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UNITED STATES MARINE CORPS
2d Marine Division, Fleet Marine Force
Camp Lejeune, North Carolina 28542-5500



DivO P5300.4B *cc Ch 1*
101:JRV:bpc
2 Apr 1987

DIVISION ORDER P5300.4B *cc Ch 1*

From: Commanding General
To: Distribution List

Subj: Standing Operating Procedures for the Fleet Marine Force
Personnel Assistance Program (Short Title: SOP for FAP)

Ref: (a) MCO 5300.3E
(b) MCO P5320.5E
(c) MCO P1080.35E
(d) MCO P1610.7C
(e) MCO P1070.12D
(f) BO P5300.3F
(g) DivO P1040.1A

Encl: (1) LOCATOR SHEET

1. Purpose. To promulgate instructions for the Fleet Assistance Program (FAP) and to establish equitable personnel tasking of subordinate organizations in support of FAP, in accordance with references (a) through (g).

2. Cancellation. DivO P5300.4A.

3. Background

a. Reference (a) establishes Marine Corps policy and guidance regarding FAP.

b. Appendix A of reference (f) contains those FAP requirements set forth by formal agreement between the Commanding Generals of 2d Marine Division and Marine Corps Base, Camp Lejeune, NC.

4. Action. The instructions contained herein are effective immediately.

5. Summary of Revision. This revision contains a substantial number of changes and should be completely reviewed.

6. Certification. Reviewed and approved this date.

H. W. Jenkins, Jr.
H. W. JENKINS, JR.
Chief of Staff

DISTRIBUTION: A

1977





UNITED STATES MARINE CORPS
2d Marine Division, Fleet Marine Force
Camp Lejeune, North Carolina 28542-5500

DivO P5300.4B Ch 1
PERSO:JRV:mas
5 Nov 1987

DIVISION ORDER P5300.4B Ch 1

From: Commanding General
To: Distribution List

Subj: Standing Operating Procedures for the Fleet Marine Force
Personnel Assistance Program (Short Title: SOP for FAP)

1. Purpose. To transmit new page inserts and direct pen changes to the basic Manual.

2. Action

a. Remove present pages 2-1, 2-3, 2-4, 2-5 and 2-6 of the basic Manual and replace with the corresponding pages contained in the enclosure hereto:

b. Page A-1, line number 147N add "Note 6" to the remarks column.

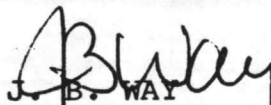
c. Page A-2, delete line number 264A in its entirety.

d. Page B-2, Note 17, change "paragraph 3002.2" to read "paragraph 2001.3."

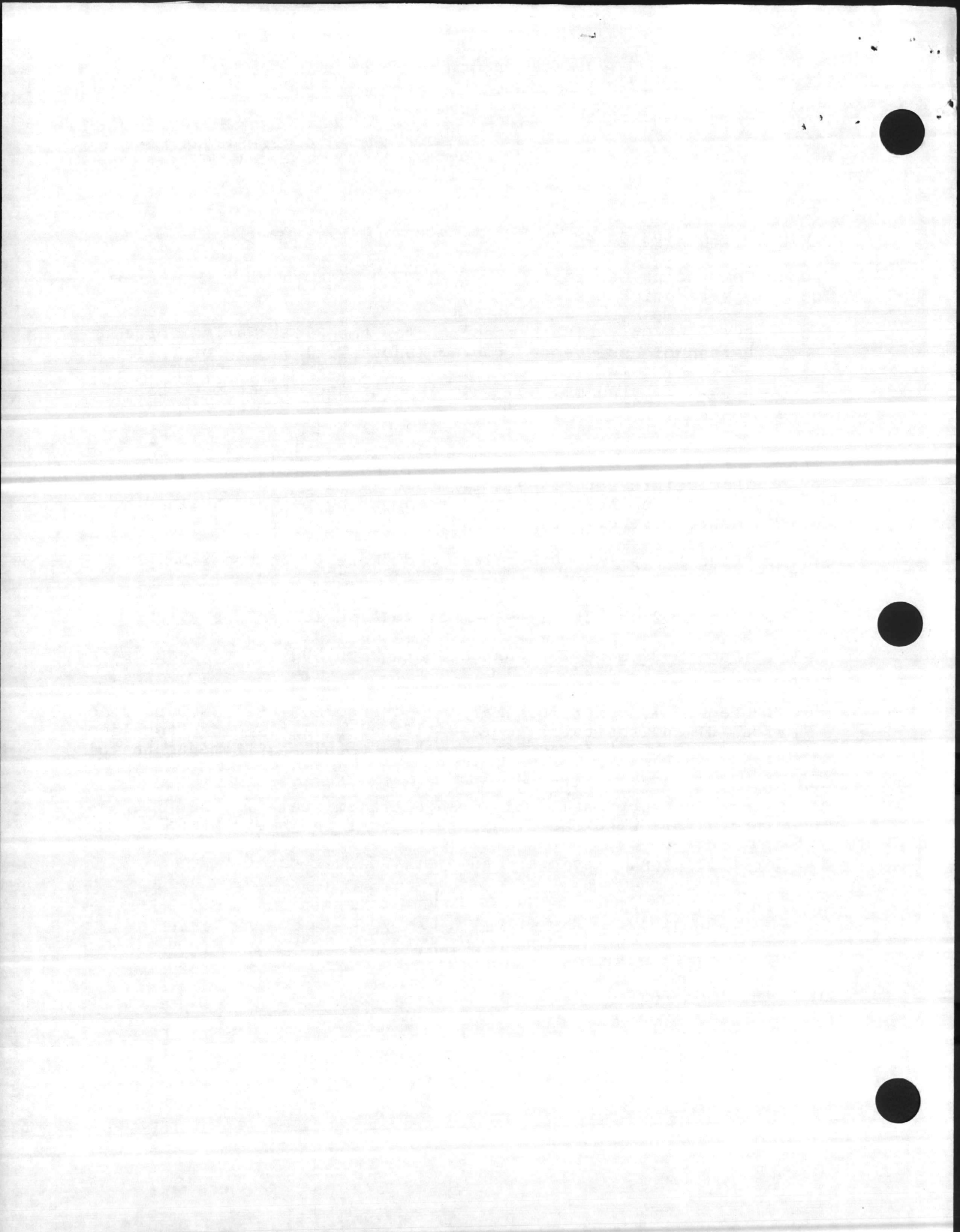
e. Page C-1, under 10th Marines, change MOS 8921 SNCO to read "2" vice "3" and the total to read "10" vice "11". Under total on recap, change SNCO to read "5" vice "6", total requirements to "51" vice "52".

3. Filing Instructions. This Change transmittal will be filed immediately following the signature page of the basic Manual.

4. Certification. Reviewed and approved this date.


J. B. WAY
Chief of Staff

DISTRIBUTION: A



DivO P5300.4B

2 Apr 1987

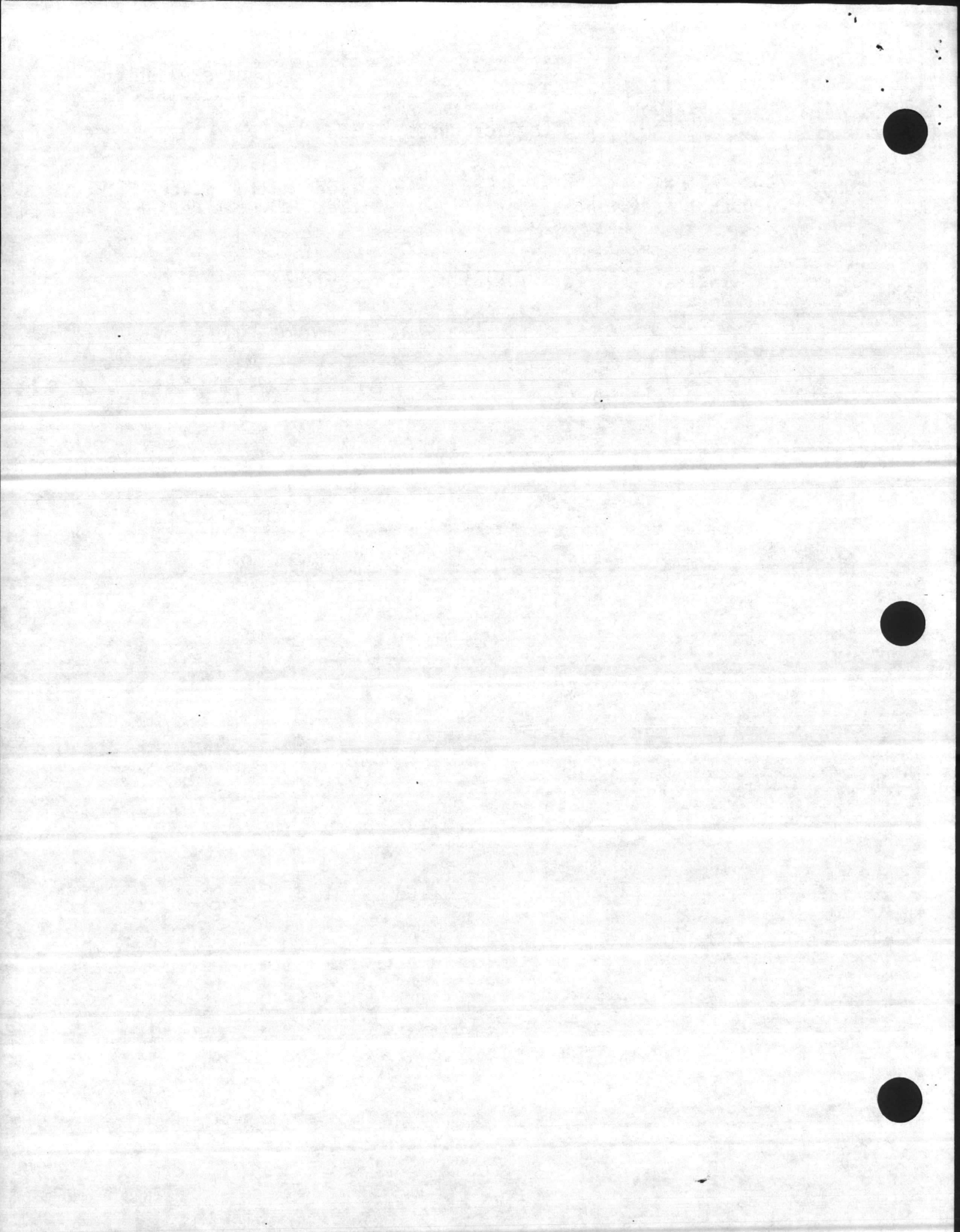
LOCATOR SHEET

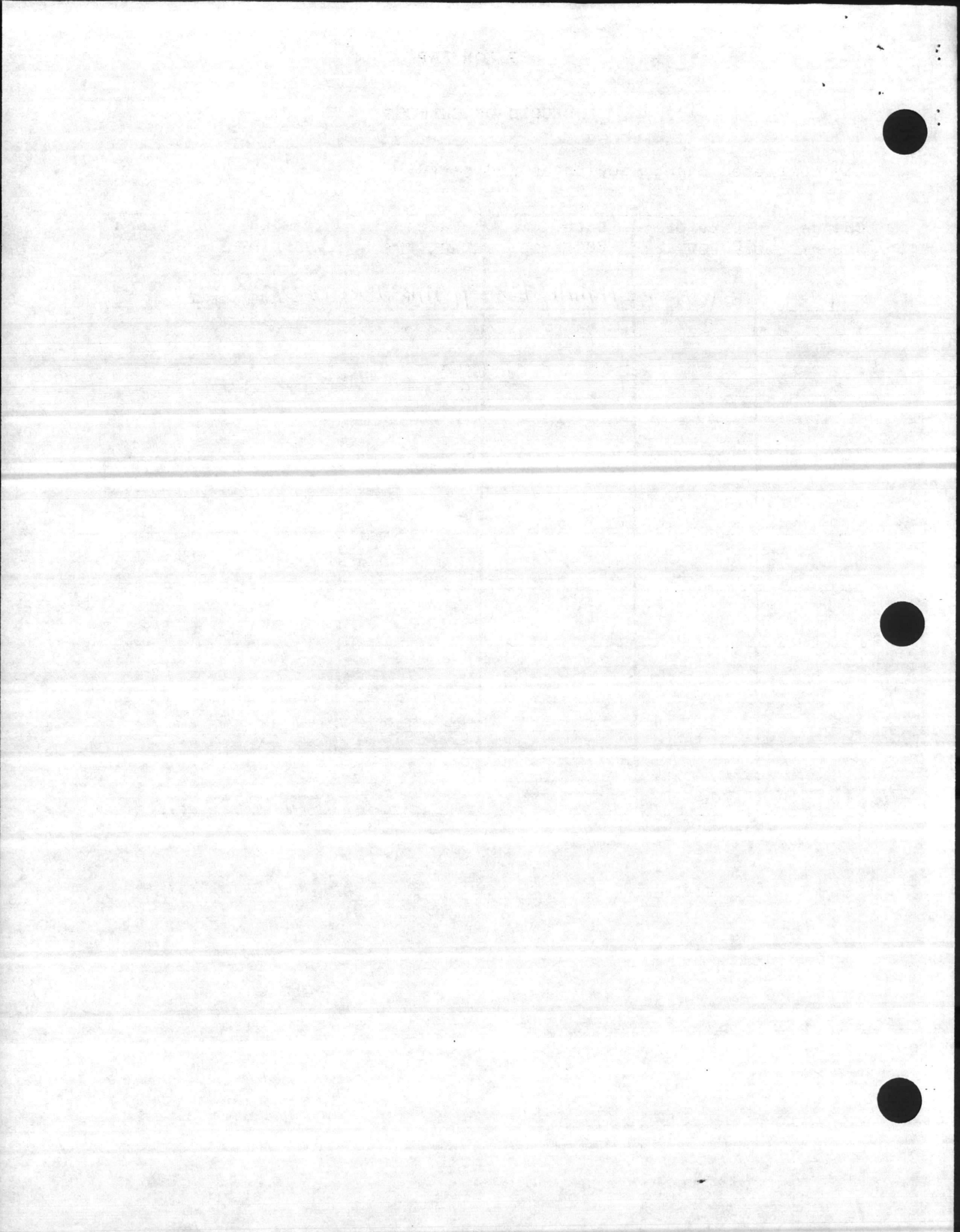
Subj: Standing Operating Procedures for the Fleet Marine Force
Personnel Assistance Program (Short Title: SOP for FAP)

Location:

(Indicate the location(s) of the copy(ies) of this
Manual.)

ENCLOSURE (1)





SOP FOR FAP

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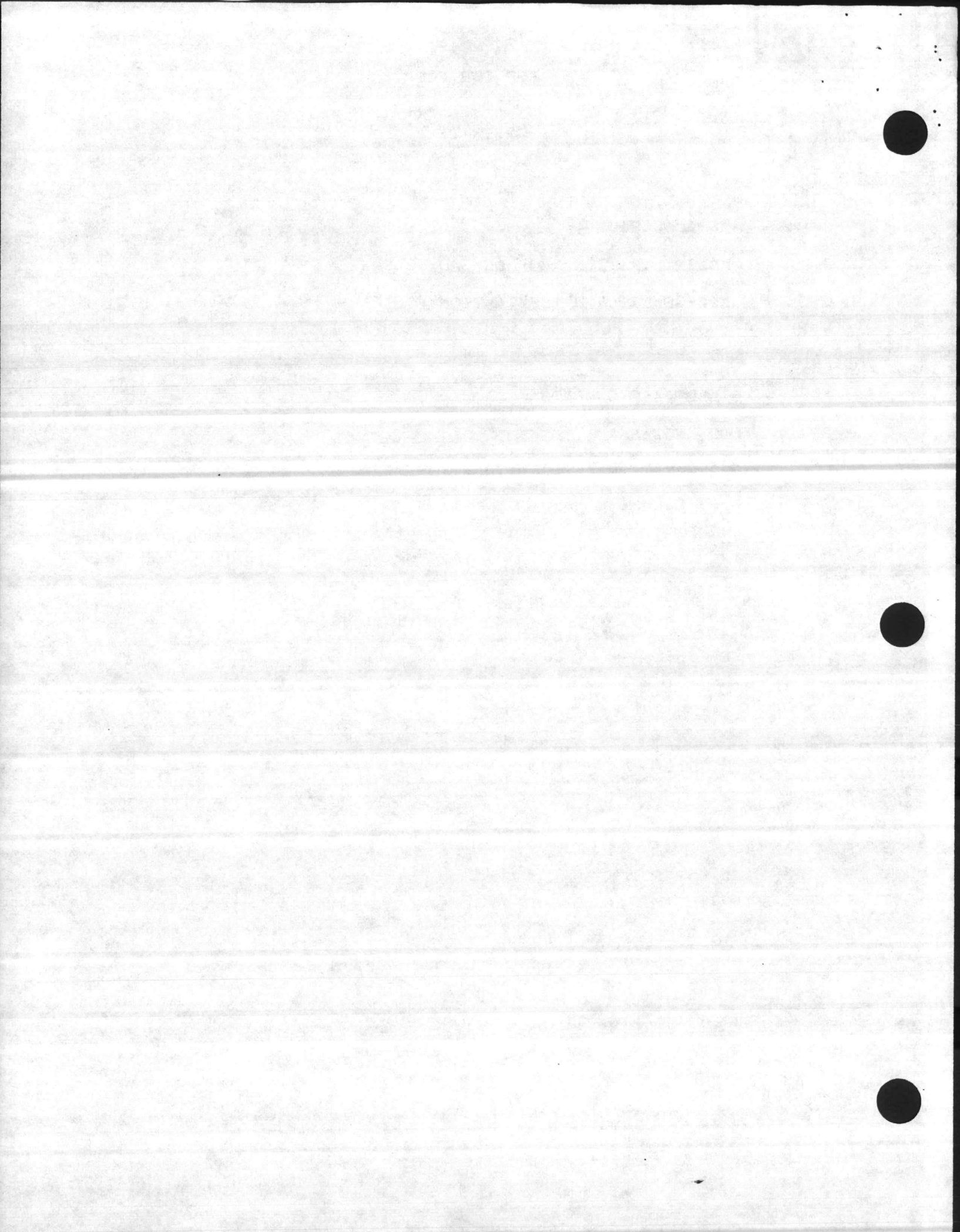
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- 1 ADMINISTRATION, MORALE AND WELFARE
- 2 ASSIGNMENT AND TERMINATION POLICIES

APPENDIX

- A BILLET ASSIGNMENTS
- B FOOT NOTES
- C ORGANIZATIONAL RECAPITULATIONS
- D PERSONAL DATA SHEET



SOP FOR FAP

INTRODUCTION

0001. PURPOSE. The purpose of this Manual is the promulgation of instructions for the Fleet Assistance Program (FAP) and the establishment of equitable personnel tasking of subordinate organizations in support of the FAP.

0002. CONCEPT. The Fleet Marine Force Personnel Assistance Program (FAP) is the assignment of tenant Fleet Marine Force personnel to Marine Corps Base in order to assist the Base Commander in the accomplishment of his assigned mission. The program is intended to achieve full utilization of personnel, ensure the maintenance of occupational skills of personnel, and minimize the number of personnel chargeable to Base support activities.

0003. OBJECTIVE. The objective of this Manual is to establish detailed instructions for the administration, assignment, and relief of personnel provided to Marine Corps Base, in connection with the FAP.

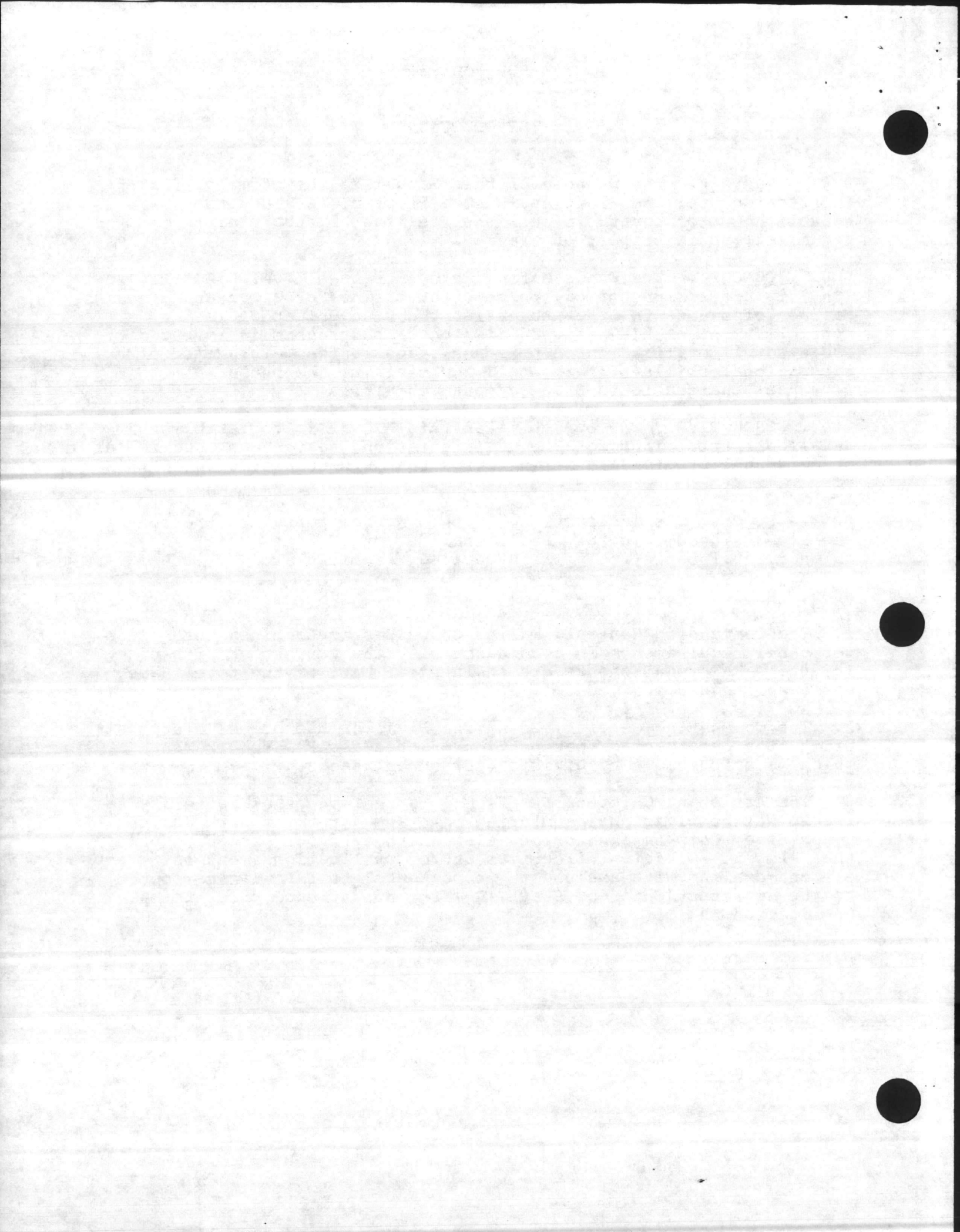
0004. SCOPE. The instructions in this Manual pertain to personnel who are assigned temporary additional duty to Marine Corps Base on an individual basis, to fill authorized FAP billets.

0005. POLICY

1. The Commanding General, Marine Corps Base determines total Base personnel requirements in accordance with the current edition of MCO P5320.5. FAP requirements are an integral part of the total Base personnel requirement.

2. The Commanding General, 2d Marine Division has primary responsibility for determining that portion of the Base FAP requirement which is supportable by Division personnel assets.

3. The Assistant Chief of Staff, G-1 is the cognizant authority for the 2d Marine Division in entering into any agreement with Marine Corps Base, Camp Lejeune or any element thereof for providing under the FAP. All Division directives and/or publications containing any element dealing with assignment of personnel to FAP will be routed to the Assistant Chief of Staff, G-1 for concurrence prior to publication.

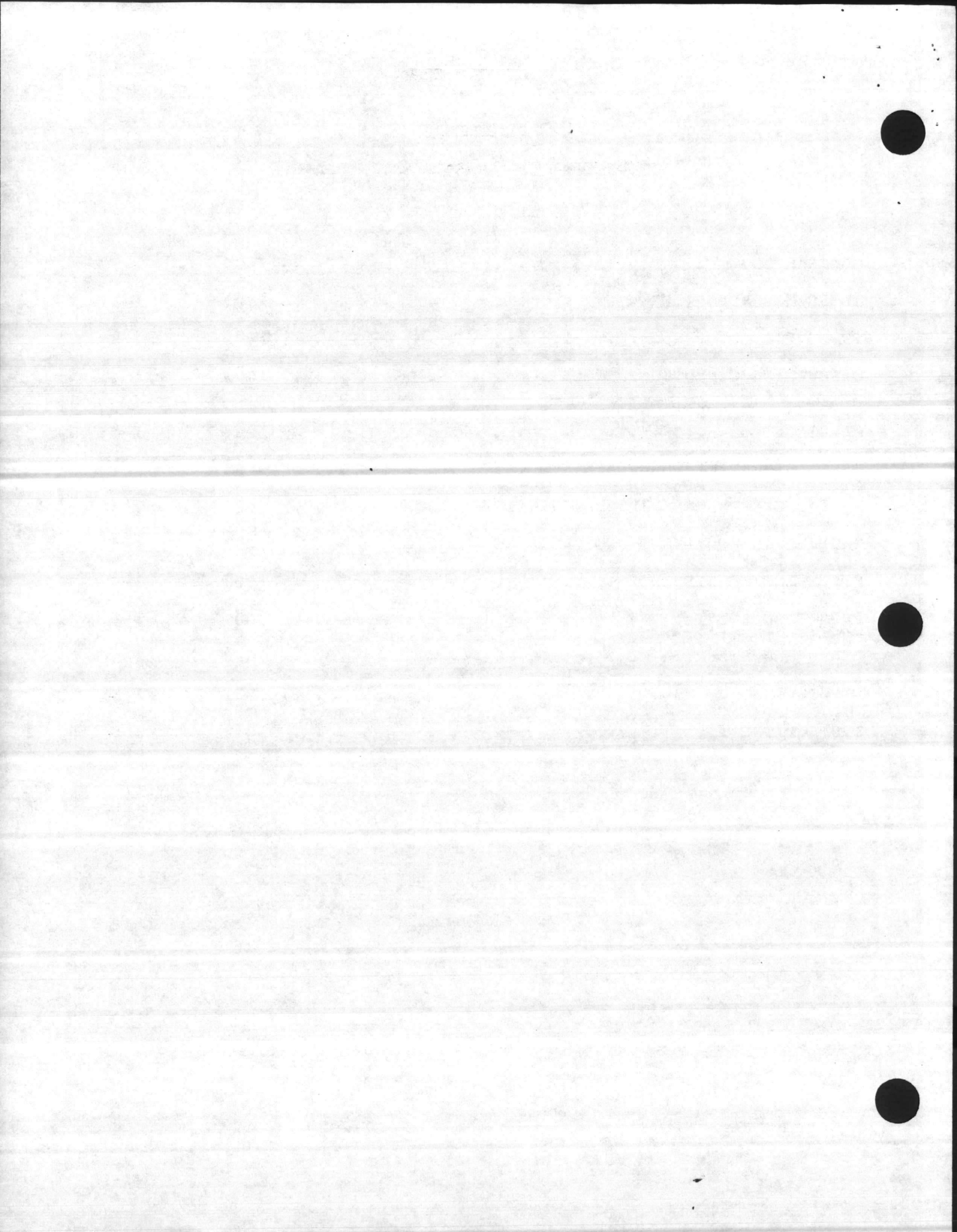


SOP FOR FAP

CHAPTER 1

ADMINISTRATION, MORALE AND WELFARE

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SOP FOR FAP

CHAPTER 1

ADMINISTRATION, MORALE AND WELFARE

1000. GENERAL

1. The Division Personnel Classification and Assignment Office (PERSO), as a special staff section of the Assistant Chief of Staff, G-1, will administer all elements of the FAP.

2. All formally agreed upon FAP billets will be individually assigned to a regiment/separate battalion on a fair share basis for provisioning of personnel; Appendix A reflects fair share numbers computed on a percentage basis of the T/O within each regiment/separate battalion. Total billets assigned each unit are reflected in Appendix B.

3. Regiments/separate battalions will provide fully qualified individuals to fill assigned FAP billets at all times. Precise Personnel Assignment System (Pre-PAS) units should make every attempt to fill billets with nondeployable Marines due to EAS restriction.

4. Division PERSO will maintain records on all assignments under the FAP and will notify the providing units of replacement requirements no more than 60 nor less than 30 days prior to the replacement being required.

5. Providing units will, after selecting a qualified nominee to fill a vacant billet, ensure that the selected Marine reports with service record book/officer qualification record (SRB/OQR) and personal data sheet (see Appendix C) to Division PERSO for further screening/issuance of orders.

1001. JUMPS/MMS REPORTING. Reportable items that occur while personnel are assigned to the FAP will be reported on the unit diary by the FAP unit to which they are attached in accordance with the current edition of MCO P1080.35.

1002. PERSONNEL RECORDS

1. The SRB/OQR, training record, personal financial record (PFR), medical and dental records will be entrusted to personnel for delivery to the FAP unit commander. Personnel reporting to Base Personnel Office without required records will not be accepted for the FAP.

2. The Marine's parent command will ensure that the SRB is audited, and all administrative entries are completed and signed, prior to personnel reporting to PERSO for the FAP assignment.

3. It is the responsibility of Base units to promptly return the SRB/OQR, PFR, training record, and medical and dental records to the individual Marine upon termination from the FAP.

4. Commanding Officers will ensure that personnel report to PERSO (Bldg #10) with all personal records upon termination from the FAP prior to checking into their unit.

1003. DISBURSING/COMMUTED RATIONS

1. Disbursing matters of FAP personnel are the responsibility of Base units.

2. Commuted rations authorized by the Marine's parent unit will remain in effect during the assignment to the FAP.

1004. FITNESS REPORTS AND CONDUCT/PROFICIENCY MARKINGS. Fitness reports and conduct/proficiency markings on Marines assigned to the FAP will be submitted by the Base unit to which attached in accordance with the current edition of MCO P1610.7 and MCO P1070.12. Personnel on the FAP are not considered as being on TAD and therefore will be assigned semiannual marks.

1005. REENLISTMENT/CAREER PLANNING. Career planning and retention/reenlistment matters will be the responsibility of the Base unit commander during the periods of the FAP. All requests for reenlistment and lateral movement will be processed by the Base unit commander.

1006. TRAINING/MARKSMANSHIP QUALIFICATION

1. Military training common to all Marines will be conducted by Base units for personnel assigned under this program.

2. Marksmanship training will not be conducted by Base units except for extraordinary circumstances. Marksmanship training for a fiscal year will normally be accomplished prior to the Marines assignment to FAP or the Marine should have sufficient time to complete such training upon completion of the FAP tour. Personnel who are assigned to the FAP program and remain in excess of six months are considered as "extraordinary circumstances". Personnel will not be terminated from FAP solely for the purpose of receiving marksmanship training.

3. The primary responsibility for MOS training remains with the parent unit; however, a Marine will not be temporarily released from FAP to attend training/exercise commitments of the parent unit.

1007. INDIVIDUAL EQUIPMENT AND CLOTHING. Upon reporting for FAP, personnel will have the minimum issue of uniform clothing.

1008. BILLETING/SUBSISTING. Base units are responsible for billeting and subsisting of FAP personnel.

1009. PROMOTION

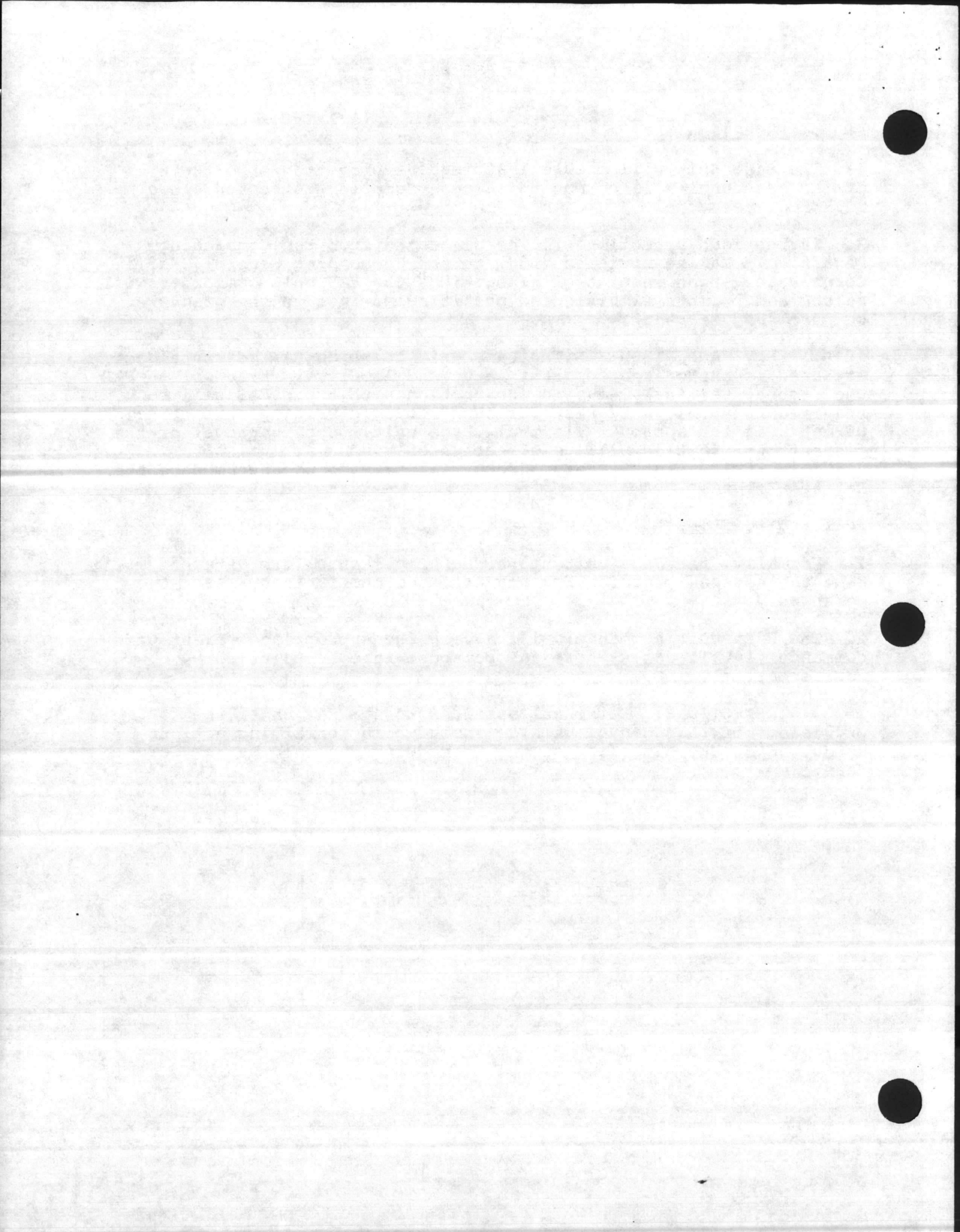
1. The Base unit will ensure that regular promotion opportunities of FAP personnel will be monitored and promotions effected along with Base personnel.
2. Meritorious promotion will be allocated from the Commanding General, 2d Marine Division (Adj) to the Commanding General, Marine Corps Base. Upon receipt of allocations the FAP unit commander will select and promote eligible and qualified Marines to the grades of corporal and sergeant.

1010. LEAVE AND LIBERTY. The Base unit to which FAP personnel are attached is authorized to grant leave and liberty. Personnel on FAP who request terminal leave in conjunction with their EAS will be required to submit a request for such leave in writing to their parent unit for approval via their Base unit. Upon approval of the request, termination will be effective only upon arrival of a suitable replacement. Every effort will be made to accommodate the Marine's request.

1011. DISCIPLINE

1. Normally, the Base unit to which FAP personnel are attached will take the necessary action for any offenses committed by FAP personnel.
2. The Base unit commander will advise the appropriate parent unit commander in all cases where FAP personnel are to be tried by courts-martial.

1012. INSPECTIONS. Personnel assigned to the FAP under the provisions of this Manual will be included in formal inspections conducted at the direction of the Commanding General, Marine Corps Base.



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CHAPTER 2

ASSIGNMENT AND TERMINATION POLICIES

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CHAPTER 2

ASSIGNMENT AND TERMINATION POLICIES

2000. GENERAL

1. Appendix A designates units tasked to fill specific billets.
2. Division Pre-PAS units will not fill billets with Marines whose unit is scheduled to deploy under the Unit Deployment Program (UDP) within 12 months, however, expiration of active service (EAS) nondeployable Marines may be assigned.
3. Normally, Marines will be assigned to the Fleet Marine Force Personnel Assistance Program (FAP) for a period of not more than 6 months.
4. Commanders desiring to leave FAP personnel on the program more than 6 months must submit a request in writing to the Commanding General, 2d Marine Division (PERSO) setting forth specific justification. Should this request be approved, the Marine will be extended for a predetermined time, not to exceed 3 months.
5. Assignment to FAP can be a reenlistment/extension option in accordance with the current edition of DivO P1040.1; however, in no case will a deployable Marine be left on FAP from a Pre-PAS unit while his unit participates in a unit deployment program (UDP) or Landing Force Fleet (LF6F) unit deployment.

2001. ASSIGNMENT QUALIFICATION REQUIREMENTS

1. Minimum Requirements. Personnel nominated to fill FAP billets must meet the following minimum requirements.
 - a. Proficiency and Conduct Markings. Must have a minimum average of 4.0 for both markings.
 - b. Rifle Qualifications. Must have qualified with the appropriate table of organization (T/O) weapon during the current fiscal year or must have sufficient time remaining to qualify during the current fiscal year after normal termination from FAP.
 - c. Nonjudicial Punishment (NJP). Must not have received more than one NJP during the previous 6 months and not more than two NJPs during the last 12 months.
 - d. Judicial Punishment. Must not have been convicted by courts-martial during the previous 12 months.
 - e. Military Occupational Specialty (MOS). Must be assigned a primary MOS.

f. Weight Control/Chronic Physical Ailments. Must meet current weight/height standards; must not be on weight control/military appearance program; must not have a chronic physical ailment that requires physical therapy or prolonged treatment.

g. Disciplinary Problems. Must not have a pattern of disciplinary problems to include: counseling entries for substandard performance of duty, letters of indebtedness, frequent involvement with military or civilian authorities and/or drug/alcohol abuse, or conviction by military or civilian authorities in the past year for drug/alcohol related offenses.

h. Active Service Remaining. Normally, must have at least 6 months of active service remaining at the time of assignment.

i. Enlistment Bonus. Personnel receiving a enlistment bonus are not eligible for assignment to the FAP until 2 years after assignment of primary MOS.

j. Personal Hardship. Personnel who would encounter extreme personal hardship as a result of assignment to FAP are not eligible for assignment to the FAP.

2. Ammunition Supply Point Requirements. All personnel nominated to fill FAP billets at the Ammunition Supply Point must, in addition to meeting the minimum requirements outlined above, also meet the following requirements:

a. Must not have received a nonjudicial punishment dealing with drugs/alcohol use or abuse, disrespect, driving violations, civil disobedience, or failure to obey lawful orders.

b. Must not have received a letter of indebtedness nor more than one page 11 entry (none in the last 12 months) pertaining to counseling for substandard performance.

c. Must be neat in appearance, have good military bearing and be a representative Marine.

d. Must have a high degree of maturity and emotional stability.

e. Must have no physical impediments.

f. Military drivers license and/or driving knowledge preferred.

g. All personnel nominated to fill an Ammunition Supply Point billet must be screened and accepted by the Executive Officer, Support Battalion, Marine Corps Base.

*3. Personnel Assigned to Military Police Duties with the Provost Marshal (PMO). The following criteria apply to personnel assigned to military police duties with PMO:

a. Good military bearing, neat appearance and a representative Marine.

b. No letters of indebtedness and no more than one entry on page 11 of the service record book (SRB) pertaining to counseling for substandard performance within the past year.

c. High degree of maturity and emotional stability. No physical impediment.

d. Military driver's license preferred but not mandatory.

e. Prior to issuance of orders, the personnel officers of providing commands will arrange for the individuals nominated to fill military police billets, to be interviewed by the Base Military Personnel Officer and a representative of the Base PMO.

2002. NORMAL TERMINATION

1. Normally, personnel assigned to the FAP will be terminated at the end of 6 months; however, personnel will not be terminated from the FAP until a qualified replacement has been assigned and has been aboard for a period of 5 working days to ensure proper training/turnover in the billet.

2. Requests for release before completion of a five working day turnover must be submitted to Division PERSO by the parent unit setting forth sufficient justification to allow early release.

3. Personnel assigned to seasonal billets will be terminated at the end of the season. A replacement will not be required.

4. Unless requested by the Marine's parent unit, Marines will not be terminated from the FAP if within 120 days of EAS at the time normal termination would occur. Marines in this category will normally be terminated 15 days prior to EAS.

5. Nondeployable Marines, by reason of EAS, will be terminated 15 days prior to their EAS. Any nondeployable Marine reenlisting or extending while assigned to the FAP will be terminated at least 60 days prior to deployment if the new EAS meets the parent unit's deployment window.

6. Personnel in receipt of permanent change of station orders or to be separated from active duty will be terminated a minimum of 15 working days prior to the effective date of departure/separation. Replacements are required on a 5 working day turnover basis.

2003. REQUESTED TERMINATION. Parent units requesting termination of FAP personnel prior to the end of their normal 6 month tour must provide a fully qualified individual as a replacement prior to termination being allowed.

2004. OPERATIONAL COMMITMENTS/DEPLOYMENTS

1. Personnel will not be terminated for training/exercises.
2. Personnel assigned to the FAP from Air Alert Force (AAF) units may be recalled to stand readiness inspections. Any recall of personnel for muster, inspections, etc. will be handled through Division PERSO. Direct liaison with the FAP unit is not authorized. These personnel will be recalled to accompany the AAF should it be activated.

2005. TERMINATION FOR CAUSE

1. Personnel assigned FAP may be terminated for cause when sufficient justification is provided by the Base unit.
2. Replacements for Marines terminated for cause will be provided by the parent unit of the terminated individual no later than 15 days after notification of the pending termination.

2006. TERMINATION AS A RESULT OF DISCHARGE ACTION

1. Personnel may be terminated upon the following occasions:
 - a. Unauthorized absence or in hands of civil authorities in excess of 10 working days.
 - b. Upon completion of judicial proceedings.
2. FAP personnel who are processed for administrative discharge in accordance with the current edition of MCO P1900.16, will be terminated by the Base only after receipt of the discharge recommendation at this Headquarters. The discharge recommendation will be forwarded to the Commanding General for final action.

SOP FOR FAP

APPENDIX A

BILLET ASSIGNMENTS

ALPHA COMPANY, HEADQUARTERS BATTALION

T/O 7511

LINE NO	BILLET DESCRIPTION	GRADE	PCOMD	PMOS	REMARKS
	BASE ADJ DIV, MANPOWER DEPT				
39	NH Marine Liaison	SSgt	8th Mar	9916	Note 1
	BASE PERSONNEL DIV, MANPOWER DEPT				
84	Clerk Typist Pass & ID	LCpl	2d Mar	9916	Notes 2, 3, 4
	MANPOWER INFO SYSTEMS SUPPORT OFFICE, MANPOWER DEPT				
147N	ACU Unit Diary Clerk	LCpl	10th Mar	0131	Note 6
	CONSOLIDATED DRUG AND ALCOHOL CENTER, MANPOWER DEPT				
148B	Operations Officer	Capt	HqBn	9910	
148E	Clerk Typist	LCpl	6th Mar	9916	Note 2
148H	Shipping NCO	Sgt	8th Mar	9916	
148I	Shipping NCO	Cpl	AAV	9916	
148J	Statistics Clerk	LCpl	10th Mar	9916	
148Q	Counselor/Aftercare Mgr	SSgt	HqBn	8538	Note 5
148R	Medevac Coord	SSgt	6th Mar	9916	
148U	NCOIC Education	GySgt	10th Mar	9916	
148V	Inspector Instructor	Sgt	2d Mar	9916	Note 6
148V	Inspector Instructor	Sgt	10th Mar	9916	Note 6
148V	Inspector Instructor	Sgt	6th Mar	9916	Note 6
148X	Trng Aid/Driver/Maint	LCpl	AAV	3531	
	FAMILY SERVICES CENTER, MORALE, WELFARE, RECREATION DEPT				
236A	Counselor	SSgt	AAV	9916	Notes 4, 7, 8
	CONSOLIDATED SPECIAL SERVICES DIVISION, MORALE, RECREATION DEPT				
236A	Operations Officer	Maj	HqBn	9910	Notes 6, 9
236C	Admin Clerk	Sgt	10th Mar	9916	Note 2
241A	Supply Admin Clerk	Sgt	10th Mar	3043	
244B	Warehouseman	PFC	10th Mar	9916	
246B	Athletic Program Chief	MSgt	10th Mar	8921	
250	Intramural Sports Dir	SSgt	2d LAVBn	8921	
250	Intramural Sports Dir	SSgt	10th Mar	8921	
250C	NCOIC Gym	Sgt	HqBn	8921	Note 10
250C	NCOIC Gym	Sgt	2d Mar	8921	Note 10
250C	NCOIC Gym	Sgt	6th Mar	8921	Note 10
250E	Athletic Asst	LCpl	AAV	8921	Note 10
250E	Athletic Asst	LCpl	2d LAVBn	8921	Note 10
250E	Athletic Asst	LCpl	HqBn	8921	Note 10
250E	Athletic Asst	LCpl	2d Mar	8921	Note 10
250E	Athletic Asst	LCpl	8th Mar	8921	Note 10
250E	Athletic Asst	LCpl	8th Mar	8921	Note 10
250F	Gym Attendant	LCpl	HqBn	8921	Note 10
250F	Gym Attendant	LCpl	HqBn	8921	Note 10
250F	Gym Attendant	LCpl	HqBn	8921	Note 10
250F	Gym Attendant	LCpl	HqBn	8921	Note 10
250F	Gym Attendant	LCpl	2d Mar	8921	Note 10
250F	Gym Attendant	LCpl	2d Mar	8921	Note 10
250F	Gym Attendant	LCpl	2d Mar	8921	Note 10

-ch1

SOP FOR FAP

LINE NO	BILLET DESCRIPTION	GRADE	PCOMD	PMOS	REMARKS
250F	Gym Attendant	LCpl	6th Mar	8921	Note 10
250F	Gym Attendant	LCpl	6th Mar	8921	Note 10
250F	Gym Attendant	LCpl	6th Mar	8921	Note 10
250F	Gym Attendant	LCpl	6th Mar	8921	Note 10
250F	Gym Attendant	LCpl	10th Mar	8921	Note 10
250F	Gym Attendant	LCpl	10th Mar	8921	Note 10
250F	Gym Attendant	LCpl	10th Mar	8921	Note 10
250F	Gym Attendant	LCpl	10th Mar	8921	Note 10
250H	Grounds and Maint	LCpl	10th Mar	8921	Note 10
250H	Grounds and Maint	LCpl	2d Mar	8921	Note 10
259	Special Activities Chf	SSgt	2d TkBn	8921	
259A	Recreation Chief	MSgt	10th Mar	8921	Note 6
260	Recreation Assistant	LCpl	10th Mar	8921	Note 2
260	Recreation Assistant	LCpl	10th Mar	8921	
264A	NCOIC Fish Boat <i>Delete</i>	GySgt	10th Mar	8921	Note 6
264B	Asst NCOIC Fish Boat	Cpl	2d LAVBn	8921	Note 11
264C	Coxswain Fish Boat	LCpl	2d LAVBn	8921	Note 11
264C	Coxswain Fish Boat	LCpl	10th Mar	8921	Note 11
267	Boat Repairman	LCpl	6th Mar	8921	Note 11
267	Boat Repairman	LCpl	8th Mar	8921	Note 11
270	Mechanic	LCpl	10th Mar	9916	Note 11
271	Boat Repairman	PFC	2d Mar	9916	Note 11
276	Hobby Shop Attendant	LCpl	CEB	1371	
288	Hobby Shop Attendant	Cpl	6th Mar	8921	
288	Hobby Shop Attendant	Cpl	8th Mar	8921	
301	Lifeguard Area #2	PFC	6th Mar	8563	Note 12
301	Lifeguard Area #2	PFC	2d Recon	8563	Note 12
301A	Pool Oper (Non MWR)	PFC	8th Mar	8563	Note 12
301A	Pool Oper (Non MWR)	PFC	10th Mar	8563	Note 12
308	Stables Asst	Cpl	2d TkBn	8921	
308	Stables Asst	Cpl	AAV	8921	
308	Stables Asst	Cpl	6th Mar	8921	
311	Campsite Attendant	LCpl	10th Mar	9916	
311	Campsite Attendant	LCpl	8th Mar	9916	
311A	Campsite Attendant	LCpl	2d LAVBn	9916	
JOINT PUBLIC AFFAIRS OFFICE					
367	Asst Public Aff Officer	Maj	HqBn	4302	Note 5
371	Operations Officer	Lt	HqBn	4302	Note 5
373	Radio/TV Info Chief	SSgt	HqBn	4313	Note 5
374	Radio/TV Info Man	Sgt	HqBn	4313	Note 5
376	Radio/TV Info Man	Cpl	HqBn	4313	Note 5
376	Radio/TV Info Man	Cpl	HqBn	4313	Note 5
377	Media Operations Chief	MSgt	HqBn	4391	Note 5
380	Senior Reporter	SSgt	HqBn	4321	Note 5
381	Reporter	Sgt	HqBn	4321	Note 5
381	Reporter	Sgt	HqBn	4321	Note 5
381	Reporter	Sgt	HqBn	4321	Note 5
381	Reporter	Sgt	HqBn	4321	Note 5
383	Reporter	Cpl	HqBn	4321	Note 5
383	Reporter	Cpl	HqBn	4321	Note 5
383	Reporter	Cpl	HqBn	4321	Note 5
383	Reporter	Cpl	HqBn	4321	Note 5
383	Reporter	Cpl	HqBn	4321	Note 5

CH 1

FOR FAP

E NO	BILLET DESCRIPTION	GRADE	PCOMD	PMOS	REMARKS
388	Editor	GySgt	HqBn	4391	Note 5
388	Sports Editor	Sgt	HqBn	4321	Note 5
388	Sports Editor	Sgt	HqBn	4321	Note 5
389	Writer	Cpl	HqBn	4321	Note 5
BASE CHAPLAIN DIVISION					
425	Chapel Maint Man	LCpl	2d Mar	9916	Note 13
425	Chapel Maint Man	LCpl	6th Mar	9916	Note 13
425	Chapel Maint Man	LCpl	2d Mar	9916	
425	Chapel Maint Man	LCpl	8th Mar	9916	
425	Chapel Maint Man	LCpl	8th Mar	9916	
425	Chapel Maint Man	LCpl	10th Mar	9916	
MESSHALL #9, SECTION, HQBN					
677	Cook	SSgt	10th Mar	3381	Note 14
681	Cook	LCpl	2d Mar	3381	
682	Baker	Cpl	10th Mar	3311	
687	Cook	LCpl	2d Mar	3381	
687	Cook	LCpl	6th Mar	3381	
687	Cook	LCpl	6th Mar	3381	
687	Cook	LCpl	10th Mar	3381	
689A	Cook	PFC	2d TkBn	3381	

BRAVO COMPANY, HEADQUARTERS BATTALION

T/O 7512

TRAINING FACILITIES DIVISION, TRAINING AND OPERATIONS DEPT

20	Range Control Officer	Lt	10th Mar	0802	
	Range Control Officer	Lt	10th Mar	0802	
	Range Control Officer	Lt	10th Mar	0802	
30A	Gas Chamber Assistant	Cpl	HqBn	5711	Note 15
36A	Maintenance NCO	Sgt	CEB	1371	Note 16
37A	Maintenance Man	LCpl	CEB	1371	Note 16
37A	Maintenance Man	LCpl	CEB	1371	Note 16
37A	Maintenance Man	LCpl	CEB	1371	Note 16
37A	Maintenance Man	LCpl	CEB	1371	Note 16
37A	Maintenance Man	LCpl	CEB	1371	Note 16
37A	Maintenance Man	LCpl	CEB	1371	Note 16
37A	Maintenance Man	LCpl	CEB	1371	Note 16
46A	Swimming Pool Opr Area#5	LCpl	10th Mar	8911	Note 11
47	Field Range Opr	Cpl	2d TkBn	9916	
47	Field Range Opr	Cpl	2d TkBn	9916	
47	Field Range Opr	Cpl	8th Mar	9916	
47	Field Range Opr	Cpl	6th Mar	9916	
47	Field Range Opr	Cpl	AAV	9916	
47	Field Range Opr	Cpl	AAV	9916	
47	Field Range Opr	Cpl	2d Mar	9916	
47	Field Range Opr	Cpl	2d Mar	9916	
47	Field Range Opr	Cpl	2d Mar	9916	
47	Field Range Opr	Cpl	6th Mar	9916	
47	Field Range Opr	Cpl	6th Mar	9916	
47	Field Range Opr	Cpl	6th Mar	9916	
47	Field Range Opr	Cpl	2d LAVBn	9916	
	Field Range Opr	Cpl	8th Mar	9916	
	Field Range Opr	Cpl	8th Mar	9916	
	Field Range Opr	Cpl	10th Mar	9916	

SOP FOR FAP

LINE NO	BILLET DESCRIPTION	GRADE	PCOMD	PMOS	REMARKS
47	Field Range Opr	Cpl	10th Mar	9916	
47	Field Range Opr	Cpl	10th Mar	9916	
47	Field Range Opr	Cpl	10th Mar	9916	
47	Field Range Opr	Cpl	10th Mar	9916	
TRAINING AUDIOVISUAL SUPPORT CENTER, TRAINING AND OPERATIONS DEPT					
68B	Supply Admin Clerk	Cpl	6th Mar	3043	
68C	Supply Admin Clerk	LCpl	10th Mar	3043	
81	Av Librarian	Cpl	2d Mar	9916	Note 6
82	Av Librarian	LCpl	6th Mar	9916	Note 6
CONSOLIDATED EDUCATION SVCS CENTER, TRAINING AND OPERATIONS DEPT					
1100	Test Control Officer	Lt	6th Mar	9910	

ADMINISTRATIVE DIVISION, PROVOST MARSHALS OFFICE

T/O 7512

225	Admin Clerk Records Br	Cpl	2d Mar	9916	Notes 2, 17
244	Supply Issue Man	LCpl	6th Mar	9916	Note 17
248	Dispatcher	Cpl	2d Recon	9916	Note 17
248	Dispatcher	Cpl	2d Mar	9916	Note 17
248	Dispatcher	Cpl	6th Mar	9916	Note 17
251	Weapons Issue Man	LCpl	2d TkBn	9916	Note 17
251	Weapons Issue Man	LCpl	2d Mar	9916	Note 17
251	Weapons Issue Man	LCpl	6th Mar	9916	Note 17
262A	Visitor Center Clerk	Cpl	2d Mar	9916	Note 17
262A	Visitor Center Clerk	Cpl	2d Mar	9916	Note 17

INVESTIGATIVE DIVISION, PROVOST MARSHALS OFFICE

277	Investigator	Sgt	HqBn	5821	Notes 17, 18
277	Investigator	Sgt	HqBn	5821	Notes 17, 18
290	Adm Clk Crime Resist Sec	Cpl	8th Mar	9916	Notes 2, 17

POLICE OPERATIONS DIVISION, PROVOST MARSHALS OFFICE

297B	Asstn Operations Officer	Capt	HqBn	5803	Notes 17, 18
303	Platoon Commander	Lt	HqBn	5803	Notes 17, 18
303	Platoon Commander	Lt	HqBn	5803	Notes 17, 18
344	Impound Man	Cpl	2d Recon	9916	Note 17
353	Asstn Game Protector	Cpl	10th Mar	9916	Note 17
355	Asstn Game Protector	LCpl	AAV	9916	Note 17
355	Asstn Game Protector	LCpl	AAV	9916	Note 17
355	Asstn Game Protector	LCpl	8th Mar	9916	Note 17
357	Pet Control Assistant	PFC	2d Recon	9916	Note 17
357	Pet Control Assistant	PFC	AAV	9916	Note 17
358	Pet Control Assistant	PFC	2d Mar	9916	Note 17

RIFLE RANGE DETACHMENT

T/O 7520

AREA SECURITY/GUARD SECTION

13	Security Personnel	Cpl	2d Mar	9916	
13	Security Personnel	Cpl	8th Mar	9916	
14B	Security Personnel	LCpl	6th Mar	9916	
14B	Security Personnel	LCpl	8th Mar	9916	

SPECIAL SERVICES SECTION

17	Special Services Man	LCpl	8th Mar	8921	
A RANGE					
26	Range Officer	Lt	8th Mar	9910	
29	Assistant Butts NCO	Cpl	10th Mar	9916	

SOP FOR FAP

LINE NO	BILLET DESCRIPTION	GRADE	PCOMD	PMOS	REMARKS
	Block Safety NCO	Sgt	2d Mar	9916	
	Block Safety NCO	Sgt	6th Mar	9916	
30	Block Safety NCO	Sgt	8th Mar	9916	
30	Block Safety NCO	Sgt	8th Mar	9916	
B RANGE					
33	Range Officer	Lt	2d Mar	9910	
36	Assistant Butts NCO	Cpl	2d Mar	9916	
37	Block Safety NCO	Sgt	2d Mar	9916	
37	Block Safety NCO	Sgt	2d Mar	9916	
37	Block Safety NCO	Sgt	2d Mar	9916	
37	Block Safety NCO	Sgt	2d Mar	9916	
C RANGE					
43	Assistant Butts NCO	Cpl	10th Mar	9916	
44	Block Safety NCO	Sgt	6th Mar	9916	
44	Block Safety NCO	Sgt	6th Mar	9916	
44	Block Safety NCO	Sgt	6th Mar	9916	
44	Block Safety NCO	Sgt	6th Mar	9916	
PISTOL RANGE					
49	Block Safety NCO	Sgt	8th Mar	9916	
49	Block Safety NCO	Sgt	8th Mar	9916	
49	Block Safety NCO	Sgt	8th Mar	9916	
49	Block Safety NCO	Sgt	8th Mar	9916	
49	Block Safety NCO	Sgt	2d Mar	9916	
SUPPLY SECTION					
64	General Warehouseman	LCpl	10th Mar	9916	
MAINTENANCE SECTION					
	Target Carpenter	LCpl	2d TkbN	9916	
MESS SECTION					
85	Cook	Cpl	10th Mar	3381	
86	Cook	Cpl	8th Mar	3381	
87A	Cook	LCpl	2d Mar	3381	
87A	Cook	LCpl	2d Mar	3381	
88A	Cook	PFC	6th Mar	3381	
88A	Cook	PFC	6th Mar	3381	
88B	Baker	LCpl	10th Mar	3311	
88B	Baker	PFC	2d Mar	3311	

SUPPORT COMPANY, SUPPORT BATTALION

T/O 7531

FAMILY HOUSING DIVISION, FACILITIES DEPARTMENT

681A	Motor Vehicle Opr	LCpl	2d TkbN	9916	Note 19
BACHELOR HOUSING DIVISION, FACILITIES DEPARTMENT					
703A	Billet NCO (Hadnot Point)	Sgt	8th Mar	9916	
703B	Billet NCO (Paradise Point)	Sgt	8th Mar	9916	
703C	Roving Billet NCO	Sgt	2d TkbN	9916	
709	Bldg & Grnds Man (Paradise Point)	LCpl	6th Mar	8911	
709	Bldg & Grnds Man (Paradise Point)	LCpl	10th Mar	8911	
13	Bldg & Grnds Man (Hadnot Point)	LCpl	2d TkbN	8911	

SOP FOR FAP

LINE NO	BILLET DESCRIPTION	GRADE	PCOMD	PMOS	REMARKS
713	Bldg & Grnds Man (Hadnot Point)	LCpl	6th Mar	8911	
718A	SNCO Bldg Mgr (Hadnot Point)	GySgt	2d Mar	9916	Note 20
718B	Police Sgt (Hadnot Point)	Cpl	AAV	9916	Note 20
718C	Bldg & Grnds Man (Hadnot Point)	LCpl	2d Mar	8911	Note 20
718C	Bldg & Grnds Man (Hadnot Point)	LCpl	6th Mar	8911	Note 20
718C	Bldg & Grnds Man (Hadnot Point)	LCpl	10th Mar	8911	Note 20
718C	Bldg & Grnds Man (Hadnot Point)	LCpl	2d TkBn	8911	Note 20
BASE MAINTENANCE DIVISION, FACILITIES DEPARTMENT					
1137E	Police NCO Asst	Cpl	2d TkBn	8911	Note 13
1137E	Police NCO Asst	Cpl	2d TkBn	8911	Note 13
1137G	Bldg & Grnds Man	LCpl	10th Mar	8911	Note 13
1137G	Bldg & Grnds Man	LCpl	10th Mar	8911	Note 13
1137G	Bldg & Grnds Man	LCpl	10th Mar	8911	Note 13
1137H	Lawnmower Repairman	LCpl	2d Mar	9916	Note 21
1137H	Lawnmower Repairman	LCpl	8th Mar	9916	Note 21
1137H	Lawnmower Repairman	LCpl	8th Mar	9916	Note 21
1137K	Motor Vehicle Operator	LCpl	10th Mar	3531	
1137L	Motor Vehicle Operator	PFC	10th Mar	9916	Note 13
COMM-ELECT DIVISION, FACILITIES DEPARTMENT					
1265A	Comm Center Man	Cpl	HgBn	2542	Notes 6, 22
1265A	Comm Center Man	Cpl	HgBn	2542	Notes 6, 22
1266A	Comm Center Man	LCpl	HgBn	2542	Notes 6, 22
1266A	Comm Center Man	LCpl	HgBn	2542	Notes 6, 22
1267A	Comm Center Man	PFC	HgBn	2542	Notes 6, 22
1267A	Comm Center Man	PFC	HgBn	2542	Notes 6, 22
1267A	Comm Center Man	PFC	HgBn	2542	Notes 6, 22
MAIN AMMO DUMP, S-4 SECTION					
1399A	Security Pers	Sgt	2d Mar	9916	Notes 7, 23, 24
1399A	Security Pers	Sgt	10th Mar	9916	Notes 7, 23, 24
1400A	Security Pers	Cpl	2d Mar	9916	Notes 13, 23
1400A	Security Pers	Cpl	6th Mar	9916	Notes 13, 23
1400A	Security Pers	Cpl	8th Mar	9916	Notes 13, 23
1400A	Security Pers	Cpl	10th Mar	9916	Notes 13, 23
1401	Security Pers	LCpl	6th Mar	9916	Note 23
1401	Security Pers	LCpl	6th Mar	9916	Note 23
1401	Security Pers	LCpl	6th Mar	9916	Note 23
1401	Security Pers	LCpl	6th Mar	9916	Note 23
1401	Security Pers	LCpl	8th Mar	9916	Note 23
1401	Security Pers	LCpl	8th Mar	9916	Note 23
1401	Security Pers	LCpl	10th Mar	9916	Note 23
1401	Security Pers	LCpl	AAV	9916	Note 23
1401A	Security Pers	LCpl	2d TkBn	9916	Note 23
1401A	Security Pers	LCpl	AAV	9916	Note 23
1401A	Security Pers	LCpl	AAV	9916	Note 23
1401A	Security Pers	LCpl	2d Mar	9916	Note 23
1401A	Security Pers	LCpl	2d Mar	9916	Note 23

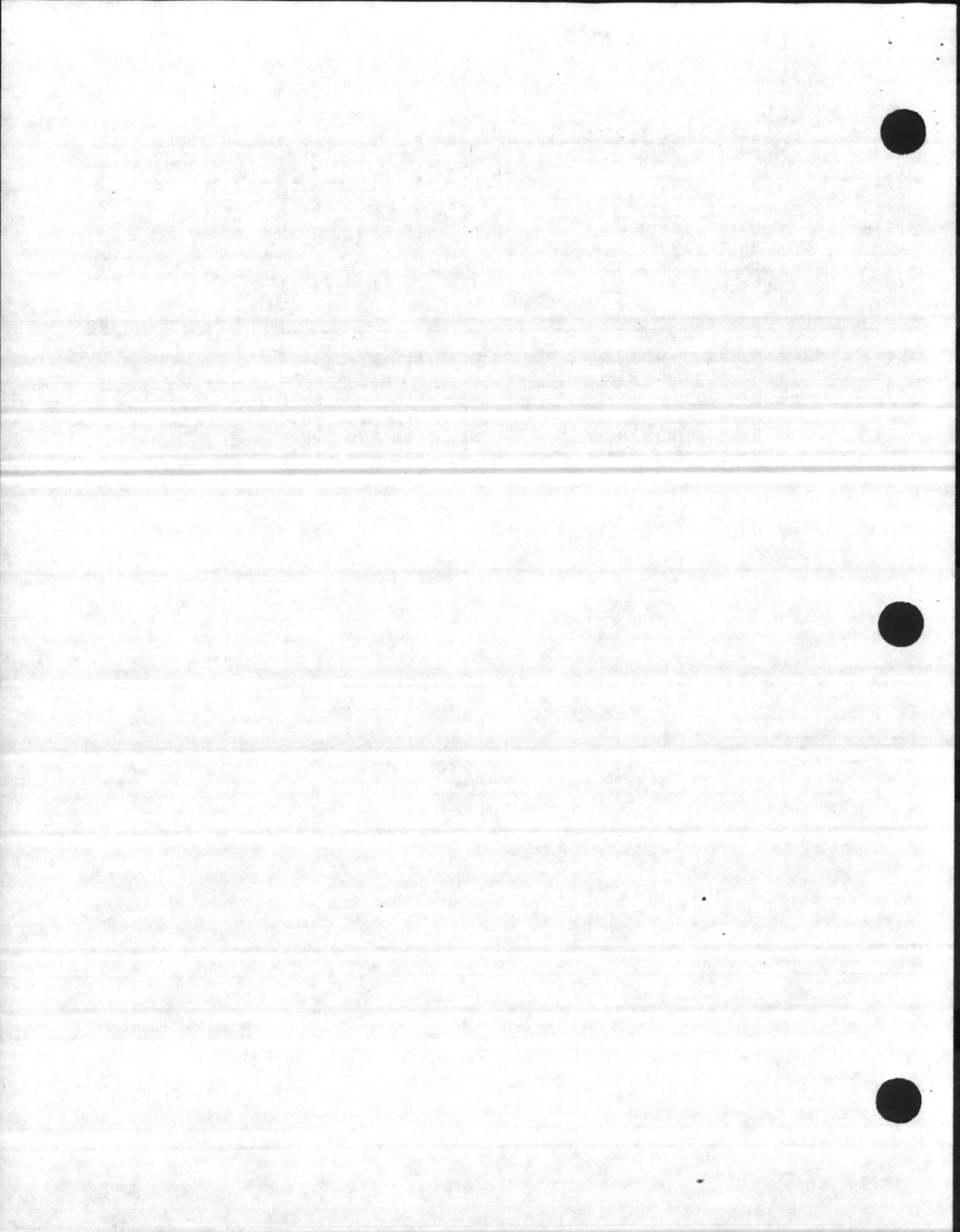
SOP FOR FAP

E NO	BILLET DESCRIPTION	GRADE	PCOMD	PMOS	REMARKS
1401A	Security Pers	LCpl	2d Mar	9916	Note 23
1401A	Security Pers	LCpl	2d Mar	9916	Note 23
1401A	Security Pers	LCpl	2d Mar	9916	Note 23
1401A	Security Pers	LCpl	6th Mar	9916	Note 23
1401A	Security Pers	LCpl	8th Mar	9916	Note 23
MESS HALL #1209, S-4 SECTION					
1407A	Cook	Cpl	2d LAVBn	3381	
1408A	Cook	Cpl	2d LAVBn	3381	

MARINE CORPS ENGINEER SCHOOL

T/O 7540

182	Athletic Rec Asstn	LCpl	8th Mar	9916	
182	Athletic Rec Asstn	LCpl	2d Mar	9916	
182	Athletic Rec Asstn	LCpl	6th Mar	9916	
182	Athletic Rec Asstn	LCpl	6th Mar	9916	
182	Athletic Rec Asstn	LCpl	6th Mar	9916	
182	Athletic Rec Asstn	LCpl	8th Mar	9916	
185	Buildings Grnds Man	Sgt	6th Mar	8911	



SOP FOR FAP

APPENDIX B

FOOTNOTES

1. Must be a SNCO.
2. Must have a typing ability of at least 25 words per minute.
3. MOS 01XX preferred because of their knowledge of identification cards and the requirement for accurate typing of identification cards.
4. Good military bearing, neat in appearance, high degree of maturity, emotionally stable and a representative Marine.
5. Personnel assigned for the purpose of maintenance of occupational skills will remain at the FAP unit for an indefinite period, but are considered an integral part of the FMF, available for immediate deployment with the FMF unit as necessary.
6. FAP period to be 12 months vice normal six month period per agreement Base, 2d MarDiv and 2d FSSG personnel officers.
7. Must possess a valid operator's permit to include 1/4 ton.
8. Prior to issuance of orders, the personnel officers of providing command will arrange for the individuals nominated to fill those billets, to be interviewed by the Officer-in-Charge, Family Services, Center or designated representative.
9. Filled by Div Spec Svc Off not assigned to FAP.
10. Personnel assigned may be assigned as desired within the Athletic Branch.
11. Must be a qualified swimmer. MCB will have Marine qualified in 8563 MOS.
12. Must be qualified water safety instructor or Red Cross Senior Life Saver.
13. Must be eligible/qualified to obtain a government operator's permit. This billet requires a ten working day turnover time period thus enabling the FAP unit to obtain the operator's permit.
14. Filled by Division Jan-Jun and by FSSG Jul-Dec. May be staffed with a sergeant.
15. Additional MOS authorized or Marine assigned must have successfully completed a NBC school.
16. MOS 1371 provided as a flexibly MOS for staffing purposes (i.e., 1341, 1345, 1371 may be assigned).

SOP FOR FAP

2001.3 CH1

17. Criteria established in paragraph ~~3002.2~~ of this Manual will be utilized as guidance for assignment of personnel.
18. Agreement between MCB and 2d MarDiv of 13 Mar 1979.
19. Must possess commercial two ton driver's license.
20. LOA between MCB and 2d MarDiv Sept 1985 (HP-195 and HP-215) (Ser: BOSM 24504).
21. Mechanics MOS or small engine repair experience desired but not mandatory.
22. Top secret security clearance required prior to assignment.
23. Reliability screening required by XO, SptBn, MCB or designated representative (Bldg #1011).
24. No grade substitution authorized.

SOP FOR FAP

APPENDIX C

ORGANIZATIONAL RECAPITULATION

ORGANIZATION: 2d Marines					
MOS	LT	SNCO	NCO	LCPL/BELOW	TOTAL
9910	1				1
3311				1	1
3381				4	4
8911				1	1
8921			1	5	6
9916		1	19	13	33
	1	1	20	24	46

ORGANIZATION: 6th Marines					
MOS	LT	SNCO	NCO	LCPL/BELOW	TOTAL
9910	1				1
3043			1		1
3381				4	4
8563				1	1
8911			1	3	8
8921			3	5	8
9916		1	12	14	27
	1	1	17	27	46

ORGANIZATION: 8th Marines					
MOS	LT	SNCO	NCO	LCPL/BELOW	TOTAL
9910	1				1
3381				1	1
8563				1	1
8921			1	4	5
9916		1	15	12	28
	1	1	16	18	36

ORGANIZATION: 10th Marines					
MOS	LT	SNCO	NCO	LCPL/BELOW	TOTAL
0802	3				3
0131				1	1
3043			1	1	2
3311			1	1	2
3381		1	1	1	3
3531				1	1
8563				1	1
8911				6	6
8921				8	8
9916		2	11	9	22
	3	5	14	29	52

Handwritten notes:
 2 CH-1 (next to SNCO column)
 10 CH-1 (next to 8921 row)
 5 CH-1 (next to 9916 row)
 51 CH-1 (next to TOTAL row)

SOP FOR FAP

ORGANIZATION: 2d AsltPhibBn

MOS	SNCO	NCO	LCPL/BELOW	TOTAL
3531			1	1
8921		1	1	2
9916	1	4	6	11
	1	5	8	14

ORGANIZATION: 2d TankBn

MOS	SNCO	NCO	LCPL/BELOW	TOTAL
3381			1	1
8911		2	2	4
8921	1	1		2
9916		3	4	7
	1	6	7	14

ORGANIZATION: 2d CbtEngrBn

MOS	NCO	LCPL/BELOW	TOTAL
1371	1	8	9
	1	8	9

ORGANIZATION: 2d ReconBn

MOS	NCO	LCPL/BELOW	TOTAL
8563		1	1
9916	2	1	3
	2	2	4

ORGANIZATION: 2d LAVBn

MOS	SNCO	NCO	LCPL/BELOW	TOTAL
3381		2		2
8921	1	1	2	4
9916		1	1	2
	1	4	3	8

ORGANIZATION: HqBn

MOS	MAJ	CAPT	LT	SNCO	NCO	LCPL/BELOW	TOTAL
4302	1		1				2
5803		1	2				3
9910	1	1					2
2542					2	5	7
4313				1	3		4
4321				1	12		13
4391				2			2
5711					1		1
5821					2		2
8538				1			1
8921					1	5	6
	2	2	3	5	21	10	43

SOP FOR FAP

2d MARINE DIVISION RECAPITULATION							
MOS	MAJ	CAPT	LT	SNCO	NCO	LCPL/BELOW	TOTAL
0131						1	1
0802			3				3
1371					1	8	9
2542					2	5	7
3043					2	1	3
3311					1	2	3
3381				1	4	10	15
3531						2	2
4302	1		1				2
4313				1	3		4
4321				1	12		13
4391				2			2
5711					1		1
5803		1	2				3
5821					2		2
8538				1			1
8563						4	4
8911					3	12	15
8921				6	9	30	45
9910	1	1	3				5
9916				5	68	59	132
	2	2	9	17	108	134	272



SOP FOR FAP

APPENDIX D

PERSONAL DATA SHEET

3. Commanding General (Attn: PC&AO) 2dMarDiv		1. Orders (circle) PCS or FAP	2. Tr to MCC
. NAGRASSN/MOS		4. DOB	5. PEBD
. ORGANIZATION		8. NR DAS LV REQ	9. MODE (S) OF TVL
. LV ADDRESS & PHONE NR		12. NOK: name, address, phone nr, & relationship	
. MARITAL STATUS (circle) Yes or No		NR of DEPNS (incl spouse) NAGRASSN/MOS of Spouse if ACDU	
. AUTH for Tr		15. EST DATE of DET	16. RPT BY DATE NEW CMD
. GRADE		19. AVG PRO & CON	20. GT SCORE
. REMARKS		23. MARINES SIGNATURE & DATE (mandatory)	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		Yes	No
. COURT MARTIAL CURR ENL		N/A	Remarks
. MEDICALLY & DENTALLY QUALIFIED			
. REQUAL T/O WPN CURR YEAR			
. OVERSEAS CHECKLIST ATTACHED			
. AREA CLEARANCE REQR FOR DEPNS			
. REQUIRED ISSUE OF DRESS BLUES			
. SECURITY CLNC: level, type & date			

Commanding Officer's certification to be completed prior to detachment:

I certify that all action required by current directives contained in the checklist(s) have been completed and that the information contained herein has been verified by the service records of the subject named Marine.

1st try _____ () CO
 _____ () ExecO
 _____ () Adj/PersO
 (signature & date)

_____ () CO
 _____ () ExecO
 _____ () BnAdj/PersO
 (signature & date)

2nd try _____ () CO
 _____ () ExecO
 _____ () RegtPersO
 (signature & date)

SOP FOR FAP

BLOCK

DISCUSSION

- | | |
|-----------|------------------|
| 1. | Circle FAP |
| 2. | Blank |
| 3. - 7. | Self-Explanatory |
| 8. - 11. | Blank |
| 12. - 13. | Self-Explanatory |
| 14. - 18. | Blank |
| 19. - 26. | Self-Explanatory |
| 27. - 29. | Blank |
| 30. | Self-Explanatory |