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3000 MARINE CORPS PENTAGON
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MARINE CORPS ORDER 5710.07

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS MILITARY PERSONNEL EXCHANGE PROGRAM (MPEP)

Ref: See enclosure (1)

Encl: (1) References
(2) Military Personnel Exchange Program (MPEP) Guidance

1. Situation

a. The Marine Corps must maintain a close network of partners and allies capable of assisting the United States in deterring and defeating our adversaries throughout the continuums of competition and conflict. This Order promulgates policy and assigns responsibilities for the Marine Corps Military Personnel Exchange Program (MPEP). The International Affairs Program (IAP) Office manages the MPEP.

b. The MPEP conducts extended military-to-military engagement with allies and partners to exchange and standardize operational doctrine and enhance interoperability between coalition partners. This Order is in accordance with references (a) through (af).

(1) Marines assigned to MPEP billets are referred to as MPEP Marines. Foreign military personnel assigned to Marine Corps units through the MPEP are referred to as Foreign Personnel Exchange Personnel (FPEPs).

(2) MPEP Marines and FPEPs fully integrate as members of their assigned partner military units.

2. Mission. This Order promulgates policy and assigns responsibilities for the execution and management of the Marine Corps MPEP, to build and maintain institutional knowledge of allied and partner militaries, advance Service, and theater Security Cooperation (SC) objectives, and enhance interoperability with critical allies and partners.

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3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The intent of the Marine Corps MPEP is to meet operational and SC requirements as established by the Secretary of Defense (SecDef), Secretary of the Navy (SECNAV), Geographic Combatant Commanders (GCCs), and the Commandant of the Marine Corps (CMC). MPEP Marines will accomplish this by employing their Primary Military Occupational Specialty (PMOS), and Language Regional Expertise and Culture (LREC) capabilities to develop and strengthen critical international partnerships to create an asymmetric advantage across the spectrums of competition and conflict.

(2) Concept of Operations

(a) Main Effort. Marines are the Main Effort for the MPEP. Mutually beneficial alliances and partnerships are an enduring strength for the United States and are critical to achieving national security objectives. Incorporating ally and partner perspectives, competencies, and advantages at every stage of planning helps strengthen these ties. MPEP Marines hold unique billets with ally and partner forces throughout the globe. Through this experience, they develop critical insights into how our allies, partners, adversaries, and competitors perceive and react to challenges in an ever-changing geopolitical landscape. MPEPs later employ this unique experience in advising commanders at all levels and to inform their own decisions as they progress through their Marine Corps careers.

1. MPEP Marines will develop and strengthen critical international partnerships while building institutional knowledge of ally and partner military forces. Such partnerships and information enable regional access and support for stand-in forces and Expeditionary Advanced Base Operations, as well as interoperability with allies and partners.

2. MPEP Marines build relationships and insight that directly contribute to a durable, asymmetric advantage that creates opportunity across the continuum of competition and conflict.

3. After their overseas assignments, MPEP Marines provide low-cost, high-impact planning and regional expertise that enable leaders to sense and make sense of ally, partner, competitor, and adversary actions. MPEP Marines' knowledge of partner doctrine, tactics, culture, and regional expertise can enhance commanders' situational awareness and provide a competitive advantage when leveraging relationships to enable stand-in forces, Expeditionary Advanced Base Operations, and Distributed Maritime Operations in accordance with reference (b).

(b) Supporting Effort (SE) #1. SE #1 is the IAP Office. The IAP Office will manage the MPEP and coordinate the selection,

training, assignment, and tracking of MPEP Marines with the Deputy Commandant for Manpower and Reserve Affairs (DC M&RA) and the billet sponsors.

(c) SE #2. The regional Marine Forces (MARFOR) comprise SE #2. The MARFOR provide administrative support to MPEP Marines assigned within their Areas of Responsibility (AORs) and serve as vital links between the Marine Corps and MPEP Marines assigned to allied and partner forces.

(d) SE #3. SE #3 is the Defense Language Institute (DLI) which provides MPEP Marines with foreign language training to enable effective engagement with foreign military personnel and local populations.

(e) SE #4. SE #4 is Manpower Management Division (MM). MM, in conjunction with the IAP Office, assigns selected Marines to MPEP billets based on the needs of the Marine Corps.

b. Subordinate Element Tasks

(1) Deputy Commandant for Plans, Policies, and Operations (DC PP&O). Responsible for the overall administration of the MPEP. See Chapter 1 of Enclosure 2 for further information.

(2) Deputy Commandant for Manpower and Reserve Affairs (DC M&RA). Will oversee and conduct selection and assignment of Marines for the MPEP. See Chapter 1 of Enclosure 2 for further information.

(3) Deputy Commandant for Aviation (DCA). Responsible for coordinating all aviation-related matters for the MPEP. See Chapter 1 of Enclosure 2 for further information.

(4) Deputy Commandant for Combat Development and Integration (DC CD&I)

(a) Semi-annually, prior to the publication of the Authorized Strength Report (ASR), coordinate with DC M&RA and Deputy Commandant for Plans, Policies, and Operations (DC PP&O) for the purchase of force structure to support all MPEP billets established and obligated by interagency (e.g., National Security Decision Directive 38 (NSDD-38)) and International Agreements (IAs) in accordance with reference (t).

(b) Support the IAP Office's annual validation of MPEP billets.

(5) Deputy Commandant for Installations and Logistics (DC I&L)

(a) Deputy Commandant for Installations and Logistics (DC I&L) is responsible for the overall administration of the Family Housing Program and, with respect to and in consultation with the IAP,

will submit Program Objective Memorandum (POM) initiatives related to family housing costs to the POM Working Group and Program Evaluation Board (PEB). DC I&L will also submit related budget exhibits to the Office of the Assistant SECNAV (Financial Management and Comptroller).

(b) Family Housing Operations and Maintenance, Navy and Marine Corps appropriation should be used to fund U.S. Department of State (DOS), embassy-directed leases for family housing (i.e., military personnel with accompanying spouse and other dependents).

(6) Deputy Commandant for Information (DC I). Responsible for information and intelligence related MPEP matters. See Chapter 1 of Enclosure 2 for further information.

(7) Regional Marine Forces (MARFOR)

(a) Support MPEP Marines assigned within their AORs with relevant country and operational information upon request.

(b) Maintain situational awareness of MPEPs and their activities within their respective AORs.

(c) Provide administrative support and exercise administrative and legal authority over Marines assigned to the MPEP upon reporting to their AOR.

(d) Support the IAP Office's annual validation of MPEP billets located within the MARFOR's respective AOR.

(8) Staff Judge Advocate to the Commandant of the Marine Corps (SJA to CMC). Provide legal support to the MPEP. See Chapter 1 of Enclosure 2 for further information.

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

(a) Enable MPEP Marine attendance at required training which may include foreign language, force protection, evasive driving, personal defensive measures, and any other prerequisite training relevant to specific billet locations. Commanding General of Training and Education Command (CG TECOM) will vet newly proposed MPEP exchanges or modifications to the prerequisite training for existing exchanges.

(b) Facilitate and fund FPEP attendance at aircraft transition training and other training or schools required to integrate with Marine Corps aviation units and operate Marine Corps aircraft. This includes the funding of training and Temporary Additional Duty costs.

(c) Provide administrative oversight for MPEP Marines assigned to Defense Language Institute Foreign Language Center (DLIFLC) via the Commanding Officer, Marine Detachment, DLI.

(10) Billet Sponsor. Deputy Commandant for Aviation (DCA) and Deputy Commandant for Information (DC I) will serve as billet sponsors for MPEP and FPEP billets that fall within their respective functional areas. DC, PP&O will serve as the billet sponsor for all ground MPEP and FPEP billets that do not fall under DCA or DC I. Billet sponsors advocate for sponsored billets and serve as the technical advisor to the IAP Program Manager and MPEP Marines serving in those billets. Billet sponsors will:

(a) Coordinate assignment of FPEP personnel to reciprocal billets within host Marine Corps commands. See Chapter 1 of Enclosure 2 for further information.

(b) Support the IAP Office's annual validation of MPEP billets.

(c) Semi-annually, prior to the publication of the ASR, coordinate with Deputy Commandant for Combat Development and Integration (DC CD&I) (Total Force Structure Division (TFSD)), DC M&RA, and DC, PP&O for the purchase of force structure to support all MPEP billets established and obligated by interagency (e.g., NSDD-38) and IAs.

(11) Commanding Officer, Headquarters and Service Battalion, Headquarters Marine Corps. Provide administrative oversight for MPEP Marines assigned to Defense Language Institute, Washington, DC (DLI-Washington).

4. Administration and Logistics

a. Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration (NARA)-approved dispositions in reference (p), SECNAV M-5210.1 w/CH-1, to ensure proper maintenance, use, accessibility, and preservation, regardless of format or medium. Records disposition schedules are located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: <https://portal.secnave.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. Refer to reference (q), MCO 5210.11F, for Marine Corps records management policy and procedures.

b. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that

the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended [reference (r)] and implemented per reference (s) and (ad).

c. Forms. No forms are used in this Order.

d. Records Dispositions. This Order is assigned record schedule 5000-8.

e. Updates. Updates made to this Order shall be done in accordance with the current iteration of MCO 5215.1, Marine Corps Directives Management Program.

f. Recommendations. Recommendations concerning the contents of this Order may be forwarded to CMC, DC PP&O, Strategy and Plans Division (PL), International Affairs Branch (PLU), IAP Office via IAPMarine@usmc.mil.

5. Command and Signal

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

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



J. M. BARGERON
Deputy Commandant for
Plans, Policies, and Operations

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References

- (a) DoDD 5160.41E, CH-2, "Defense Language, Regional Expertise, and Culture (LREC) Program," August 25, 2020
- (b) 39th Commandant of the Marine Corps Planning Guidance
- (c) CJCSI 3126.01C, "Language, Regional Expertise, and Culture Capability Identification, Planning, and Sourcing," March 8, 2023
- (d) MCO 1550.25A
- (e) MCO 1230.5C
- (f) MCO 5710.6D
- (g) MCO 7300.21B
- (h) MCO 7220.52F
- (i) MCO 1610.7B
- (j) NAVMC 1200.1J
- (k) DoDI 5530.03, "International Agreements," December 4, 2019
- (l) SECNAVINST 5710.32
- (m) MCO 5510.20C
- (n) CNAF M-3710.7
- (o) MCO 10110.14N
- (p) SECNAV M-5210.1 w/CH-1
- (q) MCO 5210.11F
- (r) 5 U.S.C. 552a
- (s) SECNAVINST 5211.5F
- (t) MCO 5311.1E
- (u) SECDEF Memorandum, "Approval of U.S. Military Personnel Exchange Program Contingency Deployment Guidance," 01 August 2013.
- (v) SECNAVINST 5710.31A
- (w) MCO 1540.33
- (x) MCO 1300.8 w/CH-1
- (y) DoDM 5200.01 Vol. 2, CH-4, "DoD Information Security Program: Marking of Information," July 28, 2020
- (z) DoDD 4500.54E, "DoD Foreign Clearance Program," May 31, 2022
- (aa) Title 10 U.S.C. 311
- (ab) 13 "Foreign Affairs Manual: Training and Professional Development," September 24, 2019
- (ac) MCO 5512.11E
- (ad) MCO 5211.5
- (ae) MCO 3040.4
- (af) OPNAVINST 3710.7V

Reports Required:

- I. Authorized Strength Report, Pg. 3, Para. 3.b.(4)(a)10., Reference (t).
- II. Casualty Reports, Pg. 1-7, Para. 6., Reference(ae)
- III. Mid-Tour Reports, Pg. 6-5, Para. 12.
- IV. End of Tour Reports, Pg 6-5, Para. 12.
- V. Individual Flight Activity Report, Pg. 6-6, Para.13, Reference (af)

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Military Personnel Exchange Program (MPEP) Guidance

Chapter 1

Roles and Responsibilities

1. Deputy Commandant for Plans, Policies, and Operations (DC PP&O). Provide overall policy guidance, administration, and oversight of the MPEP. The IAP Office, located within PLU, will serve as the program office for the MPEP and billet sponsor for all ground MPEP billets.

a. Per reference (k), the SecDef delegated authority to negotiate and conclude IAs, to include personnel exchange agreements, to the Service Secretaries. Per reference (l), the SECNAV delegated authority to negotiate and conclude IAs, to include personnel exchange agreements, to CMC. CMC further delegates this authority to DC PP&O.

b. Upon receiving the approval of the Office of the SecDef for Policy and others required by references (k) and (l), DC PP&O may negotiate and conclude IA on behalf of the CMC to establish MPEP and FPEP billets with allies and partners. These IAs may vary by ally or partner and may include, but are not limited to, Memoranda of Agreement and Technical Arrangements (TAs). To ensure proper administration of the MPEP, DC PP&O will:

(1) Negotiate all MPEP IAs on behalf of CMC in accordance with the requirements of references (k) and (l). Provide to SJA to CMC, within two days of conclusion, the signed and finalized copies of all MPEP IAs, including all accompanying papers, agreed minutes, exchanges of notes or side letters, or background statements, if any, that include information explaining the agreement, the negotiating history, and the effect of the agreement.

(2) Coordinate the development, establishment, update, and termination of IAs with billet sponsors and the allies and partners concerned.

(3) Distribute updated and finalized MPEP IAs to the U.S. Defense Attaché Office or U.S. Military Liaison Office concerned.

(4) Coordinate the administration and modification of MPEP billets with billet sponsors, the MARFOR, and appropriate allies and partners.

(5) Via the IAP Office and in coordination with DC M&RA, DC CD&I, Billet Sponsors (DC I and DCA), the MARFOR, and applicable allies and partners, conduct an annual validation of MPEP and FPEP billets.

(a) During the annual validation, the IAP Office will review existing MPEP billets with the MARFOR and applicable allies and partners to confirm relevance and practicality.

(b) The IAP Office will also coordinate with DC CD&I and DC M&RA to confirm that MPEP billets are supported by appropriate force structure via the Total Force Structure Process.

(c) Semi-annually, prior to the publication of the ASR, coordinate with DC CD&I (TFSD) and DC M&RA for the purchase of force structure to support all MPEP billets established and obligated by interagency (e.g., NSDD-38) and IAs.

(6) The IAP Office will conduct an annual review of MPEP fitness reporting relationships to ensure a valid reporting relationship exists during the entire period a Marine is assigned to the MPEP.

(7) Coordinate the annual selection and assignment of MPEP personnel with DC M&RA, the billet sponsor, other Service stakeholders, and appropriate allied and partner representatives.

(8) Coordinate authorization for the deployment of MPEP Marines and FPEPs to third-party nations for training, exercises, and contingencies with appropriate Department of Defense (DoD), DON, Marine Corps, and parent government officials.

(9) Maintain and annually distribute an updated roster of MPEP Marines and FPEPs to all administrative support units (due annually in June).

(10) If required, submit all MPEP National Security Decision Directive 38 requests to the DOS via the Office of the Deputy Under SECNAV for Plans, Policy, Oversight, and Integration to establish MPEP billets under the authority of the Chief of Mission for the appropriate U.S. embassy. Ensure each MPEP is afforded, at the very least, Administrative and Technical Staff privileges and immunity while under the authority of the Chief of Mission. Coordinate the budgeting and distribution of funds for costs unique to living abroad (far from routine Marine Corps or DoD installations), particularly in remote or isolated locations.

(a) This includes, but is not limited to, International Cooperative Administrative Support System (ICASS) costs levied by the DOS for support services such as mail, community liaison office, and health clinic access.

(b) Facilitate reimbursement of any service related MPEP mission related costs associated with the MPEP carrying out their duties (e.g., fuel for leased vehicles, toll payments for commuting, etc.).

(c) When necessary, process MPEP Marines' travel claims for approved travel to complete Marine Corps administrative requirements and/or obtain necessary services (e.g., medical treatment) if they are not available from the Host Nation (HN).

(11) Coordinate with DC M&RA on MPEP matters to include:

(a) Selection

(b) Slating, and assignment

(12) Coordinate with DC I to establish foreign language quotas for MPEP Marine language training at DLIFLC or DLI-Washington prior to and in connection with completion of annual MPEP selection.

(13) Coordinate MPEP quotas for appropriate personal protection courses.

(14) Interface with the DoD, Joint Staff, other services, and the interagency on all MPEP matters.

(15) Develop the MPEP budget and provide funding data and requests to the PEB Chair for presentation to the PWG.

(a) Provide a detailed funding profile for the MPEP to the PEB and PWG each year for the next scheduled POM initiative and budget to cover all programs, to include associated travel and expenses in accordance with reference (g).

(b) Provide a detailed funding profile for the projected MPEP ICASS costs to PEB and PWG each year for the next scheduled POM initiative and budget.

(c) Review and incorporate MARFOR MPEP support cost projections into the annual MPEP budget and provide funding for MPEP support (e.g., authorized travel) as appropriate.

(16) Coordinate the provision of housing for MPEP Marines.

(a) Coordinate with the DC I&L, Logistics Facilities (LF) to ensure accompanied MPEP Marines receive housing and conduct a semi-annual review of family housing costs.

(b) Submit budget requests and funding data requests for POM development for Family Housing Appropriation for projected IAP participants with dependents to accurately account for embassy-directed housing.

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

(d) Coordinate with DC PP&O Finance to arrange funding for non-accompanied Marines' DOS housing and associated costs. (e.g., leasing, utilities, furniture buy-in, and make ready costs).

(17) Coordinate with regional MARFOR to ensure support of MPEP Marines assigned in their respective AORs.

2. Deputy Commandant for Manpower and Reserve Affairs (DC M&RA)

a. Coordinate with the IAP Office and billet sponsor to maintain a current billet description, qualifications, and selection criteria for MPEP billets as established in the applicable IA.

b. In coordination with the IAP Office and billet sponsors, and no later than (NLT) 18 months prior to departure of incumbent MPEP Marines, identify requirements to select and assign backfills.

c. In coordination with the IAP Office and billet sponsors, solicit applications to the MPEP via Marine Administrative Message (MARADMIN).

d. In coordination with the IAP Office and billet sponsors, organize, chair, and oversee the execution of MPEP selection panels. Ensure proper screening of applicants to meet the criteria mandated by the applicable IAs and this Order.

e. Once a candidate is selected, issue orders to the Marine to participate in the MPEP. Orders should include all pre-assignment training required by the Marine's billet (as requested by the billet sponsor). Orders should specifically note that Marines assigned to the MPEP are administratively controlled by the appropriate MARFOR Commander.

f. Provide the program manager, billet sponsor, and appropriate administrative support unit copies of all orders assigning Marines to, or from, MPEP billets.

g. Support establishment of Automated Performance Evaluation System (APES) accounts for Reporting Seniors (RSs) from other U.S. Military Services.

h. Provide relevant manpower data to support MPEP management as requested.

i. Semi-annually, prior to the publication of the ASR, coordinate with DC CD&I (TFSD) and DC PP&O for the purchase of force structure to support all MPEP billets established and obligated by interagency (e.g., NSDD-38) and IAs.

j. Support the IAP Office's annual validation of MPEP billets.

k. Ensure that Marines who return to the operating forces after MPEP tours are assigned, to the maximum extent possible, to commands that are operationally oriented toward their region of expertise. This will enable the Marine Corps to leverage their unique regional expertise while simultaneously serving in their PMOS.

3. Deputy Commandant for Information (DC I)

a. Serve as the billet sponsor for intelligence MPEP billets. Coordinate with the IAP Office to solicit applicants for intelligence MPEP billets via MARADMIN.

b. As the Marine Corps Senior Language Authority and Foreign Language Program Manager, coordinate, in conjunction with the IAP Office, with the U.S. Army (DoD Executive Agent for foreign language training) to assign Marine Corps quotas at DLIFLC or DLI-Washington to MPEP Marines as required.

c. Provide MPEP Marines with relevant country and intelligence briefings at Marine Corps Intelligence Activity as required in coordination with DC PP&O.

d. Ensure that language qualified MPEP Marines receive the Foreign Language Proficiency Bonus per reference (h).

e. Assist Director PL and billet sponsors in the effort to establish new exchange billets by conducting disclosure assessments for Category 8 (in accordance with reference (m) and the national disclosure policy) information prior to initiating the process to establish specific billets.

f. Support the IAP Office's annual validation of MPEP billets.

g. Once Intelligence MPEP Marines are selected, provide input to intelligence MPEP nominee packages for transmission by PLU to the allies and partners concerned for review and acceptance.

4. Deputy Commandant for Aviation (DCA)

a. Serve as the billet sponsor for aviation MPEP billets.

b. Once Aviation MPEP Marines are selected, provide input to aviation MPEP nominee packages for transmission by PLU to the allies and partners concerned for review and acceptance.

c. Coordinate with the IAP Office and DC M&RA on aviation related MPEP matters to include:

(1) Aviation MPEP selection and assignment

(2) Qualifications for aviation MPEP billets

d. Coordinate with the IAP Office regarding recommended establishment and elimination of aviation MPEP billets.

e. Support the IAP Office's annual validation of MPEP billets.

f. In coordination with the IAP Office, interface with the DoD, Joint Staff, the other services, the interagency, and applicable allies and partners on all aviation related MPEP matters.

g. Participate in the development, administration, review, modification, and termination of MPEP IAs.

5. Staff Judge Advocate to the Commandant of the Marine Corps (SJA to CMC)

a. Provide required legal support to DC PP&O for all efforts associated with MPEP IAs, MPEP deployment requests, and provide legal counsel regarding all aspects of the MPEP.

b. Review all MPEP IAs or associated IAs prior to negotiation and before their conclusion to ensure compliance with domestic law, international law, and DoD regulations.

c. Provide legal counsel to the IAP Manager and billet sponsor during negotiation of proposed IAs.

d. Forward signed copies of all concluded MPEP IAs, along with all accompanying papers, agreed minutes, exchanges of notes or side letters, or background statements to the Judge Advocate General of the Navy (NJAG), per reference (k). The packet should include information explaining the agreement, the negotiating history, and the effect of the agreement received from DC PP&O, PL, along with a precise citation of legal authority, to the NJAG.

e. Coordinate with NJAG for the transmittal of concluded MPEP IAs and supporting documentation to the DOS within 20 days of the MPEP IA entering into force to ensure compliance with reference (l).

f. Review requests for MPEP Marines to deploy with HN forces as may be required.

g. Assist with any judicial issues (e.g., courts martial, testimony) that arise during an MPEP or FPEP tour. Provide input on the legality of participation in a foreign military judicial system based on the parameters of the applicable IA.

6. Marine Forces (MARFOR)

a. Regional MARFOR will provide administrative support for MPEP Marines assigned within their AOR. This support will include, but is not limited to, processing temporary additional duty requests (such as Service schools and other official travel not related to HN requirements), unit diary Marine Corps Total Force System (MCTFS) entries (e.g., semiannual Physical Fitness Test data), processing travel claims, processing leave and emergency leave requests, tracking and recording Deployment Tempo (DEPTempo) in accordance with reference (x), initiating and processing awards submitted by the HN, casualty

reporting in accordance with reference (ae), and processing any other disciplinary or commendatory actions. The MARFORs should assist MPEP Marines with coordinating postal, medical, and dental support if needed. See section 12 of this chapter for additional information regarding administrative support responsibilities.

b. The Commander of the MARFOR concerned is designated as the General Court Martial Convening Authority for all MPEP Marines assigned within their AOR.

c. Coordinate support requirements for MPEP Marines assigned within their respective AOR in accordance with current IAs and this Order. As necessary, and upon concurrence of the HN, MPEP Marines may be allowed to travel in support of and supported by wider MARFOR or GCC missions.

d. Submit an estimate of funds required to support all MPEP Marines assigned within their AOR for the next fiscal year to the program manager, with a copy to the billet sponsor, NLT 1 June of each fiscal year.

e. Provide appropriate briefings, including travel and country briefings for all MPEP Marines and family members assigned to allies and partners within their AOR. MARFOR should inform MPEP Marines of the MARFOR Theater SC supporting plan and any other country-specific SC plans.

f. Assist with the preparation, review, and processing of MPEP fitness reports (FitReps). Designate a Reviewing Officer (RO) or Senior Marine Representative (SMR) for MPEP FitReps as may be appropriate.

h. Serve as the primary point of coordination for MPEP Marines and FPEPs assigned to billets within their AOR.

i. Provide a response to requests for coordination regarding HN and service requests to deploy MPEP Marines on exercise, training, and contingency operations to the IAP Office NLT 10 working days after receipt of the request. Include all caveats regarding reporting requirements, equipment, and other applicable guidance with concurrences or non-concurrences.

7. Billet Sponsor

a. Advocate for sponsored billets and serve as the technical advisor to the IAP Program Manager and MPEP Marines serving in those billets. This includes responsibility for coordinating assignment of FPEP personnel to billets in hosting Marine Corps commands.

b. Coordinate recommendations for the establishment, modification, and elimination of exchange billets with the IAP Office.

c. Upon approval to negotiate and conclude an agreement per references (k) and (l), coordinate with the HN, IAP Office, and MM on the qualifications for those assigned to sponsored billets. Coordination will include completion of assessments and requirements for access to classified material. Develop and maintain all MPEP billet descriptions. Update MPEP billet descriptions every two years.

d. Semi-annually, prior to the publication of the ASR, coordinate with DC CD&I (TFSD), DC M&RA, and the IAP Office for the purchase of force structure to support all MPEP billets established and obligated by interagency (e.g., NSDD-38) and IAs.

e. Coordinate appropriate briefings for all MPEP Marines with PL, DC I, Intelligence Division, and MM to include any required foreign disclosure briefings prior to the Marine's departure from Continental United States (CONUS) for his or her MPEP assignment.

f. Coordinate the issue of any required equipment not provided by the HN through the administrative support unit. Individual Issue Facility (IIF) equipment may be issued from any IIF prior to Permanent Change of Station (PCS) overseas with orders and returned to the IIF at the follow-on duty station in CONUS.

g. Coordinate security requirements pertaining to access to classified and sensitive information with the HN, IAP Office, MM, DC I, Intelligence Division, and the administrative support unit in accordance with reference (m).

h. Coordinate with DC M&RA and Marines selected for the MPEP to facilitate adequate turnover for relevant MPEP billets.

i. Coordinate with appropriate entities, as may be required, to direct program funding to MPEP Marines required to attend specialized training.

j. In conjunction with the administrative support unit, coordinate any other billet support requirements.

k. Coordinate with the relevant administrative support unit on all administrative matters pertaining to MPEP Marines.

l. Provide copies of billet descriptions, to administrative support units.

m. Route copies of mid-tour and end-of-tour reports and billet descriptions submitted by MPEP Marines to the IAP Office.

8. U.S. Marine Corps Host Command of Foreign Personnel Exchange Personnel (FPEP)

a. Coordinate with billet sponsors on issues affecting the conduct of the exchange.

- b. Assume administrative control of FPEPs.
- c. Maintain copies of IAs applicable to hosted billets.
- d. Maintain copies of classified information disclosure guidance for all FPEP personnel assigned to the command. Assign a Contact Officer to ensure compliance with disclosure restrictions and control of access to information not authorized for release to FPEP personnel in accordance with reference (m).
- e. Inform the billet sponsor and program manager of requests to initiate any unit or billet changes, deployments, intended turnover of FPEP personnel, and other relevant information. The Marine Corps host command will request authorization to deploy FPEPs outside the country to which they are assigned (either the United States or the HN if the FPEP's assigned Marine command is located in a third country), for training or operations, from HQMC via the IAP Office NLT 30 days prior to the deployment. Authorization to deploy must be granted by the parent government before the FPEP can deploy with the host command. FPEPs do not need permission to deploy to the United States for training/exercises with their host commands.
- f. Revalidate the MPEP billet description with the billet sponsor and submit an updated billet description to the IAP Program Manager and billet sponsor NLT 180 days prior to FPEP personnel rotations (see section 13 of this chapter).
- g. Appoint a command sponsor to assist FPEPs and their families with adjusting to the Marine Corps and life in the United States or third country if stationed abroad.
- h. Ensure that performance evaluations are completed on all FPEPs as required by the parent service.
- i. Notify the billet sponsor and IAP Program Manager upon learning of an FPEP involved in an accident, arrested for a criminal offense, or placed in a casualty status.
- j. Submit FPEP deployment requests to the appropriate command when necessary to obtain the approval of the FPEP's parent government.

Chapter 2

General Policies and Information

1. Scope. This chapter establishes policies and procedures and assigns responsibilities for the management, coordination, and administration of the exchange of personnel between the Marine Corps and foreign military organizations under the MPEP.

a. The MPEP is normally intended to be a reciprocal exchange of officers and Staff Non-Commissioned Officers (SNCOs) with U.S. allies and partners. In some cases, a non-reciprocal exchange may be authorized. Reciprocity of personnel does not always mean a direct one-for-one exchange based on billet or rank (e.g., country A provides a colonel, but country B reciprocates with two captains) unless the IA calls for a one-for-one exchange. Reciprocal exchanges require each Party to provide personnel with qualifications, training, and skills that are essentially equal to those of the personnel provided by the other Party. Director, PL will determine the acceptable reciprocity for the Marine Corps.

b. An IA must be established between the U.S. Marine Corps and a foreign military service to facilitate both reciprocal and non-reciprocal personnel exchanges. The IA defines the concept of operations, details administrative and compensation responsibilities, and establishes personnel prerequisites for each exchange position.

2. Eligibility

a. Marines must meet the following criteria to qualify for an MPEP assignment:

(1) Be an unrestricted active-duty Marine.

(2) Be fully qualified in their PMOS and grade. The Marine's PMOS or Additional Military Occupational Specialty (AMOS) must correspond with the mutually agreed-upon billet descriptions and service requirements.

(3) For billets with foreign language requirements, the Marine must possess requisite foreign language skills or be capable of learning the foreign language required for the billet. Marines without the required foreign language skills must have a Defense Language Aptitude Battery (DLAB) score that corresponds to the target language to qualify for instruction at DLIFLC or DLI-Washington.

(4) Must have sufficient obligated service remaining to fulfill a two-year follow-on assignment in their PMOS in accordance with reference (x).

b. Prospective MPEP Marines and their family members must not have any financial, medical, personal, legal, or other concerns which

could adversely impact performance of duty or the reputation of the Marine Corps.

3. Application and Selection. Marines must apply and be nominated for the MPEP by the first O-6 in their chain of command. MPEP selection will occur annually. DC M&RA will conduct a panel, or panels, to review applications and select Marines for specific MPEP billets based on their qualifications, interests, and needs of the Marine Corps.

a. DC M&RA will release MARADMINs as may be required to solicit applications for all MPEP billets. MARADMINs will announce available billets and additional requirements including deadlines and other administrative details for the application and nomination process.

b. Applications will consist of the standard Administrative Action (AA) Form with an enclosure per the example in Appendix C. An MPEP application package will include:

(1) Application letter, endorsed by the first O-6 in the Marine's chain of command. The O-6-level endorsement must address the applicant's suitability for independent duty in a high-profile international affairs billet.

(2) Marines without existing language proficiency in the target language must submit a DLAB test date and score.

(3) If applying for billets with foreign language requirements, Marines with existing language proficiency in the target language, must submit Defense Language Proficiency Test (DLPT)/Oral Proficiency Interview (OPI) date(s) and scores to assess language training needs. Marines with proficiency in a language other than the required language are encouraged to submit DLPT/OPI scores in addition to their required DLAB scores to demonstrate their ability to learn a foreign language.

(4) Overseas and independent duty screenings in accordance with reference (x).

(5) Confirmation from the Marine's monitor of his or her availability for an MPEP assignment.

c. Selection Panel Process. DC M&RA will chair and conduct an annual selection panel, or panels, with representation from the IAP Office, billet sponsors, Manpower Management Officer Assignments (MMOAs), Manpower Management Enlisted Assignments (MMEAs), and relevant Occupational Field Sponsors.

(1) The MPEP Selection Panel is non-statutory.

(2) MMOA-3 and MMEA guidelines will govern the MPEP selection process.

4. Assignments

a. At the completion of MPEP Selection, MM will review and concur with the list of selectees.

b. DC M&RA will release the list of Marines selected and approved for an MPEP billet by MARADMIN.

c. DC M&RA will issue orders to Marines selected for the MPEP as appropriate to ensure adequate turnover for MPEP billets.

5. Training

a. If required, foreign language training consists of 24-63 weeks of instruction at DLIFLC in Monterey, CA, or DLI-Washington.

(1) Marines will graduate from language training with at least a limited functional proficiency in a foreign language demonstrated by a minimum DLPT/OPI score of 2/2/1+ (listening/reading/speaking).

(2) MPEP Marines may qualify for language sustainment training on a case-by-case basis as funding permits.

b. Basic Level SC Workforce Training. As SC Practitioners, MPEP Marines will complete the SC Workforce Development Program's minimum certification through the Defense Security Cooperation University (DSCU). This training is offered remotely and may be accessed through the DSCU website: www.dscu.edu. MPEP Marines must complete this certification prior to departing for their overseas assignment.

c. All MPEP Marines must complete foreign disclosure training prior to departing for their overseas assignment. This online course must be accessed from a DoD computer via MarineNet.

d. Foreign Affairs Counter Threat (FACT) Course. MPEP Marines may be required to attend the FACT Course in accordance with reference (ab). The FACT Course is managed and administered by the DOS. MPEP Marines required to complete FACT training must do so before leaving for their overseas assignment.

e. The IAP Office will conduct briefings that explain chains of command, administration, financial and support responsibilities while in training, and procedures for items such as medical and dental treatment not provided by the HN.

f. Additional training for MPEP Marines may also include the following:

(1) MPEP Marines may require training to certify them as an SC planner prior to departing for their overseas assignment. Appropriate training provided by DSCU, or service equivalents should provide Marines with a functional knowledge of guidance, policies, doctrine,

planning, assessments, resources, tools, processes, and procedures to facilitate the achievement of theater SC objectives and CMC SC strategy.

(2) Region-specific SC policy briefings, including briefings from applicable country desk officers in the Office of the Under SecDef for Policy, PL, and others that may enhance a Marine's understanding of his or her MPEP assignment.

(3) Additional region-specific briefings from MARFOR or embassy personnel may be coordinated through the IAP Office prior to departing for an MPEP assignment.

6. Additional Military Occupational Specialty (AMOS) Designation. Upon meeting IAP AMOS qualifications as defined in reference (w), MPEP Marines should apply for designation as a Foreign Area Officer, Regional Affairs Officer, or Foreign Area SNCO via the experience track. AMOS designation is not automatic, and applications will be reviewed by the quarterly International Affairs Experience Track Selection Panel. Further information on the application process may be found in reference (w).

Chapter 3

International Agreements (IA) and Military Personnel Exchange Program (MPEP) Billet Management

1. Proposals for New Agreements and Billets

a. Subject to the approvals required by references (k) and (l), DC PP&O is the authority for the negotiation, conclusion, modification, and termination of MPEP agreements and billets.

b. Per reference (l), Marine Corps organizations and personnel may not take any actions that allies and partners may interpret as a negotiation of, or commitment to, any IA or arrangement without first obtaining the approvals required in references (k) and (l).

c. To propose a new exchange billet, or modify an existing billet, the Marine Corps billet sponsor will submit a proposal to DC PP&O, PL.

(1) The IAP Office will oversee the staffing process for all proposed MPEP agreements and modifications. This includes serving as the point of coordination for stakeholder organizations, such as the appropriate U.S. Embassy country team.

(2) MPEP agreement and billet proposals will include the following information:

(a) Identification of the sponsor Marine Corps unit the FPEP will be assigned to and billet the foreign officer or enlisted member will be assigned.

1. This must include the location, unit, and billet title the foreign officer or enlisted member will fill. The Billet Identification Code (BIC) should also be provided when available.

2. Detailed justification for the proposed exchange including projected implementation date.

(b) Identification of the reciprocating foreign military unit and billet the Marine officer or SNCO will be assigned to.

1. This must include the location, unit and billet title the Marine officer or SNCO will fill while assigned to the MPEP billet. The applicable Marine Corps BIC should also be provided when available.

2. This BIC will provide the force structure to map the billet to MS4121.

3. Detailed justification for the proposed exchange including the projected implementation date.

(c) A cost estimate for the proposed exchange that includes a detailed financial summary and proposed billet structure that will support the exchange billet.

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

(e) Suggested utilization and assignment of Marine Corps personnel in foreign counterpart positions.

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

d. Director PL will review the package and determine whether to pursue the approvals required by references (k) and (l) to proceed with negotiations.

2. Negotiating and Concluding Military Personnel Exchange Program (MPEP) Agreements. If the authorizations required in references (k) and (l) are granted, and the Marine Corps and HN determine the proposed exchange is both feasible and desirable, they will develop an IA to define the concept of operations and terms of operation for the exchange. If an IA is already in place, the Marine Corps and HN will develop a billet-specific annex to the existing agreement.

a. The following guidance applies to development, conclusion, and compliance with an IA:

(1) MPEP IAs must be negotiated and concluded in accordance with references (k) and (l).

(2) If the Marine Corps and partner nation agree to establish an MPEP billet, the draft agreement will be reviewed by all relevant Marine Corps entities to assess feasibility of support. These entities include TFSD (force structure issues), M&RA (manpower issues) and I&L (family housing issues), prospective host units for FPEPs (operational impact issues).

(3) The SJA to CMC must concur with a draft agreement before it is provided to a foreign government for negotiation and before a finalized draft is signed by either party.

(4) Applicable foreign disclosure authorities must concur with a draft IA prior to its conclusion.

(5) Copies of all relevant documents pertaining to newly signed and concluded IAs will be forwarded to the SJA to CMC for transmittal to the DOS via the NJAG in accordance with references (k) and (l). Relevant documents include, but are not limited to:

(a) All accompanying papers, agreed minutes, exchange of notes, side letters, background statements that include information explaining the terms of the IA, and the negotiating history.

(b) The effective date of the IA, and a precise citation of legal authority is required.

(6) Once approved by the appropriate HN authority, the IA will be signed by the authorized representatives of each nation (CMC or DC PP&O for the Marine Corps) at a prearranged ceremony.

(7) Comprehensive billet descriptions will guide the execution of the IA by defining appropriate qualifications for personnel and assist foreign disclosure officials to determine the appropriate level of information disclosure. Billet descriptions will be drafted per the example in Appendix D and describe all aspects of the billet. MPEP billet descriptions should not contain abbreviations or acronyms.

3. Force Structure Considerations

a. All MPEP billets will be established and managed through the Marine Corps Total Force Structure Process. In accordance with reference (t), MPEP billets must be linked to existing Table of Organization and Equipment (T/O&E) line numbers and have an assigned BIC.

b. The Marine Billet Sponsor must ensure that compensatory structure for an MPEP billet is identified. All MPEP billets, regardless of duration, must be linked to compensatory force structure.

c. Billet sponsors must coordinate with the IAP Office and TFSD prior to initiating any changes to MPEP billet structure.

4. Terminating Exchange Positions

a. When a Marine Corps activity deems it appropriate to terminate an exchange program or position, the activity concerned will submit a request to the Director, PL. The request must include the following information:

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

(2) Detailed justification for the proposed termination.

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

b. The IAP Office will coordinate with the billet sponsor and foreign military service to determine if the billet will be retained or terminated.

(1) If the Marine Corps and HN determine the proposed termination is in the best interest of all parties, the IAP Office will inform the partner nation via official correspondence coordinated with SJA to CMC, DC M&RA, DC P&R, DCA, DC I Intelligence Division, and the appropriate MARFOR prior to transmission to the partner nation for concurrence.

(2) Upon partner nation concurrence, DC PP&O and the authorized representative of the partner nation will sign the document terminating the billet.

(3) The IAP Office will notify DC CD&I, TFSD of the billet's termination by submitting a T/O&E Change Request.

5. Exchange of Information and Security

a. Foreign personnel may only be granted access to U.S. Classified Military Information (CMI) or Controlled Unclassified Information (CUI) if such access is specifically authorized in the FPEP's Delegation of Disclosure Authority Letter (DDL) issued by DC PP&O, PL in accordance with reference (m).

(1) Commands hosting FPEPs should familiarize themselves and adhere to the guidance provided in reference (m) regarding information sharing procedures and reference (y) regarding correct application of the "Not Releasable to Foreign Nationals" (NOFORN) caveat to CUI and CMI.

(2) Access to CMI and/or CUI will only be authorized if it is in the interest of the United States and essential to performance of the FPEP's assigned duties.

(3) Although the FPEP serves as an integrated member of the host Marine Corps unit, the FPEP is not to be treated as a U.S. person regarding CUI and CMI. Authorization for disclosure of CUI and CMI for FPEPs is only valid for the billet specified in the DDL and at the Marine Corps host command, and its subordinate commands.

b. Authorization to disclose CUI and CMI to FPEP personnel will be provided to Marine Corps host commands in accordance with reference (m). This authorization is contingent on review of a current billet description and should be obtained in advance of the FPEP's arrival at the host command. Contact PP&O, PL if authorization to disclose CMI and/or CUI is not obtained prior to the FPEP's arrival at the host Marine Corps command.

c. No classified material may be released to FPEP personnel for retention or forwarded to the parent government, except as may be specifically authorized by the DDL. This does not preclude the use of authorized documents by the individual in the performance of assigned duties. Requests for release of classified material must be submitted in accordance with reference (m).

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d. The IAP Office will inform the Marine Corps host command of an FPEP's security clearance via a foreign visit request submitted by the FPEP's embassy to the United States.

Chapter 4

Assignment of Marines and Foreign Personnel to the Military Personnel Exchange Program (MPEP)

1. Marines Assigned to Allied and Partner Military Forces

a. DC, M&RA will identify MPEP Marines due to rotate 18 months in advance.

b. DC M&RA will work with billet sponsors and the IAP Office to ensure billets due for rotation are included on the next appropriate MPEP selection panel.

c. Marines interested in an MPEP billet will apply for assignment to the MPEP by submitting the Standard AA Form to their monitor via the chain of command. AA Forms must include an enclosure (Appendix C) that provides the following information:

(1) The MPEP billet(s) the Marine is interested in.

(2) The Marine's qualifications for each billet including DLAB or DLPT/OPI score if the billet requires foreign language proficiency.

(3) Confirmation that the Marine is qualified for an MPEP assignment.

(4) State if the Marine has dependents and confirm the Marine's family is qualified for an MPEP assignment through required overseas screening processes per reference (x).

d. M&RA, in coordination with the IAP Office and Billet Sponsors, will convene annual MPEP Selection Panels as may be required to select qualified Marines. Officer and SNCO applicants must meet the requirements outlined in the current MPEP billet description and this Order to be selected.

e. As required, the IAP Office will coordinate language and required pre-assignment training.

f. The administrative support unit will coordinate and conduct entry requirements orders for MPEP Marines prior to their departure for a new assignment.

2. Foreign Personnel Assigned to Marine Corps Commands

a. Allied and partner militaries will forward nominations for FPEP billets to the Marine Corps billet sponsor NLT 6 months prior to turnover. Nominations must identify a specific billet the nomination is for and include the nominee's biography, career brief, family members to accompany FPEP personnel, and intended arrival date.

b. The foreign nation, through its embassy, must submit a foreign visit request via the foreign visit system to the United States. The foreign visit request must include the nominee's current security clearance level.

c. The billet sponsor, in concert with the IAP Office, will then coordinate with the appropriate embassy regarding timing, provision of required briefings, training, and any other requirements prior to the FPEP's arrival.

Chapter 5

Deployment Authorizations and Actions In Case of Hostilities

1. Deployment of Marines with Host Nation (HN) Forces. Marines must obtain specific authorization from the appropriate U.S. authority prior to participation in deployments beyond HN boundaries. The level of approval authority depends on the nature of the proposed deployment or operation. The IAP Office is the primary point of coordination for all proposed MPEP deployments. Deployments for training and exercises within the HN do not require prior approval from HQMC or the DoD.

a. MPEP Marines may not participate in deployments of any kind outside of the HN until they receive written approval to do so from Headquarters Marine Corps via the IAP Office.

b. Deployment of MPEP Marines with HN forces for training/exercises must be coordinated with the IAP Office no less than 30 days prior to the proposed departure/execution date. Deployment of MPEP Marines with HN forces for contingency operations (see paragraph 1.e. of this chapter) must be coordinated with the IAP Office no less than 60 days prior to the proposed departure/execution date.

c. In accordance with reference (z), MPEP Marines must obtain country clearance from the U.S. Embassy in each country to be visited prior to commencement of travel for deployments/official travel of any kind.

d. Deployments in Support of Training, Exercises, and Humanitarian Operations. In accordance with reference (v), CMC delegates authority to review and approve deployment requests for events such as large force exercises, local HN operations, training scenarios, or humanitarian operations in non-combat zones to Director, PL.

(1) Prior to seeking Director, PL's approval, the IAP Office must obtain concurrence from:

(a) The MARFOR(s) whose AOR covers the host country and deployment location(s).

(b) The IAP Manager and billet sponsor if the subject billet is an aviation or intelligence billet.

(c) The appropriate desk officer(s) within DC PP&O, PL, PLU.

(2) The IAP Office will notify the Joint Staff J5, the Office of the Under SecDef for Policy, the U.S. Defense Attaché to the HN, and the HN's military attaché to the United States of the proposed deployment.

e. Deployments in Support of Contingency Operations

(1) In accordance with reference (u), for the purposes of this Order, a contingency operation includes any deployment where an MPEP Marine may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force, or regional, territorial, or maritime security force operations

(2) Per reference (u), if the combat or contingency deployment is in support of an operation that is not a U.S., United Nations (UN), or North Atlantic Treaty Organization (NATO) operation to which the United States is participating or contributing forces, MPEP Marine involvement must be approved by the SecDef prior to participation in contingency operations.

(3) Per references (u) and (v), if the combat or contingency deployment is with HN forces in support of a U.S., UN, or NATO operation where the United States is participating or contributing forces, MPEP Marine participation in hostilities may be approved by the SECNAV. Reference (v) states that the SECNAV further delegated approval authority for such deployments to the Under SECNAV.

(4) Prior to seeking approval from the appropriate authority for an MPEP Marine to participate in a contingency deployment, the IAP Office must obtain concurrence from:

(a) The billet sponsor if the billet concerned is an aviation or intelligence billet.

(b) The MARFOR(s) whose AOR covers the host country and deployment location(s).

(c) The combatant command(s) whose AOR covers the host country and deployment location(s).

(d) The Joint Staff (J5)

(e) The Office of the Under SecDef for Policy

(f) The SJA to CMC

(g) DoD Office of General Counsel

(5) Additionally, the IAP Office will notify:

(a) The HN defense attaché assigned to the United States

(b) The U.S. defense attaché assigned to the HN

(c) The Foreign Policy Advisor to CMC

(6) In accordance with references (u) and (v), the IAP Office will provide a weekly status report on MPEP Marines deployed with HN forces to contingency operations to the Joint Staff (J1) Manpower and Personnel. The report will include the MPEP Marine's information, HN, deployment start date, days deployed, estimated redeployment date, and deployment location(s), and operation. A copy of this weekly report along with any updates regarding the MPEP Marine's status will be furnished to the Deputy Under SECNAV.

f. Conditions for Military Personnel Exchange Program (MPEP) Marine Deployments

(1) Once approved for a deployment with the HN, any changes to the MPEP's assigned duties, location, timeframe, or the possibility/occurrence of hostilities must be coordinated with the IAP Office. A change in any of these conditions may require additional review and approval.

(2) All MPEP deployment authorizations are contingent upon the requirements that the Marine:

(a) Remains a fully integrated member of his or her assigned HN military unit.

(b) Retains the right of individual self-defense consistent with U.S. Standing Rules of Engagement.

(c) Follows any additional guidance provided by the applicable combatant commands and MARFOR in addition to obtaining required country clearance(s) from appropriate U.S. embassies.

g. Military Personnel Exchange Program (MPEP) Marine Deployment Requests

(1) MPEP Marine deployment requests will originate from the HN and must be submitted to the IAP Office via formal correspondence from the appropriate HN military authority. Reference (v) contains a sample MPEP Marine deployment request. The IAP Office will coordinate approval of deployment requests by the appropriate authority. At a minimum, requests to deploy MPEP Marines must include:

(a) The nature and mission of the deployment or operation.

(b) The MPEP Marine's billet and summary of duties during the proposed deployment.

(c) The proposed deployment's duration.

(d) The location of the deployment and or operation, to include all countries the Marine may operate / fly in and from.

(e) Whether the proposed deployment is in support of a NATO or UN operation.

(f) Confirmation that the MPEP Marine will remain a fully integrated member of his or her assigned HN unit.

(g) Confirmation that the Marine retains the right of individual self-defense consistent with U.S. Standing Rules of Engagement.

h. The IAP Office will notify the HN, MPEP Marine, and MARFOR(s) concerned of the request's approval or disapproval.

2. Actions in the Event of Hostilities for Military Personnel Exchange Program (MPEP) Marines

a. Should a state of hostility develop in which the United States and HN are allied against a common enemy, MPEP Marines will remain with the host military service units to which they are assigned.

(1) The U.S. Government retains the authority to recall MPEP Marines under any circumstances.

(2) MPEP Marines remaining in HN military units must obtain authorization from the appropriate authority via the IAP Office and appropriate MARFOR(s) via the same procedures employed for requesting authorization to participate in contingency operations prior to participation in hostilities.

b. If either government becomes involved in hostilities to which the other is not a party, the applicable IA will normally provide guidance in case of hostilities. In the absence of guidance, MPEP Marines will assume a neutral status and not take part in hostilities or execute orders in conflict with U.S. interests. MPEP Marines should seek further instructions from the IAP Office, billet sponsor, and administrative support unit.

3. Self-Defense. Neither paragraphs 1 nor 2 limits a Marine's ability to use all necessary means available and take all appropriate actions to defend themselves or other U.S. forces from a hostile act or demonstrated hostile intent consistent with standing U.S. Rules of Engagement.

4. Deployment of Foreign Personnel Exchange Program (FPEP) Personnel with Host Marine Corps Commands

a. There are unique issues associated with the overseas deployment of FPEP personnel with Marine Corps units. Arrangements for the deployment of FPEPs must be coordinated with the IAP Office, the FPEP's billet sponsor, and parent government.

(1) Requests to Deploy Foreign Personnel Exchange Personnel (FPEP). Marine Corps units that intend to deploy their assigned

FPEP(s) outside of the United States must submit a request in Naval Letter Format or via Automated Message Handling System (AMHS) message to the IAP Office at least 30 days in advance of the proposed departure for training/exercise deployments and NLT 60 days for contingency operations. Requests must be endorsed by the commanding general of the appropriate Marine Expeditionary Force and the commander of the MARFOR responsible for the proposed deployment's AOR. At a minimum, requests to deploy FPEPs must contain:

(a) The mission of the proposed deployment or operation. The request must state if hostilities or contingency operations are expected.

(b) The FPEP's billet and summary of duties while deployed.

(c) The proposed deployment's duration.

(d) The location of the proposed deployment or operation, including all countries the FPEP may operate/fly in and from.

(2) The IAP Office will coordinate with the embassy of the FPEP's parent government to seek approval for the FPEP(s) to participate in the proposed deployment. If approved, the IAP Office will provide correspondence to the requesting unit verifying the FPEP's authorization to deploy.

(3) The FPEP's parent government must authorize their participation in a deployment prior to their departure.

b. FPEP personnel do not qualify as members of the U.S. force when visiting nations with which the United States has established a Status of Forces Agreement (SOFA). It is essential that the FPEP's parent government coordinate his or her entry into a third-party nation prior to departure from CONUS. This ensures the FPEP is permitted to enter the third-party nation and that legal and diplomatic issues are resolved before the FPEP's arrival with U.S. forces.

(1) The United States has no power to grant SOFA status and thus authorize entry to third-party nations.

(2) FPEP personnel may not accompany U.S. forces unless the third-party nation grants them status equivalent to SOFA status.

5. Status of Foreign Personnel Exchange Program (FPEP) Personnel in the Event of Hostilities

a. Should a state of hostility exist in which the United States and FPEP personnel's parent government are formally allied against a common enemy, FPEP personnel may remain with their assigned Marine Corps host command and continue to execute their duties.

(1) Allies and partners retain the authority to recall their personnel under all circumstances.

(2) FPEP personnel will not participate in hostilities unless the foreign government grants specific approval. The billet sponsor and IAP Office may assist in coordinating for this approval if required.

b. If the United States becomes involved in hostilities to which the foreign government concerned is not a party, FPEP personnel will not take part in hostilities and will not be issued orders which conflict with the interests of their own government. Guidance in case of hostilities is provided in the appropriate IA.

Chapter 6

Guidance for Marines on Duty with Foreign Military Services

1. Overview. Current Navy and Marine Corps regulations and IAs between the Marine Corps and foreign military services will guide the administration of the MPEP.

2. Administration

a. The orders assigning a Marine to an MPEP billet will identify the administrative support unit. This will typically be the MARFOR responsible for the region in which the MPEP Marine is assigned.

b. MPEP Marines will receive a detailed briefing from the billet sponsor, program manager, and the appropriate MARFOR prior to reporting for duty. This briefing will include information considered necessary to enhance individual performance in an MPEP assignment.

c. MPEP assignments may be in remote locations, away from U.S. facilities. MPEP Marines will likely need to rely on HN services and support infrastructure for items like medical and postal services. If certain medical and postal services are unavailable through the HN, the Marine Corps may fund transportation to U.S. bases or facilities to obtain them. This may include travel to complete Marine Corps administrative requirements and obtain medical care if it is unavailable through the HN or TRICARE. At some MPEP duty locations there will be no access to U.S. Mail services (e.g. Army Post Office, Fleet Post Office, or Diplomatic Post Office). MPEP Marines will use HN postal services if U.S. Government postal services are unavailable. Travel to utilize postal services will only be authorized when they are unavailable through the HN at their assigned location. These expenses will be reimbursed via travel claim on a case-by-case basis if they are deemed necessary.

3. Performance Evaluation

a. Performance evaluation reporting procedures for MPEP Marines shall be conducted in accordance with reference (i). Upon arriving at their foreign assignment, MPEP Marines will coordinate with the administrative support unit and billet sponsor to ensure that a valid reporting relationship exists during the entire length of their assignment.

b. Foreign officers do not have valid U.S. Electronic Data Interchange Personal Identifiers (EDIPI) and are thus unable to establish an APES account as an RS or RO. A fillable Adobe FitRep form is available from Manpower Management Performance Branch (MMPB-23) upon request. MPEP Marines are responsible for ensuring that foreign RSs and ROs have the appropriate tools and instructions to complete FitReps in accordance with reference (i).

c. FitReps completed by an HN RS and/or RO in a language other than English must include a certified true translation as an addendum using pages one and five of the USMC FitRep form. The IAP Office can assist MPEP Marines with obtaining an acceptable translation of FitReps submitted in languages other than English if required. Upon completion, the Marine RO, or SMR, or their authorized trusted parties will send the FitRep to MMPB-23 in accordance with the guidance provided in reference (i).

d. As administrative support units, MARFOR will assist in the preparation and submission of MPEP FitReps for MPEP Marines assigned within their AOR.

4. Leave

a. During their assignment, MPEP Marines shall request leave through the host military service chain of command. The leave granted shall not exceed the maximum amount allowed by Marine Corps leave policies.

b. If approved, the MPEP Marine will coordinate leave through the appropriate Marine Corps administrative support unit.

5. Deployment Tempo (DEPTEMPO). MPEP Marines remain eligible for DEPTEMPO credit provided they meet the established DEPTEMPO criteria. Administrative support units will provide the criteria to each Marine. Each Marine is responsible for providing DEPTEMPO source information to his or her administrative support unit in a format and within a timeframe directed by the support unit. The administrative support unit will certify the accrued DEPTEMPO credit and enter it into MCTFS.

6. Uniforms. MPEP Marines shall comply with current Marine Corps Uniform Regulations. The uniform for any occasion shall be that which most nearly conforms to the appropriate uniform of the foreign command to which they are assigned. MPEP Marines are not authorized to modify Marine Corps uniforms to resemble those of the HN.

7. Financial Arrangements

a. All normal pay and allowance procedures apply to MPEP Marines. MPEP Marines will receive applicable special pay and allowances at the appropriate U.S. Government rates, not those of the HN. An MPEP Marine will not receive personal allowances or reimbursements from the HN. All travel funded by the HN must be arranged and funded directly.

b. The Marine Corps is responsible for PCS transportation costs of MPEP Marines to and from foreign duty stations.

c. The Marine Corps will fund non-PCS travel costs, including per diem, when incurred due to matters pertaining solely to Marine Corps tasks. The IAP Office, the MPEP Marine's administrative support unit or other funding organization (e.g., Training and Education Command

(TECOM)) must provide specific written approval for such travel. MPEP Marines should contact the funding organization well in advance of planned travel to ensure funding is in place.

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

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

8. Housing. Quarters will be provided to MPEP Marines consistent with foreign host service regulations and the applicable IA. In many cases, MPEP Marines will qualify to receive U.S. DoD Overseas Housing Allowance and Cost of Living Allowance to enable them to secure housing on the local economy. MPEP Marines and their families should note that housing expenses may exceed allowances and available housing may not meet CONUS housing standards.

9. Medical

a. MPEP Marine dependents may be eligible for care in host country military medical facilities to the same extent that care is authorized for family members of host country active-duty personnel. This will be determined by the IA and any other applicable agreement with the HN. At times, dependents may not be able to receive medical care from the HN. In these cases, MPEP Marine dependents should seek care from civilian sources under the appropriate TRICARE Overseas program. MPEP Marine dependents remain eligible to receive medical care in U.S. military treatment facilities, however, travel funding will not be provided to obtain routine medical care from U.S. military treatment facilities if it is available through the HN or TRICARE.

b. In accordance with reference (x), MPEP Marines and their dependents must meet overseas screening requirements for medical and dental needs prior to departing for their overseas assignment.

c. Physical examinations for MPEP Marines must meet the following provisions:

(1) MPEP Marines shall obtain physical examinations according to U.S. Navy and Marine Corps requirements. If U.S. medical facilities are not available, a foreign military physician may perform physicals, provided results are recorded in English. If an MPEP Marine is unable to receive a qualifying periodic physical from a U.S. military or foreign military physician, the Marine must request a waiver of the physical examination requirement through his or her administrative support command.

(2) MPEP Marines in a flying status shall undergo an annual flight physical performed by a qualified U.S. military flight surgeon, per reference (n).

(a) If an MPEP Marine must travel 10 hours or more to obtain a flight physical from a U.S. military flight surgeon, a foreign military flight surgeon may perform the flight physical, provided results are recorded in English and forwarded to the Naval Aerospace Medical Institute for review.

(b) Physical results should be sent to:

Naval Aerospace Medical Institute (Code 42)
Naval Air Station, Pensacola, FL, 32508.

(c) To the maximum extent possible, MPEP Marines shall obtain an annual flight physical no more than 30 days prior to departure for their MPEP assignment.

(d) If a Marine must travel more than 10 hours to obtain a flight physical, MPEP funding may be authorized on a case-by-case basis.

10. Discipline and Military Justice Matters

a. MPEP Marines will adhere to U.S. Marine Corps regulations and remain subject to the Uniform Code of Military Justice (UCMJ). MPEP Marines will comply with the lawful orders of foreign military service personnel who are superior to them in relative grade or placed in a position of authority over them.

(1) They shall regard all such orders with the same force and effect as orders issued by Marine Corps personnel superior to them in relative grade or authority.

(2) MPEP Marines who violate the host military service code of discipline during the exchange assignment will be withdrawn from the assignment. Marine Corps authorities may take disciplinary action if the violation of the host service's code of discipline is also an offense under the UCMJ.

(3) The commander of the MARFOR to which the MPEP Marine is assigned will be the General Court Martial Convening Authority. MPEP Marines and their dependents may be subject to the criminal jurisdiction of the HN. MPEP Marines and their families should familiarize themselves with any pertinent SOFA that exists between the HN and the United States.

(4) MPEP Marines must make every effort to observe the customs of the host military service and nation. Marines will conduct themselves with maturity and professionalism in establishing relationships with citizens of the country to which they are assigned.

(5) Unless specifically authorized, MPEP Marines will not exercise disciplinary authority over other Marines assigned to the MPEP.

11. Security Clearance. Upon nomination, the billet sponsor will notify the HN military (via the HN's military attaché) of the type and level of security clearance held by the Marine nominee. The MARFOR to which the MPEP Marine is assigned will manage personnel security requirements, to include submission of personnel security investigations and periodic reviews.

a. The host military service will normally authorize MPEP Marines' access to sensitive and classified information necessary for performance of duties.

b. Access to foreign sensitive information will be consistent with the Marine's security clearance and access granted by the host service.

c. MPEP Marines are not foreign disclosure officers or liaison officers and must direct all requests for the release of U.S. CMI or CUI to the appropriate U.S. SC Office, Liaison Officer, or the HN defense attaché to the United States

d. Retention of HN classified materials is prohibited. Marines may not transmit classified materials or information to the U.S. Government or Marine Corps without specific authorization from the host military service.

12. Mid-Tour and End of Tour Reports. MPEP Marines will submit mid-tour and end-of-tour reports to the billet sponsor, the MARFOR to which they are assigned, and IAP program manager. MPEP Marines shall submit the mid-tour report no earlier than 30 days prior to or after the midpoint of their tour (normally at the 18 month point for a three-year tour). End-of-tour reports will be submitted no less than 30 days prior to their end of tour. These reports will summarize the entire MPEP tour of duty. Reports must contain:

a. An updated billet description.

b. An explanation of significant differences between the Marine Corps and host service doctrines, operating procedures, and concepts as they apply to the exchange position and unit to which the individual was assigned.

c. An explanation of all benefits and hardships of the exchange tour, a review of living conditions, and any other appropriate comments and recommendations.

d. Inbound MPEP Marines will receive a copy of the end of tour report for information and planning purposes. Outgoing MPEP Marines should include a copy of this report in the turnover file for their replacement.

13. Aeronautically Designated Military Personnel Exchange Program (MPEP) Marines. Aeronautically designated MPEP Marines will comply

with reference (n) regarding required flight minimums, qualifications, and submission of Individual Flight Activity Reports in accordance with reference (af).

14. Military Personnel Exchange Program (MPEP) Marine Responsibilities

a. Submit monthly, comprehensive mid-tour reports and an end-of-tour report to the IAP Office and billet sponsor via the assigned MARFOR, HN, and services. Mid-tour and end-of-tour reports will be written and submitted according to paragraph 12 of this chapter.

b. MPEP Marines must establish and maintain direct communication with the IAP Office, billet sponsor, and MARFOR to which they are assigned. This includes providing them with updated contact information (e.g. mailing address, phone number, email address, etc.), and timely updates of Record of Emergency Data.

c. As specified by the MARFOR to which they are assigned, provide DEPTEMPO source information in the proper format and at the required reporting interval in accordance with reference (x).

d. MPEP Marines are not authorized to conduct formal liaison functions and do not possess the authorities to sign any binding agreements on behalf of the MARFOR, GCC, or U.S. Marine Corps.

e. Coordinate the issue and recovery of all special equipment (e.g., field and cold weather gear, flight equipment, etc.) with the applicable organization.

Chapter 7

Guidance Concerning Foreign Personnel Assigned to Marine Corps Units

1. Overview. Country-specific IAs and DoD directives concerning IAs will be employed in the administration of foreign military personnel in the MPEP. Additional guidance or clarification may be obtained from the IAP Office and/or country team regarding specific issues or questions. To the maximum extent possible, under applicable laws and regulations, FPEP personnel are to be afforded the same courtesies and privileges provided to U.S. Marines of comparable grade. The following provides general guidance for the administration of foreign personnel participating in the Marine Corps MPEP.

2. Administration. FPEP personnel routinely receive administrative support from their parent government's embassy in the United States

3. Sponsorship

a. On notification and acceptance of an FPEP's assignment, the U.S. host command will designate a sponsor. DC PP&O, PL, PLU will include the sponsor's name in the correspondence notifying the parent government of the FPEP nominee's acceptance.

b. The sponsor will communicate with the FPEP nominee and provide the individual with information on the local area and any other information that may assist with the FPEP personnel's move to their Marine Corps duty location.

c. Marine Corps host commands and sponsors should consider that FPEP personnel may not have prior exposure to U.S. customs and daily life. Host commands and sponsors should pay particular attention to assisting FPEP personnel with housing, furniture, transportation, finances, and other issues as may be required.

4. Security

a. Disclosures of CMI and CUI will be established in accordance with reference (m).

b. All Marine Corps commands hosting FPEP personnel will ensure a primary and alternate contact officer is assigned to each FPEP in accordance with reference (m).

5. Identification Cards. FPEP personnel and their family members will be issued DoD identification cards via DD Form 1173 in accordance with reference (ac).

6. Training. Unless required by the applicable IA, formal U.S. training of foreign personnel is prohibited except on a reimbursable basis. The parent service is responsible for ensuring that FPEP nominees are fully qualified (trained) prior to their FPEP assignment.

The only non-reimbursable U.S. training authorized for FPEP personnel, prior to or during the exchange assignment, is that required by the applicable IA and or specific training required to perform the duties of their assigned FPEP billet. Examples of such training may include, but are not limited to, aircraft transition training, safety courses, skill refresher or other training directly related to the FPEP assignment. Training that requires access to U.S. CUI and/or CMI must be conducted in accordance with reference (m).

7. Performance Evaluation. Marine commanding officers will provide performance evaluations to FPEP personnel as required by the FPEP's parent service. The Marine Corps and partner foreign military services will informally establish formats and occasions for completion of performance evaluations. If the foreign military service does not provide reporting guidance, the appropriate Marine RS and RO will document FPEP performance using a PDF version of the current USMC FitRep according to established Marine reporting guidance. Questions concerning FPEP performance evaluation should be addressed to the billet sponsor and IAP Office.

8. Leave. FPEPs will observe holidays and be granted leave in accordance with the applicable IA. Generally, FPEP personnel may be granted leave according to the regulations of their parent service, provided the proper authorities of the Marine Corps host command also approve the leave request. The leave granted shall not exceed the amount allowed under current parent service regulations, which may be more or less than allowed under Marine Corps regulations.

9. Uniforms. Host commands will consider differences in uniform regulations and requirements when prescribing guidance for FPEP personnel. Additional uniform guidance will be provided in the applicable IA.

10. Financial Arrangements

a. FPEP personnel will receive pay and allowances from their parent service in accordance with the applicable IA.

b. The cost of PCS transportation of FPEP personnel to their place of duty, and their return, will be the responsibility of the parent government.

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

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

e. FPEPs will be treated as a fully integrated member of their assigned unit. Travel expenses, including per diem, for duties

performed on behalf of the Marine Corps host command will be paid for by the same entity that would fund the same expenses for a Marine in the same billet (TECOM, the appropriate MARFOR, or the host command). All travel expenses will be funded in accordance with the applicable IA.

f. Expenses of family members of foreign personnel on exchange assignments will be borne in accordance with the appropriate IA and regulations of the FPEP's parent service.

g. In general, the host command will furnish meals to FPEP personnel on a cash-sale basis. FPEP personnel will normally be charged for meals on the same basis as U.S. personnel. Instructions on accounting for foreign personnel are covered in reference (o).

11. Housing. FPEP personnel will be offered U.S. Government quarters per the appropriate IA and in accordance with any public-private venture operating agreement governing housing on the host installation.

12. Medical. The Marine Corps will provide FPEP personnel and their family members' medical care per the appropriate IA and any reciprocal medical agreements between DoD and the FPEP's parent government.

13. Discipline, Command, and Responsibility

a. FPEPs assigned to U.S. Marine Corps commands remain subject to the regulations of their parent military service and government. They are not subject to disciplinary action under the UCMJ.

b. FPEP personnel may be assigned to positions exercising executive authority. FPEPs are not to be assigned to billets with responsibilities at or above the executive officer level. Foreign personnel on duty with the U.S. Marine Corps may never be assigned as commanding officers of Marine Corps commands.

c. In accordance with the applicable IA, FPEP personnel will not officially represent the Marine Corps either to other U.S. entities, their parent government, or third parties. As an integrated member of their assigned unit, FPEPs may assist, advise, and provide briefings as may be required by their Marine Corps host command.

d. Exchange personnel who violate the laws of their country, the United States, or third-party nation to which they are deployed or the regulations of the parent service or the UCMJ, during the exchange assignment may be withdrawn from the assignment by the FPEP's parent nation. Exchange personnel in the United States who commit offenses may be subject to the criminal jurisdiction of the federal, state, or local government. If established, a SOFA between the United States and the FPEP's parent government will provide guidance regarding violations of law.

APPENDIX A

Glossary of Acronyms and Abbreviations

AA	Administrative Action
AMHS	Automated Message Handling System
AMOS	Additional Military Occupational Specialty
AOR	Area of Responsibility
APES	Automated Performance Evaluation System
ASR	Authorized Strength Report
BIC	Billet Identification Code
CG TECOM	Commanding General of Training and Education Command
CMC	Commandant of the Marine Corps
CMI	Classified Military Information
CONUS	Continental United States
CUI	Controlled Unclassified Information
DCA	Deputy Commandant for Aviation
DC CD&I	Deputy Commandant for Combat Development and Integration
DC I	Deputy Commandant for Information
DC M&RA	Deputy Commandant for Manpower and Reserve Affairs
DC I&L	Deputy Commandant for Installations and Logistics
DC PP&O	Deputy Commandant for Plans, Policies, and Operations
DDL	Delegation of Disclosure Authority Letter
DEPTempo	Deployment Tempo
DLAB	Defense Language Aptitude Battery
DLI	Defense Language Institute
DLIFLC	Defense Language Institute Foreign Language Center
DLI-Washington	Defense Language Institute, Washington, DC
DLPT	Defensive Language Proficiency Test
DoD	Department of Defense
DON	Department of the Navy
DON/AA	Department of the Navy/Assistant for Administration
DOS	Department of State
DRMD	Directives and Records Management Division
DSCU	Defense Security Cooperation University
EDIPI	Electronic Data Interchange Personal Identifiers
FACT	Foreign Affairs Counter Threat
FitRep	Fitness Report
FPEP	Foreign Military Personnel Exchange Personnel
GCC	Geographic Combatant Commanders
HN	Host Nation
IA	International Agreement
IAP	International Affairs Program

ICASS	International Cooperative Administrative Support System
IIF	Individual Issue Facility
LREC	Language Regional Expertise and Culture
MARADMIN	Marine Administrative Message
MARFOR	Marine Forces
MCTFS	Marine Corps Total Force System
MM	Manpower Management Division
MMEA	Manpower Management Enlisted Assignment
MMOA	Manpower Management Officer Assignment
MMPB-23	Manpower Management Performance Branch
MPEP	Military Personnel Exchange Program
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MOS	Military Occupational Specialty
NARA	National Archives and Records Administration
NATO	North Atlantic Treaty Organization
NJAG	Judge Advocate General of the Navy
NLT	No Later Than
NOFORN	Not Releasable to Foreign Nationals
NSDD-38	National Security Decision Directive-38
OPI	Oral Proficiency Interview
PCS	Permanent Change of Station
PEB	Program Evaluation Board
PII	Personally Identifiable Information
PL	Strategy and Plans Division
PLU	International Affairs Branch
PMOS	Primary Military Occupational Specialty
POM	Program Objective Memorandum
PWG	POM Working Group
RO	Reviewing Officer
RS	Reporting Senior
SC	Security Cooperation
SE	Supporting Effort
SecDef	Secretary of Defense
SECNAV	Secretary of the Navy
SJA to CMC	Staff Judge Advocate to the Commandant of the Marine Corps
SMR	Senior Marine Representative
SNCO	Staff Non-Commissioned Officer
SOFA	Status of Forces Agreement
TA	Technical Arrangement
TECOM	Training and Education Command

TFSD	Total Force Structure Division
T/O&E	Table of Organization and Equipment
UCMJ	Uniform Code of Military Justice
UN	United Nations

APPENDIX B

Glossary of Terms and Definitions

Contingency Operation. Per reference (v), for the purpose of this Order, the term "contingency operation" is interpreted to include any deployment where DON military personnel may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force.

Experience Track. An IAP Military Occupational Specialty (MOS) pathway for Marine officer and enlisted personnel who already possess the qualifications for the Foreign Area Officer, Regional Affairs Officer, or Foreign Area SNCO MOS.

Foreign Area Officer. A commissioned officer from any of the six Military Services (Army, Navy, Air Force, Marine Corps, Space Force, and Coast Guard) who serves as a joint force strategic effects operator increasing awareness and understanding of human, diplomatic, military, and environmental factors in foreign theaters; advances DoD access, influence, and posture in foreign countries and theaters; and builds partner capability, capacity, interoperability, and the will to conduct operations aligned with U.S. interests. Foreign language proficiency is required in at least one of the dominant languages in their specified region.

Foreign Area Staff Non-Commissioned Officer (SNCO). A Marine SNCO who serves as a joint force strategic effects operator increasing awareness and understanding of human, diplomatic, military, and environmental factors in foreign theaters, advances DoD access, influence and, posture in foreign countries and theaters; and builds partner capability, capacity, interoperability, and the will to conduct operations aligned with U.S. interests. Foreign language proficiency is required in at least one of the dominant languages in their specified region.

Foreign Personnel Exchange Program Participant (FPEP). Denotes both officer and enlisted personnel from foreign militaries assigned as exchange personnel with U.S. Marine units through the MPEP.

International Affairs Program (IAP). The Marine Corps program that coordinates the selection, training and assignment of Marines who participate in the Foreign Area Officer, Regional Affairs Officer, Foreign Affairs SNCO, and Personnel Exchange Programs.

International Agreement (IA). A formal agreement between the U.S. Marine Corps and a foreign military and/or government to establish and govern the exchange of personnel under the MPEP. IAs may be established through the signing of a Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), or TA.

Military Personnel Exchange Program (MPEP). A Marine Corps program facilitating the exchange of Marine officer and enlisted personnel with those of a foreign military through IAs to strengthen international partnerships.

Political-Military Expertise. Knowledge of U.S. Government policies, procedures and coordination with foreign governments and military forces related to security assistance, international negotiations, and agreements.

Regional Affairs Officer. A commissioned Marine officer who serves as a joint force strategic effects operator increasing awareness and understanding of human, diplomatic, military, and environmental factors in foreign theaters; advances DoD access, influence, and posture in foreign countries and theaters; and builds partner capability, capacity, interoperability, and the will to conduct operations aligned with U.S. interests.

Security Cooperation (SC). All DoD interactions with foreign security establishments to build security relationships that promote specific United States security interests, develop allied and partner nation military and security capabilities for self-defense and multinational operations, and provide United States forces with peacetime and contingency access to allied and partner nations.

Appendix C

MILITARY PERSONNEL EXCHANGE PROGRAM (MPEP)
PARTICIPANT APPLICATION FORMAT
(Use Unit Letterhead)

From: Rank First M. Last EDI-PI: 1234567890 PMOS USMC(R)
To: Deputy Commandant M&RA (MMOA/MMEA-3)
Via: Chain of Command (MPEP applications must be endorsed by the
first O-6 in the Marine's chain of command)

Subj: FYXX MARINE CORPS FOREIGN MILITARY PERSONNEL EXCHANGE PROGRAM
APPLICATION

Ref: (a) MCO 5710.07
(b) MARADMIN XXX/XX

Encl: (1) Official transcripts (all undergraduate/graduate programs)
(2) Privacy Act Statement
(3) DLAB and/or DLPT/OPI scores (most recent official scores)

1. Per the references, I request consideration for the FYXX Military Personnel Exchange Program (MPEP).

2. Billet preference: _____. I [do/do not] wish to be considered for other billets if my preferences are not available. (Refer to the applicable MPEP Selection Panel Announcement MARADMIN for billet list.)

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

a. DLAB score: [Date, Place Tested]

b. DLPT information: (if taken)

(1) Language(s)/Dialect(s):

(2) Date, Place Tested:

(3) DLPT/OPI Score(s):

c. Existing service obligation: (e.g., U.S. Naval Academy, flight school)

d. I possess a (Secret/Top Secret) security clearance based on a (investigation type) completed on (date) by (investigating organization).

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

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

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

F. M. LAST

Appendix D

Billet Description Format

- a. BILLET TITLE:
- b. DATE REVIEWED:
- c. MS4121 BIC:
- d. FOREIGN BILLET IDENTIFIER (IF APPLICABLE):
- e. MILITARY UNIT ADDRESS:
- f. LOCATION:
- g. GRADE: (Include a note describing whether promotion during the tour will present a problem)
- h. SECURITY CLEARANCE REQUIRED:
- i. TOUR LENGTH: (MPEP tours are generally 24 months, not including any prerequisite training)
- j. DETAILED DESCRIPTION OF DUTIES: (Include level and scope of responsibility, command and supervisory relationships with private industry or other government agencies, as well as sufficient detail of unit operational duties of the PEP)
- k. TYPE OF AIRCRAFT/VESSEL/VEHICLE (IF ANY):
- l. QUALIFICATIONS AND EXPERIENCE REQUIRED TO BE ASSIGNED TO THE BILLET:
 - (1) MOS
Required:
Preferred:
 - (2) Education
Required:
Preferred:
 - (3) Experience:
 - (4) Remarks:
- m. LANGUAGE REQUIREMENTS (IF APPLICABLE AND INCLUDE MINIMUM QUALIFICATION REQUIREMENTS (E.G., DLPT/OPI 2/2/2):
- n. REQUIRED SYSTEM(S) ACCESS/USAGE (INCLUDE SOFTWARE APPLICATIONS, EQUIPMENT, ETC.):

o. PREREQUISITE TRAINING REQUIRED BY HOST SERVICE, LOCATION, AND DURATION: *(To be completed upon arrival)*

p. ADDRESS FOR MOVEMENT OF HOUSEHOLD GOODS:

q. REMARKS: (Remarks should include any billet requirements not already covered. Also include transitioning (for pilots) information, availability of government housing, special uniforms and equipment, local transportation constraints, passport requirements, etc.