



UNITED STATES MARINE CORPS

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

IN REPLY REFER TO:

WgO 12271.1 Ch 1

G-3

10 AUG 2010

WING ORDER 12271.1 Ch 1

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

Subj: STANDING OPERATIONS PROCEDURES (SOP) FOR TECHNICALLY
SKILLED REPRESENTATIVES

Encl: (1) New page inserts to WgO 12271.1

1. Situation. To make the necessary changes to enclosure (6).
2. Mission. Enclosure (6) reflects points of contact (POC) updates required to keep the order current.
3. Execution. Update Points of Contact on the first page of enclosure (6).
4. Summary of Change. Enclosure (6) has been modified to reflect current requirements.
5. Filing Instructions. Insert this change behind the signature page of the original Order.

R. W. REGAN
Chief of Staff

DISTRIBUTION: A

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

10 AUG 2010

Points of Contact (POC)

<u>LOCATION</u>	<u>BILLET</u>	<u>PERSON</u>	<u>PHONE</u>
2D MAW ALD <u>lowell.schweickartjr@usmc.mil</u>	AVO	Major Schweickart	(252) 466-2571
2D MAW ALD Contract Officer <u>david.kunselman@usmc.mil</u>		LCDR Kunselman	(252) 466-4129
2D MAW ALD, Technical Advisor <u>nelson.oneglia@usmc.mil</u>		MGySgt Oneglia	(252) 466-5806
CENTCOM <u>comteem@centcom.mil</u>	TCR	LCMD Comte	DSN 651-5385
COMUSMARCENT <u>perezy@marcent.usmc.mil</u>	G-1	Sgt Perez	DSN: 312-651-7023
COMUSMARCENT <u>martinwd@marcent.usmc.mil</u>	G-3	LtCol Martin	(318) 439-6090
COMNAVAIRLANT, <u>marion.d.jones@navy.mil</u>	N423E	LtCol Marion	(757) 444-1073
MARFORCOM <u>jayson.brayall@usmc.mil</u>	ALD	Major Brayall	(757) 836-1659
MARFORCOM <u>charles.everhart@usmc.mil</u>	ALD	MGySgt Everhart	(757) 836-1690
MARFORPAC <u>timothy.rybinski@usmc.mil</u>	ALD	Major Rybinski	(808) 447-8437
NATEC Cherry PT OIC <u>james.a.nelson3@usmc.mil</u>		Capt Nelson	(252) 466-4680
NATEC Cherry PT <u>nathan.benischek@usmc.mil</u>	NCOIC	GySgt Benischek	(252) 466-3418
NATEC New River <u>james.mccarthy1@navy.mil</u>	OIC	CWO5 McCarthy	(910) 449-6841
NR V-22 FST Program Off. <u>ralph.keener@navy.mil</u>		Capt Keener	(910) 449-5225



UNITED STATES MARINE CORPS
2D MARINE AIRCRAFT WING
U. S. MARINE CORPS FORCES COMMAND
POSTAL SERVICE CENTER BOX 8050
CHERRY POINT, NORTH CAROLINA 28533-0050

WgO 12271.1

ALD

JUN 23 2008

WING ORDER 12271.1

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

Subj: STANDING OPERATING PROCEDURES (SOP) FOR TECHNICALLY
SKILLED REPRESENTATIVES MOVEMENT

Encl: (1) Sample Naval Message draft for CONUS request
(2) Sample Naval Message draft for OCONUS request
(3) Sample Travel Request
(4) Examples of Recommended Statements on Orders
(5) MWHS-2 Check List
(6) Points of Contact (POC)

1. Situation. To establish an SOP for requesting Technically Skilled Representatives (Tech Reps) within the Continental United States (CONUS) and deployed in support of Outside the Continental United States (OCONUS) operations.

2. Mission. This document establishes an SOP for the movement of Tech Reps to locations both CONUS and OCONUS in support of training and global operations throughout the world. The intent of this document is to delineate areas of responsibility and to outline standard procedures to ensure effective support of technical assist requests.

a. Related information. The following information details the procedures for on-site technical support movement both CONUS and OCONUS. The scope of this document covers support from Naval Air Technical Data and Engineering Service Command (NATEC) and other contracted Fleet Support Representatives (FSR).

(1) CONUS

(a) NATEC. Request via Electronic Local Assistance Request (ELAR). Follow established procedures published in NATECINST 5400.1. Additional information can be obtained by contacting NATEC Cherry Point, 252-466-4680.

WgO 12271.1

JUN 23 2008

(b) Non-NATEC. V-22, Contract Maintenance Service (CMS), FSR, Joint Strike Fighter (JSF) and others request from the local Fleet Support Team (FST), via telephone conversation (PHONCON) or email. FST office will respond with the appropriate assistance.

(c) CMS. NATEC, CMS, and FSR contracted representatives traveling with the unit from CONUS to OCONUS shall be requested by the squadron via Naval Message (TWX) stating the length of stay, reasons and qualifications required, endorsed by Marine Aviation Logistic Squadron (MALS), to Wing Aviation Logistics Department (ALD)/S-3/G-3 and Contracting Officer, to Marine Expeditionary Force (MEF), to Commander, Marine Corps Forces Command (COMMARFORCOM) ALD, Information (INFO) Commander, United States Marine Forces, Central Command (COMUSMARCENT)/WING ALD/S-3/G-3 FORWARD (FWD), FSR/PMA or NATEC. Once approved, the squadron shall add the representatives to the squadron's roster and unit line number (ULN).

(2) OCONUS

(a) NATEC. All NATEC assist request for deployed units will be made via TWX (see enclosure 2), 30 to 40 days prior to requirement (if requirement doesn't allow the minimum 30 days, request via electronic submission followed by TWX), endorsed by MALS FWD, to Marine Aircraft Wing (MAW) FWD, to MEF FWD, to COMUSMARCENT G-3, to MARFORCOM ALD for sourcing and INFO MEF REAR, United States Central Command (USCENTCOM), WING ALD/S-3/G-3 REAR and NATEC.

(b) Horn of Africa (HOA). HOA assist requests shall be made via TWX to COMUSMARCENT G-3 and INFO MEF REAR, USCENTCOM, WING ALD/S-3/G-3 REAR and NATEC. Readdressed to MARFORCOM ALD for approval.

1. NATEC will not release a Technical Assistance (TA) response message unless NATEC has an e-mail, PHONCON or message concurrence from the Marine Corps Forces (MARFOR).

(c) Non-NATEC. V-22, CMS, FSR, JSF request for deployed units will be made via TWX, 30 to 40 days prior to requirement (if requirement doesn't allow the minimum 30 days, request via electronic submission followed by TWX), endorsed by MALS FWD, to MAW FWD, to MEF FWD, to COMUSMARCENT G-3, to MARFORCOM ALD for sourcing and INFO USCENTCOM, MEF REAR, WING/S-3/G-3, FSR/PMA.

(d) Extensions. Squadrons which desire or require Tech Reps to remain longer than initially scheduled shall request via TWX, explaining the reason for requiring the extension, endorsed by MALS FWD, to MAW FWD, to MEF FWD, to COMUSMARCENT G-3, to MARFORCOM ALD and INFO to WING ALD REAR and appropriate FSR/PMA or NATEC. MAW FWD will provide the representatives with a new Common Access Card (CAC) date via the local TA.

(e) Depending on the contract, it may be the contracting company's responsibility to provide air transportation for Tech Reps which will be OCONUS for 29 days or less.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The requesting unit will initiate a message in accordance with (IAW) the Department of the Navy (DON) Correspondence Manual MCO 5216.20G (as required for OCONUS, following the steps in paragraph 6 of this SOP) for the technical assistance needed. Ensure the message states the skill set required, defective aircraft system, steps that have been taken and your Aircraft Maintenance Officer (AMO) concurrence for TA. If the requesting unit can not release message traffic, then forward the draft, via email, to the next level in the chain of command and address the message with, "Released on behalf of".

(2) Concept of Operations

(a) Wing ALD Contracting Officer

1. Monitor and readdress TA request messages as required and forward messages via email as appropriate to maintain situational awareness for those involved.

2. Monitor and forward Area/Theater/Country Clearance Request (TCR) as required.

3. Keep Marine Wing Headquarters Squadron 2 (MWHS-2) S-1, S-4, G-1 and contracting company informed of any changes in plans.

4. Receive, validate and approve Travel Authorities and Essential Position Agreements as required.

~~JUN 23~~ 2008

5. Coordinate with Wing FWD for transportation from the point of entry to the final destination as required.

6. Maintain, update and review Orders, and Directives pertaining to Tech Reps movement to include POC.

7. Provide S-3 with the Training Requirements as per the Contract.

(b) Wing Security Manager

1. Verify security clearance and expiration dates as required.

(c) MWHS-2, S-1

1. Schedule check-in dates with contractors.

2. Provide administrative support to Tech Reps assigned as augments to MWHS-2.

3. Verify passport and Visa are valid as required.

4. Verify CAC card is valid 90 days beyond estimated return date if applicable.

5. Complete orders with all contractors' rights and privileges and endorsements (see enclosure 4). Ensure weapons endorsement is included for those authorized to travel with weapon.

6. Submit transportation request to G-3 for Tech Reps who will be OCONUS for more than 30 days. Ensure detailed justification is provided in order to expedite the request.

7. Provide itineraries as required.

(d) MWHS-2, S-3

1. Ensure training requirements are met.

(e) MWHS-2, S-4

1. Arrange ground transportation to the aerial port of embarkation (APOE) as required.

JUN 23 2009

2. Insure passenger (PAX) arrival at APOE at the designated time.

(f) AC/S, G-1

1. Ensure G-1 FWD is aware of inbound traveler via email.

(g) AC/S, G-3 Plans

1. Receive, validate and approve Travel Requests as required.

2. Arrange for STRAT lift if available, otherwise coordinate with traffic management office (TMO) for CHANNEL or commercial flight.

3. Certify ULN for movement.

(h) TMO

1. Make CHANNEL/commercial flight arrangements when requested by G-3.

2. Coordinate with G-3 regarding STRAT and CHANNEL flights.

3. Notify G-3, Contracting Officer and Contracting Company of any changes in commercial flight status/date.

(i) NATEC and Other Contracting Companies

1. Submit the TCR 30 days prior to estimated departure/arrival date via TWX, referencing the Date Time Group (DTG) of the approving message or on line at <https://apacs.dtic.mil>, "Aircraft and Personnel Automated Clearance System (APACS)". If a request can not meet the minimum 30 day requirement, communicate with USCENTCOM, COMUSMARCENT G-1 and G-3 via electronic submission followed by a TWX (USCENTCOM Theater Travel Coordinator Cell is the approving agency for TCR).

a. APACS is the new authorized, single source, web-based tool that will facilitate the creation, submission, coordination and notification of aircraft diplomatic and personnel travel clearances (Special, Area, Theater and Country). Units will be required to create an account for the initial request.

b. Visit <https://www.fcg.pentagon.mil> for the latest information, changes/up-dates to the requirements of the TCR (see enclosure 3).

2. Submit Travel Authority and Essential Position Agreements to the Wing Contracting Officer via email for signature prior to the check-in date. Once the forms have been approved and signed, forms can be picked up the day of check-in from the Wing Contracting Officer or his appointed assist.

3. Assist commands with issues they may have.

4. Arrange for transportation.

a. If Defense Travel System (DTS) is available, initiate a travel voucher.

b. If contracting company does not have DTS access, then communicate this with MWHS-2, S-1 at the earliest opportunity.

5. Ensure the contractors have a report date to MWHS-2, S-1 5-10 days prior to scheduled departure date for the check-in process.

6. Monitor progress of TWX to MARFOR and assist where needed.

7. Ensure security clearance appropriate to equipment being serviced (Non-U.S. Citizen Contract personnel are limited in access to classified U.S. information).

8. Ensure passports and Visa are completed in a timely manor.

9. Ensure CAC Card with emergency essential paperwork/privileges (for Geneva Convention Category III) are current and will cover the time the representative is OCONUS.

10. Ensure Anti-Terrorism classes are completed(<https://atlevell1.dtic.mil/at/>).

11. Ensure TCR is completed as applicable (<https://apacs.dtic.mil>).

12. Ensure contractor receives 782 gear (gas mask required, flak with small arms protective inserts (SAPI)

plates, and kevlar). Export license for body armor carried through certain countries may be required.

13. Ensure medical and dental screenings are complete.

14. Ensure legal requirements have been met, power of attorney and wills as required.

15. Ensure the traveler has the following packages:

- a. Original orders.
- b. Approving message.
- c. Theater Clearance Request (approval may not be available).
- d. Visa.
- e. Passport.
- f. Itinerary and tickets/ULN.
- g. Valid CAC card.

4. Administration and Logistics. This Order incorporates new policies and procedures and should be reviewed in it's entirety.

5. Command and Signal

a. Command. This Order is applicable to all units of 2d Marine Aircraft Wing.

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



C. E. HOLZWORTH
Chief of Staff

DISTRIBUTION: A

WgO 12271.1
JUN 23 2009

Sample Naval Message draft for CONUS request

REFER TO THE (DON) CORRESPONDENCE MANUAL MCO 5216.20G

SAMPLE ASHORE ETS ASSISTANCE REQUEST.

R 000000Z MMM YY ZYB
FM REQUESTING ACTIVITY
TO CG SECOND MAW ALD
INFO COMMARFORCOM ALD
NATEC SAN DIEGO CA
COMNAVAIRFOR SAN DIEGO CA//N423//
NATEC DET (LOCAL)
MAG (AS APPLICABLE)
MALS (AS APPLICABLE)
OTHERS (AS APPLICABLE)
BT UNCLAS //N04350//
MSGID/GENADMIN/XXXXXXXXXX//
SUBJ/ASHORE ETS SUPPORT REQUEST//
REF/A/DOC/CNAP-CNALINST 4350.3C/12OCT1999//
NARR/REFERENCE A IS THE CNAL-CNAP ETS INSTRUCTION//
POC/NAME/RANK/REQUESTING ACTIVITY/LOCATION/EMAIL/TEL: DSN/CML//
RMKS/1. PER REFERENCE A, THE FOLLOWING ETS ASSISTANCE IS REQUESTED.
A. MAJOR SYSTEM (POWERPLANTS, AIRFRAMES, AVIONICS, ELECTRICAL, SE, IT)
B. LOCATION
C. SUBSYSTEM WORK UNIT CODE(S) AND NOMENCLATURE(S) (LIST)
D. DEFICIENCIES (TRAINING, TECHNICAL DATA, MATERIAL, ETC.)
E. PRIMARY START/STOP DATES
F. ALTERNATE START/STOP DATES
G. TYPE/MODEL/SERIES OF AIRCRAFT (IF APPLICABLE)
H. TYPE SERVICES REQUESTED (FORMAL TRAINING, OJT, ETC.)
I. BERTHING (FOR SHORE LOCATIONS, BOQ RESERVATIONS WILL BE MADE BY NATEC) (SHIP
PIERSIDE OR SHORE DEPLOYED SQUADRON, FACILITATE COMMENSURATE BERTHING
AVAILABILITY PER REF A.)
J. TRANSPORTATION AVAILABILITY
K. REMARKS. TO ENSURE EXPEDITIOUS PROCESSING OF ETS ASSISTANCE REQUESTS, PROVIDE
DETAILED INFORMATION REGARDING THE DISCREPANCY(S) EXPERIENCED, INCLUDING BUT NOT
LIMITED TO, TECHNICAL PROBLEMS ENCOUNTERED, AVAILABILITY OF PARTS AND
PUBLICATIONS, TYPE OF TROUBLESHOOTING COMPLETED TO DATE AND ANY AND ALL
PERTINENT INFORMATION THAT WILL ASSIST TYCOM, NATEC AND ETS REPRESENTATIVES IN
MAKING APPROPRIATE REQUEST RESPONSE ARRANGEMENTS. AMO CONCURRENCE REQUIRED.

Enclosure (1)

WgO 12271.1

JUN 23 2008

Sample Naval Message draft for OCONUS request

REFER TO THE (DON) CORRESPONDENCE MANUAL MCO 5216.20G

R 171619Z DEC 07
FM CG II MEF FWD G3(UC)
CG II MEF FWD(UC)
CG II MEF(UC)
TO COMUSMARCENT G-3(MC)
INFO OU=CG II MEF FWD G3(UC)
CG II MEF FWD(UC)
CG II MEF(UC)
NATEC SAN DIEGO CA(UC)
VMM 263(UC)
MALS 26(UC)
MALS 29(UC)
MAG 26 (UC)
MAG 29 FWD(UC)
CG 2ND MAW ALD(UC)
CG 2MAW FWD ALD(UC)
COMMARFORCOM ALD(UC)
COMMARFORCOM G3-5-7(UC)
CG II MEF G3(UC)
SUBJ:SUBJ/READDRESSAL OF FLEET SUPPORT REPRESENTATIVE (FSR) REQUEST//
MSGID/GENADMIN/CG II MEF FWD G3/001/DEC// REF/A/MSG/MALS-XX/141346ZDEC07//
AMPN/REF A IS MALS-XX FSR REQUEST.// POC/GRAY, T.A./COL/II MEF FWD G3
AIRO/DSN:318-3405-XXX/ EMAIL:TIMOTHY.GRAY@MNF-WIRAQ.USMC.MIL//
RMKS/1. II MEF FWD G-3 CONCURS WITH BELOW QUOTED MESSAGE.
QUOTE
141346Z DEC 07 VMM 263(UC)
FM CG 3D MAW FWD ALD(UC)
TO CG I MEF FWD G3(UC)
CC CMC ERS AVN(UC)
CG I MEF G3(UC)
COMMARFORCOM G3-5-7(UC)
COMMARFORCOM ALD(UC)
CG 2ND MAW ALD(UC)
MAG 16 FWD(UC)
MAG 26(UC)
MALS 16(UC)
MALS 26(UC)
VMM 263(UC)
NATEC SAN DIEGO CA(UC)
MSGID/GENADMIN/VMM-263/AMO/DEC// REF/A/DOC/CNAP-CNAL/12OCT1999// AMPN/REF A IS
COMNAVAIRPAC-COMNAVAIRLANT INST 4350.3C// POC/TIGER C.M./CAPT/MMCO/VMM-263/TEL
DSN: 318-440-XXXX/
EMAIL: CARLOS.TIGER(AT)AA.MNF-WIRAQ.USMC.MIL//
RMKS/1. PER THE REF, REQUEST FOLLOWING FSR:
A. TYPE BILLET: ROLLS-ROYCE REPRESENTATIVE.
B. LOCATION: VMM-263/MAG-29 (REIN), AL ASAD, IRAQ.

Enclosure (2)

WgO 12271.1
JUN 23 2008

- C. TYPE EQUIPMENT: MV-22B.
 - D. DEFICIENCIES IN: SME IN ENGINE TROUBLE SHOOTING.
 - E. START/STOP DATES: 15 JAN 08 TO 30 APR 08; OPTION TO EXTEND AS REQUIRED.
 - F. TYPE OF AIRCRAFT: MV-22B.
 - G. TYPE OF SERVICE REQUIRED: FORMAL ENGINE TRAINING, ENGINE TROUBLE SHOOTING AND SYSTEM'S GROOMING.
 - H. BERTHING: GOVT QTRS PROVIDED.
 - I. TRANSPORTATION: GOVT TRANSPORTATION PROVIDED.
 - J. REMARKS: REQUEST FLEET/LOGISTICS SUPPORT REPRESENTATIVE (FSR) AS DELINEATED BELOW. FSR PERSONNEL ARE EMBEDDED WITHIN THE MAINTENANCE DEPARTMENT AND ACT AS ON-SITE SUBJECT MATTER EXPERTS (SME). THESE CONTRACTORS PROVIDE ENHANCED LEVELS OF EXPERTISE FOR ROUTINE MAINTENANCE TASKS AS WELL AS REAL-TIME TROUBLESHOOTING AND DECISION-MAKING AUTHORITIES FOR UNANTICIPATED ISSUES THAT ARISE DURING DEPLOYED OPERATIONS. PLANNED AND POSSIBLE SCENARIOS THAT MIGHT WARRANT THEIR PARTICIPATION INCLUDE BUT ARE NOT LIMITED TO:
 - 1) FLY-ABOARD USS BOAT IN SUPPORT OF UNIT AIRCRAFT TRANSIT / RETROGRADE TO/FROM THEATER.
 - 2) TRANSIT TO/FROM INTERMEDIATE STAGING BASE TO/FROM COUNTRY.
 - 3) FLY-IN/OUT TO PEL SITE IN COUNTRY FOR TROUBLE SHOOTING / MAINTENANCE.
2. CURRENTLY MR. RETURNING IS SCHEDULED TO ROTATE BACK CONUS LATE JAN AND UNIT REQUEST MR. ARRIVING NLT 15 JAN FOR FULL PASS DOWN.
3. MALS-16 AMO AND CG 3MAW FWD AMO CONCUR.
- END QUOTE//

Enclosure (2)

WgO 12271.1
JUN 23 2008

SAMPLE TRAVEL REQUEST

DATE: _____

From: Commanding Officer, _____
REQUESTING UNIT
To: Commanding General, 2d Marine Aircraft Wing, G-1/G-3
Subj: REQUEST FOR TRANSPORTATION

1. _____
FULL NAME/GROUP LEADER
2. _____
SEX
3. _____
RANK/SSN/MOS
4. _____
SEATS REQUIRED
5. _____
AVAILABLE DATES
(10 DAY WINDOW THAT INCLUDES
REQUIRED DELIVERY DATE)
6. _____
REQUIRED DELIVERY DATE
7. _____
ORIGIN
8. _____
DESTINATION
9. _____
REQUESTING UNIT POC
10. _____
POC PHONE NUMBER
11. _____
DTS ACCESS
12. NAMES/GRADES/SSN'S/SEX/DTS ACCESS OF ADDITIONAL TAD PASSENGERS
13. JUSTIFICATION:

SIGNATURE: _____

Enclosure (3)

WgO 12271.1
JUN 23 2008

Examples of Recommended Statements on Orders

GROUP TRAVEL IS AUTH WITH (this unit) FROM MCAS CHERRY PT., NC TO CENTCOM AOR.

EXCESS BAGGAGE AUTH NOT TO EXCEED 175 LBS.

AUTH TO VARY ITINERARY/TRANSPORTAION MODES/LOCATIONS AS NECESSART TO ACCOMPLISH THE MISSION.

COMMERCIAL FLIGHT AUTHORIZED DUE TO NON AVAILIBILITY OF STRAT/CHANNEL FLIGHT.

DESIGNAED EMERGENCY ESSENTIAL PERSONNEL IQW DOD DIR 1410.10.

MISSION ESSENTIAL GROUND PERSONNEL.

TRAVELER HAS ATTENDED THE ANTI-TERRORISM TRAINING BRIEF ON:

BERTHING ACCOMMODATIONS IAW OPNAVINST 11101.13J; 03 MILITARY EQUIVALENT.

AUTH TAXI/COMMERCIAL LODGING/CAR AUTH IN/ARND TDY AREA TOLLS/PARKING/GAS AUTH IF NEEDED.

EXCHANGE/COMMISSARY PREVILIGE AUTH.

AUTH TO TRAVEL WITH LAPTOP: HEWITT PACKARD, SER NO. CNF41303F2, MODEL NO ZD714OUS

AUTH TO TRAVEL WITH CAMERA: KODAC EZ-SHARE, SER NO. KCKAX30818324, MODEL NO DX44330.

Enclosure (4)

MWHS-2 Check List

UNIT/COMMAND S-1 ADMIN _____ VERIFY PASSPORTS / VISAS ARE VALID (IF APPLICABLE) _____ VERIFY CAC CARD IS VALID 90 DAYS BEYOND RTN DATE _____ SUBMIT TRANSPORTATION REQUEST TO G-1 _____ GOVERNMENT CHARGE CARD (IF APPLICABLE) _____ COMPLETE ORDERS FOR ALL CONTRACTORS _____ ENSURE TRAVEL WITH WEAPON IS AUTHORIZED _____ PROVIDE ITINERARY AS REQUIRED _____ SCHEDULE CHECK-IN DATE WITH CONTRACTORS (5-10 DAYS PRIOR TO DEPARTURE)	G-2/SSO _____ CLEARANCE SCI (IF APPLICABLE) _____ ISOPREP CARD _____ GTMO ONLY SECURITY CLEARANCE MUST BE SENT VIA NAVAL MSG TO CJTF-GTMO												
S-3 _____ PROVIDE TRAINING REQUIREMENTS FOR AO	IG/SECURITY _____ CLEARANCE TOP SECRET AND BELOW-CMCC (IF APPLICABLE) _____ GTMO ONLY SECURITY CLEARANCE MUST BE SENT VIA NAVAL MSG TO CJTF-GTMO												
S-4 _____ ARRANGE GROUND TRANSPORTATION TO APOE (FOR MILITARY FLIGHT) _____ INSURE PAX ARRIVAL TO THE APOE AT THE DESIGNATED TIME _____ NOTIFY CONTRACTING OFFICER AND CONTRACTOR COMPANY OF ANY CHGS IN STRAT/CHANNEL FLT	SUPPLY _____ BRING A COPY OF YOUR REPORTING ORDERS TO ENSURE YOU RECEIVE ALL OF YOUR GEAR YOU WILL BE REQUIRED TO TAKE CTEP UTILITIES, BOOTS, COVERS, PULLOVERS, NAMETAPES _____ PICK UP CIF GEAR IF USING MILITARY FLIGHT _____ NBC-OEF/AF AT WAREHOUSE												
WING SECURITY MANAGER _____ VERIFY SECURITY CLEARANCE AND EXPIRATION DATE (AS REQUIRED)	LEGAL _____ POWER OF ATTORNEY (IF NEEDED/REQUIRED FOR COLOMBIA) _____ WILL AS REQUIRED												
WING AID CONTRACTING OFFICER _____ MONITOR, VERIFY AND VALIDATE TECH ASSIST MESSAGES AND THEATER CLEARANCE REQUESTS AS REQUIRED _____ NOTIFY S-1, S-4, G-1 AND CONTRACTING COMPANY OF ANY CHANGES IN FLIGHT STATUS _____ APPROVE TA AND EPA AS REQUIRED _____ COORDINATE MOVEMENT WITH FWD FROM POINT OF ENTRY TO FINAL DESTINATION AS REQUIRED	ARMORY (IF APPLICABLE) _____ WEAPON (M-16 / 9MM) (IF APPLICABLE) _____ ENSURE YOU RECEIVE MAGAZINES POUCHES FOR YOUR T/O WEAPON PLUS CLEANING GEAR _____ MAGAZINES/TRANSMITTAL CARD/WEAPONS CASE, 9M POUCH												
G-1 _____ FORWARD TRANSPORTATION REQUEST TO G-3	POINTS OF CONTACT <table border="0"> <tr> <td></td> <td style="text-align: center;">NGIC</td> <td style="text-align: center;">OKC</td> </tr> <tr> <td>S-1:</td> <td>SSGT WILLIAMS 252-466-7163</td> <td>MAJ STEELE 252-466-3249</td> </tr> <tr> <td>S-3:</td> <td>SSGT CHIAVOLA 252-466-3963</td> <td></td> </tr> <tr> <td>S-4:</td> <td>CPL REESE 252-466-3288</td> <td>CAPT. MCHALE 252-466-5340</td> </tr> </table>		NGIC	OKC	S-1:	SSGT WILLIAMS 252-466-7163	MAJ STEELE 252-466-3249	S-3:	SSGT CHIAVOLA 252-466-3963		S-4:	CPL REESE 252-466-3288	CAPT. MCHALE 252-466-5340
	NGIC	OKC											
S-1:	SSGT WILLIAMS 252-466-7163	MAJ STEELE 252-466-3249											
S-3:	SSGT CHIAVOLA 252-466-3963												
S-4:	CPL REESE 252-466-3288	CAPT. MCHALE 252-466-5340											
G-3 PLANS _____ VALIDATE AND APPROVE TRANSPORTATION REQUEST _____ PROVIDE STRAT LIFT IF AVAILABLE/NOTIFY G-1 AS REQUIRED _____ FORWARD TRANSPORTATION REQUEST TO TMO AS REQUIRED _____ VALIDATE ULNs	<table border="0"> <tr> <td>SUPPLY:</td> <td>CPL BEAVERS 252-466-2222</td> <td>LT MACPHERSON 252-466-6248/5963</td> </tr> <tr> <td>MEDICAL:</td> <td>HM2 BURTON 252-466-4049</td> <td></td> </tr> <tr> <td>G-1:</td> <td>SSGT SHOLL 252-466-4443</td> <td>MAJ. THURMAN 252-466-2372</td> </tr> </table>	SUPPLY:	CPL BEAVERS 252-466-2222	LT MACPHERSON 252-466-6248/5963	MEDICAL:	HM2 BURTON 252-466-4049		G-1:	SSGT SHOLL 252-466-4443	MAJ. THURMAN 252-466-2372			
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MEDICAL:	HM2 BURTON 252-466-4049												
G-1:	SSGT SHOLL 252-466-4443	MAJ. THURMAN 252-466-2372											
G-6 _____ PROVIDE INFORMATION ASSURANCE AS REQD _____ PROVIDE EKMS AS REQD _____ FACILITIES (CELL PHONE / PAGERS) _____ SAAR, SYSTEM AUTHORITY ACCESS REQUEST	<table border="0"> <tr> <td>SECURITY</td> <td>CPL MAHER 252-466-7464</td> <td>MR. MARCUS ALLEN 252-466-6071</td> </tr> <tr> <td>G-3 Plans</td> <td>GYSGT SWEHLA 252-466-3280/5144</td> <td>MAJ. LOEHLE 252-466-3248</td> </tr> <tr> <td>G-4:</td> <td>SSGT TORO 252-466-4849</td> <td>MAJ BERGERON 252-466-4847</td> </tr> <tr> <td>G-6:</td> <td>MGYSGT CARSON 252-466-5257</td> <td>CWO2 LANGHANS 252-466-2103</td> </tr> </table>	SECURITY	CPL MAHER 252-466-7464	MR. MARCUS ALLEN 252-466-6071	G-3 Plans	GYSGT SWEHLA 252-466-3280/5144	MAJ. LOEHLE 252-466-3248	G-4:	SSGT TORO 252-466-4849	MAJ BERGERON 252-466-4847	G-6:	MGYSGT CARSON 252-466-5257	CWO2 LANGHANS 252-466-2103
SECURITY	CPL MAHER 252-466-7464	MR. MARCUS ALLEN 252-466-6071											
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G-6:	MGYSGT CARSON 252-466-5257	CWO2 LANGHANS 252-466-2103											
MEDICAL/DENTAL (MANDATORY FOR ALL AORS) _____ REPORT TO WING MEDICAL (2D DECK NHC) _____ COMPLETION OF PRE-DEPLOYMENT FORM DD2795 (COMPLETED ON NAVY EDHA WEBSITE, CERTIFIED BY MEDICAL PROVIDER) _____ MAKE APPT FOR PRE-DEPLOY MEDICAL & DENTAL SCREENING OVERSEAS SCREENING _____ ENSURE SHOT RECORD IS UP TO DATE _____ IMMUNIZATION & HAZARD BRIEF _____ APPROPRIATE SUPPLY OF PRESCRIPTION MED(IFAPP) _____ SKELETON MED RECS(MUST BE HAND CARRIED-SEE RPT INSTR FOR DETAILS _____ G6PD ENZYME DEFICIENCY TEST (PRIOR TO TAKING PRIMAQUINE) _____ DNA SAMPLE ON FILE _____ ANTIMALARIA MEDICATION (OEF ONLY) _____ DENTAL ENSURE CLASS I OR II _____ CREATE SKELETON MEDICAL/DENTAL RECORDS (OEF REQUIRES DENTAL RECORD)	UNIT/COMMAND REQUESTING TRAVEL: _____ NAME: _____ LAST FIRST MI SSN: _____ OPERATION/RTN: _____ DATE OF DEPARTURE: _____ CHECK-OUT SHEET TURN IN DATE: _____ _____ COMMANDING OFFICERS CERTIFICATION _____ DATE _____												

WgO 12271.1
JUN 23 ^{LOW}

Points of Contact (POC)

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Enclosure (6)

WgO 12271.1
~~JUN 23 2008~~

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Enclosure (6)