



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
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IN REPLY REFER TO:
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G-4/SUST
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POLICY LETTER 4-12

From: Commanding General
To: Distribution

Subj: MARINE EXPEDITIONARY UNIT COMMAND ELEMENT SUPPORT

Ref: (a) MCO P5090.2A W CH 1-2
(b) I MHG Group Order P4790.1D
(c) MEU Support Matrix
(d) MEU TO/E
(e) Commanding General Readiness Inspection Results

1. Situation. The current Marine Expeditionary Unit (MEU) Command Element (CE) Table of Organization (T/O) is deficient of critical personnel to support ordnance, engineering, and motor transport capability sets necessary for Continental United States based, off-cycle operations. Additionally, MEU CE facilities are inadequate to perform maintenance on equipment, store Hazardous Material (HAZMAT) waste, or clean engineer and motor transport equipment resulting in a degraded capability to properly maintain weapons, engineer, and motor transport equipment, and operate maintenance management programs. This Policy letter formalizes the supported/supporting relationships necessary to resolve these MEU CE maintenance and support deficiencies.

2. Mission. I Marine Expeditionary Force Headquarters Group (I MHG) and 1st Marine Logistics Group (1st MLG) provide personnel and facility support to 11th, 13th, and 15th MEU CEs, and said MEU CEs reciprocate with appropriate personnel support in order to ensure existing T/O and facility deficiencies are effectively mitigated without undue degradation to the supporting commands capacities and facilities.

3. Execution

a. Commanders Intent. MEU operational readiness will be maximized through the formalization of the I MHG, 1st MLG, and 11th, 13th, and 15th MEU CEs' personnel and facilities support/reciprocal support relationships. Focus of these efforts will

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be the MEUs' ordnance programs, engineer and motor transport equipment operations, and facilities use to support vehicle maintenance, HAZMAT storage, and wash rack operations.

b. Concept of Operation. Leverage Subject Matter Experts (SME) and mechanics from I MHG and 1st MLG for sustainment of the MEU CE's personnel and equipment issues identified during the Commanding General Readiness Inspection (CGRI). The success of this concept will increase the MEUs' operational readiness stature by providing a support system of personnel and equipment designed to resolve issues associated with the MEU CE's armory operations, engineer and motor transport equipment and maintenance management programs, and facilities for maintenance, HAZMAT storage, and wash rack operations. This Policy does not apply to the MEUs' Major Subordinate Elements.

c. Tasks

(1) I Marine Expeditionary Force (MEF) G-4. Provide oversight of I MEF Policy to ensure compliance with commanders intent is being adhered, via CGRIs, assist visits, and spot inspections.

(2) 1st MLG

(a) Provide a Staff Non-Commissioned Officer/SME to coordinate with and assist the MEU CEs in establishing and maintaining commodity equipment and equipment programs in accordance with current Marine Corps Orders (MCO), Technical Manuals (TM), and Users Manuals (UM).

(b) Provide organizational level mechanics and technical expertise to support bi-monthly motor stables to be conducted on engineer and motor transport equipment. Bi-monthly motor stables will include preventive and corrective maintenance on equipment and a review of equipment records and maintenance management programs. Equipment and equipment programs shall be maintained in compliance with current MCOs, TMs, and UMs. Provide equipment and personnel in support of the MEUs' training evolutions that require engineer personnel and assets. Such support may include creating power distribution plans based on a power distribution assessment.

(3) MEU CEs

(a) Coordinate with I MHG in resolving quality control issues associated with the inspection of weapons prior

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to submission into the maintenance cycle and upon return from the maintenance cycle. Provide I MHG SME access to appropriate program records and weapon systems as necessary. Appropriate MEU CE personnel shall be made available to participate in Training and Readiness events that are offered by I MHG.

(b) Coordinate all maintenance requirements/visits with 1st MLG SMEs no less than twice a month to ensure commodity programmatic and equipment maintenance is conducted on engineer assets.

(c) Provide on hand personnel to assist 1st MLG with conducting maintenance on the equipment and equipment records. Ensure Marines are trained by 1st MLG SMEs during each visit and training is properly recorded. On-hand personnel may, or may not be of the 11XX Military Occupational Specialist (MOS).

(d) Submit requests for personnel and equipment requirements to support MEU training exercises to the I MEF G-4 no later than 45 days prior to the exercise.

(e) Support from I MHG will be coordinated through either the I MHG S-4 Officer, or S-4 Chief, to include the use of maintenance bays, special tools, HAZMAT storage facility, and wash rack. Request for maintenance bay support will be submitted no later than 48 hours in advance. Maintenance bay support requests submitted less than 48 hours in advance will be considered on a case-by-case basis. A joint inspection of maintenance bays and the wash rack shall be conducted by designated personnel from I MHG and the MEU CE before and after usage. MEU personnel may utilize special tools from I MHG Motor transport tool room, but shall follow the procedures as outlined in I MHG's Maintenance Management Standard Operating Procedures per reference (b). The MEU CE will be responsible for replacing all tools that are lost or become "unaccounted for" while in their possession. The MEU CEs will be responsible for supplying their own repair parts to include pre-extended Bin items.

(f) Provide certified HAZMAT personnel that are trained as HAZMAT Handlers, MOS 8056, and appointed in writing by the MEU Commanding Officer. A Copy of the Marines' completion certificates and appointment letters shall be provided to the I MHG Safety Officer and retained in the I MHG HAZMAT Business Plan binder. Use of the I MHG HAZMAT storage facility will be coordinated through I MHG S-4 Officer or S-4 Chief no later than 24 hours in advance for routine usage. Exceptions to the 24 hour rule will be on a case-by-case basis

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by the I MHG S-4 Officer or S-4 Chief. MEU HAZMAT personnel access to I MHG HAZMAT storage facility shall be accompanied by approved I MHG personnel at all times. All HAZMAT waste shall be inspected by I MHG personnel prior to turn-in. HAZMAT waste found in violation of HAZMAT rules and regulations shall not be permitted into the I MHG HAZMAT storage facility.

(g) Provide personnel to participate in preparations for monthly HAZMAT inspection, general maintenance of the HAZMAT storage facility, and HAZMAT cleanup as identified by the I MHG S-4 Officer Chief and endorsed by I MHG and MEU XO. The MEU CE shall ensure a trained and certified HAZMAT response team is prepared to provide immediate assistance in case of spills.

(h) On-deck MEU CEs will provide "cover-down" support for the departing MEU CE in support of last-hour pre-deployment reciprocal support to I MHG and 1st MLG. The departing MEU is responsible for coordinating "cover-down" support and informing the I MHG and 1st MLG as appropriate.

(4) I MHG

(a) Provide a 21XX to assist and coordinate quality control efforts as needed and include in MOS related training activities for the MEUs' armorers (only one on the MEU CE T/O). The 21XX will serve in a mentorship capacity, and as needed for quality control, and not as an overseer or supervisor of the MEUs' day-to-day armory operations.

(b) Coordinate maintenance bay and wash rack access for the MEU CEs, and provide special tools as required for conducting preventive and corrective maintenance on the equipment. Maintenance bays and the wash rack shall be inspected by representatives from both commands prior to usage and after usage.

(c) Provide MEU personnel access to I MHG HAZMAT storage facility within 24 hours of submitting a request through I MHG S-4 Officer, or S-4 Chief. Exceptions to the 24 hour rule will be determined on a case-by-case basis. All MEU CE HAZMAT waste containers will be inspected prior to acceptance into the I MHG HAZMAT storage facility.

(d) Provide MEU personnel with detailed instructions on the use of I MHG HAZMAT storage facility, tools, special tools, maintenance bays, and wash rack operations. Tools and

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special tool issues are by exception/as needed for items not organic to the MEU CEs.

(e) Coordinate personnel support requirements for HAZMAT facilities general cleanup efforts with MEU CEs no less than 72 hours in advance.

d. Coordinating Instructions. Tasked subordinate commanders shall create a plan that will meet the commander's intent within ten working days of the signing of this Policy letter. I MEF /G-4 will manage the resolution of conflicts that cannot be solved between the subordinate commanders as it relates to this Policy.

4. Administration and Logistics. Billeting and transportation issues associated with supporting the MEU CEs is the responsibility of 1st MLG. Repair parts required to maintain the equipment will be charged to the respective MEU's job order number.

5. Command and Signal

a. Command. This Policy letter is applicable to I MEF Staff, 1st MLG, I MHG, 11th, 13th, and 15th MEU CEs and associated units under the cognizance of I MEF.

b. Signal. The Policy letter is effective on the date signed.



R. F. CASTELLVI
Chief of Staff

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