



UNITED STATES MARINE CORPS
2D MARINE AIRCRAFT WING
II MARINE EXPEDITIONARY FORCE
POSTAL SERVICE CENTER BOX 8050
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WgO 3503.1
G-3
NOV 17 2011

WING ORDER 3503.1

From: Commanding General, 2d Marine Aircraft Wing
To: Distribution List

Subj: 2D MARINE AIRCRAFT WING (2D MAW) WING OPERATIONS CENTER
(WOC) STANDARD OPERATING PROCEDURES (SOP)

Ref: (a) WgO 3006.1
(b) WgO 3140.1P
(c) WgO 1601.12

Encl: (1) Aircraft Movement Checklist
(2) DV/VIP Movement Checklist
(3) Destructive Weather Checklist

1. Situation. The purpose of this Order is to promulgate the 2d MAW Commanding General's (CGs) intent, assign roles and responsibilities to the staff and to establish processes and procedures associated with the 2d MAW WOC.

2. Mission. To provide the CG, 2d MAW, with a common operational picture of 2d MAW operations in real time.

3. Execution

a. Commander's Intent. The purpose and function of the 2d MAW WOC is to ensure a common operational picture exists between the CG, 2d MAW Staff, Groups and Squadrons. The 2d MAW staff will use the WOC to maintain the appropriate level of situational awareness during the execution of critical and/or high visibility events, to include exercises, Community Relations events, Distinguished Visit support flights, movement of 2d MAW aircraft outside the local flying area and other events as directed by the Assistant Chief of Staff (AC/S) G-3. Groups Commanders shall ensure timely and accurate reporting in accordance with this Order and associated references.

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b. Concept of Operations. The 2d MAW G-3 Current Operations Section will staff the WOC during normal business hours in order to provide a means for the CG, 2d MAW to monitor and maintain situation awareness of selected 2d MAW operations. As directed by the AC/S G-3 and/or in accordance with the references the WOC will be staffed on a 24-hour basis.

c. Tasks

(1) G-1. As required and in accordance with references (a) and (b) provide a representative to the WOC for duty.

(2) G-2. As required and in accordance with references (a) and (b) provide a representative to the WOC for duty.

(3) G-3. Properly staff the WOC in accordance with all the references. Ensure all higher, adjacent and subordinate commands are able to establish two-way communication with the WOC via telephone and email. Ensure 2d MAW Battle Command Displays (BCD) is displayed and up to date. During Large Force Exercises (LFEs) and destructive weather, ensure all applicable subordinate commands are able to establish two-way communication with the WOC via JABBER in the 2DMAW_TAC_AIR_CMD chat room in order to facilitate information flow and build situational awareness.

(4) G-4. As required and in accordance with references (a) and (b) provide a representative to the WOC for duty.

(5) G-6. As required and in accordance with references (a) and (b) provide a representative to the WOC for duty. Additionally, ensure full connectivity and operational capacity of all command and control systems available to the WOC in order to ensure widest dissemination of information in real time. These systems include but are not limited to JABBER, C2PC, Non-secure Internet Protocol (NIPR) Sharepoint, BCD, Secure Internet Protocol Router (SIPR), Satellite Communications (SATCOM), Video Teleconference (VTC) capabilities and Theater Battle Management Core Systems (TBMCS).

(6) ALD. Ensure information pertaining aircraft readiness is provided to the WOC. An ALD representative is not required in the WOC during normal business hours or after hours however, information that will impact operational readiness is to be disseminated. Information required consists of, but is not limited to precautionary emergency landings and recoveries, appropriate mishap information and "Red Stripe" messages.

(7) Command Duty Officer (CDO). Ensure information pertaining to events occurring after normal business hours that have an operational impact is passed to WOC personnel as well as II Marine Expeditionary Force (II MEF) in accordance with reference (c).

(8) Subordinate Commands. Ensure watch standers are properly trained in order to ensure proper reporting.

4. Administration and Logistics

a. During normal business the primary means of two-way communication within the WOC is via telephone and email (2dMAW.WOC [2dmaw.wo.fct@usmc.mil]) traffic to the members of G-3 Current Operations in addition to the two organizational mailboxes listed in the global address book as 2dMAW.woc and 2dMAW.swo.

b. After normal business hours, communication within the WOC will be conducted by email traffic to the two organizational mailboxes listed in the global address book as 2d MAW.woc and 2dMAW.swo and telephonically to applicable members of the G-3 in accordance with reference (a). WOC organizational mailboxes will be carbon copied on all e-mail traffic sent to the 2d MAW Command Duty Officer.

c. During LFEs and Tactical Air Control Party Shoots (TACP), two-way communication within the WOC will be in accordance with the LFE/TACP Special Instructions (SPINS).

d. During destructive weather, two-way communication within the WOC will be in accordance with references (a) and (b). Two way communication will be established incorporating JABBER with the Group Duty Officers (GDOs) and Squadron Duty Officers (SDOs) in addition to the telephone and any email traffic. Group Commander's shall ensure updated points of contact information has been provided to the WOC.

e. Reporting requirements to the WOC will be in accordance with the CG, 2d MAW Commanders Critical Information Requirements (CCIRs), all references and as directed by AC/S G-3. Specifically, the following events listed below will be tracked by the WOC based on Group and Squadron reporting submissions.

(1) Destructive Weather Plan execution.

(2) Very Important Person (VIP) movements.

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(3) Deployment For Training/ Engineer Task Force (DFT/ETF) movements.

(4) Aviation related CCIRs.

(5) LFE evolutions.

(6) COMREL event execution.

f. When the WOC is required to report to the II MEF Combat Operations Center (COC), WOC personnel will use the following means of communication:

(1) 910-451-8138 (DSN: 751).

(2) Voice over Secure Internet Protocol (VOSIP) 751-9788.

(3) NIPR IIMEFCGCOC.FCT@USMC.MIL.

(4) SIPR COC@MEF.USMC.SMIL.MIL.

g. When the WOC is required to report to the II MEF CDO, WOC personnel will use the following means of communication

(1) (910) 451-9188 (DSN: 751).

(2) Cell (910) 376-2371.

h. Point of contact. For additional information, contact the 2d MAW G-3 Current Operations Officer at DSN 582-5101.

5. Command and Signal

a. Command. This Order is applicable to all 2d MAW personnel.

b. Signal. This Order is effective the date signed.


R. W. REGAN
Chief of Staff

Distribution: A

Aircraft Movement Checklist

Pre-Deployment Brief Read Ahead	_____
Pre-Deployment Brief To The CG	_____
Aircraft Launch	_____
Aircraft Safe On Deck (1st RON)	_____
Aircraft Launch	_____
Aircraft Safe On Deck (2nd RON)	_____
Aircraft Launch	_____
Aircraft Safe On Deck (3rd RON)	_____
Aircraft Launch	_____
Aircraft Safe On Deck (Final Destination)	_____
Mission Complete	_____

DV/VIP Movement Checklist

- Squadron, Mission Commander Identified _____
- Brief to the CG, as required _____
- Aircraft Launch _____
- Aircraft In Zone _____
- Aircraft Out of Zone with DV/VIP _____
- Aircraft Arrived at 1st destination _____
- Aircraft Out of Zone with DV/VIP _____
- Aircraft Arrived at 2nd destination _____
- Aircraft Out of Zone with DV/VIP _____
- Aircraft Arrived at final destination _____
- Mission Complete _____

Destructive Weather Checklist

- Destructive Weather Condition V (DWC V)
Normal operations _____
- Destructive Weather Condition IV (DWC IV)
Inclement weather within 72 hours _____
- Inspections of barracks/office _____
- Prepare for Storm _____
- Destructive Weather Condition III (DWC III)
Inclement weather within 48 hours _____
- The Emergency Ops Center activated _____
- Destructive Weather Condition II (DWC II)
Inclement weather within 24 hours _____
- CDO musters Destructive Weather Duty Team _____
- Destructive Weather Condition I (DWC I)
Inclement weather within 12 hours _____
- Non-essential personnel secured _____
- Destructive Weather Condition I Caution (DWC IC)
Inclement weather within 6 hours _____
- Destructive Weather Condition I Emergency (DWC IE)
Inclement weather is occurring _____
- Destructive Weather Condition I Recovery (DWC IR)
Recall of Marines and personnel _____
- Clean up of workspaces and property _____