



UNITED STATES MARINE CORPS  
2D MARINE AIRCRAFT WING  
II MARINE EXPEDITIONARY FORCE  
POSTAL SERVICE CENTER BOX 8050  
CHERRY POINT, NC 28533-0050

1500  
MED  
03 SEP 2010

Policy Letter 07-10

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

Subj: 2D MARINE AIRCRAFT WING MEDICAL OFFICER INDOCTRINATION  
PROGRAM (2D MAW MEDICAL OIP)

Encl: (1) 2d MAW Medical OIP

1. Situation. The overall capabilities of medical departments within 2d Marine Aircraft Wing (2d MAW) were analyzed and, as a result, four areas of improvement were identified for Naval Medical Officers. These areas include roles and responsibilities of a Medical Officer assigned to a United States Marine Corps Aviation unit, garrison responsibilities, deployment requirements, and Naval leadership with regard to enlisted staff.

2. Mission. To implement a program for Medical Officers assigned to 2d MAW, ensuring that all Medical Officers receive critical training prior to deployment.

3. Execution. Implementation of this program shall be conducted through the Group Surgeons.

a. Individual Responsibilities:

(1) 2d MAW Surgeon:

(a) Provide oversight of the program and training material as required.

(b) Track program completion and review the program via the quarterly Performance Evaluation and Improvement meetings.

(2) 2d MAW Command Master Chief:

(a) Provide guidance to Group Senior Enlisted Leaders.

DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.

Subj: 2D MARINE AIRCRAFT WING MEDICAL OFFICER INDOCTRINATION PROGRAM (2D MAW MEDICAL OIP)

(b) Assist the 2d MAW Surgeon in ensuring compliance with the program.

(3) 2d MAW Unit Commanders:

(a) Ensure Medical Officer participation in the program, in accordance with enclosure (1).

(b) Ensure Medical Officers submit feedback to their Group Surgeons.

(4) 2d MAW Group Surgeons:

(a) Shall be familiar with the program and training material as provided by 2d MAW Surgeon's Office.

(b) Conduct training for all Medical Officers reporting to units within their respective group. Target completion is six working days.

(c) Collect feedback, submit rate of completion, and submit recommendations for changes on a quarterly basis.

(5) 2d MAW Group Senior Enlisted Leaders:

(a) Shall be familiar with the program and training material as provided by 2d MAW Surgeon's Office.

(b) Assist Group Surgeons to coordinate training.

b. Applicability of Training. All Medical Officers assigned to 2d MAW shall complete this program unless specifically waived by the 2d MAW Surgeon. Upon completion, each participant will receive a certificate of completion signed by the 2d MAW Surgeon and their unit commander.

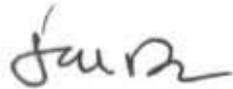
4. Administration and Logistics. Administrative and logistical support may be obtained from the 2d MAW Surgeon's Office.

5. Command and Signal

a. Command. This Policy Letter is applicable to all 2d MAW units and personnel.

Subj: 2D MARINE AIRCRAFT WING MEDICAL OFFICER INDOCTRINATION  
PROGRAM (2D MAW MEDICAL OIP)

b. Signal. This Policy Letter is effective on the date  
signed.

  
J. M. DAVIS

Distribution: A

## TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
Chapter 1:	INTRODUCTION TO FUNDAMENTALS	2
1.	Introduction to Fundamentals	6
2.	Fleet Marine Force Medical Officer Fundamentals	8
3.	Fleet Marine Force Medical Department Head Fundamentals	10
4.	Medical Department Management and Administration Fundamentals	13
5.	Fundamentals of Medical Support in Deployment for Training	16
6.	Fundamentals of Medical Support in Fleet Deployments	19
7.	Naval Administrative Leadership Fundamentals	22
Chapter 2:	INTRODUCTION TO MISSION AREAS	26
1.	Headquarters Marine Corps Manpower and Management Separations And Retirement (HQMC MMSR-4)	28
2.	Marine Corps Body Composition Program And Administrative Separation	30
3.	Electronic Databases Medically Supporting the Fleet Marine Force	32
4.	Fleet Marine Force Medical Supply and Equipment Logistics	34
5.	Marine Corps Inspector General Regulations	36
6.	Fleet Deployment Regulations	39
7.	Promotions and Awards of Enlisted Sailors	42
8.	Counseling and Professional Guidance of Enlisted Sailors	44
Chapter 3:	Final Officer Qualification	46
1.	2d Marine Aircraft Wing Medical Officer Indoctrination Program Feedback Form	47
APPENDIX A:	ACRONYMS USED IN THIS OIP	A-1
	LIST OF REFERENCES USED IN THIS OIP	A-3

## INTRODUCTION TO FUNDAMENTALS

### OIP PROGRAM

This OIP program is a qualification system for officers where certification of a minimum level of competency is required prior to qualifying to perform specific duties. An OIP is a compilation of the minimum knowledge and skills that an individual must demonstrate in order to qualify to stand watches or perform other specific routine duties necessary for the safety, security or proper operation of a ship, aircraft or support system. The objective of OIP is to standardize and facilitate these qualifications.

### APPLICABILITY

This OIP is applicable to all Medical Corps Officers serving in 2d MAW units.

### TAILORING

For a command to tailor this program, additional items may be added to meet Commander's Intent. Any deletions to this program must be approved by the 2d MAW Surgeon.

### QUALIFIER

The OIP Qualifier should be a subject matter expert (SME) within their functional area. This will normally be either an E-6 and above or O-3 and above. More junior personnel may be designated by the individual command.

### CONTENTS

This OIP is divided into two sections. The 100 Section (Fundamentals) contains the fundamental knowledge from technical and other texts necessary to provide satisfactory understanding of the subject. The 200 Section (Missions) is designed to acquaint the trainee with the applicable missions.

### REFERENCES

The references used during the writing of this OIP were the most current at the time. However, the most current references should be used when completing this program.

**2d Marine Aircraft Wing - Office of the  
Wing Surgeon**



**2d Marine Aircraft Wing Medical Officer  
Indoctrination Program**

All newly assigned Medical Corps Officers must complete the contents of the following program in order to optimize integration with a 2d MAW unit. The program contains only the MINIMUM requirements for a successful deployment cycle and a tour with 2d MAW. The format of this OIP was developed to establish the baseline knowledge and awareness of the fundamentals to serve within a medical department and with FMF corpsmen.

---

Signature of the Trainee

---

Print Name / Rank / Date

A senior Medical Corps Officer shall serve as the primary instructor for this program, ensuring the trainee receives close supervision while progressing through the program. During the training cycle, trainees shall be motivated to interact closely with entrusted Senior Enlisted and Officer leadership, both USMC and USN, with the ultimate goal of developing a trusted relationship with the Command.

---

Senior Medical Corps Officer Print / Sign

Although the words "he", "him," and "his" are used sparingly in this manual to enhance communication, they are not intended to be gender driven nor to affront or discriminate against anyone reading this material.

## PREFACE

The objective of the 2d MAW Medical OIP is to provide the candidate an introduction into the processes and topics necessary to support the warfighting requirements of our Navy and Marine Corps team. The OIP will focus on mission effectiveness, combat readiness, and survivability as well as introducing an overall understanding of how an individual unit mission fits into and supports naval doctrine and its objectives. Experience shows it is essential that every warrior in our Navy be totally familiar with the mission of their command and be able to apply this knowledge to support the successful execution of the command's current and future missions.

## INTRODUCTION TO FUNDAMENTALS (CONT'D)

### NOTES

Classified references may be used in the future tailoring of this OIP. If such references are used, do not make notes in this Policy Letter as answers to questions in this program may be classified.

### TRAINEE

This program is designed to provide the fundamentals of the missions delineated within this program and must be completed prior to final sign-off. If you have any questions or are unable to locate references, contact your supervisor or qualifier.

### OIP FEEDBACK REPORTS

When equipment, taskings, or missions change, this OIP will need revision. The only way the OIP Development Group becomes cognizant of these changes is if the user and/or command provides appropriate feedback via letter or the Feedback Report on page 43 of this enclosure.

## CHAPTER 1: INTRODUCTION TO FUNDAMENTALS

### INTRODUCTION

This OIP begins with a Fundamentals section covering the basic knowledge and principles needed to understand the equipment or duties to be studied. The references listed at the beginning of each fundamental will serve as an aid in this self-study program. All references cited for study are selected according to their credibility and availability.

### HOW TO COMPLETE

Once an understanding of one or more of the fundamentals is attained, the trainee will contact a Qualifier. The Qualifier will expect the trainee to satisfactorily answer all line items in the applicable section prior to signing off completion. If the command requires an oral board or written examination for final qualification, the trainee may be asked questions from any section.

SECTION 2: FLEET MARINE FORCE MEDICAL OFFICER FUNDAMENTALS

- Ref:
- (a) Marine Battle Skills Training Handbook, Book 1, PVT-CAPT, General Military Skills with User's Guide (PCN 50600000100)
  - (b) Chief Petty Officer's Creed
  - (c) NAVMED P-117, Manual of Medicine (Change 127) Chapter 19, Fleet Marine Force
  - (d) NAVMED P5134, General Medical Officer's Manual 4th Edition
  - (e) MCWP 4-11.1 Health Service Support Operations
  - (f) Local Subject Matter Expert
- 

2.1. Discuss the 14 Marine Leadership Traits. (Ref. a, f)

\_\_\_\_\_  
(Signature and Date)

2.2. Discuss the role of the Senior Enlisted Leader and the Junior Officer. (Ref. b, c)

\_\_\_\_\_  
(Signature and Date)  
Senior Enlisted Leader or By direction Authority

2.3. Discuss the relationship between the Medical department and the Squadron and the impact to Sailors. (Ref. c, d, e, f)

\_\_\_\_\_  
(Signature and Date)

2.4. Discuss the relationship between the Medical Department Head and the following: [ref. d, f]

- a. Executive Officer
- b. Sergeant Major
- c. Commanding Officer

\_\_\_\_\_  
(Signature and Date)  
Commanding Officer or By-Directional Authority

SECTION 2: FLEET MARINE FORCE MEDICAL OFFICER FUNDAMENTALS  
(CONT'D)

2.5. Discuss the vertical and lateral relationships between the following: (Ref. f)

- a. Marine Corps Installation Commands
- b. Naval Hospital
- c. MEF and Major Subordinate Elements

---

(Signature and Date)

2.6. Discuss the differences between a Medical Department Head of a Marine unit and a clinic physician. (Ref. c, d, f)

---

(Signature and Date)

Senior Fleet Marine Force Medical Officer

SECTION 3: FLEET MARINE FORCE MEDICAL DEPARTMENT HEAD  
FUNDAMENTALS

- Ref:
- (a) MCRP 5-12D, Organization of Marine Corps Forces
  - (b) MCWP 4-11.1 Health Service Support Operations
  - (c) Official website FMTB-East TCCC  
([http://www.lejeune.usmc.mil/FMTB/TCCC\\_DOCS.shtml](http://www.lejeune.usmc.mil/FMTB/TCCC_DOCS.shtml))
  - (d) OPNAVINST 1414.4B, Navy Enlisted Fleet Marine Force Warfare Specialist Program
  - (e) OPNAVINST 1414.1D, Enlisted Surface Warfare Specialist Program
  - (f) OPNAVINST 1414.2A, Enlisted Aviation Warfare Specialist Qualification Program
  - (g) The Military Training Network Handbook  
([www.usuhs.mil/mtn](http://www.usuhs.mil/mtn))
  - (h) Casualty Evacuation Course Instruction  
(CIN B-300-5000)
  - (i) MARADMIN 645/09, Tactical Combat Casualty Care Guidelines
  - (j) SECNAVINST 1850.4E, Disability Evaluation Manual (DEM)
  - (k) MCO P1900.16F, Marine Corps Separations and Retirement Manual (PCN 1020273002)
  - (l) DoD INST 1332.14, Enlisted Administrative Separations
  - (m) DoD INST 1332.38, Physical Disability Evaluation Manual
  - (n) MCO P6100.13, Marine Corps Physical Fitness Test
  - (o) MCO 6110.3, Body Composition Program Manual
  - (p) Official website MRRS  
(<https://mrrstest.sscno.nmci.navy.mil/mrrstest/secure/welcome.m>)
  - (q) OPNAVINST 6120.3, Periodic Health Assessment
  - (r) NAVMED P5134, General Medical Officer's Manual 4th Edition
  - (s) Local Order
  - (t) Local Publication (PEBLO MMSR-4)
  - (u) Local Subject Matter Expert

-----

3.1. Discuss the Table of Organization of the Medical Department and relevance of Naval Designator and NEC. (ref. a, b, r, u)

\_\_\_\_\_  
(Signature and Date)

SECTION 3: FLEET MARINE FORCE MEDICAL DEPARTMENT HEAD  
FUNDAMENTALS (CONT'D)

3.2. Discuss the various training opportunities that add to the capability of the Medical Department. (ref. b - j, u)

---

(Signature and Date)

3.3. Discuss the training and mission of CASEVAC Corpsmen. (ref. h, i, u)

---

(Signature and Date)

3.4. Discuss the difference in perspectives between a physician's priorities and a Commanding Officer's priorities regarding the Chronic Care and Duty Status of Marines. (ref. j, k, l, m, t, u)

---

(Signature and Date)

3.5. Discuss the importance of the Body Composition Program. (ref. l, n, o, u)

---

(Signature and Date)

3.6. Discuss the difference between Birth Month Recall program and Deployment Readiness. (ref. a, b, m - u)

---

(Signature and Date)

3.7. Discuss the local Medical personnel support required of the following Ground Training evolutions: (ref. s, u)

- a. Rifle Range
- b. Pistol Range
- c. CBRNE training
- d. Swimming Qualifications
- e. Personal Fitness Test
- f. Combat Fitness Test

---

(Signature and Date)

SECTION 3: FLEET MARINE FORCE MEDICAL DEPARTMENT HEAD  
FUNDAMENTALS (CONT'D)

3.8. Discuss Basic Life Saver and Combat Life Saver Instructor training. (ref. b, c, g, i, r, u)

---

(Signature and Date)

3.9. Discuss the differences between AMALs and open purchase acquisitions required of medically supporting a Squadron. (ref. b, r, s, u)

---

(Signature and Date)

3.10. Discuss the collateral duties of the Medical Officer. (ref. a, b, r, u)

---

(Signature and Date)

3.11. Discuss the Commanding Officer's expectations of the Medical Department Head with regards to the following: (ref. a - u)

- a. Staffing of Medical Department Personnel
- b. Training of Medical Department Personnel
- c. CASEVAC support to Squadron
- d. Duty Status and Chronic Care of Marines
- e. Body Composition Program
- f. Deployment Readiness of Marines
- g. Ground Training Support by Medical Personnel
- h. Basic Life Saver and Combat Life Saver Training
- i. Equipment readiness of Medical Department
- j. Co-lateral Duties of the Medical Officer

---

(Signature and Date)

Commanding Officer or By-direction authority

SECTION 4: MEDICAL DEPARTMENT MANAGEMENT AND ADMINISTRATION  
FUNDAMENTALS

- Ref:
- (a) NAVMED P-117, Manual of Medicine (Change 127)  
Chapter 16, Medical Records, Chapter 19, Fleet  
Marine Force
  - (b) AIRS 500, Automated Inspection Readiness System  
Medical Tabs
  - (c) MCO 5040.6H, Marine Corps Readiness Inspections  
and Assessments
  - (d) NAVMED P5134, General Medical Officer's Manual  
4th Edition
  - (e) Official website MRRS  
([https://mrrstest.sscno.nmci.navy  
.mil/mrrstest/secure/welcome.m](https://mrrstest.sscno.nmci.navy.mil/mrrstest/secure/welcome.m))
  - (f) Official website Marine Online  
(<https://www.mol.usmc.mil>)
  - (g) Official website Navy Dental Common Access System  
(<https://dencas.med.navy.mil/default.asp>)
  - (h) OPNAVINST 6120.3, Preventive Health Assessment
  - (i) Local Publications (Verification of Health  
Records)
  - (j) Local Subject Matter Expert

-----

4.1. Discuss the criteria for all Medical Departments set forth  
by the Manual of Medicine. (ref. a, j)

\_\_\_\_\_  
(Signature and Date)

4.2. Discuss the inspection criteria for all Medical  
Departments set forth by the Inspector General of the Marine  
Corps. (ref. b, c, d, h, j)

\_\_\_\_\_  
(Signature and Date)

4.3. Discuss the following rosters of unit personnel and their  
respective strengths and associated lags: (ref. e, f, g, j)

- a. Squadron Alpha Roster
- b. Marine On-Line (MOL) Morning Report
- c. Medical Readiness Reporting System (MRRS) Roster
- d. DENCAS Roster

\_\_\_\_\_  
(Signature and Date)

SECTION 4: MEDICAL DEPARTMENT MANAGEMENT AND ADMINISTRATION  
FUNDAMENTALS (CONT'D)

4.4. Discuss the importance of Records Accountability. (ref. a, b, j)

---

(Signature and Date)

4.5. Discuss the criteria regarding the following MRRS duty status: (ref. e)

- a. Fully Medically Ready
- b. Partially Medically Ready
- c. Not-Medically Ready
- d. Medical Readiness Indeterminate

---

(Signature and Date)

4.6. Discuss the following Medical Readiness criteria: (ref. a, h, j)

- a. Birth Month Recall Program
- b. Preventive Health Assessment
- c. DD FORM 2766

---

(Signature and Date)

4.7. Discuss the accounting of the following Automated Inspection Reporting System 500 tab criteria: (ref. a, b, c, j)

- a. Allergies and Red Dog Tags
- b. Chronic Medications
- c. LIMDU personnel and Duty Status
- d. PDHRA, Pre DHA, and Post DHA
- e. Sexually Transmitted Diseases
- f. Tuberculosis and Positive PPD
- g. Female Exams
- h. Credentials and Training Records
- i. Supplies

---

(Signature and Date)

SECTION 4: MEDICAL DEPARTMENT MANAGEMENT AND ADMINISTRATION  
FUNDAMENTALS (CONT'D)

4.8. Discuss the annual verification of Health Records: [ref.  
a, i, j]

---

(Signature and Date)

SECTION 5: FUNDAMENTALS OF MEDICAL SUPPORT IN DEPLOYMENTS FOR TRAINING

- Ref:
- (a) NAVMED P-117, Manual of Medicine (Change 127) Chapter 19, Fleet Marine Force
  - (b) NAVMED P5134, General Medical Officer's Manual 4th Edition
  - (c) MCWP 4-11.1 Health Service Support Operations
  - (d) NAVMED P-5010-9 (6-91), Manual for Preventive Medicine Ch 9 Preventive Medicine for Ground Forces
  - (e) The Naval Flight Surgeon's Manual
  - (f) Casualty Evacuation Course of Instruction (CIN B-300-5000)
  - (g) The Military Training Network Handbook
  - (h) Official website FMTB-East TCCC ([http://www.lejeune.usmc.mil/FMTB/TCCC\\_DOCS.shtml](http://www.lejeune.usmc.mil/FMTB/TCCC_DOCS.shtml))
  - (i) MARADMIN 645/09, Tactical Combat Casualty Care Guidelines
  - (j) Local Publications (MEDLOG and Supply Acquisitions)
  - (k) Local Subject Matter Expert

5.1. Discuss the following responsibilities of the Medical Department in support of Deployment for Training: (ref. a, b, c, d, e, k)

- a. Sick Call Coverage
- b. Trauma Coverage
- c. Aviation Mishap Coverage
- d. Training Opportunities
- e. Preventive Medicine Support
- f. Immunization Opportunities

---

(Signature and Date)

5.2. Discuss Medical cases expected of a standard Deployment for Training. (ref. b)

---

(Signature and Date)

SECTION 5: FUNDAMENTALS OF MEDICAL SUPPORT IN DEPLOYMENTS FOR TRAINING (CONT'D)

5.3. Discuss the Medical supplies required of a standard Deployment for Training. (ref. b, c, d, e, j, k)

---

(Signature and Date)

5.4. Discuss the pack up of a standard Trauma Bag. (ref. a, b, c, f, h, i, k)

---

(Signature and Date)

5.5. Discuss the pack up of a standard Aviation Mishap Kit. (ref. e, k)

---

(Signature and Date)

5.6. Discuss the research of preventive medicine requirements and testing of water. (ref. d, k)

---

(Signature and Date)

5.7. Discuss the advantages and challenges of for Small Pox immunization during a Deployment for Training. (ref. k)

---

(Signature and Date)

5.8. Discuss the Deployment for Training as an opportunity for conducting the following training: (ref. g, h, i, k)

- a. Basic Life Saver Training (BLS)
- b. Combat Life Saver Training (CLS)

---

(Signature and Date)

SECTION 5: FUNDAMENTALS OF MEDICAL SUPPORT IN DEPLOYMENTS FOR TRAINING (CONT'D)

5.9. Discuss the following recommended milestones in preparation for a Deployment for Training: (ref. a, b, c, k)

- a. Local Medical Facilities
- b. Local Military Treatment Facilities
- c. Cargo and Medical Pack-up milestones
- d. Accountability of Supplies
- e. Health Record Transport protocols
- f. 782 Gear Accountability and Gear List

---

(Signature and Date)

5.10. Discuss the following priorities on the first day of Deployment for Training: (ref. k)

- a. Confirming Medical Spaces
- b. Communications
- c. Accountability of Medical Personnel
- d. Confirming transportation to Medical facilities
- e. Accepting supplies

---

(Signature and Date)

SECTION 6: FUNDAMENTALS OF MEDICAL SUPPORT IN FLEET DEPLOYMENTS

- Ref:
- (a) MCWP 4-11.1 Health Service Support Operations
  - (b) MCBUL 6490, Marine Corps Combat Operational Stress Control Program
  - (c) MCO 3502.3A, Marine Expeditionary Unit (SOC) Pre-deployment Training Program
  - (d) OIF/OEF PREDEPLOYMENT TRAINING CONTINUUM R 170023Z MAR 06 CMC WASHINGTON DC DCCDI(UC) (<https://www.intranet.tecom.usmc.mil/Formaspx?ID=6>)
  - (e) MARADMIN 740/07 The Pre-deployment Toolkit
  - (f) MARADMIN 633/08 Baseline Pre-deployment Neurocognitive Assessments
  - (g) NAVMED P-117, Manual of Medicine (Change 127) Chapter 15, Medical Examinations, Chapter 16, Medical Records, Chapter 18, Medical Boards, Chapter 19, Fleet Marine Force
  - (h) OPNAVINST 6120.3, Preventive Health Assessment
  - (i) MOD 9 U.S. CENTCOM Deployment Health Instructions
  - (j) Official website Department of Defense Deployment Health (<http://www.pdhealth.mil/>)
  - (k) Official website Navy EDHA (<https://data.nmcphc.med.navy.mil/edha/>)
  - (l) Local Publication (MEDLOG Supply Acquisition)
  - (m) Local Subject Matter Expert

6.1. Discuss the definition of a deployment. (ref. i, l)

---

(Signature and Date)

6.2. Discuss the 18 month deployment cycle and the Medical readiness priorities during the various phases. (ref. b, c, d, e, f, i, j, l)

---

(Signature and Date)

SECTION 6: FUNDAMENTALS OF MEDICAL SUPPORT IN FLEET DEPLOYMENTS  
(CONT'D)

6.3. Discuss the following differences between General Medical Readiness and Deployment Specific Readiness: (ref. b, c, d, e, f, g, h, i, j, l)

- a. Theater specific immunization requirements
- b. Pre-Deployment PPD, HIV draw
- c. Pre-Deployment Health Assessment
- d. Chronic Medication
- e. ANAM
- f. Theater specific Prophylaxis (Malaria)

---

(Signature and Date)

6.4. Discuss the following priorities of Medical administration during deployment. (ref.a, g, h, i, l)

- a. Disease Non-Battle Injury report (Binnacle Report)
- b. Theater Medical Support
- c. Theater Medical Logistics Support
- d. Theater specific Birth Month Recall
- e. Flight Physical deferments in Theater

---

(Signature and Date)

6.5. Discuss the challenges to the administration of Post-Deployment Health Assessment Database entries. (ref. b, h, i, j, l)

---

(Signature and Date)

6.6. Discuss the requirements of 90-day Post Deployment Re-Assessment. (ref. b, i, j, l)

---

(Signature and Date)

SECTION 6: FUNDAMENTALS OF MEDICAL SUPPORT IN FLEET DEPLOYMENTS  
(CONT'D)

6.7. Discuss the challenges to the following variants to the deployment cycle: (ref. c, d, 1)

- a. 13 Month Deployment
- b. 7-5 Deployment
- c. MEU deployment

---

(Signature and Date)

SECTION 7: NAVAL ADMINISTRATIVE LEADERSHIP FUNDAMENTALS

- Ref:
- (a) BUPERSINST 1430.16F, Advancement Manual for Enlisted Personnel of the U.S. Navy and the U.S. Navy Reserve
  - (b) BUPERSINST 1610.10B, Naval Performance Evaluation Manual
  - (c) SECNAVINST 1650.1H, Navy and Marine Corps Awards Manual
  - (d) OPNAVFORM 1650/3, Naval Personal Award Recommendation
  - (e) OPNAVINST 1414.4B, Enlisted Fleet Marine Force Warfare Designation
  - (f) OPNAVINST 1414.1D, Enlisted Surface Warfare Designation
  - (g) OPNAVINST 1414,2A, Enlisted Air Warfare Designation
  - (h) NAVMC DIR 3500.14, Aviation Training and Readiness (T&R) Program Manual
  - (i) MILPERSMAN 1220-022, Combat Aircrew Insignia and Designation
  - (j) The Leading Petty Officer's Leadership Course Study Guide
  - (k) NAVPERS 1616/25 Record of Naval Counseling
  - (l) Marine Battle Skills Training Book 1 PVT - CAPT (PCN 50600000100)
  - (m) Military Requirements for Senior and Master Chief Petty Officer
  - (n) Chief Petty Officer's Creed
  - (o) UCMJ Article 15, Non-Judicial Punishment
  - (p) Local Order (1650 series)
  - (q) Local Publication (Awards Writing)
  - (r) Local Subject Matter Expert

7.1. Discuss the following administration required of Officers regarding the promotion of Sailors: (ref. a - q)

- a. Evaluations
- b. Sailor of the Quarter / Year
- c. Personal Awards
- d. Counseling

---

(Signature and Date)

SECTION 7: NAVAL ADMINISTRATIVE LEADERSHIP FUNDAMENTALS  
(CONT'D)

7.2. Discuss the various components that factor into the promotion of Sailors. (ref. a - b, r)

---

(Signature and Date)

7.3. Discuss the timeline and signing authorities of FITREPs and EVALs. (ref. a - b, r)

---

(Signature and Date)

7.4. Discuss the impact of the following to the Sailor of the Quarter and Sailor of the Year: (ref. p, r)

- a. Evaluations
- b. Personal Awards
- c. Warfare Designators
- d. Volunteer Work
- e. Committee Participation
- f. Correspondence Courses
- g. College Courses
- h. Navy Knowledge On-Line / General Military Training Currency
- i. Deployment for Training / Deployment to Theater
- j. Mission Impact

---

(Signature and Date)

7.5. Discuss the following awards and impact to the Sailor's promotion: (ref. c, d, r)

- a. Meritorious Mast
- b. Certificate of Commendation
- c. Navy/Marine Corps Achievement Medal
- d. Flag Letter of Commendation
- e. Letter of Appreciation

---

(Signature and Date)

SECTION 7: NAVAL ADMINISTRATIVE LEADERSHIP FUNDAMENTALS  
(CONT'D)

7.6. Discuss the rank and level of accomplishment appropriate to the following awards: (ref. c. d, r)

- a. Meritorious Mast
- b. Certificate of Commendation
- c. Navy/Marine Corps Achievement Medal
- d. Flag Letter of Commendation
- e. Letter of Appreciation

---

(Signature and Date)

7.7. Discuss the following components to an awards submission: (ref. c, d, r)

- a. Summary of Action
- b. Citation
- c. OPNAV Form 1650/3
- d. Improved Awards Processing System

---

(Signature and Date)

7.8 Discuss the limitations to rank authority and how lawful orders are limited to designated roles and responsibilities. (ref. j - n, r)

---

(Signature and Date)

7.9 Discuss the Naval Counseling Process. (ref. j - n, r)

---

(Signature and Date)

SECTION 7: NAVAL ADMINISTRATIVE LEADERSHIP FUNDAMENTALS (CONT'D)

7.10 Discuss the following progression of corrective actions and how they differ from that of the Marine Corps: (ref. j - o, r)

- a. Verbal Discussion
- b. Verbal Counseling
- c. Written Counseling
- d. Disciplinary Review Board
- e. Executive Officer Inquiry
- f. Captain's Mast / Non-Judicial Punishment

---

(Signature and Date)

## CHAPTER 2: INTRODUCTION TO MISSION AREAS

### 1. BASIC BUILDING BLOCKS

In this section, the equipment is broken down into smaller, more comprehensible, functional missions as basic building blocks in the learning process. Each system is written to reflect specific watch station requirements by identifying the equipment most relevant to one or more designated watch standers. The less complex missions may be identified and covered quickly or relegated to a lower priority to permit greater emphasis on more significant or complex missions.

### 2. COMPONENTS AND COMPONENT PARTS

For learning purposes each system is disassembled into two levels. Missions have components and components have parts. Do not expect to see every item which appears on a parts list to be in the OIP. Only those items which must be understood for operation/maintenance are listed. Normally a number of very broad (overview) missions are disassembled into their components or parts with the big picture as the learning goal. Items listed as components in such a system may then be analyzed as separate missions and broken down into components and parts. Example: the turbo generators may be listed as a component of the Ship's Service Electrical Distribution system and then later detailed as an individual system for closer study.

### 3. FORMAT

Each system is organized within the following format:

- It lists the references to be used for study and asks you to explain the function of each system.
- It asks for the static facts of what or where the components and component parts are in relation to the system.
- It directs attention to the dynamics of how the component and component parts operate to make the system function.
- It specifies the parameters that must be immediately recalled.
- It requires study of the relationship between the system being studied and other missions or areas.

## CHAPTER 2: INTRODUCTION TO MISSION AREAS (Cont'd)

### 4. HOW TO COMPLETE

Once an understanding of one or more of the fundamentals is attained, the trainee will contact a Qualifier. The Qualifier will expect the trainee to satisfactorily answer all line items in the applicable section prior to signing off completion. If the command requires an oral board or written examination for final qualification, the trainee may be asked questions from any section.

SECTION 1: HEADQUARTERS MARINE CORPS MANPOWER MANAGEMENT  
SEPARATIONS AND RETIREMENT (HQMC MMSR-4)

- Ref:
- (a) HQMC Manpower Management Official Web Page  
(www.manpower.usmc.mil)
  - (b) Chapter 61, Title 10, United States Code.
  - (c) DOD Instruction 1332.38, Physical Disability  
Evaluation Manual
  - (d) SECNAVINST 1850.4E, Disability Evaluation  
Manual (DEM)
  - (e) MCO P1900.16F, Marine Corps Separation and  
Retirement Manual (MARCORSEPMAN)
  - (f) Local Subject Matter Expert

1.1. SYSTEM COMPONENTS AND COMPONENT PARTS

Referring to a standard print of this system or the actual  
equipment, identify the following system components and  
component parts and discuss the designated items for each:  
(refs. a, b)

- a. What is the function?
- b. What is its role in the administration of Limited  
Duty?

For questions 1-3 answer A and B above

1. Headquarters Marine Corps Manpower Management Separation and  
Retirement Division (HQMC MMSR-4) (ref. a-f)

---

(Signature and Date)

2. Local Medical Boards Office (ref. a-f)

---

(Signature and Date)

3. MEDBOLTS Database System [ref. a-f]

---

(Signature and Date)

1.2. PRINCIPLES OF OPERATION - None to be discussed.

1.3. PARAMETERS/OPERATING LIMITS - None to be discussed.

1.4. SYSTEM INTERFACE

1. Discuss the Limited Duty Board Process. (ref. a-f)

---

(Signature and Date)

1.5. SAFETY PRECAUTIONS - None to be discussed.

SECTION 2: MARINE CORPS BODY COMPOSITION PROGRAM AND ADMINISTRATIVE SEPARATION

- Ref: (a) MCO P6100.13 W/CH 1 Marine Corps Physical Fitness  
(b) MCO 6110.3 W/CH 1 Body Composition Program  
(c) DOD Instruction 1332.14, Enlisted Administrative Separation Instruction  
(d) MCO P1900.16F, Marine Corps Separation and Retirement Manual (MARCORSEPMAN)  
(e) Local Subject Matter Expert  
(f) MANMED Chapter 15. Physical Qualifications

2.1. SYSTEM COMPONENTS AND COMPONENT PARTS

1. Referring to a standard print of this system or the actual equipment, identify the following system components and component parts and discuss the designated items for each: (refs. a-f)

- a. What is its function?
- b. Who is the primary administrator?
- c. What is the role of the Medical Department?

Marine Corps Body Composition Program  
(Answer A, B and C above)

\_\_\_\_\_  
(Signature and Date)

2. Administrative Separation

\_\_\_\_\_  
(Signature and Date)

2.2. PRINCIPLES OF OPERATION - None to be discussed.

2.3. PARAMETERS/OPERATING LIMITS - None to be discussed.

SECTION 2: MARINE CORPS BODY COMPOSITION PROGRAM AND  
ADMINISTRATIVE SEPARATION (CONT'D)

2.4. SYSTEM INTERFACE

1. Discuss the basic flow of Body Composition Program and the involvement of the Medical department. (refs. a-e)

---

(Signature and Date)

2. Discuss the requirements of a Brig Physical. (refs. a-f)

---

(Signature and Date)

3. Discuss the following scenarios for administrative separation: (refs. a, b, c)

- a. Medical (non-Medical Board eligible)
- b. Urinalysis and SACO
- c. Personality Disorder
- d. Body Composition Program
- e. Legal reasons following Non-Judiciary Punishment

---

(Signature and Date)

2.5. SAFETY PRECAUTIONS - None to be discussed

SECTION 3: ELECTRONIC DATABASES MEDICALLY SUPPORTING THE FLEET  
MARINE FORCE

- Ref:
- (a) Marine Corps Manpower MCTFS Official Web Site (<https://www.missa.manpower.usmc.mil/Software/Default.aspx?ptype=MCTFS>)
  - (b) Marine Online Official Web Site (<https://www.mol.usmc.mil/>)
  - (c) Medical Readiness Reporting System Official Web Site (<https://mrrs.sscno.nmci.navy.mil/mrrs/>)
  - (d) Navy Dental Common Access System Official Web Site (<https://dencas.med.navy.mil/default.asp>)
  - (e) Navy Electronic Deployment Health Assessment Official Web Site (<https://data.nmcphc.med.navy.mil/edha/>)
  - (f) Navy Medicine Information Systems Support Activity Official Web Site (<http://www.med.navy.mil/sites/navmissa/Pages/NAVMISSAHome.aspx>)
  - (g) Local Subject Matter Expert

3.1. SYSTEM COMPONENTS AND COMPONENT PARTS

Referring to a standard print of this system or the actual equipment, identify the following system components and component parts and discuss the designated items for each: (refs. a - g)

- a. What information does the database store?
- b. Who inputs the information into the database?
- c. What is the primary output of the database?

For questions 1-7 answer A, B and C above

1. Marine Corps Total Force System (MCTFS)

---

(Signature and Date)

2. Marine On-Line (MOL)

---

(Signature and Date)

SECTION 3: ELECTRONIC DATABASES MEDICALLY SUPPORTING THE FLEET  
MARINE FORCE (CONT'D)

3. Medical Readiness Reporting System (MRRS)

\_\_\_\_\_  
(Signature and Date)

4. Dental Common Access System (DENCAS)

\_\_\_\_\_  
(Signature and Date)

5. Electronic Deployment Health Assessment (EDHA)

\_\_\_\_\_  
(Signature and Date)

6. Medical Boards Online Tracking System (MEDBOLTS)

\_\_\_\_\_  
(Signature and Date)

7. Unit Recall Roster (Social or Alpha Roster)

\_\_\_\_\_  
(Signature and Date)

3.2. PRINCIPLES OF OPERATION - None to be discussed.

3.3. PARAMETERS/OPERATING LIMITS - None to be discussed.

3.4. SYSTEM INTERFACE

1. Discuss the lag associated with the population of information. (refs. a - g)

\_\_\_\_\_  
(Signature and Date)

3.5. SAFETY PRECAUTIONS - None to be discussed.

SECTION 4: FLEET MARINE FORCE MEDICAL SUPPLY AND EQUIPMENT LOGISTICS

- Ref:
- (a) MCRP 5-12D, Organization of the Marine Corps Forces (PCN 14400005000)
  - (b) MCWP 4-11.1 Health Service Support Operations
  - (c) NAVMED P5134, General Medical Officer's Manual 4th Edition
  - (d) The Naval Flight Surgeon's Manual
  - (e) Local Publication (MEDLOG Supply Acquisition)
  - (f) Local Subject Matter Expert

4.1. SYSTEM COMPONENTS AND COMPONENT PARTS

1. Discuss the role of the following agencies involved in the acquisition of equipment (ref. a - f).
- a. Unit S-4
  - b. Regt / MAG / MLG S-4
  - c. MARDIV / MAW / MLG / MEF Fiscal Office

\_\_\_\_\_  
(Signature and Date)

4.2. PRINCIPLES OF OPERATION

1. Discuss the procedures surrounding the acquisition of equipment on the Table of Equipment: (ref. b, d, f)

\_\_\_\_\_  
(Signature and Date)

2. Discuss the procedures surrounding the acquisition of equipment not found on the Table of Equipment. (ref. a - f)

\_\_\_\_\_  
(Signature and Date)

SECTION 4: FLEET MARINE FORCE MEDICAL SUPPLY AND EQUIPMENT  
LOGISTICS (CONT'D)

3. Discuss the procedures surrounding the acquisition of medication beyond standard prescriptions from AHLTA and CHCS. (ref. c, e, f)

---

(Signature and Date)

4.3. PARAMETERS/OPERATING LIMITS - None to be discussed.

4.4. SYSTEM INTERFACE

1. Discuss the role of Medical Supply support of the Fleet Marine Force by the following: (ref. a - f)

- a. Naval Hospitals and other Military Treatment Facility
- b. MEDLOG
- c. Civilian Pharmacies and Treatment Facilities

---

(Signature and Date)

4.5. SAFETY PRECAUTIONS - None to be discussed.

## SECTION 5: MARINE CORPS INSPECTOR GENERAL REGULATIONS

- Ref:
- (a) MCO 5040.6H, MARINE CORPS READINESS INSPECTIONS AND ASSESSMENTS
  - (b) AIRS 500, Automated Inspection Readiness System Medical Tabs
  - (c) NAVMED P-117, Manual of Medicine Change 127, Chapter 15 Medical Examinations, Chapter 16 Medical Records
  - (d) OPNAVINST 6120.3, Preventive Health Assessment
  - (e) The Military Training Network Handbook
  - (f) Local Publication (Verification of Medical Records)
  - (g) Local Subject Matter Expert

### 5.1. SYSTEM COMPONENTS AND COMPONENT PARTS

Referring to a standard print of this system or the actual equipment, identify the following system components and component parts and discuss the designated items for each:

- a. What is its function?
- b. Who conducts the inspection for your unit?
- c. How often does the inspection take place?
- d. What is the guiding regulation surrounding the inspection?

1. Commanding General Readiness Inspection. (ref a, b)  
(Answer A, B, C and D above)

---

(Signature and Date)

### 5.2. PRINCIPLES OF OPERATION

1. Discuss the components to the Unit Medical Department Binder: (ref. a - g)

- a. Personnel Rosters
- b. MRRS Readiness Reports
- c. Record of past immunization evolutions
- d. MOL Morning Report and Personnel Accountability
- e. Limited Duty Forms and Duty Status of Personnel
- f. Allergies and Red Dog Tags
- g. Accountability of Female Exams

- h. Dental Readiness
- i. Tuberculosis SF600 and Positive PPD accountability
- j. Eye Glasses Roster
- k. Chronic Medication Roster
- l. Qualification and Licenses of Medical Department
- m. Basic Life Saver and Combat Life Saver training records
- n. Corpsmen Training records

---

(Signature and Date)

SECTION 5: MARINE CORPS INSPECTOR GENERAL REGULATIONS  
(CONT'D)

2. Discuss the following components to the verification of the Health Record. (ref. c - g)

- a. Cover
- b. DD 2766
- c. Allergy/Sensitivity SF600
- d. Blood Type SF 600
- e. SF 601
- f. HIV Testing Form 6000/2
- g. DD 771 Prescription Eye Wear
- h. DD 2215 / 2216 Audiology
- i. Asbestos screening form
- j. Medical Surveillance Form
- k. Pencil Entries
- l. 'This side not used'
- m. Pink Cards
- n. DD 2005 Privacy Act
- o. Abstract of Service
- p. SF 88, 93, DD 2807, 2808
- q. Special Duty Medical Abstract
- r. Deployment Health Assessments
- s. Lab chit cover
- t. Radiology chit cover

---

(Signature and Date)

- 5.3. PARAMETERS/OPERATING LIMITS - None to be discussed.
- 5.4. SYSTEM INTERFACE - None to be discussed.
- 5.5. SAFETY PRECAUTIONS - None to be discussed.

SECTION 6: FLEET DEPOYMENT REGULATIONS

- Ref:
- (a) MCWP 4-11.1 Health Service Support Operations
  - (b) NAVMED P-117, Manual of the Medical Department (Chapter 15 (Medical Examinations), Chapter 19 (Fleet Marine Force))
  - (c) MARADMIN 740/07 The Pre-deployment Toolkit
  - (d) Official Center for Disease Control Website (<http://www.cdc.gov>)
  - (e) MCO 3502.3A, Marine Expeditionary Unit (SOC) Pre-deployment Training Program
  - (f) OIF/OEF PREDEPLOYMENT TRAINING CONTINUUM R 170023Z MAR 06 CMC WASHINGTON DC DCCDI(UC) (<https://www.intranet.tecom.usmc.mil/Form.aspx?ID=6>)
  - (g) Official Navy EDHA website (<https://data.nmcphc.med.navy.mil/edha/>)
  - (h) Official website Department of Defense Deployment Health (<http://www.pdhealth.mil/>)
  - (i) Local Subject Matter Expert

6.1. SYSTEM COMPONENTS AND COMPONENT PARTS

Referring to a standard print of this system or the actual equipment, identify the following system components and component parts and discuss the designated items for each:

- a. What is the ruling guidance for the area of operations?
- b. What countries have frequent Marine activity in these areas?
- c. What are the primary objectives for the unit in the area of operations?
- d. What are the priorities of the Medical Department to support these objectives?

For questions 1-5 answer A, B, C and D above

1. CENTCOM (ref. a, b, c, i)

---

(Signature and Date)

SECTION 6: FLEET DEPOYMENT REGULATIONS (CONT'D)

2. PACOM (ref. a, b, c, d, g, i)

---

(Signature and Date)

3. AFRICOM (ref. a, b, c, d, g, i)

---

(Signature and Date)

4. SOUTHCOM (ref. a, b, c, d, g, i)

---

(Signature and Date)

5. EUCOM (ref. a, b, c, d, g, i)

---

(Signature and Date)

6.2. PRINCIPLES OF OPERATION

1. Discuss the Medical eligibility criteria for deployment.  
(ref. b, c, g - i)

---

(Signature and Date)

2. Discuss the evolutions that must take place in the following time frames: (ref. b - i)

- a. Pre-deployment
- b. Immediately Prior to Re-deployment
- c. Immediately Upon return to CONUS
- d. 90 days after return to CONUS

---

(Signature and Date)

## SECTION 6: FLEET DEPLOYMENT REGULATIONS

- Ref:
- (a) MCWP 4-11.1 Health Service Support Operations
  - (b) NAVMED P-117, Manual of the Medical Department (Chapter 15 (Medical Examinations), Chapter 19 (Fleet Marine Force))
  - (c) MARADMIN 740/07 The Pre-deployment Toolkit
  - (d) Official Center for Disease Control Website (<http://www.cdc.gov>)
  - (e) MCO 3502.3A, Marine Expeditionary Unit (SOC) Pre-deployment Training Program
  - (f) OIF/OEF PREDEPLOYMENT TRAINING CONTINUUM R 170023Z MAR 06 CMC WASHINGTON DC DCCDI(UC) (<https://www.intranet.tecom.usmc.mil/Form.aspx?ID=6>)
  - (g) Official Navy EDHA website (<https://data.nmcphc.med.navy.mil/edha/>)
  - (h) Official website Department of Defense Deployment Health (<http://www.pdhealth.mil/>)
  - (i) Local Subject Matter Expert

### 6.1. SYSTEM COMPONENTS AND COMPONENT PARTS

Referring to a standard print of this system or the actual equipment, identify the following system components and component parts and discuss the designated items for each:

- a. What is the ruling guidance for the area of operations?
- b. What countries have frequent Marine activity in these areas?
- c. What are the primary objectives for the unit in the area of operations?
- d. What are the priorities of the Medical Department to support these objectives?

For questions 1-5 answer A, B, C and D above

1. CENTCOM (ref. a, b, c, i)

---

(Signature and Date)

SECTION 6: FLEET DEPLOYMENT REGULATIONS (CONT'D)

2. PACOM (ref. a, b, c, d, g, i)

---

(Signature and Date)

3. AFRICOM (ref. a, b, c, d, g, i)

---

(Signature and Date)

4. SOUTHCOM (ref. a, b, c, d, g, i)

---

(Signature and Date)

5. EUCOM (ref. a, b, c, d, g, i)

---

(Signature and Date)

6.2. PRINCIPLES OF OPERATION

1. Discuss the Medical eligibility criteria for deployment.  
(ref. b, c, g - i)

---

(Signature and Date)

2. Discuss the evolutions that must take place in the following  
time frames: (ref. b - i)

- a. Pre-deployment
- b. Immediately Prior to Re-deployment
- c. Immediately Upon return to CONUS
- d. 90 days after return to CONUS

---

(Signature and Date)

SECTION 6: FLEET DEPLOYMENT REGULATIONS (CONT'D)

3. Discuss the following Pre-deployment Training Programs: (ref c, e, f)

- a. MEU (SOC) Pre-deployment Training Program
- b. OIF/OEF Pre-deployment Training Program

---

(Signature and Date)

- 6.3. PARAMETERS/OPERATING LIMITS - None to be discussed.
- 6.4. SYSTEM INTERFACE - None to be discussed.
- 6.5. SAFETY PRECAUTIONS - None to be discussed.

SECTION 7: PROMOTIONS AND AWARDS OF ENLISTED SAILORS

- Ref:
- (a) BUPERSINST 1430.16F, Advancement Manual for Enlisted Personnel of the U.S. Navy and the U.S. Navy Reserve
  - (b) BUPERSINST 1610.10B, Naval Performance Evaluation Manual
  - (c) SECNAVINST 1650.1H, Navy and Marine Corps Awards Manual
  - (d) Enlisted Fleet Marine Force Warfare Designation
  - (e) Enlisted Surface Warfare Designation
  - (f) Enlisted Air Warfare Designation
  - (g) Enlisted Naval Air Crew Designation
  - (h) USUHS BLS Handbook
  - (i) TCCC / CLS Instruction
  - (j) MARADMIN 645/09
  - (k) Local Order (1650 series)
  - (l) Local Subject Matter Expert

7.1. SYSTEM COMPONENTS AND COMPONENT PARTS

Referring to a standard print of this system or the actual equipment, identify the following system components and component parts and discuss the designated items for each:

- a. What is the ruling guidance for the following?
- b. What are the types and periodicities of the following?
- c. Who are the granting authorities for the following?
- d. What level of accomplishment rates the following commendations?
- e. What do the Designation / Qualification add to the Medical Capabilities of the unit?

For questions 1-5 answer A, B, C and D above

1. Promotion of Enlisted Sailors (ref. a - 1)

---

(Signature and Date)

SECTION 7: PROMOTIONS AND AWARDS OF ENLISTED SAILORS  
(CONT'D)

2. Sailor of the Quarter and of the Year (ref. a - l).

---

(Signature and Date)

3. Personal Awards (ref. c)

---

(Signature and Date)

4. Enlisted Warfare Designations (ref. d - g).  
(Answer A, B, C and E above)

---

(Signature and Date)

5. Enlisted Professional Qualifications (ref. h - j).  
(Answer A, B, C and E from previous section)

---

(Signature and Date)

- 7.2. PRINCIPLES OF OPERATION - None to be discussed.
- 7.3. PARAMETERS/OPERATING LIMITS - None to be discussed.
- 7.4. SYSTEM INTERFACE - None to be discussed.
- 7.5. SAFETY PRECAUTIONS - None to be discussed.

SECTION 8: COUNSELING AND PROFESSIONAL GUIDANCE OF ENLISTED SAILORS

- Ref:
- (a) BUPERSINST 1430.16F, Advancement Manual for Enlisted Personnel of the U.S. Navy and the U.S. Navy Reserve
  - (b) BUPERSINST 1610.10B, Naval Performance Evaluation Manual
  - (c) NAVPERS 1616/25 Record of Naval Counseling
  - (d) Blue Jacket's Manual
  - (e) OPNAVINST 3120.32C W/CH3, Standard Organization and Regulations of the U.S. Navy
  - (f) Leading Petty Officer's Leadership Course Study Guide
  - (g) Military Requirements for Senior and Master Chief Petty Officer
  - (h) UCMJ Article 15, Non-Judicial Punishment
  - (i) Local Order (1626 series)
  - (j) Local Subject Matter Expert

8.1. SYSTEM COMPONENTS AND COMPONENT PARTS

Referring to a standard print of this system or the actual equipment, identify the following system components and component parts and discuss the designated items for each:

- a. What are the circumstances that lead to the corrective action?
- b. What are the pre-requisites for the corrective action?
- c. Who is the authority on the corrective action?
- d. What is the administrative result of the corrective action?

1. Verbal Discussion (ref. e) (Answer A, B and C above)

---

(Signature and Date)

2. Verbal Counseling (ref. a, b, d, e, f, g, j) (Answer A, B and C above)

---

(Signature and Date)

SECTION 8: COUNSELING AND PROFESSIONAL GUIDANCE OF ENLISTED  
SAILORS

3. Naval Record of Enlisted Counseling (ref. a, b, c, d, e, f, g, j). (Answer A, B, C and D above)

---

(Signature and Date)

4. Disciplinary Review Board (ref. a, b, c, d, e, f, g, i, j)  
(Answer A, B, C and D above)

---

(Signature and Date)

5. Non-Judicial Punishment (ref. a, b, c, d, e, f, g, h, j)  
(Answer A, B, C and D above)

---

(Signature and Date)

- 8.2. PRINCIPLES OF OPERATION - None to be discussed.
- 8.3. PARAMETERS/OPERATING LIMITS - None to be discussed.
- 8.4. SYSTEM INTERFACE - None to be discussed.
- 8.5. SAFETY PRECAUTIONS - None to be discussed.

CHAPTER 3: FINAL OFFICER QUALIFICATION

NAME \_\_\_\_\_

RATE/RANK \_\_\_\_\_

This page is to be used as a record of satisfactory completion of designated sections of the Officer Indoctrination Program (OIP). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors give away their signatures, unnecessary difficulties can be expected in future routine operations.

A copy of this completed page shall be kept in the individual's training jacket.

The trainee has completed all OIP requirements for this program.

RECOMMENDED \_\_\_\_\_

DATE \_\_\_\_\_

SMO

RECOMMENDED \_\_\_\_\_

DATE \_\_\_\_\_

Unit CO

QUALIFIED \_\_\_\_\_

DATE \_\_\_\_\_

WSO

COMPLETION CERTIFICATE \_\_\_\_\_

DATE \_\_\_\_\_

SECTION 1: 2d Marine Aircraft Wing Medical Officer  
 Indoctrination Program Feedback Form

Instructions: Please take a moment to complete this evaluation of the program in which you just participated. Your comments will be used to make ongoing improvements to the program. Please refer to the rating scale provided below. Thank you for your participation.

Date: \_\_\_\_\_

1=Strongly Disagree      2=Disagree      3=Neutral      4=Agree  
 5=Strongly Agree

1. Overall this course met my expectations.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
2. The program content was relevant to my work and extended knowledge.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
3. The method of presentation enhanced my learning experience.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
4. The audiovisual materials enhanced the presentation.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
5. The program resource materials (ie. textbooks, outlines, agendas, handouts) were useful	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
6. There were adequate and appropriate physical facilities for this course.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
7. The program was presented at an appropriate pace conducive to learning.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
8. Instructors presented the material with knowledge and clarity.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
9. Instructors provided adequate and helpful feedback	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5

Please use this space to make any additional comments:

---



---



---

Were there any specific strengths or weaknesses of the program that you would like to comment on?

---

---

(Optional) If you would like feedback on your comments, please fill out the following:

Name:

---

Rank: \_\_\_\_\_ Grade: \_\_\_\_\_

Phone:

---

Email:

---

Signature (required if action is being requested)

---

Thank you for your participation and input.

## APPENDIX A

### ACRONYMS USED IN THIS OIP

Not all acronyms or abbreviations used in this OIP are defined here. The following acronyms or abbreviations may not be commonly known throughout their community and are defined to avoid confusion. If there is a question concerning an acronym or abbreviation not spelled out on this page nor anywhere else in the enclosure, use the references listed on the line item containing the acronym or abbreviation in question.

AFRICOM	US African Command
AIRS	Automated Inspection Reporting System
AMALS	Authorized Medical Allowance Lists
ANAM	Automated Neurological Assessment Module
BCP	Body Composition Program
BJOQ	Blue Jacket of the Quarter
BLS	Basic Life Saver
BMR	Birth Month Recall
CASEVAC	Casualty Evacuation
CBRNE	Chemical, Biological, Radiological, Nuclear, Environmental
CENTCOM	US Central Command
CERTCOM	Certificate of Commendation
CFT	Combat Fitness Test
CIT	Citation of Award
CLS	Combat Life Saver
CPO	Chief Petty Officer
DENCAS	Dental Common Access System
DRB	Disciplinary Review Board
EDHA	Electronic Deployment Health Assessment
EUCOM	US European Command
EVAL	Naval Enlisted Performance and Evaluation Report
FITREP	Fitness Report
FLOC	Flag Letter of Commendation
FMF	Fleet Marine Force
GMO	General Medical Officer
HQMC	Headquarters, U.S. Marine Corps
JSOQ	Junior Sailor of the Quarter
LIMDU	Limited Duty
MANMED	Manual of Medicine
MCI	Marine Corps Installation commands
MCTFS	Marine Corps Total Force System
MEF	Marine Expeditionary Force
MEU	Marine Expeditionary Unit
MM	Meritorious Mast
MMSR	Manpower Management Separations and Retirement Division
MOL	Marine On-Line
MRRS	Medical Readiness Reporting System
MSE	Major Supporting Elements
NAM	Navy and Marine Corps Achievement Medal
NEC	Naval Enlisted Code
NJP	Non-Judicial Punishment
OEF	Operation ENDURING FREEDOM
OIF	Operation IRAQI FREEDOM
PACOM	US Pacific Command
PDHA	Post-deployment Health Assessment

PDHRA	Post-deployment Health Re-Assessment
PFT	Physical Fitness Test
PHA	Preventive Health Assessment
PPD	Purified Protein Derivative
Pre-DHA	Pre-deployment Health Assessment
SME	Subject Matter Expert
SOA	Summary of Action
SOQ	Sailor of the Quarter
SOUTHCOM	US Southern Command
SOY	Sailor of the Year
T/E	Table of Equipment
T/O	Table of Organization
TCCC	Tactical Combat Casualty Care

## LIST OF REFERENCES IN THIS OIP

AIRS 500, Automated Inspection Readiness System Medical Tabs  
BUPERSINST 1430.16F, Advancement Manual for Enlisted Personnel of the U.S. Navy and the U.S. Navy Reserve  
BUPERSINST 1610.10B, Naval Performance Evaluation Manual  
Chief Petty Officer's Creed  
DoD INST 1332.14, Enlisted Administrative Separations  
DoD INST 1332.38, Physical Disability Evaluation Manual  
Local Order (1650 series)  
Local Order (1626 series)  
Local Publication (PEBLO MMSR-4)  
Local Publication (MEDLOG Supply Acquisition)  
Local Publication (Awards Writing)  
Local Subject Matter Expert  
MARADMIN 645/09, Tactical Combat Casualty Care Guidelines  
MARADMIN 740/07 The Pre-deployment Toolkit  
MARADMIN 633/08 Baseline Pre-deployment Neurocognitive Assessments  
Marine Battle Skills Training Book 1 PVT - CAPT (PCN 50600000100)  
MCBUL 6490, Marine Corps Combat Operational Stress Control Program  
MCO 3502.3A, Marine Expeditionary Unit (SOC) Pre-deployment Training Program  
MCO P6100.13 W/CH 1, Marine Corps Physical Fitness Test  
MCO 6110.3 W/CH 1 Body Composition Program Manual  
MCWP 4-11.1 Health Service Support Operations  
MCO P1700.24B W/CH 1, Marine Corps Personal Services Manual  
MCO P1900.16F, Marine Corps Separations and Retirement Manual (PCN 1020273002)  
MCO 5040.6H, Marine Corps Readiness Inspections and Assessments  
MCRP 5-12D, Organization of the Marine Corps  
OIP/OEF PREDEPLOYMENT TRAINING CONTINUUM R 170023Z MAR 06 CMC  
WASHINGTON DC DCCDI(UC)  
(<https://www.intranet.tecom.usmc.mil/...Form.aspx?ID=6>)  
Military Requirements for Senior and Master Chief Petty Officer  
MILPERSMAN 1220-022, Combat Aircrew Insignia and Designation  
NAVMC DIR 3500.14, Aviation Training and Readiness (T&R) Program Manual  
NAVMED P-5010-9 (6-91), Manual for Preventive Medicine Ch 9 Preventive Medicine for Ground Forces  
NAVMED P-117, Manual of Medicine (Change 127) Chapter 15, Medical Examinations  
NAVMED P-117, Manual of Medicine (Change 127) Chapter 16, Medical Records  
NAVMED P-117, Manual of Medicine (Change 127) Chapter 18, Medical Boards  
NAVMED P-117, Manual of Medicine (Change 127) Chapter 19, Fleet Marine Force  
NAVMED P-117, Manual of Medicine (Change 127) Chapter 21, Pharmacy Operation and Drug Control  
NAVMED P5134, General Medical Officer's Manual 4<sup>th</sup> Edition  
NAVPERS 1616/25 Record of Naval Counseling  
Official website FMTB-East TCCC  
([http://www.lejeune.usmc.mil/FMTB/TCCC\\_DOCS.shtml](http://www.lejeune.usmc.mil/FMTB/TCCC_DOCS.shtml))  
Official website Center for Disease Control (<http://www.cdc.gov>)  
Official website Navy EDHA (<https://data.nmcphc.med.navy.mil/edha/>)  
Official website MRRS  
(<https://mrrstest.sscno.nmci.navy.mil/mrrstest/secure/welcome.m>)  
Official website HQMC Manpower Management ([www.mapower.usmc.mil](http://www.mapower.usmc.mil))  
Official website Marine Corps Manpower MCTFS  
(<https://www.missa.manpower.usmc.mil/software/Default.aspx?ptype=MCTFS>)  
Official website Marine Online (<https://www.mol.usmc.mil/>)

Official website Navy Medicine Information Systems Support Activity  
(<http://www.med.navy.mil/sites/navmissa/Pages/NAVMISSAHome.aspx>)  
Official website Navy Dental Common Access System  
(<https://dencas.med.navy.mil/default.asp>)  
Official website Department of Defense Deployment Health  
(<http://www.pdhealth.mil/>)  
OPNAVFORM 1650/3, Naval Personal Award Recommendation  
OPNAVINST 3120.32C, Standard Organization and Regulations of the U.S. Navy  
OPNAVINST 1414.4, Enlisted Fleet Marine Force Warfare Designation  
OPNAVINST 1414.1D, Enlisted Surface Warfare Designation  
OPNAVINST 1414.2A, Enlisted Air Warfare Designation  
OPNAVINST 6120.3, Preventive Health Assessment  
SECNAVINST 1650.1H, Navy and Marine Corps Awards Manual  
SECNAVINST 1850.4E, Disability Evaluation Manual (DEM)  
The Blue Jacket's Manual  
The Military Training Network Handbook  
The Leading Petty Officer's Leadership Course Study Guide  
The Naval Flight Surgeon's Manual  
UCMJ Article 15, Non-Judicial Punishment  
United States Code, Chapter 61, Title 10



# 2D MAW ROUTE SHEET

1. CLASSIFICATION: <b>UNCLASSIFIED</b>			2. FILE: DCP		3. DATE: 24 AUG 10	
4. OPERATOR CODE: A - ACTION      O - ORIGINATOR C - CONCURRENCE   R - RETURN I - INFORMATION   S - SIGNATURE			5. SUBJECT: 2D MAW MEDICAL OFFICER INDOCTRINATION PROGRAM (2D MAW MEDICAL OIP)			
6. ROUTE NUMBER	7. SECTION	8. OPER CODE	9. DATE		10. INIT	11. ACTION OFFICER/EXT: 466-2829
			IN	OUT		
6	CG	S				12. DATE DUE:
	AWC					13. REMARKS (SIGN AND DATE COMMENTS)
5	C of S	I				Sir: Submitted for your review and signature.
4	SGTMAJ	I	8/30			
	CMDCM					Prepared By: <i>[Signature]</i> Maj Hill-Johnson, Lisa D., Adj, 466-2829
3	STAFF SEC	A				
1	ADJUTANT	O	8/25			<p>Ride,</p> <p>I signed this -- <u>but</u> we ought to acknowledge somewhere up front that our Medical Department is doing <u>so</u> its primary mission <u>very well</u> (taking care of Marine &amp; Sailors) but that our administrative knowledge base was weak. This corrects that -- but as a "policy letter" -- I'd want to hit on the need for</p>
2	G-1	A				
	G-2					
	G-3					
	G-4					
	G-6					
	G-7					
	ALD					
	CAREER PLANNER					
	CHAPLAIN					
	CMS/CMCC					
	COMPT					
	DENTAL					
	DSS					
	INSPECTOR					
	WSURG					
	PAO					
	SJA					
	WISMO					
	CG MCAS					
	COMCABS					
	C/S					
	OPS					
	MANPOWER					
	I&L					
	NADEP					
	USNH					
	CSSD-21					
	WING PERSO					14. RETURN TO: Maj Hill-Johnson

\*Cpl Alataua\*

our priorities to be Ready for our primary objectives. This suggestion found a couple areas that need to be polished up... make sense?