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MARINE CORPS ORDER 3502.3B

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE EXPEDITIONARY UNIT (MEU) AND MEU (SPECIAL OPERATIONS
CAPABLE) (SOC) PRE-DEPLOYMENT TRAINING PROGRAM (PTP)

Ref: (a) MCO 3120.9C
(b) MCO 3900.15B
(c) MCO 5311.1D
(d) MCO 5320.12F
(e) MCO P1300.8R w/CH 1-8
(f) Title 10 USC 5063 - SEC. 5063
(g) CJCSM 3500.04E
(h) MARADMIN 177/08, DTD 14 March 2008
(i) MCO 3500.24A
(j) Joint Publication 3-02 August 10, 2009
(k) Global Naval Force Management Policy
(l) Joint Publication 3-18 June 16, 2008
(m) Joint Publication 1-0 October 16, 2006
(n) SECNAVINST 4000.37
(o) MCO 3502.6
(p) MCO 1553.3
(q) MCO 1553.2B
(r) MCO P3500.72A
(s) NAVMC 3500.14B
(t) The Systems Approach to Training (SAT) Manual, June 2004
(u) MCO 3120.11
(v) MCO 3150.4
(w) MCO 3504.1
(x) SECDEF MEMO DTD 26 APR 00
(y) MCWP 3-41.2
(z) DODD 1300.7
(aa) DODI 1300.21
(ab) MCO 3500.27B
(ac) Joint NWP 4.0M/MCWP 4.12
(ad) MCWP 3-31.1
(ae) MCWP 5-1

Encl: (1) Command Element (CE) Training Guidance
(2) Ground Combat Element (GCE) Training Guidance
(3) Aviation Combat Element (ACE) Training Guidance
(4) Logistics Combat Element (LCE) Training Guidance
(5) Maritime Raid Capability (MRC) Training Guidance
(6) Marine Special Operations Force (MARSOFF) Training Guidance
(7) MEU Baseline 26-Week Training Plan
(8) 31ST MEU 26-Week Baseline Training Plan
(9) MEU Prerequisite Schools List
(10) MEU Special Skills Certification Guidance

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

- (11) MEU and MEU(SOC) Special Skills Matrix
- (12) Special Skills Certification Requirements
- (13) Special Skills Sustainment Requirements
- (14) Sample Certification Letter

1. Situation. The purpose of this Order is to provide training policy and guidance concerning the MEU/MEU(SOC)PTP per references (a) through (ae). This Order amplifies the guidance established and serves as the primary reference for general matters pertaining to MEU/MEU(SOC)PTP.

2. Cancellation. MCO 3502.3A and MCO 3502.2A.

3. Mission. The mission of the MEU/MEU(SOC) is to provide a forward deployed, flexible sea-based, Marine Air Ground Task Force (MAGTF) capable of conducting Amphibious Operations, crisis response and limited contingency operations; to include enabling the introduction of follow-on forces and designated special operations, in order to support the theater requirements of Geographic Combatant Commanders (GCC). The key to providing this forward presence/crisis response capability is the MEU/MEU(SOC)'s ability to rapidly plan, coordinate and execute operations. To accomplish this, a MEU/MEU(SOC) possesses the conventional and selected maritime special operations capabilities defined in reference (a).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The MEU/MEU(SOC)PTP is a rigorous, aggressive and focused training program that builds upon individual and unit capabilities of the MEU CE and three Major Subordinate Elements (MSE). The program should allow sufficient time for the planning, execution and critique of all major training events. MEU operations and training are inherently dangerous, therefore, the adherence to established safety procedures and Operational Risk Management (ORM) principles set forth in those directives at all leadership levels is an absolute requirement.

(b) The 180-day MEU PTP will be executed in three phases: initial, intermediate and final. The three phases build incrementally upon the base of individual/unit training received by Marines and roughly corresponds with blocks two through four training, noted in reference (o). This training base allows the MEU to increase its emphasis on unit training and integration early in the PTP. All of reference (o) blocks one and two non-MEU specific training should be completed prior to E-180. Additionally, block three non-MEU specific training which the MEU CE and MSEs are able to accomplish on their own prior to change of operational control will significantly enhance the MEU's ability to train to and execute increasingly difficult mission sets from aboard ship in periods of limited visibility during the PTP itself.

1. Enclosures (1) through (6) provide specific MEU PTP guidance for the MEU CE, MSEs and MARSOF. Enclosure (7) is the MEU Baseline 26-Week Training Plan. Enclosure (8) is the 31st MEU 26-Week Baseline Training Plan. Deviations from these plans may be necessary to accommodate

training site or United States Navy shipping availability. Every effort should be made to capitalize on the training opportunities associated with each major training event.

2. Enclosure (10) provides detailed information on the Marine Corps Special Skills Certification Program. This enclosure identifies special skills billets, lead agencies and authorized training locations.

(c) The end state of MEU PTP is the systematic attainment of the operational capabilities required for certification and deployment. The MEU executes the MEU/MEU(SOC)PTP and the Amphibious Squadron (PHIBRON) executes the Fleet Readiness Training Plan (FRTF) in order to build upon and enhance their conventional maritime capabilities. The PTP is standardized and incorporates a systematic approach to training. The PTP reinforces the primacy of the PHIBRON and MEU team through the following cornerstones:

1. Stabilization of personnel and equipment.
2. Standardization of doctrine, organization, training, equipment, and procedures.

(2) Concept of Operations. The requirement to provide Combatant Commanders globally sourced MEUs with similar capability sets mandates standardization. References (a) through (o) are the core documents that provide guidance concerning the standardization of the MEU PTP. Responsibility for implementing the MEU PTP resides with the Commander, Marine Corps Forces Command (COMMARFORCOM) and the Commander, Marine Corps Forces Pacific (COMMARFORPAC).

b. Subordinate Element Missions

(1) Commandant of the Marine Corps (CMC). Approve all policies pertaining to operational capabilities.

(2) Deputy Commandant, Plans, Policies and Operations (DC, PP&O)

(a) Serve as coordinator for all service policy and serve as the focal point at Headquarters Marine Corps (HQMC) for joint and interagency policy matters.

(b) Act as the coordinating agent for all pre and post deployment briefs.

(c) Act as the executive agent for the MEU Operational Advisory Group.

(3) Deputy Commandant, Aviation. Coordinate all Marine Corps aviation policies, plans and programs in support of the MEU PTP.

(4) Deputy Commandant, Manpower and Reserve Affairs. Ensure MEUs and MSEs are manned and staffed in accordance with reference (a). Track and manage unique special skills instructors and critical Military Occupational Specialty (MOS) requirements.

(5) Deputy Commandant, Installation and Logistics. Coordinate unique installation and logistics support requirements, including support for the acquisition of low density items unique to the MEU program. Coordinate the introduction and training of service-level logistics initiatives.

(6) Director for Command, Control, Communications, and Computers (C4). Serve as service coordinator for all service and joint matters relating to Command, Control, Communications, Computers, Combat Systems, and Intelligence (C5I) requirements in accordance with the applicable references.

(7) Director, Intelligence. Serve as service coordinator for all Service and Joint matters relating to intelligence. Direct Marine Corps Intelligence Activity (MCIA) to:

(a) Coordinate intelligence support to the MEUs during the MEU PTP. This will include providing intelligence to support Marine Corps Systems Command's (MARCORSYSCOM) research, development and acquisition of MEU weapons and equipment.

(b) Coordinate national level intelligence requirements for MEUs.

(c) Provide the deployment intelligence forecast for the Amphibious Readiness Group (ARG)/MEU Workshop.

(8) Deputy Commandant, Combat Development and Integration (CD&I)

(a) Per reference (a), coordinate the development of doctrine, organizational structure, training, equipment, and facility support issues.

(b) Serve as the service point of contact for the validation of unique, MEU low-density equipment requirements.

(9) Commanding General (CG), Training and Education Command (TECOM)

(a) Serve as the Marine Corps sponsor for training, training facility support, and equipment issues concerning the MEU PTP.

(b) Coordinate with CD&I and MARCORSYSCOM in the development of concepts, requirements, doctrine, structure, and training issues unique to MEU organizations.

(c) Coordinate MEU PTP support provided by commands and agencies external to the Marine Corps. Provide initial coordination between respective Marine Expeditionary Forces (MEFs) and Department of State (DoS) for support to each MEU PTP.

(d) Coordinate and assist in the development of training specific to the MEU PTP.

(e) Develop, publish, and review as appropriate, Training and Readiness (T&R) manuals and Marine Corps training policy and standards related to the MEU PTP.

(f) Direct, coordinate, and supervise the development of Course Descriptive Data (CDD) and Programs of Instruction (POI) in support of MEU

PTP. Assign POI lead agencies and oversee the regular Course Content Review Board (CCRB) schedule in accordance with reference (q).

(g) Resource Expeditionary Warfare Training Group's (EWTG) formal training in support of the MEU PTP.

(h) Coordinate with appropriate EWTGs to:

1. Provide instruction pertaining to the Staff Planning, Rapid Response Planning Process (R2P2), and supporting arms training for the PHIBRONs/MEUs.

2. Support EWTG Pacific as the Marine Corps proponent for the MEU PTP small boat training program.

(i) Coordinate the synchronization of Assault Climber POIs with the Mountain Warfare Training Center (MWTC) and serve as the proponent for all Marine Corps climbing programs.

(j) Conduct annual review of this Order in coordination with respective MARFORs and appropriate subject matter experts.

(10) COMMARCORSYSCOM

(a) Serve as the Marine Corps agent for research, development, and acquisition of all systems and equipment in support of the MEU program.

(b) Coordinate the development and monitor the implementation of an integrated logistic support system to support unique equipment requirements.

(c) Ensure testing, evaluation, and fielding plans to prioritize the MEUs as initial recipients of new technologies.

(11) COMMARFORCOM and COMMARFORPAC

(a) Provide unified combatant commanders with organized, trained and equipped forces per reference (a).

(b) Coordinate the evaluation and MEU certification process.

(c) Coordinate with DC CD&I and CG TECOM for validation of doctrine, training standards, equipment, and facilities to support MEUs.

(d) Provide direction and resources to the MEF CGs to facilitate special skills training and standardization of the MEU PTP as addressed in enclosure (10) of this Order.

(e) Provide deployment planning guidance to each MEU at E-365 to assist in PTP development in accordance with reference (a).

(f) Assist respective MEFs in coordinating MEU opportunities to exercise interoperability with Joint and Special Operations Forces (SOF).

(g) Ensure the MEF:

1. Provides the MEU Commander with conventionally trained units prepared to participate in the MEU PTP no later than E-180.
2. Provides ongoing formal and informal evaluation of the MEU.
3. Develops and coordinates special skills training CDDs and POIs as per enclosure (11) in support of the MEU PTP.
4. Directs the coordination, support, and evaluation of MEU related courses and PTP events.
5. Provides resident expertise on all MEU, special skills training and operational concerns.

(12) Commanding Generals of Marine Forces, Supporting Establishment Commands, and Commanders of Separate Organizations Not Commanded by a General Officer

(a) When required, establish certification and sustainment programs as described herein.

(b) Record specific qualifications and certifications on NAVMC Form 118-11 (Rev 3-82) (Administrative Remarks) of individual official military records. A current certification letter, per enclosure (14) of this Order will be filed on the document side of the Officer Qualification Record/Service Record Book (OQR/SRB), as appropriate.

c. Coordinating Instructions

(1) Definitions

(a) MEU. The term MEU will be used to reference a MAGTF consisting of a CE, GCE, ACE and LCE, in accordance with Marine Corps Doctrinal Publication (MCDP) 3 Expeditionary Operations, without any MARSOF embarked and/or operating with it.

(b) MEU(SOC). The term MEU(SOC) is used to indicate when MARSOF has been specifically task organized, embarked, and directed to conduct operations with a specific MEU that has been certified and undergone interoperability training and evaluation with SOF.

(2) The MEU PTP is driven by the MEU Mission Essential Tasks List (METL). This allows the MEU Commander to systematically analyze, develop, and evaluate the integrated capabilities of the ARG/MEU. Framed within a 26-week period, it provides for the efficient use of time, resources and assets, yet retains the flexibility to adjust for external requirements. It provides opportunities to enhance interoperability between the MEU and PHIBRON, the Carrier Strike Group (CSG), Joint Task Forces, SOF, Unified Combatant Commanders, and civilian agencies. It incorporates exercises that emphasize command, control, communications, computers, intelligence, interoperability, combat, and humanitarian operations, as well as administrative and logistical requirements. The MEU METL is:

(a) Amphibious Operations

1. Conduct Amphibious Assault (MCT 1.3.2.3)
2. Conduct Amphibious Raid (MCT 1.3.2.2)
3. Conduct Maritime Interdiction Operations (MIO) (MCT 1.3.2.8), including E-VBSS Operations (MCT 1.3.2.9)
4. Conduct Advance Force Operations (MCT 1.6.10)

(b) Expeditionary Support to Other Operations/Crisis Response and Limited Contingency Operations

1. Conduct Noncombatant Evacuation Operations (NEO) (MCT 1.6.6.6)
2. Conduct Humanitarian Assistance (HA) (MCT 1.6.6.7)
3. Conduct Stability Operations (SO) (MCT 1.6.6.9)
4. Conduct Tactical Recovery of Aircraft and Personnel (TRAP) (MCT 6.2.1)
5. Conduct Joint and Combined Operations (MCT 5.5)
6. Conduct Aviation Operations from Expeditionary Shore Based Sites (MCT 1.3.3.3.2)
7. Support Theater Security Cooperation (TSC) Activities (MCT 5.5.5)
8. Conduct Airfield/Port Seizure Operations (MCT 1.6.5.6)

(c) Special Operations (Conducted when associated MARSOF element is present)

1. Conduct Direct Action (DA) Operations (MCT 1.6.5.10, JP 1-02)
2. Conduct Special Reconnaissance (SR) (JP 1-02)
3. Conduct Foreign Internal Defense (FID) (JP 1-02)

(d) Additional Capabilities Associated with 31st MEU. Conduct Amphibious Raid (MCT 1.3.2.2) utilizing small boats

(3) The primary objective of the PTP is the systematic attainment of the operational capabilities required for certification and deployment. The MEU commander will receive guidance concerning unique theater specific requirements via the theater Marine component commander and their parent MEF commander. Based on their problem framing the MEU Commander then develops the MEU Mission Training Plan (MTP) that meets the Supported Unified Combatant Commander's operational requirements within the framework of the MEU PTP.

(4) Training Integration/Interoperability. The MEU/MEU(SOC) PTP facilitates integrated training throughout the 6 month training period. This enables the ARG/MEU to fully realize its inherent combat power. To the extent possible, the training should include the participation of national agencies. The MEU Commander must ensure their staff is aware of the capabilities, communications channels, and employment concepts of these agencies and SOF. The staff must also be knowledgeable of the Unified Combatant Commander's plans for employing the MEU in conjunction with other forces. During the PTP, it is essential that integration occurs to enhance:

(a) The rapid decision-making process during crisis operations; the PHIBRON and MEU staffs must develop a cohesive capability to conduct the R2P2. MEUs must also have the flexibility to operate from crisis response to contingency operations in which there may be increased planning time constraints. Therefore, all elements of the MEU should be proficient in the deliberate Marine Corps Planning Process (MCP) at E-180.

(b) Joint Task Force (JTF) and Fleet operations; the MEU staff must exercise throughout the work-up period with the PHIBRON and CSG staffs (when available) which will contribute significantly to the MEU's ability to successfully participate in JTF operations. The MEU will be familiar with the Joint Planning Process and be prepared to work in a joint operational environment.

(c) Understanding external agency support and interoperability during MEU/MEU(SOC) operations; personnel from the DoS, Country/Embassy Team, and Disaster Assistance personnel, the Defense Intelligence Agency (DIA), the Central Intelligence Agency (CIA), SOF, United States Agency for International Development (USAID) and Non-Governmental Organizations (NGO) should participate in selected MEU exercises. Normally the DoS support two major MEU exercises during the PTP. Support will initially be coordinated via the designated TECOM representative who will provide Direct Liaison Authorized between DoS and the respective MEF for detailed planning.

(5) Prerequisite Training Requirements and Pre-deployment Site Survey (PDSS). For the MEU to gain the maximum benefit from the MEU PTP, it is essential that the CE and its MSEs possess certain prerequisite capabilities before E-180. Enclosures (2) through (7) provide specific guidance concerning these prerequisites. Enclosure (9) provides a list of schools that support the development of a prerequisite training plan. Normally, prior to the MEU forming, the MEU Commander and designated members of their staff will visit the appropriate Service Component Command and Fleet Headquarters for the Area of Operations the MEU will be assigned. The Commander and their staff will be able to receive input and guidance from future higher headquarters that will influence and inform their PTP. It will also allow them to begin planning any prospective theater security cooperation (TSC) events that will occur during their deployment. When available, this will also include the PHIBRON Commander and key members of their staff.

(6) MEU PTP Evaluation Guidance

(a) The evaluation process within the PTP is constant during all phases of training and at every level of command. Informal and formal

evaluations will be per the references. The following definitions are applicable for this Order:

1. Informal evaluations shall be coordinated by a unit commander at any level to measure a unit's readiness. Evaluators may come either from within the unit or from outside agencies. During the PTP, informal evaluations will continuously occur. Informal evaluations may include additional missions and capabilities as required by the MEF Commander or operational commander who is to employ the MEU.

2. Formal evaluations shall be coordinated by the MARFOR Commander or their executive agent, conducted primarily during the Certification Exercises (CERTEX), is the normal formal evaluation method. The basis for certification of the MEU is the successful accomplishment of required missions and demonstration of required capabilities. The rigor of time constraints and multiple missions require that the R2P2 be evaluated in addition to full mission profiles for selected missions. Scheduling conflicts may require some missions or capabilities be formally evaluated before the CERTEX. All evaluations culminate with the CERTEX. The 31st MEU will, at a minimum, be informally evaluated prior to deployment from Okinawa if operational requirements do not permit formal evaluation. Under the cognizance of the MEF Commander, the capabilities and missions as per paragraphs 4c(2)(a), 4c(2)(b) and 4c(2)(d) of this Order should be evaluated and successfully accomplished before designation as certified and deployment ready. It is realized some MEU METs' Operations such as TSC, Stabilization Operations and Joint/Combined Operations may not be included in the certification exercise. However, it is understood the PTP and CERTEX establish a firm foundation to successfully complete those tasks as necessary. Note: The MARSOF element will not be evaluated by the MARFOR/MEF. However the MARFOR/MEF evaluation team will evaluate the interoperability between the MEU and MARSOF or other SOF when assigned.

3. MEU commanders may request deviations/exceptions from training and evaluation to the METLs. Requests for deviation must be submitted by the MEU to the MARFOR via the MEF.

(b) The Certification process is the responsibility of the MARFOR Commander. This responsibility may be delegated to the respective MEF Commander as the MARFOR's Executive Agent. A recommendation for certification is provided to the MEF Commanders by the designated senior Marine evaluator assigned to the Joint Exercise Control Group, the Tactical Exercise Control Group (TECG) or Special Operations Training Group (SOTG). If the senior evaluator concludes the MEU is not mission capable in any area, they will recommend to the MEF Commander that the MEU be re-evaluated in that METL. Once the MEF Commander approves the recommendation for MEU certification, they will coordinate with the respective Fleet Commander to release a joint message which serves as the primary certifying document. This message will be sent to the:

1. Appropriate Unified Combatant Commanders
2. DC, PP&O
3. Appropriate Navy Fleet Commanders and MARFORS

4. DC CD&I
5. CG TECOM
6. Appropriate Expeditionary Strike Group Commanders/
Amphibious Force Commanders

(c) To aid commanders in the development of a training and evaluation program, the following subparagraphs provide a brief overview of appropriate training:

1. CE Evaluation Focus. This evaluation determines if the CE possesses the requisite command and control capabilities to properly plan and effectively integrate the assets of the MEU in accomplishing its assigned mission(s). Equally important is the CE's ability to demonstrate interoperability with the PHIBRON during the PTP/F RTP. When available, interoperability with the DoS/Interagency, Joint Forces and SOF should be included due to the potential for employment of the MEU with these elements. The CE evaluation will be conducted per the appropriate training standards. The informal and formal evaluations are the mechanisms by which the MEU Commander trains for and evaluates the readiness of the CE.

2. GCE Evaluation Focus. This evaluation determines if the GCE possesses the requisite combat capabilities to conduct or support MEU missions. The GCE evaluation will be per the references. The informal and formal evaluations are the mechanisms by which MEU and GCE Commanders train for and evaluate the readiness of the GCE.

3. ACE Evaluation Focus. This evaluation determines if the ACE possesses the requisite aviation capabilities to conduct or support MEU missions. The ACE evaluation will be per the references. The informal and formal evaluations are the mechanisms by which MEU and ACE Commanders train for and evaluate the readiness of the ACE.

4. LCE Evaluation Focus. This evaluation determines if the LCE possesses the requisite Combat Service Support (CSS) capabilities to conduct or support MEU missions. The LCE evaluation will be per the references. The formal and informal evaluations are the mechanisms by which MEU and LCE Commanders train for and evaluate the readiness of the LCE.

5. MRC Evaluation Focus. The Maritime Raid Capability is a task organized unit drawn from elements across the MEU and formed to conduct specific mission sets. This evaluation determines if the MRC possesses the requisite capabilities to conduct or support MEU missions. The MRC evaluation will be per the references. The informal and formal evaluations are the mechanisms by which the MEU and MRC Commanders train for and evaluate the readiness of the MRC.

6. MARSOF Focus. The MARSOF element designated to conduct interoperability training with the MEU will be certified by MARSOC. Its interoperability training with the ARG/MEU will focus on planning, communicating and executing designated MEU SOC missions during the portion of the PTP it participates in each cycle. During the CERTEX the MEU is

evaluated on its ability to operate with a SOF element, in accordance with reference (a).

(7) Initial-Training Phase. MSEs need to arrive at E-180 as block one and two trained. The initial-training phase focuses on individual and small unit skills training relevant to the MEU METL. Block three training consists of (Advance) Core Capabilities or Core Plus training conducted by a unit, by the unit's higher headquarters and/or other agencies. The initial training phase marks the start of block three training the MEU. It includes staff training and SOTG courses of instruction for the MEU CE and MSE. The initial training phase begins with individual-skills and advances to unit-level tactical combat drills. The success of MEU operations depends upon adherence to fundamental Marine Corps doctrine. These fundamentals require a high degree of standardization within the MEU. Such standardization and cohesiveness demand MEU elements train together as frequently as possible during the initial phase. The following is a list of Initial-Training Phase highlights:

- (a) ARG/MEU Staff Planning Course R2P2
- (b) Designated ARG/MEU synthetic staff training exercises
- (c) Group Sail at sea period when available
- (d) Company Raid Courses (heli/tilt-rotorborne, mechanized, motorized, CAAT/LAR) (small boat 31st MEU only)
- (e) Special Skills Courses:
 - 1. Scout Swimmer (31st MEU requirement only).
 - 2. Methods of Entry (Weapons Training Battalion Quantico Course)
 - 3. Urban Reconnaissance Surveillance
 - 4. Urban Sniper
 - 5. Assault Climbers
 - 6. Coxswain (31st MEU requirement only)
 - 7. Close Quarters Tactics (CQT) training (MRF Assault and Security Element)
 - 8. Helicopter Rope Suspension Technique (HRST)/Helicopter Insertion and Extraction (HIE)
 - 9. TRAP (air and surface)
 - 10. Non-Lethal Weapons (NLW)
 - 11. Enhanced NBC (E-NBC)
 - 12. Foreign Humanitarian Assistance/Disaster Relief (HA/DR)

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13. Non-Combatant Evacuation Operation (NEO)

14. Mass Casualty response training

15. Long Range (Over the Horizon) Maritime Navigation (31st MEU only)

(f) Fire Support Coordination Training. Classroom training will be conducted by the appropriate EWTG Supporting Arms section and units will incorporate a minimum of one field exercise/live-fire training event. Battalions supporting the 31st MEU will conduct at least one live-fire (Air is optional) with the supporting battery prior to departing Continental United States.

(g) MEU Exercise (MEUEX). Execution of selected full mission profiles involving elements of the entire MEU, normally following completion of the SOTG courses.

(8) Intermediate-Training Phase. The MEU's goal during the intermediate-training phase is to conduct collective MEU-level training that builds on and integrates unit capabilities. Emphasis will be twofold, first on live-fire and second on night operations over extended distances. The MEU Commander will provide training guidance to improve and sustain the MSE's required capabilities. This systematic approach ensures capabilities are identified and deficiencies remedied. The intermediate training phase completes block three training for the CE and MSEs. The following is a list of intermediate-training phase highlights:

(a) Increased emphasis on long-range night raids.

(b) MRC Interoperability -The purpose of this training is to integrate all elements of the MRC. This can be conducted off-site or locally.

(c) MRC Training -Incremental training that builds interoperability between MRC assault and security elements, Marine enablers and necessary Navy enablers and culminates in the integration of the MEU and PHIBRON in full mission profiles at sea.

(d) PHIBRON/MEU Integrated Training (PMINT) -The purpose of this training is to begin integration of the ARG, MEU during an at-sea period.

(e) Designated ARG/MEU synthetic staff training exercises.

(f) Realistic Urban Training (RUT) -RUT provides the MEU an invaluable, tailored training opportunity in unfamiliar urban environments. The coordination of this event is the joint responsibility of the MEU, SOTG and the Federal Bureau of Investigation (FBI) Special Agent assigned under the FBI Training Assistance to the Marine Corps (TAMACOR) Program. If conducted off Federal property, it must be in compliance with Department of Defense policy for RUT off of Federal facilities reference (i). RUT provides an opportunity to integrate unique individual and small unit skills in conjunction with the MEU's increased proficiency in the R2P2 process in a challenging and unfamiliar environment.

(g) Composite Training Unit Exercise (COMPTUEX) -The COMPTUEX is the final at sea opportunity for the ARG/MEU to practice their core capabilities before commencement of the final training phase. The primary focus is to exercise the unit SOPs and the MEU's R2P2 in conjunction with the PHIBRON and ARG by utilizing full mission profiles with increasingly challenging locations and scenarios.

(9) Final-Training Phase. The Final Training Phase is the culmination of all pre-deployment training activities. The final training phase completes block four training for the CE and MSEs with the CERTEX serving as the Mission Rehearsal Exercise for the MEU. Its focus is on the CERTEX, pre-deployment embarkation requirements and completion of any remaining training requirements.

(a) CERTEX. This is the MEU's formal evaluation and certification for deployment. It involves the execution of selected full mission profiles involving the MEU and the PHIBRON. Every effort should be made to conduct the respective ARG and MEU certifications during the same at sea period in order to effectively evaluate their operations together as a cohesive team.

(b) Pre-Overseas Movement (POM). During the POM period, the final preparations for deployment are conducted. The focus is on personnel and equipment readiness. Training and operational deficiencies noted during the CERTEX evaluation are corrected as required.

(c) Washington, D.C. Area Commanders' Briefings. During this period select members of the PHIBRON and MEU receive briefings, coordinated by Plans, Policies, and Operations, from DoS, Joint Staff, HQMC, NSA, DIA, Diplomatic Security Service (DSS), and CIA personnel. Other agencies or Unified Combatant Commander representatives may be added at the request of the PHIBRON and MEU commanders. These briefs may be conducted by video teleconference or scheduled earlier in the PTP if desired.

(10) Training Documentation. Due to the unique nature of the MEU PTP, the timely documentation and distribution of lessons learned is essential to the progressive enhancement of the program. This documentation is beneficial to the entire Marine Corps; particularly, future MEU and MSE Commanders, SOTGs and supporting establishment trainers (EWTG, etc). The intent is to document successes and challenges associated with the MEU PTP. The primary methods to accomplish this are the Marine Corps Lessons Learned System (MCLLS), After Action Reports (AAR) and post deployment briefings.

(a) MCLLS Reports and AARs for the PTP will be submitted by the MEU within 30 days of completion of the MEU PTP. AARs will be submitted to HQMC (PP&O) via the appropriate chain of command. A copy will be sent to CG TECOM.

(b) MEU Commanders will provide post deployment briefs to the respective MARFORs and Combatant Commander (CCDR) which the MEU supported in addition to HQMC. These briefs should address the applicability of the MEU PTP and operations conducted during the deployment. Maximum effort should be taken to have appropriate personnel from the COCOM J-3, MARFORs, HQMC, Marine Corps Combat Development Command (MCCDC), TECOM, MCIA and MARCORSSCOM

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representatives attend these briefs. The HQMC briefs will be coordinated by PP&O.

5. Administration and Logistics. Commander, U.S. Fleet Forces Command (CDRUSFF)/Commander, U.S. Pacific Command (CDRUSPACOM) are directed by the Secretary of Defense, via Chairman of the Joint Chiefs of Staff to execute the Global Naval Force Management Policy (GNFMP), reference (k), and the schedule (i.e., conduct pre-deployment training, deploy and transfer rotational amphibious forces to designated Geographic Combatant Commanders OPCON for exercises, contingency employment, anti-terrorism/force protection (AT/FP), and redeployment).

6. Command and Signal.

a. Command

(1) This Order is not applicable to the Marine Corps Reserve.

(2) Prior to deployment, the MEF Commander exercises full command of their organic MEU. Command relationships of the MEUs once embarked will be as delineated by the GCC.

(3) At E-365, each MEU command element will report for planning to their respective United States Marine Component Commander in order to facilitate deployment planning. This relationship will be for deployment planning purposes only.

(4) When deployed, all special operations forces, to include MARSOF, are under the operational control of the respective GCC; normally exercised through their Theater Special Operation Command. If a MEU is directed to conduct operations with SOF the command relationship between SOF and the MEU will be determined by the GCC with input from their component commanders.

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



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COMMAND ELEMENT (CE) TRAINING GUIDANCE

1. Prerequisite Focus

a. Time Management is paramount to successfully completing the requirements of the PTP.

b. Observation of other MEU's training evolutions (RUT, MEUEX, or at sea periods) can be highly beneficial. In addition to routinely attended courses, the following courses are highly recommended prior to compositing as a MEU to provide the MEU with properly prepared, trained personnel:

- (1) East/West Coast Media Symposia (CO)
- (2) Aviation Safety Officers' Course
- (3) Foreign Disclosure Officer Course
- (4) DoS Course (State Dept 101)
- (5) Joint Humanitarian Operations Course
- (6) R2P2 Primer Course
- (7) Collection Managers Course
- (8) Intelligence Analysis Management Course
- (9) Joint Psychological Operations Course
- (10) Joint Command and Control Warfare Staff Officers Course
- (11) Civil Affairs Course
- (12) Information Operations Course
- (13) AT/FP Level 3 Course
- (14) EWTG Targeting Information Officer Course
- (15) Joint Fires and Effects Course
- (16) HAV ACE Course
- (17) Consequence Management Course
- (18) Customs Courses
- (19) Naval Logistics Integration Training
- (20) MAGTF LOGAIS Training/Global Command and Control System - Marine Corps
- (21) EWTG Expeditionary Deployment System Course
- (22) EWTG Maritime Prepositioning Force Course
- (23) MAWTS WTI for MEU Fire Support Officer
- (24) MWTC Command and Control Communications Course
- (25) Language Familiarization Training based on likely employment
- (26) Air Officer Course for TACPIs

2. MEU Intelligence Section (S-2)

a. The MEU S-2 section will be task organized to provide intelligence support to select MEU and MEU(SOC) initial, intermediate and final training evolutions.

b. Radio Battalion Detachment (RADBN Det). The RADBN Det will be task organized to conduct signals intelligence (SIGINT), electronic warfare (EW), limited cyberspace operations and sensitive compartmented information (SCI) communications in general support of the MEU. Additionally, the RADBN Det will possess as a prerequisite the following:

(1) Select Marines trained and qualified as Computer Network Operations (CNO) planners and EW planners.

(2) Select Marines certified by the intelligence community for access to national databases and SIGINT analytical tools, SIGINT Terminal Guidance Operations and limited Computer Network Exploitation (CNE).

(3) Individual Marines serving in a linguist billet should score no lower than 2/2 on the annual Defense Language Proficiency Test and have additive linguist training focused on those languages and dialects spoken in the area of operations to which the MEU is expected to deploy.

(4) Select Marines will be trained and qualified to support advance force missions and designated to serve in Urban Reconnaissance and Surveillance team billets as part of the Maritime Raid Capability (MRC).

c. Detachment, Intelligence Battalion

(1) CI/HUMINT Detachment (CHD). The mission of the CHD is to provide tailored CI/HUMINT in general support of the MEU. The CHD is task organized to support MEU MSC training evolutions IOT establish familiarity and intelligence inter operability within the MEU and with external agencies.

(a) At least one member will complete the Defense Strategic Debriefing course.

(b) Select Marines will be trained and qualified to support advance force missions and designated to serve in Urban Reconnaissance and Surveillance team billets as part of the MRC.

(2) Geospatial Intelligence (GEOINT) Team. The GEOINT team is task organized to collect, exploit, analyze, and distribute GEOINT and products.

(a) MOS 0241 personnel should have attained certified training in the following courses: Geospatial Intelligence Information Management Service (GIMS) course or its replacement; the Navy

Collection Manager's Course or equivalent; a Full Motion Video (FMV) exploitation course; and the Global Broadcast Systems (GBS) user course.

(b) MOS 0261 personnel should have completed the Basic Geographic Intelligence Course. A minimum of one MOS 0261 Marine should be a graduate of the Advanced Terrain Analysis Course, Advanced Topographic Analysis Course or the Intermediate Geographic Intelligence Specialist Course (IGIS).

(3) Ground Sensor Employment Team. This detachment will provide the capability for remote sensor employment in amphibious operations and for the monitoring of remote sensors to provide Indications and Warnings of enemy movement or activities. At a minimum, all personnel will have completed the MAGTF Remote Sensor Operators Course.

3. MEU Operations Section (S-3)

a. Combat Camera Detachment. This detachment will consist of two trained and equipped combat photographers. The detachment provides the MEU with the ability to take still photographs, provide videography, develop and process film and provide cross training and technical assistance to intelligence detachments.

b. Detachment, Force Reconnaissance Company. The detachment will be trained and equipped to conduct Advance Force missions and be capable of surface, subsurface and parachute insertion. The detachment will possess the following:

(1) Military Free Fall using high altitude/high opening (HAHO) and high altitude/low opening (HALO) methods

(2) Two HALO jumpmasters and three static line jumpmasters

(3) One open/closed circuit dive master

(4) Two scout sniper teams

(5) One helicopter rope suspension training (HRST) master per team

(6) Two parachute riggers qualified in static line and RAM air packing procedures

(7) Three joint terminal attacks controller (JTACs), one per team

c. Detachment, Air Naval Gunfire Liaison Company (ANGLICO) (when assigned). The detachment will be trained, equipped and qualified to

plan, coordinate, and conduct terminal control of joint, allied, and coalition fires. The detachment will possess the following:

- team
- (1) One-helicopter rope suspension training (HRST) master per team
 - (2) One-joint terminal attack controller evaluator (JTAC-E)
 - (3) One-joint terminal attack controller per team
 - (4) One-joint fires observer (JFO) per team
 - (5) One-tactical air control party instructor (TACP-I)
 - (6) One-Mensuration System Instructor (i.e. PSS-SOF)
 - (7) One-joint collateral damage estimate instructor (CDE-I)
 - (8) One-joint fires and targeting instructor (JF&T-I)
 - (9) One-designated marksman per team
 - (10) One-weapons and tactics instructor - air officer

d. JPRA training requirements

(1) Personnel Recovery (PR) 101 Introduction to PR; focuses on the DoD PR system and Combatant Command responsibilities to recover isolated personnel in accordance with (IAW) Joint Doctrine.

(2) PR 301 Personnel Recovery Plans and Operations Course; designed to educate theater and component staff officers and non-commissioned officers to oversee the development, management, and implementation of an integrated personnel recovery system for their command and the COCOM Joint Search and Rescue Center (JSRC).

4. Initial-Training Phase Key Events/Focus

a. ARG/MEU Staff Planning Course. Attendees consist of the PHIBRON Commander and designated staff, Ship COs and designated staff, MEU Commander and designated staff, and MSE Commanders and designated personnel. This workshop is conducted by the EWTG with the intent of familiarizing PHIBRON and MEU personnel with:

(1) Rapid Response Planning Process (R2P2). To include multiple Situational Training Exercises (STX) with confirmation briefs by the PHIBRON and MEU

(2) Law of Land Warfare

(3) Introduction to the DoS Functions of NGOs, Private Volunteer Organizations (PVO), and other Government Agencies (OGA)

(4) Issues related to Non-Combatant Evacuation Operations (NEO) planning

b. Amphibious STX. These are designed to exercise the staff planning capabilities of the Raid Force. The STXs will utilize selected training scenarios as a vehicle to enhance staff training and the R2P2.

c. ARG/MEU Fire Support Coordination Exercises. These exercises will focus on the capabilities of the PHIBRON, MEU, and their elements to successfully coordinate fires. Objectives include:

(1) C2 of supporting arms

(2) Fire-support planning and targeting

(3) Live-fire training for all indirect fire weapon systems and Offensive Air Support (OAS)

(4) Integration of multiple supporting arms to include mortars, artillery, Close Air Support (CAS) and Naval Surface Fire Support (NSFS)

d. Helicopter Egress Training. CE individuals involved in frequent overwater flights must participate in helicopter egress and Helicopter Aircrew Breathing Device (HABD) bottle training.

5. Initial-Training Phase Evaluations. The following are recommended areas of evaluation/critique during this phase:

a. ARG/MEU Staff Planning Workshop (R2P2)

b. Intelligence/counterintelligence support to exercises

c. Planning, directing, coordinating, and controlling supporting arms

d. Conducting integrated C4I2 operations

6. Intermediate Training Phase Key Events/Focus. The following training provides a baseline of key training events during this period:

a. MEU Off-site or MEU Exercise (MEUEX). This consists of a variety of field STXs directed by the MEU Commander. Emphasis is on the MEU's ability to rapidly plan and execute designated MEU mission

set selected by the MEU Commander. Adhering to the systematic approach to training, this MEU training is evaluated and critiqued, assessing both strengths and weaknesses.

b. Maintenance Stand Down. A maintenance stand down is best scheduled during this phase to prepare for upcoming training deployments. The maintenance stand down will include all units of the MEU.

c. Maritime Raid Capability Interoperability. Utilizing its Maritime Raid Capability, the MEU trains for designated missions with an increasing amount of integration of Marine enablers (EOD, HET, sniper) and Navy enablers (Boarding Team, Ship Control Team, RHIB crews).

d. PHIBRON/MEU Integrated Training (PMINT). The PMINT is normally the first of series of at-sea periods embarking the entire PHIBRON/MEU and provides an initial opportunity for shipboard familiarization while underway. On occasion the ARG/MEU will be afforded the opportunity for an additional at-sea period prior to PMINT to begin practicing these skills. The intent is to provide an opportunity for the MEU CE and the MSE to conduct the following basic shipboard training and familiarization. If there is not a Group Sail, PMINT includes training objectives typically accomplished prior to PMINT:

- (1) Day and Night Carrier Qualifications (CQ)
- (2) Embarkation/debarkation training
- (3) Command and Control (C2) training
- (4) Familiarization with shipboard (C4I2) systems
- (5) Integration of the Navy/Marine Corps Team
- (6) Small boat/AAV launch, recovery and navigation
- (7) Well-deck operations
- (8) Flight Deck Operations
- (9) Full mission profile exercises for designated MEU missions
- (10) Supporting Arms Coordination Exercise (SACEX)

e. Realistic Urban Training (RUT). The MEU CE and designated elements (MRC, MARSOF (if assigned), ACE, GCE and LCE) hone MEU capabilities through a series of STXs on selected mission sets in an unfamiliar environment.

f. Composite Training Unit Exercise (COMPTUEX). The second at sea period in which the MEU operates from aboard ARG ships to reinforce previously conducted training and to develop and integrate Navy and Marine Standard Operating Procedures (SOP). It will include an evaluated Expeditionary Fires Exercise (EFEX).

g. Synthetic Training. These training evolutions provide a classroom/computer war-gaming environment to exercise the ARG/MEU SOPs, operations and contingency plans. These evolutions also serve as an opportunity for all echelons of command to be exposed to the Commander's philosophies of war-fighting and to interact in planning exercises. The various synthetic training opportunities made available by the respective EWTGs and Tactical Training Groups (TTG) lay a foundation for more effective Navy/Marine Corps staff integration during at-sea periods and deployment.

7. Intermediate-Training Phase Evaluations. Training and evaluations will continue as described in the Initial Phase, but will include informal evaluations during the MEUEX, RUT, PMINT, COMPTUEX, and synthetic events. The following are recommended areas of evaluation and critique during this phase:

- a. Boat Raid (31st MEU only)
- b. Helicopter raid
- c. Mechanized raid
- d. Motorized raid (CATT/LAR)
- e. E-VBSS
- f. NEO
- g. HA/DR
- h. TRAP
- i. Employment of Non-Lethal Weapons
- j. Airfield/Port seizure
- k. Intelligence collection/reconnaissance and surveillance
- l. Advance Force Operations
- m. FARP Operations
- n. Static Maritime Platform

- o. Marine Corps Planning Process - Rapid Response Planning
- p. Forward Command Element (FCE) operations
- q. Reinforcement Operations
- r. ARG/MEU Integration (staff planning and shipboard operations)

8. Final-Training Phase. The primary aspects of this period are the CERTEX, and final pre-deployment preparations. A MEF team of evaluators will conduct a formal evaluation of the MEU's ability to execute selected MEU METLs and their interoperability with the PHIBRON staff and individual ships during integrated (Navy-Marine Corps) exercises. This formal evaluation will occur during the CERTEX and will incorporate the training standards established in references (r) and (s). The CERTEX may be conducted in conjunction with the ARG evaluation and certification and will consist of sufficient events, as prescribed by the COMMARFOR or designated executive agent to represent the entire spectrum of conventional and selected maritime special operations (with assigned MARSOF) capabilities of the MEU/MEU SOC contained in reference (a).

GROUND COMBAT ELEMENT (GCE) TRAINING GUIDANCE

1. Prerequisite Focus

a. For the GCE to be prepared to Change of Operational Control (CHOP) to the MEU, the infantry battalion and attachments must have a well developed pre-CHOP training plan. This plan must maximize all of the GCE's resources while preparing for the deployment. Enclosure (9) of this Order provides a notional school list to help guide prerequisite training.

b. In the period before the CHOP, the battalion and its projected GCE attachments should train together whenever possible during their conventional training period. This will allow concentrated individual and small unit training while integrating the GCE.

c. Pre-CHOP (E-180) Evaluations. The Division is responsible for conducting an evaluation of the battalion and its attachments prior to CHOP using Training and Readiness (T&R) standards to serve as an analytical tool to determine the level of training attained by CHOP. On the CHOP date, each GCE element needs to be capable to execute platoon and company/battery level T&R standards. It is recognized that the GCE will have to continue to return to individual and small unit training throughout the pre-deployment period to conduct remedial and sustainment training. However, the majority of this training should be accomplished prior to the CHOP date when feasible. The Division will send a naval message to the MEF, informing the respective MEU, describing the level of training, personnel readiness, equipment status, and any shortfalls/concerns with the GCE.

d. Every effort should be made during pre-CHOP training to integrate GCE attachments and conduct training with other elements being assigned to the MEU.

e. At E-180 the GCE personnel will be Block-I and II complete, and the GCE should be proficient in the deliberate-planning process.

f. Prior to CHOP the GCE should take advantage of applicable EWTG courses (R2P2 Primer, Amphibious Warfare Indoctrination, Expeditionary Warfare Staff Planning Course, Team Embark Officer Course, etc).

2. Initial-Training Phase Key Events/Focus. Training for the GCE during this phase will focus on enhanced individual, unit collective and staff skills. The training is designed to bring the GCE to an advanced level of tactical skill necessary to prepare for the Intermediate-Training Phase.

a. The GCE will participate in the key events contained in this Order.

b. The GCE will complete squad, platoon, company and battalion level training. Training will focus on those measures necessary to ensure the highest combat skills among all Marines relative to the MEU METL. Additionally, the GCE will integrate training with its attachments.

c. 31ST MEU GCE will ensure adequate numbers of personnel complete Scout Swimmer, Small Boat Coxswain Skills, Long Range (OTH) Maritime Navigation, CRRC Repair Course, Outboard Motor Course (1, 2, and 3), Assault Climber, and EWTGPAC/SOTG Raid courses.

d. Each rifle company and applicable attachments (LAR, Tank, AAV) will complete a Company Raid Course. This course builds upon conventional infantry skills and raises the company's raiding capability to a higher level of proficiency.

e. EFSS equipped artillery batteries will complete one helo raid utilizing the EFSS. The objective is to ensure the BLT and ACE plan for the raid and that the MV-22 crews and the artillery battery have rehearsed lifting the EFSS, ammunition and appropriate personnel.

f. All individuals involved in frequent over-water flights will complete helicopter egress/HABD training.

g. Amphibious driver training to include loading and unloading LCAC/LCU.

h. Assist MEU CE in determining assignment to shipping and appoint respective team embarkation officers.

3. Intermediate Training Phase Key Events/Focus. The goal during this phase is to integrate with all elements of the MEU/ARG in order to accomplish full day/night mission profiles and sustained qualifications during sea-based operations.

4. Final-Training Phase. During this phase the GCE participates in the CERTEX and prepares for deployment. The GCE must demonstrate the capability to successfully execute all MEU assigned missions, capabilities and skills contained in reference (a).

AVIATION COMBAT ELEMENT (ACE) TRAINING GUIDANCE

1. Prerequisite Focus. There are copious prerequisite aviation training shipboard requirements that must be fulfilled before MEU training in a shipboard environment can occur. The ACE Commander must adhere to established guidelines as set forth in applicable publications for each type/model/series (T/M/S). The ACE prerequisites are based upon the standards set forth in the T&R manuals for each T/M/S. Each aviation unit or detachment will CHOP to the MEU at E-180 having achieved the highest degree of individual and collective aircrew training possible. The Wing will send a naval message to the MEF, informing the respective MEU, describing the level of training, personnel readiness, equipment status, and any shortfalls/concerns with the ACE.

a. For the ACE to be prepared to CHOP to the MEU, the aviation units and attachments must have a well developed pre-CHOP training plan. This plan must maximize all of the ACE resources while preparing for the CHOP.

b. In the period before MEU CHOP, projected MEU ACE squadrons and detachments should participate in a Tactical Training Exercise Control Group type exercise (e.g. Enhanced Mojave Viper, Integrated Training Exercise). They may also participate in other squadron deployments for training (DFT) to the Marine Corps Mountain Warfare Training Center or other major training venues (AP Hill, Ft Pickett, WTI, NTC, etc.).

c. Basic Training. Detachments will CHOP to the ACE Block I and II, and shipboard fire-fighting training complete.

d. Instructors. At a minimum, each T/M/S unit or detachment will be manned with at least one instructor fully qualified to instruct all T&R syllabus events. Additionally, at least one Weapons and Tactics Instructor (WTI) shall be assigned for each T/M/S. The WTI is that community's expert for the tactical employment of his respective T/M/S aircraft as a weapons system. As such, the WTI is a critical participant in all MEU tactical mission planning evolutions.

e. At E-180, the ACE should have sufficiently qualified aircrews, personnel and organic aviation assets to conduct a land-based, day and night (HLL/LLL), single-wave company reinforced troop lift utilizing airborne Command and Control (C&C), aerial refueling, rapid ground refueling (RGR), fixed-wing and rotary-wing Offensive Air Support (OAS) and anti-air warfare (AAW).

2. Initial-Training Phase Key Events/Focus. Training of the ACE during the Initial-Training Phase will focus on continued development

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of individual aircrews (T&R directed), collective skills (Section - Division - Flight Tactics) and staff planning skills required to participate in MEU integrated training. The following baseline events should occur:

a. HRST Support to MEU. This training provides the ACE an opportunity to conduct insertion and extraction syllabus training, both on land and at sea, while supporting concurrent GCE training.

b. Group Sail. During this period the ACE aircrews are afforded the opportunity to conduct basic day/night carrier qualifications (CQ) training. NVG CQ training may be an option depending on the level of training of both the ACE aircrew and ships' flight deck crew at that time. The ACE and the various ships' Air, aviation supply, and aviation intermediate maintenance departments' (AIMD) should conduct requisite interface before this period. It should be noted that this at-sea period is not necessarily an embarked event, although some aircraft may be embarked for a short period of time to provide Air Department deck handling and safety-related training. Accomplishment of CQ and NVG qualifications are imperative during this period, and will contribute to MEU operations during the MEU's first at-sea period when the entire MEU is present.

c. Company Raid Courses. These evolutions provide the ACE and GCE with interoperability training. Training should focus on tactical mission planning and the exercise and refinement of Standing Operation Procedures. These periods should integrate fixed-wing and rotary-wing close air support

d. Fire Support Coordination Exercise. This exercise allows the ACE to focus its close air support (CAS) assets on integrated fire support, as well as Forward Air Controller (Airborne) (FAC(A)) training. Consideration should be given to the exercise of resident aviation command and control assets with the inclusion and utilization of the Marine Air Control Group (MACG) detachment.

e. Aviation Support and Command and Control Training. The following types of aviation training should take place during this period:

- (1) Marine Wing Support Squadron (MWSS) Detachment Training
- (2) MACG Detachment Training
 - (a) Marine Air Traffic Control (MATC) Mobile Team Training
 - (b) Air Support Element (ASE) Training
 - (c) Low Altitude Air Defense (LAAD) Training

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- f. Establish relationships with PHIBRON/ship counterparts.
 - g. Assignment to shipping and appoint team embarkation officers.
3. Intermediate Training Phase Key Events/Focus. The ACE goal during this phase is to integrate with all elements of the MEU/ARG in order to accomplish full day/night mission profiles and sustained qualifications during sea-based operations while maintaining currency/proficiency.
4. Final Training Phase. During this phase the ACE participates in the CERTEX and prepares for embarkation. The ACE must demonstrate the capability to successfully execute all MEU assigned missions, capabilities and skills contained in reference (a).

LOGISTICS COMBAT ELEMENT (LCE) TRAINING GUIDANCE

1. Prerequisite Focus

a. The LCE must possess the requisite personnel, capabilities and equipment to provide all six functional areas of Combat Service Support (CSS) to the Marine Expeditionary Unit (MEU). Particular emphasis must be placed on sustaining the MEU while operating in an expeditionary, joint/combined environment. The LCE should complete training on MEU missions (NEO, HAO, Mass Casualty/CASEVAC) and develop an understanding of how to interact with other agencies (USAID).

b. For the LCE to be prepared to CHOP to the MEU, the battalion must have a well developed pre-CHOP training plan. This plan must maximize all of the LCE's resources while preparing for the deployment. Enclosure (9) of this Order provides a notional school list to help guide prerequisite training at CHOP.

c. The Logistics Group is responsible for conducting an evaluation of the combat logistics battalion prior to CHOP using T&R standards to serve as an analytical tool to determine the level of training attained by CHOP. On the CHOP date, applicable LCE elements need to be capable to execute appropriate level T&R standards.

d. At the E-180 CHOP, personnel will be Block I and II complete and the LCEs should be capable of the following:

(1) Supply and Distribution - Capability to conduct deployed Class I, III (P) and, IX support to include contingency contracting, Cargo Expediting, Cargo Tracking/tracing, and perform ITV functions for all distribution efforts.

(2) Maintenance - The ability to provide intermediate ground maintenance support to the MEU.

(3) Transportation - Helicopter Support Team (HST) operations to include establishment and operation of landing zone support area, landing force support party (LFSP) operations to include establishment and operation of a beach support area, limited airfield operations, limited port terminal operations, and motor transport operations (to include convoy operations) and Air Delivery operations.

(4) General Engineering - Water production, bulk liquids support, utilities support, demolition support, and limited horizontal/vertical construction support.

(5) Health Services - Medical and dental to support the MEU missions (mass casualty response team and operate a beach or airfield evacuate station.)

(6) Services - Military Police operations (to include detainee handling and tactical site exploitation), hazardous material/hazardous waste handling, postal, and disbursing.

(7) Support to Humanitarian Assistance Operations (HAOs) - Organize and equip an Initial Response Team (IRT) or Humanitarian Assistance Survey Team (HAST) capable of coordinating logistics and engineering operations in humanitarian assistance/disaster relief operations.

(8) Support to NEO. Organize and equip an Evacuation Control Center (ECC) team/Reception Control Center (RCC) in support of NEO.

(9) At E-180 the LCE should be proficient in the deliberate planning process.

(10) Prior to CHOP the LCE should take advantage of applicable EWTG courses (R2P2 Primer, Amphibious Warfare Indoctrination, Expeditionary Warfare Staff Planning Course, Team Embark Officer Course, etc.).

(11) EOD support -Provide Explosive Ordnance (EOD) support, to include the full capability to render safe, neutralize and destroy explosive ordnance (UXO), Improvised Explosive Devices (IED) and Weapons of Mass Destruction (WMD).

e. Staff training which focuses on the Marine Corps Planning Process staff functioning, mission analysis, the staff estimate process, and course of action development.

2. Initial-Training Phase Key Events/Focus. Training of the LCE during the Initial Training Phase will focus on mastery of mission essential skills and will be reinforced by:

a. Sustainment training in mission essential tasks throughout the Initial-Training Phase.

b. Rear Area Security Operations focused on Beach Support Area (BSA), CSS Area, ECC, Convoy Operations and HAO (i.e. security procedures training).

c. NEO ECC procedures to include the functions of the Headquarters Section, the Processing Unit, the Medical Unit, the Screening Unit, the Transportation Unit and the Security Unit.

d. Establish relationships with ship counterparts.

e. The following are recommended training events during this phase:

(1) ARG/MEU Staff Planning Course

(2) Amphibious training (centered on LFSP operations driver training (LCU/LCAC), establishment of a BSA, CSS Area, and conduct of CSS operations).

(3) LCE Field Exercises (centered on Logistics Operations Center (LOC) training, and support to NEO and HAO)

(4) LOC Training

f. Coordinate MAGTF Logistical Supports Systems and Naval Logistics Integration (NLI) block training with the MEU CE and Marine Expeditionary Force (MEF) G4.

g. Assist MEU CE in determining assignment to shipping and appoint respective team embarkation officers.

3. Intermediate Training Phase Key Events/Focus. The goal during this phase is to integrate with all elements of the MEU/ARG in order to accomplish full day/night mission profiles and sustained qualifications during sea-based operations.

4. Final Training Phase. During this phase the LCE participates in the CERTEX and prepares for deployment. The LCE must demonstrate the capability to successfully execute all MEU assigned missions, capabilities and skills contained in reference (a).

MARITIME RAID CAPABILITY (MRC) TRAINING GUIDANCE

The Maritime Raid Capability is a task organized unit drawn from elements across the MEU to execute E-VBSS and other designated MEU missions. The MRC is normally built around the Reconnaissance Detachment and assigned to either the Battalion Landing Team (BLT) or CE. The MEU Commander is responsible for determining how best to build this capability within the MEU.

1. Pre-PTP. The following events for personnel assigned to the MRC should occur before E-180 in order to facilitate the aggressive and time constrained training associated with the MRC during the PTP itself.

- a. HABD training
- b. Helo Egress
- c. Swim Qualification (CWS-1)
- d. Security Clearances (minimum Secret, select personnel require TS)

2. Initial-Training Phase Key Events/Focus. During the Initial Training Phase, the MRC receives instruction in the special skills necessary to conduct the missions associated with the MEU program. Training and evaluation during this phase will focus on individual and small-unit skills. Instruction provided and/or coordinated by the SOTG includes:

a. HRST Support to MRC - This training provides the MRC an opportunity to conduct insertion and extraction syllabus training, both on land and at sea, while supporting concurrent MRC training.

b. Urban Sniper Course - This course provides training for qualified 0317 Scout Snipers. Course material will include: Sniper initiated assault, urban sniping techniques, night and airborne live fire engagement, urban movement, counter sniper operations, rapid/multiple threat engagement, VBSS support, and covering force operations. Note: Only snipers that have successfully completed this course are eligible to participate in live-fire MRC STX during E-VBSS, RUT and CERTEX.

c. Urban Reconnaissance and Surveillance (R&S) Course - A course designed to train personnel from the Reconnaissance Elements, the GCE's Scout Sniper Platoon, ANGLICO team members (if attached), and the composite MEU S-2 section (RADBN and Intelligence Battalion Detachments) in the conduct of Urban R&S. At a minimum, the course will cover: an introduction to R&S, intelligence considerations, R&S planning, urban route planning and movement, Surveillance and Reconnaissance Center (SARC) operations, Escape and Evasion (E&E)

techniques, surveillance/counter surveillance techniques and equipment, reporting and urban communication procedures. The training will focus on reconnaissance in support of missions with specific emphasis on operating in an urban environment.

d. Close Quarters Tactics (CQT) course - This course is for the Assault Element of the MRC with a focus on advanced tactics, marksmanship skills and site exploitation.

e. Security Element course - This course is designed for a platoon-sized element. It develops the skills necessary for the security element to function in support of the MRC Assault Element. The training of this platoon will include advanced marksmanship skills, basic room clearing techniques, internal and external security, personnel handling procedures and other capabilities required to support the Assault Element.

3. Intermediate Training Phase Key Events/Focus. The MRC's goal during this training phase is to integrate all elements of the MRC in order to conduct operations with the MEU's major subordinate elements and the PHIBRON. Training will focus on special skills and capabilities.

a. MRC Interoperability Training - The purpose of this training is to integrate all elements of the MRC following completion of individual and collective training. This may be conducted off-site or locally. Navy elements (boats/boats crews, MH-60 crews, planners, etc.) should be incorporated in appropriate portions of this training.

b. RUT. RUT provides the MEU a first opportunity to exercise command and control of the MRC while training in unfamiliar urban environments.

c. E-VBSS Maritime Training - E-VBSS training provides an opportunity for the MRC to apply its special skills on target platforms. E-VBSS training will incorporate appropriate insertion methods onto a target vessel utilizing ACE and Navy resources.

d. At-sea periods - Provides an opportunity to conduct full mission profiles integrated with the MEU and PHIBRON.

4. Final-Training Phase. During this phase the MRC participates in the CERTEX and prepares for deployment. The MRC must demonstrate the capability to successfully execute all MEU assigned missions, capabilities and skills contained in reference (a).

MARINE SPECIAL OPERATIONS FORCE (MARSOF) TRAINING GUIDANCE

1. A Marine Special Operations Force is any task organized unit from MARSOC designated to conduct interoperability training with MEUs. A MEU will be SOC designated when operating with a MARSOF unit OCONUS. In accordance with reference (a), the MEU and the MSOF will conduct interoperability training as schedules permit during their respective PTP. Ideally, interoperability should consist of designated leaders/planners attendance at ARG/MEU Staff Planning Workshop, an interoperability evolution and an at-sea training period.

2. The necessary coordination to affect MEU/MARSOF interoperability during respective PTPs will be initiated by the respective MARFORs.

3. Once authorized by MARFORCOM/MARFORPAC, the MEFs will initiate coordination with the Marine Special Operations Regiments (MSORs) and respective MSOBs to begin developing a MEU/MARSOF interoperability plan. This coordination will include discussions between the respective SOTGs and MSOBs concerning training support.

MEU BASELINE 26-WEEK TRAINING PLAN

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The following generic training plan is a template of major training events occurring during the PTP. Deviations are common due to ship schedules, range scheduling, and other events.

Week	1	2	3	4	5	6	7	8	9	10
MEU CE	ARG/ MEU Staff Work Shop	EWG Fire Support TRNG Group Sail	STX EWG Fire Support TRNG	ARG/MEU Synthetic TRNG SACCEX	E-NBC	Mass Casualty		STX		
GCE	ARG/MEU Staff Work Shop HRST	EWG Fire Support TRNG HRST Group Sail	EWG Fire Support TRNG HRST	Assault Climber SACCEX TRAP	Assault Climber TRAP E-NBC	Assault Climber Mass Casualty	Assault Climber Raids			
ACE	ARG/ MEU Staff Work Shop	Crew NVG/CQ TRNG HRST Group Sail	Crew NVG/CQ TRNG Ship Board	Crew NVG/DLQ TRNG SACCEX	E-NBC	Mass Casualty	ACE support of Raids			
LCE	ARG/ MEU Staff Work Shop	Group Sail		Mass Casualty	E-NBC	LCE unit integrated TRNG		LCE Field Exercise NEO/ECC HA/DR		

Week	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
MEU CE	MEUEX	Maintenance Stand-down	RUT		PMINT MIO SACCEX	COMPTUEXP rep		COMPTROEX Expeditionary Fires Exercise		CERTEX PREP		CERTEX	Pre-Overseas movement Washington DC Commanders Briefings HQMC (PP&O/I&L) Joint Staff (J-3) Dept of State CIA Special Access Program Briefs		Pre- Deployment Leave	Embarkation Inspection Deployment
GCE																
ACE																
LCE					PMINT											

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31ST MEU 26-WEEK BASELINE TRAINING PLAN

Phase	Initial				Intermediate		Final	
MEU CE	Gear Turnover	EWTG MTT R2P2	SOTG Special Skills Courses	Interop	MEUEX	RUT	CERTEX	Gear Turnover
GCE								
ACE								
LCE								

Notes:

1. The infantry battalion and artillery battery conducted the PTP training at home station prior to arrival at Okinawa.
2. COMPTUEX not typically conducted due to operational requirements.
3. Operational requirements will dictate intermediate and final training.
4. The 31ST MEU is continually operating and most MEU training evolutions will be incorporated into theater security cooperation exercises.
5. RUT is normally conducted on Guan.

MEU PREREQUISITE SCHOOLS LIST

The purpose of this enclosure is to provide information to commanders in the development of a required and/or enhanced schools plan. The intent of the schools plan is to train those individuals that will remain for the deployment, for key billets or as instructions for use prior to or during the PTP. Quotas are purely suggestions. Courses are as follows:

COURSE	LOCATION	LENGTH	QUOTA
Team Embark Officer	L	4 weeks	01
Psychological Operations	A	2 weeks	01
Civil Military Officer Course	MC	1 week	01
SERE	P	2 weeks	30
MDSS II/CAEMs	P	2 weeks	02
Advance Load Plan Air Movement	L	1 week	01
HAZMAT Officer	P	3 days	01
HAZMAT Handler	P	4 days	08
Outboard Motor Maintenance	L	1 week	03
Outboard Motors	L	1 week	04
Foreign Weapons Instructor	MC	3 weeks	03
Small Craft Mechanic	P	6 weeks	03
Combat Rubber Reconnaissance			
Craft Repair Course	L	10 days	As req
Tactical Combat Casualty Care	L	1 week	20
Tactical Air Control Party	L	3 weeks	05
CMO	MC	1 week	10
Attack the Network Planning	MC	1 week	10
COC Battle Staff Training	P	1 week	05
Animal Packing	MC	2 weeks	05
Mountain Operations Staff Planner	MC	1 week	02
Basic Embark	L	3 weeks	06
FSCC	L	2 weeks	04
Personnel Recovery 101	N	3 days	02
Personnel Recovery 103	N	10 days	02
DRRS-MC Officer/NCO	P	2 weeks	02
Advance Medical Combat Skills	P	3 weeks	Corpsman
NBC Monitor, Survey, Decon	P	1 week	02
NBC/COC	P	1 week	01
Combat Trauma Management	A	3 weeks	15
Helo Egress Training	N	1 day	all Designated Frequent flyers
Expeditionary Warfare Intel	L	2 weeks	06
JSIPS-N	N	4 weeks	02
Effects Management Tool (EMT)	P	5 days	As Req
FBCB2 BFT Unit Level Maintenance	P	2 days	As Req

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Commander's C2 System Overview	P	4 days	As Req
BAT Operator Course	P	3 days	As Req
C2PC Operator Course	P	3 days	As Req
FBCB2 BFT Operator Course	P	4 days	As Req
JADOCS Operator Course	P	4 days	As Req
AFATDS Operator Course	P	5 days	As Req
CPOF Operator Course	P		As Req
SharePoint Operator Course	P	3 days	As Req
IOS V1 COP Manager and System Administrator Course	P	3 days	As Req
JADOCS System Administration	P	3 days	As Req
Watch Officer/Watch Chief Course	P	2 days	As Req
Amphibious Warfare Indoctrination (AWI)	L	1 week	As Req
Expeditionary Warfare Staff Planning (EWSP)	L	1 week	As Req
R2P2 Staff Primer	L	1 week	As Req
Humanitarian Assistance/Disaster Relief (HA/DA)	L	3 days	As Req

Codes	Location
MC	Marine Corps School off-base
L	EWTG
P	Camp Pendleton/Camp Lejeune
N or A	Other Service Schools

MEU SPECIAL SKILLS CERTIFICATION GUIDANCE

1. Purpose. To publish minimum qualification, certification, and sustainment standards for MEU and MEU(SOC) Special Skills.

2. Background

a. The MEU Special Skills Certification Guidance was established to address the individual and collective performance requirements for special billets not necessarily associated with an established MOS. Many ground combat special skills have become increasingly technical with additional safety requirements. It is necessary to formalize a standard means to ensure that Marines performing special skills or serving in supervisory billets are properly trained, technically competent and authorized to perform or conduct those skills. This enclosure identifies organizations authorized to conduct designated special skills training, to certify requirements and to establish frequency of sustainment training.

b. Reference (a) provides training policy and guidance concerning the MEU/MEU(SOC) Pre-deployment Training Program. Reference (r) establishes the training standards for the MEU/MEU(SOC) Special Skills Program. The standards provide a common base of training for all Marines who perform these special skills. This program follows the Systems Approach to Training (SAT), reference (bb). The SAT is to be used by institutional and unit commanders to maintain a progressive and systematic method to analyze, design, develop, implement and evaluate the individual and collective training events.

c. References (u) and (v) establish policy and assign responsibility for the conduct of the Marine Corps parachuting and diving programs to include operations, training, supply, maintenance, safety, and administration. It provides the amplified guidance necessary to implement the certification program described herein for jumpmasters and diving supervisors.

3. Definitions

a. Qualification. Qualification is the basic or supervisory special skill level attained through instruction at a Marine Corps approved formal school or authorized training organization.

b. Certification. Certification is the written authority from a unit commander or other designated individual (i.e. SOTG OIC) to a specified individual authorizing the Marine to participate in a designated special skill. In the case of supervisory personnel, certification is the unit commander's means to delegate command authority in writing to conduct sustainment training for other authorized personnel and to lead and direct others in the appropriate

special skill. Certification remains in effect until withdrawn by the unit commander or until a lapse occurs in the sustainment period for a particular skill or task within the skill.

c. Sustainment Period. Sustainment period is the prescribed time during which a certified individual must perform any or all specific tasks in a special skill to maintain certification. Training is conducted to ensure the continued competence in the basic or supervisory skill. A failure to perform a specific task successfully within the sustainment period does not constitute loss of overall certification, only that the specific task must be retrained and demonstrated under qualified, certified supervisory personnel before it is performed independently. Reference (u) and (v) contain guidance for the recertification of jumpmasters and diving supervisors.

d. Lead Agency. In accordance with reference (q), Lead Agency designation identifies the organization having responsibility for:

(1) Coordinating the drafting and staffing of Programs of Instruction (POI) for designated courses with other authorized training organizations and TECOM.

(2) Conducting Course Content Reviews every 2 years or as required to include, at a minimum, reviewing:

(a) Internal and external evaluations (lessons learned, AA Reports, user input)

(b) Higher headquarters policy changes which impact instructions

(c) Recommended lesson modifications, additions, and deletions

(d) Appropriate doctrinal publications, training standards, and task lists

(3) Maintaining current and relevant POI content.

(4) Responsible for instructor certification requirements.

e. Authorized Training Organizations. Authorized training organizations are Marine Corps approved installations that provide qualification training for designated special skills.

4. Information

a. The specific requirements for qualification and certification come directly from the applicable T&R. As such, the T&R standards

will be used to develop checklists for certification. The simple, straightforward checklists allow commanders maximum flexibility and latitude to develop training programs to support the qualification and certification process. Checklists are to be used by authorized training locations, lead agencies and unit commanders to evaluate and certify the combat readiness of their individual Marines and units. MEU/MEU(SOC) special skills are of such a nature that a high degree of proficiency and standardization are required to ensure operations are conducted safely and with the lowest possible risk to personnel per reference (ab).

b. This enclosure contains the following:

(1) Enclosure (11) contains the list of special skills courses under the purview of this enclosure, authorized training organizations, and lead agencies.

(2) Enclosure (12) contains the certification requirements for individual special skills billets.

(3) Enclosure (13) identifies pertinent Marine Corps orders identifying the sustainment period for individual tasks within a certain special skill.

(4) Enclosure (14) contains a sample certification letter with amplifying instructions.

c. Unit commanders will identify and implement appropriate sustainment training programs.

MEU AND MEU(SOC) SPECIAL SKILLS MATRIX

Special Skill Courses	Auth Training Loc	Lead Agency
Methods of Entry	WTBN MCCDC/ III MEF SOTG	WTBN MCCDC
Methods of Entry Supervisor	WTBN MCCDC	WTBN MCCDC
Urban Assault Climbing	SOTGs	II MEF SOTG
Assault Climbing (AC)	MCMWTC/SOTGs	MCMWTC
Summer Mtn Ldr	MCMWTC	MCMWTC
HRST Master	SOTGs/SOI-W	II MEF SOTG
CQT	SOTGs	III MEF SOTG
Urban Sniping	SOTGs	I MEF SOTG
Coxswains Course	EWTPAC/SOTG	EWTPAC
Maritime Navigator	EWTPAC	EWTPAC
Scout Swimmer	EWTPAC	EWTPAC
Urban R&S Team Member	SOTGs	I MEF SOTG
Security Team Member	SOTGs	I MEF SOTG
Mass Casualty	SOTGs	II MEF SOTG
Non-combatant Evacuation Operation (NEO)	SOTGs	II MEF SOTG
Tactical Recovery of Aircraft and Personnel (TRAP)	SOTGs	I MEF SOTG
Non-lethal Weapons	SOTGs	II MEF SOTG
Humanitarian Assistance (HA)	SOTGs/EWTG	II MEF SOTG
Maritime Interdiction Training	SOTGs	III MEF SOTG

SPECIAL SKILLS CERTIFICATION REQUIREMENTS

Certification requirements are used by the Commanding Officer to determine if an individual meets all the necessary prerequisites to safely execute or supervise a special skill and must be met before certification is granted.

Instructor qualifications. Must meet the prerequisites of the Lead Agency's POI and be assigned in writing by the OIC SOTG or Commanding Officer.

1. Method of Entry
 - a. Be serving in a breacher billet
 - b. Be a Corporal or above
 - c. Complete WTBN or III MEF SOTG MOE Course
 - d. Hold a secret security clearance
2. Urban Assault Climber
 - a. Be serving in an Urban Assault Climber billet
 - b. Be a Lance Corporal or above
 - c. Complete SOTG Urban Assault Climber Course
3. Assault Climber
 - a. Be serving in an Assault Climber billet
 - b. Complete SOTG Assault Climber Course
4. Helicopter Rope Suspension Training Master
 - a. Be serving in a Helicopter Rope Suspension Master billet
 - b. Be a Corporal or above
 - c. Complete SOTG/SOI-W Helicopter Rope Suspension Master Course
5. MEU Close Quarters Tactics (CQT) Team Member
 - a. Be serving in a CQT Team
 - b. Be a Lance Corporal or above

- c. Complete SOTG CQT Course
 - d. Hold a secret security clearance
6. Urban Sniper
- a. Be serving in an Urban Sniper billet
 - b. Be a Private First Class or above
 - c. Complete an SOTG Urban Sniper Course
 - d. Hold a secret security clearance
7. Maritime Navigator
- a. Be serving in a Maritime Navigator billet
 - b. Be a Corporal or above
 - c. Complete EWTGPAC
8. Scout Swimmer
- a. Be serving in a Scout Swimmer billet
 - b. Complete EWTGPAC or II MEF SOTG Scout Swimmer Course
 - c. Be a minimum Water Survivor Advance WS-A swimmer
9. Security Element Member
- a. Be serving in a Maritime Raid Capability Security Element
 - b. Complete SOTG Security Element Course
 - c. Hold a secret security clearance
10. Urban Reconnaissance and Surveillance (R&S) Team Member
- a. Be serving in an Urban R&S Team billet
 - b. Be a Private First Class or above
 - c. Complete SOTG Urban R&S Course
 - d. Hold a secret security clearance

SPECIAL SKILLS SUSTAINMENT REQUIREMENTS

Sustainment training is always the responsibility of the unit commander. The sustainment period is the prescribed time during which a certified individual must demonstrate any or all specific tasks in a special skill to maintain certification. Training is conducted to ensure continued competence in a basic or supervisory skill. Specific tasks with their sustainment periods are listed in the current T&Rs for Special Skills as identified below and are to be used as the basis for unit level sustainment training.

<u>SPECIAL SKILLS BILLET</u>	<u>REFERENCE</u>
BREACHER	NAVMC 3500.78
URBAN ASSAULT CLIMBER	NAVMC 3500.70A
ASSAULT CLIMBER	NAVMC 3500.70A
HELICOPTER ROPE SUSPENSION TRAINING MASTER	NAVMC 3500.70A
CQT TEAM MEMBER	NAVMC 3500.61
URBAN SNIPER	NAVMC DIR 3500.87
MARITIME NAVIGATOR	NAVMC 3500.55A
SCOUT SWIMMER	NAVMC 3500.55A
SECURITY ELEMENT MEMBER	NAVMC 3500.61
URBAN R&S TEAM MEMBER	NAVMC 3500.55A

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SAMPLE CERTIFICATION LETTER

Unit Letter Head

From: Commanding Officer

To: _____

Subj: CERTIFICATION AS A XXXX TEAM MEMBER

Ref: (a) MCO XXXX.XX

(b) MCO XXXX.XX

1. Per reference (a), you are hereby certified as a XXXX Team Member. You are to carry out duties in accordance with the references and perform the missions associated with XXXX.
2. Reference (b) delineates your responsibilities with regard to knowledge, skill and proficiency. It also delineates the time intervals in which you need to demonstrate proficiency in the tasks making up your special skill. You are ultimately responsible for maintaining a certified status.
3. This certification is granted in recognition of your professional ability and reflects my confidence in your judgment.
4. Congratulations on a job well done.

I. A. MARINE

