

II MEF (FORWARD) REPORTING INSTRUCTIONS

REF/A/MSG/CG II MEF G-3/021440Z AUG 10//

AMPN/REF A IS CG II MEF MSG (CLASSIFIED SECRET) DIRECTING THE ESTABLISHMENT OF II MEF FWD FOR OEF FY 11 ROTATION.//

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RMKS/1. IN ACCORDANCE WITH THE REF, THE ATTACHED SPREADSHEET IS II MEF MSC TASKING FOR THE FY 2011 II MARINE EXPEDITIONARY FORCE (FORWARD) COMMAND ELEMENT (II MEF (FWD) CE). COLUMNS L-V DEPICT MSC PERSONNEL TASKS. REPORTING WILL BE CONDUCTED IN FOUR INCREMENTS (COLUMNS W-Z), DESIGNATED AS KEY PERSONNEL, CORE PERSONNEL, INITIAL OPERATIONS CAPABLE (IOC) AND FULL OPERATIONS CAPABLE (FOC). KEY PERSONNEL HAVE ALREADY REPORTED. CORE PERSONNEL WILL REPORT NLT 13 AUG 2010. IOC PERSONNEL WILL REPORT NLT 01 OCT 2010. FOC PERSONNEL WILL REPORT IN TWO PHASES. PHASE 1 FOC PERSONNEL ARE THOSE REQUIRED FOR THE II MEF (FWD) MISSION REHEARSAL EXERCISE (MRX) AND WILL REPORT NLT 05 JAN 2011. PHASE 2 FOC PERSONNEL WILL REPORT NLT 01 FEB 2011. FOC PHASE 1 AND 2 BREAKOUT HAS NOT YET BEEN DETERMINED AND WILL BE PROMULGATED THROUGH THE INDIVIDUAL AUGMENT WORKING GROUP (IAWG) AT A LATER DATE. USE 05 JAN 2011 AS A TARGET DATE FOR PTP COMPLETION OF ALL FOC PERSONNEL. IF IT IS ANTICIPATED THAT PERSONNEL CANNOT MEET THE REQUIRED REPORT DATES, THEN THE MSC MUST COORDINATE AN ALTERNATE CHECK IN DATE WITH THE APPROPRIATE II MEF (FWD) STAFF SECTION AND II MEF G-1.

2. FOLLOWING REPORTING INSTRUCTIONS APPLY TO ALL PERSONNEL ASSIGNED TO THE II MEF FWD COMMAND ELEMENT FOR THE FY11 DEPLOYMENT. MCB CAMP LEJEUNE, INSTALLATION PERSONNEL ADMINISTRATION CENTER (IPAC) AND II MEF FWD G-1, MEDICAL, DENTAL, CRS, COMPTROLLER AND MHG PERSONNEL WILL BE AVAILABLE IN THE II MHG CONFERENCE ROOM, BLDG H-24, FIRST DECK FROM 0800 TO 1200 ON 13 AUG AND 01 OCT IOT STREAMLINE THE CHECK IN PROCESS FOR CORE AND IOC PERSONNEL REPORTING FROM UNITS EXTERNAL TO II MHG. PERSONNEL WHO FAIL TO REPORT ON THAT DATE WILL BE REQUIRED TO CHECK IN SEPARATELY WITH MHG S-1 (BLDG H-24) AND THE IPAC (BLDG 6) IF NECESSARY. ALL PERSONNEL ALREADY RESIDENT ABOARD CAMLEJ WILL BE REQUIRED TO CHECK IN WITH MHG S-1 FOR ACCOUNTABILITY PURPOSES. MHG S-1 WILL COORDINATE DAILY WITH II MEF (FWD) G1 IOT VERIFY STATUS OF CHECK INS. FAILURE TO PROPERLY CHECK IN WILL HAVE A DIRECT EFFECT ON PROPER PAY, ALLOWANCES, AND ACCOUNTABILITY.

2.A. II MHG WILL ENSURE THAT KEY, CORE AND IOC PERSONNEL COMPLETE ALL PTP REQUIREMENTS PRIOR TO DEPLOYMENT. FOC PERSONNEL MUST ARRIVE PTP COMPLETE FOR THE CENTCOM AOR

2.B. PERSONNEL EXTERNAL TO II MEF SHOULD MAKE TELEPHONIC OR E-MAIL

CONTACT WITH II MEF/II MEF FWD/MHG POCS FOR AMPLIFYING INSTRUCTIONS. POCS ARE AS FOLLOWS:

II MEF G1: MR. C.S. CLEMENTS; CHARLES.CLEMENTS@USMC.MIL; DSN 751-8137.

II MEF FWD G1: MAJ J.A. MCLAUGHLIN; JAMES.MCLAUGHLIN@ USMC.MIL; DSN 750-5912.

II MEF FWD G1: GYSGT B.K. MELTON; BRIAN.MELTON@USMC.MIL; DSN 750-5913.

II MHG S1: MSGT R.R. HOHN; RICHARD.HOHN@USMC.MIL; DSN 451-0458.

2.B.1. NAVY PERSONNEL SHOULD CONTACT II MEF NAVY MANPOWER POC HMCS R.W. FREUND; RICHARD.FREUND@USMC.MIL; DSN 751-1966.

2.B.2. USMCR PERSONNEL CONTACT II MEF RLO LTCOL B.S. MILES; BLAIR.MILES@USMC.MIL;DSN 751-8296.

2.C. ALL CHECK IN PROCEDURES WILL BE COORDINATED THROUGH MHG S-

1. ALL PERSONNEL WILL BE ATTACHED TAD TO MCC 1F2/TRUC 61440. MCB CAMP LEJEUNE IPAC WILL RUN ALL DEPLOYED ENTITLEMENTS.

2.D. PARENT MSCS ARE RESPONSIBLE FOR PRODUCING APPROPRIATE TADO DIR PERSONNEL RPT TO THE CG, II MEF FWD CMD ELEMENT. INCLUDE INTENDED LINE NUMBERS AND BILLET DESCRIPTIONS IN ORDERS IN ADDITION TO REQUIRED DATA ELEMENTS ADDRESSED BELOW.

3. ADMINISTRATION AND LOGISTICS.

3.A. ADMINISTRATION/REPORTING INSTRUCTIONS.

3.A.1. FOR II MEF PERSONNEL ASSIGNED TO MEF (FWD) CE, ENSURE ORDERS ADDRESS THE FOLLOWING MATTERS:

3.A.1.A. ENSURE TAD TO MHG, II MEF IS FOR A PERIOD IN EXCESS OF 18 MONTHS. PURPOSE OF TAD IS IN SUPPORT OF OPERATION ENDURING FREEDOM (OEF).

3.A.1.B. LIST SECURITY CLEARANCES IN ORDERS AS REFLECTED IN JPAS AND VERIFIED BY UNIT SECURITY MANAGER.

3.A.1.C. FOR THOSE PERSONNEL WHOSE PARENT COMMAND LOCATION IS GREATER THAN 50 MILES FROM CAMP LEJEUNE (2D MAW BEAUFORT, MCSFBN,ETC.) PER DIEM AND RENTAL CAR ARE AUTHORIZED. GOVT MESSING AND BILLETING ARE NOT AVAILABLE.

3.A.1.D. ALL COMMMANDS WILL ISSUE THEIR OWN TAD ORDERS USING THEIR OWN APPROPRIATION DATA. CAPTURE COSTS USING SPECIAL INTEREST CODE CY0. FOR FY 10, COMMANDS SHOULD CHARGE AVAILABLE OCO FUNDS. FOR FY 11, COMMANDS WILL CHARGE AVAILABLE OCO FUNDS AND REPORT UNFUNDED DEFICIENCIES NO LATER THAN FIVE WORKING DAYS AFTER THE BEGINNING OF EACH MONTH FOR REIMBURSEMENT.

3.A.2. FOR INDIVIDUAL AUGMENTS (IAS) TO MEF (FWD) CE FROM COMMANDS OUTSIDE OF II MEF, ENSURE ORDERS ADDRESS THE FOLLOWING MATTERS:

3.A.2.A. PURPOSE OF TAD IS IN SUPPORT OF OPERATION ENDURING FREEDOM (OEF).

3.A.2.B. LIST SECURITY CLEARANCES IN ORDERS AS REFLECTED IN JPAS AND VERIFIED BY UNIT SECURITY MANAGER.

3.A.2.C. VARIATION IN ITINERARY IS AUTHORIZED.

2.A.2.D. COMPLETE TRAVEL CLAIM WITHIN 3 DAYS OF REPORTING.

3.A.2.E. EXCESS BAGGAGE AUTHORIZED. AUTHORIZATION IN ORDERS FOR 5

TOTAL PIECES OF CHECKED BAGGAGE, NOT TO EXCEED 70 LBS PER BAG. CHECKED BAGGAGE IN EXCESS OF 70 LBS WILL BE CONSIDERED AS TWO PIECES AND OVER 100 LBS WILL NOT BE ACCEPTED. TOTAL BAGGAGE WEIGHT MUST NOT EXCEED 350 LBS. CARRY ON BAGS WILL NOT EXCEED 45 LINEAR INCHES DEFINED AS LENGTH PLUS WIDTH PLUS HEIGHT. DEPLOYING PERSONNEL EXCEEDING THESE BAGGAGE LIMITS WILL EXPERIENCE GATEWAYS REJECTING MOVEMENT. GATEWAYS ARE NOT RESPONSIBLE FOR STORAGE OF REJECTED BAGS; THEREFORE PASSENGERS WILL NOT BE SEPARATED FROM THEIR BAGGAGE TO TRAVEL. THE TERM "EXCESS BAGGAGE" IS USED TO ALLOW REIMBURSEMENT FOR CHARGES INCURRED FROM COMMERCIAL CARRIERS FOR THE A, B,C BAGS, AND CASED WEAPON TO THE APOE, NOT FOR ADDITIONAL PERSONAL BAGS THAT EXCEED AUTHORIZED ALLOWANCES.

3.A.2.F. AUTHORIZED FULL PER DIEM WHILE IN CAMP LEJEUNE. ENSURE PERSONNEL DEPLOY WITH AN ACTIVE GOVERNMENT CHARGE CARD. IF MARINE IS UNABLE TO RECEIVE A GOVERNMENT CHARGE CARD THEN A CASH ADVANCE MUST BE PROVIDED FROM THE PARENT COMMAND.

3.A.2.G. FOR PERSONNEL OUTSIDE THE LOCAL COMMUTING DISTANCE, RENTAL CAR IS AUTHORIZED DUE TO LIMITED MILITARY FACILITIES (MESSING AND BILLETING). TRAVEL TO AND FROM PARENT COMMAND AND TAD SITE WILL BE DOCUMENTED, TO INCLUDE EXACT DATES AND TIMES OF TRAVEL, AS WELL AS MILEAGE. ALL IAS REQUESTING MILEAGE REIMBURSEMENT ARE DIRECTED TO MHG COMPTROLLER EACH MONTH IN ORDER TO SUBMIT REIMBURSEMENT THROUGH THE DEFENSE TRAVEL SYSTEM (DTS). MILEAGE WILL ONLY BE CALCULATED BY THE DIFFERENCE BETWEEN NORMAL COMMUNITING DISTANCE AND THE TAD LOCATION. EACH SECTION WILL ATTACH THEIR IAS IN DTS. MANUAL REIMBURSEMENTS WILL ONLY BE GRANTED WHEN DTS IS NOT AVAILABLE OR ON A CASE BY CASE BASIS.

3.A.2.H. IAS SHOULD BE PROVIDED WITH THREE (3) COPIES OF THEIR ORIGINAL ORDERS.

3.A.2.I. WEAPONS WILL BE PROVIDED BY MHG.

3.A.2.J. PARENT COMMANDS MUST ENSURE RED AND SGLI ARE REVIEWED AND UP TO DATE PRIOR TO INDIVIDUAL'S DEPARTURE ON TAD. PERSONNEL WILL REPORT WITH SKELETON SRB/OQR.

3.A.2.K. ALL PERSONNEL ASSIGNED TO II MEF (FWD) WILL BE INTEGRATED INTO THE II MHG KEY VOLUNTEER NETWORK.

3.B. LOGISTICS: BILLETING, EQUIPMENT AND MEDICAL REQUIREMENTS.

3.B.1. II MEF PERSONNEL RESIDENT ABOARD CAMLEJ EITHER ASSIGNED TO II MEF (FWD) OR AS AUGMENTS TO II MHG WILL NOT VACATE THEIR ASSIGNED UNIT BARRACKS. SPECIAL REQUESTS FOR BILLETING MUST BE COORDINATED THROUGH II MHG, S-4.

3.B.2. COMMANDS ARE RESPONSIBLE FOR PROVIDING INDIVIDUAL EQUIPMENT TO THEIR PERSONNEL ASSIGNED TO II MEF (FWD) CE.

3.B.3. ALL PERSONNEL WILL REPORT WITH THE FOLLOWING GEAR AND EQUIPMENT ITEMS:

UTILITIES, DESERT (4 SETS)

BOOTS, DESERT (2 PAIRS)

COVER, DESERT UTILITY (2)
HELMET, FRAGMENTATION (1)
HELMET COVER, DESERT (1)
BODY ARMOR, COMPLETE SET (1)
GORTEX TOP (1)
GORTEX BOTTOM (1)
GAS MASK WITH COMBAT FILTER IN CANISTER (3)
GAS MASK INSERTS (AS REQUIRED)
PACK (1)
H-HARNESS OR LBV (1)
CARTRIDGE BELT (1)
CANTEEN WITH COVER (2)
CANTEEN CUP (1)
CAMELBAK (1)
IMPROVED FIRST AID KIT COMPLETE (1)
E-TOOL WITH COVER (1)
FLASHLIGHT WITH BATTERIES (1)
POUCHES FOR T/O WEAPON
MAGAZINES FOR T/O WEAPON (6 M-4/M-16 OR 4 M-9)
BLACK GLOVES WITH INSERTS (1 PAIR)
BLACK WATCH CAP (1)
SLEEPING SYSTEM (1)
WATERPROOF BAG (1)
ISO-MAT (1)
INSECT NET AND POLES (1)
INSECT HEAD NET (1)
SEABAG OR PARACHUTE BAG (2)
COMBINATION LOCK (2)
PASSPORT, OFFICIAL OR TOURIST (1) (RECOMMENDED NOT REQUIRED) DOG
TAGS (2)
SOCKS, GREEN OR BLACK (6 PAIR)
T-SHIRTS, GREEN (6)
PT GEAR (1 SET)
GREEN SWEATS, TOP AND BOTTOM (1 SET)
RUNNING SHOES (1 PAIR)
SOCKS, WHITE (6 PAIR)
UNDERWEAR (6)
INSIGNIA, RANK (2 SETS)
BELT, WEB OR MARTIAL ARTS (2)
MOUTHPIECE (1)
BOOT BANDS (2 SETS)
BOOT LACES (2 SETS)
TOWEL (2)
WASH CLOTH (1)
LAUNDRY BAG WITH PIN (2)
EYE GLASSES, PRESCRIPTION (2)

BALLISTIC EYEWEAR INSERTS, AS REQUIRED (2)
MEDICATION, PRESCRIPTION (180 DAY SUPPLY)
HEARING AIDS, AS REQUIRED
ORTHODONTIC EQUIPMENT, AS REQUIRED
MEDICAL WARNING TAGS (RED TAGS)
TROUSERS, CIVILIAN (1 PAIR)
SHIRT, CIVILIAN COLLARED (1)
BELT, CIVILIAN (1)
SHOWER SHOES (1 PAIR)
SEWING KIT (1)
HYGIENE KIT (30 DAY SUPPLY MINIMUM)
CHAP STICK (30 DAY SUPPLY MINIMUM)
CARRY ON BAG, NON-MILITARY (1)
CLOTHING MARKING KIT (1)
EAR PLUGS (1 SET)

4. PARENT COMMANDS WILL ENSURE THAT ALL PERSONNEL HAVE BEEN ASSESSED AND DETERMINED TO BE MEDICALLY AND PSYCHOLOGICALLY FIT FOR WORLDWIDE DEPLOYMENT. DEPLOYING MEMBERS MUST HAVE A CURRENT PREVENTIVE HEALTH ASSESSMENT (PHA), CURRENT DENTAL CLASS ONE OR TWO, CURRENT IN ALL REQUIRED LABORATORY TESTING, HAVE ISSUED MEDICAL EQUIPMENT AND HAVE NO DEPLOYING LIMITING CONDITIONS.

4.A. MEMBERS MUST REPORT WITH A SKELETON MEDICAL RECORD. MEMBERS WILL DEPLOY WITH A SKELETON MEDICAL RECORD TO LIMIT WEIGHT AND CUBE OF MEDICAL RECORDS AND LIMIT RISK OF RECORDS BECOMING MISPLACED. SKELETON RECORDS WILL UTILIZE THE STANDARD RECORD JACKET FORMAT: NAVMED 6150/XX LABELED "SKELETON RECORD" UPDATED AND CURRENT DD-2766 (ADULT PREVENTIVE AND CHRONIC CARE FLOW SHEET) BLOOD TYPE AND RH CURRENT MEDICATIONS AND ALLERGIES SPECIAL DUTY QUALIFICATIONS COPIES OF SF-601S (IMMUNIZATION RECORD). THIS INCLUDES SPECIAL SF-600S AND SF-601S FOR ANTHRAX AND SMALLPOX. ALL IMMUNIZATIONS ADMINISTERED MUST BE ENTER IN MRRS AND TRANSFERRED TO DEERS PRIOR TO DEPLOYMENT. INTERNATIONAL CERTIFICATES OF VACCINATION (ALSO KNOWN AS YELLOW SHOT CARD) WILL BE HAND CARRIED BY THE MEMBER. SUMMARY SHEET OF CURRENT AND PAST MEDICAL SURGICAL PROBLEMS. INCLUDING G6PD STATUS AND SICKLE CELL TRAIT STATUS, PHYSICAL EXAM, PERIODIC AND ANY APPLICABLE SPECIAL PHYSICAL, MUST BE CURRENT AND A PHOTO COPY OF LAST PHYSICAL EXAM INCLUDED IF MEMBER IS UNDER CARE FOR AN ACTIVE/CHRONIC HEALTH CONDITION, COPIES OF THE LAST 3 SF-600 ENTRIES. TUBERCULOSIS SCREENING: MUST HAVE DOCUMENTATION OF A PPD PERFORMED WITHIN THE PREVIOUS 12 MONTHS. ANOTHER WILL BE PERFORMED 6-12 WEEKS AFTER RETURN FROM DEPLOYMENT. HIV SCREENING: MUST HAVE DOCUMENTATION OF HIV SCREENING WITHIN THE PREVIOUS 12 MONTHS. DNA SAMPLE: CONFIRM THAT THE SAMPLE IS ON FILE. VERIFYING THE MARINE CORPS MEDICAL READINESS REPORTING SYSTEM (MRRS) OR CONTACT DOD DNA SPECIMEN REPOSITORY (TELEPHONE 301-319-0366, DSN PREFIX 285-XXXX; EMAIL AFSSIR@AFIP.OSD.MIL).

DOCUMENT ON DD-2766.

4.A.1. INITIAL ANTHRAX SERIES, ANTHRAX BOOSTERS, AND SMALLPOX WILL BE ADMINISTERED PER CURRENT USD AND MARADMIN GUIDANCE BY II MHG MEDICAL APPLICABLE TO ALL MEMBERS DEPLOYING. VERIFY DEERS IS UP TO DATE AND PROPER DOCUMENTATION PROVIDED ON PAST ANTHRAX AND SMALLPOX IMMUNIZATIONS.

4.B. MEMBERS WILL DEPLOY WITH THE FOLLOWING ITEMS AS REQUIRED:

4.B.1. PRESCRIPTION MEDICATIONS: NON-FORMULARY PRESCRIPTIONS ARE VERY DIFFICULT TO OBTAIN IN THEATER AND SUPPLIES OF ALL MEDICATIONS ARE LIMITED. ALL MEMBERS WILL DEPLOY WITH SUFFICIENT PERSONAL MEDICATIONS FOR THE DURATION OF THE DEPLOYMENT, ALTERNATELY AT LEAST A 180-DAY SUPPLY WITH FOLLOW-ON BY TRI-CARE MAIL-ORDER PHARMACY REFILL IS RECOMMENDED. DETAILS ARE AVAILABLE AT WWW.EXPRESS-SCRIPTS.COM <file://WWW.EXPRESS-SCRIPTS.COM> .

4.B.2. PROVIDE 2 PAIR OF PRESCRIPTION EYEGLASSES, PROTECTIVE MASK INSERTS, PROSTHETICS, AND ORTHODONTIC EQUIPMENT AS REQUIRED BY THE SERVICE MEMBER. IF MEMBER WEARS CONTACT LENSES, A SUFFICIENT QUANTITY OF LENSES AND CLEANING SUPPLIES TO LAST THE LENGTH OF THE DEPLOYMENT MUST BE BROUGHT. SERVICE MEMBERS MUST BE IN POSSESSION OF MEDICAL WARNING TAGS (RED TAGS) AS REQUIRED.

4.C. PREDEPLOYMENT HEALTH ASSESSMENT QUESTIONNAIRES (FORM DD-2795) WILL BE ADMINISTERED BY II MHG PRIOR TO DEPLOYMENT. POST-DEPLOYMENT QUESTIONNAIRES (DD-2796) WILL BE ADMINISTERED PRIOR TO REDEPLOYMENT.

5. POC FOR QUESTIONS CONCERNING THESE REPORTING INSTRUCTIONS IS LTCOL B.S. MILES; BLAIR.MILES@USMC.MIL; DSN 751-8296, MR. C.S. CLEMENTS; CHARLES.CLEMENTS@USMC.MIL; DSN 751-8137 OR AT II MEF FWD G1: MAJ J.A. MCLAUGHLIN; JAMES.A.MCLAUGHLIN@USMC.MIL; DSN 750-5912, GYSGT B.K. MELTON; BRIAN.MELTON@USMC.MIL; DSN 750-5913.