



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

WgO 1300.1
CMC

JUN 11 2009

WING ORDER 1300.1

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

Subj: ASSIGNMENT AND UTILIZATION OF NAVY PERSONNEL ASSIGNED TO
2D MARINE AIRCRAFT WING

Ref: (a) Manual of the Medical Department (NAVMED P-117)
(b) Marine Corps Warfighting Publication (MCWP) 4-11.1
(c) Marine Corps Warfighting Publication (MCWP) 6-12
(d) Navy User's Manual for Individual Personnel Tempo
(ITEMPO) dated 19 Oct 2000
(e) BUPERSINST 1610.10B
(f) BUMEDINST 6440.5C
(g) WgO 1610.14C
(h) MEFO 5000.1
(i) WgO 1414.2A
(j) BUPERSINST 1430.16F
(k) WgO 1650.19K
(l) MCO P4400.150E

Encl: (1) Guidance for 2d MAW Medical/Corpsman Support
(2) Sample Notification of Duty Assignment Letter

1. Situation. This Order establishes the standardization of procedures for assignment and administrative control of 2d Marine Aircraft Wing Navy personnel.

2. Mission. This Order shall be used in accordance with references (a) through (l) when coordinating the assignment and administrative control of 2d Marine Aircraft Wing Navy personnel whether in garrison and/or deployed. This Order is applicable to all 2d Marine Aircraft Wing units with assigned Navy personnel.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To assist 2d MAW Commanders with issues involving assignment and utilization of Navy personnel.

(2) Concept of Operations

(a) Per references (a) and (b), the Wing Surgeon (WS) advises the Commanding General (CG) on matters relating to the health of command personnel, medical logistics, patient medical movement, disease surveillance, medical intelligence and medical personnel issues. The WS determines internal medical support requirements, establishes priorities for medical support and allocates organic medical resources.

(b) Per reference (c), the Wing Chaplain (WC) advises the CG on matters pertaining to religious ministry support and religious personnel issues. The WC determines internal religious ministry support requirements, establishes priorities for religious support and allocates organic religious resources.

b. Coordinating Instructions

(1) General. 2d MAW Navy personnel are ordered into entities called Unit Identification Code (UIC), similar in concept to a Marine Corps Reporting Unit Code (RUC) or Monitored Command Code (MCC), and based on the geographic location of the member's duty station (Cherry Point, New River or Beaufort). Unlike most Navy UIC, 2d MAW UIC do not have a Navy Commanding Officer or Officer-in-Charge to command assigned Navy personnel.

(a) The Wing Surgeon in coordination with the command Master Chief and the Navy Senior Enlisted Leader (SEL) at each geographic location/UIC shall be responsible for the allocation, assignment and utilization of Navy Medical personnel throughout 2d MAW.

(b) The Wing Chaplain in coordination with the Command Master Chief and the Senior Enlisted Religious Program Specialist shall be responsible for the allocation, assignment and utilization of Chaplains and Religious Program Specialists throughout 2d MAW.

(c) All Navy personnel assignments, taskers, reassignments or other movements will originate with the Navy Personnel Chief and be approved by the G-1 Admin Chief. This procedure will be strictly adhered to for proper tracking and reporting of all assigned Navy personnel.

(2) Personnel Administrative Support. The Wing Surgeon and Wing Chaplain shall advise the CG on matters pertaining to Navy pay procedures, Navy specific personnel matters and service record maintenance.

(a) 2d MAW Navy Personnel Specialists (PS) will provide services and guidance related to service records and pay accounts in support of 2d MAW Navy personnel.

1. Personnel Specialists assigned to UIC 57080 will receive Permanent Change of Assignment (PCA) orders via enclosure (2) to MWHS-2 and will work in the Wing Surgeon's office in support of all Navy personnel assigned to UIC 57080 aboard MCAS Cherry Point, NC.

2. Per reference (h), Personnel Specialists assigned to UIC 09167 (MAG 26, New River) and UIC 52841 (MAG 29, New River) will be consolidated at the Navy Personnel Administration Center, Camp Lejeune via Temporary Additional Duty (TEMADD) Orders to the Commanding Officer (CO), II MEF Headquarters Group, II Marine Expeditionary Force, Camp Lejeune and will be responsible to the MEF G-1. The period of the TEMADD will be for the duration of their assignment. Sailors assigned TEMADD to NPAC will have all administrative needs met within II MEF G-1. These matters will include but not be limited to: Career Management, Advancement, Temporary Additional Duty, Tuition Assistance, Evaluations/FITREPS, Physical readiness testing, Fleet Marine Force Warfare Program Qualification, Awards and NJP proceedings.

3. Due to geographical location Personnel Specialists assigned to UIC 09167 (MAG 31, Beaufort, SC) will remain at their respective command.

(b) As subject matter experts, the Wing Surgeon and/or the geographic senior wing medical officers shall have authority to approve all special pays for assigned Navy medical personnel. All geographic senior wing medical officers will be appointed in writing and have a Commanding General "By direction" signature authority letter and DD-577, Appointment/Termination Record - Authorized Signature prepared and on file at NPAC in Camp Lejeune as well as on file at the Wing Adjutant office.

(c) As subject matter experts, the Wing Chaplain and/or the geographic senior wing chaplains shall have authority to approve all special pays for assigned Navy religious ministry personnel. All geographic senior wing chaplains will be appointed in writing and have a Commanding General "By direction" signature authority letter and DD-577, Appointment/Termination Record - Authorized Signature prepared and on file at NPAC in Camp Lejeune as well as on file at the Wing Adjutant Office.

(d) Authority to approve Basic Allowance for Housing (BAH) and Basic Allowance for Subsistence (BAS) resides with the Unit Commanding Officer and is governed by local/station regulations. In most cases final approval for both comes from the Station Commanding Officer or Personnel Officer.

(e) The Navy Personnel Chief and Command Master Chief will also be appointed in writing and have Commanding General "By direction" signature authority letters and DD-577 prepared to sign and approve specific enlisted personnel pays and allowances as directed.

(f) Geographic Navy support personnel will report Individual Personnel Tempo (ITEMPO) data to the Navy Personnel Command (NPC) per reference (d).

(g) Career advice or counseling will be provided as follows:

1. Officers. Counseling will be provided per references (e) and (g).

2. Enlisted. Resources for Sailors for career counseling include the 2d MAW Navy Command Career Counselor (CCC), unit counselors, Command Master Chief, Senior Enlisted Leaders and Chief Petty Officers.

3. Special requests from enlisted Sailors for special programs, extensions, reenlistments and other career requests will be submitted by the geographic CCC, approved by the unit chain of command and signed "by direction" by the Command Master Chief.

(3) Leave Control. After approval by squadron/group, leave requests are submitted to the appropriate geographic Navy personnel office for assignment of leave control numbers.

Completed leave requests will be available for pick up one working day prior to commencement of leave. Leave is charged prior to commencement of leave. If changes occur within the approved dates of leave, original requests must be returned to the appropriate geographic Navy personnel office within 10 days to ensure proper leave accounting and liquidation.

(4) Assignment

(a) Navy personnel ordered to geographic UICs (Cherry Point: 57080, New River: 09167, 52841, Beaufort: 09131) will be assigned in writing to a specific squadron/unit billet identified by the unit Table of Organization (T/O) line number and corresponding Navy Activity Manpower Document (AMD) Billet Sequence Code (BSC) via enclosure (2) by the Navy Personnel Chief and/or the 2d MAW G-1 Admin Chief. A member will normally remain assigned to this billet for the duration of his/her tour. Operational and training obligations, as well as personnel turnover or shortfalls may necessitate reassignment of Navy personnel, just as Marines are sometimes reassigned.

(b) Reassignment will occur in writing via enclosure (2) which will be initiated by the Navy Personnel Chief and approved by the G-1 Admin Chief. Prior to movement/transfer of any Navy personnel, all reassignment or personnel moves will be forwarded through unit Executive Officers and Commanding Officers for approval.

1. The Wing Surgeon will make recommendations to Commanders and the AC/S, G-1 for reassignment of medical officers and Hospital Corpsmen assigned to Cherry Point, New River and Beaufort Marine Aircraft Group, Marine Wing Support Groups or Marine Air Control Groups.

2. The Wing Chaplain will make recommendations to Commanders and the AC/S, G-1 for reassignment of Chaplains and Religious Personnelmen assigned to Cherry Point, New River and Beaufort Marine Aircraft Groups, Marine Wing Support Groups or Marine Air Control Groups.

(c) In garrison, training and operations tempo may require that personnel be temporarily assigned to units in the same or other geographical areas. The Wing Surgeon/Wing Chaplain and Command Master Chief, or the SMO and SEL at each geographic area in coordination with the sending and gaining unit Commanding Officers may direct personnel, under TAD orders,

to these temporary assignments. Funded TAD orders will be required between separate geographic UIC areas. When under TAD assignment administrative responsibilities for the Sailor will be assumed by the gaining unit. Navy Performance Evaluation System requirements will follow requirements as set forth in references (e) and (g).

(d) Members TAD to other units should be prepared to return to their original unit T/O line number/AMD BSC assignment as directed by the Navy Personnel Chief and the G-1 Admin Chief utilizing enclosure (2) or upon termination of TAD Orders.

(e) Units shall assume administrative responsibilities of assigned Navy personnel adding them to unit rosters and making appropriate unit diary entries. Upon check in to a unit, all Navy personnel will report to the appropriate geographic IPAC for inclusion into the Marine Corps Total Force System (MCTFS).

c. Administrative Responsibilities. Administrative responsibilities of units to which Navy personnel are assigned will include, but are not limited to the following:

- (1) Unit Diary entries.
- (2) Issuance of Training Allowance Pool (TAP) gear as needed.
- (3) Issuance of Government Travel Cards.
- (4) Processing of Request Mast (copy of request mast will be forwarded to the Wing Surgeon or Wing Chaplain as appropriate and the Command Master Chief as needed or requested).
- (5) Drug Urinalysis screening per unit policy.
- (6) Line of Duty investigations when required.
- (7) Convene Non-judicial Punishment (NJP) proceedings when required. The Wing Surgeon and the Wing Chaplain do not hold NJP authority over Navy personnel assigned to 2d MAW. NJP authority rests with each unit Commanding Officer.
- (8) Casualty and Mishap reporting when required.

(9) Navy Performance Evaluation System requirements per references (e) and (g).

(10) Approve Enlisted Fleet Marine Force Warfare Specialist (EFMFWS) qualifications as appropriate per the recommendation of the Command Master Chief per guidelines set forth in reference (i). Formal authorization paperwork for CO's signature will be prepared by the Navy administrative support personnel.

(11) Approve advancement and promotion per reference (j). Formal authorization paperwork for CO's signature will be prepared by the Navy administrative support personnel.

(12) Approve funding for the preparation of TAD Orders as required.

(13) Notification to local Navy administrative support personnel upon deployment and return from deployment for reporting ITEMPO to the Navy Personnel Command and proper administration of special pays.

d. Fitness Reports and Performance Evaluation Reports

(1) Reference (e) sets forth requirements for the Navy Performance Evaluation System.

(2) Reference (g) provides specific, amplifying information for 2d Marine Aircraft Wing Navy performance evaluation reports.

(3) Commanding Officers will complete Navy performance evaluations in accordance with references (e) and (g).

(4) HSAP personnel, as outlined in paragraph 3.h. of this Order shall receive a concurrent evaluation if temporarily assigned more than 30 days. The time frame of the evaluation will be from the date of receipt until the date of completion of assignment. Additionally, senior Navy enlisted personnel will provide the member's parent command (sourcing command) with regular (annual) evaluation input if the member is assigned during the annual regular evaluation date as outlined in reference (e).

e. Awards

(1) Navy personnel will be recognized for superior performance in accordance with reference (k).

(2) Commanding Officers will initiate and recommend awards for assigned Navy personnel.

(3) The Wing Surgeon or the Wing Chaplain has the authority to initiate and recommend personal end-of-tour awards or specific achievement awards to Commanding Officers.

f. Temporary Additional Duty (TAD) Funding

(1) Medical Training. Medical training for physicians and Hospital Corpsmen is required to provide effective and quality healthcare in garrison and while forward deployed. Physicians and Independent Duty Corpsmen (IDC) (HM-8425) are required to obtain continuing medical education (CME) to maintain competence and/or licensing as part of the requirement to practice military medicine. All other Hospital Corpsmen are required to obtain periodic training in technical fields to maintain credentials and competency. TAD funding for travel, lodging and per diem are obtained as follows:

(a) Funding for medical specific training will be initially requested from the Naval School of Health Sciences (NSHS) in Bethesda, Maryland via the office of the Wing Surgeon.

(b) Units with assigned Navy personnel are responsible for funding required medical training which cannot be funded by NSHS.

(2) Non-medical/Navy-required TAD funding. Units with assigned Navy personnel are responsible for all non-medical, Navy-required, TAD funding. The following are examples (not all inclusive) of training which units are responsible for funding:

(a) Local/regional skills enhancement training to support the operating forces.

(b) One Professional Development Training Course (PDTTC) for Chaplains per fiscal year.

(c) One Professional Development Training Workshop (PDTW) for Chaplains per fiscal year.

(d) One Denominational Conference for Chaplains per fiscal year.

(e) Operational training courses deemed as appropriate.

g. Medical Supplies Procurement

(1) In-Garrison. Per the Manual of the Medical Department all in-garrison supplies and equipment will be supplied by the local supporting Medical Treatment Facility (MTF). Procurement will be effected per local policy and Memorandum of Understanding.

(2) Operational. Supplies for operational medical care will be the responsibility of the unit requiring medical support and shall be requested via unit S-4 class VIII supply channels.

h. Health Service Augmentee Program (HSAP). HSAP is governed by reference (f).

(1) Peacetime medical staffing levels of operational units are maintained below required wartime and contingency staffing levels. HSAP personnel are globally sourced from various Medical Treatment facilities. Personnel assigned to sourcing commands are ordered to a component unit identification code (CUIC) that identifies their operational platform assignment by billet sequence code (BSC) and line number corresponding to 2d MAW BSC and line number on the Navy Activity Manpower Document (AMD).

(2) 2d Marine Aircraft Wing medical personnel manning per the T/O currently has 230 organic medical personnel and 117 HSAP personnel billets.

(3) Commanding Officers will coordinate timelines for augmentation of their medical personnel with the Wing Surgeon. Commanding Officers must consider training periods and deployments in order to facilitate appropriate arrival dates of requested HSAP personnel and should plan on HSAP personnel arriving to complete PTP training as well as participate in required training detachment (PTP, Mojave Viper, and Desert Talon). Typically commands must request augmentation of HSAP personnel 120 days prior to the report date requested. If

operational necessity requires HSAP personnel reporting less than 60 days from notification, not request, a waiver request signed by the first Flag Officer in the chain of command must be forwarded to CG, II MEF (Attn: G-1).

(4) The Wing Surgeon will initiate and validate all requests for HSAP personnel. Requests for augmentation will be submitted from 2d MAW G-1 to II MEF G-1 and forwarded through the chain of command for OPNAV N932 approval and Bureau of Medicine and Surgery M3F3 action.

(5) Upon receipt of HSAP personnel gaining units will be responsible for administrative requirements outlined in paragraph 3c of this Order.

i. Utilization. The consolidated Wing Aid Station clinic aboard MCAS Cherry Point combines the manpower of all geographically assigned medical personnel to provide medical care to all members of 2d MAW located aboard MCAS Cherry Point. The consolidated Group Aid Station clinic aboard MCAS New River combines the manpower of all geographically assigned medical personnel to provide medical care to all members of 2d MAW located aboard MCAS New River. The consolidated Group Aid Station clinic aboard MCAS Beaufort, South Carolina combines the manpower of all geographically assigned medical personnel to provide medical care to all members of 3d MAW located aboard MCAS Beaufort.

(1) Medical Officers (MO)/Flight Surgeons (FS). The primary duty of medical officers assigned to 2d MAW is to provide patient care to all personnel assigned to 2d MAW. In garrison 50 percent of MO/FS time will be spent providing patient care at the consolidated clinic. The remaining 50 percent will be dedicated to squadron duties. While deployed MO/FS will be utilized as directed by the unit CO in coordination with the senior operation/exercise medical authority.

(2) Hospital Corpsmen. In general, a Corpsman's primary duty shall be to support the unit MO/FS and delivery of acute and preventive medical care for the unit. This includes direct patient care in sick call, physical exams, preventive medicine duties such as immunizations and preventive health and the deployment health assessment process. Additional duties may include operational medical coverage for various training and field evolutions. While deployed Corpsmen will support the

medical care delivery in the medical department of the group/command/element of their deployed unit as directed by the CO in coordination with the senior medical department representative.

(3) Medical Support

(a) Medical support for all evolutions will come first from within the unit. CO's have medical personnel assigned per the unit T/O and will involve these medical personnel in planning for field and training evolutions.

(b) All medical support requests outside of T/O capabilities will be routed through the MAG, MWSG or MACG Ground Training Officer (GTO) a minimum of 30 days prior to the supported evolution. GTO's will reference enclosure (1) for guidance in approving requests for Corpsmen support for 2d MAW units and in the event that the unit has no organic medical personnel available to support the unit in garrison, the GTO will task within the Group to fill the requirement. In the event the Group has no organic medical personnel available to support the request the GTO will contact the Medical Operations Chief or Leading Petty Officer for medical support in the following geographical areas:

1. Cherry Point 252-466-6930
2. New River 910-469-6500 ext 251
3. Beaufort 843-228-7566 (alternate 7051)

Due to consolidation of medical personnel and ongoing operations/training particular evolutions may not require or be afforded medical personnel support as long as the guidance in enclosure (1) can be met.

(c) Navy Senior Enlisted Leaders and Chief Petty Officers serve as subject matter experts in regards to proper medical coverage and will be consulted by GTO's when determining appropriate medical coverage or procedures for garrison activities not covered in enclosure (1).

4. Administration and Logistics

a. Commanding Officers shall become familiar with and adhere to the guidelines contained in this instruction.

b. Navy personnel assigned to 2d MAW shall become familiar with and adhere to the guidelines contained in this instruction.

c. 2d MAW Surgeon, Chaplain, geographic Senior Medical Officers, Command Master Chief, geographic Senior Enlisted Leaders, Senior Enlisted Religious Program Specialist via the Navy Personnel Chief shall provide all Navy personnel with an assignment letter, enclosure (2), upon reporting to 2d MAW or upon reassignment within the UICs of 2d MAW. Assignment letters will include the specific unit, T/O line number and Activity Manpower Document billet sequence code for the billet to be filled.

d. Point of contact is the Wing Surgeon's office at 252-466-3123 or the Command Master Chief at 252-466-2999.

5. Command and Signal

a. Command. This Order is applicable to all Navy Personnel of 2d MAW.

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


J. F. FLOCK

DISTRIBUTION: A

GUIDANCE FOR 2D MARINE AIRCRAFT WING MEDICAL/CORPSMAN SUPPORT

<u>EVENT</u>	<u>REQUIREMENT</u>
Live Fire	Corpsman who has communications capability to request an ambulance by calling 911
Field Training Exercises (local)	Corpsman who has communications capability to request an ambulance by calling 911
Field Training Exercise (non-local)	As determined by group/squadron Senior Medical Department Representative as part of the unit S-3 planning process
Conditioning hike, force march, unit runs greater than 3 miles	Corpsman (Corpsmen), who has communications capability to request an ambulance by calling 911. Appropriate number as determined by group/squadron Senior Medical Department Representative.
NBC/Gas Chamber	One Combat Lifesaver-trained individual who has communications capability to request an ambulance by calling 911
Martial Arts Training	One Combat Lifesaver-trained individual who has communications capability to request an ambulance by calling 911
Athletic field events	One Combat Lifesaver-trained individual who has communications capability to request an ambulance by calling 911
Swim qualifications	Two CPR/MCCS area qualified individuals
PFT/PRT/CFT/unit runs	As determined by group/squadron Senior Medical Department Representative as part of the unit S-3 planning process
Immunizations (non-MTF location)	Two Corpsmen with anaphylaxis supplies and equipment on hand
Ceremonies	As determined by Wing Medical Planner or Group/Squadron Senior Medical Department Representative.

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

Wing Special Order
Number 33-09

1. The following Permanent Change of Assignment is directed.

Name	Organization	ED	Report	Remarks
HM3 SAILOR, A 4189/8404	CO, MACG-28	3 FEB 09 (MCC 1PV)	CO, MACG-28 (MCC 1PK)	ForDu w/ MACS 2

J. O. Officer
Captain, U. S. Marine Corps
By direction of
Commanding General, 2d Marine Aircraft Wing