



UNITED STATES MARINE CORPS  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788100  
TWENTYNINE PALMS, CALIFORNIA 92278-8100

Canc: Sep 2026

CCBul 1320  
G-1  
SEP 29 2025

COMBAT CENTER BULLETIN 1320

From: Commanding General  
To: Distribution List

Subj: FISCAL YEAR 2026 FLEET ASSISTANCE PROGRAM

Ref: (a) MCO 1000.8  
(b) MCO 1616.1  
(c) CCO 1320.4D  
(d) CCO 1300.2M

Encl: (1) MAGTFTC, MCAGCC FAP Agreement  
(2) MAGTFTC, MCAGCC FY-26 FAP Distribution  
(3) MAGTFTC, MCAGCC FAP Category III Billet Descriptions  
(4) MAGTFTC, MCAGCC FY26 FAP Billet Requirement Notes  
(5) Combat Center FAP Qualification Checklist: CC1320/1 (Rev.07-25)

1. Situation. To promulgate the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) Fleet Assistance Program (FAP) Bulletin and to publish the validated FAP requirements for action by the tenant units aboard the Combat Center in accordance with reference (a).

2. Cancellation. CCBul 1320.

3. Mission. To identify FAP billets and billet distribution to Combat Center tenant units by military occupational specialty (MOS), FAP category, and other qualifications for the MAGTFTC, MCAGCC Fiscal Year 2026 FAP requirements.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide MAGTFTC, MCAGCC sufficient additional manpower resources to support the resident operating force commands. The primary objective of the FAP is to augment manpower resources to provide adequate support and services to tenant units without degrading combat readiness. The secondary objective is to provide enhanced training opportunities for operational force units in a garrison environment.

(a) The FAP will not alter the established mission of either the tenant units or MAGTFTC, MCAGCC. Operational force combat readiness remains the primary consideration. Personnel provided to the MAGTFTC, MCAGCC FAP will remain an integral part of their unit, available for recall and immediate deployment if required. Per reference (a) and for the purposes of this Bulletin, deployment is associated with operational contingencies, major exercises, and the Unit Deployment Program.

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(2) Concept of Operations. The FAP billets listed in enclosure (1) will be manned by the unit indicated unless changed by mutual agreement between the installation and the supporting command. Billet distribution, requirements, and job descriptions are outlined in enclosures (2), (3), and (4). FAP billets and requirements will be adhered to from the date of this Bulletin through 30 September 2026, in accordance with reference (a).

(a) Category 1 billets. Require a specific Military Occupational Specialty (MOS). Operational and training opportunities for individual MOS skill maintenance and improvement are found predominantly at MAGTFTC, MCAGCC with only limited opportunities at the tenant unit. Tenant FMF units should support these identified FAP requirements to 100 percent of their assigned onboard strength in that MOS, when the situation permits.

(b) Category 2 billets. Require a specific MOS. Operational and training opportunities for individual MOS skill maintenance and improvement are equally available at MAGTFTC, MCAGCC and the tenant units.

(c) Category 3 billets. Any billet not in Category 1 or 2 and do not require any specific MOS. Tenant units should support these billets in proportion to their overall onboard strength when the situation permits.

(d) The standard period for Category 2 or 3 FAP assignments is six months, to maximize MAGTFTC, MCAGCC investment in Marine training. To protect Marines career development, assignments to category 3 billets should be no more than two 6 month periods. Longer or shorter FAP tour lengths may be negotiated.

b. Subordinate Element Missions. Commanding Officers, Assistant Chiefs of Staff (ACs/S), Special Staff Officers, and Officers-in-Charge will ensure:

(1) Implementation, assignment, administration, and operational control of personnel assigned to MAGTFTC, MCAGCC FAP billets are in accordance with references (b) and (c).

(2) Personnel assigned to FAP billets are issued FAP orders with a completed FAP Checklist (see enclosure (5) and/or see paragraph 5.b. below for a link to the checklist form), and transferred by the parent unit, as soon as practical. Personnel will return to their unit with sufficient time to begin their pre-deployment training cycle, separation processing, or other activities requiring the return of the Marine to his or her parent unit, in accordance with reference (b).

(3) Units assigning Marines to FAP will provide advance notice of personnel via e-mail to the MAGTFTC, MCAGCC G-1 Manpower Management/FAP Staff Noncommissioned Officer-In-Charge (SNCOIC) for tracking and accountability purposes, to include required advance notification of:

(a) Any personal weapons stored at the unit armory.

(b) Any personnel with high-risk Force Preservation Council (FPC) concerns (see paragraph 5.b. for the Headquarters Battalion (HqBn) FPC risk assessment form).

(4) Personnel may not be reassigned to FAP billets other than those originally assigned, without the express written consent of both the parent

unit commander or designee, and MAGTFTC, MCAGCC G-1 Manpower administrative action.

(5) Personnel will not be assigned to FAP while subject to the following:

(a) A judicially suspended sentence or within 90 days after receiving non-judicial punishment (NJP). Food Service Specialists may be considered for assignment to Phelps Mess Hall on a case-by-case basis with prior coordination and concurrence between I Marine Expeditionary Force and MAGTFTC, MCAGCC Food Service Offices prior to assignments.

(b) A pending request or recommendation for administrative discharge.

(c) A pending line of duty or misconduct determination.

(d) An assignment to the Body Composition Program or remedial physical training.

(e) Two or more NJPs or a court-martial conviction within the previous 12-month period will not be assigned to category II or III FAP billets.

(f) A previously identified drug abuse or drug dependency issue.

(g) An Alcohol Referral Incident or after care.

(h) A suicidal or homicidal ideation, gesture or attempt in the past 12-months.

(i) A pending paternity leave to occur within the following six months of being FAP.

(j) A pending surgery within the following six months.

(k) An assignment to limited duty.

(6) The FAP checklist will be completed and signed by the tenant unit's Operations Officer or Operations Chief upon an official Height/Weight/Body Fat compliance verification is conducted.

(7) Per reference (d), Marines assigned to FAP duty within the ranks of Private to Corporal are required to have an evaluation completed within the Junior Enlisted Performance Evaluation System (JEPES) as "To TAD" (TD) due to temporary assignment to FAP duty for more than 30 days away from their parent command. Upon termination of FAP duty, Marines are to receive a completed evaluation in JEPES as "TAD Complete" (TC). The RUC/MCC to which the Marines were temporarily assigned to is responsible for the (TC) occasion. However, if Marines assigned to FAP duty received a Semi-Annual (SA) evaluation in the JEPES from their parent command within 30 days of their assignment to FAP duty, then the TD occasion is omitted and not required. If Marines terminate their FAP duty within 30 days of an (SA) evaluation being completed while in a FAP status, then no (TC) occasion is needed prior returning to their parent command.

(8) Marines assigned to FAP duty will report with FAP orders and completed FAP checklist to the MAGTFTC, MCAGCC Manpower Management/FAP SNCOIC to begin the FAP intake process. Marines are required to have the Physical Training uniform, Green-on-Green, on hand in order to conduct an official Height/Weight at the HqBn S-3. In the event a Marine to be assigned to FAP duty is not within Height/Weight standards, their FAP eligibility will be immediately terminated. Marines will be returned to their parent unit, and the tenant unit will be responsible to provide an immediate replacement to fill the intended billet. Upon completion of the Height/Weight verification at the HqBn S-3, Marines will receive their respective reporting endorsement that identifies their Billet Identification Code, Billet Description, Billet MOS, assigned Directorate, FAP Category, and Company/Platoon/Work Section Code. A HqBn Check-In Sheet will be issued to ensure Marines are properly checked-in at each supporting section within HqBn. Marines assigned to FAP will occupy a room within HqBn's barracks.

(9) Eligibility for, execution of, and timing of FAP assignments will be coordinated between the tasked (parent commands) units, MAGTFTC MCAGCC HQBN, and the G-1 Manpower FAP SNCOIC. Due to the length of required training for FAP assignments to the Provost Marshal's Office (PMO) and the Marksmanship Training Unit (MTU), units will transfer Marines in one combined group at the same time. FAP assignments to PMO and MTU will also provide a minimum three-week turnover to the greatest extent possible. Prior to assignment, units will communicate with the G-1 Manpower FAP SNCOIC to coordinate assignment timing for these situations and HQBN holiday liberty periods.

(10) The Parties (e.g. MAGTFTC MCAGCC and I MEF) can execute Marine Corps counseling, non-judicial punishment (NJP), and/or courts-martial for violations of military law under the Uniform Code of Military Justice (UCMJ).

(11) The Parties' Chiefs of Staff, Commanding Officers, and Sergeants Major agree to use goodwill to reach mutually viable solutions for the Marine, the mission, and the United States Marine Corps.

(12) All administrative and legal separation actions must be completed by I MEF. I MEF agrees to own separation actions.

(13) MAGTFTC, MCAGCC has the authority to terminate FAP assignment and the requirement to inform I MEF of the termination.

(14) CG, MAGTFTC MCAGCC reserves the right to unilaterally terminate FAP at any time based on the severity of the administrative and/or legal action in consultation with the Staff Judge Advocate.

#### c. Coordinating Instructions

(1) This Bulletin is based on reference (a), which contains policy and guidance on the FAP Marine Corps-wide. Reference (b) contains local policy and procedures for FAP standard operating procedures for implementation, assignment, and administration of the MAGTFTC, MCAGCC FAP.

(2) FAP Rotation Timeline. The Fiscal Year 2026 FAP Rotation timeline is listed below. However, due to tenant unit operational tempo and mission requirements, the FAP rotation dates may be adjusted following coordination between MAGTFTC MCAGCC HQBN, the parent command commander or designee, and G-1 Manpower.

- (a) 1st FY26 PMO/MTU FAP Intake: 12 March 2026.
- (b) 2nd FY25 PMO/MTU DeFAP: 2 April 2026.
- (c) 1st FY26 Mainbody FAP Intake: 9 April 2026.
- (d) 2nd FY25 Mainbody DeFAP: 23 April 2026.
- (e) 2nd FY26 PMO/MTU FAP Intake: 11 September 2026.
- (f) 1st FY26 PMO/MTU DeFAP: 1 October 2026.
- (g) 2nd FY26 Mainbody FAP Intake: 8 October 2026.
- (h) 1st FY26 Mainbody DeFAP: 22 October 2026.

5. Administration and Logistics

a. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center Bulletins can be found at <https://www.29palms.marines.mil/Staff-Offices/G-1-Manpower-Directorate/Adjutant/#combat-center-bulletins>.

b. Forms. FAP Billet Checklist, CC1320-1, can be obtained from the Combat Center Adjutant website at <https://www.29palms.marines.mil/Staff-Offices/G-1-Manpower-Directorate/Adjutant/#combat-center-forms>.

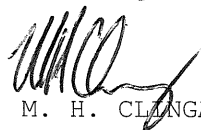
c. Changes to this Bulletin should be requested in writing to the Commanding General, via the MAGTFTC, MCAGCC G-1 Manpower Senior Staffing Analyst, per reference (b).

d. Fair-share FAP category III billet distribution is based on current tenant unit enlisted manpower, as detailed in enclosure (2).

6. Command and Signal

a. This Bulletin is applicable to active duty and reserve personnel aboard the Combat Center.

b. This Bulletin is effective the date signed.

  
M. H. CLANGAN

DISTRIBUTION: A

MAGTFTC, MCAGCC Fleet Assistance Program (FAP) Agreement

*UNIT ASSIGNED	FAP CATEGORY	BIC	BILLET DESCRIPTION	RANK	EMOS	*EMOS	DIRECTORATE	COMPANY	PLATFORM	WORK SECTION
G-4 INSTALLATION SUPPORT - CENTRAL MAGAZINE AREA (CMA)										
7TH MAR	3	MS351004204	AMMUNITION HANDLER	LCPL	8014	0000	G-4 INSTALLATION SUPPORT	A	ACLD	ACMA
3/11	3	MS351004207	AMMUNITION HANDLER	LCPL	8014	0000	G-4 INSTALLATION SUPPORT	A	ACLD	ACMA
3/11	3	MS351004208	AMMUNITION HANDLER	LCPL	8014	0000	G-4 INSTALLATION SUPPORT	A	ACLD	ACMA
7TH MAR	3	MS351004212	AMMUNITION HANDLER	LCPL	8014	0000	G-4 INSTALLATION SUPPORT	A	ACLD	ACMA
3RD LAR	3	MS351004206	AMMUNITION HANDLER	CPL	8014	0000	G-4 INSTALLATION SUPPORT	A	ACLD	ACMA
TOTAL: 5										
MCCS - AQUATICS										
7TH MAR	3	MS351000713	AQUATICS SNCOIC	SSGT	8014	0000	MCCS	A	MCCS	AMSP
7TH MAR	3	MS351000714	LIFEGUARD	LCPL	8014	0000	MCCS	A	MCCS	AMSP
7TH MAR	3	MS351003779	LIFEGUARD	LCPL	8014	0000	MCCS	A	MCCS	AMSP
7TH MAR	3	MS351000718	LIFEGUARD (SEASONAL (4/1-9/30))	LCPL	8014	0000	MCCS	A	MCCS	AMSF
CLB-7	3	MS351000720	LIFEGUARD (SEASONAL (4/1-9/30))	LCPL	8014	0000	MCCS	A	MCCS	AMSF
MCCES	3	MS351000715	LIFEGUARD (SEASONAL (4/1-9/30))	LCPL	8014	0000	MCCS	A	MCCS	AMSF
MCCES	3	MS351000716	LIFEGUARD (SEASONAL (4/1-9/30))	LCPL	8014	0000	MCCS	A	MCCS	AMSF
MCCES	3	MS351000719	LIFEGUARD (SEASONAL (4/1-9/30))	LCPL	8014	0000	MCCS	A	MCCS	AMSF
3RD LAR	3	MS351000717	LIFEGUARD (SEASONAL (4/1-9/30))	CPL	8014	0000	MCCS	A	MCCS	AMSF
MCCES	3	MS351003780	LIFEGUARD (SEASONAL (4/1-9/30))	LCPL	8014	0000	MCCS	A	MCCS	AMSF
TOTAL: 10										
G-4 INSTALLATION SUPPORT - FOOD SERVICES (FSO)										
7TH MAR	1	MS351001993	SENIOR MARINE LIASION	GYSGT	3381	3381	G-4 INSTALLATION SUPPORT	A	ACLD	AFSO
3/11	1	MS351001997	ASSISTANT CHIEF COOK	SGT	3381	3381	G-4 INSTALLATION SUPPORT	A	ACLD	AFSO
7TH MAR	1	MS351001998	ASSISTANT CHIEF COOK	SGT	3381	3381	G-4 INSTALLATION SUPPORT	A	ACLD	AFSO
7TH MAR	1	MS351001999	ASSISTANT CHIEF COOK	SGT	3381	3381	G-4 INSTALLATION SUPPORT	A	ACLD	AFSO
7TH MAR	1	MS351001995	CHIEF COOK	SSGT	3381	3381	G-4 INSTALLATION SUPPORT	A	ACLD	AFSO
CLB-7	1	MS351001994	CHIEF COOK	SSGT	3381	3381	G-4 INSTALLATION SUPPORT	A	ACLD	AFSO
7TH MAR	1	MS351001996	CHIEF COOK	SSGT	3381	3381	G-4 INSTALLATION SUPPORT	A	ACLD	AFSO
3/11	1	MS351002737	CHIEF COOK	SSGT	3381	3381	G-4 INSTALLATION SUPPORT	A	ACLD	AFSO
3RD LAR	1	MS351002740	CHIEF COOK	SSGT	3381	3381	G-4 INSTALLATION SUPPORT	A	ACLD	AFSO
7TH MAR	1	MS351002000	FOOD SERVICE SPECIALIST	CPL	3381	3381	G-4 INSTALLATION SUPPORT	A	ACLD	AFSO
CLB-7	1	MS351002005	FOOD SERVICE SPECIALIST	CPL	3381	3381	G-4 INSTALLATION SUPPORT	A	ACLD	AFSO
CLB-7	1	MS351002012	FOOD SERVICE SPECIALIST	CPL	3381	3381	G-4 INSTALLATION SUPPORT	A	ACLD	AFSO
7TH MAR	1	MS351002015	FOOD SERVICE SPECIALIST	CPL	3381	3381	G-4 INSTALLATION SUPPORT	A	ACLD	AFSO
7TH MAR	1	MS351002016	FOOD SERVICE SPECIALIST	LCPL	3381	3381	G-4 INSTALLATION SUPPORT	A	ACLD	AFSO
7TH MAR	1	MS351002018	FOOD SERVICE SPECIALIST	LCPL	3381	3381	G-4 INSTALLATION SUPPORT	A	ACLD	AFSO
3/11	1	MS351002019	FOOD SERVICE SPECIALIST	LCPL	3381	3381	G-4 INSTALLATION SUPPORT	A	ACLD	AFSO
CLB-7	1	MS351002013	FOOD SERVICE SPECIALIST	CPL	3381	3381	G-4 INSTALLATION SUPPORT	A	ACLD	AFSO
7TH MAR	1	MS351002014	FOOD SERVICE SPECIALIST	CPL	3381	3381	G-4 INSTALLATION SUPPORT	A	ACLD	AFSO
7TH MAR	1	MS351002017	FOOD SERVICE SPECIALIST	LCPL	3381	3381	G-4 INSTALLATION SUPPORT	A	ACLD	AFSO
7TH MAR	1	MS351002024	FOOD SERVICE SPECIALIST	LCPL	3381	3381	G-4 INSTALLATION SUPPORT	A	ACLD	AFSO
7TH MAR	1	MS351002025	FOOD SERVICE SPECIALIST	LCPL	3381	3381	G-4 INSTALLATION SUPPORT	A	ACLD	AFSO
7TH MAR	1	MS351002026	FOOD SERVICE SPECIALIST	LCPL	3381	3381	G-4 INSTALLATION SUPPORT	A	ACLD	AFSO
3/11	1	MS351002027	FOOD SERVICE SPECIALIST	LCPL	3381	3381	G-4 INSTALLATION SUPPORT	A	ACLD	AFSO
7TH MAR	1	MS351002028	FOOD SERVICE SPECIALIST	LCPL	3381	3381	G-4 INSTALLATION SUPPORT	A	ACLD	AFSO
7TH MAR	1	MS351002029	FOOD SERVICE SPECIALIST	LCPL	3381	3381	G-4 INSTALLATION SUPPORT	A	ACLD	AFSO
3RD LAR	1	MS351002033	FOOD SERVICE SPECIALIST	LCPL	3381	3381	G-4 INSTALLATION SUPPORT	A	ACLD	AFSO
7TH MAR	1	MS351002035	FOOD SERVICE SPECIALIST	LCPL	3381	3381	G-4 INSTALLATION SUPPORT	A	ACLD	AFSO
3RD LAR	1	MS351002034	FOOD SERVICE SPECIALIST	LCPL	3381	3381	G-4 INSTALLATION SUPPORT	A	ACLD	AFSO
7TH MAR	1	MS351002762	FOOD SERVICE SPECIALIST	LCPL	3381	3381	G-4 INSTALLATION SUPPORT	A	ACLD	AFSO



7TH MAR	1	MS351002768	FOOD SERVICE SPECIALIST		LCPL	3381	3381	G-4 INSTALLATION SUPPORT	A	ACLD	AFSO
3/11	1	MS351002023	FOOD SERVICE SPECIALIST		LCPL	3381	3381	G-4 INSTALLATION SUPPORT	A	ACLD	AFSO
MISSION ASSURANCE - PROVOST MARSHAL OFFICE (PMO)											
7TH MAR	3	MS351000236	SECURITY GUARD		LCPL	8151	0000	MISSION ASSURANCE	A	APMO	APMO
7TH MAR	3	MS351000237	SECURITY GUARD		LCPL	8151	0000	MISSION ASSURANCE	A	APMO	APMO
7TH MAR	3	MS351003619	SECURITY GUARD		LCPL	8151	0000	MISSION ASSURANCE	A	APMO	APMO
7TH MAR	3	MS351004172	SECURITY GUARD		LCPL	8151	0000	MISSION ASSURANCE	A	APMO	APMO
7TH MAR	3	MS351004182	SECURITY GUARD		LCPL	8151	0000	MISSION ASSURANCE	A	APMO	APMO
7TH MAR	3	MS351000238	SECURITY GUARD		LCPL	8151	0000	MISSION ASSURANCE	A	APMO	APMO
7TH MAR	3	MS351004173	SECURITY GUARD		CPL	8151	0000	MISSION ASSURANCE	A	APMO	APMO
7TH MAR	3	MS351004174	SECURITY GUARD		LCPL	8151	0000	MISSION ASSURANCE	A	APMO	APMO
7TH MAR	3	MS351004178	SECURITY GUARD		LCPL	8151	0000	MISSION ASSURANCE	A	APMO	APMO
MCCES	3	MS351004180	SECURITY GUARD		LCPL	8151	0000	MISSION ASSURANCE	A	APMO	APMO
7TH MAR	3	MS351004179	SECURITY GUARD		LCPL	8151	0000	MISSION ASSURANCE	A	APMO	APMO
7TH MAR	3	MS351004191	SECURITY GUARD		LCPL	8151	0000	MISSION ASSURANCE	A	APMO	APMO
7TH MAR	3	MS351004181	SECURITY GUARD		LCPL	8151	0000	MISSION ASSURANCE	A	APMO	APMO
7TH MAR	3	MS351004183	SECURITY GUARD		LCPL	8151	0000	MISSION ASSURANCE	A	APMO	APMO
CLB-7	3	MS351004184	SECURITY GUARD		LCPL	8151	0000	MISSION ASSURANCE	A	APMO	APMO
7TH MAR	3	MS351004185	SECURITY GUARD		LCPL	8151	0000	MISSION ASSURANCE	A	APMO	APMO
7TH MAR	3	MS351004186	SECURITY GUARD		LCPL	8151	0000	MISSION ASSURANCE	A	APMO	APMO
7TH MAR	3	MS351004187	SECURITY GUARD		LCPL	8151	0000	MISSION ASSURANCE	A	APMO	APMO
7TH MAR	3	MS351004188	SECURITY GUARD		LCPL	8151	0000	MISSION ASSURANCE	A	APMO	APMO
7TH MAR	3	MS351004189	SECURITY GUARD		LCPL	8151	0000	MISSION ASSURANCE	A	APMO	APMO
7TH MAR	3	MS351004190	SECURITY GUARD		LCPL	8151	0000	MISSION ASSURANCE	A	APMO	APMO
7TH MAR	3	MS351004192	SECURITY GUARD		LCPL	8151	0000	MISSION ASSURANCE	A	APMO	APMO
7TH MAR	3	MS351004193	SECURITY GUARD		CPL	8151	0000	MISSION ASSURANCE	A	APMO	APMO
7TH MAR	3	MS351004194	SECURITY GUARD		LCPL	8151	0000	MISSION ASSURANCE	A	APMO	APMO
CLB-7	3	MS351004195	SECURITY GUARD		LCPL	8151	0000	MISSION ASSURANCE	A	APMO	APMO
7TH MAR	3	MS351004196	SECURITY GUARD		LCPL	8151	0000	MISSION ASSURANCE	A	APMO	APMO
7TH MAR	3	MS351000235	SECURITY GUARD		LCPL	8151	0000	MISSION ASSURANCE	A	APMO	APMO
7TH MAR	3	MS351004176	SECURITY GUARD/VISITOR CENTER CLERK		LCPL	8151	0000	MISSION ASSURANCE	A	APMO	APMO
7TH MAR	3	MS351004175	SECURITY GUARD/VISITOR CENTER CLERK		LCPL	8151	0000	MISSION ASSURANCE	A	APMO	APMO
CLB-7	3	MS351004177	SECURITY GUARD/VISITOR CENTER CLERK		LCPL	8151	0000	MISSION ASSURANCE	A	APMO	APMO
G-3/5 MAGTF TRAINING - MARKSMANSHIP TRAINING UNIT (MTU)											
7TH MAR	3	MS351000851	INSTRUCTOR (SCHOOL RANGE)		CPL	8014	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
7TH MAR	3	MS351000852	INSTRUCTOR (SCHOOL RANGE)		CPL	8014	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
7TH MAR	3	MS351000853	MARKSMANSHIP SIMULATOR TRAINER/OPERATOR		CPL	8014	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
7TH MAR	3	MS351000842	NAVY CORPSMAN		HM	0000	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
3/11	3	MS351000850	NGOIC (SCHOOL RANGE)		SGT	8014	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
7TH MAR	3	MS351000855	PISTOL TOWER NCO		SGT	8014	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
7TH MAR	3	MS351000828	RANGE/BLOCK COACH		LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
7TH MAR	3	MS351000832	RANGE/BLOCK COACH		LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
7TH MAR	3	MS351000844	RANGE/BLOCK COACH		LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
7TH MAR	3	MS351000845	RANGE/BLOCK COACH		LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
3RD LAR	3	MS351000825	RANGE/BLOCK COACH		CPL	8014	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
3RD LAR	3	MS351000826	RANGE/BLOCK COACH		CPL	8014	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
3RD LAR	3	MS351000838	RANGE/BLOCK COACH		LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
3RD LAR	3	MS351000839	RANGE/BLOCK COACH		LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
3RD LAR	3	MS351000840	RANGE/BLOCK COACH		LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
7TH MAR	3	MS351000827	RANGE/BLOCK COACH		LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
7TH MAR	3	MS351000829	RANGE/BLOCK COACH		LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
TOTAL: 30											

7TH MAR	3	MS351000830	RANGE/BLOCK COACH	LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
7TH MAR	3	MS351000831	RANGE/BLOCK COACH	LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
3/11	3	MS351000833	RANGE/BLOCK COACH	CPL	8014	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
7TH MAR	3	MS351000835	RANGE/BLOCK COACH	LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
7TH MAR	3	MS351000837	RANGE/BLOCK COACH	LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
7TH MAR	3	MS351000843	RANGE/BLOCK COACH	LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
7TH MAR	3	MS351000846	RANGE/BLOCK COACH	LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
3RD LAR	3	MS351000821	RANGE/BLOCK NCO	CPL	8014	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
3RD LAR	3	MS351000823	RANGE/BLOCK NCO	CPL	8014	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
CLB-7	3	MS351000815	RANGE/BLOCK NCO	CPL	8014	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
7TH MAR	3	MS351000816	RANGE/BLOCK NCO	LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
7TH MAR	3	MS351000817	RANGE/BLOCK NCO	LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
7TH MAR	3	MS351000818	RANGE/BLOCK NCO	LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
7TH MAR	3	MS351000819	RANGE/BLOCK NCO	LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
3/11	3	MS351000820	RANGE/BLOCK NCO	CPL	8014	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
3/11	3	MS351000822	RANGE/BLOCK NCO	LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
7TH MAR	3	MS351000824	RANGE/BLOCK NCO	LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
7TH MAR	3	MS351000854	RIFLE TOWER NCO	SGT	8014	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
3RD LAR	3	MS351000812	STATISTICS CLERK	CPL	8014	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
3/11	3	MS351000849	ASSISTANT PTI NCO	CPL	8014	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
7TH MAR	3	MS351000813	WAREHOUSE CLERK	CPL	8014	0000	G-3/5 MAGTF TRAINING	B	BMTU	BMTU
TOTAL: 38										
G-3/5 MAGTF TRAINING - RANGE TRAINING AREA MAINTENANCE SECTION (RTAMS)										
7TH MAR	2	MS351004197	NAVY CORPSMAN	RM2	L02A	0000	G-3/5 MAGTF TRAINING	B	RTAM	RTAM
3/11	3	MS351000881	RANGE SCHEDULING PLOTTER	SGT	8014	0000	G-3/5 MAGTF TRAINING	B	RTAM	RTAM
3/11	3	MS351000918	RANGE TRAINING AND MAINTENANCE SPECIALIST	SGT	8014	0000	G-3/5 MAGTF TRAINING	B	RTAM	RTAM
7TH MAR	3	MS351000920	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	RTAM	RTAM
7TH MAR	3	MS351000921	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	RTAM	RTAM
7TH MAR	3	MS351000922	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	RTAM	RTAM
3/11	3	MS351000926	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	RTAM	RTAM
3/11	3	MS351001887	RANGE TRAINING AND MAINTENANCE SPECIALIST	SGT	8014	0000	G-3/5 MAGTF TRAINING	B	RTAM	RTAM
3/11	3	MS351001888	RANGE TRAINING AND MAINTENANCE SPECIALIST	CPL	8014	0000	G-3/5 MAGTF TRAINING	B	RTAM	RTAM
7TH MAR	3	MS351001892	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	RTAM	RTAM
7TH MAR	3	MS351001899	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	RTAM	RTAM
7TH MAR	3	MS351001904	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	RTAM	RTAM
CLB-7	3	MS351000923	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	RTAM	RTAM
7TH MAR	3	MS351000924	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	RTAM	RTAM
CLB-7	3	MS351000925	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	RTAM	RTAM
3RD LAR	3	MS351001891	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	RTAM	RTAM
3RD LAR	3	MS351001893	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	RTAM	RTAM
7TH MAR	3	MS351001897	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	RTAM	RTAM
7TH MAR	3	MS351001905	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	RTAM	RTAM
7TH MAR	3	MS351001898	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	RTAM	RTAM
7TH MAR	3	MS351001900	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	RTAM	RTAM
7TH MAR	3	MS351001901	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	RTAM	RTAM
3RD LAR	3	MS351001896	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000	G-3/5 MAGTF TRAINING	B	RTAM	RTAM
TOTAL: 23										
G-1 MANPOWER - DEERS/ADMINISTRATIVE SUPPORT OFFICE (DASO)										
CLB-7	3	MS351000570	DEERS/ADMIN SUPPORT OFFICE	LCPL	8014	0000	G-1 MANPOWER	A	ARMED	DASO
MCCES	3	MS351000571	DEERS/ADMIN SUPPORT OFFICE	LCPL	8014	0000	G-1 MANPOWER	A	ARMED	DASO
TOTAL: 2										
G-1 MANPOWER - POSTAL										
CLB-7	1	MS351000547	POSTAL CLERK	PFC	0161	0161	G-1 MANPOWER	A	ARMED	POST



CLB-7	1	MS351000543	POSTAL CLERK	LCPL	0161	0161	G-1 MANPOWER	A	ARM	POST
CLB-7	1	MS351000544	POSTAL CLERK	LCPL	0161	0161	G-1 MANPOWER	A	ARM	POST
CLB-7	1	MS351000545	POSTAL CLERK	LCPL	0161	0161	G-1 MANPOWER	A	ARM	POST
CLB-7	1	MS351000546	POSTAL CLERK	PFC	0161	0161	G-1 MANPOWER	A	ARM	POST
G-7 GOVERNMENT & EXTERNAL AFFAIRS - COMMUNICATION STRATEGY AND OPERATIONS										TOTAL: 5
CLB-7	3	MS351004198	PHOTOGRAPHER	LCPL	8014	0000	G-7 GOVERNMENT & EXTERNAL AFFAIRS	A	GOEA	CMST
3RD IAR	3	MS351004201	PHOTOGRAPHER	LCPL	8014	0000	G-7 GOVERNMENT & EXTERNAL AFFAIRS	A	GOEA	CMST
7TH MAR	3	MS351004202	REPRODUCTION	LCPL	8014	0000	G-7 GOVERNMENT & EXTERNAL AFFAIRS	A	GOEA	CMST
MCCS	3	MS351004203	REPRODUCTION	LCPL	8014	0000	G-7 GOVERNMENT & EXTERNAL AFFAIRS	A	GOEA	CMST
G-4 INSTALLATION SUPPORT - COMBAT CENTER CAMP SERVICES										TOTAL: 4
MCCS	3	MS351001936	CCGS MARINE	LCPL	8014	0000	G-4 INSTALLATION SUPPORT	A	AISP	CCCS
7TH MAR	3	MS351001939	CCGS MARINE	LCPL	8014	0000	G-4 INSTALLATION SUPPORT	A	AISP	CCCS
3/11	3	MS351001940	CCGS MARINE	LCPL	8014	0000	G-4 INSTALLATION SUPPORT	A	AISP	CCCS
7TH MAR	3	MS351001943	CCGS MARINE	LCPL	8014	0000	G-4 INSTALLATION SUPPORT	A	AISP	CCCS
7TH MAR	3	MS351001937	CCGS MARINE	LCPL	8014	0000	G-4 INSTALLATION SUPPORT	A	AISP	CCCS
7TH MAR	3	MS351001938	CCGS MARINE	LCPL	8014	0000	G-4 INSTALLATION SUPPORT	A	AISP	CCCS
3/11	3	MS351001941	CCGS MARINE	LCPL	8014	0000	G-4 INSTALLATION SUPPORT	A	AISP	CCCS
7TH MAR	3	MS351001935	CCGS NCO	CPL	8014	0000	G-4 INSTALLATION SUPPORT	A	AISP	CCCS
7TH MAR	3	MS351003783	CCGS NCO	CPL	8014	0000	G-4 INSTALLATION SUPPORT	A	AISP	CCCS
G-4 INSTALLATION SUPPORT - NATURAL RESOURCES AND ENVIRONMENTAL AFFAIRS (NREA)										TOTAL: 9
3RD IAR	3	MS351001767	ASST ENV INSPECTOR	LCPL	8056	0000	G-4 INSTALLATION SUPPORT	A	NREA	RYCL
3RD IAR	3	MS351002669	ASST ENV INSPECTOR	LCPL	8056	0000	G-4 INSTALLATION SUPPORT	A	NREA	RYCL
HEADQUARTERS BATTALION STAFF (HQBN)										TOTAL: 2
MCCS	3	MS351000580	DENTAL LIAISON	SGT	8014	0000	HQBN	A	HQBN	HQS3
CLB-7	3	MS351001375	TRAINING NCO	SGT	8014	0000	HQBN	A	HQBN	HQS3
G-3/5 MAGTF TRAINING - EXERCISE LOGISTICS COORDINATION CENTER (ELCC)										TOTAL: 2
7TH MAR	3	MS351000510	WASHRACK NCO	CPL	8014	0000	G-3/5 MAGTF TRAINING	B	BESD	BOPS
CLB-7	3	MS351300511	ELCC INVENTORY NCO	CPL	8014	0000	G-3/5 MAGTF TRAINING	B	BESD	ELCC
7TH MAR	3	MS351300513	ELCC INVENTORY NCO	CPL	8014	0000	G-3/5 MAGTF TRAINING	B	BESD	ELCC
7TH MAR	3	MS351000512	ASSISTANT ELCC CHIEF	SGT	8014	0000	G-3/5 MAGTF TRAINING	B	BESD	ELCC
G-4 INSTALLATION SUPPORT - DISTRIBUTION MANAGEMENT (DMO)										TOTAL: 4
CLB-7	1	MS351001012	PRESERVATION, PACKAGING & PACKER NCO	SGT	3052	3052	G-4 INSTALLATION SUPPORT	A	ACLD	ADMO
CLB-7	1	MS351001013	PRESERVATION, PACKAGING & PACKER NCO	CPL	3052	3052	G-4 INSTALLATION SUPPORT	A	ACLD	ADMO
MCCS - BUSINESS OPERATIONS										TOTAL: 2
CLB-7	1	MS351004283	MARINE CORPS COMMUNITY SERVICES OFFICER	CWO3	4130	4130	MCCS	A	MCCS	ABOP
CLB-7	1	MS351000748	MARINE CORPS COMMUNITY SERVICES MARINE	MSGT	4133	4133	MCCS	A	MCCS	ABOP
CLB-7	1	MS351000745	ASST EXCHANGE CHIEF (MCCS MARINE)	SSGT	4133	4133	MCCS	A	MCCS	ABOP
CLB-7	1	MS351000746	EXCHANGE CHIEF (MCCS MARINE)	SSGT	4133	4133	MCCS	A	MCCS	ABOP
LSST - TAX CENTER										TOTAL: 4
MCCS - SEMPER FIT HUMAN PERFORMANCE										TOTAL: 12
CLB-7	3	MS351003772	SEMPER FIT FITNESS SPECIALIST	LCPL	8014	0000	MCCS	A	MCCS	AASF
7TH MAR	3	MS351003775	SEMPER FIT FITNESS SPECIALIST	LCPL	8014	0000	MCCS	A	MCCS	AASF
7TH MAR	3	MS351003776	SEMPER FIT FITNESS SPECIALIST	LCPL	8014	0000	MCCS	A	MCCS	AASF
7TH MAR	3	MS351003777	SEMPER FIT FITNESS SPECIALIST	LCPL	8014	0000	MCCS	A	MCCS	AASF



7TH MAR	3	MS351003778	SEMPER FIT FITNESS SPECIALIST	LCPL	8014	0000	MCCS	A	MCCS	AASF	
CLB-7	3	MS351003771	SEMPER FIT FITNESS SPECIALIST	LCPL	8014	0000	MCCS	A	MCCS	AASF	
TOTAL: 6											
G-6 COMMUNICATIONS											
7TH MAR	2	MS351003788	DATA SYSTEMS ADMINISTRATORS	CPL	0671	0671	G-6 COMMUNICATIONS	B	COMM	COMM	
7TH MAR	2	MS351000410	NETWORK ADMINISTRATOR	CPL	0631	0631	G-6 COMMUNICATIONS	B	COMM	COMM	
7TH MAR	2	MS351000414	DATA SYSTEMS ADMINISTRATORS	CPL	0671	0671	G-6 COMMUNICATIONS	B	COMM	COMM	
3RD IAR	2	MS351000412	NETWORK ADMINISTRATOR	CPL	0631	0631	G-6 COMMUNICATIONS	B	COMM	COMM	
CLB-7	2	MS351003773	GROUND RADIO REPAIRER	CPL	2841	2841	G-6 COMMUNICATIONS	B	COMM	COMM	
7TH MAR	2	MS351000416	GROUND RADIO REPAIRER	CPL	2841	2841	G-6 COMMUNICATIONS	B	COMM	COMM	
7TH MAR	2	MS351000411	NETWORK ADMINISTRATOR	CPL	0631	0631	G-6 COMMUNICATIONS	B	COMM	COMM	
3/11	2	MS351000413	NETWORK ADMINISTRATOR	CPL	0631	0631	G-6 COMMUNICATIONS	B	COMM	COMM	
7TH MAR	2	MS351000415	NETWORK ADMINISTRATOR	CPL	0631	0631	G-6 COMMUNICATIONS	B	COMM	COMM	
7TH MAR	2	MS351003787	NETWORK ADMINISTRATOR	CPL	0631	0631	G-6 COMMUNICATIONS	B	COMM	COMM	
TOTAL: 10											
G-4 INSTALLATION SUPPORT - FACILITIES											
7TH MAR	3	MS351003782	UTILITY ENERGY MANAGEMENT NCO	CPL	8014	0000	G-4 INSTALLATION SUPPORT	A	INSP	PWD	
TOTAL: 1											
CG STAFF-SECURITY OFFICE											
MCCS	3	MS351004282	MAGFTTC SECURITY ASSISTANT	LCPL	8014	0000	CG SECURITY OFFICE	A	ASEC	ASEC	
TOTAL: 1											
COMMAND INSPECTOR GENERAL OFFICE											
7TH MAR	3	MS351004281	INSPECTOR GENERAL CLERK	SGT	8014	0000	COMMAND INSPECTOR GENERAL OFFICE	A	CIGO	CIGO	
TOTAL: 1											

TOTAL BICs: 191  
Enclosure (1)

## MAGTFIC, MCAGCC FY-26 FAP DISTRIBUTION

## FY-26 FAP MSC BILLET DISTRIBUTION

MAJOR SUBORDINATE COMMAND (MSC)	UNITS	CAT 1 & 2	CAT 3	CAT 3 SEASONAL ONLY BILLETS	TOTAL FAP BILLETS	*FY25 CMD STAFFING	CAT 1 & 2 %	CAT 3 %	TOTAL %
I MEF (3381s only)	All I MEF UNITS, 3381s ONLY	32	0	0	32	66	48.48%	0.00%	48.48%
1ST MARDIV	7th REG, 1/7, 2/7, 3/4, 3/7, 3/11, 3D LAR	17	110	2	127	3984	0.43%	2.81%	3.19%
1ST MFG	CLB-7, CLC-13	13	11	1	24	464	2.80%	2.59%	5.17%
TECOM	MCCES	0	8	4	8	466	0.00%	2.58%	1.72%
	TOTALS 62	129	7	191	4914	1.26%	2.77%	3.89%	

\*CMD staffing based on FY-24 Enlisted Staffing Goals for 29 Palms units

## FY-26 MCAGCC FAP BILLET DISTRIBUTION

DIRECTORATE	DIVISION	WORK SECTION	CAT 1 & 2	CAT 3	SEASONAL ONLY BILLETS	SECTION TOTAL	TOTAL CAT 1 & 2 ONLY	TOTAL CAT 3 ONLY
G-7 GOVERNMENT & EXTERNAL AFFAIRS	Communication Strategy and Operations	COMMSTRAT (I-GOEA)	0	4	0	4	0	4
		TOTALS 59	59	130	0	189	59	130

Enclosure (2)

MAGTFTC, MCAGCC FAP Category Billet Descriptions

1. G-1 Manpower Defense Enrollment and Eligibility Reporting System (DEERS)/Admin Support Office (DASO). Due to the high level of visibility, Marine should display maturity and a high level of communication skills, customer service skills, as well as look professional in all uniforms. Requires customer service and basic computer skills. Issue Department of Defense (DoD) Common Access Cards (CAC); determine eligibility for specific benefits and entitlements; operate DEERS/RAPIDS terminal and peripheral equipment; work with customers including military, civilian, retirees, 100% disabled American veterans, and eligible family members.

2. G-3/5 Marine Air Ground Task Force Training

a. Marksmanship Training Unit (MTU)

(1) General Warehouse Clerk. This Marine maintains the tool room and its inventory, conducts regular supply inventories, and assists with target construction, including participation in weekly target building working parties.

(2) Range/Block Coach/ Noncommissioned Officer (NCO). A Secondary Military Occupational Specialty (MOS) of 0933 (Marksmanship Coach) is required for this position, with training provided by the MTU. The Marine will oversee training within assigned target blocks, ensuring adherence to range and safety regulations and providing guidance to Marines during Combat Marksmanship Training. A key responsibility is ensuring the consistent and correct application of marksmanship techniques and weapons handling procedures.

(3) School Range Instructor/ NCO-in-Charge (NCOIC). A Secondary MOS of 0931 (Marksmanship Instructor) is required, with training provided by the MTU. This role involves delivering instruction for Combat Marksmanship Coaches and Trainers Courses, supporting unit-level marksmanship and preparatory training, and contributing to the ongoing development of curriculum through participation in Course Content Review Boards for both Programs of Instruction.

(4) Assistant Pit NCO. Assist the Pit NCO with the management of pit operations including identifying and resolving issues during practice and evaluation firing.

(5) Firearms Training System (FATS) Operator. Facilitates effective marksmanship training by operating the Indoor Simulated Marksmanship Trainer (ISMT). Assist Unit coaches with both initial skill development and targeted improvement exercises.

(6) Rifle/Pistol Tower NCO. Requires attainment of Secondary MOS 0933 (Marksmanship Coach) - training will be facilitated by the MTU. Key responsibilities include directing training and evaluation firing exercises through the issuance of precise line commands.

b. Range Operation & Maintenance Section (RTAMS)

(1) Training Maintenance Man/Leader. Contributes to mission readiness through the construction, maintenance, and modification of training ranges. This position requires proficiency in operating a variety of



equipment (power tools, generators, vehicles) and working outdoors in all weather conditions, with potential exposure to local wildlife. Collaborates with civilian employees to build and repair range infrastructure, including targets, fortifications, and obstacles, and maintains the range environment through debris removal and road upkeep.

(2) Range Scheduling Plotter. Responsible for processing range requests within the Range Facility Management Support System (RFMSS) encompassing a variety of training areas - ranges, airspace, facilities, and simulators. This includes coordinating between unit representatives and range management staff to ensure proper validation, de-confliction, and approval of all requests. Also manages the processing of training deviations requiring approval from the MTD/Commanding General.

c. Exercise Support Division. Exercise Logistics Coordination Center (ELCC).

(1) Assistant ELCC Chief. Oversee Service Level Training Exercise (SLTE) Camp Commandant working parties, ensuring efficient operation and support. Function as a secondary Emergency Liaison Control Center (ELCC) watch officer, providing operational support, including after-hours, weekend, and holiday coverage. Manage camp maintenance by facilitating requests, tracking completion, and maintaining accountability of resources. Provide direct support to exercise forces to ensure successful training outcomes.

(2) ELCC Inventory NCO. Collaborate with the ESD Material Readiness Section and maintain access within GCSS-MC to effectively manage Class IV (POL) and tool inventory. Responsible for coordinating the purchase, secure storage, and controlled issuance of ITX Bill of Materials (BOM), working closely with the Configuration Management System (CMS) to ensure accurate inventory records. Facilitate the transfer of equipment and consumables, and provide logistical support to exercise forces.

(3) Washrack NCO. Responsible for the operation and management of the main vehicle wash racks at buildings 1941 and 1944 on Del Valle Road. Coordinate washrack usage scheduling with ESD Operations to accommodate MCAGCC/MAGTFTC units and EXFOR units during Service Level Training Exercises (SLTEs). Serve as the primary point of contact with ESD Operations and the Public Works Division (PWD) for both regularly scheduled cleanings and unscheduled maintenance issues.

d. MTU and RTAMS Navy Corpsman. Responsible for providing onsite, immediate medical care, encompassing the prevention, assessment, and treatment of disease, injury, and disability through the application of first aid and preventive medicine techniques.

3. G-4 Installation Support

a. Combat Center Camp Services (CCCS) Marine/NCO. The majority of the jobs involve physical labor and are performed outdoors. Duties consist of, but are not limited to: Clean and maintain a seven square mile area aboard the Combat Center and approximately 24 miles of roadway; clean and maintain three GSA vehicles; operate the MCAGCC shuttle service to Balboa and Camp Pendleton Naval Hospitals to include liaison, vehicle requests, scheduling, and safety; assist the Command Deck, Protocol Office, Marine Corps Community Services (MCCS), Grounds Crew and others in matters not of a routine nature;

execute morning and evening colors during the normal Monday-Friday workweek; assist Public Works Division (PWD) with the Self-Help.

b. Environmental Affairs (EA) Assistant Environmental Inspector.

The following is a synopsis of the duties and responsibilities of the FAP Marines assigned to the Hazardous Waste Management Branch, Env Affairs, Div. The incumbent is engaged in the management of hazardous waste satellite accumulation areas (SAA), this includes but is not limited to: SAA inspection, waste stream collection, transportation, sorting, segregation and containerization of EPA, Title 40, Resource Conservation and Recovery Act (RCRA) waste and CA, Title 22, NON-RCRA hazardous waste. The FAP Marine is also an integral part of the labor force that assists in the daily operations and functioning of the MCAGCC, Hazardous Waste Accumulation Area (HWAA). The HWAA is the installation's 90-day site where RCRA and NON-RCRA hazardous waste are consolidated, stored and subsequently shipped off-site to Treatment Storage and Disposal Facilities. Additionally, the FAP Marines assists the Env Affairs, Div. Petroleum Oil and Lubricant, Abatement Chief with spill response and abatement duties, both in garrison and within the MAGTFTC, MCAGCC range training areas. While assigned to the HWMB, the FAP Marines will receive Department of Defense and Environmental Protection Agency level training. Upon completion of their assignment the FAP Marines will receive the A MOS of 8056; Hazardous Material/Hazardous Waste (HM/HW), Enlisted (MGySgt to LCpl).

c. Public Work Division (PWD) Utility Energy Management NCO. Assist PWD with utility energy management policy compliance and report violations; submit work requests through MAXIMO for meter/equipment repair; read utility meters.

d. Center Magazine Area (CMA) Assistant Ammunition Handler. Assist with the daily operations of MCAGCC CMA. CMA is a Level 2 Secure Facility requiring Arms Ammunition and Explosive Screening, Secret Clearance eligibility, Explosive Medical Handler/Driver Certificate, and waiver for operating within Explosive Safety Quantity Distance requirements. All personnel shall be trained to standard as Quality Assurance (QA), Safety Observer (SO), Team Leader (TL), and Team Member (TM) commensurate with rank expectations and abilities.

e. Food Services (FSO)

(1) (3381). Manage personnel and other resources needed to prepare and serve meals to authorized patrons of appropriated mess halls under field conditions, for subsistence management, quality assurance surveillance, and to provide a trained food service force capable of responding to expeditionary operations worldwide.

(2) Senior Marine Liaison. Responsible for the communications between the Marine Food Services Specialists and the Contractor within the performance of duties. The Senior Marine Liaison will supervise and participate in the work effort of the assigned Marine Food Service Specialists and work with the Assistance Contracting Officer Representative (ACOR) to resolve any issues.

(3) Chief Cook. Assign cooking tasks to the Marine Food Service Specialists. The Chief Cook will supervise and participate in the work effort of the Marine Food Service Specialists and the production of food required for the meal.

(4) Assistant Chief Cook. Assist the Chief Cook with assigning cooking tasks to the Marine Food Specialists and supervise their work effort along with the production of food required for the meal.

(5) Food Service Specialists. Execute assigned cooking tasks and adhere to the Contractor's menu recipe requirements.

f. Distribution Management Office (DMO) Preservation, Packaging & Packing & Marking NCO. Responsible for ensuring that all materials and equipment are properly prepared for storage and transportation. The Marine's role is crucial for maintaining the integrity of supplies and ensuring they arrive at their destination in optimal condition. The Preservation, Packaging, Packing, and Marking NCO plays a vital role in supply chain logistics, ensuring that Marine Corps equipment and supplies are protected and accounted for throughout their lifecycle.

4. G-6 Communications. Plan, initiate, coordinate, install, operate, and maintain communications equipment and infrastructure aboard MCAGCC and all of its associated training areas, in order to send and receive voice, data, and/or video transmission via classified and unclassified means. Provide life-cycle management via program and project management, proper planning, and adherence to procurement policies. Life-cycle management includes design approval and integration requirements for infrastructure and systems installed by other agencies, prior to installation. Integrate, synchronize, and ensure interoperability among C4 systems across the region by planning, directing, coordinating, and overseeing C4 and Information Technology (IT) capabilities that support the operating forces, tenant commands and base activities.

a. Data Systems Administrator (0671). Operate and maintain the Tactical Grid Expeditious (TGX) network. Provide network troubleshooting and help desk support to tenant commands and training units, to include but not limited to providing twenty-four-hour availability, validation of unit diagrams, and step-by-step troubleshooting assistance. Operate and maintain the firewalls acting in direct support of the TGX network. Ensure firewall remains within standards and liaise with all supported tenant commands to ensure hardware and software compliance, as well as uninterrupted service during maintenance.

b. Network Administrator (0631). Responsible for installing, splicing, terminating, and maintaining copper and fiber optic telecommunications cable aboard MCAGCC as well as throughout the training areas. Must be able to learn industry standard techniques of installing communications equipment in communications rooms in accordance with G-6 Communications SOPs.

c. Ground Radio Repairer (2841). Install and repair radio equipment, including multichannel radio equipment and LMR system. Responsible for repairing, aligning, and the calibration of radio equipment and secure voice systems; requisitioning of components and parts; completion of repair request and records; and the interconnection of equipment to provide special capabilities. Provide proper echelon of maintenance for all communications equipment, and to provide liaison with all appropriate base tenants.

5. G-7 Government and External Affairs (GEA) Communications Strategy and Operations (COMMSTRAT)

a. Photographer. Requires customer service and skill technical with studio photography, writing and NIPR computer programs like Microsoft Word, Teams and SharePoint. Operates cameras and use Adobe editing software to edit and process imagery. Sends official email traffic with customer information. Upload official photographs to ORMA.

b. Reproduction Marine. Operate industrial print reproduction machines and large format printers, laminators and cutting devices. Operates computers with internal data and tracking software. Uses Adobe Photoshop and communicate with customers via official email traffic and in person.

6. Mission Assurance Provost Marshal's Office (PMO)

a. Security Guard. Protects personnel, resources, and assets by executing effective access control. Ensures expedited access to authorized personnel while restricting or denying access to persons not meeting conditions and/or requirements for access or who pose a threat to the security and safety of the Combat Center. Vets all persons requesting access by verifying identification, determining fitness, and verifying a purpose for access. Performs passenger and commercial vehicle inspections.

b. Security Guard/Visitor Center Clerk. Protects personnel, resources, and assets by executing effective access control. Vets all visitors requesting access by verifying identification, determining fitness, and verifying a purpose for access or sponsorship. Ensures all visitors have all required documentation needed for the access process and reviews the documentation to ensure it is valid and acceptable. Issues visitor passes.

7. MCCS. The mission of MCCS is to take care of Marines and their families by providing quality of life programs, products, and services in support of Marine Corps objectives.

a. Aquatics Staff Noncommissioned Officer in Charge (SNCOIC). Serves as the SNCOIC for all Semper Fit Marines within the Fleet Assistance Program (FAP) aboard Marine Corps Air Ground Combat Center (MCAGCC). Ensures the safety and welfare of the Marines in the FAP, assume full accountability of all military equipment for Marine Corps Water Survival Training program ensuring availability of equipment for all training evolutions, oversee and develop dynamic water strengthening exercise routines for Marines in order to ensure combat readiness, retain lifeguard and cardiopulmonary resuscitation (CPR) certification by the Red Cross, serve as the MCCS liaison for Reconnaissance Training Company, Marine Corps Special Forces, and Marine Corps Instructor Trainer of Water Survival in order to conduct prescreening for Marine applicants, and maintains accountability for all the FAP Marines and ensures their combat readiness is 100% across the board.

b. Lifeguards. Provides lifeguard support, first-aid, CPR, Automated External Defibrillator (AED) services and supervision to ensure the safety and proper conduct of patrons, assists Marine units with Swim Qualifications and aquatic-based PT, supports all aquatic-based training and recreational activities held at the 50-meter pool (Training Tank) and Splash Park, set up, configuration, cleans, and maintain facilities and/or equipment, conducts safety, inventory, and patron checks, and prepares associated reports, assists with Learn to Swim program, and assists at Hilltop and Family Pool as operational and training needs require.



c. Semper Fit Fitness Specialist. Assists with the daily operations of MCAGCC Fitness Centers (East, West, Wilburn, Del Valle and Camp Wilson); attends HITT Level 1 certification course and assist patrons with exercise technique education, nutrition basics and virtual shooting simulator where applicable; assists with the instruction of HITT courses and Unit PT's under supervision of certified professionals; supports all training preparation for the Physical Fitness Test, Combat Fitness Test, and High Intensity Tactical Training for Marine units, groups and individuals; performs the duties of NAF Fitness Managers in their absence; set ups, configure, clean and maintain facilities, grounds and equipment. Conducts safety, inventory, and patron checks, and prepares associated reports; provides first-aid, CPR, AED services and supervision to ensure the safety and proper conduct patrons.

d. Bookkeeper (MCCS Marine). Manages the operations of a Marine Corps Exchange facility to include fire and safety regulatory compliance; custodial supervision of funds, property and merchandise; and the timely and accurate submission of daily reports, monitor and control facility operational costs, expenses, overhead and employee payroll to maximize revenue generation for the MCX facility, maintains effective internal control procedures to ensure efficient use of assets, develops and implements marketing and merchandising concepts that meet established brand standards to maximize sales and gross margin while providing value to the customer, mentors, trains, and supervises Marine Corps Community Services Civilian employees; ensures compliance with regulations and procedures, implements the World Class Customer Service Program with an emphasis on courtesy and problem resolution; assist customers and communicate positively in a friendly manner, applies MCCS business policies, regulations, principles, and best business practices, coordinate contingency operations of the Mobile Field Exchange as required.

e. Assistance Exchange Chief (MCCS Retail Chief). Responsible for administering the employment, training and continuing supervision and leadership for Marine Corps Community Services (MCCS) Marines and civilian MCCS employees; plans, coordinates, manages and directs the daily operations of all of the direct retail activities, oversees the controls and accuracy of division reports, maintenance of records, inventory and product selection, provides input to the Director, Retail Operations Division regarding new business initiatives, budget requirements and capital expenditures recommendations, ensure that all work environments within the retail division are in full compliance with all OSHA, and other applicable safety regulations and fully support of the EEO Program, conduct monthly inspections of all retail activities to ensure full compliance of all safety, fire, and MCCS guidelines.

f. Exchange Chief (MCCS Officer). Lead, train, and mentor Marines and civilians assigned to the Marine Corps Exchange, manages and directs the overall performance of the retail program, recommends and implements approved operational procedures and resources for the MCX, manages internal control procedures ensuring effective and efficient use and security of assets, supervises and establishes support for special projects and sales events, develops and recommends for approval retail department budgets, promotes a positive atmosphere and customer focused culture within retail, mediates customer comments and takes action to ensure customer satisfaction, conducts facility inspections, and ensures compliance with regulations and procedures.

8. Headquarters Battalion (HqBn).

a. Training NCO. Tracks, maintains records, and assists with training readiness compliance of personnel assigned to HqBn to include FAPs aboard the Combat Center; identifies and reports deficiencies to tenant unit parent commands; coordinates unit stand-downs, gives training briefs and schedules screenings; input/update personal training records in MCTIMS.

9. Security Management Office. Maintains security publications, directives, and personnel files. Ensure required destruction are conducted monthly. Receive and accurately completes all SAAR's for system accesses. Utilizes Defense Information Systems for Security (DISS) to complete NIPR and SIPR SAARS, submit visit requests, creates and issues Security Letters for reenlistments and lateral moves, assist with check-in and check-out, acts as customer service liaison in gathering information, and assists in initiation of 5-year SF86 reviews. Greets customers, receives phone calls and directs calls to the appropriate person as needed. Uploads Termination statements and SF312 Non-Disclosure Statements into ORMA.

10. Command Inspector General Office Inspector General Clerk. Assists with the daily operations of the inspector general office. Requires customer service and basic computer skills. Due to the high level of visibility, Marine should display maturity and a high level of communication skills as well as look professional in all uniforms. Prior to assignment and FAP orders issuance, prospective nominees for inspector general clerk billet must be interviewed and approved by the inspector general or inspector general chief.

MAGTFTC, MCAGCC FY-26 FAP Billet Requirement Notes

1. G-1 Manpower - DASO Clerks and Postal Clerks

- a. Have good communication and customer service skills.
- b. Be a U.S. Citizen
- c. No courts-martial convictions.
- d. No NJP in the past 12 months.
- e. No civil convictions other than minor traffic violations.
- f. Be evaluated as not having a psychiatric, alcohol, and/or drug abuse condition.
- g. Computer literate.

2. G-3/5 MAGTF Training

a. Marksmanship Training Unit (MTU). The MTU is responsible for the training and subsequent assignment of FAPs who are accepted for additional Military Occupational Specialties (MOS) 0931 and 0933. All billets require personnel to hold current Range/Block coaching qualifications and fulfill associated duty requirements. A minimum assignment length of 90 days is mandated, and candidates must demonstrate proficiency in basic computer skills.

(1) Personnel must provide their own transportation to and from training range, as government transportation is not available.

(2) A rifle qualification rating of Sharpshooter (a score of 210 or higher) is required.

(3) Candidates must be physically capable of prolonged standing and participation in outdoor activities to include exposure to cold and heat without limitations.

(4) Successful completion of a Combat Marksmanship course is required prior to, or immediately following, assignment to the MTU.

(a) MTU Drivers. The MTU Driver is responsible for the safe, efficient, and reliable transportation of personnel, equipment, and supplies utilizing High Mobility Multipurpose Wheeled Vehicles (HMMWVs). This position requires a highly responsible individual with a demonstrated commitment to safety and adherence to all applicable regulations. Requiring an ammo handling license.

(b) MTU Pit and Tower NCOs

1. Candidates must demonstrate a high level of personal integrity and trustworthiness, as this position involves the routine handling of sensitive materials.

2. A documented history of alcohol or drug-related incidents will disqualify candidates.

3. Candidates must have a clean personnel record that is free of adverse entries on Page 11 (or equivalent personnel documentation).

b. Range Training Area Maintenance (RTAMS)

(1) Candidates must have no history of heat- or cold-related injuries.

(2) Candidates must have no history of allergic reactions to bee stings.

(3) Candidates must be fully physically capable and have no current duty limitations or scheduled surgeries.

(4) The Range Scheduling Plotter must demonstrate proficiency in computer operations.

(5) A minimum 90-day assignment is required to ensure unit continuity.

(6) A valid High Mobility Multipurpose Wheeled Vehicle (HMMWV) operator's license and certification as a Heavy Equipment Operator (HMMWV or Seven-ton vehicle).

c. Exercise Support Division (ESD), Exercise Logistics Coordination Center (ELCC). The Exercise Logistics Coordination Center (ELCC) plays a vital role in sustaining operations at Camp Wilson, a major support hub for over 12,000 personnel. The ELCC oversees the complete lifecycle of Camp Wilson's infrastructure, encompassing 236 buildings, 355 Alaska tents, 10 motorpools, a 70,000-gallon fuel point, a comprehensive supply warehouse, 16 secure armories, and a high-volume laundry facility. A minimum 180-day assignment is necessary to maintain operational effectiveness.

(1) Candidates must demonstrate maturity, reliability, and trustworthiness. Candidate must be capable of operating independently with minimal supervision and enforcing Camp Wilson regulations (or washrack regulations) with firmness, tact, and impartiality.

(2) A valid civilian motor vehicle operator's license and access to a privately owned vehicle are required due to the distance between Camp Wilson and Mainside, and the need to support camp operations outside of standard working hours.

(3) Candidates must have at least six months remaining on their current assignment (excluding Terminal Leave or parent command check-out requirements) and have no pending adverse administrative action.

(4) Marines must be fit for full duty with no physical limitations or medical conditions that would preclude prolonged physical activity in challenging outdoor environments.

(5) Candidates must possess an active email account and be eligible to obtain a GCSS-MC account.

(6) Candidates must have no pending legal issues or court-martial convictions.



(7) Candidates must be proactive self-starters with the ability to work independently and manage tasks effectively.

3. G-4 Installation Support

a. CCCS

- (1) Minimum 180 day assignment.
- (2) Valid driver's license required.
- (3) Marines must be fit for full duty.

b. Environmental Affairs and Distribution Management

- (1) Minimum six-month assignment is required, and:
- (2) Good organizational skills.
- (3) Good communication skills, both oral and written.
- (4) Proactive self-starter, ability to work independently.
- (5) Computer literate with working knowledge of Microsoft Word and Excel programs.
- (6) Ability to conduct field work and operate a government vehicle.

c. Food Service Specialists (FSS)

- (1) Per reference (a), tenant units should support these FAP requirements to 100 percent of their assigned on board strength when the situation permits.
- (2) FSS will be returned to their respective units to support operational requirements, field and pre-deployment training upon notification by the unit providing MAGTFCT, MCAGCC Center Personnel Officer with a 14-day advance notice.
- (3) During multiple deployments with overlapping pre and post deployment activities, the base food service representative will coordinate with sourcing units to ensure a sufficient number of FSS are provided to prevent degradation in mess hall services.
- (4) Operating force/ unit commander's attention is directed to the provisions of MCO 10110.14N enclosure (2) Chapter 1, paragraph 6, I (2,b) with regard to assignment of FSS personnel to the Combat Center chow halls.

d. Central Magazine Area (CMA)

- (1) Secret Clearance.
- (2) Be a U.S. Citizen.
- (3) No court-martial convictions.
- (4) No NJP in the past 12 months.
- (5) No civil convictions other than minor traffic violations.

(6) Be evaluated as not having a psychiatric, alcohol, or drug abuse condition.

e. Public Works Division (PWD)

(1) NCO CPL/SGT

(2) Computer literate with working knowledge of Microsoft Word and Excel programs.

(3) Good communication skills, both oral and written

(4) Good organizational skills

(5) Proactive self-starter, ability to work independently

f. Distribution Management Office (DMO)

(1) Secret Clearance.

(2) Be a U.S. Citizen.

(3) No court-martial convictions.

(4) No NJP in the past 12 months.

(5) No civil convictions other than minor traffic violations.

(6) Have a valid driver license.

4. G-6 Communications

a. Must have a Marine Corps Enterprise Network (MCEN) Non-Secure Internet Protocol Router (NIPR) network (NIPRNet) account to execute daily activities.

b. Must have a valid driver's license.

5. G-7 GEA, COMMSTRAT

a. Must have NIPR Computer access.

b. Good communications skills, both orally and in writing.

c. Willingness to learn how to operate cameras and printers.

d. Computer literate with working knowledge of Microsoft Word and database programs like Teams and SharePoint.

e. Basic typing skills.

f. Valid Driver's License is highly encouraged.

6. Mission Assurance, Provost Marshal's Office (PMO). Prior to assignment and FAP orders issuance, prospective nominees for PMO billets must be interviewed and approved by the Provost Marshal or a direct representative. Approximately six weeks after returning from a unit deployment, commands will provide a list of personnel who are eligible to be screened and have them

proceed to the PMO Desk Sergeant (Building 1407) for a records check. Upon verifying eligibility, they will return to their unit for FAP orders to PMO. In the event a nominee is not accepted based on the PMO interview or screening, documentation with appropriate comments will be sent to the Combat Center Manpower Personnel Officer indicating the specific reason for non-selection. Marines who volunteer for assignment to PMO will be given priority for selection. All Marines must be fit for full duty and:

a. Must be mature, reliable, and trustworthy with the ability to enforce regulations firmly, tactfully, and impartially.

b. Must have the ability and judgment required to make critical decisions and take immediate action which may impact life, safety, and security.

c. Must be able to present a professional security posture, render due respect in accordance with military traditions, and exercise customs and courtesies in balance with the proper enforcement of all applicable laws.

d. Good communication skills both verbal and non-verbal.

e. Must be able to perform shift work between the hours of 0500-1700 or 1700-0500 to include weekends and holidays.

f. Not on or pending light/limited duty. No medical limitations that would prevent being armed with a service pistol, prolonged standing, outdoor duties, and wear of a ballistic vest with pistol belt for the duration of a 12-hour shift.

g. Must be able to lift/carry 50 pounds and push/drag 150 pounds in the performance of duties.

h. Must not be on any prescription medication that could potentially affect the ability to perform assigned duties, impair judgment, impair physical abilities or jeopardize their own safety or the safety of others when taken prior to or while on duty.

i. No adverse page 11 entries or NJPs within the past 12 months. No courts-martial convictions or equivalent civilian court convictions. Minor traffic offenses are acceptable.

j. Possess a valid civilian motor vehicle operator's license and have no record of DWI/DUI, reckless driving, or excessive minor infractions within the last three years (exceptions may be granted by the Provost Marshal.)

k. Have no history of mental, nervous, or emotional disorders.

l. Must not have been assigned a Risk Determination level of High by a Force Preservation Council within the past 12 months.

m. No history of substance abuse or alcohol/drug-related incidents.

n. No history of domestic violence or as the subject to a protective order.

o. Be qualified with the service rifle.

p. Must be able to meet all training requirements to include qualifying with the service pistol and direct exposure to Oleoresin Capsicum (pepper spray).

q. Must have at least eight months remaining on station (excluding terminal leave, Skillbridge, or parent command check-out requirements).

7. MCCS

a. Business Operations

- (1) Good organizational skills.
- (2) Good communication skills, both oral and written.
- (3) Proactive self-starter, ability to work independently.
- (4) Computer literate with working knowledge of Microsoft Word and Excel programs.

b. MCCS Semper Fit Division Aquatics (Lifeguard). Lifeguard billets listed as seasonal will be filled from 1 April through 30 September. The Aquatics Staff Noncommissioned Officer in Charge (SNCOIC) and two lifeguard billets will be filled on a continuous year-round basis to maintain mission essential functions at the training tank. Prospective nominees for lifeguard billets must be interviewed and approved by the Military Aquatics Director prior to assignment. Specific criteria:

- (1) Physically able to complete and pass the American Red Cross Lifeguard Certification Course per MCO 1700.39.
- (2) Physically able to perform Fitness Specialist duties including lifting 45 pounds unassisted per the Non-Appropriated Fund (NAF) equivalent Lifeguard billet Position Description.
- (3) No history of psychiatric conditions and/or substance abuse (alcohol or drugs).
- (4) No NJP in the past 12 Months, no frequently recurring medical appointments and no pending legal issues or court-martial convictions that interfere with working hours.
- (5) Incumbent does not have End of Active Service (EAS) date during FAP assignment.
- (6) Assists customers, communicates positively in a friendly manner, and adheres to established standards of actively supporting the principles of the EEO program and prevention of sexual harassment per the Non-Appropriated Fund (NAF) equivalent Lifeguard billet Position Description.
- (7) SNCOIC must be able to obtain and maintain an MCCS email address.

c. MCCS Semper Fit Division Human Performance (Fitness specialist). Prospective nominees for fitness specialist billets must be interviewed and approved by the Fitness Program Manager prior to assignment.



(1) Physically able to perform Fitness Specialist duties including lifting 45 pounds unassisted per the Non-Appropriated Fund (NAF) equivalent Lifeguard billet Position Description.

(2) Able to assist customers, communicates positively in a friendly manner, and adheres to established standards of actively supporting the principles of the EEO program and prevention of sexual harassment per the Non-Appropriated Fund (NAF) equivalent billet Position Description.

(3) No NJP in the past 12 months, no frequently recurring medical appointments and no pending legal issues or court-martial convictions that interfere with working hours.

(4) Incumbent does not have End of Active Service (EAS) date during FAP assignment.

8. Security Management Office Clerk

- a. Secret Clearance.
- b. Be a U.S. Citizen.
- c. Computer literate with working knowledge of Microsoft Word and Excel programs.
- d. Good organizational skills.
- e. Proactive self-starter, ability to work independently.
- f. Must have NIPR Computer access.

9. Inspector General clerk

- a. Have good communication and customer service skills
- b. No court-martial convictions.
- c. No NJP in the past 12 months.
- d. Have no record of derogatory information or unfavorable conduct casting doubt on the individual's trustworthiness and integrity.
- e. Requires Marines of good character who can be trusted with routine handling of sensitive materials.
- f. USMC NIPR email account.
- g. Minimum 365 day assignment.
- h. Valid driver's license required
- i. Not on or pending light/limited duty.

**COMBAT CENTER FLEET ASSISTANCE PROGRAM (FAP) QUALIFICATION CHECKLISTS**

TO BE COMPLETED BY PARENT UNIT AND INCLUDED WITH ALL FAP ORDERS

1. Date	2. Unit	3. FAPed Marine information: <input type="checkbox"/> Individual (information below) <b>OR</b> <input type="checkbox"/> Roster attached				e. EAS
		a. Rank	b. Last Name	c. First Name	d. MI	

**PART I - BASIC CHECKLIST (Applies to all FAP billets)**

All FAPs, regardless of assignment, must meet the basic requirements in the BASIC Checklist below. Check the applicable boxes next to each item indicating that each Marine meets the requirement.

- ☐ 4. No-cost TAD letter-type orders to the MCAGCC FAP identifying FAP billet to be filled.
- ☐ 5. Are NOT/DO NOT HAVE:
- a. Subject to a judicially suspended sentence.
  - b. Pending request or recommendation for administrative discharge.
  - c. Pending a line of duty or misconduct determination.
  - d. Overweight or assigned to weight control or remedial physical training.
  - e. A court-martial conviction or 2 or more NJPs within the previous 12 month period for assignments to Category 2 or 3 FAP billets.
  - f. Identified previously as drug abuser or drug dependent.
  - g. An EAS within 30 days of the estimated detachment date from FAP.
  - h. Alcohol Referral Incident or after care.
  - i. No previous suicidal or homicidal ideations, gestures, or attempts.
  - j. HIGH RISK on CIRRAS.
  - k. Not on limited duty or pending surgery.

**PART II - ADDITIONAL CHECKLISTS FOR SPECIFIC BILLETS (in addition to the Basic Checklist)**

In addition to the above Basic Checklist, Marines assigned to the following FAP locations/billets must meet the additional requirements listed below. Check the boxes next to each item in the applicable section indicating that each Marine meets the requirements.

**A. PMO - FAP Billet Checklist**

- ☐ 6. Must be mature, reliable, and trustworthy with the ability to enforce regulations firmly, tactfully, and impartially.
- ☐ 7. Must have the ability and judgment required to make critical decisions and take immediate action which may impact life, safety, and security..
- ☐ 8. Must be able to present a professional security posture, render due respect in accordance with military traditions and exercise customs and courtesies in balance with the proper enforcement of all applicable laws.
- ☐ 9. Good communications skills, both verbal and non-verbal.
- ☐ 10. Must be able to perform shift work between the hours of 0500-1700 or 1700-0500 to include weekends and holidays.
- ☐ 11. Not on or pending light/limited duty. No medical limitations that would prevent being armed with a service pistol, prolonged standing, outdoor duties, and wear of a ballistics vest with pistol belt for the duration of a 12-hour shift.
- ☐ 12. Must be able to lift/carry 50 pounds and push/drag 150 pounds in the performance of duties.
- ☐ 13. Must not be on any prescription medication that would potentially affect the ability to perform assigned duties, impair judgment, impair physical abilities or jeopardize their own safety or the safety of others when taken prior to while on duty.
- ☐ 14. No adverse page 11 entries or NJPs within the past 12 months. No courts-martial convictions or equivalent civilian court convictions. Minor traffic offenses are acceptable.
- ☐ 15. Possess a valid civilian motor vehicle operator's license and have no record of DWI/DUI, reckless driving, or excessive minor infractions within the last three years (exceptions may be granted by the Provost Marshal) .
- ☐ 16. Have no history of mental, nervous, or emotional disorders.
- ☐ 17. Must not have been assigned a Risk Determination level of high by a Force Preservation Council within the past 12 months .
- ☐ 18. No history of substance abuse or alcohol/drug-related incidents.
- ☐ 19. No history of domestic violence or as the subject to a protective order.
- ☐ 20. Be qualified with the service rifle.
- ☐ 21. Must be able to meet all training requirements to include qualifying with the service pistol and direct exposure to Oleoresin Capsicum (pepper spray).
- ☐ 22. Must have at least eight months remaining on station (excluding terminal leave, Skillbridge, or parent command check-out requirements).

**ENCLOSURE (5)**

## B. DEERS ID Card Office - FAP Billet Checklist

- ☐ 23. U.S. Citizen
- ☐ 24. Evaluated as not having a psychiatric, alcohol, or drug abuse condition.
- ☐ 25. Good customer service skills.
- ☐ 26. Basic computer literacy.

## C. Lifeguard - FAP Billet Checklist

- ☐ 27. Acceptable swimming abilities as approved by the MCCS Aquatics SNCOIC. Prospective FAP must be sent to the Pool SNCOIC for screening prior to issuing FAP orders.
- ☐ 28. Physically able to perform lifeguard duties, including rescue and CPR.
- ☐ 29. Incumbent does not have an End of Active Service date during FAP assignment.
- ☐ 30. SNCOIC must be able to obtain and maintain a MCSS email address.
- ☐ 31. No frequently recurring medical appointments during working hours and no pending legal issues or court-martial convictions that interfere with working hours.

## D. MCCS Semper Fit Division Human Performance (Fitness Specialist ) - FAP Billet Checklist

- ☐ 32. Physically able to perform Fitness Specialist duties including lifting 45 pounds unassisted.
- ☐ 33. No frequently recurring medical appointments during working hours and no pending legal issues or court-martial convictions that interfere with working hours.
- ☐ 34. Incumbent does not have End of Active Service date during FAP assignment.

## E. MTU - FAP Billet Checklist

- ☐ 35. Personal conveyance required.
- ☐ 36. No physical limitations that would prevent prolonged standing or outdoor activities.
- ☐ 37. Successfully complete the combat marksmanship course before or immediately after being assigned to the MTU.
- ☐ 38. Pit and Tower NCO additional requirements:
- a. Marine of good character who can be trusted with routine handling of sensitive materials.
  - b. No documented alcohol or drug incidents.
  - c. No adverse page 11 entries.

## F. NREA - FAP Billet Checklist

- ☐ 39. Good organizational skills and proactive self-starter (ability to work independently).
- ☐ 40. Good communication skills, both oral and written.
- ☐ 41. Computer literate, with working knowledge of Microsoft Word and Excel programs.
- ☐ 42. Ability to conduct field work and operate a government vehicle.

## G. RTAMS - FAP Billet Checklist

- ☐ 43. High Mobility Multipurpose Wheeled Vehicle (HMMWV) Operator license required for billets: MS351000922 MS351000926
- ☐ 44. Heavy Equipment Operator/HMMWV Operator/Seven-Ton Operator license required for billets: MS351000925 MS351001890  
MS351001891 MS351001892
- ☐ 45. Seven-Ton Operator license required for billets: MS351000923 MS351001897 MS351001899 MS351001907  
MS351000924 MS351001898 MS351001906
- ☐ 46. No history of heat or cold-related injuries or allergic reactions to bee stings.
- ☐ 47. Not on limited duty or pending surgery.

ENCLOSURE (5)

## H. G-7, GEA, COMMSTRAT - FAP Billet Checklist

- ☐ 48. Must have NIPR Computer access.
- ☐ 49. Good communication skills, both orally and in writing.
- ☐ 50. Willingness to learn how to operate cameras and printers.
- ☐ 51. Computer literate, working knowledge of Microsoft Word and database programs.
- ☐ 52. Basic typing skills.
- ☐ 53. Valid Driver's License, is not required but encouraged.

## I. CMA - FAP Billet Checklist

- ☐ 54. Secret Clearance.
- ☐ 55. U.S. Citizen.
- ☐ 56. No record of derogatory information or unfavorable conduct casting doubt on the individual's trustworthiness and integrity.
- ☐ 57. Evaluated as not having a psychiatric, alcohol, or drug abuse condition.

**PART III - CERTIFICATION**

I hereby certify that the above named or attached listed Marines assigned to the FAP has/have met the requirements of the FAP billet to which ordered per CCO 5300.4\_FAP SOP and CCBul 1320 and the applicable checklists above.

58. Date	59. Unit	60. Unit Billet	61. Rank	62. Work Phone Number
63. Unit Representative Name		64. Unit Representative Signature		

Remarks or Comments

☐ HT: \_\_\_\_\_ WT: \_\_\_\_\_ BF: \_\_\_\_\_ DATE: \_\_\_\_\_ Verified by: \_\_\_\_\_  
Print / Signature

☐ POV: YES / NO

☐ Driver's License: \_\_\_\_\_ State: \_\_\_\_\_

☐ Insurance: YES / NO

**ENCLOSURE (5)**