



# **MAGTF, MCAGCC 29 PALMS**

# **FAP SOP**

REF: CCO 1320.4\_ ; CCBUL 1320

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Assignment, Reassignment, and Termination of FAP Personnel

1. Initial Assignment. Initial assignment of personnel to MAGTFTC, MCAGCC for the FAP will be effected by the commanding officer of the individual's parent unit in coordination with Combat Center Personnel Officer. FAP assignments must be made based on current support needs as determined by the Commanding General (through the AC/S G-1). Personnel will be ordered to report to the Combat Center Personnel Officer for duty with the FAP. Such orders will contain the statement there is no expense to the government and no travel involved. Format for orders to the FAP is provided in Appendix A and will be strictly adhered to by all resident commands. Billet Identification Code (BIC) and description for FAP personnel are listed in the current FY FAP CCBul 1320. Commanders of resident units will designate an individual to provide liaison with Combat Center Personnel Officer, review FAP allocations, and ensure all FAP requirements are filled and maintained. Send designation letters and updates (email is authorized) to the Combat Center Personnel Officer.

2. Reassignment. Reassignment of FAP personnel is not authorized without parent unit approval. Personnel may be moved to FAP billets or assigned duties other than those originally assigned only with the express written consent of both the parent unit commander or designee and the Combat Center Personnel Officer. Request for reassignment must be submitted to the Combat Center Personnel Officer with justification for reassignment. The Combat Center Personnel Officer will coordinate and notify appropriate unit commander or unit representative (i.e. FAP coordinator) of any pending reassignments. Reassignment will be affected once approval is received from the Combat Center Personnel Officer. Email coordination is authorized.

3. Reporting Procedure. Marines assigned to FAP duty will report with FAP letter orders and a completed FAP Qualification Checklist Form, CC 1320/1, (sample provided in Appendix B) available in a fillable PDF format at: <https://navalforms.documentservices.dla.mil/formsDir/ CC 1320 1 12604.pdf>) from their parent unit to the Combat Center Personnel Officer for FAP order endorsement. They will then proceed to Commanding Officer, Headquarters Battalion (HQBN), building 1457, to check in. After checking in with HQBN, they will proceed immediately to Installation Personnel Administration Center (IPAC) to complete a FAP join audit.

4. Personnel Criteria

a. Personnel will not be assigned to FAP while subject to the following:

- (1) A judicially suspended sentence.
- (2) Pending request or recommendation for administrative discharge.
- (3) Pending a line of duty or misconduct determination.
- (4) Overweight or assigned to weight control or remedial PT.

(5) Refer to chapter 3 of this SOP for instructions on expiration of active service (EAS) and leave while awaiting separation (LWAS) requirements.

b. Personnel will not be assigned to FAP within 6 months after receiving non-judicial punishment (NJP).

c. Personnel with two or more NJP's or a court-martial conviction within the previous 12 month period will not be assigned to category 2 or 3 FAP billets.

d. Personnel identified as high risk on parent command's Force Preservation Council (FPC) within 6 months will not be assigned to FAP.

e. Personnel that have an open case with the Substance Abuse Counseling Center, or within 6 months of their case being removed, will not be assigned to FAP.

f. Personnel identified previously as drug abusers or drug dependent will not be assigned to the FAP.

g. Personnel with 2 or more alcohol related incidents will not be assigned to the FAP.

h. Parent unit commanders will ensure all personnel possess required uniform items prior to being assigned to a FAP status. The CO, HQBN will ensure the same is accomplished prior to returning personnel to their parent unit.

i. Organizational property will be recovered by parent unit prior to assigning personnel to FAP.

j. Personnel will not have an EAS within 30 days of their estimated detachment date from FAP.

k. Personnel may not take terminal leave within 30 days of their estimated FAP detachment date.

#### 5. Recall of Personnel

a. The commanding officer of the parent unit will coordinate and execute the request for the return of personnel assigned to the FAP. Coordination will occur upon notification of a contingency operation. FAP personnel will return to their parent unit within three working days upon written notification (email is authorized) to Combat Center Personnel Officer that the parent unit has entered the deployment preparation stage for a contingency operation.

b. Category 1 personnel (except MOS 2311) may only be recalled by the parent command to provide support services for combat logistics battalion exercises. Category 1 personnel recalled for temporary assignment will be returned to FAP status upon completion of such TAD. Written requests (email is authorized) for termination will be submitted to the Combat Center Personnel Officer at least 30 working days prior to the recall date when possible.

#### 6. Return of Non-Effective Personnel

a. Marines assigned to the FAP will not be automatically returned to their parent unit as non-effective upon receiving NJP or counseling for minor infractions. Written requests (email is authorized) for termination must justify the disqualification and will be submitted to the Combat Center Personnel Officer.

b. Marines assigned to the FAP will be initially screened for drug use by HQBN. FAP Marines testing positive upon check-in will be returned to their parent unit for final processing discharge. This may be waived by the parent command and the CO, HQBN.

c. If a Marine is subsequently involved in any illegal drug incident, the CO, HQBN will determine the appropriate legal and administrative action to take, and recommend continuation or termination of FAP status after all action has been completed. This can only be waived by the CO of the parent command and the CO, HQBN.

d. The orders of FAP personnel who become non-effective for extended periods of time will be terminated by service record as follows:

(1) Unauthorized Absence (UA) and In-Hands of Civil Authorities (IHCA). All FAP personnel on their 20th day of UA will be terminated from the FAP. All Category 2 and 3 personnel on their 15th day IHCA will be terminated from the FAP. Category 1 personnel IHCA will be administered by HQBN until discharge documents have been submitted and termination from the FAP.

(2) Hospitalization. HQBN will obtain a doctor's written prognosis, length of hospitalization expected, and future duty status after hospitalization. If the doctor's determination indicates a long-term medical issue in excess of 30 days, termination of Category 2 and 3 personnel will be effected on the 15TH day of hospitalization. Category 1 personnel will be administered by HQBN until medical discharge authority has been granted; then termination from the FAP will occur.

e. In case of UA, IHCA, or hospitalization, unit diary action and recommendations for administrative discharge will be submitted. When required, DD form 553 will be drafted, next of kin notification made, and the CO, HQBN will complete all other administrative action.

f. When Category 3 personnel have been in an IHCA, UA, or hospitalization status for 15 days, a replacement will be provided by the parent command and the personnel in question will have their FAP terminated by service record book.

g. In case of UA, IHCA, or hospitalization, the personal effects, organizational clothing and equipment of the individual concerned will be inventoried by HQBN (if Marine lives in HQBN barracks) within 24 hours and delivered with service records and orders to the parent unit on the date the FAP orders are terminated. If the Marine resides in parent unit barracks, the parent unit will inventory gear as required.

h. In any case regarding a Marine in a UA, IHCA, or hospitalization status that remains ambiguous or is not specifically covered by this Order, the final determination of the Marine's FAP status rests with the CO, HQBN. However, the CO, HQBN will coordinate with the parent command.

i. Personnel who are sentenced by court-martial or referred to General courts-martial will have their FAP orders terminated. The parent unit will provide a replacement within 5 working days.

j. Personnel that have their FAP status administratively terminated prior to the end of required time will require the parent command to provide a replacement within 5 working days of termination.

7. Termination of FAP. A parent unit may request termination of personnel from the FAP while maintaining staff requirements within the provisions of Chapter 1 of this Order. However, every effort must be made to allow FAP Marines to complete the assigned FAP tour.

a. A parent unit must submit a written request (email is authorized) to the Combat Center Personnel Officer for FAP termination, via the chain of command not later than 15 working days prior to the requested effective date. The Combat Center Personnel Officer will issue FAP termination orders.

b. A replacement is required for all billets within five working days. A minimum of 15 working days turnover for all billets is required.

8. Detaching Procedure. Marines transferring back to their parent unit from FAP duty will report to the CO, HQBN, building 1457, to check out. When completely checked-out, they will report to the Combat Center Personnel Officer, building 1551, with the completed check-out sheet for FAP termination letter orders. They will then proceed immediately to IPAC, building 1459, to complete a FAP termination audit, then proceed as directed to report to their parent unit.

Chapter 2

Administrative Matters

1. General. Personnel assigned to the FAP must be qualified for the assignment. Use of the Combat Center FAP checklist (CC 1320/1) as directed by the current FY FAP CCBul is mandatory. In addition, personnel assigned to the FAP must complete all administrative procedures and be joined via Marine Corps Total Force System (MCTFS) in the prescribed FAP BIC to the appropriate HQBN Company, Platoon and Work Section by the IPAC.

2. Liaison. Parent units and HQBN will correspond through the chain of command on matters pertaining to Marines assigned to the FAP. The AC/S G-1 (through the Combat Center Personnel Officer) will coordinate and manage all FAP matters.

3. Personnel Accounting. Personnel assigned to the FAP will be joined by HQBN. Any subsequent requirements for data submission will be accomplished by IPAC for the duration of the FAP assignment.

4. Personnel Records

a. Marines will report to the Combat Center Personnel Officer with completed orders for assignment to and termination from the FAP.

b. The service record book (SRB)/officer qualification record (OQR) will remain at the IPAC. Marines not administered by IPAC will report to the Combat Center Personnel Officer with orders.

c. Service record maintenance and completion of administrative actions are the responsibility of the IPAC while personnel are assigned to the FAP.

d. HQBN is responsible for ensuring dental and medical for CAT 1 FAPs and PMO vehicle registration for all FAP personnel are included on the check-in/out sheet. This will enable the records and location of FAP personnel to be identified as required. All FAP personnel must be fully medically ready and dental class 3 or above before checking in to HQBN.

5. Pay and Allowances

a. Except as noted, the CO, HQBN is responsible for pay and allowances, including registration of allotments of FAP personnel.

b. The parent unit is responsible for advance pay and advance payment of travel allowance in connection with permanent change of station orders (PCSO).

c. IPAC is responsible for the administration of the proficiency pay program.

d. Personnel assigned to FAP who were previously authorized to draw full basic allowance for subsistence (BAS) shall continue to do so until such authorization is terminated by the CG, MAGTFTC, MCAGCC or the parent unit.

e. Personnel assigned to FAP in billets located in work sections authorized by HQBN to receive BAS will be authorized full BAS.

6. Request Mast. Request mast for FAP personnel will be administered in accordance with current HQBN policy.

7. Promotions and Commissioning Programs

a. IPAC is responsible for administering all aspects of the promotion program from Private First Class through Sergeant Major/Master Gunnery Sergeant per current Marine Corps directives. The reporting code of the parent unit will be inserted on all essential subjects' proficiency evaluation test answer sheets in the case of FAP personnel. Promotion certificates received from the Commandant of the Marine Corps (CMC) by the parent unit will be forwarded to CO, HQBN (Adjutant) for delivery to the Marine.

b. Recommendations for accelerated promotion to Staff Sergeant and Gunnery Sergeant will be forwarded to CMC via the chain of command with a copy to the parent unit.

c. Meritorious promotions to the grades of Lance Corporal through Gunnery Sergeant will be administered by the parent unit and will not be counted in HQBN meritorious promotion quotas. When HQBN meritoriously promotes a category 1 Marine, HQBN will receive that meritorious quota from the parent unit of that Marine.

d. The CO, HQBN will process requests and recommendations for a commission in the Armed Forces to higher headquarters via the parent unit.

8. Submission of Administrative Action (AA) Forms NAVMC 10274. All AA forms will be initiated at HQBN and routed via the parent unit. The CO, HQBN, will conduct interviews and necessary screening required for special assignments. AA forms forwarded to the CMC will be sent via the parent unit for endorsement.

9. Processing Individuals with Permanent Change of Station Orders. Parent units will notify the Combat Center Personnel Officer in writing (email coordination is authorized), via the chain of command upon receipt of PCS orders for personnel assigned to the FAP. Initial results of required screening will be returned to the parent unit via the chain of command within 15 working days. All required commanding officer interviews, screening guides, medical and physical forms, HIV test results, and financial statements will be forwarded to the parent unit by the CO, HQBN. The parent unit will process all other requirements incident to the orders to include requests for advance pay.

10. Fitness Reports/Proficiency and Conduct Markings

a. Fitness reports for FAP personnel will be administered per current directives. Proficiency and conduct marks will be assigned upon assignment and termination from FAP, and will be noted on the orders.

b. Sergeants and above in receipt of TAD orders in excess of 30 days will result in removal from FAP and have a fitness report submitted prior to termination. Upon returning to the FAP from TAD, the parent unit shall complete all required fitness reports (including not observed) prior to reassignment to FAP.

c. While assigned to HQBN, all semi-annual, promotion/reduction and conduct marks are the responsibility of the CO, HQBN.

11. Career-Planning Interviews to and from FAP

a. Marines assigned to FAP will be interviewed by the parent unit Career Planner prior to detaching from the parent unit, regardless of when a career planning interview is required.

b. FAP personnel will deliver the NAVMC 10213 (career planning contact record) to the HQBN Career Planner in person.

c. The HQBN Career Planner will conduct all career planning interviews during a Marine's FAP tour.

d. Upon termination of a FAP tour, the Marine will be interviewed by the HQBN Career Planner prior to returning to their parent unit.

e. HQBN will be responsible for TRS when a Marine arrives within 6 months of EAS.

12. Reenlistment Process for FAP Marines. All aspects of the Career Planning Program will be followed. Reenlistment administration will be processed at the parent command Career Planner.

a. The FAP Marine's parent unit must sign the actual reenlistment to fulfill their retention quotas.

b. Final reenlistment authority rests with the parent command and Headquarters Marine Corps. Marines will reenlist at their parent command.

c. The parent unit will handle reenlistments for Marines that arrive within 6 months of EAS and subsequently request to reenlist.

13. Leave and Liberty. Leave and liberty will be granted by the CO, HQBN.

14. Leave While Awaiting Separation. Request for LWAS for FAP personnel must be submitted via their FAP chain of command as outlined below:

a. Category 1. LWAS will be approved by the CO, HQBN with notification to parent unit.

b. Category 2. Marines requesting LWAS while assigned to the FAP will submit their request to their parent command via the CO, HQBN. Marines requesting to depart on LWAS before completion of FAP tour must be approved by the CO, HQBN, with notification to the parent unit. When approved by the CO, HQBN, a replacement will not be required from the parent unit until normal FAP tour completion.

c. Category 3. Marine requesting LWAS will submit their request to their parent unit. When approved by parent unit a replacement will be provided. Marines will not be released until a replacement has been provided. This may be waived by the Combat Center Personnel Officer.

15. Normal Discharge/Release from Active Duty. The CO, HQBN will terminate the FAP of those personnel due for normal discharge or release from active duty who have indicated their intention not to reenlist or to extend their current enlistment. This termination will be accomplished to allow sufficient time to complete processing by the parent unit prior to their release from active duty date. FAP termination date will be coordinated between CO, HQBN and the Marine's parent unit. Termination of FAP endorsements on personnel being separated will include a recommended reenlistment code.

16. Early Release. Personnel assigned to FAP who request voluntary early release from active duty shall forward such requests to their parent unit for approval. Personnel assigned to FAP who request LWAS shall forward such requests per chapter 2, paragraph 14 of this Order.

17. Casualty Reporting. Casualty and serious incident reporting will be reported by CO, HQBN for FAP personnel.

a. CO, HQBN will immediately notify the parent unit commander and be made an information addressee on all messages and correspondence.

b. In the event of death, FAP orders will be terminated effective the date of death and administrative actions will be completed by the parent unit.

c. Line of duty or misconduct investigations will be conducted by CO, HQBN.

Disciplinary and Investigative Matters

1. Disciplinary and Investigative Responsibility

a. For enlisted personnel, the CO, HQBN is responsible for investigations into and the disposition of possible Uniform Code of Military Justice (UCMJ) violations, to include preliminary inquiries, Article 32 investigations and non-judicial punishment.

b. The CO of HQBN is responsible for convening Summary and Special courts-martial. Prior to any adjudication, coordination between HQBN CO and parent command will commence to discuss misconduct and FAP status.

c. Convening authority for General courts-martial is the responsibility of the parent command. HQBN CO will have investigative responsibilities for all potential GCM cases. The CO of HQBN will not submit Request for Legal Services (RLS) for Cat 2 & 3 FAPs. Personnel referred for General courts-martial will have FAP orders terminated.

d. Adjudicating potential General courts-martial will be made in consultation with MCAGCC command deck and parent command.

e. For enlisted personnel, the CO, HQBN is responsible for non-criminal investigations to include all types of Judge Advocate General Manual and supply investigations.

f. The CO of the parent unit is responsible for convening any professional or technical competency review boards. The CO, HQBN will terminate FAP status of personnel subject to a competency review board.

g. The CO, HQBN will brief the CG, MAGTFTC, MCAGCC regarding incidents of officer misconduct; the CG will determine adjudication on all cases.

2. Line of Duty or Misconduct Investigations. This type of investigation will be the responsibility of the CO, HQBN.

3. Administrative Discharges. For enlisted personnel, the CO, HQBN will process all voluntary and involuntary administrative separation action. When the separation is approved by the discharge authority, the respondent's FAP will be terminated and the individual returned to the parent unit for discharge. A replacement from the parent unit will be provided to replace the Marine being separated.

4. Execution of Punitive Discharges. The CO of the parent unit is responsible for all actions regarding punitive discharges.

Chapter 4

Training and Schools

1. Training. The parent unit shall make every attempt to satisfy individual training requirements before assigning personnel to the FAP. The CO, HQBN shall ensure individual training is conducted for FAP personnel.

2. School Training. Local school training includes those schools conducted aboard MCAGCC and quotas are controlled by the CG, MAGTFTC, MCAGCC.

a. Formal School Training. Should formal school training, such as Corporal, Sergeant, Staff Academy, Career Course, be desired, training will be initiated by the CO HQBN for CAT 1 personnel only.

b. MOS Progression Training. Should schools such as postal school, military police school, etc., of CAT 1 FAP personnel be required, training will be initiated by the CO, HQBN.

c. Local School Training. Quotas for local schools will be requested by the CO, HQBN. If necessary, appropriate orders will be issued at no expense to the government by the CO, HQBN.

3. Training and Annual Requalification. Battle Skills Training and re-qualification firing are matters of mutual responsibility; as a goal, no Marine should be ordered to or returned from FAP requiring either. However, such a goal is neither practical nor achievable given the cyclic nature of both the requirements and the assignment process. Accordingly, the following statements delineate the training responsibilities:

a. Category 1. Rifle/Pistol Re-qualification, Battle Skills Training, Swim Qualification and Gas Chamber are the responsibility of the CO, HQBN.

b. Category 2 and 3. The parent unit should make every effort to ensure that their Marines have received the requisite annual training, Rifle/Pistol Qualification, Battle Skills Training, Swim Qualification and Gas Chamber, before assigning a Marine to the FAP. However, it is realistic to acknowledge that this is not practical in all cases. As such, a Marine who is assigned to the FAP and who has not received the requisite annual training will be scheduled to complete such training, as needed, with HQBN. The following guidelines apply:

(1) If a Marine is assigned FAP during the period 1 October through 31 March, the CO, HQBN is responsible for annual training for the fiscal year (FY) the FAP begins.

(2) If a Marine is assigned FAP during the period 1 April through 30 September, the parent unit is responsible for annual training for the FY the FAP begins.

(3) If a Marine's FAP assignment is terminated during 1 October through 31 March, the parent unit is responsible for annual training for the FY the FAP ends.

(4) If a Marines FAP assignment is terminated during 1 April through 30 September, then the CO, HQBN is responsible for annual training for the FY the FAP ends.

Chapter 5

Logistics

1. General. Logistic support, except for items of individual equipment, will be the responsibility of the CO, HQBN.

2. Messing

a. Messing will be the responsibility of the CO, HQBN.

b. Chapter 3 paragraph 5d provides guidance for FAP personnel on BAS.

3. Billeting. Billeting of all FAP personnel will be provided by HQBN.

4. Duties and Watch standing

a. All FAP personnel will stand duties and watches, or be exempt from such duties and watches under the current guidelines set forth by CO, HQBN.

b. CO, HQBN is responsible to provide CDO Duty replacements to the MAGTFTC, MCAGCC Adjutant when FAP personnel are recalled.

5. Individual Clothing and Organizational Clothing/Equipment

a. CO, HQBN is responsible for issuing any special items necessary for duties assigned.

b. It is the responsibility of CO, HQBN to require FAP personnel to maintain the required uniform clothing.

c. All FAP personnel will stand inspections with permanent personnel for the Combat Center.

d. Individual Weapons

(1) FAP personnel will be provided weapons and equipment from the HQBN armory for training purposes only. Upon completion of a range detail weapons will be cleaned per current directives.

(2) Personnel requiring weapons or equipment for periods of TAD or deployments will draw these items from their parent unit.

6. Travel for Medical Purposes

a. FAP personnel who travel for medical purposes concerning previously existing conditions will be funded by the parent unit.

b. FAP personnel who travel for medical purposes concerning injuries or conditions incurred during assignment to FAP will be funded by HQBN.

7. Recreation Services. The number of FAP Marines attached to MAGTFTC, MCAGCC HQBN shall be included in their strength numbers for the purpose of the allocation of recreation service funds. FAP personnel are eligible to participate in recreation services programs and activities conducted for and available to all MCAGCC.

APPENDIX A

SAMPLE LETTER ORDER ASSIGNING MARINES TO FAP

UNIT LETTER HEAD

1320  
(Org code)  
DD Mmm YY

From: Commanding Officer, \_\_\_\_\_ (Parent unit)  
To: (Marine being issued FAP orders)

Subj: ORDERS TO THE FLEET ASSISTANCE PROGRAM (FAP)

Ref: (a) CCBul 1320

Encl: (1) FAP Qualification Checklist (Form CC 1320/1)

1. Per the reference and enclosure (1), you have been qualified and are directed to proceed and report to the Commanding General, Marine Air Ground Task Force Training Command (Combat Center Personnel Officer, Center Personnel, Bldg 1551) NOT LATER THAN \_\_\_\_\_, for duty with the FAP for a period of about 6 to 12 months.

2. You will be assigned to the following FAP billet:

- a. BIC: MS3510XXXXX
- b. Billet Description: \_\_\_\_\_
- c. Billet MOS: \_\_\_\_\_
- d. Category: \_\_\_\_ (1, 2 or 3)
- e. Your EAS: \_\_\_\_\_
- f. To FAP PRO/CON: \_\_\_\_\_/\_\_\_\_\_

3. You will be replacing (name or vacant billet).

4. No expense to the government is authorized and no travel is involved in the execution of these orders.

(CO/By direction)

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RECEIVING ENDORSEMENT

1. I have read, understand, and received these orders at \_\_\_\_\_ (time) on \_\_\_\_\_ (DD Month YYYY). I understand that I am to report to the Commanding General, Marine Air Ground Task Force Training Command (PersO, Center Personnel, Bldg 1551), no later than \_\_\_\_\_ (time) on \_\_\_\_\_ (DD Month YYYY).

2. I have not requested Leave Awaiting Separation and do not plan to within the next 6 months.

(Marine's Signature)  
(Marine's Rank & Name)