



ORIGINAL
UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 1000.1E
S1

14 JAN 2015

AIR STATION ORDER 1000.1E

From: Commanding Officer, Marine Corps Air Station Beaufort
Commanding Officer, Marine Aircraft Group 31
Commanding Officer, Combat Logistics Company 23
Detachment Commander, Marine Aircraft Control Squadron 2 Detachment A
To: Distribution List

Subj: FLEET ASSISTANCE PROGRAM (FAP) FOR MARINE CORPS AIR STATION
(MCAS) BEAUFORT AND II MARINE EXPEDITIONARY FORCE (MEF) TENANT
UNITS (SHORT TITLE: FAP FOR MCAS BEAUFORT AND II MEF TENANT UNITS)

Ref: (a) MCO 1000.8, Fleet Assistance Program
(b) MCO 1553.3A, Unit Training Manual
(c) Marine Corps Total Force System Personnel Reporting Instructions
Users Manual (MCTFSPRIUM)
(d) MCO P1400.32D w/CH 1, Enlisted Promotion Manual
(e) MCO P1610.7F w/CH 1-2, Performance and Evaluation System (PES)
(f) MCO P1070.12K w/CH 1, Individual Records Administration Manual
(IRAM)
(g) MCO 6100.12, Marine Corps Physical Fitness Test and Body
Composition Program Manual (MCPFTBCP).
(h) MCO 6100.13 w/CH 1, Marine Corps Physical Fitness Program
(i) MCO P1000.6G, Acts Manual
(j) MCO P1900.16F w/CH 1-2, Marine Corps Separation and Retirement
Manual (MARCORSEPMAN)

1. Situation. To publish policy and guidance to MCAS Beaufort and II MEF tenant unit Commanders regarding the FAP.

2. Cancellation. ASO 1000.1D.

3. Mission

a. The FAP is the assignment of tenant Fleet Marine Force (FMF) personnel to MCAS Beaufort, herein named Station. The FAP personnel augments assist Station with the accomplishment of many tasks necessary to provide support to operational forces. The intent of this program is to achieve full use of personnel, ensure maintenance of occupational skills, and reduce the number of personnel chargeable to Station's support and administration.

b. Although critical to Station, the FAP is not implemented to drain manpower capabilities of tenant units. Rather, the FAP provides a means by which to enhance and maintain operational capabilities of II MEF tenant elements by providing a better training environment than what may be experienced elsewhere. It is understood that operational requirements directed to tenant units from II MEF take priority over the tasks assigned to Station. During times where tenant units manpower is redirected elsewhere, Station has both the responsibility to fill temporary manpower deficiencies through identified resources while maintaining the flexibility to reintegrate previously deployed forces back into Station's FAP.

c. Per reference (a), the Commanding Officers of Marine Aircraft Group (MAG)-31, Marine Air Control Squadron (MACS)-2, and Combat Logistics Company (CLC)-23, herein named Commanders, II MEF tenant units are directed to

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conduct the FAP program and to adhere to the policies, instructions, and guidelines within this Order.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order provides guidance for the management of the FAP at MCAS Beaufort. Assignment of personnel to the FAP will be accomplished pursuant to the guidance contained in this Order.

(2) Concept of Operations. This Order delineates guidance required for the effective management of the FAP and assignment of personnel to fulfill Category I (CAT I), Category II (CAT II) and Category III (CAT III) requirements. Station and II MEF tenant units will comply with the intent and content of this Order.

b. Coordinating Instructions. Guidance for the management of the FAP is delineated in Chapter 3 of this Order. The Commanding Officer, MCAS Beaufort, herein named, Commanding Officer (CO), MCAS and the CO, MAG-31, CO, MACS-2, and CO, CLC-23 concur with the policies and instructions contained in this Order.

5. Administration and Logistics. This Order will be reviewed on an annual basis or at such times as Station or tenant commanders identify exigent circumstances which require an immediate amendment to this Order. Recommendations for improvement/changes will be submitted to the S-1 Officer.

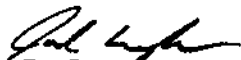
6. Command and Signal


a. Command. This Order is not applicable to the Marine Corps Reserve.

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


W. R. ZIEBLEIN


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Copy to:
CO, II MEF
CO, MCIEAST
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Concept and Organization

1. Concept. The FAP is the assignment of II MEF tenant unit personnel to MCAS Beaufort in order to assist the CO, MCAS Beaufort to accomplish the assigned mission. These personnel are assigned to Station through the FAP rather than directly to MCAS Beaufort, Headquarters and Headquarters Squadron (H&HS) Table of Organization (T/O) so that they are available to return to their parent command and deploy in support of expeditionary operations as directed by the Commanding General, II MEF. The program is intended to achieve maximum use of personnel, ensure the maintenance of occupational skills of personnel, and minimize the number of personnel chargeable to Station's support and administration. All personnel involved in managing this program must be aware that the FAP concept provides tangible services to Marines and their families.
2. Objective. The objective of this Chapter is to establish detailed, formal instructions for the assignment, administration and relief of personnel provided by II MEF tenant units to MCAS Beaufort under the FAP concept.
3. Scope. Instructions in this Chapter cover the following categories of personnel as specified in Appendix A, Appendix B, Appendix C, and Appendix D:
 - a. CAT I. This billet requires specific Military Occupational Specialties (MOS). Operational and training opportunities for individual MOS skilled maintenance and improvements are found predominantly at Station, with only limited opportunities at tenant commands. Tenant FMF units should support these identified FAP requirements to 100 percent of their assigned onboard strength in that MOS when the situation permits. Examples of billets in this category may include those in Air Traffic Control (ATC), Crash Fire Rescue, Aircraft Recovery and Public Affairs.
 - b. CAT II. This billet requires specific MOSs. Operational and training opportunities for individual MOS skilled maintenance and improvements are equally available at both Station and tenant commands. Tenant FMF units should support these identified FAP billet requirements in proportion to their assigned on board strength in that MOS when the situation permits. Examples of billets in this category may include those in Motor Transport, Aviation Ordnance, Bulk Refuelers and Cooks.
 - c. CAT III. This category pertains to any billets not in CAT I or II. Tenant FMF units should support these billets in proportion to their overall onboard strength. Examples of billets in this category may include those to support the pistol range, enlisted billeting, and other support staff functions.
4. Policy
 - a. This FAP will not alter the established mission of either the tenant units or Station as noted in the following paragraph:
 - (1) Combat readiness of tenant units remain the primary consideration. Personnel provided to Station will remain an integral

part of their parent command, available for recall and immediate deployment with their unit or in support of operational requirements imposed by tenant command's higher Headquarters. For the purpose of this Order, deployment is considered to be associated with operational contingencies, major exercises, and the Unit Deployment Program (UDP).

b. The CO, MCAS Beaufort will determine the total number of personnel and specific grade/MOS skills needed to perform the assigned mission. Negotiations between the Commanders, II MEF tenant units and the CO, MCAS Beaufort will then identify the specific billets to be filled by FAP personnel. Negotiations will include the substantiation and categorization of billet requirements, to include grade/skill and required qualifications. The CO, MCAS Beaufort and the Commanders, II MEF tenant units will mutually agree to each billet where a Marine is assigned through FAP. A Marine assigned to a FAP billet will not be reassigned without approval from their parent command.

5. Operational Control. The CO, MCAS Beaufort will exercise full operational control over all FAP personnel assigned, except in those instances involving recall as specified in paragraph 3003 of this Order.

6. Administrative Control

a. The CO, Headquarters and Headquarters Squadron (HQHQRON) will ensure that administrative procedures and requirements promulgated by current directives are adhered to with respect to assigned FAP personnel. This responsibility includes, but is not limited to promotions, classification proficiency pay, messing, billeting, health, welfare, personal affairs, family assistance, servicing and administrative audits of service records, fitness reports, pay matters, conduct and proficiency marks, testing, individual equipment issue and inspections, clothing issues, separations, medical/dental readiness, casualty reporting, leave, liberty, career planning, and processing for administrative discharges.

b. All administrative matters relative to the assignment and/or termination of II MEF tenant unit personnel will be coordinated between the CO, MCAS Beaufort and the Commanders, II MEF tenant units.

c. The Commanders, II MEF tenant units will ensure that Officer Qualification Records (OQRs) and Service Record Books (SRBs) are reviewed prior to assigning personnel to the FAP. Personnel assigned to the FAP will have their minimum issue of uniform clothing in their possession upon reporting for duty.

7. Training Responsibilities

a. The CO, H&HS, will ensure that FAP personnel are trained in marksmanship and essential military subjects in accordance with the current directives. Technical training will be provided within the capability of Station in accordance with of reference (b). II MEF tenant unit personnel may be used to fill MCAS Beaufort school quotas for schools outside the command that are necessary to train FAP personnel to function in the assigned billets. II MEF tenant unit personnel who desire school quotas to enhance MOS proficiency or career patterns must submit their request via the CO, MCAS Beaufort and the Commanders, II MEF tenant units depending on the type of quota requested. The CO, H&HS will ensure FAP personnel attend required Professional Military Education (PME) and perform annual required training.

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b. Training in preparation for the conduct of all MOS related functions in a deployed environment, as well as training in those fundamental field skills necessary to ensure competency in a theater of operation, is the responsibility of the Commanders, II MEF tenant units, and will be coordinated with the CO, H&HS using the normal recall procedures contained in paragraph 3003.1 of this Order.

8. Discipline

a. Any investigations and disposition of disciplinary cases for FAP personnel, including alleged indebtedness and line of duty misconduct determinations, are a joint responsibility of the CO, H&HS, CO, MCAS Beaufort and Commander II MEF tenant units. Personnel assigned to a FAP billet who violate the Uniformed Code of Military Justice (UCMJ) will normally have those offenses adjudicated by the CO, H&HS. Additionally, they will be retained by H&HS until disciplinary action is completed. The CO, H&HS will advise the appropriate parent commander in all cases where FAP personnel are involved in a serious offense.

b. In cases where pretrial confinement is imposed or where disciplinary adjudication results in post trial confinement of a CAT II and CAT III billet, the Commander, II MEF tenant units will provide a replacement service member. Voluntary appellate leave approvals will remain within H&HS Chain of Command, pending approval by the Court martial Convening Authority with the concurrence of the Commander, II MEF tenant unit's General Court Martial Convening Authority.

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Chapter 2

Administrative Matters

1. Personnel Accountability. Personnel accountability and unit diary reporting will be accomplished in accordance with reference (c).
2. Personnel Records
 - a. When reporting to/from FAP, all personnel will be transferred at the Installation Personnel Administration Center (IPAC), to the CO, H&HS or the respective Commander, II MEF tenant units.
 - b. Prior to personnel reporting to/from FAP, IPAC will ensure that the following administrative actions are accomplished:
 - (1) All appropriate unit diary entries are completed.
 - (2) Electronic Officer Qualification Record/Service Record Book (E-OQR/SRB) page 3 (Chronological Record) are updated via unit diary; will post to MOL once updated. II MEF tenant units have access to their respected FAP personnel E-OQR/SRB via MOL (OMPF View).
 - (3) There is a page 11 entry in the E-OQR/SRB explaining the circumstances for incomplete administrative actions.
 - c. The Director, IPAC is responsible for the proper maintenance of all OQRs/SRBs of personnel assigned to the FAP.
3. Pay and Promotions
 - a. While attached to H&HS FAP personnel pay will be handled by H&HS.
 - b. FAP personnel are authorized to be promoted by the CO, H&HS per the instructions set forth in reference (d).
4. Fitness Reports and Proficiency/Conduct Markings. Department Heads will submit fitness reports on all FAP personnel in accordance with reference (e). Proficiency and conduct markings will be assigned to all Corporals and below in accordance with reference (f).
5. General Correspondence. All correspondence concerning FAP personnel will be prepared at H&HS, in accordance with the current directives and forwarded via the Marine's chain of command. All correspondence addressed to the Commandant of the Marine Corps (CMC) will contain a paragraph that the individual concerned is attached to MCAS Beaufort under the provisions of the FAP. The II MEF tenant unit's S-1 will receive a file copy of all correspondence.
6. Individual Mailing Address. II MEF tenant unit personnel will use the address of H&HS while assigned to the FAP.
7. Career Planning Procedures. H&HS will conduct all Career Planning matters to include reenlistments, extensions and interviews for all personnel assigned to the FAP, in accordance with current directives. The H&HS Career

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Retention Specialist (CRS) will notify parent II MEF tenant units prior to submission of all reenlistment and extension requests. FAP Marines will not be reflected in H&HS retention goals. FAP Marines who reenlist, or have CMC authority to reenlist while assigned to H&HS and subsequently are terminated will be credited to II MEF tenant units.

8. Processing Personnel for Permanent Change of Station Orders (PCSO)

a. When orders are received from higher authority directing the transfer or reassignment of FAP personnel, including assignment to Drill Instructor (DI) School, Recruiter School, Marine Security Guard (MSG), Marine Corps Security Forces (MCSF), Combat Instructor duty or Inspector-Instructor (I&I) duty, the Commanders, II MEF tenant units, will advise the CO's, MCAS Beaufort and H&HS, by memorandum with a copy of the transfer authority, if available. Also, FAP personnel will be notified via Station's IPAC Director for coordination of proceed, delay and travel arrangements in conjunction with PCSO. The CO, H&HS will make a recommendation regarding the individual's eligibility for the assignment and will, by return endorsement, advise the Commanders, II MEF tenant units. For DI School, Recruiters School, I&I duty, MCSF, Combat Instructor and MSG duty, the recommendations will be accompanied by a completed CO's checklist. Upon receipt of this recommendation, the Commanders, II MEF tenant units will be responsible for all further processing necessary to either cancel the orders or to transfer the individual. The CO, H&HS will schedule the transfer physical examination, assure any required marksmanship re-qualifications are completed and make the individual available to II MEF tenant units for any pre-transfer processing.

b. After a firm date of departure has been determined, the Commanders, II MEF tenant units will submit a FAP termination notification to the CO, MCAS Beaufort no later than 10 days prior to the date of departure. The Commanders, II MEF tenant units will provide replacement personnel if/when available.

9. Remedial Physical Conditioning, Military Appearance and Weight Control Programs. CAT I FAPs who are on weight control, military appearance, or remedial physical training programs are subject to the policy and regulations established in reference (g) and reference (h). The CO, H&HS, will assign CAT I Marines to these programs and will monitor their progress per the appropriate orders. CAT II/CAT III Marines participating in one of the aforementioned programs will be assigned to the FAP upon approval from the CO, H&HS and Commanders, II MEF tenant units. Those Marines identified for FAP must be fully enrolled by their parent command prior to FAP. Likewise, the CO, H&HS, will monitor these CAT II/CAT III Marines to ensure program compliance. The current status of the Marine, as well as all progress records for any of these programs will be provided to the Commanders, II MEF tenant units upon normal expiration of the CAT II/CAT III FAP assignment. Marines assigned to Remedial Physical Conditioning, Military Appearance and Weight Control Programs will not be considered for FAP to the Corporal's School as instructors.

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10. Administrative Discharge Procedures.

a. If conduct by a FAP service member results in mandatory administrative processing for administrative separation, the CO, H&HS, after consultation with the respective Commander, II MEF tenant units, will execute administrative processing completion through MCAS Beaufort Chain of Command.

b. If, in the opinion of the CO, H&HS, conduct by FAP personnel warrants discretionary administrative processing, the effected FAP service member will be de-FAP'd to the appropriate Commander, II MEF tenant units for a determination as to processing. In the case of CAT II and CAT III billets, Commander, II MEF tenant units will provide a replacement service member.

11. Medical Discharge Procedures. Ten days prior to the requested terminal leave date or End of Active Service (EAS), the CO, H&HS will issue deFAP Orders on FAP personnel who have been approved for discharge by a medical board. The CO, H&HS must ensure the Marine has completed a final physical and attended Pre-Separation & Transitioning Assistance Program Classes (Pre-Sep/TAP) prior to being returned to their parent command. The IPAC will coordinate the final discharge with the Marine's parent command and complete all required paperwork for discharge, household goods move, and final pay.

12. Classification and MOS Assignment of II MEF Tenant Unit Marines. CAT I Marines assigned to the FAP who possess a basic MOS will be trained and assigned to a primary MOS within the time limits directed by reference (i). If a Marine is found to be fundamentally unqualified in the MOS assigned, and is further found to lack the basic skills necessary to facilitate unit-sponsored training in order to meet minimum MOS requirements, the CO, H&HS will notify the respective Commander, II MEF tenant units of the situation in a memorandum form, requesting reassignment or replacement of the Marine. The respective Commander, II MEF tenant units will then notify CMC (MMEA) per instructions set forth in this Order.

13. Assignment to Temporary Additional Duty (TAD). Personnel assigned to the FAP may be ordered to TAD in an excess status. If the TAD period is 29 days or less, no unit diary action is required. If the TAD period is 30 days or more, the Marine going TAD will be FAP terminated along with the appropriate Unit Diary entry in accordance with the PRIUM. When the excess TAD date has been determined, the Commanders, II MEF tenant units will submit a FAP termination notification to the CO, MCAS Beaufort no later than ten days prior to the date of departure to TAD. Exceptions to this rule are assignments to TAD in an excess status of an emergency or contingency nature.

14. Processing Personnel for Terminal Leave. FAP personnel who desire terminal leave in conjunction with discharge or release from active duty will submit a leave authorization request to the respective Commander, II MEF tenant units, via the CO, H&HS. The CO, H&HS will endorse the request recommending approval if the Marine's absence during the period of leave will not impact mission accomplishment or if a replacement is already on board. If these criteria have not been met, an unfavorable endorsement will result and the respective Commander, II MEF tenant units may deny the terminal leave request. If approved, the respective Commander, II MEF tenant units will submit a FAP termination request (Appendix F) to the CO, MCAS Beaufort no later than ten working days prior to the Marine's first day of terminal leave. In order to meet this timeline, the Marine must submit the leave request to the CO, H&HS, no later than 30 days in advance of the desired leave period. All Marines must attend the mandatory separation brief prior

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to departing on terminal leave. Where possible, these personnel will attend transition assistance training prior to their departure from H&HS.

15. Defense Readiness Report System (DRRS) Reporting Procedures. In order to facilitate the monthly submission of the DRRS report to HQMC, the Commanders, II MEF tenant units and the CO, H&HS will provide a monthly status report addressing the deployability of all personnel in a FAP status upon request. As the due date for this report varies from month to month, the respective II MEF tenant unit's S-1 will request the information, if necessary, no later than five days prior to the due date of that month's DRRS report.

Chapter 3

Assignment and Recall of Personnel

1. Personnel Requirements

a. The respective Commander, II MEF tenant units will be assigned quotas for FAP personnel based on the units authorized strength. CAT II/CAT III FAP tasking will be reviewed and revised on an annual basis by the CO, MCAS Beaufort and the Commanders, II MEF tenant units. However, significant changes in requirements or schedules may occur that could necessitate interim adjustments to the tasking.

b. Personnel will be assigned to a FAP T/O billet commensurate with their grade and Military Occupational Specialty (MOS) as stipulated below.

(1) Where feasible, grade billet substitution will be limited to one grade above or below as annotated on the T/O grade. Exceptions may be made with the joint approval of the respective Commanding Officers.

(2) MOS substitutions will be authorized only in those areas where the Marine assigned possesses a secondary or tertiary MOS of the billet requirement or where predestinated MOS's are listed in the remarks column of Appendix A, Appendix B, Appendix C, and Appendix D.

2. Assignment Restrictions. The following will not be assigned as CAT II or CAT III:

a. Disciplining Issues. Commanders, II MEF tenant units will attempt to provide the best candidates possible for either CAT II or CAT III requirements as the situation permits.

(1) FAP personnel in a disciplinary status, or who are pending submission for administrative discharge or a determination of line of duty misconduct status will be assigned with reservation and as a last resort to the FAP.

(2) II MEF tenant unit Marines counseled for disciplinary matters under paragraph 6105 of the MARCORSEPMAN will attempt to be observed for 90 days prior to assignment to the FAP.

(3) FAP personnel who have two or more unrelated adverse E-SRB entries during their current enlistment to include a court martial, Non-Judicial Punishment (NJP), or paragraph 6105 counseling, are considered to have established a trend of substandard performance, and will not be assigned to the FAP until all other efforts to staff with better qualified personnel have been exhausted.

(4) Paragraph 3404 of reference (i) will be strictly adhered to in the assignment of Marines to the FAP. Under no circumstances will a II MEF tenant unit's Marine be assigned to FAP who has been convicted by court martial within the preceding six months or who has had NJP imposed under Article 15, UCMJ within the preceding three months. Average proficiency/conduct markings will be 4.0/3.9 or higher. Exceptions to the above requirements will be mutually agreed upon by the CO, MCAS Beaufort and the Commanders, II MEF tenants units. The checklist provided in Appendix E

can be utilized by II MEF tenant units to ensure FAP candidates are properly screened for their FAP assignment.

b. Medical/Physical Issues.

(1) FAP personnel who are hospitalized, awaiting discharge or release from active duty for reasons other than EAS or those personnel who are in receipt of PCSO generally will not be assigned to the FAP program. Exceptions to the above requirements will be mutually agreed upon by the CO, MCAS Beaufort and the Commanders, II MEF tenant units.

(2) FAP personnel who have physical limitations due to injury or long-term medical problems will first be identified to the Manpower Officer, MCAS Beaufort prior to assignment. After review, the Manpower Officer will provide a recommendation for approval/disapproval to the respective Commander, II MEF tenant units.

3. Duration of Assignment. CAT I personnel will normally be assigned to the FAP for the duration of their tour with their respective II MEF tenant unit. CAT II personnel will be assigned to the FAP for a one-year tour unless operational commitments require them to terminate assignments to the FAP. CAT III personnel will be assigned for a minimum of 6 or 12 months as outlined by Appendix A, Appendix B, Appendix C, and Appendix D. Marines who reenlisted under the Selective Reenlistment Bonus Program will not be assigned to the FAP longer than six months. At completion of the FAP assignment, CAT II/CAT III Marines may be extended with the approval of their respective Commander, II MEF tenant units and will be reviewed thereafter every 6 months.

4. Recall of Personnel

a. Normal Recall. A written request will be submitted by the respective Commander, II MEF tenant units to the CO, MCAS Beaufort, identifying those FAP personnel that are needed to conduct deployment training, field training, or other related training. Only when the training is scheduled to exceed 30 days will Appendix F be used, and replacement personnel provided, if available, unless otherwise specified by the Commanders, II MEF tenant units. When feasible, these written requests will be submitted ten days prior to the date II MEF tenant unit personnel are required or when II MEF tenant units provides, in advance, a detailed training plan or Plan of Action and Milestones (POA&M) to CO, MCAS Beaufort. Field training that is not scheduled to exceed 24 hours will be coordinated at the OIC/Section Chief level with the concurrence of the respective Commander, 2d Marine Aircraft Wing (MAW) tenant unit. In the latter case, CO, H&HS may issue H&HS Special Order to TAD personnel back to their II MEF parent command, for duration of short term exercise/deployment.

b. Emergency Recall. Upon notification by proper authority of the activation of any contingency plan, the CO, MCAS Beaufort will terminate personnel as requested by the respective Commander, II MEF tenant units or their designated representative. In most cases, electronic checkout process will be put in effect, however the Marine will still have to physically checkout with IPAC and Medical.

5. Termination of Assignment to the FAP. The CO, MCAS Beaufort will terminate personnel assignments to the FAP under the following circumstances:

a. FAP personnel will be returned to their parent unit upon submission of a termination request (Appendix F) from their parent command to the CO, MCAS Beaufort. Normally, this request will be submitted ten days prior to the date the Marine is to be terminated. To ensure sufficient turnover time, the respective Commander, II MEF tenant units will provide a replacement, if available, to arrive five working days prior to the intended termination of FAP. In the case of reserve personnel, the ten working days will be increased by the number of days travel time required in the release orders. FAP personnel in receipt of Special Duty Assignments (SDA) especially those with qualifying school requirements (e.g. Recruiter School, Marine Security Guard School, Drill Instructor School) will be returned to their parent command at least 30 days prior to assignment. This request will be submitted 40 days or more prior to the date the Marine is to be terminated. To ensure sufficient turnover time, the respective Commander, II MEF tenant units will provide a replacement, if available, to arrive five working days prior to the intended termination of FAP.

b. Hospitalized personnel will be processed in accordance with reference (i). When it has been verified that local hospitalization will be long-term (in excess of thirty days), personnel will be terminated at that time. The CO, H&HS will ensure that all II MEF tenant units property and the Marine's personal effects are returned within three working days. After 29 days of unauthorized absence, the CO, H&HS will notify the CO, MCAS Beaufort and the Director, IPAC to administratively terminate FAP personnel, establish telephonic liaison with the respective II MEF tenant unit's legal to publish the Notice of Absentee Wanted By The Armed Forces (DD Form 553) on 31st day of absence. All orders, personal effects, and II MEF tenant units property will be returned to the parent unit within five working days. A copy of the letter forwarded to the absentee's next of kin by the CO, H&HS, and the inventory of personal effects will be submitted for insertion in the member's E-OQR/SRB. The respective Commander, II MEF tenant units will provide a suitable replacement within five working days if available.

c. The CO, MCAS Beaufort will terminate FAP personnel once notified that a Marine has been recommended for administrative discharge by the CO, H&HS. The Commanders, II MEF tenant units may commence processing the individual Marine for discharge, i.e. 10 day letter to IPAC, Pre-Sep/TAP Classes, Final Physical. IPAC prepares the DD Form 214, NAVMC 11060 and closes out the E-OQR/SRB, and administers all appropriate unit diary actions. The following instructions apply:

(1) Once the CO, H&HS has made a separation recommendation to the respective Commander, II MEF tenant unit, a determination will be made whether or not to retain the individual in their original workspace or return the member back to II MEF tenant units for the remainder of their time before the discharge becomes effective.

(2) The CO, H&HS will coordinate with the IPAC to ensure all appropriate entries are made and that any page 11 entries are submitted for inclusion in the E-OQR/SRB to include an appropriate entry showing the reason for administrative separation.

(3) The CO, H&HS will coordinate all matters with the respective Commander, II MEF tenant units and keep the CO, MCAS Beaufort informed on all actions associated with recommendation and pending administrative separation actions.

d. The CO, MCAS Beaufort will affect the termination of FAP personnel who are being processed for an administrative discharge by reason of physical disability in accordance with appropriate directives. The following instructions apply:

(1) The CO, H&HS will coordinate with IPAC to ensure all appropriate entries are made and submitted for inclusion in the E-OQR/SRB.

(2) The CO, H&HS will forward a FAP termination request to the CO, MCAS Beaufort on II MEF tenant unit personnel upon notification by the local medical board that the Marine has been recommended for discharge. All other pending physical disability personnel will be terminated upon recommendation of the Physical Examination Board.

(3) The CO, MCAS Beaufort will provide a detaching endorsement on the deFAP orders issued by the CO, H&HS.

(4) The termination orders, along with a copy of the Medical Board Report will be hand carried by the II MEF tenant unit Marine to the respective Commander, II MEF tenant unit.

(5) The respective Commander, II MEF tenant unit will check in the Marine "from FAP" and execute the appropriate administrative actions via IPAC in accordance with reference (j).

e. FAP personnel that are In Hands of Civil Authority (IHCA) who have not been convicted by the 29th day of incarceration will be FAP terminated on that day. If appropriate, or when requested by the appropriate parent command, a recommendation will be prepared and submitted by the CO, H&HS for administrative discharge in accordance with FAP for MCAS Beaufort and II MEF tenant units and the provisions set forth in reference (j). Copies of all correspondence will be forwarded to the respective Commander, II MEF tenant unit.

f. FAP personnel who are no longer eligible to fill FAP billets because of reenlistment under the Service Reenlistment Bonus Programs will be terminated from the FAP upon reenlistment. Personnel who become ineligible because of change of MOS will also be terminated upon receipt of approval from HQMC of the MOS change.

g. FAP personnel with a history of disciplinary actions and paragraph 6105 counseling prior to assignment to FAP may be FAP terminated if further disciplinary action must be taken by the CO, H&HS within 30 days after assignment.

h. Correspondence requesting termination for reasons other than those contained in the previous paragraphs above will be submitted to the Commanders, II MEF tenant units for consideration. The CO, MCAS Beaufort and the respective Commander, II MEF tenant unit will evaluate requests based on the information provided.

i. Termination of FAP, including checkout at H&HS and check in at the II MEF tenant unit, will be accomplished within ten working days. Exceptions to this rule are terminations of FAP IRT urgent personnel tasking In Support Of (ISO) contingency operations or special duty assignments.

14 JAN 2015

APPENDIX A

MAG-31 FAP T/O

CATEGORY I, II & III FAP T/O

(SOURCE: MAG-31 (HQ) T/O&E (UIC M00241), MALS-31 T/O&E (UIC M01086), H&HS T/O&E (UIC M02205))

TENANT BIC	MCAS BIC	BILLET DESCRIPTION	GRADE	BMOS	CAT
		CPL'S SCHOOL			
N/A	M0220502056	INSTRUCTOR***@	SGT	8014	III
N/A	M0220502057	INSTRUCTOR***@	SGT	8014	III
		TAX CENTER			
N/A	M0220502078	TAX PREPARER	SGT	8014	III
		MCAS S-3 TRAINING			
N/A	M0220501562	MARKSMANSHIP INSTR	CPL	8530	III
N/A	PENDING	MARKSMANSHIP INSTR	CPL	8530	III
		CENTRAL BILLETING ~			
N/A	M0220501844	BILLETING MANAGER	SGT	8014	III
N/A	M0220501845	BILLETING CLERK	ANY	8014	III
N/A	M0220501846	BILLETING CLERK	ANY	8014	III
N/A	M0220501847	BILLETING CLERK	ANY	8014	III
		HAZMAT			
N/A	M0220502085	ESS QA@	SSGT	8014	III
M0108600123	M0220502087	AVN SUPPLY SPEC@	SGT	6672	II
N/A	M0220502086	ASST ESS QA@	CPL	8014	III
N/A	M0220502088	Hazmat Material Handler	LCPL	8014	III
		ORDNANCE			
M0108600332	M0220501000	AVORD SYS TECH CHIEF	SSGT	6541	II
M0108600333	M0220500995	AVORD SYS TECH	SGT	6541	II
M0108600334	M0220500997	AVORD SYS TECH	CPL	6541	II
M0108600335	M0220501004	AVORD SYS TECH	CPL	6541	II
M0108600351	M0220501005	AVORD SYS TECH	CPL	6541	II
M0108600352	M0220501006	AVORD SYS TECH	CPL	6541	II
M0108600346	M0220501015	AVORD SYS TECH	LCPL	6541	II
M0108600482	M0220501016	AVORD SYS TECH	LCPL	6541	II

FAP FOR MCAS BEAUFORT AND II MEF TENANT UNITS

TENANT BIC	MCAS BIC	BILLET DESCRIPTION	GRADE	BMOS	CAT
		ORDNANCE			
M0108600330	M0220501011	AVORD SYS TECH	LCPL	6541	II
M0108600336	M0220501012	AVORD SYS TECH	LCPL	6541	II
M0108600344	M0220501013	AVORD SYS TECH	LCPL	6541	II
M0108600345	M0220501014	AVORD SYS TECH	LCPL	6541	II
		PMO			
N/A	M0220501406	CORPORAL OF THE GUARD +	CPL	8151	III
N/A	M0220501412	GUARD +	LCPL	8151	III
N/A	M0220501413	GUARD +	LCPL	8151	III
N/A	M0220501414	GUARD +	LCPL	8151	III
N/A	M0220501415	GUARD +	LCPL	8151	III
N/A	M0220501416	GUARD +	LCPL	8151	III
N/A	M0220501417	GUARD +	LCPL	8151	III
N/A	M0220501418	GUARD +	LCPL	8151	III
N/A	M0220501419	GUARD +	LCPL	8151	III
N/A	M0220501420	GUARD +	LCPL	8151	III
N/A	M0220501421	GUARD +	LCPL	8151	III
N/A	M0220501422	GUARD +	LCPL	8151	III
N/A	M0220501423	GUARD +	LCPL	8151	III

→Remarks:

- * (20 Dec-30 Apr) -Seasonal billets to support mandated Volunteer Income Tax Assistance Program (VITA).
- *** Station SgtMaj screens and approves prior to assignment. Prior classroom instruction desired. NO BCP candidates will be referred.
- @ 12 month billet requirement.
- # Limited duty/light duty acceptable
- ^ Requires Secret Clearance.
- + Quotas for ongoing security requirement established based on Force Protection Conditions and Level II security area manning requirements by PMO.
- Tenant unit responsible for providing increased manpower requirements in the form of working parties associated with workload requirements specific to their own billeting spaces.

Bold Type Annotates a valid critical FAP requirement that must be filled in order for command to support current operational training.

APPENDIX B

MWSS-273, MAG-31 FAP T/O

CATEGORY I, II & III FAP T/O

(SOURCE: MWSS-273, MAG-31 T/O&E (UIC M00273), H&HS T/O&E (UIC M02205))

TENANT BIC	MCAS BIC	BILLET DESCRIPTION	GRADE	BMOS	CAT
		S-3 TRAINING			
M0527300219	M0220501791	LICENSING CHIEF	GYSGT	3537	II
M0527300230	M0220501792	MOTOR VEH OPER	SGT	3531	II
M0527300233	M0220501793	MOTOR VEH OPER	CPL	3531	II
		ARFF			
M0527300077	M0220500590	CRASH CHIEF	MSGT	7051	I
M0527300078	M0220500578	FIRE INSPECTOR	GYSGT	7051	I
M0527300079	M0220500579	TRNG CHIEF	GYSGT	7051	I
M0527300080	M0220500584	TRUCK MASTER	SGT	7051	I
M0527300081	M0220500586	CFR MECHANIC	SGT	3526	II
M0527300085	M0220500588	MATERIAL NCO	SGT	7051	I
M0527300104	M0220500593	SECTION LEADER	GYSGT	7051	I
M0521200120	M0220500594	SECTION LEADER	GYSGT	7051	I
M0527300090	M0220500598	DISPATCHER	SGT	7051	I
M0527300106	M0220500599	DISPATCHER	SGT	7051	I
M0527300107	M0220500600	DISPATCHER	SGT	7051	I
M0527300125	M0220501817	P-19 VEH HANDLINE OPER	LCPL	7051	I
M0527300108	M0220500607	P-19 VEH OPER	SGT	7051	I
M0527300122	M0220500608	P-19 VEH OPER	SGT	7051	I
M0527300123	M0220500609	P-19 VEH OPER	SGT	7051	I
M0527300124	M0220501818	P-19 VEH HANDLINE OPER	LCPL	7051	I
M0527300082	M0220500611	P-19 VEH OPER	CPL	7051	I
M0527300086	M0220500612	P-19 VEH OPER	CPL	7051	I
M0527300087	M0220501819	P-19 VEH HANDLINE OPER	LCPL	7051	I
M0527300347	M0220501820	P-19 TURRET OPER	LCPL	7051	I
M0527300126	M0220500614	P-19 TURRET OPER	LCPL	7051	I
M0527300131	M0220500615	P-19 TURRET OPER	LCPL	7051	I
M0527300102	M0220500616	P-19 TURRET OPER	LCPL	7051	I
M0527300450	M0220501821	P-19 HANDLINE OPER	LCPL	7051	I
M0527300083	M0220500630	P-19 HANDLINE OPER	LCPL	7051	I
M0527300088	M0220500631	P-19 HANDLINE OPER	LCPL	7051	I
M0527300089	M0220500632	P-19 HANDLINE OPER	LCPL	7051	I
M0527300099	PENDING	FIREFIGHTER TECH	LCPL	7051	I
M0527300101	PENDING	FIREFIGHTER TECH	LCPL	7051	I
M0527300113	PENDING	FIREFIGHTER TECH	CPL	7051	I
M0527300114	PENDING	FIREFIGHTER TECH	CPL	7051	I

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TENANT BIC	MCAS BIC	BILLET DESCRIPTION	GRADE	BMOS	CAT
		ARFF (CONT'D)			
M0527300093	M0220500633	P-19 HANDLINE OPER	LCPL	7051	I
M0527300094	M0220500634	P-19 HANDLINE OPER	LCPL	7051	I
M0527300109	M0220500635	P-19 HANDLINE OPER	LCPL	7051	I
M0527300451	M0220501822	P-19 HANDLINE OPER	LCPL	7051	I
M0527300128	M0220501823	P-26 RESUP ASST	LCPL	7051	I
M0527300110	M0220500641	P-19 HANDLINE RESC	LCPL	7051	I
M0527300115	M0220500642	P-19 HANDLINE RESC	LCPL	7051	I
M0527300116	M0220500643	P-19 HANDLINE RESC	LCPL	7051	I
M0527300117	M0220500644	P-19 HANDLINE RESC	LCPL	7051	I
M0527300118	M0220500645	P-19 HANDLINE RESC	LCPL	7051	I
M0527300095	M0220500646	P-19 HANDLINE RESC	LCPL	7051	I
M0527300101	M0220501824	SALVAGE CRANE RIGGER	LCPL	7051	I
M0527300130	M0220500647	P-10 TEAM LEADER	CPL	7051	I
M0527300127	M0220500648	P-10 TEAM LEADER	CPL	7051	I
M0527300129	PENDING	P-10 RES EQUIP OPER	CPL	7051	I
M0527300091	M0220500650	P-10 RES EQUIP OPER	CPL	7051	I
M0527300092	M0220500651	P-10 RES EQUIP OPER	CPL	7051	I
M0527300111	M0220500652	P-10 RES EQUIP OPER	CPL	7051	I
M0527300112	M0220500653	P-10 RES EQUIP OPER	CPL	7051	I
M0527300133	M0220500657	P-26 WATER TANK OPER	LCPL	7051	I
M0527300257	M0220500658	P-26 WATER TANK OPER	CPL	7051	I
M0527300132	M0220500661	P-26 RESUP ASSIST	LCPL	7051	I
M0527300096	M0220500659	P-26 RESUP ASSIST	LCPL	7051	I
M0527300097	M0220500660	P-26 RESUP ASSIST	LCPL	7051	I
M0527300105	M0220500663	CRANE OPERATOR	SSGT	7051	I
M0527300121	M0220500665	CRANE OPERATOR	SSGT	7051	I
M0527300098	M0220500668	CRANE RIGGER	LCPL	7051	I
		EAF			
M0527300056	M0220500670	EAF SERV OFFICER	CWO2	7002	I
M0527300058	M0220500671	EAF SERV CHIEF	MSGT	7011	I
M0527300060	M0220501807	MAINT ADMIN SPEC	LCPL	6046	I
M0527300821	M0220501804	QA/ANALYSIS CHIEF	GYSGT	7011	I
M0527300449	M0220501810	PROD CONTROL CHIEF	SSGT	7011	I
M0527300063	M0220501805	MAT CONTROL CHIEF	SGT	6672	I
M0527300064	M0220501806	AVN SUP NCO	CPL	6672	I
M0527300061	M0220501808	EAF MAINT CREW	SGT	7011	I
M0527300062	M0220500687	EAF MAINT CREW	SGT	7011	I
M0527300065	M0220500690	EAF MAINT CREW	CPL	7011	I
M0527300807	M0220500700	EAF MAINT CREW	CPL	7011	I
M0527300069	M0220500675	EAF MAINT CREW	CPL	7011	I
M0527300070	PENDING	EAF MAINT CREW	CPL	7011	I
M0527300071	M0220500699	EAF VLA CREW	CPL	7011	I
M0527300563	M0220500679	EAF VLA CREW	CPL	7011	I
M0527300059	M0220500684	EAF A/G RW SUPVR	SSGT	7011	I
M0527300068	PENDING	QA REP/TRNG NCO	SGT	7011	I
M0527300054	PENDING	A/C PT COORD	LCPL	7011	I

14 JAN 2015

MWSS-273, MAG-31 FAP T/O

TENANT BIC	MCAS BIC	BILLET DESCRIPTION	GRADE	BMOS	CAT
		EAF (CONT'D)			
M0527300784	M0220500693	EAF/AG CREW	LCPL	7011	I
M0527300785	M0220500694	EAF/AG CREW	LCPL	7011	I
M0527300786	M0220500695	EAF/AG CREW	LCPL	7011	I
M0527300787	M0220500696	EAF/AG CREW	LCPL	7011	I
M0527300513	M0220501809	EAF/AG CREW	LCPL	7011	I
M0527300552	M0220501811	EAF/AG CREW	LCPL	7011	I
M0527300030	M0220501812	EAF/AG CREW	LCPL	7011	I
M0527300553	M0220501813	EAF/AG CREW	LCPL	7011	I
M0527300053	M0220501814	EAF/AG CREW	LCPL	7011	I
M0527300073	M0220500683	EAF/AG CREW	LCPL	7011	I
M0527300074	M0220500682	EAF/AG CREW	LCPL	7011	I
		FUELS			
M0527300146	M0220501031	BULK FUEL SPEC	SSGT	1391	II
M0527300147	M0220501033	BULK FUEL SPEC	SGT	1391	II
M0527300148	M0220501034	BULK FUEL SPEC	SGT	1391	II
M0527300176	M0220501035	BULK FUEL SPEC	SGT	1391	II
M0527300177	M0220501036	BULK FUEL SPEC	SGT	1391	II
M0527300149	M0220501043	BULK FUEL SPEC	CPL	1391	II
M0527300150	M0220501044	BULK FUEL SPEC	CPL	1391	II
M0527300158	M0220501051	BULK FUEL SPEC	LCPL	1391	II
M0527300159	M0220501052	BULK FUEL SPEC	LCPL	1391	II
M0527300160	M0220501053	BULK FUEL SPEC	LCPL	1391	II
M0527300161	M0220501054	BULK FUEL SPEC	LCPL	1391	II
M0527300165	M0220501056	REFUELER OPERATOR	SGT	3534	II
M0527300166	M0220501057	REFUELER OPERATOR	SGT	3534	II
M0527300167	M0220501061	REFUELER OPERATOR	SGT	3534	II
M0527300169	M0220501062	REFUELER OPERATOR	LCPL	3534	II
M0527300170	M0220501063	REFUELER OPERATOR	LCPL	3534	II
M0527300171	M0220501064	REFUELER OPERATOR	LCPL	3534	II
M0527300172	M0220501065	REFUELER OPERATOR	LCPL	3534	II
M0527300173	M0220501066	REFUELER OPERATOR	LCPL	3534	II
		MESSHALL			
M0527300749	M0220501082	PROP/BUD/MAINT NCO	SGT	3381	I
M0527300746	M0220501086	ASST MESSHALL MGR	GYSGT	3381	I
M0527300750	M0220501088	SUBS SUPPLY CLERK	SGT	3381	I
M0527300747	M0220501092	CHIEF COOK	SSGT	3381	I
M0527300748	M0220501093	CHIEF COOK	SSGT	3381	I
M0527300751	M0220501095	FOOD SERVICE SPEC	SGT	3381	I
M0527300752	M0220501096	FOOD SERVICE SPEC	SGT	3381	I
M0527300753	M0220501097	FOOD SERVICE SPEC	SGT	3381	I
M0527300754	M0220501098	FOOD SERVICE SPEC	SGT	3381	I
M0527300755	M0220501099	FOOD SERVICE SPEC	CPL	3381	I

14 JAN 2015

MWSS-273, MAG-31 FAP T/O

TENANT BIC	MCAS BIC	BILLET DESCRIPTION	GRADE	BMOS	CAT
		MESSHALL (CONT'D)			
M0527300756	M0220501100	FOOD SERVICE SPEC	CPL	3381	I
M0527300757	M0220501109	FOOD SERVICE SPEC	CPL	3381	I
M0527300758	M0220501110	FOOD SERVICE SPEC	CPL	3381	I
M0527300759	M0220501111	FOOD SERVICE SPEC	CPL	3381	I
M0527300760	M0220501112	FOOD SERVICE SPEC	CPL	3381	I
M0527300761	M0220501113	FOOD SERVICE SPEC	CPL	3381	I
M0527300762	M0220501114	FOOD SERVICE SPEC	CPL	3381	I
M0527300764	M0220501124	FOOD SERVICE SPEC	CPL	3381	I
M0527300765	M0220501125	FOOD SERVICE SPEC	CPL	3381	I
M0527300766	M0220501128	FOOD SERVICE SPEC	CPL	3381	I
M0527300767	M0220501129	FOOD SERVICE SPEC	LCPL	3381	I
M0527300768	M0220501130	FOOD SERVICE SPEC	LCPL	3381	I
M0527300769	M0220501131	FOOD SERVICE SPEC	LCPL	3381	II
M0527300770	M0220501132	FOOD SERVICE SPEC	LCPL	3381	II
M0527300771	M0220501133	FOOD SERVICE SPEC	LCPL	3381	II
M0527300772	M0220501134	FOOD SERVICE SPEC	LCPL	3381	II
M0527300773	M0220501135	FOOD SERVICE SPEC	LCPL	3381	II
M0527300774	M0220501136	FOOD SERVICE SPEC	LCPL	3381	II
M0527300775	M0220501137	FOOD SERVICE SPEC	LCPL	3381	II
M0527300776	M0220501138	FOOD SERVICE SPEC	LCPL	3381	II
M0527300777	M0220501139	FOOD SERVICE SPEC	LCPL	3381	II
M0527300778	M0220501140	FOOD SERVICE SPEC	LCPL	3381	II
M0527300779	M0220501141	FOOD SERVICE SPEC	LCPL	3381	II
M0527300780	M0220501142	FOOD SERVICE SPEC	LCPL	3381	II
M0527300781	M0220501143	FOOD SERVICE SPEC	LCPL	3381	II
M0527300782	M0220501126	FOOD SERVICE SPEC	LCPL	3381	II
M0527300783	M0220501127	FOOD SERVICE SPEC	LCPL	3381	II
		ARMORY			
M0527300409	M0220501558	ARMORER	LCPL	2111	II
		S-6/TELEPHONE			
M0527300492	M0220501233	CALL CENTER OPER@	LCPL	0651/56	II
M0527300482	M0220501214	SYSTEMS REPAIRER@	LCPL	2841	II
M0527300461	M0220501853	CONST WIREMAN@	CPL	0612	II
M0527300462	M0220501217	CONST WIREMAN@	LCPL	0612	II

Remarks:

1. MCAS BICs listed as pending have not yet been submitted for official changes, but they are being staffed for upcoming T/O Change Request processing.

2. The following codes apply:

a. 12 month billet requirement (@). b. Bold Type annotates a valid critical FAP requirement that must be filled in order for command to support current operational training.

ASO 1000.1E
14 JAN 2015

MWSS-273, MAG-31 FAP T/O

Note: Per CG II MEF msg 161600z Sep 11, the first (22) 3381 FAP billets are re-categorized as CAT I vice II. Billets as the message referenced requires 22 billets to be filled at a minimum at all times.

14 JAN 2015

APPENDIX C

MACS-2 FAP T/O

CATEGORY I, II & III FAP T/O

(SOURCE: MACS-2 T/O&E (UIC M00874),
H&HS T/O&E (UIC M02205))

TENANT BIC	MCAS BIC	BILLET DESCRIPTION	GRADE	BMOS	CAT
		S-3 TRAINING			
N/A	M0220501782	COMBAT SWIMMER**	ANY	8014	III
		ATC			
M0087400003	M0220500434	ASST ATC OFFICER	1STLT	7220	I
		RADAR SECTION			
M0087400004	M0220500441	FACILITY WATCH OFFICER	1STLT	7220	I
M0087400024	M0220501825	RADAR CHIEF	GYSGT	7254	I
M0087400027	M0220500467	APPROACH CONTROLLER	SGT	7254	I
M0087400028	M0220500468	APPROACH CONTROLLER	SGT	7254	I
M0087400029	M0220501828	APPROACH CONTROLLER	SGT	7254	I
M0087400030	M0220501829	APPROACH CONTROLLER	CPL	7254	I
M0087400031	M0220501830	APPROACH CONTROLLER	CPL	7254	I
M0087400032	M0220500474	ARRIVAL CONTROLLER	LCPL	7253	I
M0087400033	M0220500475	ARRIVAL CONTROLLER	LCPL	7253	I
M0087400036	M0220500486	RADAR FINAL CONTROLLER	LCPL	7257	I
M0087400037	M0220500487	RADAR FINAL CONTROLLER	LCPL	7257	I
M0087400038	M0220501831	RADAR FINAL CONTROLLER	LCPL	7257	I
M0087400039	M0220501832	RADAR FINAL CONTROLLER	LCPL	7257	I
M0087400040	M0220501833	RADAR FINAL CONTROLLER	LCPL	7257	I
M0087400041	M0220501834	RADAR FINAL CONTROLLER	LCPL	7257	I
M0087400042	M0220501835	RADAR FINAL CONTROLLER	LCPL	7257	I
M0087400034	M0220501840	GROUND CONTROLLER	LCPL	7257	I
M0087400035	M0220501841	GROUND CONTROLLER	LCPL	7257	I
		TOWER SECTION			
M0087400010	M0220501836	TOWER CHIEF	GYSGT	7252	I
M0087400011	M0220501837	LOCAL CONTROLLER	SSGT	7252	I
M0087400012	M0220500507	LOCAL CONTROLLER	CPL	7252	I
M0087400013	M0220500508	LOCAL CONTROLLER	CPL	7252	I
M0087400014	M0220500511	GROUND CONTROLLER	CPL	7257	I
M0087400015	M0220500512	GROUND CONTROLLER	CPL	7257	I
M0087400016	M0220500513	GROUND CONTROLLER	CPL	7257	I
M0087400017	M0220501838	GROUND CONTROLLER	LCPL	7257	I
M0087400018	M0220501839	GROUND CONTROLLER	LCPL	7257	I

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MACS-2 FAP T/O

TENANT BIC	MCAS BIC	BILLET DESCRIPTION	GRADE	BMOS	CAT
M0087400019	M0220500491	FLIGHT DATA	LCPL	7257	I
M0087400020	M0220500492	FLIGHT DATA	LCPL	7257	I
M0087400021	M0220500527	FLIGHT DATA	LCPL	7257	I
M0087400022	M0220500528	FLIGHT DATA	LCPL	7257	I
		CENTRAL BILLETING			
N/A	M0220502976	BILLETING CLERK	ANY	ANY	III
		PMO			
N/A	M0220501424	GUARD +	LCPL	8151	III
N/A	M0220501438	GUARD +	LCPL	8151	III

→Remarks: All ATC personnel with the exception of detachment key personnel shall be sent to the facility. Key personnel are: DET CMDR, DET SNCOIC, DET OPSO, DET OPS CHIEF, DET TRAINING CHIEF, and DET TRAINING CLERK.

- ** Supports Training Pool operations MWF 0600-0800/1100-1300 from late Spring to early Fall.
- + Quotas for ongoing security requirement established based on Force Protection Conditions and Level II security area manning requirements by Provost Marshal Office (PMO).

APPENDIX D

CLC-23 FAP T/O

(SOURCE: CLC-23 T/O&E (UIC M27140); H&HS T/O&E (UIC M02205))

TENANT BIC	MCAS BIC	BILLET DESCRIPTION	GRADE	BMOS	CAT
		POSTAL			
M2714000152	M0220500019	POSTAL CHIEF	SSGT	0161	I
M2714000151	M0220500022	POSTAL CLERK	SGT	0161	I
M2714000150	M0220500024	POSTAL CLERK	CPL	0161	I
M2714000149	M0220500025	POSTAL CLERK	CPL	0161	I
		NETWORK SUPPORT			
M2714000148	M0220501229	DATA SYS TECH	SGT	0651	I
M2714000154	M0220501230	DATA NET SYS TECH	LCPL	0651	I
M2714000155	M0220501234	DATA NET SYS TECH	LCPL	0651	I
		DISTRIBUTION MANAGEMENT			
M2714000144	M0220502069	DISTRIBUTION MGMT SPEC	CPL	3112	I
M2714000145	M0220502070	DISTRIBUTION MGMT SPEC	LCPL	3112	I
M2714000146	M0220501169	DISTRIBUTION MGMT SPEC	SGT	3112	I
M2714000147	M0220501170	DISTRIBUTION MGMT SPEC	LCPL	3112	I
		EXCHANGE			
M2714000141	M0220500154	MCCS SPECIALIST	MSGT	4133	I
M2714000142	M0220500156	MCCS SPECIALIST	SSGT	4133	I
M2714000143	M0220500157	MCCS SPECIALIST	SGT	4133	I
M2714000140	M0220500161	MCCS SPECIALIST	SGT	4133	I

Remarks:

+ Quotas for ongoing security requirements established based on Force Protection Conditions and level II security area manning requirements by PMO.

Bold Type Annotates a valid critical FAP requirement that must be filled in order for command to support current operational training.