



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 2021

CCBul 1320

RMD 3E

**AUG 14 2020**

COMBAT CENTER BULLETIN 1320

From: Commanding General  
To: Distribution List

Subj: FISCAL YEAR 2021 FLEET ASSISTANCE PROGRAM

Ref: (a) MCO 1000.8  
(b) CCO 1320.4B  
(c) CCO 1300.2J

Encl: (1) MAGTFTC, MCAGCC Fleet Assistance Program (FAP) Agreement T/O  
(2) FY-21 MCAGCC FAP Billet Distribution  
(3) MAGTFTC, MCAGCC FAP Category III Billet Descriptions  
(4) FY-21 FAP Billet Requirement Notes

1. Situation. To promulgate the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) FAP Bulletin, and to revalidate the annual requirements for the FAP between the Commanding General, MAGTFTC, MCAGCC and the commanders of the tenant units residing aboard the Combat Center, in accordance with reference (a).

2. Mission. To identify FAP billets and billet distribution to Combat Center tenant units by military occupational specialty (MOS), category, and other qualifications for the MAGTFTC, MCAGCC Fiscal Year 2021 FAP requirements.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide MAGTFTC, MCAGCC sufficient additional manpower resources to accomplish current, new, or increased tasking 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 Marines in a garrison environment.

(a) The FAP will not alter the established mission of either the tenant units or MAGTFTC, MCAGCC. Combat readiness of operational forces 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 considered to be associated with operational contingencies, major exercises, and the unit deployment program.

DISTRIBUTION STATEMENT B: Distribution authorized only for MAGTFTC, MCAGCC directorates, special staff sections, and operational forces.

(b) Leaders of both supported and supporting organizations recognize that certain support functions will be required while portions of tenant units are deployed, and that there is no guarantee that a requirement contained in this FAP agreement will be filled, as FAP staffing is subject to unit deployment and training schedules.

(2) Concept of Operations. The FAP billets listed in enclosure (1) will be manned by the command or unit indicated unless changed by mutual agreement between the installation and the supporting command. Billet fair-share distribution, requirements, and job descriptions are outlined in enclosures (2), (3) and (4). FAP billets and requirements will be compiled from the date of this Bulletin through 30 September 2021, in accordance with reference (a) and the agreement between the Commanding Generals of MAGTFTC, MCAGCC, I Marine Expeditionary Force, 1st Marine Division, 1st Marine Logistics Group, 3d Marine Aircraft Wing, and the information contained in paragraph 3a(1)(b) above.

(a) Category I billets require a specific primary 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 units should support these identified FAP requirements to 100 percent of their assigned onboard strength in that MOS, when the situation permits. Category II billets also 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. Tenant units should support the identified FAP billet requirements, in proportion to their assigned onboard strength in that MOS, when the situation permits. Category III billets are any billets not in Category I or II and do not require any specific MOS. Tenant units should support these billets in proportion to their overall onboard strength, when the situation permits.

(b) The standard period for Category II or III FAP assignments will be six months. To maximize MAGTFTC, MCAGCC's investment in training the Marines, all assignments should be for a minimum of six months. To protect the Marine's career development, assignments to category III billets should be no more than 12 months. Longer or shorter FAP tour lengths may be negotiated.

b. Subordinate Element Missions. Commanding Officers, Assistant Chiefs of Staff (AC/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 completed FAP Checklist (see paragraph 4.b below for the Checklist form) and transferred by the parent unit, as soon as practical, upon return from deployment. Personnel will be returned to their unit in 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).

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(3) Units assigning Marines to FAP will provide advance notice of personnel being FAPed to the MAGTFTC, MCAGCC Manpower Personnel Officer and the Headquarters Battalion (HQBN) Command Deck or Company Office for tracking and accountability purposes, to include required advance notification of 1) any personal weapons stored at the unit armory, and 2) any possible Force Preservation Council (FPC) concerns (see paragraph 4.b below for the 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 the Resources Management Directorate (RMD) Combat Center Manpower Personnel Officer.

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

(a) A judicially suspended sentence. 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 MEF 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) 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 MEF and MAGTFTC, MCAGCC Food Service Offices prior to assignments.

(f) 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.

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

(h) An Alcohol Referral Incident or after care.

(i) A suicidal or homicidal ideation, gesture or attempt.

(6) The FAP billet checklist will be completed and signed by a staff noncommissioned officer, or officer in the chain of command, of the Marine(s) being FAPed and attached to individual FAP orders by the parent unit.

(7) Marines assigned to FAP duty will report with FAP orders and completed checklist to the MAGTFTC, MCAGCC Manpower Personnel Officer for FAP order endorsement. They will then proceed to MCAGCC HQBN, Building 1457, to check in. After checking in with HQBN, they will proceed immediately to the Installation Personnel Administration Center to complete a FAP join audit.

(8) The first two days of FAP assignment will be spent at the appropriate HQBN Company (A or B) to ensure all formal and ancillary annual training is completed or scheduled for each individual.

(9) Timing of FAP assignments will be coordinated between the units, MCAGCC HQBN, and the RMD Manpower Personnel Officer. Due to the length of required training for FAP assignments to the Provost Marshal's Office (PMO) and the Tax Center, units will transfer Marines in one combined group at the same time. FAP assignments to PMO will also provide for a minimum two-week turnover, to the greatest extent possible. Prior to assignment, units will communicate with the RMD Manpower Personnel Office and HQBN to coordinate assignment timing for these situations and HQBN holiday liberty periods.

c. Coordinating Instructions. 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.

#### 4. 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/Adjutant-Office/Bulletins/>.

b. Forms. FAP Billet Checklist, CC 1320/1, can be obtained from the Combat Center Adjutant website at <https://www.29palms.marines.mil/Staff-Offices/Adjutant-Office/Forms/>. The HQBN FPC risk assessment form can be requested from the HQBN Executive Officer or Adjutant.

c. Changes to this Bulletin should be requested in writing to the Commanding General, via the MAGTFTC, MCAGCC RMD Manpower Personnel Officer, per reference (b).

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

#### 5. 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.

  
D. A. SUGGS  
Chief of Staff

DISTRIBUTION: B

\*Unit assignment may be changed at any time as needed by the MSC. \*0000 PMOS means any MOS may fill  
 7TH MAR' Unit assignment denotes any 7th Reg unit may fill

MSC ASSIGNED	*UNIT ASSIGNED	FAP CATEGORY	BIC	BILLET DESCRIPTION	RANK	B MOS	*PMOS	UNIT	COMPANY CODE	PLATOON CODE	WORK SECTION CODE
MISSION ASSURANCE - PROVOST MARSHALL OFFICE (PMO)											
1ST MARDIV	7TH MAR	3	MS351000239	SECURITY GUARD/VEHICLE REGISTRATION	LCPL	8151	0000				
1ST MARDIV	7TH MAR	3	MS351000240	SECURITY GUARD/VEHICLE REGISTRATION	LCPL	8151	0000				
1ST MLG	CLB-7/CLC-13	3	MS351000241	SECURITY GUARD/VEHICLE REGISTRATION	LCPL	8151	0000				
MCCES	MCCES	3	MS351000242	SECURITY GUARD	LCPL	8151	0000				
1ST MARDIV	7TH MAR	3	MS351002071	SECURITY GUARD	LCPL	8151	0000				
1ST MARDIV	7TH MAR	3	MS351000294	SECURITY GUARD	LCPL	8151	0000				
1ST MARDIV	7TH MAR	3	MS351000295	SECURITY GUARD	LCPL	8151	0000				
1ST MARDIV	7TH MAR	3	MS351000296	SECURITY GUARD	LCPL	8151	0000				
1ST MARDIV	7TH MAR	3	MS351000297	SECURITY GUARD	LCPL	8151	0000				
1ST MARDIV	7TH MAR	3	MS351000298	SECURITY GUARD	LCPL	8151	0000				
1ST MARDIV	3/11	3	MS351000299	SECURITY GUARD	LCPL	8151	0000				
1ST MARDIV	1ST TANKS	3	MS351000300	SECURITY GUARD	LCPL	8151	0000				
1ST MARDIV	3RD LAR	3	MS351000301	SECURITY GUARD	LCPL	8151	0000				
1ST MARDIV	7TH MAR	3	MS351000302	SECURITY GUARD	LCPL	8151	0000				
1ST MARDIV	7TH MAR	3	MS351000303	SECURITY GUARD	LCPL	8151	0000				
1ST MARDIV	7TH MAR	3	MS351000304	SECURITY GUARD	LCPL	8151	0000				
1ST MARDIV	3RD LAR	3	MS351000305	SECURITY GUARD	LCPL	8151	0000				
3D MAW	MWSS-374	3	MS351000292	SECURITY GUARD	LCPL	8151	0000				
1ST MARDIV	7TH MAR	3	MS351000293	SECURITY GUARD	LCPL	8151	0000				
1ST MARDIV	7TH MAR	3	MS351000736	SECURITY GUARD	LCPL	8151	0000				
1ST MARDIV	1ST TANKS	3	MS351000737	SECURITY GUARD	LCPL	8151	0000				
1ST MLG	CLB-7/CLC-13	3	MS351000738	SECURITY GUARD	LCPL	8151	0000				
1ST MARDIV	7TH MAR	3	MS351002072	SECURITY GUARD	LCPL	8151	0000	PMO	A	MIAS	APMO
1ST MARDIV	7TH MAR	3	MS351002408	SECURITY GUARD	LCPL	8151	0000				
1ST MARDIV	7TH MAR	3	MS351003619	SECURITY GUARD	LCPL	8151	0000				
1ST MARDIV	7TH MAR	3	MS351003664	SECURITY GUARD	LCPL	8151	0000				
1ST MARDIV	7TH MAR	3	MS351003665	SECURITY GUARD	LCPL	8151	0000				
1ST MARDIV	7TH MAR	3	MS351003666	SECURITY GUARD	LCPL	8151	0000				
1ST MARDIV	7TH MAR	3	MS351003667	SECURITY GUARD	LCPL	8151	0000				
1ST MARDIV	7TH MAR	3	MS351003668	SECURITY GUARD	LCPL	8151	0000				
1ST MARDIV	7TH MAR	3	MS351003669	SECURITY GUARD	LCPL	8151	0000				
1ST MARDIV	7TH MAR	3	MS351003670	SECURITY GUARD	LCPL	8151	0000				
1ST MARDIV	7TH MAR	3	MS351003671	SECURITY GUARD	LCPL	8151	0000				
1ST MLG	CLB-7/CLC-13	3	MS351003672	SECURITY GUARD	LCPL	8151	0000				
1ST MLG	CLB-7/CLC-13	3	MS351003673	SECURITY GUARD	CPL	8151	0000				
3D MAW	MWSS/ATC	3	MS351003674	SECURITY GUARD	CPL	8151	0000				
1ST MARDIV	7TH MAR	3	MS351003675	SECURITY GUARD	CPL	8151	0000				
1ST MARDIV	7TH MAR	3	MS351002070	SECURITY GUARD	CPL	8151	0000				
1ST MARDIV	7TH MAR	3	MS351000595	SECURITY GUARD	CPL	8151	0000				
1ST MARDIV	7TH MAR	3	MS351002818	SECURITY GUARD	CPL	8151	0000				
1ST MARDIV	7TH MAR	3	MS351000236	SECURITY GUARD	LCPL	8151	0000				
1ST MARDIV	7TH MAR	3	MS351000237	SECURITY GUARD	LCPL	8151	0000				
1ST MARDIV	7TH MAR	3	MS351000291	SECURITY GUARD	LCPL	8151	0000				
1ST MARDIV	7TH MAR	3	MS351000235	SECURITY GUARD	LCPL	8151	0000				
1ST MARDIV	7TH MAR	3	MS351000238	SECURITY GUARD	LCPL	8151	0000				

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\*Unit assignment may be changed at any time as needed by the MSC. \*0000 PMOS means any MOS may fill  
 7TH MAR' Unit assignment denotes any 7th Reg unit may fill

MSC ASSIGNED	*UNIT ASSIGNED	FAP CATEGORY	BIC	BILLET DESCRIPTION	RANK	B MOS	*PMOS	UNIT	COMPANY CODE	PLATOON CODE	WORK SECTION CODE
<b>MAGTF TRAINING - MARKSMANSHIP TRAINING UNIT (MTU)</b>											
1ST MARDIV	3RD LAR	3	MS351000812	STATISTICS CLERK	CPL	8014	0000				
1ST MARDIV	7TH MAR	3	MS351000813	WAREHOUSE CLERK	CPL	8014	0000				
1ST MARDIV	7TH MAR	3	MS351000814	MOTOR VEHICLE OPERATOR	LCPL	8014	0000				
1ST MLG	CLB-7/CLC-13	3	MS351000815	RANGE/BLOCK NCO	SGT	0933	0000				
1ST MARDIV	7TH MAR	3	MS351000816	RANGE/BLOCK NCO	SGT	0933	0000				
1ST MARDIV	7TH MAR	3	MS351000817	RANGE/BLOCK NCO	SGT	0933	0000				
1ST MARDIV	7TH MAR	3	MS351000818	RANGE/BLOCK NCO	SGT	0933	0000				
1ST MARDIV	7TH MAR	3	MS351000819	RANGE/BLOCK NCO	SGT	0933	0000				
1ST MARDIV	3D AAV-D	3	MS351000820	RANGE/BLOCK NCO	SGT	0933	0000				
1ST MARDIV	3RD LAR	3	MS351000821	RANGE/BLOCK NCO	SGT	0933	0000				
1ST MARDIV	3/11	3	MS351000822	RANGE/BLOCK NCO	SGT	0933	0000				
1ST MARDIV	1ST TANKS	3	MS351000823	RANGE/BLOCK NCO	SGT	0933	0000				
3D MAW	MWSS-374	3	MS351000824	RANGE/BLOCK NCO	SGT	0933	0000				
1ST MARDIV	3RD LAR	3	MS351000825	RANGE/BLOCK COACH	LCPL	0931	0000				
1ST MARDIV	3RD LAR	3	MS351000826	RANGE/BLOCK COACH	LCPL	0931	0000				
1ST MARDIV	7TH MAR	3	MS351000827	RANGE/BLOCK COACH	LCPL	0931	0000				
1ST MARDIV	7TH MAR	3	MS351000828	RANGE/BLOCK COACH	LCPL	0931	0000				
1ST MARDIV	7TH MAR	3	MS351000829	RANGE/BLOCK COACH	LCPL	0931	0000				
1ST MARDIV	7TH MAR	3	MS351000830	RANGE/BLOCK COACH	LCPL	0931	0000				
1ST MARDIV	3D AAV-D	3	MS351000831	RANGE/BLOCK COACH	LCPL	0931	0000				
1ST MARDIV	7TH MAR	3	MS351000832	RANGE/BLOCK COACH	LCPL	0931	0000				
1ST MARDIV	3/11	3	MS351000833	RANGE/BLOCK COACH	LCPL	0931	0000	MTU	B	BMTU	BMTU
1ST MARDIV	3/11	3	MS351000834	RANGE/BLOCK COACH	LCPL	0931	0000				
1ST MARDIV	1ST TANKS	3	MS351000835	RANGE/BLOCK COACH	LCPL	0931	0000				
1ST MARDIV	1ST TANKS	3	MS351000836	RANGE/BLOCK COACH	LCPL	0931	0000				
1ST MARDIV	1ST TANKS	3	MS351000837	RANGE/BLOCK COACH	LCPL	0931	0000				
1ST MARDIV	3RD LAR	3	MS351000838	RANGE/BLOCK COACH	LCPL	0931	0000				
1ST MARDIV	3RD LAR	3	MS351000839	RANGE/BLOCK COACH	LCPL	0931	0000				
1ST MARDIV	3RD LAR	3	MS351000840	RANGE/BLOCK COACH	LCPL	0931	0000				
1ST MARDIV	3RD LAR	3	MS351000841	RANGE/BLOCK COACH	LCPL	0931	0000				
1ST MARDIV	7TH MAR	3	MS351000842	NAVY CORPSMAN	HM	0000	0000				
1ST MARDIV	7TH MAR	3	MS351000843	RANGE/BLOCK COACH	LCPL	0931	0000				
1ST MARDIV	7TH MAR	3	MS351000844	RANGE/BLOCK COACH	LCPL	0931	0000				
1ST MARDIV	7TH MAR	3	MS351000845	RANGE/BLOCK COACH	LCPL	0931	0000				
1ST MARDIV	7TH MAR	3	MS351000846	RANGE/BLOCK COACH	LCPL	0931	0000				
1ST MARDIV	7TH MAR	3	MS351000847	RANGE/BLOCK COACH	LCPL	0931	0000				
1ST MLG	CLB-7/CLC-13	3	MS351000848	RANGE/BLOCK COACH	LCPL	0931	0000				
1ST MARDIV	3/11	3	MS351000849	ASSISTANT PIT NCO	SGT	0931	0000				
1ST MARDIV	3/11	3	MS351000850	NCOIC (SCHOOL RANGE)	SGT	0933	0000				
1ST MARDIV	7TH MAR	3	MS351000851	INSTRUCTOR (SCHOOL RANGE)	SGT	0933	0000				
1ST MARDIV	7TH MAR	3	MS351000852	INSTRUCTOR (SCHOOL RANGE)	SGT	0933	0000				
1ST MARDIV	7TH MAR	3	MS351000853	MARKSMANSHIP SIMULATOR TRAINER/OPERATOR	CPL	0931	0000				
1ST MARDIV	7TH MAR	3	MS351000854	RIFLE TOWER NCO	SGT	0931	0000				
1ST MARDIV	7TH MAR	3	MS351000855	PISTOL TOWER NCO	SGT	0931	0000				

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MSC ASSIGNED	*UNIT ASSIGNED	FAP CATEGORY	BIC	BILLET DESCRIPTION	RANK	B MOS	*PMOS	UNIT	COMPANY CODE	PLATOON CODE	WORK SECTION CODE
<b>MAGTF TRAINING - RANGE TRAINING AREA MAINTENANCE SECTION</b>											
<b>(RTAMS)</b>											
1ST MARDIV	3/11	3	MS351000881	RANGE SCHEDULING PLOTTER	SGT	8014	0000				
1ST MARDIV	1ST TANKS	3	MS351000918	RANGE TRAINING AND MAINTENANCE SPECIALIST	CPL	8014	0000				
1ST MARDIV	3RD LAR	3	MS351000919	RANGE TRAINING AND MAINTENANCE SPECIALIST	CPL	8014	0000				
1ST MARDIV	7TH MAR	3	MS351000920	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000				
1ST MARDIV	7TH MAR	3	MS351000921	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000				
1ST MARDIV	7TH MAR	3	MS351000922	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000				
1ST MLG	CLB-7/CLC-13	3	MS351000923	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000				
1ST MARDIV	3D AAV-D	3	MS351000924	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000				
1ST MLG	CLB-7/CLC-13	3	MS351000925	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000				
1ST MARDIV	3/11	3	MS351000926	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000				
1ST MARDIV	1ST TANKS	3	MS351001887	RANGE TRAINING AND MAINTENANCE SPECIALIST	CPL	8014	0000				
1ST MARDIV	3/11	3	MS351001888	RANGE TRAINING AND MAINTENANCE SPECIALIST	CPL	8014	0000				
1ST MARDIV	3/11	3	MS351001889	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000				
1ST MARDIV	1ST TANKS	3	MS351001890	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000				
1ST MARDIV	1ST TANKS	3	MS351001891	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000				
1ST MARDIV	1ST TANKS	3	MS351001892	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000				
1ST MARDIV	3RD LAR	3	MS351001893	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000				
1ST MARDIV	3RD LAR	3	MS351001894	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000	RTAMS	B	RTAM	RTAM
1ST MARDIV	3RD LAR	3	MS351001895	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000				
1ST MARDIV	3RD LAR	3	MS351001896	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000				
1ST MARDIV	7TH MAR	3	MS351001897	RANGE TRAINING AND MAINTENANCE SPECIALIST	CPL	8014	0000				
1ST MARDIV	7TH MAR	3	MS351001898	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000				
1ST MARDIV	7TH MAR	3	MS351001899	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000				
1ST MARDIV	7TH MAR	3	MS351001900	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000				
1ST MARDIV	7TH MAR	3	MS351001901	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000				
1ST MARDIV	7TH MAR	3	MS351001903	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000				
1ST MARDIV	7TH MAR	3	MS351001904	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000				
1ST MARDIV	7TH MAR	3	MS351001905	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000				
1ST MARDIV	7TH MAR	3	MS351001906	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000				
3D MAW	MWSS-374	3	MS351001907	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000				
1ST MARDIV	7TH MAR	3	MS351001908	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000				
1ST MARDIV	7TH MAR	3	MS351001909	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000				
1ST MARDIV	7TH MAR	3	MS351003781	NAVY CORPSMAN	HM	0000	0000				
1ST MLG	CLB-7/CLC-13	3	MS351001910	RANGE TRAINING AND MAINTENANCE SPECIALIST	LCPL	8014	0000				

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7TH MAR' Unit assignment denotes any 7th Reg unit may fill

MSC ASSIGNED	*UNIT ASSIGNED	FAP CATEGORY	BIC	BILLET DESCRIPTION	RANK	B MOS	*PMOS	UNIT	COMPANY CODE	PLATOON CODE	WORK SECTION CODE				
<b>MANPOWER - MPWR PERSONNEL OFFICE, DEERS ID CARD OFFICE</b>															
1ST MARDIV	3D AAV-D	3	MS351000570	DEERS/RAPIDS CLERK	LCPL	8014	0000	MPWR PERSONNEL OFFICE/DEERS	A	J-AMPR	ACPO				
MCCES	MCCES	3	MS351000571	DEERS/RAPIDS CLERK	LCPL	8014	0000								
<b>MANPOWER - POSTAL</b>															
1ST MLG	CLC-13	1	MS351000543	POSTAL CLERK	LCPL	0161	0161	MPWR/POSTAL	A	AMRD	POST				
1ST MLG	CLC-13	1	MS351000544	POSTAL CLERK	LCPL	0161	0161								
1ST MLG	CLC-13	1	MS351000545	POSTAL CLERK	LCPL	0161	0161								
1ST MLG	CLC-13	1	MS351000546	POSTAL CLERK	PFC	0161	0161								
1ST MLG	CLC-13	1	MS351000547	POSTAL CLERK	PFC	0161	0161								
1ST MLG	CLB-7/CLC-13	3	MS351001470	AV/VIDEO TECH	SGT	8014	0000					COMCAM	A	GOEA	CMST
1ST MARDIV	3/11	3	MS351001471	AV/VIDEO TECH	CPL	8014	0000								
3D MAW	MWSS-374	3	MS351001472	AV/VIDEO TECH	LCPL	8014	0000								
1ST MARDIV	1ST TANKS	3	MS351002732	AV/VIDEO TECH	LCPL	8014	0000								
1ST MARDIV	3RD LAR	3	MS351002733	AV/VIDEO TECH	LCPL	8014	0000								
1ST MARDIV	7TH MAR	3	MS351001848	AV/VIDEO TECH	LCPL	8014	0000								
MCCES	MCCES	3	MS351001849	AV/VIDEO TECH	LCPL	8014	0000								
<b>INSTALLATION SUPPORT - COMBAT CENTER WORKING PARTY</b>															
1ST MARDIV	7TH MAR	3	MS351003783	CCWP NCO	SGT	8014	0000	COMBAT CENTER WORKIN PARTY (CCWP)	A	AISP	CCWP				
1ST MARDIV	7TH MAR	3	MS351001935	CCWP NCO	CPL	8014	0000								
3D MAW	MWSS-374	3	MS351001936	CCWP MARINE	LCPL	8014	0000								
1ST MARDIV	7TH MAR	3	MS351001937	CCWP MARINE	LCPL	8014	0000								
1ST MARDIV	7TH MAR	3	MS351001938	CCWP MARINE	LCPL	8014	0000								
1ST MARDIV	7TH MAR	3	MS351001939	CCWP MARINE	LCPL	8014	0000								
1ST MARDIV	3/11	3	MS351001940	CCWP MARINE	LCPL	8014	0000								
1ST MARDIV	3/11	3	MS351001941	CCWP MARINE	LCPL	8014	0000								
1ST MARDIV	3/11	3	MS351001942	CCWP MARINE	LCPL	8014	0000								
1ST MARDIV	1ST TANKS	3	MS351001943	CCWP MARINE	LCPL	8014	0000								
1ST MARDIV	7TH MAR	3	MS351001944	CCWP MARINE	LCPL	8014	0000								
1ST MARDIV	1ST TANKS	3	MS351001945	CCWP MARINE	LCPL	8014	0000								
<b>INSTALLATION SUPPORT - NATURAL RESOURCES AND ENVIRONMENTAL AFFAIRS (NREA)</b>															
1ST MARDIV	3RD LAR	3	MS351001767	ASST ENV INSPECTOR	CPL	8056	0000					NREA	A	ANREA	RYCL
1ST MARDIV	3RD LAR	3	MS351002669	ASST ENV INSPECTOR	SGT	8056	0000								
1ST MARDIV	7TH MAR	3	MS351002670	ASST ENV INSPECTOR	CPL	8056	0000								
<b>HEADQUARTERS BATTALION STAFF (HQBN)</b>															
1ST MLG	CLB-7/CLC-13	3	MS351001375	TRAINING NCO	SGT	8014	0000	HQBN	A	G	AAS3				
MCCES	MCCES	3	MS351000580	MARINE LIAISON - DENTAL	SSGT	8014	0000								

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MSC ASSIGNED	*UNIT ASSIGNED	FAP CATEGOR Y	BIC	BILLET DESCRIPTION	RANK	B MOS	*PMOS	UNIT	COMPAN Y CODE	PLATOON CODE	WORK SECTION CODE
INSTALLATION SUPPORT - FOOD SERVICES (FSO)											
I MEF	7TH MAR	2	MS351001993	SENIOR MARINE LIASION	GYSGT	3381	3381				
I MEF	CLB-7/CLC-13	2	MS351001994	CHIEF COOK	SSGT	3381	3381				
I MEF	7TH MAR	2	MS351001995	CHIEF COOK	SSGT	3381	3381				
I MEF	7TH MAR	2	MS351001996	CHIEF COOK	SSGT	3381	3381				
I MEF	3/11	2	MS351001997	ASSISTANT CHIEF COOK	SGT	3381	3381				
I MEF	7TH MAR	2	MS351001998	ASSISTANT CHIEF COOK	SGT	3381	3381				
I MEF	MWSS-374	2	MS351001999	ASSISTANT CHIEF COOK	SGT	3381	3381				
I MEF	1ST TANKS	2	MS351002000	FOOD SERVICE SPECIALIST	CPL	3381	3381				
I MEF	CLB-7/CLC-13	2	MS351002005	FOOD SERVICE SPECIALIST	CPL	3381	3381				
I MEF	CLB-7/CLC-13	2	MS351002012	FOOD SERVICE SPECIALIST	CPL	3381	3381				
I MEF	CLB-7/CLC-13	2	MS351002013	FOOD SERVICE SPECIALIST	CPL	3381	3381				
I MEF	MWSS-374	2	MS351002014	FOOD SERVICE SPECIALIST	CPL	3381	3381				
I MEF	7TH MAR	2	MS351002015	FOOD SERVICE SPECIALIST	CPL	3381	3381				
I MEF	7TH MAR	2	MS351002016	FOOD SERVICE SPECIALIST	LCPL	3381	3381	FSO	A	ACLD	AFSO
I MEF	7TH MAR	2	MS351002017	FOOD SERVICE SPECIALIST	LCPL	3381	3381				
I MEF	7TH MAR	2	MS351002018	FOOD SERVICE SPECIALIST	LCPL	3381	3381				
I MEF	3/11	2	MS351002019	FOOD SERVICE SPECIALIST	LCPL	3381	3381				
I MEF	3/11	2	MS351002023	FOOD SERVICE SPECIALIST	LCPL	3381	3381				
I MEF	7TH MAR	2	MS351002024	FOOD SERVICE SPECIALIST	LCPL	3381	3381				
I MEF	7TH MAR	2	MS351002025	FOOD SERVICE SPECIALIST	LCPL	3381	3381				
I MEF	7TH MAR	2	MS351002026	FOOD SERVICE SPECIALIST	LCPL	3381	3381				
I MEF	1ST TANKS	2	MS351002027	FOOD SERVICE SPECIALIST	LCPL	3381	3381				
I MEF	1ST TANKS	2	MS351002028	FOOD SERVICE SPECIALIST	LCPL	3381	3381				
I MEF	1ST TANKS	2	MS351002029	FOOD SERVICE SPECIALIST	LCPL	3381	3381				
I MEF	MWSS-374	2	MS351002032	FOOD SERVICE SPECIALIST	LCPL	3381	3381				
I MEF	MWSS-374	2	MS351002033	FOOD SERVICE SPECIALIST	LCPL	3381	3381				
I MEF	MWSS-374	2	MS351002034	FOOD SERVICE SPECIALIST	LCPL	3381	3381				
I MEF	7TH MAR	2	MS351002035	FOOD SERVICE SPECIALIST	LCPL	3381	3381				
I MEF	7TH MAR	2	MS351002740	FOOD SERVICE SPECIALIST	LCPL	3381	3381				
I MEF	7TH MAR	2	MS351002762	FOOD SERVICE SPECIALIST	LCPL	3381	3381				
INSTALLATION SUPPORT - DISTRIBUTION MANAGEMENT (DMO)											
1ST MLG	CLC-13	2	MS351001013	PRESERVATION, PACKAGING & PACKER NCO	CPL	3052	3052	DMO	A	ACLD	ADMO
1ST MLG	CLC-13	2	MS351001012	PRESERVATION, PACKAGING & PACKER NCO	SGT	3052	3052				

MAGTFTC, MCAGCC FY-21 Fleet Assistance Program (FAP) Agreement T/O

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 7TH MAR' Unit assignment denotes any 7th Reg unit may fill

MSC ASSIGNED	*UNIT ASSIGNED	FAP CATEGORY	BIC	BILLET DESCRIPTION	RANK	BMOS	*PMOS	UNIT	COMPANY CODE	PLATOON CODE	WORK SECTION CODE
<b>INSTALLATION SUPPORT - MCCS BUSINESS OPERATIONS</b>											
1ST MLG	CLC-13	1	MS351000746	EXCHANGE CHIEF	SSGT	4133	4133				
1ST MLG	CLC-13	1	MS351000745	ASST EXCHANGE CHIEF	SSGT	4133	4133	MCCS/OPS	A	AMCC	ABOP
1ST MLG	CLC-13	1	MS351000747	BOOKKEEPER	SSGT	4133	4133				
1ST MLG	CLC-13	1	MS351000748	BOOKKEEPER	SGT	4133	4133				
<b>INSTALLATION SUPPORT - MCCS ACQUATICS</b>											
1ST MARDIV	7TH MAR	3	MS351000713	AQUATICS SNCOIC	SSGT	8014	0000				
1ST MARDIV	7TH MAR	3	MS351000714	LIFEGUARD	LCPL	8014	0000				
1ST MARDIV	7TH MAR	3	MS351003779	LIFEGUARD	LCPL	8014	0000				
MCCES	MCCES	3	MS351000715	LIFEGUARD (SEASONAL 2/1-10/1)	LCPL	8014	0000				
3D MAW	MWSS-374	3	MS351000716	LIFEGUARD (SEASONAL 2/1-10/1)	LCPL	8014	0000	MCCS/POOLS	A	MCCS	AMSP
1ST MARDIV	3D AAV-D	3	MS351000717	LIFEGUARD (SEASONAL 2/1-10/1)	LCPL	8014	0000				
1ST MARDIV	7TH MAR	3	MS351000718	LIFEGUARD (SEASONAL 2/1-10/1)	LCPL	8014	0000				
MCCES	MCCES	3	MS351000719	LIFEGUARD (SEASONAL 2/1-10/1)	LCPL	8014	0000				
1ST MLG	CLB-7/CLC-13	3	MS351000720	LIFEGUARD (SEASONAL 2/1-10/1)	LCPL	8014	0000				
MCCES	MCCES	3	MS351003780	LIFEGUARD (SEASONAL 2/1-10/1)	LCPL	8014	0000				
<b>INSTALLATION SUPPORT - MCCS SEMPER FIT</b>											
1ST MLG	CLB-7/CLC-13	3	MS351003771	SEMPER FIT ASSISTANT, EAST GYM	CPL	8014	0000				
1ST MARDIV	7TH MAR	3	MS351003772	SEMPER FIT ASSISTANT, EAST GYM	CPL	8014	0000				
1ST MARDIV	7TH MAR	3	MS351003775	SEMPER FIT ASSISTANT, WILBURN GYM	LCPL	8014	0000	MCCS/SEMPER FIT	A	MCCS	AASF
1ST MARDIV	7TH MAR	3	MS351003776	SEMPER FIT ASSISTANT, WILBURN GYM	SGT	8014	0000				
1ST MARDIV	7TH MAR	3	MS351003777	SEMPER FIT ASSISTANT, WEST GYM	CPL	8014	0000				
1ST MARDIV	7TH MAR	3	MS351003778	SEMPER FIT ASSISTANT, WEST GYM	LCPL	8014	0000				
<b>LSST - TAX CENTER</b>											
MCCES	MCCES	3	MS351002055	TAX PREPARER SNCOIC (SEASONAL 15 NOV-15 MAY)	SSGT	8014	0000				
1ST MARDIV	7TH MAR	3	MS351002056	TAX PREPARER (SEASONAL 15 NOV-15 MAY)	CPL	8014	0000				
MCCES	MCCES	3	MS351002057	TAX PREPARER (SEASONAL 15 NOV-15 MAY)	CPL	8014	0000				
MCCES	MCCES	3	MS351002058	TAX PREPARER (SEASONAL 15 NOV-15 MAY)	CPL	8014	0000				
1ST MARDIV	7TH MAR	3	MS351002059	TAX PREPARER (SEASONAL 15 NOV-15 MAY)	CPL	8014	0000				
1ST MLG	CLB-7/CLC-13	3	MS351002060	TAX PREPARER (SEASONAL 15 NOV-15 MAY)	CPL	8014	0000				
3D MAW	MWSS-374	3	MS351002061	TAX PREPARER (SEASONAL 15 NOV-15 MAY)	CPL	8014	0000	LSST/TAX CENTER	A	LATC	ALEA
1ST MARDIV	1ST TANKS	3	MS351002062	TAX PREPARER (SEASONAL 15 NOV-15 MAY)	CPL	8014	0000				
1ST MARDIV	7TH MAR	3	MS351002063	TAX PREPARER (SEASONAL 15 NOV-15 MAY)	CPL	8014	0000				
1ST MARDIV	7TH MAR	3	MS351002064	TAX PREPARER (SEASONAL 15 NOV-15 MAY)	CPL	8014	0000				
1ST MARDIV	7TH MAR	3	MS351002065	TAX PREPARER (SEASONAL 15 NOV-15 MAY)	CPL	8014	0000				
1ST MARDIV	7TH MAR	3	MS351002066	TAX PREPARER (SEASONAL 15 NOV-15 MAY)	CPL	8014	0000				
1ST MARDIV	7TH MAR	3	MS351002067	TAX PREPARER (SEASONAL 15 NOV-15 MAY)	CPL	8014	0000				
1ST MARDIV	3RD LAR	3	MS351002068	TAX PREPARER (SEASONAL 15 NOV-15 MAY)	CPL	8014	0000				

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MSC ASSIGNED	*UNIT ASSIGNED	FAP CATEGORY	BIC	BILLET DESCRIPTION	RANK	B MOS	*PMOS	UNIT	COMPANY CODE	PLATOON CODE
MAGTF TRAINING -EXERCISE LOGISTICS COORDINATION CENTER (ELCC)										
1ST MARDIV	7TH MAR	3	MS351003785	ASSISTANT ELCC CHIEF	SGT	8014	0000	ELCC	B	BESD
1ST MARDIV	7TH MAR	3	MS351002760	RACKWASH NCO	CPL	8014	0000			
1ST MARDIV	7TH MAR	3	MS351003786	ELCC INVENTORY NCO	CPL	8014	0000			
FACILITIES										
1ST MARDIV	7TH MAR	3	MS351003782	UTILITY ENERGY MANAGEMENT NCO	CPL	8014	0000	FACILITIES	A	AFAC
COMMUNICATIONS										
1ST MARDIV	7TH MAR	2	MS351000410	DATA SYSTEM ADMINISTRATORS	CPL	0671	0671	COMM	B	BESD
1ST MARDIV	7TH MAR	2	MS351000411	TACTICAL SWITCHING OPERATOR	CPL	0631	0631			
1ST MARDIV	3RD LAR	2	MS351000412	DATA SYSTEM ADMINISTRATORS	CPL	0671	0671			
1ST MARDIV	3/11	2	MS351000413	TACTICAL SWITCHING OPERATOR	CPL	0631	0631			
1ST MARDIV	7TH MAR	2	MS351000414	DATA SYSTEM ADMINISTRATORS	CPL	0671	0671			
1ST MARDIV	7TH MAR	2	MS351000415	NETWORK ADMINISTRATOR	CPL	0631	0631			
1ST MARDIV	7TH MAR	2	MS351000416	GROUND RADIO REPAIRER	CPL	2841	2841			
1ST MARDIV	7TH MAR	2	MS351003787	NETWORK ADMINISTRATOR	CPL	0631	0631			
1ST MLG	7TH MAR	2	MS351003788	DATA SYSTEM ADMINISTRATORS	CPL	0671	0671			
3D MAW	MWSS-374	2	MS351003791	NETWORK ADMINISTRATOR	CPL	0631	0631			
1ST MARDIV	7TH MAR	2	MS351003799	DATA SYSTEM ADMINISTRATORS	CPL	0671	0671			
1ST MLG	CLB-7	2	MS351003773	DATA SYSTEM ADMINISTRATORS	CPL	2841	2841			
1ST MARDIV	1ST TANKS	2	MS351003784	GROUND RADIO REPAIRER	CPL	2841	2841			
1ST MARDIV	1ST TANKS	2	MS351003789	GROUND RADIO REPAIRER	CPL	2841	2841			
EOD										
3D MAW	7TH MAR	2	MS351001902	NAVY CORPSMAN	HM	0000	0000	B	BEOD	
3D MAW	MWSS-374	2	MS351002793	EOD TECHNICIAN	GYSGT	2336	2336			
3D MAW	MWSS-374	2	MS351002794	EOD TECHNICIAN	SSGT	2336	2336			
3D MAW	MWSS-374	2	MS351002795	EOD TECHNICIAN	SGT	2336	2336			

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## FY-21 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
RESOURCE MANAGEMENT	MANPOWER	POSTAL (J-AMPR-POST)	5	0	0	5	5	2
	MANPOWER	PERSONNEL/DEERS (J-MPWR-ACPO)	0	2	0	2		
MAGTF TRAINING	MTU	MTU (3-BMTU)	0	43	0	43	6	80
	RTAMS	RTM (3-BTRM)	1	34	0	35		
	EOD	EOD (3-BEOD)	5	0	0	5		
	EXERCISE LOGISTICS COORDINATION CENTER	ELCC (3-BELC)	0	3	0	3		
INSTALLATION SUPPORT	MISSION ASSURANCE	PMO (A-MIAS-APMO)	0	45	0	45	36	77
	INSTALLATION SUPPORT	COMBAT CENTER WORKING PARTY (A-AISP)	0	12	0	12		
	EA	EA (A-EA)	0	3	0	3		
	FACILITIES	MAINTENANCE (A-AFAC-AFMD)	0	1	0	1		
	COMBAT LOGISTICS	DMO (A-ACLD-ADMO)	2	0	0	2		
	FOOD SERVICES	FSO (A-ACLD-AFSO)	30	0	0	30		
	MCCS	MCCS OPS (A-MCCS-ABOP)	4	0	0	4		
	MCCS	MCCS SUPPORT, ACQUATICS (A-MCCS-AMSP)	0	3	7	10		
MCCS	MCCS SEMPER FIT (A-MCCS-AASF)	0	6	0	6			
COMMUNICATIONS	COMMUNICATIONS	COMMUNICATIONS (B-2-COMM)	14	0	0	14	14	0
HQBN STAFF	HQBN	HQBN (G-S3)	0	2	0	2	0	2
GOV'T EXTERNAL AFFAIRS	COMBAT CAMERA	COMCAM (I-GOEA)	0	7	0	7	0	7
LSST	LSST	TAX CENTER (E-ALEA)	0	0	14	14	0	14
<b>TOTALS</b>			<b>61</b>	<b>161</b>	<b>21</b>	<b>243</b>	<b>61</b>	<b>182</b>

## FY-21 FAP MSC BILLET DISTRIBUTION

MAJOR SUBORDINATE COMMAND (MSC)	UNITS	CAT 1 & 2	CAT 3	CAT 3 SEASONAL ONLY BILLETS	TOTAL FAP BILLETS	*FY20 CMD STAFFING	CAT 1 & 2 %	CAT 3 %	TOTAL %
I MEF (3381s only)	All I MEF UNITS, 3381s ONLY	30	0	0	30	110	27.27%	0.00%	27.27%
1ST MARDIV	7th REG, 1/7, 2/7, 3/4, 3/7, 3/11, 3D LAR, 3D AAV, 1ST TANKS	12	142	11	165	6180	0.19%	2.48%	2.67%
3D MAW	MWSS-374, ATC MACS-1	5	6	2	13	310	1.61%	2.58%	4.19%
1ST MLG	CLB-7, CLC-13	14	9	2	25	481	2.91%	2.29%	5.20%
TECOM	MCCES	0	4	6	10	490	0.00%	2.04%	2.04%
<b>TOTALS</b>		<b>61</b>	<b>161</b>	<b>21</b>	<b>243</b>	<b>7461</b>	<b>0.82%</b>	<b>2.44%</b>	<b>3.26%</b>

\*CMD staffing based on FY-20 June Total Enlisted Staffing for 29 Palms units

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MAGTF/TC, MCAGCC FAP Category III Billet Descriptions

1. Defense Enrollment and Eligibility Reporting System (DEERS)/Real-Time automated Personnel Identification System (RAPIDS) CLERK (RMD Manpower Personnel Office). Requires customer service and basic computer skills. Issue Department of Defense (DoD) Identification cards; determine eligibility for specific benefits and entitlements; operate DEERS/RAPIDS terminal and peripheral equipment; work with customers including military, civilian, family members and retirees. 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.
2. STATISTICS NONCOMMISSIONED OFFICER (NCO), GENERAL WAREHOUSE CLERK, DRIVER, RANGE/BLOCK COACH/NCO, SCHOOL RANGE NCOIC/INSTRUCTOR, ASSISTANT PIT NCO, FIREARMS TRAINING SYSTEM (FATS) TRAINER OPERATOR, RIFLE/PISTOL TOWER NCO MAGTF Training Directorate (MTD), Marksmanship Training Unit (MTU)
  - a. Statistics NCO. Compile shooting data and prepares reports; front desk clerk answers phones and performs general administrative duties
  - b. General Warehouse Clerk. Maintain the tool room and tools; inventories supplies; assist with target construction and weekly target building working party.
  - c. Driver. MOS 3531 (Motor Vehicle Operator) required; must have HMMWV, 3 and 7-Ton licenses with ammo driver certification; range driver/ammunition hauler.
  - d. Range/Block Coach/NCO. Secondary MOS 0933 (Marksmanship Coach - MTU will provide training for the MOS) required; supervise training within assigned target blocks; enforce range and safety regulations; assist Marines during Combat Marksmanship Training; ensure proper application of techniques and weapons handling procedures.
  - e. School Range Instructor/NCOIC. Secondary MOS 0931 (Marksmanship Instructor - MTU will provide training for the MOS); teach Combat Marksmanship Coaches and Trainers Courses; assist Units with marksmanship and preparatory training and attends Course Content Review Boards for both Programs of Instruction.
  - f. Assistant Pit NCO. Assist the Pit NCO maintaining control of Pit operations and addressing problems during practice and/ or evaluation firing.
  - g. FATS Operator. Operate the Indoor Simulated Marksmanship Trainer (ISMT); assist Unit coaches with preparatory and remedial training.
  - h. Rifle/Pistol Tower NCO. Secondary MOS 0933 (Marksmanship Coach - MTU will provide training for the MOS) required; give line commands during training and evaluation firing.
3. RANGE/TRAINING MAINTENANCE LEADER/MAN; RANGE SCHEDULING PLOTTER, MTD, Range Operation & Maintenance Section (RTAMS)
  - a. Training Maintenance Man/Leader. Work is performed outside in extreme weather conditions and exposed to wildlife typical of the

geographical area; work with civilian employees constructing, repairing and/or modifying ranges, targets and structures (frame-work, panels, fortification of trenches and bunkers); operate power tools and gasoline operated generators, vehicles and equipment; maintain roads, clears debris, set up and tear down HESCO bastions, other forms of targets, wire and concertina obstacles.

b. Range Scheduling Plotter. Process range requests within the Range Facility Management Support System (RFMSS) for various ranges, training areas, airspace, facilities and simulators; coordinate between unit and range management personnel for the proper validation, de-confliction and approval of requests; process various training deviations requiring MTD/Commanding General approval.

4. AUDIO VISUAL/VIDEO TECHNICIAN GOVERNMENT AND EXTERNAL AFFAIRS (GEA), COMMUNICATIONS STRATEGY AND OPERATIONS (COMMSTRAT). Requires customer service and is lightly technical. Visual Information Assistant. Operate cameras, industrial print reproduction machines and large format printers, laminators and cutting devices. Operate computers with internal data and tracking software.

5. COMBAT CENTER WORKING PARTY (CCWP) Installation Support Directorate (ISD). 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.

6. ASSISTANT ENVIRONMENTAL INSPECTOR ISD, Environmental Affairs (EA). Collect, transport and process hazardous waste; inspect and help manage hazardous waste Satellite Accumulation Areas (SAA); perform equipment and vehicle preventive maintenance; assist with spill abatement response and remediation; assistant driver for safety while patrolling and enforcing conservation areas aboard the base. Will receive FAP-level law enforcement training in the use of non-lethal force and must be able to successfully complete Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) training.

7. SECURITY GUARD/VEHICLE REGULATIONS OFFICE CLERK (ISD Mission Assurance, PMO)

a. Security Guard. Installation access control point sentry; validate credentials of all individuals requesting access; perform passenger and commercial vehicle inspections; must qualify with and be able to carry pistol, shotgun and long rifle in the performance of security duties.

b. Vehicle Registration. Installation pass and vehicle registration clerk. Validate eligibility for and issue individual visitor and contractor temporary passes and DoD vehicle decals; operate access control equipment;

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work with customers including military, civilian, family members and retirees.

8. TRAINING NCO (HQBN). Track, maintain records, and assist the Battalion S-3 Officer with the training and operational readiness of resident tenant unit Marines on board the Combat Center that are Temporary Additional Duty or FAPed to HQBN; assist with the development, coordination and execution of the Unit Training and Readiness Plans (URP) and the Training, Education, Physical Fitness, Weight Control, Substance Abuse, Historical and Troop Information programs; supervise protective measures to counteract Chemical, Biological, Radiological, and Nuclear contamination; schedule range and training areas; coordinate with chiefs of other sections to facilitate training, planning and operations; supervise the maintenance of the battalion training publication library and maintain training records; assist with the production, distribution, and submission of all orders, message traffic and training schedules; perform the duties of the Battalion Operations Chief in his/her absence.
9. MARINE LIAISON, DENTAL (HQBN). Track, maintain records and assist with dental readiness compliance of resident tenant units on board the Combat Center; prepare and distribute dental readiness reports to unit commanders; identify and report deficiencies in dental examinations, fitness and classification of tenant unit Marines; coordinate unit stand-downs, give indoctrination briefs and schedule overseas dental screening; input/update unit dental records in the Dental Common Access System (DENCAS).
10. LIFEGUARD, AQUATICS SNCO (MCCS, Aquatics). Provide lifeguard support, first-aid, CPR, Automated External Defibrillator (AED) services and supervision to ensure the safety and proper conduct of patrons. Assist Marine Units with Swim Qualifications and aquatic-based physical training. Support all aquatic-based training and recreational activities held at the 50-Meter Pool (Training Tank) and Splash Park. Set up, configure, clean and maintain facilities and/or equipment. Conduct safety, inventory, and patron checks, and prepare associated reports. Assist with Learn to Swim program; assist at Hilltop and Family Pools as operational and training needs require.
11. SEMPER FIT ASSISTANT (MCCS, Semper Fit, East & West Gyms). Assist with the daily operations of MCAGCC Fitness Centers (East, West and Wilburn gyms); assist with programs and preparation for the Physical Fitness Test, Combat Fitness Test, and High Intensity Tactical Training for unit, group and individual fitness workouts; assist gym customers; check for proper identification; check out and assure equipment is available; assist with maintenance and cleanliness of facilities, grounds and equipment.
12. TAX PREPARER (Legal Service Support Team (LSST), Tax Center). Successfully complete Internal Revenue Service (IRS)/VITA Tax Preparer training. Assist customers with the preparation of state and federal tax returns; interview taxpayer, complete tax forms, ensure required documents are obtained and prepare returns for filing.
13. EXERCISE LOGISTICS COORDINATION CENTER (ELCC) ASSISTANT CHIEF/INVENTORY NCO (ISD, ELCC)
  - a. Assistant ELCC Chief. Supervise Camp Commandant working parties; act as primary ELCC watch officer, assist with ELCC operations to include hours,

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weekend and holiday coverage; facilitate and track maintenance requests; manage K-Span maintenance and accountability; provide support to exercise forces.

b. ELCC Inventory NCO. Manage the ELCC Custodian Asset Report, Defense Property Accountability System (DPAS) account, and Class IV and tool inventory; coordinate purchases, storage and issuance of ITX Bill of Materials; coordinate with CMS for inventory records; facilitate transfer of equipment and consumables; provide support to exercise forces.

14. UTILITY ENERGY MANAGEMENT NCO (ISD, PWD).

Assist PWD with utility energy management policy compliance and report violations; submit work requests through MAXIMO for meter/ equipment repair; read utility meters.

15. NAVY CORPSMAN. Assist in the prevention and treatment of disease, disability, and injury using first aid and preventive medicine.

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FY-21 FAP Billet Requirement Notes

1. 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. Minimum GCT 100 and minimum height 62 inches.
- b. Must be mature, reliable, and trustworthy with the ability to enforce regulations firmly, tactfully, and impartially.
- c. No adverse page 11 entries, NJPs, courts-martial convictions, or equivalent civilian court conviction. Minor traffic offenses are acceptable.
- d. 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.)
- e. Have no history of a psychiatric condition, substance abuse (alcohol or drugs), or domestic violence.
- f. Be qualified on Marine Corps rifle.
- g. Be able to qualify with the M9 pistol.
- h. Must have at least six months remaining on station (excluding terminal leave or parent command check-out requirements).

2. Marksmanship Training Unit (MTU). MTU is responsible for the training and assignment of the additional 0931 and 0933 MOS for all accepted FAP personnel. All billets require Range/Block coaching qualification and duty. A minimum 90-day assignment is required, computer literacy, and:

- a. Personal conveyance is required, as government transportation is not provided to and from the ranges.
- b. Rifle qualification rating of sharpshooter (score of 210 or better).
- c. No physical limitations that would prevent prolonged standing or outdoor activities.
- d. Must successfully complete the combat marksmanship course before or immediately after being assigned to the MTU.
- e. MTU Drivers. High Mobility Multipurpose Wheeled Vehicle (HMMWV) and Ammo license required.

f. MTU Pit and Tower NCOs

(1) Requires Marines of good character who can be trusted with routine handling of sensitive materials.

(2) No documented alcohol or drug incidents.

(3) No adverse page 11 entries.

3. Range Training Area Maintenance (RTAMS)

a. No history of heat or cold related injuries.

b. No history of allergic reactions to bee stings.

c. No limited duties or pending surgeries.

d. Range Scheduling Plotter must be computer literate.

e. Minimum 90 day assignments to provide unit with continuity.

f. Designated Range Training and Maintenance Specialist require a HMMWV license and be a Heavy Equipment Operator/HMMWV Operator/Seven-ton Operator.

4. RMD Manpower Center Personnel Office - Defense Enrollment and Eligibility Reporting System (DEERS) and Postal Mail Clerks. Specific criteria:

a. Have good communication and customer service skills.

b. Be a U.S. Citizen

c. No court-martial convictions.

d. No NJP in the past 12 months.

e. No civil convictions other than minor traffic violations.

f. Have no record of derogatory information or unfavorable conduct casting doubt on the individual's trustworthiness and integrity.

g. Be evaluated as not having a psychiatric, alcohol, or drug abuse condition.

h. Computer literate.

5. GEA- COMMSTRAT. Specific criteria:

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

b. Ability to learn to operate cameras and printers.

c. Computer literate, working knowledge of Microsoft Word and database programs.

d. Basic typing skills.

- e. Good character, can be trusted to handle confidential files.
  - f. No documented alcohol or drug incidents.
  - g. No pending legal issues or court-martial convictions.
  - h. No frequently recurring medical appointments during working hours.
6. ISD - CCWP
- a. Minimum 180 day assignment.
  - b. Valid driver's license required.
  - c. Marines must be fit for full duty.

7. ISD - Environmental Affairs and Distribution Management

Minimum six-month assignment is required, and:

- a. Good organizational skills.
- b. Good communication skills, both oral and written.
- c. Proactive self-starter, ability to work independently.
- d. Computer literate, working knowledge of Microsoft Word and Excel programs.
- e. Ability to conduct field work and operate a government vehicle.
- f. USMC email account.

8. ISD - Food Service Specialists (FSS).

a. Per reference (a), tenant units should support these FAP requirements to 100 percent of their assigned on board strength when the situation permits.

b. FSS will be returned to their respective units to support operational requirements, field and pre-deployment training upon notification by the unit providing MAGTF/TC, MCAGCC Center Personnel Officer with a 14-day advance notice.

c. During multiple deployments with overlapping pre and post deployment activities, representatives from I MEF Major Subordinate Commands will coordinate with MAGTF/TC, MCAGCC Center Personnel Office and MAGTF/TC, MCAGCC Food Service Branch respectively to ensure a sufficient number of FSS FAPs are provided to prevent degradation in mess hall operations.

d. Operating force/ unit commander's attention is directed to the provisions of MCO 10110.14N, with regard to assignment of personnel to the Combat Center mess halls.

9. ISD- MCCS Business Operations

- a. Good organizational skills.
- b. Good communication skills, both oral and written.
- c. Proactive self-starter, ability to work independently.
- d. Computer literate, working knowledge of Microsoft Word and Excel programs.

10. ISD - MCCS Aquatics (Lifeguard). Lifeguard billets listed as seasonal will be filled from 1 February through 1 October. 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 Aquatics Manager prior to assignment. Specific criteria:

- a. Acceptable swimming abilities as approved by the MCCS Aquatics Manager.
- b. Physically able to perform lifeguard duties, including rescue and CPR.
- c. No NJP in the past 12 months, no pending legal issues or court-martial convictions.
- d. No history of psychiatric conditions or substance abuse (alcohol or drugs).
- e. Willing and able to provide world-class customer service.

11. Installation Support - MCCS Semper Fit

- a. Good character, can be trusted to handle confidential files.
- b. No documented alcohol or drug incidents.
- c. No pending legal issues or court-martial convictions.
- d. No frequently recurring medical appointments during working hours.

12. Legal Services Support Team - Tax Center. Billets will be filled seasonally, from 15 November through 15 May. The SNCO and supervisory tax preparers must attend a week-long IRS training session. The Tax Center will provide the necessary training information and schedules as appropriate. Specific criteria for all tax preparers:

- a. Good organizational skills.
- b. Good communications skills, both orally and in writing.
- c. Ability to work independently.

d. Computer literate, working knowledge of Microsoft Word and database programs, previous tax center experience, and an interest in accounting or taxes.

e. Basic typing skills.

f. Requires Marines of good character, who can be trusted to handle confidential financial materials.

g. No documented alcohol or drug incidents.

h. No pending legal issues or court-martial convictions.

i. No frequently recurring medical appointments during working hours.