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Subj: MARINE AIR GROUND TASK FORCE PLANNERS TRAINING AND READINESS MANUAL,
(SHORT TITLE: MAGTF PLANNERS T&R MANUAL)

Ref: (a) MCO P3500.72A
(b) MCO 1553.3A
(c) MCRP 3-0A
(d) MCO 1553.2A
(e) MCO 3400.3F
(f) MCO 1553.1B
(g) MCO P1553.4A w/Erratum

1. Purpose. Per references (a) through (g), this T&R Manual establishes training standards, regulations, and practices for Marines in the MAGTF Planners community.

2. Scope

a. Commanders will review, update, and submit unit Mission Essential Task Lists (METLs) per references (b) and (c).

b. Per reference (b), commanders shall conduct an internal assessment of the unit's ability to execute each MET and prepare a definitive plan of attack to achieve MET proficiency by developing long-, mid-, and short-range training plans to achieve proficiency in each MET.

c. Using this T&R Manual and other pertinent references, commanders will conduct evaluations (informal and formal) of their unit's ability to accomplish their METs. These training evaluations will be conducted at appropriate points in the unit's training cycle to determine MET proficiency and adjust training priorities.

d. Formal school directors and commanders will establish or review programs of instruction per reference (d) to ensure compliance with core individual training requirements as set forth in this Directive.

3. Information

a. The training events in this Directive will be used to standardize training throughout the operating forces and establish a framework for assessment of individual training readiness in all environments. It includes individual training standards to be used by unit commanders and formal schools for the development of training plans, curricula, and records of

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training accomplished in order to establish a framework for identifying training achievements, training gaps, and objective assessments of readiness associated with the training of Marines.

b. CG, TECOM will update this T&R Manual as necessary to provide current and relevant training standards to commanders, and to ensure a current Core Capabilities METL is available for use in DRRS by the Marine Corps MAGTF Planners. All questions pertaining to the Marine Corps Ground T&R Program and Unit Training Management should be directed to: Commanding General, TECOM (Ground Training Branch C 469), 1019 Elliot Road, Quantico, VA 22134.

4. Command. This Directive is applicable to the Marine Corps Total Force.

5. Certification. Reviewed and approved this date.


GEORGE F. FLINN
By direction

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CHAPTER 1

OVERVIEW

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CHAPTER 1

OVERVIEW

1000. INTRODUCTION

1. The T&R Program is the Corps' primary tool for planning, conducting and evaluating training, and assessing training readiness. Subject Matter Experts (SMEs) from the operating forces developed core capability Mission Essential Task Lists (METLs) for ground communities derived from the Marine Corps Task List (MCTL). T&R Manuals are built around these METLs and all events contained in T&R Manuals relate directly to this METL. This comprehensive T&R Program will help to ensure the Marine Corps continues to improve its combat readiness by training more efficiently and effectively. Ultimately, this will enhance the Marine Corps' ability to accomplish real-world missions.

2. The T&R Manual contains the individual and collective training requirements to prepare units to accomplish their combat mission. The T&R Manual is not intended to be an encyclopedia that contains every minute detail of how to accomplish training. Instead, it identifies the minimum standards that Marines must be able to perform in combat. The T&R Manual is a fundamental tool for commanders to build and maintain unit combat readiness. Using this tool, leaders can construct and execute an effective training plan that supports the unit's METL. More detailed information on the Marine Corps Ground T&R Program is found in reference (a).

1001. UNIT TRAINING

1. The training of Marines to perform as an integrated unit in combat lies at the heart of the T&R program. Unit and individual readiness are directly related. Individual training and the mastery of individual core skills serve as the building blocks for unit combat readiness. A Marine's ability to perform critical skills required in combat is essential. However, it is not necessary to have all individuals within a unit fully trained in order for that organization to accomplish its assigned tasks. Manpower shortfalls, temporary assignments, leave, or other factors outside the commander's control, often affect the ability to conduct individual training. During these periods, unit readiness is enhanced if emphasis is placed on the individual training of Marines on-hand. Subsequently, these Marines will be mission ready and capable of executing as part of a team when the full complement of personnel is available.

2. Commanders will ensure that all tactical training is focused on their combat mission. The T&R Manual is a tool to help develop the unit's training plan. In most cases, unit training should focus on achieving unit proficiency in the core capabilities METL. However, commanders will adjust their training focus to support METLs associated with a major OPLAN/CONPLAN or named operation as designated by their higher commander and reported accordingly in the Defense Readiness Reporting System (DRRS). Tactical

training will support the METL in use by the commander and be tailored to meet T&R standards. Commanders at all levels are responsible for effective combat training. The conduct of training in a professional manner consistent with Marine Corps standards cannot be over emphasized.

3. Commanders will provide personnel the opportunity to attend formal and operational level courses of instruction as required by this Manual. Attendance at all formal courses must enhance the warfighting capabilities of the unit as determined by the unit commander.

1002. UNIT TRAINING MANAGEMENT

1. Unit Training Management (UTM) is the application of the Systems Approach to Training (SAT) and the Marine Corps Training Principles. This is accomplished in a manner that maximizes training results and focuses the training priorities of the unit in preparation for the conduct of its wartime mission.

2. UTM techniques, described in references (b) and (e), provide commanders with the requisite tools and techniques to analyze, design, develop, implement, and evaluate the training of their unit. The Marine Corps Training Principles, explained in reference (b), provide sound and proven direction and are flexible enough to accommodate the demands of local conditions. These principles are not inclusive, nor do they guarantee success. They are guides that commanders can use to manage unit-training programs. The Marine Corps training principles are:

- Train as you fight
- Make commanders responsible for training
- Use standards-based training
- Use performance-oriented training
- Use mission-oriented training
- Train the MAGTF to fight as a combined arms team
- Train to sustain proficiency
- Train to challenge

3. To maintain an efficient and effective training program, leaders at every level must understand and implement UTM. Guidance for UTM and the process for establishing effective programs are contained in references (a) through (g).

1003. SUSTAINMENT AND EVALUATION OF TRAINING

1. The evaluation of training is necessary to properly prepare Marines for combat. Evaluations are either formal or informal, and performed by members of the unit (internal evaluation) or from an external command (external evaluation).

2. Marines are expected to maintain proficiency in the training events for their MOS at the appropriate grade or billet to which assigned. Leaders are responsible for recording the training achievements of their Marines. Whether it involves individual or collective training events, they must ensure proficiency is sustained by requiring retraining of each event at or

before expiration of the designated sustainment interval. Performance of the training event, however, is not sufficient to ensure combat readiness. Leaders at all levels must evaluate the performance of their Marines and the unit as they complete training events, and only record successful accomplishment of training based upon the evaluation. The goal of evaluation is to ensure that correct methods are employed to achieve the desired standard, or the Marines understand how they need to improve in order to attain the standard. Leaders must determine whether credit for completing a training event is recorded if the standard was not achieved. While successful accomplishment is desired, debriefing of errors can result in successful learning that will allow ethical recording of training event completion. Evaluation is a continuous process that is integral to training management and is conducted by leaders at every level and during all phases of planning and the conduct of training. To ensure training is efficient and effective, evaluation is an integral part of the training plan. Ultimately, leaders remain responsible for determining if the training was effective.

3. The purpose of formal and informal evaluation is to provide commanders with a process to determine a unit's/Marine's proficiency in the tasks that must be performed in combat. Informal evaluations are conducted during every training evolution. Formal evaluations are often scenario-based, focused on the unit's METs, based on collective training standards, and usually conducted during higher-level collective events. References (a) and (f) provide further guidance on the conduct of informal and formal evaluations using the Marine Corps Ground T&R Program.

1004. ORGANIZATION

1. T&R Manuals are organized in one of two methods: unit-based or community-based. Unit-based T&R Manuals are written to support a type of unit (Infantry, Artillery, Tanks, etc.) and contain both collective and individual training standards. Community-based are written to support an Occupational Field, a group of related Military Occupational Specialties (MOSs), or billets within an organization (EOD, NBC, Intel, etc.), and usually only contain individual training standards. T&R Manuals are comprised of chapters that contain unit METs, collective training standards (CTS), and individual training standards (ITS) for each MOS, billet, etc.

2. The Tank T&R Manual is a unit-based manual comprised of 10 chapters. Chapter 2 lists the Core Capability METs and their related Battalion and Company-level events. Chapters 3 through 8 contain collective events. Chapters 9 and 10 contain individual events.

1005. T&R EVENT CODING

1. T&R events are coded for ease of reference. Each event has up-to a 4-4-4-digit identifier. The first up-to four digits are referred to as a "community" and represent the unit type or occupation (TANK, TOW, 1802, etc.). The second up-to four digits represent the functional or duty area (TAC, CMDC, GNNRY, etc.). The last four digits represent the level and sequence of the event.

2. The T&R levels are illustrated in Figure 1. An example of the T&R coding used in this Manual is shown in Figure 2.

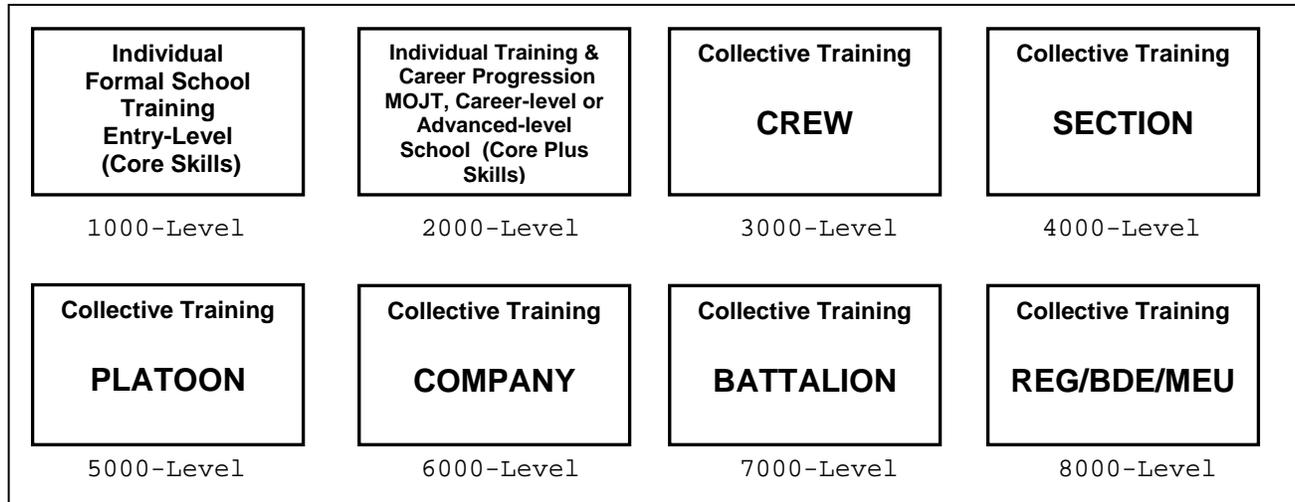


Figure 1: T&R Event Levels

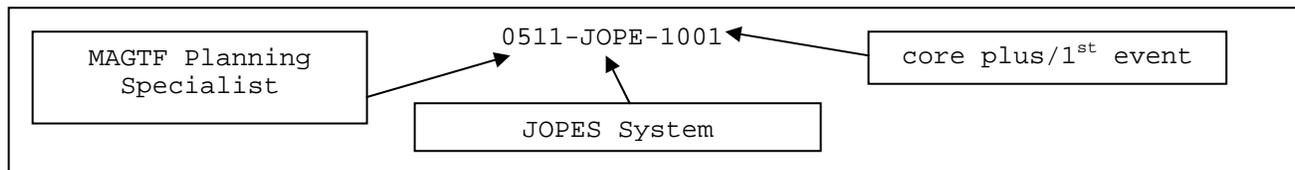


Figure 2: T&R Event Coding

1006. COMBAT READINESS PERCENTAGE

1. The Marine Corps Ground T&R Program includes processes to assess readiness of units and individual Marines. Every unit in the Marine Corps maintains a basic level of readiness based on the training and experience of the Marines in the unit. Even units that never trained together are capable of accomplishing some portion of their missions. Combat readiness assessment does not associate a quantitative value for this baseline of readiness, but uses a "Combat Readiness Percentage", as a method to provide a concise descriptor of the recent training accomplishments of units and Marines.

2. Combat Readiness Percentage (CRP) is the percentage of required training events that a unit or Marine accomplishes within specified sustainment intervals.

3. In unit-based T&R Manuals, unit combat readiness is assessed as a percentage of the successfully completed and current (within sustainment interval) key training events called "Evaluation-Coded" (E-Coded) Events. E-Coded Events and unit CRP calculation are described in follow-on paragraphs. CRP achieved through the completion of E-Coded Events is directly relevant to readiness assessment in DRRS.

4. Individual combat readiness, in both unit-based and community-based T&R Manuals, is assessed as the percentage of required individual events in which a Marine is current. This translates as the percentage of training events for his/her MOS and grade (or billet) that the Marine successfully completes within the directed sustainment interval. Individual skills are developed through a combination of 1000-level training (entry-level formal school courses), individual on-the-job training in 2000-level events, and follow-on formal school training. Skill proficiency is maintained by retraining in each event per the specified sustainment interval.

1007. EVALUATION-CODED (E-CODED) EVENTS

1. Unit-type T&R Manuals can contain numerous unit events, some for the whole unit and others for integral parts that serve as building blocks for training. To simplify training management and readiness assessment, only collective events that are critical components of a mission essential task (MET), or key indicators of a unit's readiness, are used to generate CRP for a MET. These critical or key events are designated in the T&R Manual as Evaluation-Coded (E-Coded) events. Formal evaluation of unit performance in these events is recommended because of their value in assessing combat readiness. Only E-Coded events are used to calculate CRP for each MET.

2. The use of a METL-based training program allows the commander discretion in training. This makes the T&R Manual a training tool rather than a prescriptive checklist.

1008. CRP CALCULATION

1. Collective training begins at the 3000 level (team, crew or equivalent). Unit training plans are designed to accomplish the events that support the unit METL while simultaneously sustaining proficiency in individual core skills. Using the battalion-based (unit) model, the battalion (7000-level) has collective events that directly support a MET on the METL. These collective events are E-Coded and the only events that contribute to unit CRP. This is done to assist commanders in prioritizing the training toward the METL, taking into account resource, time, and personnel constraints.

2. Unit CRP increases after the completion of E-Coded events. The number of E-Coded events for the MET determines the value of each E-Coded event. For example, if there are 4 E-Coded events for a MET, each is worth 25% of MET CRP. MET CRP is calculated by adding the percentage of each completed and current (within sustainment interval) E-Coded training event. The percentage for each MET is calculated the same way and all are added together and divided by the number of METS to determine unit CRP. For ease of calculation, we will say that each MET has 4 E-Coded events, each contributing 25% towards the completion of the MET. If the unit has completed and is current on three of the four E-Coded events for a given MET, then they have completed 75% of the MET. The CRP for each MET is added together and divided by the number of METS to get unit CRP; unit CRP is the average of MET CRP.

For Example:

MET 1: 75% complete (3 of 4 E-Coded events trained)
MET 2: 100% complete (6 of 6 E-Coded events trained)
MET 3: 25% complete (1 of 4 E-Coded events trained)
MET 4: 50% complete (2 of 4 E-Coded events trained)
MET 5: 75% complete (3 of 4 E-Coded events trained)

To get unit CRP, simply add the CRP for each MET and divide by the number of METS:

MET CRP: $75 + 100 + 25 + 50 + 75 = 325$

Unit CRP: $325 \text{ (total MET CRP)} / 5 \text{ (total number of METS)} = 65\%$

1009. T&R EVENT COMPOSITION

1. This section explains each of the components of a T&R event. These items are included in all events in each T&R manual.

a. Event Code (see Sect 1006). The event code is a 4-4-4 character set. For individual training events, the first 4 characters indicate the occupational function. The second 4 characters indicate functional area (TAC, CBTS, VOPS, etc.). The third 4 characters are simply a numerical designator for the event.

b. Event Title. The event title is the name of the event.

c. E-Coded. This is a "yes/no" category to indicate whether or not the event is E-Coded. If yes, the event contributes toward the CRP of the associated MET. The value of each E-Coded event is based on number of E-Coded events for that MET. Refer to paragraph 1008 for detailed explanation of E-Coded events.

d. Supported MET(s). List all METs that are supported by the training event.

e. Sustainment Interval. This is the period, expressed in number of months, between evaluation or retraining requirements. Skills and capabilities acquired through the accomplishment of training events are refreshed at pre-determined intervals. It is essential that these intervals are adhered to in order to ensure Marines maintain proficiency.

f. Billet. Individual training events may contain a list of billets within the community that are responsible for performing that event. This ensures that the billet's expected tasks are clearly articulated and a Marine's readiness to perform in that billet is measured.

g. Grade. Each individual training event will list the rank(s) at which Marines are required to learn and sustain the training event.

h. Initial Training Setting. For Individual T&R Events only, this specifies the location for initial instruction of the training event in one of three categories (formal school, managed on-the-job training, distance

learning). Regardless of the specified Initial Training Setting, any T&R event may be introduced and evaluated during managed on-the-job training.

(1) "FORMAL" - When the Initial Training Setting of an event is identified as "FORMAL" (formal school), the appropriate formal school or training detachment is required to provide initial training in the event. Conversely, formal schools and training detachments are not authorized to provide training in events designated as Initial Training Setting "MOJT" or "DL." Since the duration of formal school training must be constrained to optimize Operating Forces' manning, this element provides the mechanism for Operating Forces' prioritization of training requirements for both entry-level (1000-level) and career-level (2000-level) T&R Events. For formal schools and training detachments, this element defines the requirements for content of courses.

(2) "DL" - Identifies the training event as a candidate for initial training via a Distance Learning product (correspondence course or MarineNet course).

(3) "MOJT" - Events specified for Managed On-the-Job Training are to be introduced to Marines, and evaluated, as part of training within a unit by supervisory personnel.

i. Event Description. Provide a description of the event purpose, objectives, goals, and requirements. It is a general description of an action requiring learned skills and knowledge (e.g. Camouflage the M1A1 Tank).

j. Condition. Describe the condition(s), under which tasks are performed. Conditions are based on a "real world" operational environment. They indicate what is provided (equipment, materials, manuals, aids, etc.), environmental constraints, conditions under which the task is performed, and any specific cues or indicators to which the performer must respond. When resources or safety requirements limit the conditions, this is stated.

k. Standard. The standard indicates the basis for judging effectiveness of the performance. It consists of a carefully worded statement that identifies the proficiency level expected when the task is performed. The standard provides the minimum acceptable performance parameters and is strictly adhered to. The standard for collective events is general, describing the desired end-state or purpose of the event. While the standard for individual events specifically describe to what proficiency level in terms of accuracy, speed, sequencing, quality of performance, adherence to procedural guidelines, etc., the event is accomplished.

l. Event Components. Describe the actions composing the event and help the user determine what must be accomplished and to properly plan for the event.

m. Prerequisite Events. Prerequisites are academic training or other T&R events that must be completed prior to attempting the task. They are lower-level events or tasks that give the individual/unit the skills required to accomplish the event. They can also be planning steps, administrative requirements, or specific parameters that build toward mission accomplishment.

n. Chained Events. Collective T&R events are supported by lower-level collective and individual T&R events. This enables unit leaders to effectively identify subordinate T&R events that ultimately support specific mission essential tasks. When the accomplishment of any upper-level events, by their nature, result in the performance of certain subordinate and related events, the events are "chained." The completion of chained events will update sustainment interval credit (and CRP for E-Coded events) for the related subordinate level events.

o. Related Events. Provide a list of all Individual Training Standards that support the event.

p. References. The training references are utilized to determine task performance steps, grading criteria, and ensure standardization of training procedures. They assist the trainee in satisfying the performance standards, or the trainer in evaluating the effectiveness of task completion. References are also important to the development of detailed training plans.

q. Distance Learning Products (IMI, CBT, MCI, etc.). Include this component when the event can be taught via one of these media methods vice attending a formal course of instruction or receiving MOJT.

r. Support Requirements. This is a list of the external and internal support the unit and Marines will need to complete the event. The list includes, but is not limited to:

- Range(s)/Training Area
- Ordnance
- Equipment
- Materials
- Other Units/Personnel
- Other Support Requirements

s. Miscellaneous. Provide any additional information that assists in the planning and execution of the event. Miscellaneous information may include, but is not limited to:

- Admin Instructions
- Special Personnel Certifications
- Equipment Operating Hours
- Road Miles

2. Community-based T&R manuals have several additional components not found in unit-based T&R manuals. These additions do not apply to this T&R Manual.

1010. CBRNE TRAINING

1. All personnel assigned to the operating force must be trained in chemical, biological, radiological, nuclear, and explosive incident defense (CBRNE), in order to survive and continue their mission in this environment. Individual proficiency standards are defined as survival and basic operating standards. Survival standards are those that the individual must master in order to survive CBRNE attacks. Basic operating standards are those that the

individual, and collectively the unit, must perform to continue operations in a CBRNE environment.

2. In order to develop and maintain the ability to operate in an CBRNE environment, CBRNE training is an integral part of the training plan and events in this T&R Manual. Units should train under CBRNE conditions whenever possible. Per reference (c), all units must be capable of accomplishing their assigned mission in a contaminated environment.

1011. NIGHT TRAINING

1. While it is understood that all personnel and units of the operating force are capable of performing their assigned mission in "every climate and place," current doctrine emphasizes the requirement to perform assigned missions at night and during periods of limited visibility. Basic skills are significantly more difficult when visibility is limited.

2. To ensure units are capable of accomplishing their mission they must train under the conditions of limited visibility. Units should strive to conduct all events in this T&R Manual during both day and night/limited visibility conditions. When there is limited training time available, night training should take precedence over daylight training, contingent on individual, crew, and unit proficiency.

1012. OPERATIONAL RISK MANAGEMENT (ORM)

1. ORM is a process that enables commanders to plan for and minimize risk while still accomplishing the mission. It is a decision making tool used by Marines at all levels to increase operational effectiveness by anticipating hazards and reducing the potential for loss, thereby increasing the probability of a successful mission. ORM minimizes risks to acceptable levels, commensurate with mission accomplishment.

2. Commanders, leaders, maintainers, planners, and schedulers will integrate risk assessment in the decision-making process and implement hazard controls to reduce risk to acceptable levels. Applying the ORM process will reduce mishaps, lower costs, and provide for more efficient use of resources. ORM assists the commander in conserving lives and resources and avoiding unnecessary risk, making an informed decision to implement a course of action (COA), identifying feasible and effective control measures where specific measures do not exist, and providing reasonable alternatives for mission accomplishment. Most importantly, ORM assists the commander in determining the balance between training realism and unnecessary risks in training, the impact of training operations on the environment, and the adjustment of training plans to fit the level of proficiency and experience of Sailors/Marines and leaders. Further guidance for ORM is found in references (b) and (d).

1013. APPLICATION OF SIMULATION

1. Simulations/Simulators and other training devices shall be used when they are capable of effectively and economically supplementing training on the

identified training task. Particular emphasis shall be placed on simulators that provide training that might be limited by safety considerations or constraints on training space, time, or other resources. When deciding on simulation issues, the primary consideration shall be improving the quality of training and consequently the state of readiness. Potential savings in operating and support costs normally shall be an important secondary consideration.

2. Each training event contains information relating to the applicability of simulation. If simulator training applies to the event, then the applicable simulator(s) is/are listed in the "Simulation" section and the CRP for simulation training is given. This simulation training can either be used in place of live training, at the reduced CRP indicated; or can be used as a precursor training for the live event, i.e., weapons simulators, convoy trainers, observed fire trainers, etc. It is recommended that tasks be performed by simulation prior to being performed in a live-fire environment. However, in the case where simulation is used as a precursor for the live event, then the unit will receive credit for the live event CRP only. If a tactical situation develops that precludes performing the live event, the unit would then receive credit for the simulation CRP.

1014. MARINE CORPS GROUND T&R PROGRAM

1. The Marine Corps Ground T&R Program continues to evolve. The vision for Ground T&R Program is to publish a T&R Manual for every readiness-reporting unit so that core capability METs are clearly defined with supporting collective training standards, and to publish community-based T&R Manuals for all occupational fields whose personnel augment other units to increase their combat and/or logistic capabilities. The vision for this program includes plans to provide a Marine Corps training management information system that enables tracking of unit and individual training accomplishments by unit commanders and small unit leaders, automatically computing CRP for both units and individual Marines based upon MOS and rank (or billet). Linkage of T&R Events to the Marine Corps Task List (MCTL), through the core capability METs, has enabled objective assessment of training readiness in the DRRS.

2. DRRS measures and reports on the readiness of military forces and the supporting infrastructure to meet missions and goals assigned by the Secretary of Defense. With unit CRP based on the unit's training toward its METs, the CRP will provide a more accurate picture of a unit's readiness. This will give fidelity to future funding requests and factor into the allocation of resources. Additionally, the Ground T&R Program will help to ensure training remains focused on mission accomplishment and that training readiness reporting is tied to units' METLs.

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CHAPTER 2

MISSION ESSENTIAL TASKS MATRIX

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CHAPTER 2

MISSION ESSENTIAL TASKS MATRIX

2000. MAGTF PLANNERS MISSION ESSENTIAL TASKS MATRIX. The MAGTF Planners Mission Essential Task List (METL) Table includes the designated MET number. The MAGTF Planners community does not have units (collective) events, therefore there are no events linked to the Mission Essential Task List (METL).

METL (MISSION ESSENTIAL TASK LIST)

MET 1. Plan MAGTF level movements
MET 2. Operate planning software
MET 3. Communicate plans

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CHAPTER 3

MOS 0502 INDIVIDUAL EVENTS

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CHAPTER 3

MOS 0502 INDIVIDUAL EVENTS

3000. PURPOSE. This chapter details the individual events that pertain to MOS 0502, Force Deployment Planning and Execution Officer. These events are linked to a service-level Mission Essential Tasks (MET). This linkage tailors individual training for the selected MET. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

3001. EVENT CODING. Events in the T&R Manual are depicted with a 12 field alphanumeric system, i.e. 0502-COMM-1001. This chapter utilizes the following methodology:

a. Field one - Each event in this chapter begins with "0502" indicating that the event is for the Force Deployment Planning and Execution Officer.

b. Field two - This field is alpha characters indicating a functional area. Functional areas for Force Deployment Planning and Execution Officer are:

COMM - Communication
JFRG - Joint Force Requirements Generator events
JOPE - Joint Operations Planning and Execution System events
PLAN - Planning
SCTY - Security

c. Field three - This field provides task level and numerical sequencing.

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0502-PLAN-1011	Develop Time-Phased Force and Deployment Data (TPFDD) guidance	3-10
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3004. 1000-LEVEL EVENTS

0502-COMM-1001: Access information using Secret Internet Protocol Router Network (SIPRNET)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0502

BILLETS: MAGTF Plans Officer

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an FDP&E suite, access to the SIPRNET, a request for information and without the aid of references.

STANDARD: So that all the requested information is retrieved in performance step sequence in the time allotted.

PERFORMANCE STEPS:

1. Access FDP&E suite.
2. Activate Web browser.
3. Search SIPRNET websites and databases for desired information.
4. Display the information in the requested format to satisfy the request.

RELATED EVENTS:

0502-COMM-1007	0502-PLAN-1011	0502-COMM-1005
0502-COMM-1004	0502-COMM-1003	0502-COMM-1002
0502-PLAN-1022	0502-PLAN-1021	0502-PLAN-1020
0502-PLAN-1019	0502-PLAN-1018	0502-PLAN-1017
0502-PLAN-1016	0502-PLAN-1015	0502-PLAN-1013
0502-PLAN-1014	0502-PLAN-1012	0502-COMM-1006

REFERENCES:

1. LOCAL COMM SOP Local Command Communications Standing Operating Procedures
-

0502-COMM-1002: Retrieve newsgroup message traffic

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an FDP&E suite, access to the SIPRNET, access to newsgroups, a request for a newsgroup message and without the aid of references.

STANDARD: So that all the requested messages are retrieved from the newsgroup server in performance step sequence in the time allotted.

PERFORMANCE STEPS:

1. Access FDP&E suite.
2. Access the newsgroup server.
3. Select the requested message from the server.
4. Provide the message in the requested format.

PREREQUISITE EVENTS:

0502-COMM-1001

RELATED EVENTS:

0502-COMM-1007	0502-PLAN-1011	0502-COMM-1005
0502-COMM-1004	0502-COMM-1003	0502-COMM-1001
0502-PLAN-1022	0502-PLAN-1021	0502-PLAN-1020
0502-PLAN-1019	0502-PLAN-1018	0502-PLAN-1017
0502-PLAN-1016	0502-PLAN-1015	0502-PLAN-1013
0502-PLAN-1014	0502-PLAN-1012	0502-COMM-1006

REFERENCES:

1. LOCAL COMM SOP Local Command Communications Standing Operating Procedures
-

0502-COMM-1003: Review newsgroup traffic

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0502

BILLETS: MAGTF Plans Officer

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an FDP&E suite, access to the SIPRNET, access to newsgroups and without the aid of references.

STANDARD: Checking each message server for new message traffic in accordance with the references in performance step sequence in the allotted time.

PERFORMANCE STEPS:

1. Login to FDP&E suite.
2. Access newsgroup servers.
3. Review each new message in each server as required.

PREREQUISITE EVENTS:

0502-COMM-1002 0502-COMM-1001

RELATED EVENTS:

0502-COMM-1007	0502-PLAN-1011	0502-COMM-1005
0502-COMM-1004	0502-COMM-1002	0502-COMM-1001
0502-PLAN-1022	0502-PLAN-1021	0502-PLAN-1020
0502-PLAN-1019	0502-PLAN-1018	0502-PLAN-1017
0502-PLAN-1015	0502-PLAN-1016	0502-PLAN-1014
0502-PLAN-1013	0502-PLAN-1012	0502-COMM-1006

REFERENCES:

1. LOCAL COMM SOP Local Command Communications Standing Operating Procedures
 2. LOCAL FDP&E SOP Local Command Force Deployment Planning and Execution Standing Operating Procedures
-

0502-COMM-1004: Create a newsgroup message

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0502

BILLETS: MAGTF Plans Officer

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an FDP&E suite, access to the SIPRNET, access to newsgroups, a request to draft a newsgroup message and without the aid of references.

STANDARD: In performance step sequence without grammatical or spelling error, in the time allotted.

PERFORMANCE STEPS:

1. Access FDP&E suite.
2. Access newsgroups.
3. Select Create New Message.
4. Input message head, body, and closing.
5. Review the message, checking for errors in format and content.

PREREQUISITE EVENTS:

0502-COMM-1001 0502-COMM-1003 0502-COMM-1002

RELATED EVENTS:

0502-COMM-1007	0502-PLAN-1011	0502-COMM-1006
0502-COMM-1003	0502-COMM-1002	0502-COMM-1001
0502-PLAN-1022	0502-PLAN-1021	0502-PLAN-1020
0502-PLAN-1019	0502-PLAN-1018	0502-PLAN-1017
0502-PLAN-1016	0502-PLAN-1014	0502-PLAN-1013
0502-PLAN-1015	0502-PLAN-1012	0502-COMM-1005

REFERENCES:

1. LOCAL COMM SOP Local Command Communications Standing Operating Procedures
 2. LOCAL FDP&E SOP Local Command Force Deployment Planning and Execution Standing Operating Procedures
-

0502-COMM-1005: Release a formatted newsgroup message

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0502

BILLETS: MAGTF Plans Officer

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an FDP&E suite, access to the SIPRNET, access to newsgroups, an approved message for release, the requirement to release the message, and without the aid of references.

STANDARD: So that all intended recipients receive the message, in performance step sequence in accordance with the references and in the time allotted.

PERFORMANCE STEPS:

1. Access FDP&E suite.
2. Access the newsgroup server to which the message is to be posted.
3. Import the approved message for release.
4. Refresh the newsgroup server to ensure the message has posted.
5. Transmit the message, releasing it to the server.
6. View the message to ensure the message is posted correctly.

PREREQUISITE EVENTS:

0502-COMM-1001	0502-COMM-1004	0502-COMM-1003
0502-COMM-1002		

RELATED EVENTS:

0502-COMM-1007	0502-PLAN-1011	0502-COMM-1004
0502-COMM-1003	0502-COMM-1002	0502-COMM-1001
0502-PLAN-1019	0502-PLAN-1022	0502-PLAN-1021
0502-PLAN-1020	0502-PLAN-1018	0502-PLAN-1017
0502-PLAN-1016	0502-PLAN-1015	0502-PLAN-1014
0502-PLAN-1013	0502-PLAN-1012	0502-COMM-1006

REFERENCES:

1. LOCAL COMM SOP Local Command Communications Standing Operating Procedures
2. LOCAL FDP&E SOP Local Command Force Deployment Planning and Execution Standing Operating Procedures

0502-COMM-1006: Prepare a formal message

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0502

BILLETS: MAGTF Plans Officer

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an FDP&E suite, access to the SIPRNET, access to the message server, a request for a formal message and without the aid of references.

STANDARD: Ensuring the message conforms to the format of a formal message, without grammatical or spelling errors, in performance step sequence, in the time allotted, and in accordance with the references.

PERFORMANCE STEPS:

1. Create a message draft using a text editor or DMS editor.
2. Route the message draft to the appropriate staff section(s) for review and/or comment.
3. Make required corrections and/or changes.
4. Present the message to approving authority(ies) for review.

RELATED EVENTS:

0502-COMM-1001	0502-PLAN-1013	0502-COMM-1005
0502-COMM-1004	0502-COMM-1003	0502-COMM-1002
0502-PLAN-1011	0502-PLAN-1012	0502-PLAN-1022
0502-PLAN-1021	0502-PLAN-1020	0502-PLAN-1019
0502-PLAN-1018	0502-PLAN-1017	0502-PLAN-1016
0502-PLAN-1015	0502-PLAN-1014	0502-COMM-1007

REFERENCES:

1. LOCAL COMM SOP Local Command Communications Standing Operating Procedures
2. LOCAL FDP&E SOP Local Command Force Deployment Planning and Execution Standing Operating Procedures

0502-COMM-1007: Transmit formal messages

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0502

BILLETS: MAGTF Plans Officer

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an FDP&E suite, access to the SIPRNET, access to the message server, an approved message for release, and without the aid of references.

STANDARD: ensuring the message has posted to the message server in accordance with the references.

PERFORMANCE STEPS:

1. Receive approved message for release.
2. Transmit the message.
3. Retrieve the released message.
4. Capture the Date Time Group of the message.

5. Review the message to ensure proper transmission.
6. Inform superiors of message release.

PREREQUISITE EVENTS:

0502-COMM-1006 0502-COMM-1001

RELATED EVENTS:

0502-COMM-1006	0502-PLAN-1011	0502-COMM-1004
0502-COMM-1003	0502-COMM-1002	0502-COMM-1001
0502-PLAN-1022	0502-PLAN-1021	0502-PLAN-1020
0502-PLAN-1019	0502-PLAN-1018	0502-PLAN-1017
0502-PLAN-1016	0502-PLAN-1015	0502-PLAN-1014
0502-PLAN-1013	0502-PLAN-1012	0502-COMM-1005

REFERENCES:

1. LOCAL COMM SOP Local Command Communications Standing Operating Procedures
2. LOCAL FDP&E SOP Local Command Force Deployment Planning and Execution Standing Operating Procedures

0502-PLAN-1011: Develop Time-Phased Force and Deployment Data (TPFDD) guidance

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0502

BILLETS: MAGTF Plans Officer

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an FDP&E suite with access to the SIPRNET/NIPRNET, supporting and/or supported commanders TPFDD guidance, and with the aid of references.

STANDARD: In TPFDD guidance format, in accordance with the references, in performance step sequence in the time allotted.

PERFORMANCE STEPS:

1. Review the supported/supporting commanders TPFDD LOI.
2. Draft TPFDD guidance.
3. Disseminate TPFDD guidance.

RELATED EVENTS:

0502-COMM-1007	0502-PLAN-1012	0502-COMM-1005
0502-COMM-1004	0502-COMM-1003	0502-COMM-1002
0502-COMM-1001	0502-PLAN-1022	0502-PLAN-1021
0502-PLAN-1020	0502-PLAN-1019	0502-PLAN-1018
0502-PLAN-1017	0502-PLAN-1015	0502-PLAN-1016
0502-PLAN-1014	0502-PLAN-1013	0502-COMM-1006

REFERENCES :

1. CJCSM 3122.01 Joint Operational Planning And Execution System
 2. CJCSM 3122.02 Joint Operation Planning and Execution System (JOPES), Volume III, (Crisis Action Time-Phased Force and Deployment Data Development and Deployment Execution)
 3. CJCSM 3122.03 Joint Operations Planning and Execution System Volume II (Planning Formats and Guidance)
 4. LOCAL FDP&E SOP Local Command Force Deployment Planning and Execution Standing Operating Procedures
 5. NAVMC/MCO 3000.18 Marine Corps Planner's Manual
 6. TPFDD LOI Supporting/Supported TPFDD LOI
-

0502-PLAN-1012: Analyze requirement scheduling and movement data

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0502

BILLETS: MAGTF Plans Officer

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an FDP&E suite with access to the SIPRNET/NIPRNET, supporting and/or supported commanders TPFDD guidance, a force movement report, and with the aid of references.

STANDARD: Ensuring requirement movement detail supports the commander's concept of operations, in the time allotted, in accordance with the references.

PERFORMANCE STEPS:

1. Review Concept of Operations.
2. Review Scheduling and Movement report(s).
3. Compare Concept of Operations to Scheduling and Movement report(s) to ensure accuracy.
4. Identify discrepancies and lift shortfalls.
5. Correct discrepancies and lift shortfalls at appropriate level of command.

RELATED EVENTS:

0502-COMM-1007	0502-PLAN-1011	0502-COMM-1005
0502-COMM-1004	0502-COMM-1003	0502-COMM-1002
0502-COMM-1001	0502-PLAN-1022	0502-PLAN-1021
0502-PLAN-1020	0502-PLAN-1019	0502-PLAN-1018
0502-PLAN-1017	0502-PLAN-1016	0502-PLAN-1015
0502-PLAN-1014	0502-PLAN-1013	0502-COMM-1006

REFERENCES :

1. CJCSM 3122.01 Joint Operational Planning And Execution System
2. CJCSM 3122.02 Joint Operation Planning and Execution System (JOPES), Volume III, (Crisis Action Time-Phased Force and Deployment Data Development and Deployment Execution)

3. CJCSM 3122.03 Joint Operations Planning and Execution System Volume II (Planning Formats and Guidance)
4. LOCAL FDP&E SOP Local Command Force Deployment Planning and Execution Standing Operating Procedures
5. NAVMC/MCO 3000.18 Marine Corps Planner's Manual
6. TPFDD LOI Supporting/Supported TPFDD LOI

0502-PLAN-1013: Verify Time-Phased Force and Deployment Data (TPFDD) Unit Line Number (ULN) structure

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0502

BILLETS: MAGTF Plans Officer

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an FDP&E suite with access to the SIPRNET/NIPRNET, supporting and/or supported commanders TPFDD guidance, and with the aid of references.

STANDARD: Ensuring the naming convention supports the concept outlined in the references, in performance step sequence, in the time allotted.

PERFORMANCE STEPS:

1. Review ULN structure development procedures contained in the references.
2. Review the report that contains the current ULN structure.
3. Ensure ULN structure complies with guidance.

RELATED EVENTS:

0502-COMM-1007	0502-PLAN-1011	0502-COMM-1005
0502-COMM-1004	0502-COMM-1003	0502-COMM-1002
0502-COMM-1001	0502-PLAN-1022	0502-PLAN-1021
0502-PLAN-1020	0502-PLAN-1019	0502-PLAN-1018
0502-PLAN-1017	0502-PLAN-1016	0502-PLAN-1015
0502-PLAN-1014	0502-PLAN-1012	0502-COMM-1006

REFERENCES:

1. CJCSM 3122.02 Joint Operation Planning and Execution System (JOPES), Volume III, (Crisis Action Time-Phased Force and Deployment Data Development and Deployment Execution)
2. CJCSM 3150.16 Joint Operation Planning and Execution System Reporting Structure (JOPSREP)
3. NAVMC/MCO 3000.18 Marine Corps Planner's Manual

0502-PLAN-1014: Operate Joint Operation Planning and Execution System (JOPES) applications

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0502

BILLETS: MAGTF Plans Officer

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an FDP&E suite with access to JOPES, and with the aid of references.

STANDARD: Navigating within all applications that reside within JOPES in accordance with the references, in performance step sequence.

PERFORMANCE STEPS:

1. Access the FDP&E suite.
2. Activate desired JOPES application.
3. Maneuver within JOPES application.
4. Generate reports.
5. Properly close JOPES applications.
6. Log out of the FDP&E suite.

RELATED EVENTS:

0502-COMM-1007	0502-PLAN-1011	0502-COMM-1005
0502-COMM-1004	0502-COMM-1003	0502-COMM-1002
0502-COMM-1001	0502-PLAN-1022	0502-PLAN-1021
0502-PLAN-1020	0502-PLAN-1019	0502-PLAN-1018
0502-PLAN-1017	0502-PLAN-1016	0502-PLAN-1015
0502-PLAN-1013	0502-PLAN-1012	0502-COMM-1006

REFERENCES:

1. JOPES USERS GUIDE JOPES Users Guide
2. LOCAL FDP&E SOP Local Command Force Deployment Planning and Execution Standing Operating Procedures
3. ONLINE APP HELP Online Application Assistance

0502-PLAN-1015: Analyze level four force deployment data

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0502

BILLETS: MAGTF Plans Officer

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an FDP&E suite with access to the SIPRNET/NIPRNET, supporting and/or supported commanders TPFDD guidance, level four requirements reports, and with the aid of references.

STANDARD: Ensuring that the level four details identified in the references matches the level four detail contained within each requirement, in accordance with the references.

PERFORMANCE STEPS:

1. Review the references to determine requirements.
2. Obtain a requirements report that contains level four details.
3. Compare the requirement with the detail within each ULN listed in the report.
4. Identify errors.

RELATED EVENTS:

0502-COMM-1007	0502-PLAN-1011	0502-COMM-1005
0502-COMM-1004	0502-COMM-1003	0502-COMM-1002
0502-COMM-1001	0502-PLAN-1022	0502-PLAN-1021
0502-PLAN-1020	0502-PLAN-1019	0502-PLAN-1018
0502-PLAN-1017	0502-PLAN-1016	0502-PLAN-1014
0502-PLAN-1013	0502-PLAN-1012	0502-COMM-1006

REFERENCES:

1. CJCSM 3122.01 Joint Operational Planning And Execution System
2. CJCSM 3122.02 Joint Operation Planning and Execution System (JOPES), Volume III, (Crisis Action Time-Phased Force and Deployment Data Development and Deployment Execution)
3. CJCSM 3122.03 Joint Operations Planning and Execution System Volume II (Planning Formats and Guidance)
4. JOPES USERS GUIDE JOPES Users Guide
5. LOCAL FDP&E SOP Local Command Force Deployment Planning and Execution Standing Operating Procedures
6. NAVMC/MCO 3000.18 Marine Corps Planner's Manual
7. ONLINE APP HELP Online Application Assistance
8. TPFDD LOI Supporting/Supported TPFDD LOI

0502-PLAN-1016: Prepare an Operations Plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0502

BILLETS: MAGTF Plans Officer

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an FDP&E suite with access to the SIPRNET/NIPRNET, supporting and/or supported commanders Operations Plan, and with the aid of references.

STANDARD: In performance step sequence, in the time allotted, in accordance with the references.

PERFORMANCE STEPS:

1. Receive the tasking from appropriate authority.
2. Complete the mission analysis process for the tasking and/or required support.
3. Complete the Course of Action (COA) development process.
4. Conduct a COA wargame for each COA developed.
5. Complete COA comparison and decision process.
6. Complete the orders development process.
7. Prepare the operations plan.

RELATED EVENTS:

0502-COMM-1007	0502-PLAN-1011	0502-COMM-1005
0502-COMM-1004	0502-COMM-1003	0502-COMM-1002
0502-COMM-1001	0502-PLAN-1022	0502-PLAN-1021
0502-PLAN-1020	0502-PLAN-1019	0502-PLAN-1018
0502-PLAN-1017	0502-PLAN-1015	0502-PLAN-1014
0502-PLAN-1013	0502-PLAN-1012	0502-COMM-1006

REFERENCES:

1. CJCSM 3122.01 Joint Operational Planning And Execution System
2. CJCSM 3122.02 Joint Operation Planning and Execution System (JOPES), Volume III, (Crisis Action Time-Phased Force and Deployment Data Development and Deployment Execution)
3. CJCSM 3122.03 Joint Operations Planning and Execution System Volume II (Planning Formats and Guidance)
4. FORCESFOR SecDef MEMO; Forces for Unified Commands
5. JP 0-2 Unified Action Armed Forces (UNAAF)
6. JP 3-0 Joint Doctrine for Joint Operations
7. JP 3-35 Joint Deployment and Redeployment Operations
8. JP 5-0 Doctrine for Planning Joint Operations
9. JP 5-00.2 JOINT TASK FORCE PLANNING GUIDANCE AND PROCEDURES
10. MCDP 5 Planning
11. MCWP 5-1 Marine Corps Planning Process
12. NAVMC/MCO 3000.18 Marine Corps Planner's Manual

0502-PLAN-1017: Prepare Concept Plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0502

BILLETS: MAGTF Plans Officer

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an FDP&E suite with access to the SIPRNET/NIPRNET, supporting and/or supported commanders guidance, and with the aid of references.

STANDARD: In performance step sequence, in the time allotted, and in accordance with the references.

PERFORMANCE STEPS:

1. Receive the tasking from appropriate authority.
2. Complete the mission analysis process for the tasking and/or required support.
3. Complete the Course of Action (COA) development process.
4. Conduct a COA wargame for each COA developed.
5. Complete COA comparison and decision process.
6. Complete the orders development process.
7. Prepare the Concept Plan.

RELATED EVENTS:

0502-PLAN-1022	0502-PLAN-1021	0502-PLAN-1020
0502-PLAN-1016	0502-PLAN-1018	0502-PLAN-1017
0502-PLAN-1019		

REFERENCES:

1. CJCSM 3122.01 Joint Operational Planning And Execution System
2. CJCSM 3122.02 Joint Operation Planning and Execution System (JOPES), Volume III, (Crisis Action Time-Phased Force and Deployment Data Development and Deployment Execution)
3. CJCSM 3122.03 Joint Operations Planning and Execution System Volume II (Planning Formats and Guidance)
4. JP 0-2 Unified Action Armed Forces (UNAAF)
5. JP 3-0 Joint Doctrine for Joint Operations
6. JP 3-35 Joint Deployment and Redeployment Operations
7. JP 5-0 Doctrine for Planning Joint Operations
8. JSCP Joint Strategic Capabilities Plan
9. MCDP 5 Planning
10. MCWP 5-1 Marine Corps Planning Process
11. NAVMC/MCO 3000.18 Marine Corps Planner's Manual

0502-PLAN-1018: Prepare Supporting Plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0502

BILLETS: MAGTF Plans Officer

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an FDP&E suite with access to the SIPRNET/NIPRNET, supporting and/or supported commanders' guidance. and with the aid of references.

STANDARD: In performance step sequence, in the time allotted, ensuring support of the existing plan while maintaining the Commander's Intent, in accordance with the references.

PERFORMANCE STEPS:

1. Receive the tasking from appropriate authority.
2. Complete the mission analysis process for the tasking and/or required support.
3. Complete the Course of Action (COA) development process.
4. Conduct a COA wargame for each COA developed.
5. Complete COA comparison and decision process.
6. Complete the orders development process.
7. Prepare the Supporting Plan.

RELATED EVENTS:

0502-PLAN-1022	0502-PLAN-1017	0502-PLAN-1019
0502-PLAN-1020	0502-PLAN-1021	

REFERENCES:

1. CJCSM 3122.01 Joint Operational Planning And Execution System
2. CJCSM 3122.02 Joint Operation Planning and Execution System (JOPES), Volume III, (Crisis Action Time-Phased Force and Deployment Data Development and Deployment Execution)
3. CJCSM 3122.03 Joint Operations Planning and Execution System Volume II (Planning Formats and Guidance)
4. JP 0-2 Unified Action Armed Forces (UNAAF)
5. JP 3-0 Joint Doctrine for Joint Operations
6. JP 3-35 Joint Deployment and Redeployment Operations
7. JP 5-0 Doctrine for Planning Joint Operations
8. JP 5-00.2 JOINT TASK FORCE PLANNING GUIDANCE AND PROCEDURES
9. MCDP 5 Planning
10. MCWP 5-1 Marine Corps Planning Process
11. NAVMC/MCO 3000.18 Marine Corps Planner's Manual

0502-PLAN-1019: Prepare a Warning Order

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0502

BILLETS: MAGTF Plans Officer

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an FDP&E suite with access to the SIPRNET/NIPRNET, supporting and/or supported commanders' guidance, and with the aid of references.

STANDARD: In performance step sequence, in the time allotted, ensuring the warning order captures the commander's initial guidance and concept in accordance with the references.

PERFORMANCE STEPS:

1. Receive the tasking from appropriate authority.
2. Receive a Warning Order from higher authority.

3. Analyze the Warning Order from higher authority.
4. Coordinate staff actions.
5. Prepare the Warning Order.

RELATED EVENTS:

0502-PLAN-1022	0502-PLAN-1021	0502-PLAN-1016
0502-PLAN-1018	0502-PLAN-1017	0502-PLAN-1020

REFERENCES:

1. CJCSM 3122.01 Joint Operational Planning And Execution System
2. CJCSM 3122.02 Joint Operation Planning and Execution System (JOPES), Volume III, (Crisis Action Time-Phased Force and Deployment Data Development and Deployment Execution)
3. CJCSM 3122.03 Joint Operations Planning and Execution System Volume II (Planning Formats and Guidance)
4. JP 0-2 Unified Action Armed Forces (UNAAF)
5. JP 3-0 Joint Doctrine for Joint Operations
6. JP 3-35 Joint Deployment and Redeployment Operations
7. JP 5-0 Doctrine for Planning Joint Operations
8. JP 5-00.2 JOINT TASK FORCE PLANNING GUIDANCE AND PROCEDURES
9. MCDP 5 Planning
10. MCWP 5-1 Marine Corps Planning Process
11. NAVMC/MCO 3000.18 Marine Corps Planner's Manual

0502-PLAN-1020: Prepare a Prepare-to-Deploy Order

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0502

BILLETS: MAGTF Plans Officer

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an FDP&E suite with access to the SIPRNET/NIPRNET, supporting and/or supported commanders guidance, and with the aid of references.

STANDARD: In performance step sequence, in the time allotted, ensuring associated deployment information and guidance resides within the order in accordance with the references.

PERFORMANCE STEPS:

1. Receive the tasking from appropriate authority.
2. Complete the mission analysis process for the tasking and/or required support.
3. Complete the Course of Action (COA) development process.
4. Conduct a COA wargame for each COA developed.
5. Complete COA comparison and decision process.
6. Complete the orders development process.
7. Prepare the Prepare-to-Deploy Order.

RELATED EVENTS:

0502-PLAN-1022	0502-PLAN-1021	0502-PLAN-1017
0502-PLAN-1018	0502-PLAN-1019	

REFERENCES:

1. CJCSM 3122.01 Joint Operational Planning And Execution System
 2. CJCSM 3122.02 Joint Operation Planning and Execution System (JOPES), Volume III, (Crisis Action Time-Phased Force and Deployment Data Development and Deployment Execution)
 3. CJCSM 3122.03 Joint Operations Planning and Execution System Volume II (Planning Formats and Guidance)
 4. JP 0-2 Unified Action Armed Forces (UNAAF)
 5. JP 3-0 Joint Doctrine for Joint Operations
 6. JP 3-35 Joint Deployment and Redeployment Operations
 7. JP 5-0 Doctrine for Planning Joint Operations
 8. JP 5-00.2 JOINT TASK FORCE PLANNING GUIDANCE AND PROCEDURES
 9. MCDP 5 Planning
 10. MCWP 5-1 Marine Corps Planning Process
 11. NAVMC/MCO 3000.18 Marine Corps Planner's Manual
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0502-PLAN-1021: Prepare a Deployment Order

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0502

BILLETS: MAGTF Plans Officer

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an FDP&E suite with access to the SIPRNET/NIPRNET, supporting and/or supported commanders guidance, and with the aid of references.

STANDARD: In performance step sequence, in the time allotted, ensuring deployment information is issued to subordinate units, in accordance with the references.

PERFORMANCE STEPS:

1. Receive the tasking from appropriate authority.
2. Complete the mission analysis process for the tasking and/or required support.
3. Complete the Course of Action (COA) development process.
4. Conduct a COA wargame for each COA developed.
5. Complete COA comparison and decision process.
6. Complete the orders development process.
7. Prepare the Deployment Order.

RELATED EVENTS:

0502-PLAN-1020	0502-PLAN-1019	0502-PLAN-1016
0502-PLAN-1017	0502-PLAN-1018	

REFERENCES :

1. CJCSM 3122.01 Joint Operational Planning And Execution System
 2. CJCSM 3122.02 Joint Operation Planning and Execution System (JOPES), Volume III, (Crisis Action Time-Phased Force and Deployment Data Development and Deployment Execution)
 3. CJCSM 3122.03 Joint Operations Planning and Execution System Volume II (Planning Formats and Guidance)
 4. JP 0-2 Unified Action Armed Forces (UNAAF)
 5. JP 3-0 Joint Doctrine for Joint Operations
 6. JP 3-35 Joint Deployment and Redeployment Operations
 7. JP 5-0 Doctrine for Planning Joint Operations
 8. JP 5-00.2 JOINT TASK FORCE PLANNING GUIDANCE AND PROCEDURES
 9. MCDP 5 Planning
 10. MCWP 5-1 Marine Corps Planning Process
 11. NAVMC/MCO 3000.18 Marine Corps Planner's Manual
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0502-PLAN-1022: Define command relationships for joint operations for subordinate commands

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0502

BILLETS: MAGTF Plans Officer

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the commanders guidance and/or an Operations Plan, Concept Plan, Functional Plan, Warning Order, Execute Order, Prepare-to-Deploy Order, or Deployment Order, and with the aid of references.

STANDARD: In performance step sequence, in the time allotted, identifying established relationships for supported and supporting commands, in accordance with the references.

PERFORMANCE STEPS:

1. Analyze the references that establish command relationships.

REFERENCES :

1. CJCSM 3122.01 Joint Operational Planning And Execution System
2. CJCSM 3122.02 Joint Operation Planning and Execution System (JOPES), Volume III, (Crisis Action Time-Phased Force and Deployment Data Development and Deployment Execution)
3. CJCSM 3122.03 Joint Operations Planning and Execution System Volume II (Planning Formats and Guidance)
4. JP 3-0 Joint Doctrine for Joint Operations
5. JP 3-35 Joint Deployment and Redeployment Operations
6. JP 5-0 Doctrine for Planning Joint Operations
7. JP 5-00.2 JOINT TASK FORCE PLANNING GUIDANCE AND PROCEDURES
8. MCDP 5 Planning
9. MCWP 5-1 Marine Corps Planning Process
10. NAVMC/MCO 3000.18 Marine Corps Planner's Manual

MAGTF PLANNERS T&R MANUAL

CHAPTER 4

MOS 0511 INDIVIDUAL EVENTS

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MAGTF PLANNERS T&R MANUAL

CHAPTER 4

MOS 0511 INDIVIDUAL EVENTS

4000. PURPOSE. This chapter details the individual events that pertain to MAGTF Planning Specialist. These events are linked to a service-level Mission Essential Tasks (MET). This linkage tailor's individual training for the selected MET. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

4001. EVENT CODING. Events in the T&R Manual are depicted with a 12 field alphanumeric system, i.e. 0502-COMM-1001. This chapter utilizes the following methodology:

a. Field one - Each event in this chapter begins with "0511" indicating that the event is for MAGTF Planning Specialist.

b. Field two - This field is alpha characters indicating functional area. Functional areas for the MAGTF Planning Specialist are:

COMM - Communication
JFRG - Joint Force Requirements Generator events
JOPE - Joint Operations Planning and Execution System events
PLAN - Planning
SCTY - Security

c. Field three - This field provides task level and numerical sequencing.

4002. INDEX OF EVENTS BY MOS

EVENT	TITLE	PAGE
0511-COMM-1001	Access networked information	4-5
0511-COMM-1002	Utilize newsgroups	4-5
0511-COMM-1003	Utilize formal message application	4-6
0511-JFRG-1011	Operate the Joint Forces Requirements Generator II	4-7
0511-JOPE-1021	Operate the JOPES Editing Tool (JET)	4-8
0511-JOPE-1022	Operate Web Scheduling and Movement	4-9
0511-JOPE-1023	Generate reports	4-10
0511-PLAN-1031	Coordinate planning activities	4-11
0511-PLAN-1032	Extract information from an Operations Plan	4-12
0511-PLAN-1033	Assemble an Operations Order	4-13
0511-PLAN-1034	Define the data elements of a Time Phased Force and Deployment Data (TPFDD)	4-14
0511-SCTY-1041	Control physical access to sensitive areas	4-15
0511-SCTY-1042	Manage classified material	4-16

4003. INDEX OF EVENTS BY FUNCTIONAL AREA

COMM	Communications	PAGE
0511-COMM-1001	Access networked information	4-5
0511-COMM-1002	Utilize newsgroups	4-5
0511-COMM-1003	Utilize formal message application	4-6
JFRG	Joint Force Requirements Generator	
0511-JFRG-1011	Operate the Joint Forces Requirements Generator II	4-7
JOPE	Joint Operations Planning and Execution System	
0511-JOPE-1021	Operate the JOPES Editing Tool (JET)	4-8
0511-JOPE-1022	Operate Web Scheduling and Movement	4-9
0511-JOPE-1023	Generate reports	4-10
PLAN	Planning	
0511-PLAN-1031	Coordinate planning activities	4-11
0511-PLAN-1032	Assemble an operations plan	4-12
0511-PLAN-1033	Assemble an operations order	4-13
0511-PLAN-1034	Define the data elements of a Time Phased Force and Deployment Data (TPFDD)	4-14
SCTY	Security	
0511-SCTY-1041	Control physical access to sensitive areas	4-15
0511-SCTY-1042	Manage classified material	4-16

4004. 1000-LEVEL EVENTS

0511-COMM-1001: Access networked information

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marines are introduced to both classified and unclassified government networks.

MOS PERFORMING: 0500, 0511

BILLETS: MAGTF Planning Specialist

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to a computer network, and without the aid of references.

STANDARD: Retrieving the requested information in the time allotted. and without the aid of references.

PERFORMANCE STEPS:

1. Access the shared network environment.
2. Determine the location of the data to be accessed.
3. Retrieve the data.

PREREQUISITE EVENTS:

0511-SCTY-1041 0511-SCTY-1042

RELATED EVENTS:

0511-COMM-1002	0511-SCTY-1042	0511-SCTY-1041
0511-PLAN-1033	0511-JOPE-1021	0511-PLAN-1031
0511-JFRG-1011	0511-JOPE-1022	0511-PLAN-1032

REFERENCES:

1. Online application help
2. Users Guides/Instructions/Manuals

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Marines must have the appropriate security clearances to access classified networks.

0511-COMM-1002: Utilize newsgroups

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This portion of instruction teaches the proper methods to access, retrieve, prepare, and transmit a newsgroup message.

MOS PERFORMING: 0500, 0511

BILLETS: MAGTF Planning Specialist

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Global Command and Control System (GCCS) operating environment, access to the SIPRNET, and access to newsgroups.

STANDARD: Ensuring the newsgroup server is updated with the released newsgroup message per the references.

PERFORMANCE STEPS:

1. Access the Global Command and Control System (GCCS) operating environment.
2. Access newsgroups.
3. Select the requested newsgroup message.
4. Select the option to draft a new newsgroup message.
5. Create newsgroup draft message
6. Review the newsgroup and identify errors.
7. Correct errors.
8. Provide the draft message to supervisor.
9. Transmit approved newsgroup message.

PREREQUISITE EVENTS:

0511-SCTY-1041 0511-SCTY-1042

RELATED EVENTS:

0511-COMM-1002	0511-COMM-1001	0511-COMM-1003
0511-SCTY-1042	0511-SCTY-1041	0511-JOPE-1021
0511-PLAN-1033	0511-PLAN-1031	0511-PLAN-1032
0511-JFRG-1011	0511-JOPE-1022	0511-PLAN-1034

REFERENCES:

1. LOCAL COMM SOP Local Command Communications Standing Operating Procedures
2. NAVMC/MCO 3000.18 Marine Corps Planner's Manual
3. ONLINE APP HELP Online Application Assistance
4. Users Guides/Instructions/Manuals

0511-COMM-1003: Utilize formal message application

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This portion of the Communication functional area introduces Marines to the fundamentals of formal message traffic. Marines will learn how to retrieve, prepare, and transmit a formal message.

MOS PERFORMING: 0500, 0511

BILLETS: MAGTF Planning Specialist

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Global Command and Control System (GCCS) operating environment, access to the SIPRNET, and access to the message server.

STANDARD: Ensuring the released message is posted to the message server in accordance with the references.

PERFORMANCE STEPS:

1. Access the Global Command and Control System (GCCS) operating environment.
2. Access message server.
3. Identify the required message from the list of available messages.
4. Retrieve the required message.
5. Convert given text into message format.
6. Provide draft message to supervisor for review.
7. Make corrections to draft message.
8. Save message in final draft format.
9. Release final approved message.
10. Provide supervisor with the message date-time group.

PREREQUISITE EVENTS:

0511-SCTY-1042 0511-SCTY-1041

RELATED EVENTS:

0511-COMM-1003	0511-COMM-1001	0511-COMM-1002
0511-SCTY-1042	0511-SCTY-1041	0511-JOPE-1021
0511-PLAN-1033	0511-PLAN-1031	0511-PLAN-1032
0511-JFRG-1011	0511-JOPE-1022	0511-PLAN-1034

REFERENCES:

1. LOCAL COMM SOP Local Command Communications Standing Operating Procedures
2. NAVMC/MCO 3000.18 Marine Corps Planner's Manual
3. ONLINE APP HELP Online Application Assistance
4. Users Guides/Instructions/Manuals

0511-JFRG-1011: Operate the Joint Force Requirements Generator II

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The Joint Force Requirements Generator II (JFRG II) is a program used to create and maintain unit deployment data. JFRG II is the force deployment program of record for units at the MSC level and lower. This functional area covers the entire spectrum of utilizing JFRG II to create, manipulate, and certify force deployment data.

MOS PERFORMING: 0500, 0511

BILLETS: MAGTF Planning Specialist

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: As a member of a MAGTF planning section and given Global Command and Control System (GCCS) operating environment, access to JFRG II, and without the aid of reference.

STANDARD: Ensuring unit and movement data support the commander's intent, in accordance with the references.

PERFORMANCE STEPS:

1. Access the Global Command Control System (GCCS) operating environment.
2. Access JFRG II.
3. Build administration and user accounts.
4. Assign permissions on user accounts.
5. Input data into JFRG II.
6. Create Force Modules in JFRG II.
7. Create a JOPEX export file in JFRG II.
8. Import a JOPEX file into JFRG II.
9. Create a MDSS II data shell in JFRG II.
10. Import a sourced MDSS II file into JFRG II.

PREREQUISITE EVENTS:

0511-PLAN-1031 0511-SCTY-1041 0511-SCTY-1042

RELATED EVENTS:

0511-COMM-1003	0511-COMM-1001	0511-COMM-1002
0511-SCTY-1041	0511-SCTY-1042	0511-JOPE-1021
0511-PLAN-1033	0511-PLAN-1032	0511-PLAN-1031
0511-JFRG-1011	0511-JOPE-1022	0511-PLAN-1034

REFERENCES:

1. CJCSM 3122.01 Joint Operational Planning And Execution System
2. CJCSM 3122.02 Joint Operation Planning and Execution System (JOPES), Volume III, (Crisis Action Time-Phased Force and Deployment Data Development and Deployment Execution)
3. CJCSM 3122.03 Joint Operations Planning and Execution System Volume II (Planning Formats and Guidance)
4. JFRG II Users Guide Joint Force Requirements Generator II Users Guide
5. NAVMC/MCO 3000.18 Marine Corps Planner's Manual
6. ONLINE APP HELP Online Application Assistance

0511-JOPE-1021: Operate the JOPES Editing Tool (JET)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event relates to the JOPES Editing Tool, which is an application residing in the Joint Operations Planning and Execution System (JOPES).

MOS PERFORMING: 0500, 0511

BILLETS: MAGTF Planning Specialist

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Global Command and Control System operating environment, user ID and password, and without the aid of references.

STANDARD: Ensuring unit and movement data support the commander's intent, in accordance with the references.

PERFORMANCE STEPS:

1. Utilize the standard reference files.
2. Select the OPLAN from the list of available OPLANs.
3. Create a Force Requirement Number (FRN).
4. Create a data file to export into JFRG II.
5. Import a data file from JFRG II into JOPES.
6. Input ULN movement data.
7. Create a Force Module (FM).
8. Assign ULNs to Force Modules.
9. Create data reports.
10. Execute an errors check.

PREREQUISITE EVENTS:

0511-COMM-1001	0511-SCTY-1041	0511-PLAN-1034
0511-SCTY-1042	0511-PLAN-1031	

RELATED EVENTS:

0511-COMM-1001	0511-COMM-1003	0511-COMM-1002
0511-SCTY-1042	0511-SCTY-1041	0511-JOPE-1021
0511-PLAN-1034	0511-PLAN-1033	0511-PLAN-1032
0511-JFRG-1011	0511-JOPE-1022	0511-PLAN-1031

REFERENCES:

1. CJCSM 3122.01 Joint Operational Planning And Execution System
2. CJCSM 3122.02 Joint Operation Planning and Execution System (JOPES), Volume III, (Crisis Action Time-Phased Force and Deployment Data Development and Deployment Execution)
3. CJCSM 3122.03 Joint Operations Planning and Execution System Volume II (Planning Formats and Guidance)
4. NAVMC/MCO 3000.18 Marine Corps Planner's Manual
5. ONLINE APP HELP Online Application Assistance

0511-JOPE-1022: Operate Web Scheduling and Movement

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This portion of the JOPES Functional Area relates to Web Scheduling and Movement (Web S&M). Web S&M is an application that is used to build carriers, allocate requirements to carriers, manifest carriers, and generate reports.

MOS PERFORMING: 0500, 0511

BILLETS: MAGTF Planning Specialist

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Global Command and Control System operating environment, user ID and password, and without the aid of references.

STANDARD: ensuring unit movement data supports the commander's intent, in accordance with the references.

PERFORMANCE STEPS:

1. Access the Global Command and Control System (GCCS) operating environment.
2. Access Web Scheduling and Movement (Web S&M).
3. Add/Build a carrier in Web S&M.
4. Allocate requirements to a carrier in Web S&M.
5. Manifest a carrier in Web S&M.
6. Generate reports using Web S&M.

REFERENCES:

1. CJCSI 3020.01 Managing, Integrating, and Using Joint Deployment Information Systems
 2. CJCSM 3122.01 Joint Operational Planning And Execution System
 3. CJCSM 3150.16 Joint Operation Planning and Execution System Reporting Structure (JOPSREP)
 4. LOCAL COMM SOP Local Command Communications Standing Operating Procedures
 5. LOCAL FDP&E SOP Local Command Force Deployment Planning and Execution Standing Operating Procedures
 6. TPFDD LOI Supporting/Supported TPFDD LOI
-

0511-JOPE-1023: Generate reports

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marines will utilize multiple applications within a secure network to generate reports.

MOS PERFORMING: 0500, 0511

BILLETS: MAGTF Planning Specialist

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Global Command and Control System operating environment, user ID and password, and without the aid of references.

STANDARD: Ensuring the report captures the required data in the format requested, in accordance with the references.

PERFORMANCE STEPS:

1. Access the Global Command and Control System (GCCS) operating environment.
2. Select the application to generate the report.

3. Select the data fields required for the report.
4. Apply data filters as required.
5. Generate the report.
6. Review the content of the report.

PREREQUISITE EVENTS:

0511-COMM-1001	0511-PLAN-1031	0511-JOPE-1022
0511-PLAN-1034	0511-JOPE-1021	0511-SCTY-1042

RELATED EVENTS:

0511-COMM-1003	0511-COMM-1002	0511-COMM-1001
0511-SCTY-1042	0511-SCTY-1041	0511-PLAN-1034
0511-JOPE-1021	0511-PLAN-1032	0511-PLAN-1031
0511-JFRG-1011	0511-JOPE-1023	0511-JOPE-1022
0511-PLAN-1033		

REFERENCES:

1. CJCSM 3122.01 Joint Operational Planning And Execution System
2. CJCSM 3122.02 Joint Operation Planning and Execution System (JOPES), Volume III, (Crisis Action Time-Phased Force and Deployment Data Development and Deployment Execution)
3. CJCSM 3122.03 Joint Operations Planning and Execution System Volume II (Planning Formats and Guidance)
4. CJCSM 3122.04 Joint Operation Planning and Execution System (JOPES), Volume II, (Supplemental Planning Formats and Guidance) (Classified)
5. CJCSM 3150.16 Joint Operation Planning and Execution System Reporting Structure (JOPSREP)
6. JOPES USERS GUIDE JOPES Users Guide
7. TPFDD LOI Supporting/Supported TPFDD LOI
8. OPORDER/OPLAN
9. Online application help

0511-PLAN-1031: Coordinate planning activities

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This portion of the Plans functional area requires the Marine to utilize the organization of the Department of Defense and the United States Marine Corps to coordinate a wide spectrum of planning actions with higher, adjacent, and subordinate commands.

MOS PERFORMING: 0500, 0511

BILLETS: MAGTF Planning Specialist

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the planning scenario, and without the aid of references.

STANDARD: In the time allotted, and in accordance with the references.

PERFORMANCE STEPS:

1. Define National Security.
2. Define the mission of the Marine Corps.
3. State the location of each Marine Expeditionary Force.
4. Define a Major Subordinate Command.
5. State the location of each Major Subordinate Command.
6. Define a Marine Air-Ground Task Force.
7. List the different types of Marine Air-Ground Task Forces.
8. Define command relationships.
9. Define each level of command relationship.
10. State the three levels of command.
11. Define a Joint staff.
12. Define a General staff.
13. Define an Executive staff.
14. Define a Combatant Command.
15. Define the responsibilities of a Geographic Combatant Commander.
16. Define the responsibilities of a Functional Combatant Commander.

PREREQUISITE EVENTS:

0511-SCTY-1041 0511-SCTY-1042

RELATED EVENTS:

0511-PLAN-1034 0511-PLAN-1032 0511-PLAN-1033

REFERENCES:

1. CJCSM 3122.01 Joint Operational Planning And Execution System
2. DOD DIR 5100.1 Functions of the Department of Defense and its Major Components
3. FORCESFOR SecDef MEMO; Forces for Unified Commands
4. MCDP 3 Expeditionary Operations
5. MCRP 5-12 Organization of Marine Corps Forces
6. TITLE 10 United States Code

0511-PLAN-1032: Assemble an Operations Plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marines become familiar with the contents of an Operations Plan (OPLAN) and learn to assemble a completed plan with annexes and appendices.

MOS PERFORMING: 0500, 0511

BILLETS: MAGTF Planning Specialist

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the components of an Operations Plan, and without the aid of references.

STANDARD: In the time allotted, and in accordance with the references.

PERFORMANCE STEPS:

1. Ensure all plan components have been provided.
2. Ensure all plan components have been provided.
3. Assemble the plan in accordance with the references.
4. Assemble the plan in accordance with the references.
5. Review the assembled plan.
6. Review the assembled plan.
7. Provide the assembled plan to supervisor.
8. Provide the assembled plan to supervisor.

PREREQUISITE EVENTS:

0511-PLAN-1031 0511-SCTY-1042 0511-SCTY-1041

RELATED EVENTS:

0511-PLAN-1034 0511-PLAN-1031 0511-PLAN-1033

REFERENCES:

1. LOCAL COMM SOP Local Command Communications Standing Operating Procedures
2. NAVMC/MCO 3000.18 Marine Corps Planner's Manual
3. ONLINE APP HELP Online Application Assistance
4. Users Guides/Instructions/Manuals

0511-PLAN-1033: Assemble an Operations Order

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marines become familiar with the contents of an Operations Order (OPORD) and learn to assemble a completed order.

MOS PERFORMING: 0500, 0511

BILLETS: MAGTF Planning Specialist

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the components of an Operations Order, and without the aid of references.

STANDARD: In the time allotted, and in accordance with the references.

PERFORMANCE STEPS:

1. Ensure all components of the Operations Order have been provided.
2. Assemble the Operations Order in accordance with the references.
3. Review the assembled Operations Order.
4. Provide the assembled Operations Order to supervisor.

PREREQUISITE EVENTS:

0511-PLAN-1031 0511-SCTY-1042 0511-SCTY-1041
0511-PLAN-1032

RELATED EVENTS:

0511-PLAN-1034 0511-PLAN-1031 0511-PLAN-1032

REFERENCES:

1. CJCSM 3122.03 Joint Operations Planning and Execution System Volume II (Planning Formats and Guidance)
2. NAVMC/MCO 3000.18 Marine Corps Planner's Manual

0511-PLAN-1034: Define the data elements of a Time Phased Force and Deployment Data (TPFDD)

EVALUATION-CODED: YES **SUSTAINMENT INTERVAL:** 12 months

DESCRIPTION: MAGTF Planning Specialists create, manipulate, and delete data within operation and exercise TPFDDs. This collection of data represents force requirements. Planners must be able to define each data field, understand the concept behind each field, and most importantly, recognize how different data fields are linked to each other within each plan.

MOS PERFORMING: 0500, 0511

BILLETS: MAGTF Planning Specialist

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a list of data elements, definitions, and without the aid of references.

STANDARD: So that all data elements are defined, in the time allotted, in accordance with the references.

PERFORMANCE STEPS:

1. Define the purpose of a Time Phased Force and Deployment Data (TPFDD).
2. State the series of plans owned by each Combatant Commander.
3. Define the data elements within a Time Phased Force and Deployment Data (TPFDD).
4. Define Sourcing.
5. Define the sequence of movement days.
6. Identify each type of information found in the standard reference files.
7. Define a Force Module (FM).
8. State the purpose of data imports and exports.
9. Define the levels of cargo.
10. State the purpose of producing data reports.
11. Define Manifesting.
12. Define Allocation.
13. Define force closure.

PREREQUISITE EVENTS:

0511-PLAN-1031 0511-PLAN-1032 0511-SCTY-1042
0511-SCTY-1041 0511-PLAN-1033

RELATED EVENTS:

0511-COMM-1001	0511-COMM-1003	0511-COMM-1002
0511-SCTY-1042	0511-SCTY-1041	0511-JOPE-1021
0511-PLAN-1033	0511-PLAN-1034	0511-PLAN-1032
0511-JFRG-1011	0511-JOPE-1022	0511-PLAN-1031

REFERENCES:

1. CJCSM 3122.01 Joint Operational Planning And Execution System
2. CJCSM 3122.02 Joint Operation Planning and Execution System (JOPES), Volume III, (Crisis Action Time-Phased Force and Deployment Data Development and Deployment Execution)
3. CJCSM 3122.03 Joint Operations Planning and Execution System Volume II (Planning Formats and Guidance)
4. NAVMC/MCO 3000.18 Marine Corps Planner's Manual
5. ONLINE APP HELP Online Application Assistance

0511-SCTY-1041: Control physical access to sensitive areas

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event covers aspects related to the physical security of a specified space and outlines approved methods of controlling and maintaining access to areas where classified material is utilized.

MOS PERFORMING: 0500, 0511

BILLETS: MAGTF Planning Specialist

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a work area layout/floor plan, and without the aid of references.

STANDARD: Ensuring the integrity of the workspace is maintained at all times, in accordance with the references.

PERFORMANCE STEPS:

1. Review the references containing the security regulations and procedures.
2. Determine the security procedures for sensitive areas appropriate to the layout/floor plan.
3. Install and maintain physical access control procedures.
4. Review the security requirements and confirm compliance prior to permitting physical entry to classified areas.

RELATED EVENTS:

0511-SCTY-1042

REFERENCES:

1. LOCAL SECURITY SOP Local Command Security Standing Operating Procedures
2. SECNAVINST 5510.30 Information and Personnel Security Program

3. SECNAVINST 5510.36 Dept of the Navy Information and Personnel Security Program Regulations
-

0511-SCTY-1042: Manage classified material

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

DESCRIPTION: This individual event introduces the approved methods of marking, transporting, and destroying classified material.

MOS PERFORMING: 0500, 0511

BILLETS: MAGTF Planning Specialist

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a list of possible marking methods, transportation materials, destruction devices, and without the aid of reference.

STANDARD: Ensuring classified material is marked, transported, and destroyed in accordance with the references.

PERFORMANCE STEPS:

1. Locate within the references the guidelines for marking classified material.
2. Mark a classified document in the proper locations with the associated classification.
3. Mark a classified storage device in the proper location with the associated classification.
4. Mark ADP in the proper location with the associated classification.
5. Prepare a classified document for transportation.
6. Destroy a classified document.

PREREQUISITE EVENTS:

0511-SCTY-1041

RELATED EVENTS:

0511-SCTY-1041

REFERENCES:

1. LOCAL SECURITY SOP Local Command Security Standing Operating Procedures
2. SECNAVINST 5510.30 Information and Personnel Security Program
3. SECNAVINST 5510.30a Department of the Navy Personnel Security Program
4. SECNAVINST 5510.36 Dept of the Navy Information and Personnel Security Program Regulations

MAGTF PLANNERS T&R MANUAL

APPENDIX A

ACRONYMS AND ABBREVIATIONS

ACTS Manual..... Assignment, Classification, and Travel Systems Manual
DTG.....Date Time Group
FDP&EForce Deployment Planning and Execution
JET.....JOPES Editing Tool
JFRG II.....Joint Force Requirements Generator II
JOPES.....Joint Operation Planning and Execution System
JPEC.....Joint Planning and Execution Community
MDSS.....MAGTF Deployment Support System
SIPRNET.....Secret Internet Protocol Router Network
TLT.....TPFDD Loader Tool
TPFDD.....Time-Phased Force and Deployment Data
ULN.....Unit Line Number
UNAAF.....Unified Action Armed Forces

MAGTF PLANNERS T&R MANUAL

APPENDIX B

TERMS AND DEFINITIONS

Terms in this glossary are subject to change as applicable orders and directives are revised. Terms established by Marine Corps orders or directives take precedence after definitions found in Joint Pub 1-02, DOD Dictionary of Military and Associated Terms.

A

After Action Review (AAR). A professional discussion of training events conducted after all training to promote learning among training participants. The formality and scope increase with the command level and size of the training evolution. For longer exercises, they should be planned for at predetermined times during an exercise. The results of the AAR shall be recorded on an after action report and forwarded to higher headquarters. The commander and higher headquarters use the results of an AAR to reallocate resources, reprioritize their training plan, and plan for future training.

C

Chaining. A process that enables unit leaders to effectively identify subordinate collective events and individual events that support a specific collective event. For example, collective training events at the 4000-level are directly supported by collective events at the 3000-level. Utilizing the building block approach to progressive training, these collective events are further supported by individual training events at the 1000 and 2000-levels. When a higher-level event by its nature requires the completion of lower level events, they are "chained"; Sustainment credit is given for all lower level events chained to a higher event.

D

Deception. Those measures designed to mislead the enemy by manipulation, distortion, or falsification of evidence to induce the enemy to react in a manner prejudicial to the enemy's interests. (JP 1-02)

E

E-Coded Event. An "E-Coded" event is a collective T&R event that is a noted indicator of capability or, a noted Collective skill that contributes to the unit's ability to perform the supported MET. As such, only "E-Coded" events are assigned a CRP value and used to calculate a unit's CRP.

I

Individual Readiness. The individual training readiness of each Marine is measured by the number of individual events required and completed for the rank or billet currently held.

M

Marine Corps Combat Readiness and Evaluation System (MCCRES). An evaluation system designed to provide commanders with a comprehensive set of mission performance standards from which training programs can be developed; and through which the efficiency and effectiveness of training can be evaluated. The Ground T&R Program will eventually replace MCCRES.

O

Operational Readiness (OR). (DoD or NATO) OR is the capability of a unit/formation, ship, weapon system, or equipment to perform the missions or functions for which it is organized or designed. May be used in a general sense or to express a level or degree of readiness.

P

Performance Step. Performance steps are included in the components of an Individual T&R Event. They are the major procedures (i.e., actions) a Marine unit must accomplish to perform an individual event to standard. They describe the procedure the task performer must take to perform the task under operational conditions and provide sufficient information for a task performer to perform the procedure (may necessitate identification of supporting steps, procedures, or actions in outline form). Performance steps follow a logical progression and should be followed sequentially, unless otherwise stated. Normally, performance steps are listed only for 1000-level individual events (those that are taught in the entry-level MOS school). Listing performance steps is optional if the steps are already specified in a published reference.

R

Readiness. (DoD) Readiness is the ability of U.S. military forces to fight and meet the demands of the national military strategy. Readiness is the synthesis of two distinct but interrelated levels: (a) Unit readiness--The ability to provide capabilities required by combatant commanders to execute assigned missions. This is derived from the ability of each unit to deliver the outputs for which it was designed. (b) Joint readiness--The combatant commander's ability to integrate and synchronize ready combat and support forces to execute assigned missions.

S

Section Skill Tasks. Section skills are those competencies directly related to unit functioning. They are group rather than individual in nature, and require participation by a section (S-1, S-2, S-3, etc).

T

Training Task. This describes a direct training activity that pertains to an individual Marine. A task is composed of 3 major components: a description of what is to be done, a condition, and a standard.

U

Unit CRP. Unit CRP is a percentage of the E-coded collective events that support the unit METL accomplished by the unit. Unit CRP is the average of all MET CRP.

W

Waived Event. An event that is waived by a commanding officer when in his or her judgment, previous experience or related performance satisfies the requirement of a particular event.

MAGTF Planners T&R MANUAL

APPENDIX C

REFERENCES

Local Command Communications Standing Operating Procedures

Local Command Force Deployment Planning and Execution Standing Operating Procedures

CJCSM 3122.01 Joint Operational Planning And Execution System

CJCSM 3122.02 Joint Operation Planning and Execution System (JOPES), Volume III, (Crisis Action Time-Phased Force and Deployment Data Development and Deployment Execution)

CJCSM 3122.03 Joint Operations Planning and Execution System Volume II (Planning Formats and Guidance)

Local Command Force Deployment Planning and Execution Standing Operating Procedures

MCO P3000.18 Marine Corps Planner's Manual

TPFDD LOI Supporting/Supported TPFDD LOI

CJCSM 3150.16 Joint Operation Planning and Execution System Reporting Structure (JOPSREP)

MCO P3000.18 Marine Corps Planner's Manual

FORCESFOR SecDef MEMO; Forces for Unified Commands

JP 0-2 Unified Action Armed Forces (UNAAF)

JP 3-0 Joint Doctrine for Joint Operations

JP 3-35 Joint Deployment and Redeployment Operations

JP 5-0 Doctrine for Planning Joint Operations

JP 5-00.2 Joint Task Force Planning Guidance and Procedures

MCDP 5 Planning

MCWP 5-1 Marine Corps Planning Process

LOCAL SECURITY SOP Local Command Security Standing Operating Procedures

SECNAVINST 5510.30 Information and Personnel Security Program

NAVMC 3500.5
19 Jul 07

SECNAVINST 5510.30a Department of the Navy Personnel Security Program

SECNAVINST 5510.36 Dept of the Navy Information and Personnel Security
Program Regulations