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MARINE CORPS ORDER 3311.2

From: Commandant of the Marine Corps
To: Distribution List

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

Ref: (a) JFS ESC AP MOA 2004-01 (JTAC)
(b) JFS ESC AP MOA 2004-02 (FAC(A))
(c) JFS ESC AP MOA 2004-03 (JFO)
(d) USSOCOM Directive 525-13, "Special Operations Terminal Attack Controller (SOTAC) Program", November 25, 2014
(e) USSOCOM Manual 350-5, "U.S. Special Operations Forces Joint Terminal Attack Controller Baseline Interoperable Training Standards", April 21, 2011
(f) MCO 1553.10
(g) MCO 5311.1E
(h) DoD Directive 5000.01, "The Defense Acquisition System"
(i) DoD Instruction 5000.2, "Operation of the Defense Acquisition System"
(j) MCO 1553.1B
(k) MCO 1553.2B
(l) OPNAVINST 1500.47C
(m) NAVMC 3500.42B "TACP T&R Manual"
(n) SECNAV M-5210.1
(o) SECNAVINST 5211.5E
(p) 5 U.S.C. 552a
(q) Unit Table of Organizations
(r) MCO 1200.17E
(s) MCO 1301.25C

Encl: (1) Marine Corps TACP Program Manual

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

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

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3. Execution

a. Commander's Intent and Concept of Operations

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

(2) Concept of Operations. The Marine Corps TACP program is a three phased program that is designed to take a Marine from a JTAC, FAC, or JFO trainee to a certified and qualified JTAC, FAC, or JFO capable of providing the operating forces with quality, highly proficient personnel who are capable of executing their duties in combat and contingency operations. The first phase, Pre-Certification, is conducted at the Marine's permanent duty station. During this phase units identify Marines who are capable to attend the formal Military Occupational Specialty (MOS) producing schools and conduct, as required, training to adequately prepare a Marine for TACP school. The second phase, Certification, is conducted at either one of the two MOS producing schools identified in this Order. During this phase a Marine becomes a basically certified JTAC, FAC, or JFO. The third and final phase, Qualification/Designation, is conducted at the Marine's permanent duty station. During this final phase a Marine becomes a combat capable JTAC, FAC, or JFO and is designated appropriately by their Commanding Officer. In order to ensure that Title 10 responsibilities are met and all levels of command are made aware of the training readiness of JTACs, FACs, and JFOs, units shall utilize an electronic management tool to track Training and Readiness (T&R) progression and proficiency. In accordance with reference (f), the JTAC Individual Performance Record (IPR) Module within the Marine Corps Training Information Management System (MCTIMS) is the near term solution to this requirement.

b. Subordinate Element Missions

(1) DC PP&O (POG) shall:

(a) Serve as the advocate for JTACs and JFOs.

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

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

(2) DC CD&I shall:

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

(b) Take all actions necessary to support equipment and software requirements for TACP capabilities in compliance with references (h) and (i) of this Order.

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

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

(e) Continue to pursue an electronic management system for JTAC, FAC and JFO management that is interoperable with other Joint Forces.

(3) DC, Aviation shall:

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

(b) Conduct an annual validation of all 7502 (FAC) billets and provide recommended changes to DC CD&I.

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

(4) Commanding General, Training and Education Command shall:

(a) Serve as the service proponent for training Joint Terminal Attack Controller Evaluators (JTAC-E), Joint Terminal Attack Controller Instructors (JTAC-I), JTACs, FACs, FAC(A)s, and JFOs, and for the standardization of the USMC JTAC training program.

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

(c) Submit Marine Corps consolidated quota requirements for the TACP courses (CIDs: N036741 and N306741) to the Department of the Navy via the Navy Training Requirements Manager system in accordance with reference (l) or this Order.

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

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

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

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

(5) Unit Commanders shall:

(a) Ensure and enforce compliance with this Order and all other related and applicable directives within their purview.

(b) Ensure currency and qualification training of all JTACs, FACs, FAC(A)s, and JFOs is conducted in accordance with reference (m) and appropriate personnel are designated in accordance with reference (a).

(c) Ensure that all JTACs, FACs, and JFOs T&R codes are tracked within JTAC IPR Module within MCTIMS in accordance with reference (f).

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

4. Administration and Logistics.

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

(b) Records created as a result of this Order shall be managed according to National Archives and Records Administration approved disposition per references (n) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

(c) The generation, collection or distribution of Personally Identifiable Information (PII) and management of privacy sensitive information shall be in accordance with the Privacy Act of 1974, as amended, per references (o) and (p). Any unauthorized review, use, disclosure or distribution is prohibited.

5. Command and Signal

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

b. Signal. This Order is effective on the date signed.



R. L. BAILEY
Deputy Commandant for
Plans, Policies and Operations

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Chapter 1

Organization

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

2. Unit Types

a. Reference (q) lists all units that possess either JTACs, FACs, or JFOs and should be utilized to determine where those personnel reside within the total force. JTACs and JFOs are attachments to Marine Corps maneuver units with the exception of Light Armored Reconnaissance Battalion's (LAR) JTACs. FACs is permanently assigned to a unit and generally will not operate as an attachment. The Artillery Regiments are responsible to train and equip JTACs and JFOs prior to attaching them to maneuver units. In accordance with reference (q) the units listed below possess either FACs, JTACs (LAR only), or JFOs and as a result have a requirement to train and equip those personnel. However the units listed below will still receive attachments from the Artillery Regiments to fully enable their subordinate commands to control fires effectively. The units that receive TACP attachments from the Artillery Regiments are:

- (1) Infantry Battalions
- (2) Tank Battalions
- (3) LAR Battalions (JFOs only)

b. Units, other than the Artillery Regiments, that have a requirement to train and equip JTACs, FACs, or JFOs are:

- (1) Air Naval Gunfire Liaison Company
- (2) Reconnaissance Battalions
- (3) Force Reconnaissance Companies
- (4) MARFORSOC

3. JTAC Billets. Reference (r) of this Order identifies and codifies all skill requirements for Marine Corps JTACs. Authorized Marine Corps JTAC billets are indicated on unit T/O by one of the following MOS:

- a. 8002, Joint Terminal Attack Controller
- b. 7502, Forward Air Controller
- c. 8077, Weapons Tactics Instructor

4. JTAC/JFO Equipment. While a Commander can certainly equip their JTACs, FACs and JFOs based mission requirements, there are capabilities that a JTAC, FAC, or JFO must be able to perform in order to execute their duties. JTACs, FACs, and JFOs must have the ability to communicate with the CAS aircraft, Fire Support Coordination Center, Ground Combat Element maneuver units and any other airborne platform via voice and digital means. Night Vision

Devices, Thermal Optic, Global Positioning System, LASER Range Finder, Infrared LASER Pointer, Digital Call for Fire/9-line tablet, Video Downlink device, and a LASER Designator are other items that greatly enhance the combat capability of a JTAC, FAC, or JFO.

5. Weapons and Tactics Instructors. A Staff Non Commissioned Officer or Officer graduate of the Weapons and Tactics Instructor (WTI), Air Officer course (CID: M140E11). The WTI has completed the transformation from an individual trained in terminal attack control to an experienced aviation integrator and aviation integration training manager. The unit WTI shall supervise the T&R training codes for unit JTAC-Es and JTAC-Is. The WTI may be designated as a JTAC-E and a JTAC-I by the first O-5 in their chain of command.

6. JTAC Evaluators (JTAC-E). Qualified JTAC-Es will be designated by their Commanding Officer to conduct initial and recurring 18-month JTAC evaluations. JTAC-Es will serve as the unit level CAS Subject Matter Expert (SME). The JTAC-E will be able to oversee the unit's TACP program by conducting 18 month evaluations on all JTAC-Es, JTAC-Is, JTACs, and FACs as well as creating and supervising the training of the JTAC-Is within the command. To be designated as a JTAC-E, an individual must:

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

b. Successfully complete the required T&R codes found in reference (1) under the supervision of a WTI.

c. Be a prior designated JTAC-I.

7. JTAC Instructors (JTAC-I). Qualified JTAC-Is will be designated by their Commanding Officer to supervise JTACs and FACs trainees during all phases of JTAC training when that trainee is conducting simulated, dry or live terminal attack control. Per reference (a) Non-JTAC certified instructors may instruct JTAC or FAC trainees on course topics which support CAS operations, but are not directly associated with controlling of aircraft (examples: fire support coordination measures, airspace management, and theater air-ground system). JTAC-Is will also supervise JTACs and FACs during any refresher syllabus found in paragraph five of this Order. When instructing JTAC or FAC trainees or unqualified JTACs or FACs in terminal attack control, the instructor will be physically located with the individual being trained and be able to take control of the mission, if necessary. To be designated as a JTAC-I, an individual must:

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

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

c. Meet all other JTAC qualification standards found in references (a) and (m) of this Order.

8. Joint Terminal Attack Controller. An individual with a ground combat arms background, who coordinates, integrates, and directs actions of combat aircraft engaged in CAS and other Offensive Air Support operations.

9. Forward Air Controller. An aviator designated as a FAC assigned to a non-aviation unit. The FAC is prepared to integrate all functions of aviation during the planning and execution of ground operations, and is prepared to conduct required liaison with aviation units.

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

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

b. Meet JFO qualification standards found in references (c) and (m) of this Order.

c. Possess a secret security clearance.

11. Joint Fires Observer Instructor (JFO-I). A joint fires subject matter expert at a JFO certifying schoolhouse designated as a JFO-I by the schoolhouse commander and authorized to instruct all areas of JFO training. To be designated as a JFO-I, an individual must:

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

b. Meet JFO qualification standards found in references (c) and (m) of this Order.

c. Possess a secret security clearance.

12. Joint Fires Observer. A graduate of a Marine Corps JFO Course who is trained to request, adjust, and control surface to surface indirect fire, provide targeting information in support of Type two and three terminal attack controls, and perform autonomous terminal guidance operations. To be designated as a JFO, an individual must:

a. Possess a secret security clearance.

13. Table of Organization and Equipment Change Requests (TOECR). TOECRs are submitted in accordance with reference (g) of this Order. All TOECRs involving 8002 billets or JTAC equipment will be routed through the appropriate chain of command and then forwarded to DC PP&O (POG) for concurrence prior to approval. All TOECRs involving 7502 billets will be routed through the appropriate chain of command and then forwarded to DC Aviation (APP) for concurrence prior to approval.

Chapter 2

USMC JTAC Scheduling Conference

1. General. This chapter provides detailed information on the purpose, sponsorship, participants, and actions of the USMC JTAC Scheduling Conference. Only JTAC seats to the TACP School are scheduled during this conference. FACs are scheduled by the Fixed Wing and Rotary Wing monitors at Manpower Management Officer Assignments, in accordance with reference (s) and JFO school seats are submitted to the respective Occupational Field Sponsor within PP&O POG.

2. Purpose. The USMC JTAC Scheduling Conference convenes annually in conjunction with the Marine Air-Ground Task Force Fires Operational Advisory Group and serves as a forum for the assignments of personnel to specific TACP course dates. PP&O, in conjunction with units with a valid JTAC requirement will assign Marines to attend the following fiscal year's TACP courses. PP&O will ensure that all units with a valid JTAC requirement are assigned enough seats to TACP school to maintain their staffing goal.

3. Sponsorship. The USMC JTAC Scheduling Conference is co-sponsored by DC PP&O (POG), and DC CD&I (FMID). Sponsorship includes, but is not limited to, the following:

- a. Agenda Development.
- b. Administrative and Logistical Coordination.
- c. Conference Facilitation.
- d. Development of Conference Messages.

4. Participants. Each Marine Expeditionary Force (MEF) and Division and parent Marine Forces will send a designated JTAC SME to represent their command. Attending SMEs must be empowered to speak on behalf of their commanders regarding all conference agenda items. In addition to the co-sponsors, representation from each of the following is also required:

- a. DC, Aviation (APP)
- b. DC, Manpower and Reserve Affairs Enlisted Assignment Branch
- c. CG, Training Command
- d. CG, MARFORSOC
- e. CG, Marine Corps Forces Reserve

5. Actions. At a minimum, the following actions will take place:

- a. Sponsors will facilitate the conference by ensuring that the agenda is established, published, and followed.

b. Attendees will provide inbound and outbound rosters to ensure that actions are taken to place JTACs conducting a Permanent Change of Station move are placed into JTAC billets within their gaining command.

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

Chapter 3

Phase I Pre-Certification

1. General. This chapter provides detailed information on the first phase of the Marine Corps' TACP Program. The purpose of this phase is to adequately prepare prospective JTAC or FAC trainees to successfully complete TACP school at either Expeditionary Warfare Training Group Atlantic (EWTGLANT) or Expeditionary Warfare Training Group Pacific (EWTGPAC).
2. Prerequisites. The following criteria must be met for a Marine to be able to attend TACP School.
 - a. Have a Primary MOS that fills an 8002 or 7502 billet on a unit T/O as identified in reference (q).
 - b. Have at least 24 months of obligated service upon the completion of the MOS producing school. Selected Marine Corps Reservists are required to gain 24 months of obligated service as well.
 - c. Be a Sergeant or above.
 - d. Complete the TACP Primer course on Marine Net within 90 days of attending either of the MOS producing schools.
 - e. Ground combat arms Marines are required to be a certified JFO or complete the JFO standardization check event found in reference (m) of this Order.
 - f. Possess a secret security clearance.
3. Pre-Certification Syllabus. At least 6 months prior to attending TACP school a prospective JTAC or FAC trainee should attend a TACP primer course. The purpose of this course is to prepare Marines for the challenges ahead during TACP school. Attendance of a primer course has shown to greatly reduce the attrition rate at TACP school. A TACP primer course should focus on the following training events:
 - a. Fixed Wing CAS platform capabilities
 - b. Rotary Wing CAS platform capabilities
 - c. CAS munitions
 - d. 9-line procedures
 - e. CAS practical applications (Simulated)
 - f. Execution Template
 - g. Airspace de-confliction
4. Waiver Process. Requests to waive any item found in Paragraph 2 of this Chapter will be submitted via the chain of command to Training and Education Command G-3 no later than 45 days prior to the related event. Electronic submissions of scanned requests and endorsements are recommended to increase effectiveness and minimize response time.

Chapter 4

Phase II Certification

1. General. This chapter provides detailed information on the second phase of the Marine Corps' TACP Program.

2. MOS Producing Schools. During this phase Marines receive their basic JTAC or FAC certification training in accordance with references (a) and (m) of this Order. The following schools are formally recognized by the Marine Corps to certify Marines as basically training JTACs, FACs, and JFOs.

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

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

3. School Seat Management. As the JTAC Occupational Field Sponsor, PP&O (POG 70) controls all of the TACP seats designed to train 8002 Marines. Distribution of seats will be determined as per Chapter 3 of this Order. Nominations are due to POG 70 no later than two weeks prior to the course report date. All requests for additional TACP seats must be submitted via the first O-5 Commander in the chain of command to DC PP&O (POG) no later than 45 days prior to the related event.

4. Training Syllabus. The USMC TACP course is a Joint Staff accredited training program that is designed to take a Marine that possess a basic understanding of ground and aviation fires, to one that is capable of conducting terminal control of aviation fires in a combat environment. The Formal Learning Centers mentioned above shall develop and use a single Program of Instruction that is in accordance with references (a) and (m) of this Order.

a. The MOS producing school shall make every attempt to certify all JTAC and FAC trainees who have in-completed TACP School within 60 days. In the event the Formal Learning Center (FLC) has students who are not able to complete certification requirements due to sortie shortfalls, the FLC shall coordinate with the appropriate MEF to arrange a live fire exercise within 60 days of the planned graduation date.

b. The MOS producing school shall ensure that Marine's Certification level T&R codes are entered within the JTAC IPR Module inside MCTIMS and that prior to departing the schoolhouse either the 8002 or 7502 MOS shall be entered into the student's Marine Corps Total Force System record.

Chapter 5

Phase III Qualification/Designation

1. General. This chapter provides detailed information on the third phase of the Marine Corps' TACP Program.
2. Prerequisites. In order to begin Phase three of the Marine Corps' TACP Program, a Marine must be a graduate of either of the two MOS producing schools identified in Chapter 4 of the Order or another U.S. service accredited TACP school house identified in reference (a) of this Order.
3. Training Syllabus. Phase three consists of the T&R codes found in the Core Skills Designation Phase inside reference (m) of this Order. These events must be completed under the supervision of a JTAC-I or JTAC-E. Upon the initial completion of each Core Skills Designation Phase event the JTAC-I shall provide the Marine with a training form to be filed inside the JTAC's IPR and uploaded into the JTAC IPR Module within MCTIMS. An example of this form can be found in reference (a) of this Order. Once the JTAC satisfactorily completes all of the Core Skills Designation Phase they are eligible to be designated a JTAC by their Commanding Officer (O-5 and above).
4. Deferral Process. Operational tempo may occasionally prevent a JTAC trainee from completing Phase three of this Order. In order to meet these emergent operational demands, the first O-6 Commander in the Marine's chain of command may defer those T&R codes for one time only. This requirement may not be deferred for a period in excess of 12 months. In the event a JTAC or FAC has their T&R codes deferred, a letter from the first O-6 Commander shall be filed inside the JTAC or FAC's IPR as well as uploaded into the JTAC IPR Module within MCTIMS.
5. Refresher Syllabi. There are three distinct refresher syllabi an unqualified JTAC or FAC may require based on length in lapse of qualification. Unqualified for more than six months but less than 24 months, unqualified for more than 24 months but less than 36 months, and unqualified for more than 36 months.
 - a. Greater than six months but less than 24 Month Refresher Syllabus. A JTAC or FAC who is unqualified for more than six months, but less than 24 months, must complete the delinquent requirements outlined in references (a) and (m), under the supervision of a qualified JTAC-I. A JTAC or FAC who fails to satisfactorily complete an evaluation, will only be authorized to control, while under the supervision of a qualified JTAC-I. This restriction will remain in place until the unqualified JTAC or FAC satisfactorily completes a subsequent re-evaluation under the supervision of a JTAC-E prior to being considered requalified.
 - b. Greater than 24 months but less than 36 months. A JTAC or FAC who is unqualified for more than 24 months but less than 36 months must complete a refresher syllabus under the supervision of a JTAC-I at their command. The refresher syllabus will be defined by refresher coded (r code) T&R events found in reference (m). Upon the completion of the refresher syllabus, the unit JTAC-E shall conduct an 18 Month evaluation and standardization check, and file that evaluation inside the JTAC's IPR as well as upload the evaluation form in the JTAC IPR Module within MCTIMS. Once the JTAC or FAC

completes the refresher syllabus, 18 Month Evaluation, and standardization check they are eligible to be designated a JTAC or FAC by their Commanding Officer (O-5 and above). TACP School shall not be utilized to complete the 24 Month Refresher Syllabus.

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

6. FAC(A) to FAC Conversion. In accordance with reference (a) of this Order, a FAC(A) who is also a qualified FAC may count FAC(A) controls towards FAC currency. In the event that a FAC(A) fails to maintain FAC qualification in accordance with reference (a), and is required to serve in another FAC billet, they shall complete the required refresher syllabus mentioned in Paragraph 5 of this Chapter.

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

8. Proficiency/Upgrade. Phase three allows the JTAC or FAC to maintain qualifications in accordance with reference (a) of this Order. However there may be certain circumstances where a JTAC or FAC requires additional skills in order to perform their duties across the Range of Military Operations. The Core Skills Plus events found in reference (m) of this Order offers an optional training syllabus that will enhance a JTAC's or FAC's combat effectiveness. Since these events are not required they may be performed at the discretion of the Commanding Officer.

9. Unit Inspection Process. In accordance with references (a) and (m) of this Order any unit that employs either JTACs, FACs, or JFOs is required to have their program inspected every two years. Units shall request a higher or adjacent unit WTI inspect their program. Once the inspection has been completed the WTI will out brief the Commanding Officer and submit a written report to the unit's Higher Headquarters no later than seven days upon the completion of the inspection. At a minimum the inspection will consist of the following:

- a. Review of all JTAC, FAC, FAC(A) and JFO paper IPRs.
- b. Ensure units are utilizing the JTAC IPR Module within MCTIMS to track TACP training.
- c. Witness a JTAC-E perform an 18 Month Evaluation.
- d. Witness a JTAC-I supervise a JTAC or FAC.
- e. Witness a JFO-E supervise a JFO.