance of LREC capabilities to Marine Air Ground Task Force (MAGTF), joint and coalition operations.

(2) Publish requirements for LREC capabilities in support of MAGTF capabilities above and beyond those baseline skills inherent in the General Purpose Force (GPF) via the Regional, Culture and Language Familiarization (RCLF) Program, as well as other GPF training.

(3) Publish assessment metrics of LREC professionals.

b. Background

(1) National Security. A priority in sustaining U.S. global leadership, established in reference (a), is to achieve security objectives through small footprint approaches that rely on exercises, a rotational presence, expanding advisory capabilities, and building partnership capacity elsewhere in the world. Essential to this approach is the development of robust foreign language and foreign area expertise. To accomplish this, reference (b) establishes foreign language and regional expertise as critical competencies essential to the DoD mission.

(2) Operating Environment. Today's operating environment demands a degree of LREC capability that requires years, not weeks, of training and education, as well as a greater understanding of the factors that drive social change. These skill sets are fundamental to the complex expeditionary

operations identified in the Marine Corps Vision and Strategy 2025, such as training, advising and assistance activities and stability tasks. Statements by Congress, Secretary of Defense, Chairman Joint Chiefs of Staff, Commandant of the Marine Corps, operational commanders and others highlight the importance of culture and cultural understanding in our current and future political-military engagements. For specific examples, refer to references (ae), (ag), (ah), (ak), (ay), (az), (bc).

(3) Directives

(a) DoD has directed the Military Departments to deliberately develop a corps of FAOs, "who shall be commissioned officers with a broad range of military skills and experiences; have knowledge of political-military affairs; have familiarity with the political, cultural, sociological, economic, and geographic factors of countries, and have professional proficiency in one or more of the languages in their regions of expertise" in reference (j). Reference (k) defines the qualifications for designation as a FAO as:

1. Full qualification in a primary military occupational specialty (PMOS).

2. Graduate education focusing on, but not limited to, the political, cultural, sociological, economic and geographic factors of foreign countries and regions.

3. Experience of not less than one (1) year (waiverable to six (6) months) in country/region, involving significant interaction with host-nation nationals.

4. Foreign language skills at the professional level.

5. Initial orientation.

(b) Of the five qualifications listed, graduate education is the only one that may be waiverable based on significant experience as defined in Chapter 1 of enclosure (1).

2. Cancellation. MCO 1520.11E (International Affairs Officer Programs (IAOP)), MCO 5700.4E (Marine Corps Foreign Personnel Exchange Programs (PEP)).

3. Mission. The Marine Corps International Affairs Program will identify, select, and educate Marines with Language skills,

Regional Expertise, and Culture (LREC) capabilities for assignments on tactical, operational, and strategic-level staffs, joint and combined assignments, and for duty with interagency organizations in order to improve MAGTF plans, operations, security cooperation and intelligence efforts.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) This Order merges information from MCO 1520.11E and MCO 5700.4E and substantially revises both to reflect current program organization, eligibility requirements, assignment criteria, and basic administrative information. This Order also formally introduces two new programs: Foreign Area SNCO (FAS) and Regional Affairs SNCO (RAS). Significant changes in this Order are as follows:

1. Defines qualifications for the International Affairs Program (IAP) designations: FAO and RAO.

2. Establishes the enlisted FAS and RAS programs and defines qualifications for designation.

3. Revises the PEP screening and selection process.

4. Establishes the Partial Study Track for the FAO program.

(2) Concept of Operations

(a) Program Overview. The International Affairs Branch (PLU) of Plans, Policies and Operations (PP&O), Headquarters Marine Corps (HQMC) serves as the occupational field (OccFld) manager for all IAP Marines. The IAP oversees six interrelated, international affairs specialties and defines a system that trains, tracks and coordinates assignment for Marines specializing in international affairs. LREC professionals will maintain proficiency in their PMOS via a dual-track career. Two of these specialties are exclusively for officers, two for Staff Non-Commissioned Officers (SNCO) and two include both officers and SNCOs (see Table 1).

Program	Officer	SNCO
Foreign Area Officer (FAO)	X	
Regional Affairs Officer (RAO)	X	
Personnel Exchange Program (PEP)*	X	X
Foreign Area SNCO (FAS)		X
Regional Affairs SNCO (RAS)		X
Afghanistan-Pakistan Hands (APH)	X	X

Table 1.--International Affairs Programs Availability

*NOTE: The IAP applies to the Total Force. However, no PEP billets exist for the reserve component.

1. Foreign Area Officer (FAO). FAOs develop professional LREC capabilities and insights to help MAGTF, Joint, and Coalition commanders understand the complex human environment where Marines deploy. FAO training focuses on the three skill sets of the LREC continuum: regionally-focused graduate education, foreign language proficiency and direct experience through regional immersion and travel. The in-country/regional immersion prepares FAOs to understand historical context, cultural significance, and social perspectives of foreign societies and militaries. Chapter 1 of enclosure (1) provides further details.

2. Regional Affairs Officer (RAO). RAOs develop specialized regional expertise through graduate education or significant time abroad. Chapter 2 of enclosure (1) provides further details.

3. Foreign Area Staff Non-Commissioned Officer (FAS). The FAS program provides MAGTF commanders enhanced LREC capability at the tactical level to effectively navigate increasingly complex cultural terrain. FASs develop professional LREC capabilities and insights to help commanders understand the human environment where Marines deploy. FAS training focuses on the same skill sets as FAOs in a condensed timeframe. Chapter 3 of enclosure (1) provides further details.

4. Regional Affairs Staff Non-Commissioned Officer (RAS). The RAS program also provides MAGTF commanders enhanced regional expertise at the tactical level by identifying Marines with focused regional undergraduate education or significant experience overseas. RAS Marines usually do not

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have foreign language proficiency. Existing programs, such as Marine Security Guard, PEP, Military Training Teams (MTT), Black Sea Rotational Forces and Civil Affairs help develop critical insights and exposure to foreign populations, coalition forces and interagency partners. At virtually no cost, the RAS designation identifies these Marines for future assignment to engage these skill sets. Chapter 4 of enclosure (1) provides further details.

5. Marine Corps Foreign Personnel Exchange Program (PEP). Personnel exchanges represent dedicated, long term Marine Corps engagement with allied partners to exchange and standardize operational procedures between coalition partners. Marine Corps exchange personnel embed with partnered military units while foreign counterparts embed with Marine Corps units, to develop and enhance worldwide security cooperation. Chapter 5 of enclosure (1) provides further details.

6. Afghanistan-Pakistan Hands (APH). Further program guidance can be found in reference (1).

(b) MOS Management. To identify Marines with professional level LREC capabilities, the following additional military occupational specialty (AMOS) designations may be conferred upon completion of training or special selection:

1. 8220 (Political-Military Officer) and 8210 (Political- Military SNCO); upon beginning Phase I of the Study Track RAO, selection to APH, Foreign Professional Military Education (FPME) or PEP in English-speaking countries. This AMOS is also assigned to Partial Study-Track FAOs or FASs upon beginning academic training at the Naval Postgraduate School (NPS).

2. 822x (Regional Affairs Officer) and 821x (Regional Affairs SNCO); upon successful completion of academic training at NPS, completion of FPME, PEP in an English speaking country, completion of first in-country rotation for APH, or selection by the Experience Track panel when a Marine does not have foreign language capability. Also assigned to Partial Study Track FAOs and FASs upon beginning language training (already possessing necessary education and regional expertise).

3. 8240 (Basic FAO) and 8230 (Basic FAS); awarded to Study Track FAO, FPME, Olmsted scholar, or PEP in non-English speaking countries, upon completion of language

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training, or once they receive a qualifying language proficiency score on file. Also assigned to Partial Study Track FAOs and FASs upon beginning immersion in-country training overseas (already possessing graduate and language education).

4. 824X (Foreign Area Officer) and 823X (Foreign Area SNCO); upon successful completion of the three phases of training, or equivalent experience, the Marine will be designated according to the regional breakouts.

5. Regional breakouts are as follows:

MOS	Designation
8210	Political Military Staff NCO
821x	Regional Affairs Staff NCO (regions broken out below)
8220	Political Military Officer
822x	Regional Affairs Officer (regions broken out below)
8230	Basic Foreign Area Staff NCO
823x	Foreign Area Staff NCO (regions broken out below)
8240	Basic Foreign Area Officer
824x	Foreign Area Officer (regions broken out below)
X=1	Latin America (Spanish/Portuguese-Brazilian/ French Creole-Haitian)
X=2	Eurasia (Russian/Belorussian/Ukrainian/Latvian/Lithuanian/Estonian/ Armenian/Georgian/Azeri)
X=3	Northeast Asia (Chinese [Mandarin/ Cantonese]/Japanese/Korean)
X=4	Middle East (Arabic/Hebrew/ Persian-Farsi)
X=5	Africa (Arabic/Swahili/French/ Portuguese)
X=6	South Asia (Persian-Dari/Pashto/Urdu/ Hindi/Bengali)
X=7	Europe (Spanish/French/German/ Greek/Turkish/Italian/Norwegian/Czech/Polish/ Bulgarian/ Magyar/Romanian/Serbo-Croatian)
X=8	Southeast Asia (Thai/Vietnamese/ Cambodian-Khmer/Lao/Malay/Tagalog/ Burmese/Indonesian)

Table 2.--MOS Designations and Regional Identifiers

NOTE: Several appropriate languages may apply to each region on a case-by-case basis as determined by PLU and/or the Director, Intelligence.

(c) Eligibility. Eligibility is outlined more specifically for each program in its respective chapter. However, all study track programs require the following, prior to application:

1. Overseas Screening. Interested Marines and their family members will undergo medical screening for overseas or isolated duty stations in order to ensure no disqualifying Exceptional Family Member (EFMP) or medical conditions exist

that require medical care that cannot be provided. Reference (m) contains an applicable overseas screening checklist.

2. Independent Duty Screening. Interested Marines will undergo independent duty screening and be governed by guidance contained in reference (n).

(d) Language Skills, Regional Expertise, and Cultural (LREC) Capability. IAW reference (o), LREC competencies are critical "warfighting skills" that are integral to joint operations. FAOs and FASs are required to conduct 80 hours of LREC sustainment/enhancement every two years. DC, PP&O will administer funds for LREC sustainment training of FAOs and FASs. As available, funds will be made accessible for ALL IAP Marines. Therefore, all IAP Marines are encouraged to participate in additional LREC sustainment/ enhancement whenever possible.

1. Language Skills. Language professionals possess a foreign language proficiency, as defined in the Interagency Language Roundtable (ILR) skill level descriptions, in one or more foreign languages required to perform his or her primary function.

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<u>Category</u>	<u>Languages</u>	<u>Minimum DLAB Score</u>
I	Dutch Italian Spanish French Portuguese	95
II	German Indonesian	100
III	Hebrew Persian-Farsi Persian-Dari Serbo-Croatian Tagalog Turkish Urdu Hindi Kurmanji Russian Sorani Thai Uzbek Vietnamese	105
IV	Arabic Japanese Pashto Chinese Korean	110

Table 3.--Language Categories at DLIFLC, Languages of Interest, and Minimum DLAB Scores for Enrollment at DLIFLC

The goal for IAP participants who attend language training is to graduate with a minimum score of 2/2/1+ in Listening/Reading/ and Speaking modalities on the DLPT and Oral Proficiency Interview (OPI). This level of proficiency corresponds to a limited functional proficiency in the target language, which will enable the individual to converse confidently, but not fluently, on most social, work, and family topics.

FAOs who fail to achieve a 2/2/1+ score following language training will retest immediately following ICT. The ultimate goal for the program is to produce fully-trained FAO and FAS with scores of 3/3/3. APH (and RAO/RAS when funding available) will receive an initial block of instructor-led language training, to be followed by intensive in-country or region training events as allowable throughout their careers.

FAOs and FASs **are required** to maintain current DLPT **and** OPI proficiency scores in one language of their assigned region in order to maintain the AMOS. Proficiency requirements for the AMOS are the same as testing requirements for FLPP eligibility as established by the current Marine Corps Order on FLPP. Marines stationed further than 50 miles from the nearest testing facility can request an extension of their current DLPT/OPI scores. DLPT/OPI scores, with date, for FAOs or FASs, will be

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Directed Comments on their Fitness Report. Failure to maintain a current DLPT/OPI on file (akin to an outdated PFT/CFT score) could be considered adverse in nature. The Directed Comment is intended to document the currency, vice proficiency, of the FAO/FAS DLPT/OPI.

Information specific to DoD language policy can be found in reference (b).

NOTE: A FAO or FAS who achieves a 3/3 in any two modalities will only be required to test biennially (every 24 months) in that language, per updates to reference (k).

2. Regional Expertise. Understanding of geographical, social, and economic issues of a region should include experience in more than one country of a region. This expertise is meant to facilitate an understanding of local behavior and what drives elements of foreign populations to act. This may include natural resource availability, military strategy, religion, language, customs, cultural perceptions, assumptions, and biases, and how each impact local and foreign interests.

Regional expertise is measured by completion of a graduate level education or 40 semester hours of study focusing on, but not limited to, the political, cultural, sociological, economic and geographic factors of a foreign country or specific global region through an accredited educational institution. In special cases, this requirement may be waived if the individual has equivalent regional expertise gained through documented previous experience as determined by the Under Secretary of Defense, Personnel and Readiness (USD (P&R)) or the Assistant Secretary of the Navy (P&R). Regional proficiency skill levels are outlined in references (am) and (an).

Regional expertise is a life-long learning pursuit. The goal for IAP participants is to develop solid understanding of complex foreign environments and populations, and apply that understanding to military operations, in order to achieve better effects and improve chances for mission success.

3. Cultural Knowledge. Cultural knowledge refers to understanding the interconnected patterns of human behavior and meaning that are common in a particular group or area of a region. Culture-general knowledge refers to knowledge of the concepts for understanding culture that are transferable from area to area.

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Like regional expertise, cultural knowledge is a lifelong pursuit. Cultural knowledge may be acquired through study and a variety of experiences, but it will always be difficult to quantify, as it does not equate to a test score or degree. The goal for IAP participants is to develop solid understanding of varying cultural complexities in order to better relate and factor cultural considerations into the planning process and military operations.

(e) Training

1. DC, PP&O (PLU) is responsible for funding and coordinating initial training for IAP Marines. Training for IAP personnel may vary based on available funding.

2. Education. Officers must comply with the administrative requirements as specified by the MARADMINs announcing the Commandant's Professional Intermediate-level Education Board (CPIB) and Commandant's Company Level Education Board (CCLEB). Enlisted Marines will comply with the administrative requirements as outlined in Chapter 3 of enclosure (1). Marines selected into any study track program will be required to submit educational transcripts to NPS prior to beginning their education.

3. Foreign Language. Foreign Language instruction will be conducted either through the Defense Language Institute (DLI) or intensive contract language instruction in an immersive environment.

4. Immersion. FAOs shall participate in an in-country training (ICT) program (Phase III) for one year (waiverable to six months). The remaining IAP Marines who require immersion training will participate in an in-country training event, for no less than six months (waiverable to three months).

5. Additional Training

a. Force Protection Training. To the maximum extent possible, IAP Marines will attend force protection training designed for individuals that will be

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working in high-risk environments prior to immersion training or assignment overseas.

b. Security Cooperation Planners Course (SCPC). This five-day training provides Marines with a functional knowledge of guidance, policies, doctrine, planning, assessments, resources, tools, processes and procedures in order to facilitate the achievement of theater security cooperation objectives.

c. Intensive Regional Area Studies (IRAS). The US Department of State Foreign Service Institute (FSI) offers intense, two-week courses focused on nine regions of the globe that correspond to Department of State Regional Bureaus. These classes are designed for State Department Foreign Service Officers, and are open to interagency and DoD personnel.

d. Civil-Military Operations Training. The Marine Corps Civil-Military Operations School (MCCMOS) conducts Civil Affairs military occupational specialty courses as well as the Civil-Military Operations Planners Course. These programs of instruction provide Marines with a functional knowledge of planning, coordinating and executing civil-military operations across the range of military operations and throughout each phase of major operations or campaigns.

6. Service Obligation for IAP Training. Per reference (q), acceptance of orders to the study-track of any international affairs program incurs a service obligation: 5-year obligation for FAO, three-year obligation for RAO, and a two-year obligation for FAS. RAS Marines incur no service obligation as they are accessed via an experience track, at no cost to the Marine Corps. APH Marines are exempted from additional service obligation. The obligation commences on the date of official completion of training. Experience track designation does not incur a direct service obligation, but FAOs/RAOs are expected to serve in billets utilizing their regional expertise. Marines receiving PCS or PCA orders to billets coded for 82XX will be expected to execute orders. Declination of orders will typically not receive favorable endorsement from MMOA or PLU and will require endorsement from the first General Officer in the reporting chain.

(f) Organizations. The Marine Corps has identified nine organizations that participate in international programs and directly benefit from the IAP and LREC professionals. The following is included in this Order for reference.

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1. Operating Forces. Marine Corps Security Cooperation Group (MCSCG) was formed in 2011 specifically to support Marine Corps worldwide security cooperation efforts. MCSCG coordinates, manages, executes and evaluates security cooperation programs and activities to include assessments, planning, security cooperation education and training and advisory support. The organization's aim is to ensure unity of effort in building partner nation security force capacity in order to facilitate Marine Corps support to Geographic Combatant Command objectives. MCSCG utilizes FAOs/RAOs and FASS/RASS within their regional Coordination Liaison and Assessment Teams (CLATs) to facilitate security cooperation efforts.

2. Supporting Establishment

a. Training and Education Command (TECOM). TECOM develops, coordinates, resources, executes, and evaluates training and education concepts, policies, plans and programs to ensure Marines are prepared to meet the challenges of present and future operational environments. In addition to overseeing training and education of Marines and other U.S. students, TECOM schoolhouses and PME institutions host international military students.

b. Small Wars Center and Irregular Warfare Integration Division (SWCIWID). SWCIWID is the central Marine Corps organization for identifying, coordinating and implementing irregular warfare and security cooperation capability development initiatives across all elements of the DOTMLPF spectrum.

c. Center for Advanced Operational Culture Learning (CAOCL). CAOCL is the Marine Corps proponent for operational culture and language familiarization, and focuses on LREC capabilities for the general purpose forces (GPF). It familiarizes Marines with operationally relevant LREC capabilities to allow Marines to plan and operate successfully in the culturally complex, joint and combined expeditionary environment of the 21st Century.

d. Marine Corps Information Operations Center (MCIOC). MCIOC provides operational support to the MAGTF in the form of full spectrum information operations (IO) and military information support operations (MISO) planning and tactical MISO delivery. MCIOC also provides IO subject matter expertise in support of USMC IO advocates and proponents IOT

enable the effective integration of IO into Marine Corps operations.

e. Marine Corps Civil-Military Operations School (MCCMOS). MCCMOS provides education and training on Civil-Military Operations and Civil Affairs core tasks in order to support MAGTF Operations and Security Cooperation objectives.

3. Other Organizations. The following organizations do not have IAP Marines on their T/O, but make significant contributions to various USMC international programs.

a. Marine Corps Systems Command, International Programs (MCSC, IP). MCSC, IP implements the sale, lease and transfer of Marine Corps defense articles and associated support to foreign partners, and executes international comparative technology programs.

b. Marine Corps Air-Ground Task Force Training Command (MAGTF-TC), Advisor Training Group (ATG). ATG trains Marine Corps advisor teams to advise, mentor, and train foreign military, police, and border units in operational techniques and procedures to combat terrorism and counter insurgency.

c. Marine Corps Warfighting Laboratory (MCWL). MCWL conducts experimentation to provide recommended solutions that satisfy critical capability gaps. To take advantage of the full spectrum of innovative technologies and concepts, MCWL conducts cooperative research and development with allies and partners.

d. Marine Special Operations Command (MARSOC). MARSOC trains to LREC-related, TECOM approved training objectives and utilizes LREC professionals within the organization.

b. Subordinate Element Missions

(1) DC, PP&O. Responsible for the overall administration of the International Affairs Program. DC, PP&O will:

(a) Provide policy oversight, serve as the program manager and occupational field manager and ensure overall coordination and administration of the IAP.

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(b) Provide service management of the Marine Corps participation in the APH and coordinate with the Joint Staff's APH Management Element (AME).

(c) Coordinate with Deputy Commandant, Manpower and Reserve Affairs (DC, M&RA) to source new members for the program and ensure all service requirements, as outlined in reference (1), are met.

(d) Provide a board member to both the Commandant's Professional Intermediate-level Education Board (CPIB) and Commandant's Company Level Education Board (CCLEB).

(e) Conduct quarterly experience track panels to identify, screen, and select Marines with existing professional-level LREC capabilities that meet the standards in references (a) and (b).

(f) Conduct annual FAS and RAS study track selection panel in coordination with MMEA and occupational field managers.

(g) Coordinate with DC, M&RA on IAP matters to include: selection and accession, AMOS designation, utilization slating and assignment recommendations.

(h) Coordinate with the Director, Intelligence (DirInt), foreign language quotas for IAP personnel for Phase II training at Defense Language Institute Foreign Language Center (DLIFLC) prior to and in connection with completion of the annual selection of IAP Marines.

(i) Coordinate Phase III training quotas for appropriate personal protection courses.

(j) Submit all IAP National Security Decision Directive (NSDD) - 38 requests to the Department of State via the Office of the Deputy Under Secretary of the Navy for Plans, Policy, Oversight and Integration (DUSN PPOI), and coordinate all International Cooperative Administrative Support Services (ICASS) costs associated with Phase III training of IAP Marines.

(k) Coordinate billet sponsorship for all external billets requiring IAP fills.

(l) Annually review all external billets to determine their suitability as IAP assignments.

(m) Interface with the DoD, Joint Staff, the other services, and the Interagency on all IAP issues.

(n) Budget for the IAP and provide funding data and funding requests to Program Evaluation Board (PEB) Chair for presentation to the Program Objective Memorandum (POM) Working Group (PWG) based on cost information provided by the IAP Coordinator.

1. Provide a detailed funding profile for the IAP to PEB and PWG each year for the next scheduled POM initiative and budget to cover all programs, to include associated travel and expenses in accordance with reference (r). As required by Deputy Commandant, Personnel and Resources (DC, P&R), provide updates regarding the IAP study track profile.

2. Provide a detailed funding profile for the projected FAO and PEP in-country training ICASS costs to PEB and PWG each year for the next scheduled POM initiative and budget.

(o) Coordinate ICASS costs, for accompanied IAP Marines, with Deputy Commandant, Installations and Logistics (DC, I&L (LF)).

1. Conduct semi-annual review of family housing costs with DC, I&L (LF).

2. Submit budget request and funding data requests for POM development for Family Housing Appropriation for projected IAP participants with dependents in order to accurately account for embassy directed housing.

3. Provide a detailed funding profile for the IAP to DC, I&L (LF) for each year of the next scheduled POM and budget to cover all costs related to the Family Housing Program, to include lease, make-ready, furniture buy-in, and utilities expenses.

4. For costs related to the Family Housing Program (Embassy directed housing), provide a detailed funding profile for the projected FAO in-country training (ICT) ICASS costs to DC, I&L (LF).

5. Submit a quarterly receiving report for every Marine occupying DoS leased housing to DC, I&L (LSR) outlining the goods and services (leasing, utilities, furniture buy-in, and make ready costs) they have received to date.

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(p) Budget for, administer funding and coordinate the disbursement of funds to support IAP immersion (Phase III) and language sustainment training.

1. Provide for the administration of all funding and reimbursements allocated to support USMC IAP personnel conducting in-country training in accordance with current Memorandum of Understanding (MOUs) and this order. Funding to support immersion Temporary Additional Duty (TAD) travel and tuition for in-country language training.

2. Submit an estimate of funds required to support all IAP Marines conducting immersion (Phase III) training for the next fiscal year to the Head, International Affairs Branch no later than 1 June of each fiscal year for further submission to PEB and PWG.

(q) Provide IAP Marines en route to immersion (Phase III) training with fiscal and administrative briefings, and ensure that Level I Security Briefs are completed (if not already conducted at DLIFLC).

(r) Maintain the Marine Corps IAP website:
[http://www.hqmc.marines.mil/ppo/Units/StrategyandPlansDivision\(PL\)/InternationalAffairsBranch\(PLU\)/InternationalAffairsPrograms.aspx](http://www.hqmc.marines.mil/ppo/Units/StrategyandPlansDivision(PL)/InternationalAffairsBranch(PLU)/InternationalAffairsPrograms.aspx)

(s) Project Marine Corps requirements for IAP Marines in consultation with DirInt and DC, M&RA (MMOA-3 and MMEA-85). Annual slating of CPIB and CCLEB selectees for FAO and RAO will be based on these projections, as will selection of FASS and RASS.

(t) Prepare and submit the Marine Corps Annual Report on the Foreign Area Officer Program to the Under Secretary of Defense (Personnel and Readiness) for inclusion in the DoD Annual FAO Report, per references (a) and (b). Coordinate with DC, M&RA, DirInt, and Headquarter and Service Battalion Henderson Hall for all data input required for the compilation of this report.

(u) Coordinate with Regional MARFORs to ensure awareness of IAP Marines operating in their respective AORs.

(2) Deputy Commandant, Manpower and Reserve Affairs (DC, M&RA) will:

(a) Coordinate with PLU for FAO and RAO quotas and slating for CPIB and CCLEB.

(b) Provide member for annual FAS/RAS selection panel to select primary and alternate candidates to sustain the FAS/RAS program.

(c) Provide member for annual PEP selection panel.

(d) Coordinate with PLU to assign IAP AMOS to qualified applicants who have completed appropriate study track training or have been designated via experience track panel.

(e) Coordinate with PLU to conduct IAP slating panels in order to assign qualified Marines to identified billets in accordance with the Service Campaign Plan (SCP).

(f) Ensure that all IAP AMOS designations resulting from experience track selection panels are entered into the Marine Corps Total Force System.

(g) Provide relevant manpower data for inclusion in the Annual Report on Foreign Area Officer Programs.

(3) Deputy Commandant, Aviation (DC AVN) will:

(a) Coordinate aviation participation in the International Affairs Program.

(b) Provide members for annual PEP Selection panel.

(c) Coordinate with DC, PP&O and DC, M&RA on aviation related IAP matters to include: selection and accession, AMOS designation, utilization slating and assignment recommendations.

(d) Coordinate with DC, PP&O to identify billet sponsorship for all aviation specific external billets requiring aviator IAP fills.

(e) Coordinate with DC, PP&O to annually review all aviation specific external billets to determine their suitability as IAP assignments.

(f) In coordination with DC, PP&O, interface with the DoD, Joint Staff, the other services, and the Interagency on all aviation related IAP issues.

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(4) Deputy Commandant, Combat Development and Integration (DC, CD&I) will:

(a) The Marine Corps representative at Naval Postgraduate School will provide a list of all IAP Marines who rate a book reimbursement to DC, CD&I (T&E), who will review at the beginning of each academic year. DC, CD&I (T&E) will ensure that a direct-deposit reimbursement is effected for each respective IAP Marine.

(b) Provide administrative oversight for IAP Marines assigned to NPS and DLI via the Commanding Officer, Marine Detachment (MARDET), Defense Language Institute (DLI) as a subordinate element of Marine Corps Intelligence Schools (MCIS).

1. CO, MARDET will coordinate book stipend disbursement in accordance with Special Education Program policy.

(c) DC, CD&I (T&E) will pay all tuition, books stipends, and required academic fees for Marines participating in the degree portion of the Study-Track program.

(5) Deputy Commandant, Installations and Logistics (DC, I&L) will: In accordance with reference (s), the Family Housing Operations and Maintenance, Navy and Marine Corps appropriation should be used to fund Department of State (DoS), Embassy directed leases for family housing, i.e. military personnel with accompanying spouse and other dependents. DC, I&L is responsible for the overall administration of the Family Housing Program and, with respect to and in consultation with the IAP, will submit POM Initiatives, related to family housing costs, to the PWG and PEB, and also submit related budget exhibits to the Office of the Assistant Secretary of the Navy (Financial Management and Comptroller).

(6) Director, Intelligence (DirInt) will:

(a) Coordinate with DC, PP&O (PLU) on all IAP language and regional selection policy matters as informed by strategic language list and five year forecast.

(b) Ensure that IAP Marines, who are qualified per reference (t), receive Foreign Language Proficiency Pay (FLPP).

(c) Coordinate, in conjunction with PLU, with the U.S. Army (DoD Executive Agent for foreign language training) to

assign USMC quotas at DLIFLC to FAOs, PEPs and other IAP Marines who require it.

(d) Provide members for the FAS and RAS selection panel.

(e) Provide members for the PEP selection panel.

(f) Provide relevant foreign language proficiency data for inclusion in the annual report on Foreign Area Officer Programs.

(g) Provide IAP Marines en route to immersion (Phase III) training with relevant country and intelligence briefings at Marine Corps Intelligence Activity (MCIA) in coordination with the PLU.

(h) Coordinate SSBI clearance requirements for IAP Marines (Phase I) for IAP Marine future assignments within tactical, operational, and strategic-level Marine Corps staffs, joint and combined staffs, and for duty with interagency organizations, in order to facilitate IAP Marine integration in MAGTF planning, operations, security cooperation, and intelligence efforts.

(7) Marine Forces Reserve will:

(a) Communicate any LREC billet requirements to PLU in units such as Civil Affairs, or regionally-focused rotational forces drawn largely from reserves.

(b) Communicate IAP designation opportunities to eligible and qualified Marines. Experience track panels are open to qualified reservists.

(c) Identify Table of Organization (T/O) billets that require LREC skills for mission essential tasks.

(d) Annually assess billet requirements in coordination with PLU.

(8) Regional Marine Forces (MARFOR) will:

(a) Identify table of organization (T/O) billets that require LREC skills for mission essential tasks.

(b) Annually assess LREC and PEP billet requirements in coordination with PLU.

(c) Support IAP Marines assigned within the AOR with relevant country and operational information upon request.

(d) Provide guidance and assistance as required in coordination with PLU.

(e) Maintain situational awareness of IAP personnel and activities within the AOR.

(f) Coordinate additional Combatant Command and/or Regional MARFOR requirements through the appropriate PLU coordinator.

(9) Functional MARFORs

(a) Identify T/O billets that require LREC skills for mission essential tasks.

(b) Annually assess billet requirements in coordination with PLU.

(10) Marine Special Operations Command (MARSOC) will:

(a) Identify enabling billets that require LREC skills for mission essential tasks.

(b) Annually assess T/O billet requirements in coordination with PLU.

5. Administration and Logistics

a. Funding

(1) Phase III/In-Country Training (ICT) Funding for IAP Marines. For those Marines participating in ICT, DC, PP&O (PLU) will reimburse items such as foreign language tuition/fees, regional travel, and specific Embassy support costs (e.g. official telephone bills, FAXs, postage, all of which must be approved in advance by PLU). Due to the complexity of this process, Marines will receive fiscal, administrative, and security briefings at HQMC en-route to ICT.

(a) General. DC, PP&O (PLU) will allocate funds for use by FAOs during ICT.

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1. Funds are to be used for continued language study (civilian or military formal schooling or tutor) and for regional travel. (Note: Within budget constraints, regional travel for the IAP Marines can be accomplished via any appropriate means of transportation, including rental car). TAD travel costs for family members while accompanying the Marine on ICT trips are the responsibility of the IAP Marine.

2. IAP Marines are attached ADCON to HQBN Henderson Hall during phase III. PL Division will administer ICT travel reimbursement to IAP Marines via the Defense Travel System (DTS) and manage Government Travel Charge Card (GTCC) accounts.

3. IAP Marines will submit a detailed budget request for the entirety of their ICT period to PLU for approval within thirty (30) days of arrival in country. Sample budget request can be found on IAP website:

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

(b) Dependents' Schooling. IAP Marines shall work through the US DAO in their country of assignment for dependent's schooling, which is coordinated and funded via Department of Defense Education Activity (DODEA).

(c) Housing. IAP Marines will coordinate with embassy Regional Security Office (RSO) prior to procuring accommodations per local policy. When Embassy-directed housing is required those costs will be funded by DC, I&L if the Marine is accompanied by dependents. If IAP Marines are unaccompanied, these costs will be funded by DC, PP&O. For necessary Embassy support costs attributable to the Family Housing appropriation in accordance with references (av) and (aw), DC I&L will reimburse the DoS, under the ICASS program, for housing pool services and leases provided for family housing in support of the IAP. Reference (s) is OASN (FM&C) Memorandum of 5 March 2007. Reference (u) is DoD 7000.14-R, Vol. 6A, Ch. 9, DoD Financial Management Regulations, April 2011.

(2) Marine Corps Foreign Personnel Exchange Program (PEP). Funding for PEP assignments is covered in Chapter 5 of enclosure (1).

b. Passports. All Marines with FMOS of 82XX shall maintain active no-fee passports in order to maintain readiness to

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respond to international incidents and short-notice deployments. Official passports will be indicated on all assigning orders, including those for training, to allow for processing time. Participants must initiate the process for obtaining official passports as soon as possible after receiving notification of acceptance into any of the above programs. No-fee passports are valid for five year increments. Renewing official passports can be done with Temporary Additional Duty (TAD) orders. IAP Marines will familiarize themselves with the DoD Foreign Clearance Guide to understand the process for requesting DoD authorization to travel internationally.

c. Clearances. A significant number of IAP billets require Top Secret/Sensitive Compartmented Information (TS/SCI) clearance. Marines who receive the IAP 82XX MOSs are required to undergo a Single Scope Background Investigation (SSBI) to obtain eligibility for TS/SCI Clearance. It can take up to one year to complete a clearance investigation. After being designated with the 82XX MOS, the Marine is responsible for contacting their Special Security Office (SSO) to initiate the clearance process. Marines who already possess a TS clearance will coordinate with their SSO in order to determine if the process must be initiated for periodic re-investigation.

d. Performance Evaluation. During training periods, fitness reports will be completed as "Not Observed" reports in accordance with reference (v), with the exception of reports on IAP Marines conducting immersion training. Academic reports, where applicable, will be attached to fitness reports. In the case of IAP Marines receiving a fitness report during their immersion training, the reporting senior has the option to complete an observed fitness report, if the reporting senior feels they can appropriately evaluate the performance of the IAP Marine. Specific Reporting Senior (RS) and Reviewing Officer (RO) requirements for the various IA programs can be found in the corresponding chapter in enclosure (1).

e. Civilian Clothing Allowance. IAP Marines in receipt of Permanent Change of Station (PCS) orders to OCONUS duty assignments requiring IAP designation (8210-8248) are authorized to receive a Civilian Clothing Allowance in accordance with reference (n). These Marines will submit a Civilian Clothing Allowance request form to their administrative control organization, along with a copy of their signed PCS orders (web orders not accepted). Civilian Clothing Allowance Request packages must also include the reporting date (YYYYMMDD) in order to establish the initial allowance amount.

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f. Emergency Leave Situations. IAP Marines undergoing training can expect the same considerations for emergency leave as all Marines. Upon notification of the emergency, IAP Marines shall notify their immediate supervisory chain of command and PLU for assistance as soon as possible.

g. Medical Care and the impact of OCONUS Deployments. IAP Marines assigned (PCS or TAD) OCONUS as part of training should understand that this tour is considered an independent duty assignment. In many cases the Marine and their family may not have access to the immediate support of their chain of command. Routine health care issues must be satisfactorily resolved prior to departure for OCONUS portions of the IAP. Marines and their families will be provided routine and emergency medical care as determined by TRICARE. The IAP does not provide travel funding for routine health care during OCONUS assignments. It should be understood that the standard of local care may be below that of the U.S. These issues should be carefully considered before Marines enter the IAP or conduct family planning abroad. Refer to specific program appendices for the funding details associated with emergency medical care provided to a Marine or family members while OCONUS.

h. Early Return of Dependents, Administrative and Disciplinary Termination of Assignment. Should circumstances arise that require an IAP Marine and/or their dependents depart the assigned duty station ahead of schedule, PLU will coordinate with Manpower Management Integration and Administration (MMIA) branch to determine the course of action that is in the best interest of the Service and the Marine.

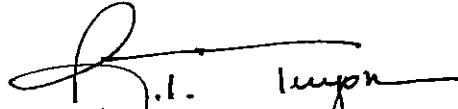
i. Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (an) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

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6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective immediately upon release.

A handwritten signature in black ink, appearing to read 'R.T. Tryon', with a large, stylized flourish extending to the left.

R. T. TRYON
Deputy Commandant for
Plans, Policies, and Operations

DISTRIBUTION: PCN 10201675100

LOCATOR SHEET

Subj: MARINE CORPS SECURITY COOPERATION POLICY

Location: _____
(Indicate the location(s) of the copies of this Order.)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

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Chapter 1

Foreign Area Officer (FAO) Program: AMOS 8240-82481. Purpose

a. FAO skill sets are at the pinnacle of the LREC professional hierarchy. Carefully managed and assigned, FAOs provide the Marine Corps subject matter expertise to meet the demands of the future strategic environment. Extensive academic study, language training and regional immersion prepare FAOs to inform Marines about complex human environments and foreign cultures. These critical insights and capabilities invariably improve the planning and execution of missions at the tactical, operational and strategic levels. These skills also strengthen irregular warfare capabilities and improve Marine Corps integration with the Interagency.

b. FAOs possess three critical skill sets, in addition to qualification in a primary MOS and initial orientation, as defined in reference (j): language, regional expertise and cultural (LREC) understanding.

c. Three avenues into the FAO community

(1) Study Track. A three-phase program, requiring approximately one year to develop each FAO capability over a total of three years.

(a) Phase I - Regionally focused graduate education, resulting in a Master of Arts degree in National Security Affairs at NPS

(b) Phase II - Language training at DLI

(c) Phase III - In-country training (ICT)

(2) Partial Study Track. Applicants who demonstrate existing critical LREC skill set(s) are eligible to apply for the partial study track program in order to reduce time-to-train. Officers selected for the partial study track program will conduct the remaining portion(s) of training to fully develop LREC competencies in order to qualify for FAO designation.

(3) Experience Track. Applicants who meet all requirements are encouraged to request designation via quarterly experience track panels. Marines who do not have a regionally-focused graduate degree, but do have 18 months experience of significant interaction with foreign populations overseas may qualify for a Constructive Credit Waiver of the degree requirement. Marines who successfully complete a tour in the following programs qualify for designation in accordance with paragraph 6.g.:

(a) Marine Corps Foreign Personnel Exchange Program (PEP)

(b) Foreign Professional Military Education (FPME)

(c) Olmsted Scholarship Program

(d) Afghanistan Pakistan Hands Program (APH)

(e) Other experience such as study abroad, prior Marine Security Guard, religious missionary work, Peace Corps work and extensive travel abroad are examples of significant life experiences that may satisfy the cultural component of the FAO capability. Such experiences will be considered on a case-by-case basis. Award of a Master's degree generally requires 18 months of study; therefore 18 months of significant interaction with foreign populations is required to compensate for the lack of a masters degree and justify constructive credit waiver requests.

2. Responsibility (Stakeholders/Chain-of-Command)

a. Subordinate Element Mission

(1) Main Effort. Deputy Commandant for Plans, Policies, and Operations (DC, PP&O)

(2) Supporting Efforts. Deputy Commandant for Manpower and Reserve Affairs (DC, M&RA); Deputy Commandant for Installations and Logistics (DC, I&L); Director, Marine Corps Intelligence (DirInt); and Commanding Officer, Headquarters and Service Battalion - Henderson Hall (H&S Bn-HH)

(3) Reserve Effort. International Affairs Branch (PLU, PP&O) will coordinate with MARFORRES to identify potential IAP billets. Reservists are encouraged to register their LREC skills for easy identification, and coordinate with Marine Corps

Mobilization Command or Individual Mobilization Augmentee (IMA) detachments to become assigned to reserve billets that engage their LREC capabilities.

b. Coordinating Instructions. In accordance with the responsibilities stipulated in the main section of this Order, DC PP&O, DC M&RA, DC I&L, 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) Unrestricted commissioned officers on active duty are eligible for the program. Reserve officers who are eligible for career designation status, i.e., a Regular Commission by the Officer Retention Board (ORB), may submit packages in accordance with this order to allow for academic screening by NPS.

(2) The following grade requirement is based on the current or selected grade of the officer at the time he or she commences FAO or RAO Phase I training.

(a) The FAO study track program is limited to First Lieutenant through Major, with at least three but not more than 11 years of commissioned service (YCS).

(b) The FAO partial study track program is open to First Lieutenant through Major, with at least three but not more than 15 YCS.

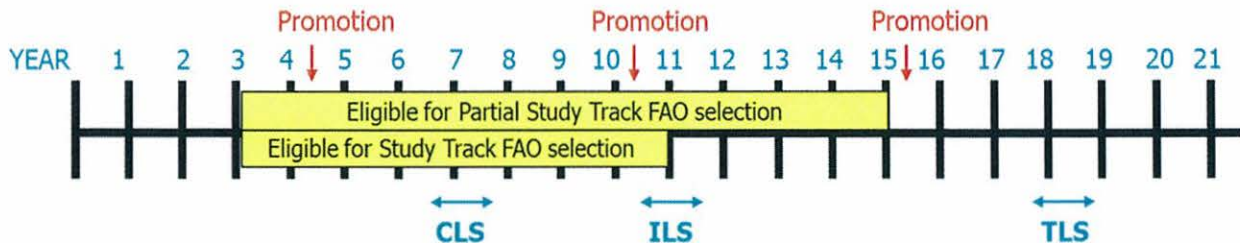


Figure 1.--Study Track and Partial Study Track FAO Selection Eligibility Timeline

(3) Officers applying for both the study track and 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 selection for IAP.

(4) As required by reference (w), officers applying for the study track and partial study track program must possess a final Secret security clearance. Upon designation as an 824x or 822x, the FAO or RAO will submit a request for a Single Scope Background Investigation (SSBI).

(5) Officers applying for both the study track and partial study track program must be U.S. citizens.

(6) Officers must meet minimum time-on-station requirements of their current assignment prior to commencement of training under either the study track or partial study track program. Waivers may be approved at the discretion of Manpower Management Officer Assignment (MMOA). Selection boards can recommend a deferral of training for up to one year to allow for operational commitments or unaccompanied tours. More details will be provided in MARADMIN announcements for the CPIB and CCLEB.

(7) Officers who have attended resident professional military education (PME) or other USMC funded graduate education program (Funded Law, Fellowship, SEP, etc) are eligible for selection to either the study track or partial study track program upon selection for promotion to the next grade.

(8) Officers who are eligible for the partial study track must provide substantiating documentation for existing LREC skills prior to the convening of the CCLEB/CPIB (i.e., transcripts of regionally focused graduate degree; 2/2 DLPT scores or better; or six months immersive experience in the region.)

(9) Officers who have acquired regionally focused graduate level education at their own expense may still be considered for the study track.

b. Experience Track Eligibility for FAO

(1) The goal of the FAO experience track program is to identify and designate officers whose knowledge and experience meet the requirements for FAO as outlined in reference (j). The experience track is well suited for reserve officers who are not eligible for either study track program.

(2) Active and Reserve component officers of all ranks are eligible for FAO based on the following:

(a) Fully qualified in primary MOS.

(b) U.S. citizen.

(c) Possesses a final Secret security clearance.

(d) Possesses regionally focused graduate-level education resulting in a degree that could include, but is not limited to, the historical, political, cultural, military/security, sociological, scientific/technical, economic, and geographic factors of specific foreign countries and regions. Individuals with a graduate degree in another discipline than regional studies or international relations may qualify with 16 or more credit hours of regionally focused graduate study.

(e) Possesses foreign language skills in one or more of the predominant languages used by the populations of the regions in which he or she specializes. Foreign language proficiency is validated by obtaining a minimum Defensive Language Proficiency Test (DLPT) and/or Oral Proficiency Interview (OPI) score of 2/2/2. Language proficiency must be assessed within the last 12 months to be considered current. Language testing can be coordinated through local base education centers or the Marine Corps Foreign Language Program Manager (HQMC I/IOP). See reference (x) for more information on language testing.

(f) Possesses professional experience of not less than one (1) year (waiverable to six (6) months) in the country or region of specialty, involving significant interaction with foreign populations in the regions in which they specialize.

(g) The graduate degree requirement may be waived on a case-by-case basis for individuals with 18 months of regional experience (see para 1.2). The Assistant Secretary of the Navy for Personnel and Readiness (ASN (P&R)) is the approving authority, per reference (j). DC PP&O (PLU) will request constructive credit waivers for experience track candidates as appropriate.

4. Application/Selection

a. As stated in paragraph 1.c of this Chapter, there are three avenues for designation as a FAO.

b. Study Track and Partial Study Track Selection. FAOs are selected for the study track and partial study track program via two annual boards: Majors and Majors (select) are selected through the Commandant's Professional Intermediate-Level Education Board (CPIB), First Lieutenants and Captains are selected through the Commandant's Career-Level Education Board (CCLEB). All eligible officers will be screened by the CPIB and CCLEB. Selection via the CPIB and CCLEB is a two-step process based on the review of an applicant's Official Military Personnel Files (OMPF) as well as their CPIB/CCLEB Questionnaire submission (see Attachment 1 for questionnaire example).

(1) Commandant's Professional Intermediate-level Education Board (CPIB) and Commandant's Company Level Education Board (CCLEB) Selection: The CPIB and CCLEB are comprehensive approaches to select the best and most fully qualified officers for professional military education, graduate level education and select special duty assignments. CPIB and CCLEB MARADMINS will direct eligible officers to submit their preferences and communications to the board via online questionnaires. CPIB and CCLEB results will be announced via MARADMIN.

(2) See Attachment 1 for a CPIB/CCLEB questionnaire sample.

c. Experience Track (ET) Application

(1) Active and Reserve component officers requesting a FAO AMOS may apply to DC, PP&O (PLU) at any time. Applications will be in letter-type format and will include appropriate command endorsements. Branch Head, International Affairs Branch (DC, PP&O (PLU)) will convene a panel on a quarterly basis to consider ET applications, and will forward the results to DC, M&RA (MMOA-3) for appropriate annotation in the officer's record.

(2) There are no limits to the number of regional designations Marines can qualify for. Marines who meet the requirements for multiple regional designations rate a corresponding number of MOSs.

(3) All officers selected for FAO programs will be notified by MARADMIN.

(4) See Attachment 2 for a sample experience track application format.

5. MOS Designations. As defined in section 4.e in the main body of this Order.

6. Training

a. There are three development phases for FAOs: academic education, language training and in-country training (ICT). FAOs in the Study Track receive all three phases of training. Partial study track FAOs attend one or two phases of training as necessary to qualify for the FAO MOS.

b. Phase I: Academic Training

(1) Phase I is a 12-month program at NPS in Monterey, CA, resulting in a Master's degree in National Security Affairs.

(2) The study track is primarily oriented towards four (4) Regional Security Studies curricula within the Department of National Security Affairs:

Middle East, South Asia and Africa
Far East, Southeast Asia and the Pacific
Western Hemisphere
Europe and Eurasia

(3) Candidates are matched to the languages and regions announced by MARADMIN during the annual CPIB and CCLEB. These boards will consider such factors as individual performance, individual preference, previous language study, language aptitude, undergraduate major, available ICT locations and the needs of the Marine Corps.

(4) The award of a Master's degree for FAOs is contingent upon both successful completion of the comprehensive exam at NPS and the basic language course at Defense Language Institute Foreign Language Center (DLIFLC).

c. Phase II: Language Training

(1) Phase II training consists of 24-63 weeks of language training at DLIFLC in Monterey, CA, or in Washington DC.

(2) The goal of basic language training is for students to meet DLI standards. If FAOs fail to achieve 2/2/1+ at graduation, PLU will determine whether to convert to RAO, or authorize progression through ICT. If ICT is approved, FAOs must retest immediately following ICT. Failure to achieve the required minimum language skill levels will result in an adverse fitness report.

(3) FAOs will strive to reach 3/3/3 language proficiency by the end of Phase III, and maintain that proficiency through their career.

d. Phase III: In-Country Training

(1) Phase III balances academic education and language training with a year of immersion and practical experience. The goal for Phase III is to develop credibility and capability to understand complex regional and cultural issues as they exist, refine language skills with personal interaction among foreign populations and build upon the regional education gained at NPS. The nature and location of Phase III varies for each language. Locations are as follows:

(a) Latin America

1. Lima, Peru (Spanish)
2. Rio de Janeiro, Brazil (Portuguese)

(b) Eurasia

1. Kiev, Ukraine (Russian)

(c) Northeast Asia

1. Beijing, China (Mandarin)
2. Seoul, Korea (Korean)
3. Tokyo, Japan (Japanese)

(d) Middle East

1. Cairo, Egypt (Arabic - Egyptian dialect)

2. Amman, Jordan (Arabice - Levantine dialect)
3. Jerusalem or Tel Aviv, Israel (Hebrew)
4. George C. Marshall Center in Garmisch, Germany (Persian-Farsi)

(e) Africa

1. Dakar, Senegal (French)
2. Rabat, Morocco (French)
3. Tunis, Tunisia (French)

(f) South Asia

1. Muscat, Oman (Hindi/Urdu)
2. New Delhi, India (Hindi)
3. Indian Defense Services Staff College (DSSC) in Tamil Nadu (Hindi/Urdu)
4. Sites in Afghanistan (Persian-Dari and Pashto) and Pakistan (Urdu) are being developed as country visa/access permit

(g) Europe

1. Ankara, Turkey (Turkish)
2. Tblisi, Georgia (Georgian)

(h) Southeast Asia

1. Phnom Penh, Cambodia (Khmer)
2. Jakarta, Indonesia (Indonesian)
3. Kuala Lumpur, Malaysia (Malaysian)
4. Bangkok, Thailand (Thai)
5. Hanoi, Vietnam (Vietnamese)
6. Manila, Philippines (Tagalog)

e. Authorization to Ship a Privately Wwned Vehicle (POV). Authorization to ship a POV is at the discretion of the U.S. Chief of Mission in a foreign country. POV shipment will be considered on a case-by-case basis and is contingent upon approval by DC, M&RA (MMOA/MMEA), with input from the Senior Defense Official/Defense Attache (SDO/DATT) and DC, PP&O (PLU).

f. Family Participation in Training. Spouses are encouraged to participate in all aspects of FAO training when possible on a space available basis.

(1) Phase I training at NPS is open to spouses of students who serve as an employee or staff at NPS (part or full time). Employees and staff of NPS are permitted to take up to two classes per quarter without having to undergo any formal application process. Those who decide to pursue a degree through NPS, must undergo an application process before they can continue their studies at NPS. Spouses that do not serve on NPS staff are not permitted to attend classes for academic credit, but may audit courses with instructor permission.

(2) Phase II language training is free of charge for spouses; however, they are required to take the DLAB to enroll. The member will coordinate testing at DLIFLC or at the individual service member's home station education office. Language training for spouses requires the same level of time commitment as the Marine. Auditing or partial attendance of Phase I training is not an option. Continued language training for a spouse during Phase III is at the FAO'S expense, as are travel expenses if a spouse should decide to accompany the officer during periods of ICT TAD travel.

(3) Phase III training is typically a one-year accompanied tour, and FAOs with dependents can expect to move to their respective ICT locations with their families. Applicants should consider that living conditions at ICT locations may be considered sub-standard in comparison to the United States. Standards of living will vary by location, but in general, FAOs on ICT can expect to live in conditions equal to that of U.S. personnel assigned to the local U.S. Embassy community. Due to local security and operational requirements in some locations, Phase III training may be unaccompanied. A Marine with Exceptional Family Member Program concerns should carefully consider the possibility of multiple unaccompanied tours should he or she request FAO training.

g. Responsibilities and Chain of Command while in Training

(1) Performance Evaluation for ST Personnel. Fitness reports for FAOs in training status will be completed as "Not Observed" in accordance with reference (v), except for reports written on FAOs conducting ICT. Academic reports, where applicable, will be attached to the FAO'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 Marine FAO. Specific Reporting Senior (RS) and Reviewing Officer (RO) requirements are as follows:

(a) Naval Postgraduate School (NPS). FAO Study-Track Phase I students 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.

(b) Defense Language Institute/Foreign Language Center (DLIFLC). FAO study track students will be evaluated by the Commanding Officer, Marine Corps Detachment at DLIFLC, who will serve as their RS. The Head, International Affairs Branch (DC, PP&O (PLU)), will serve as the RO.

(c) In-Country Training (ICT). At Phase III training locations where FAOs are operationally attached to the United States Embassy, the Senior Defense Official/Defense Attaché (SDO/DATT) or a service attaché senior in grade to the trainee will be the Marine FAO's RS. When there is a Marine Attaché (MARA) in the DAO, the MARA will serve as the FAO's RS. In the case of non-traditional ICT, such as assignment to Marine Component Commands (MARFORs), the RS may be the G-3/5. Branch Head, International Affairs Branch (DC, PP&O (PLU)) will normally serve as the RO for all FAOs during Phase III Training.

(d) Joint Automated Performance Evaluation System (APES) accounts. When Reporting Seniors are servicemembers or civilians from other services, direct them to Manpower Management Support Branch (MMSB-32) to establish an APES account at organizational email: SMB.manpower.MMSB-32@usmc.mil.

7. Career Management Considerations

a. Due to the growing requirement for LREC professionals, FAOs can expect to perform more than one political-military (pol-mil) related tour of duty during their careers. To accomplish this, a FAO will follow a dual-track career

assignment pattern, alternating between PMOS and pol-mil designated billets (see Attachment 3 for a list of related billets). MMOA and PLU will attempt to place FAO officers in a FAO billet whenever the officer is due for a B-billet tour.

b. The length of IAP training and subsequent payback and utilization tour(s) requires that individual officers pay particular attention to managing their career assignments in order to avoid excessive time away from their PMOS. For FAOs, the total time out of a PMOS for training can be as long as 39 months. Accordingly, PLU will coordinate with MMOA to ensure that FAOs return to a PMOS tour immediately upon completion of Phase III training and fulfill their payback requirement in the next subsequent tour. For partial study track FAOs, the shorter training cycle may allow for immediate payback tours prior to returning to their PMOS, dependent on career management concerns. In all cases, FAOs who are selected for and complete the study track program will serve a payback tour as a FAO, normally at the first opportunity that is consistent with a sound career track. This requirement may preclude ST FAOs from attending resident PME prior to fulfilling their required payback tour.

c. Officers contemplating applying for the IAP are strongly encouraged to discuss possible career impact with career counselors (DC, M&RA (MMSB-50)) and their primary MOS monitor. As a rule, aviators should not apply for the IAP before reaching their first flight gate; combat arms or combat service support officers should consider delaying their application until the completion of a current or impending operating forces assignment.

d. In addition to monitors and career counselor, officers interested in the IAP are encouraged to contact the IAP Coordinator at DC, PP&O (PLU).

e. The nature of the dual-track career pattern will often preclude PME attendance in residence. Officers selected for IAP should immediately enroll in the non-resident PME course appropriate for grade.

f. FAOs will maintain an official (brown) no fee passport. Emergent international events may necessitate short-notice deployment or regional engagement. See Paragraph 8 in the main body of this Order for more information. Diplomatic (black) passports will be issued when required by Foreign Clearance Guide. Accompanying dependents are authorized no fee tourist

(blue) passports. FAOs are neither authorized to conduct official travel on tourist passports or non-offical travel on official passports. FAOs are authorized to have two official passports at the same time due to the potentially long visa processing time at a single ICT destination; multiple passports allow for regional travel to continue while another visa is being processed.

g. Additional IAP designations: Regional designations are not limited to one. FAOs must meet the same requirements for each region.

h. Future Billets and Career Progression

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

(2) FAOs are expected to retain their LREC competencies between utilization tours; specifically annual language testing.

(3) PLU will meet with MMOA annually to slate eligible FAOs scheduled to PCS during the following calendar year. Individuals are encouraged to submit billet preferences according to the MARADMIN announcement of available FAO billets.

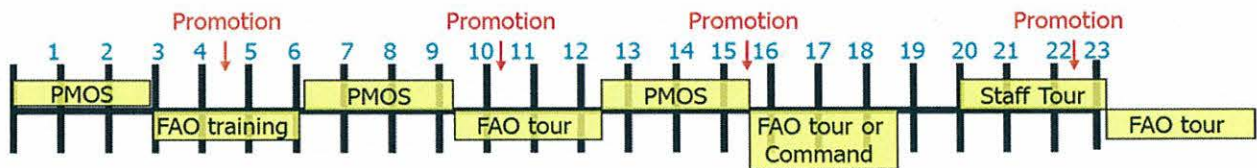


Figure 2.--Sample FAO Career Path

i. Utilization Assignment Policy

(1) By applying for the FAO AMOS, officers are highlighting their availability to serve in international affairs and pol-mil billets when not serving in their PMOS. Officers who subsequently decline to serve in such billets may have their FAO FMOSs administratively withdrawn.

(2) Obligated Service Requirements. Acceptance of orders to the FAO study track program incurs a five-year service obligation for FAOs, and a three-year service obligation for partial study track FAOs. The obligation commences on the date

of official completion of training (i.e., date of PCS at the conclusion of Phase III for study track FAOs and date of PCS at conclusion of training for partial study track FAOs).

(3) A FAO will serve in designated FAO billets. The nature and location of these assignments will depend on several factors:

(a) The region of specialization and listed language requirements

(b) The grade of the officer

(c) The commands that have billet vacancies during the period the student/officer will graduate or be available for PCS orders

(d) The priority in staffing for the commands with vacancies

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

(f) The desires of the officer

(4) Study Track. Marine Corps assignment policy regarding officers who have participated in funded graduate education is directed by the Secretary of Defense in reference (j) and as amplified in references (b) through (p). It is stressed that funded graduate education programs exist to train officers to fill specific billets. Therefore, officers who have received funded graduate education will:

(a) Serve one tour in a validated FAO billet after completion of FAO education, but no later than the second tour following completion of ICT (FAO). As a general rule, partial study track FAOs should expect assignment to a FAO billet immediately upon completion of training. FAOs, who have a longer three year training cycle, should expect a FAO assignment on the second tour after completing ICT. Those ST FAOs who return to the operating forces after ICT will be assigned, to the maximum extent possible, to commands that are operationally oriented toward their region of expertise. This will enable them to leverage their skills while simultaneously building PMOS credibility.

(b) Serve in as many subsequent tours in a validated FAO billet as Marine Corps requirements and proper career development will permit. Assignments should be dual-tracked to ensure that officers remain proficient and competitive for promotion in their PMOS.

(5) Experience Track

(a) A FAO designated through the experience track does not incur a direct service obligation but is expected to serve in positions utilizing his or her LREC capabilities.

(b) Experience track FAOs have highlighted their willingness to serve assignments in which they can apply their LREC capabilities, and are encouraged to seek billets both in the Marine Corps operating forces and in Joint and combined commands.

(6) Operational or Staff Tour Assignments. The IAP represents a substantial investment to the Marine Corps. Regional expertise should be aligned with operating forces assignments as well as in Joint/external/supporting establishment billets.

(7) IAP Slating. Annually, DC, PP&O (PLU) will verify Staffing Goals with MMOA-5 and release a MARADMIN soliciting applications for available IAP billets coming open in the upcoming year. DC, PP&O (PLU) will convene a Utilization Slating Panel that will screen and select officers for IAP billets. Priority of assignments will go to study track FAOs and those who have not served in a payback tour. All IAP officers eligible for B-billets, will be automatically screened for assignment to coded IAP billets. Volunteers will be given preference of assignment where applicable. The slating panel will be comprised of representatives from DC, M&RA (MMOA) and DC, PP&O (PLU). The panel will select the best and most fully qualified officers to fill each assignment. Alternates will be selected by FAO MOS. Each applicant's timing and career path will be carefully considered during the selection process.

Attachment 1: Example CPIB/CCLEB Questionnaire

Refer to annual CPIB/CCLEB MARADMIN release to access the latest version of the CPIB/CCLEB questionnaire. Example given below.

https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MM/A_OA/Education

Commandant's Professional Intermediate Board / Commandant's Career Level Education Board Print in PDF

(Please be sure to save your application about every 10 minutes to avoid losing any changes.)

This questionnaire is intended for slating purposes only. Preferences stated here will not influence selection by the board prior to slating. The board will select the best and most fully qualified officers to participate in education programs based on military performance.

Rank each program in order of preference.
Do not select an option more than once.

1. *Program preference 1: International Affairs Officer Programs

2. *Program preference 2: Fellowship

3. *Program preference 3: Overseas Station or Foreign PME

4. *Program preference 4: Special Education Program-Advanced Degree Program

5. *Program preference 5: Resident PME

Which programs on your preference list would cause you to resign or retire in lieu of orders?

6. Resigning/retiring? I would accept orders to any program

Where would you prefer to attend resident PME?

7. PME preference: USMC, I&B or C&B

Which fellowship would you prefer to attend?

8. Fellowship preference: Congressional Fellowship Program

Notes:
 1. **Clintelst** is only for officers with less than 11 years of active service. If Clintelst Scholar is your first choice you must contact the POCs in the MARADMIN to begin the application process.
 2. **Foreign PME** is only for field grade officers.
 3. Officers are not eligible to attend a program that they have previously attended. The only exception is Resident PME. Field grade officers can attend resident PME if they previously attended company grade resident PME.
 4. **WHINSEC**, Fletcher School of Law and Diplomacy, and Logistics Fellowship are only for field grade officers. **WHINSEC** requires DUT of 2+/2+ in Spanish. Fletcher School of Law and Diplomacy requires DUT of 2+/2+ in any language.

For the International Affairs Officer Programs (IAOP), rank your top three region/language preferences.
Do not select an option more than once.

9. *IAOP preference 1: LATIN AMERICA - SPANISH - PERU

10. *IAOP preference 2: SUB SAHARAN AFRICA - FRENCH - SENEGAL, MOROCCO OR TUNISIA

11. *IAOP preference 3: LATIN AMERICA - PORTUGUESE - BRAZIL

For the Special Education Program (SEP) and Advanced Degree Program (ADP), rank your top five discipline preferences.
Do not select an option more than once.

12. *SEPIADP preference 1: MATERIAL LOGISTICS MANAGEMENT - 8852

13. *SEPIADP preference 2: INFORMATION WARFARE - 8824

14. *SEPIADP preference 3: OPERATIONS ANALYSIS - 8800

15. *SEPIADP preference 4: COMPUTER SCIENCE - 8842

16. *SEPIADP preference 5: MODELING SIMULATION ANALYSIS - 8826

Notes:
 1. **Education (8802) and History (8878)** are only offered through the Advanced Degree Program at civilian institutions. This program is not fully funded. Tuition is the responsibility of the officer. If ADP is your first choice, contact the program POC and apply to civilian institutions. **Attach any acceptance letters to this questionnaire.**
 2. **Aeronautical Engineering (8820) and Environmental Engineering (8831)** are only offered through the Air Force Institute of Technology (AFIT). AFIT requires completion of the **Graduate Record Exam (GRE)** for acceptance. If you have taken the GRE, attach the test results to this questionnaire.
 3. **Public Affairs Management (4305)** is only available for officers with **PMOS of 4302.**

What is the highest degree you have earned?

17. Degree: Bachelor's degree

What is the area of study of your highest degree?
(Limit: 40 characters)

18. Major: History

Have you taken the Graduate Record Examination (GRE)?
If yes, upload exam results as attachment.

19. *GRE? Yes No

For ADP and SEP Law/ADP, do you have a letter of acceptance from a university?
If yes, upload acceptance letter as attachment.

20. *Acceptance? Yes No

Do you have specific areas of expertise or education you feel will assist in the slating process?
(Limit: 500 characters)

21. Comments:

Attachments (Add New)

DOCUMENT TYPE	DOCUMENT NAME	CREATE DATE
(*) This question requires a mandatory response!		

Save Draft Submit Cancel

FAO/RAO EXPERIENCE-TRACK APPLICATION FORMAT

From: Grade, Name, SSN, MOS(s), Component, Unit
To: Deputy Commandant, Plans, Policies and Operations (PP&O)
Via: Chain of Command (at least through Division or Group-level)

Subj: REQUEST FOR FOREIGN AREA OFFICER (FAO) / REGIONAL AFFAIRS
OFFICER (RAO) ADDITIONAL MOS

Ref: (a) MCO 1520.11F

Encl: (1) Personal Essay. Mandatory for all applicants. Essay of approximately 3000 words demonstrating the applicant's writings style and knowledge of their region of application. Previously completed academic papers or publications that meet these requirements may also be submitted (i.e. course papers, thesis, etc.).
(2) Copy of transcripts for all undergraduate/graduate education.

1. Per the reference, it is requested that I be awarded (the Foreign Area Officer Additional MOS of 824x), (the Regional Affairs Officer Additional MOS of 822x), (or the Foreign Area Officer in Training MOS of 8240).

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

- a. DLAB score: Date, place tested (if taken).
- b. DLPT information: (Required for FAO, as available for RAO)
 - (1) Language(s)/dialect(s):
 - (2) Date, place tested:
 - (3) DLPT Type(s):
- c. Summary of military education:
- d. Summary of civilian education:
- e. Summary of FAO/RAO oriented experience: (Please be thorough. List all travel and/or military experience in the region of the requested AMOS.)
- f. I possess a Secret/Top Secret security clearance based on a SSBI/NAC completed on (date) by DIS/NIS

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

/s/
Name

Chapter 2

Regional Affairs Officer (RAO) Program: AMOS 8220-82281. Purpose

a. Regional Affairs Officers (RAO) possess the regional expertise (academic and/or experience based) to serve as pol-mil officers. RAO training does not include language study or regional travel. The MOS may be awarded based on either regionally focused postgraduate academic study or extensive Pol-Mil experience in a region that results in a level of regional expertise equal to graduate-level study. Because of this, RAOs serve in billets that demand a comprehensive understanding of a region but do not require foreign language skills. Most often, these billets will be on operational or strategic level staffs.

b. Two Avenues into the RAO Community

(1) Study Track. 18 months of Graduate Study in National Security Affairs (NSA) curriculum at the Naval Post Graduate School (NPS) and the completion of a graduate thesis.

(2) Experience Track. Applicants who possess a graduate degree or sufficient regional experience, but do not possess the requisite language skills, may qualify for the RAO MOS without significant additional training. Marines selected for the following programs qualify for designation in accordance with paragraph 6.g. of this Order:

(a) PEP

(b) FPME

(c) Olmsted Scholarship Program

(d) APH

(e) Other experience such as study abroad, prior Marine Security Guard, religious missionary work, Peace Corps work and extensive travel abroad may be considered on a case-by-case basis as a factor in determining qualification. The graduate degree requirement may be waived on a case-by-case basis for individuals with 18 months of regional experience, to include significant interaction with foreign populations. The

Director, Strategy and Plans Division (PL) is the approving authority.

2. Responsibility (Stakeholders/Chain-of-Command). Refer to Chapter 1, section 2

3. Eligibility

a. Study Track Program Eligibility

(1) Unrestricted commissioned officers on active duty are eligible for the program. Reserve officers who are eligible for career designation status, i.e., a regular commission by the Officer Retention Board (ORB), may submit packages in accordance with this Order to allow for academic screening by NPS.

(2) The RAO study track program is limited to Majors and Major (selects), with nine to 15 years of commissioned service (YCS). The grade requirement is based on the current or selected grade of the officer at the time he or she commences RAO training.

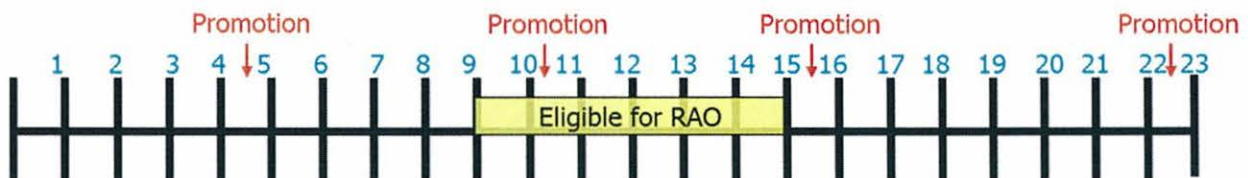


Figure 3.--Study Track RAO Selection Eligibility Timeline

(3) Officers applying for the study track program must be fully qualified in their PMOS. This qualification shall occur prior to entrance into the program. If there is a conflict in meeting eligibility requirements, PMOS considerations take priority over selection for IAP.

(4) As required by reference (w), officers applying for the study track program must possess a final Secret security clearance. Upon designation as an 824x or 822x, the FAO or RAO will submit a request for a Single Scope Background Investigation (SSBI).

(5) Officers applying for the study track program must be U.S. citizens.

(6) Officers must meet minimum time-on-station requirements of their current assignment prior to commencement

of the study track program. Waivers may be approved at the discretion of Manpower Management Officer Assignment (MMAO). Selection boards can recommend a deferral of training for up to one year to allow for operational commitments or unaccompanied tours. More details will be provided in MARADMIN announcements for the CPIB and CCLEB.

(7) Officers who have attended resident professional military education (PME) or other USMC funded graduate education program (Funded Law, Fellowships, SEP, etc) are eligible for selection to either the study track or partial study track program upon selection for promotion to the next grade.

(8) Officers who have acquired regionally focused graduate level education at their own expense may still be considered for the study track.

b. Experience Track Eligibility for RAO

(1) The goal of the RAO experience track program is to identify and designate officers whose knowledge and experience meet the requirements for RAO as outlined in paragraph 2 below. The experience track is well suited for reserve officers who are not eligible for either study track program.

(2) Active and Reserve component officers of all ranks are eligible for RAO based on the following:

(a) Fully qualified in primary MOS.

(b) U.S. citizen.

(c) Possesses a final Secret security clearance.

(d) Possesses regionally focused graduate-level education resulting in a degree that could include, but is not limited to, the historical, political, cultural, military, security, sociological, scientific, technical, economic and geographic factors of specific foreign countries and regions. The graduate degree requirement may be waived on a case-by-case basis for individuals with 18 months of regional experience, such as the examples listed in Chapter 1, section 1.c.(3). The Director, Strategy and Plans Division (PL) is the approving authority.

4. Application/Selection

a. As stated in paragraph 1.c of this chapter, there are two avenues for designation as a RAO.

b. Study Track Selection. RAOs are selected for the study track program via two annual boards: Majors and Majors (select) are selected through the CPIB. Selection via the CPIB is a two-step process based on the review of an applicant's Official Military Personnel File (OMPF) as well as their CPIB Questionnaire submission.

(1) See Chapter 1, section 4.b.(1).

(2) See Attachment 1 for a CPIB Questionnaire sample.

c. Experience Track Application

(1) Active and Reserve component officers requesting a RAO AMOS may apply to DC, PP&O (PLU) at any time. Applications will be in letter-type format and will include appropriate command endorsements. Branch Head, International Affairs Branch (DC, PP&O (PLU)) will convene a board on a quarterly basis to consider experience track applications, and will provide results to DC, M&RA (MMOA-3) via MAARADMIN. MMOA-3 will enter the RAO AMOS in the officers OMPF.

(2) There are no limits to the number of regional designations Marines can qualify for. Marines who meet the requirements for multiple regional designations rate a corresponding number of MOSSs.

(3) All officers selected for RAO programs will be notified by MARADMIN.

(4) See Attachment 2 for a sample ET application format.

5. MOS Designations. Refer to section 4, part e, in the main body of this Order.

6. Training

a. RAO study track consists of one phase, an 18-month program at the NPS in Monterey, CA, yielding a Master's degree in National Security Affairs. Study track RAO are required to complete a written thesis in order to be awarded a Master's degree and the appropriate regional RAO AMOS.

(1) NPS Curricula: Refer to Chapter 1, section 6.b.2.

(2) RAOs may be entitled to a maximum of \$200 for reimbursable costs associated with completing their required thesis (e.g., books, materials, etc.). RAOs should submit a claim to MARDET Defense Language Institute in accordance with Enclosure (7-8).

(3) Eligible candidates are matched to the regions announced by MARADMIN during the annual CPIB. These boards will consider such factors as individual performance, individual preference, undergraduate major, and the needs of the Marine Corps.

c. Family Participation in Training. Spouses of RAOs may participate in NPS as per the guidance in Chapter 1, section 6.f.(1). Substitute RAO for FAO.

d. Responsibilities and Chain of Command while in Training. Refer to Chapter 1, section 6.g.(1) and section 6.g.(1).a. Substitute RAO for FAO.

7. Career Management Considerations

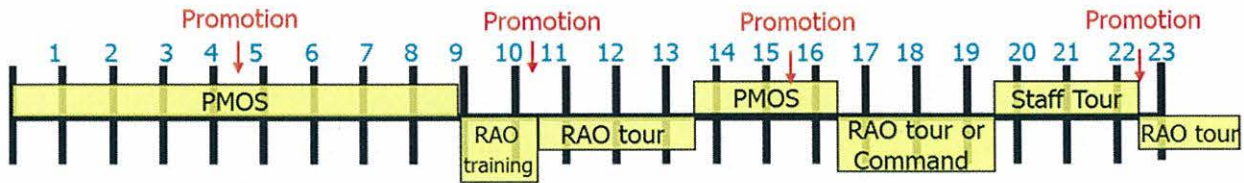


Figure 4.--Sample RAO Career Path

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) Study Track. 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 graduate-level, 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. Coordinating Instructions. 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
	<i>If no degree then Constructive Credit Waiver (CCW) Required</i>	DLPT 1+L/1+R	<i>If CCW then: 12 month regional immersion</i>

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.

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

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

4. Application

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

b. Experience Track Application

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

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

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

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

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

a. Phase I: Academic Training

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

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

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

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

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

b. Phase II, Immersion Language Training

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

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

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

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

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

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

c. Phase III, In-Country Training

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

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

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

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

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

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

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

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

7. Responsibilities and Chain of Command While in Training

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

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

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

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

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

8. Career Management Considerations

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

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

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

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

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

f. Future Billets and Career Progression:

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

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

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

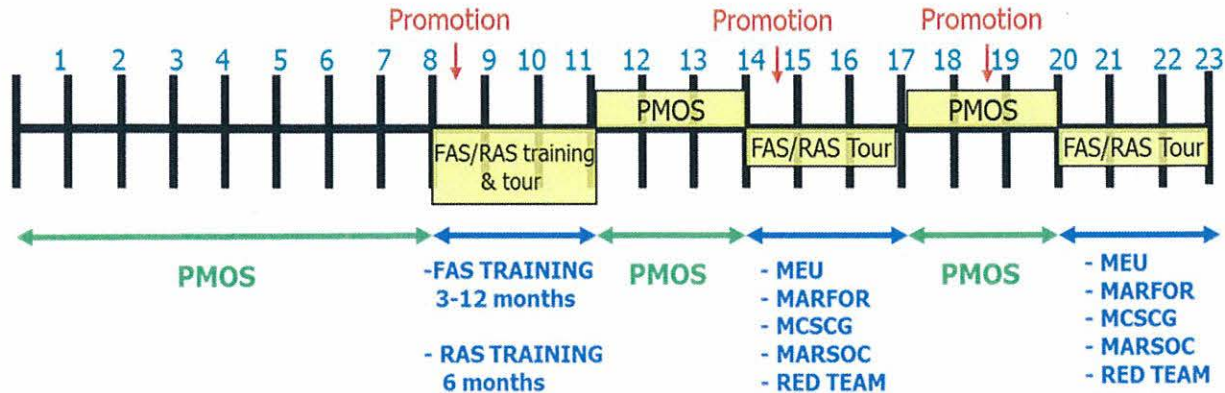


Figure 5.--Sample FAS Career Path

9. Utilization Assignment Policy

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

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

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

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

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

(6) The desires of the FAS Marine

d. Utilization

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

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

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

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

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

IAP FAS STUDY-TRACK APPLICATION FORMAT

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

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

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

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

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

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

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

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

b. DLPT information: (if taken)

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

(2) Date, place tested:

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

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

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

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

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

g. Date/Results of Overseas Screening

h. Date/Results of Independent Duty Screening

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

/s/

NAME

IAP FAS EXPERIENCE TRACK APPLICATION FORMAT

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

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

Ref: (a) MARADMIN xxx/xx

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

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

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

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

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

b. DLPT information:

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

(2) Date, place tested:

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

c. DOR:

d. Date current tour began:

e. Overseas control date:

f. Summary of military education:

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

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

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

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

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

/s/

NAME

Chapter 4

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

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

1. Purpose

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

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

c. Accession into the RAS Community

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

(a) Personnel Exchange Program (PEP)

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

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

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

3. Eligibility

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

b. There is no study track for RAS.

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

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

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

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

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

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

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

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

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

Chapter 5

Marine Corps Foreign Personnel Exchange Program (PEP)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

i. U.S. Marine Corps Host Command Responsibilities

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

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

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

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

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

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

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

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

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

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

j. PEP Marine Responsibilities

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(4) Overseas and independent duty screenings.

(5) Command endorsement.

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

(1) The PEP panel is non-statutory.

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

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

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

c. Assignments

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

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

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

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

5. Training

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

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

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

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

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

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

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

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

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

6. Billets/Assignment/Reporting

a. Billets

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

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

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

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

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

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

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

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

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

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

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

7. Designation

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

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

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

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

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

Attachment 1: SAMPLE APPLICATION FOR PEP

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

Ref: (a) MCO 1520.11F

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

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

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

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

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

b. DLPT information: (if taken)

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

(2) Date, place tested:

(3) DLPT type(s):

DLPT score(s):

OPI score(s):

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

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

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

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

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

/s/

NAME

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

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

2. Administration

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

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

3. Performance Evaluations

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

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

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

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

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

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

4. Leave

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

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

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

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

7. Financial Agreements

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

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

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

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

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

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

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

9. Medical

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

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

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

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

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

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

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

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

10. Discipline and Responsibility

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

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

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

11. Status of PEP Marines in the Event of Hostilities

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(1) The PEP MOAs are international agreements and are required to be negotiated and concluded in accordance with DoD Directive 5530.3 and 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. Procedures for Terminating a Personnel Exchange Program or Position

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

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

(2) Detailed justification for the proposed termination.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(1) Identify the specific billet(s).

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

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

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

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

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

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

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

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

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

3. Sponsorship

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

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

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

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

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

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

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

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

9. Financial Arrangements

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

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

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

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

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

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

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

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

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

12. Discipline, Command and Responsibility

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

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

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

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

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

13. Status of Exchange Personnel in the Event of Hostilities

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

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

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

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

15. Exchange of Information and Security

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

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

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

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

Attachment 7: BILLET DESCRIPTION FORMAT

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

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

NOTES:

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

ENCLOSURE 2: Definitions and Acronyms

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

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

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

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

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