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10 Aug 05

MARINE CORPS ORDER 5700.4E

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS FOREIGN PERSONNEL EXCHANGE PROGRAM (MCFPEP)

Ref: (a) DoD Directive 5530.3
(b) SECNAVINST 5710.25A
(c) SECNAVINST 5700.13 (NOTAL)
(d) MCO P1300.8R
(e) MCO 5311.1C

Encl: (1) Guidance for United States Marine Corps
Personnel on Duty with Foreign Services
(2) Procedures for Establishing/Modifying/Terminating
Exchange Programs/Positions
(3) Procedures for Nomination, Acceptance, and Assignment
of Marine Corps Foreign Personnel Exchange Program
(MCFPEP) Personnel
(4) List of Exchange Billets, Billet Sponsors, and
Administrative Support Units
(5) Guidance Concerning Foreign MCFPEP Personnel on
Duty with the United States Marine Corps
(6) Billet Description Format

1. Purpose. Per reference (a), the Secretary of Defense (SecDef) has delegated authority to negotiate and conclude certain international agreements, to include personnel exchange agreements, to the Service Secretaries. In reference (b), the Secretary of the Navy (SecNav) delegated to the Commandant of the Marine Corps (CMC) the authority to negotiate and conclude certain international agreements, to include personnel exchange agreements. Per reference (c), this Order establishes policy, procedures, and assigns responsibilities for the management, coordination, and administration of the exchange of USMC personnel with foreign military personnel under the MCFPEP.

2. Cancellation. MCO 5700.4D.

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

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3. Background and General Information

a. The exchange of U.S. Naval personnel with military service personnel of foreign nations began during combined operations in World War II, when a critical need was identified to exchange and standardize operational doctrines between allied forces. Present day Marine Corps exchange programs were previously part of a joint Navy/Marine Corps exchange program coordinated with the Chief of Naval Operations.

b. A reduction in U.S. military presence in several regions around the world has created a need for closer relationships between friendly nations and coalition partners. The MCFPEP is one means of continuing a long-term, selectively visible presence and association among military counterparts to enhance worldwide security cooperation.

c. The MCFPEP is conceived as a one-for-one reciprocal exchange of officers and career designated staff noncommissioned officers (SNCOs) in support of U.S. interests. Each billet with a USMC host command has a corresponding reciprocal billet with a foreign host country/service. A change in one billet is reflected in its reciprocal billet. Reciprocity is required and encompasses all facets of the MCFPEP. Non-reciprocal exchanges under the MCFPEP are not authorized as a matter of Department of Defense (DoD) or service policy as they circumvent the mutually beneficial intent of the MCFPEP. A service-to-service international agreement (herein referred to as a Memorandum of Understanding (MOU)) will define the concept, details of administration and compensation, and establish the personnel prerequisites for exchange positions.

d. Exchange personnel will be assigned billets within existing manpower requirements. Billets are not created for the sole purpose of staffing with foreign MCFPEP personnel; foreign MCFPEP personnel will serve in existing Tables of Organization (T/O) line numbers of USMC host commands. Billets for all USMC MCFPEP personnel serving with a host foreign service will reside in the T/O 5010 (Marine Corps Personnel with Allied and United Nations Commands).

(1) To add a MCFPEP billet to T/O 5010, the USMC command gaining foreign personnel must provide structural compensation. In turn, the billet line number on the T/O which provided the compensation will be coded as "non-chargeable" with the following footnote added: "Billet will be filled by foreign MCFPEP personnel."

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(2) If structural compensation is provided from a mirror imaged T/O, a billet will be added to T/O 5010 as a "chargeable billet." The billet used as compensation from a mirror imaged T/O will then be mapped from the existing Monitored Command Code (MCC) to a new MCC established for the appropriate foreign command. A footnote will then be added to both T/Os explaining the billet structural compensation and linkage of both billets.

e. MCFPEP personnel are given assignments commensurate with their grade and qualifications. The program objective is to integrate participants into the host command/organization as though they belong to the service that they are assigned, remaining within applicable sensitive and classified information disclosure authorizations. MCFPEP personnel are under the operational control of the host nation service/command; they will remain under the administrative control of the parent service (via the respective administrative support unit) for the duration of the MCFPEP assignment.

f. The MCFPEP is separate and distinct from the International Military Education and Training Program, the Foreign Military Sales Education and Training Program, the Fellowship and Scholarship Program, and loan and liaison positions. MCFPEP personnel are specifically prohibited from serving as liaison officers for the parent service/government.

g. Marine Corps personnel selected for MCFPEP duty are those who have demonstrated they are retainable and promotable within the Marine Corps and are well qualified through experience for the appropriate exchange position.

h. Marine Corps personnel will be qualified in the language of the host country (tested via current Defense Language Proficiency Test (DLPT) to minimum level of "2" in reading comprehension, "2" in listening comprehension, and "2" in speaking ability). If a Marine candidate for the MCFPEP is not qualified in the language of the host country, a minimum Defense Language Aptitude Battery score of 100 must be achieved for MCFPEP selection consideration. Those Marines selected for MCFPEP who are not qualified in the language of the host country, will be ordered to an appropriate language-training course. Prior to reporting for duty in the assigned MCFPEP billet, a Marine must achieve the DLPT levels aforementioned in this paragraph. Billet sponsors and program managers can consider waivers for this minimum language skill requirement on a case-by-case basis.

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i. Marine Corps personnel under consideration for commissioning and education programs, external assignments, etc., are ineligible to apply for the MCFPEP.

j. Personnel assigned to the MCFPEP are required to have sufficient obligated service remaining after completion of the MCFPEP assignment to complete a 2-year tour at a follow-on assignment. Requests for resignation/retirement/transfer to the Fleet Marine Corps Reserve (FMCR) on a date prior to the completion of the 2-year follow on assignment will not receive favorable consideration. The 2-year minimum utilization tour ensures the Marine Corps reaps the benefit of experiences gained while assigned to the MCFPEP. Enlisted Marines are required to reenlist/extend their current enlistment prior to an assignment to the MCFPEP.

k. MCFPEP assignments are independent and remote assignments. Often the Marine and his/her family members are the only Americans within the area. It is, therefore, imperative that the Marine and his/her family are thoroughly and carefully screened, selected, and prepared for this assignment.

l. Prospective MCFPEP Marines must have demonstrated maturity, personal stability, and financial responsibility.

m. The prospective MCFPEP Marine and his/her family members must not have any financial, medical, personal, legal, or other problems which could adversely impact the performance of duty in the MCFPEP assignment or the reputation of the USMC. Marines enrolled in the Exceptional Family Member Program will require additional screening prior to acceptance in the MCFPEP.

n. Family members of Marines selected for assignments requiring language skills are highly encouraged to pursue language proficiency training. Language proficiency training for MCFPEP family members will not be funded by the Marine Corps.

o. Reference (d) contains an applicable overseas screening checklist, and enclosure (1) contains additional information regarding the screening and selection processes of Marines and their families for the MCFPEP.

4. Information. The purpose of the MCFPEP is to encourage the mutual confidence, understanding, and respect necessary to strengthen the relationship existing between the Marine Corps and foreign military services. Experience, professional

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knowledge, and doctrine shared to the maximum extent permissible will foster a mutual appreciation of the policies and doctrine of each service.

5. Responsibilities. The Deputy Commandant (DC) for Plans, Policy and Operations (PP&O) (DC PP&O) is responsible for the overall administration of the MCFPEP. This includes, per reference (b), the authority to negotiate and conclude all MCFPEP international agreements. This authority may be re-delegated in writing, but not below the general officer level and then solely for purposes of concluding MCFPEP international agreements. To ensure proper coordination and administration of the MCFPEP, the following responsibilities are established:

a. DC PP&O, Strategy and Plans Division (PL), International Issues Branch (PLU)

(1) Negotiates all MCFPEP international agreements on behalf of CMC (PP&O) in accordance with the requirements of references (a) and (b).

(2) Provides policy oversight, serves as program manager, and ensures the overall coordination and administration of the MCFPEP.

(3) Examines the political/military implications of billet requests received from Marine Corps units and foreign governments requesting participation in the MCFPEP and provides appropriate recommendations.

(4) Coordinates the establishment or disestablishment of exchange positions per enclosure (2).

(5) Coordinates the development, administration, and updating of MOU's with billet sponsors and the applicable host service(s)/government(s).

(6) Conducts preliminary disclosure assessments prior to billet initiation and coordinates the disclosure authorization for foreign MCFPEP nominees with billet sponsors and appropriate disclosure authorities (Navy International Programs Office) in accordance with reference (e).

(7) Coordinates the nomination, acceptance and assignment of MCFPEP personnel with the appropriate billet sponsor, host service/government and parent service/government. See enclosure (3) for specific procedures.

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(8) Coordinates assessment of prerequisite training requirements with billet sponsors and schedules required training with the Commanding General, Training and Education Command (CG, TECOM (C461)). The establishment of any new MCFPEP exchange that generates additional training requirements or any modifications to the prerequisite training for existing exchanges will be vetted through CG, TECOM (C461 and C464).

(9) Coordinates with billet sponsors to ensure the proper budgeting and administering of funds for Marines in the MCFPEP, to include any periods of Temporary Additional Duty (TAD) associated with prerequisite training and deployment preparation.

(10) Coordinates with designated administrative support units to ensure the budgeting and administering of funds in support of travel attendant to execution of specific duties required by Headquarters Marine Corps (HQMC) or the administrative support unit while serving in a MCFPEP billet. The administrative support unit is tasked with settling travel claims. The host service/government is responsible for funding all TAD travel required for duty attendant to the MCFPEP billet.

(11) Coordinates the budgeting and dispersion of funds for costs unique to living abroad (far from routine USMC or DoD locations), particularly in remote or isolated locations. This includes, but is not limited to, International Cooperative Administrative Support System (ICASS) costs levied by the Department of State.

(12) Maintains and annually (due in June) distributes an annotated, updated roster of USMC and foreign MCFPEP participants to all administrative support units.

(13) Coordinates an annual review of MCFPEP billets, policies and procedures.

(14) Serves as the billet sponsor for MCFPEP billets specified in enclosure (4).

(15) Coordinates negotiation and conclusion of MCFPEP international agreements with the Staff Judge Advocate to the Commandant of the Marine Corps (SJA).

(16) Provides to CMC (SJA), within 2 days of signature, certified copies of all concluded MCFPEP international agreements, or associated international agreements; including

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all accompanying papers, agreed minutes, exchanges of notes or side letters, or background statements, if any, that include information explaining the agreement, the negotiating history, and the effect of the agreement.

b. DC for Manpower and Reserve Affairs (M&RA), Personnel Management Division (MM)

(1) Coordinates with the program manager and the billet sponsor to maintain a current billet description, desired/required qualifications, and selection criteria for billets specified in enclosure (4) and codified in the MOU.

(2) Establishes and administers a rigorous, disciplined selection process to ensure applicants for participation in the MCFPEP meet the criteria mandated by the MOU and this Order.

(3) Solicits Marines for MCFPEP participation.

(4) Coordinates approval of nominated/selected MCFPEP personnel with program manager and billet sponsor. Background information and nomination should be provided to the program manager and appropriate billet sponsor no later than 120 days prior to the reporting date.

(5) Once a candidate is approved, issues orders to the Marine selected to participate in the MCFPEP. Orders should include all pre-assignment training evolutions as required by the nature of the billet (as requested by billet sponsor), and as approved by the program manager. Orders should specifically note that Marines assigned to the MCFPEP are joined chargeable to the Marine Corps component commander responsible for the assigned area of responsibility (AOR). The Marine Corps component commander will provide administrative support and exercise administrative control over Marines assigned to MCFPEP in their AOR.

(6) Provides the program manager, billet sponsor, and the administrative support unit copies of all orders assigning Marines to or from billets within the MCFPEP.

c. DC for Aviation (AVN), Aviation Support Manpower Branch (ASM)

(1) Serves as the billet sponsor for those exchange positions specified in enclosure (4).

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(2) Coordinates with CMC (MM) on the desired/required qualifications for aviation personnel participating in the MCFPEP.

d. DC for Installations and Logistics (I&L), Logistics Operations and Sustainment Center (LPO)

(1) Serves as the billet sponsor for those exchange billets specified in enclosure (4).

(2) Coordinates with CMC (MM) on the desired/required qualifications for logistics personnel participating in the MCFPEP.

e. Staff Judge Advocate to the Commandant of the Marine Corps (SJA)

(1) Provides required legal support to CMC (PP&O) for all efforts associated with MCFPEP international agreements, based on the policy and procedures outlined in reference (a).

(2) Reviews all MCFPEP MOUs or associated international agreements prior to negotiation and again before their conclusion to ensure compliance with domestic and international law, and DoD regulations.

(3) Provides legal counsel to the program manager (CMC (PLU)), and billet sponsor during the negotiation of proposed MOUs.

(4) Provides legal counsel regarding all aspects of the MCFPEP.

(5) Forwards certified copies of all concluded MCFPEP international agreements, and/or associated international agreements, along with all accompanying papers, agreed minutes, exchanges of notes or side letters, or background statements. These should include information explaining the agreement, the negotiating history, and the effect of the agreement, received from CMC (PLU), along with a precise citation of legal authority, to the Judge Advocate General of the Navy (NJAG), per reference (b).

(6) Coordinates with NJAG, the transmittal of concluded MCFPEP international agreements and supporting documentation to the Department of State within 20 days of the MCFPEP

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international agreement entering into force to ensure compliance with The Case Act.

(7) Coordinates with NJAG, the transmittal of concluded MCFPEP international agreements and supporting documentation to DoD General Counsel within 20 days of the MCFPEP international agreement entering into force, pursuant to reference (a).

f. Director, Intelligence Division (I), Intelligence Operations Personnel Branch CMC (IOP)

(1) Serves as the billet sponsor for those exchange billets specified in enclosure (4).

(2) Coordinates with CMC (MM) on the requisite qualifications for intelligence personnel participating in the MCFPEP.

(3) As the Marine Corps Foreign Language Program manager, coordinates language training as required for personnel selected for assignment to the MCFPEP.

(4) Assists CMC (PP&O, PL and PLU) Program Manager and billet sponsors in the effort to establish new exchange billets by conducting disclosure assessments for Category 8 (in accordance with national disclosure policy) information prior to billet initiation.

g. Commanding General, Training and Education Command (CG TECOM) (C461 and C464). Coordinates/schedules all training required to prepare MCFPEP personnel for assignment to MCFPEP billets (C461) and processes budget requests from the Program Manager and provides accounting support for funds programmed to execute this training (C464). This training may include foreign language, anti-terrorism/force protection training (Evasive Driving, Individual Protective Measures (IPM), Individual Terrorism Awareness Course (INTAC), or High Risk Personnel (HRP), and any prerequisite training germane to specific billets. The establishment of any new MCFPEP exchange that generates additional training requirements or any modifications to the prerequisite training for existing exchanges will be vetted through the CG, TECOM (C461 and C464).

h. Billet Sponsors. Sponsors are assigned per enclosure (4) and directed to reference (b) for general guidance. A designated billet sponsor:

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(1) Serves as the technical advisor to the program manager, advocate for the billets, and the MCFPEP personnel serving in those billets under their cognizance. Includes responsibility for coordinating assignment of foreign MCFPEP personnel to reciprocal billets in hosting USMC commands.

(2) Coordinates the establishment, modification, or disestablishment of exchange billets with the host country, PL, SJA, component command, and the MCFPEP. Conducts a disclosure assessment prior to establishing a new billet.

(3) Coordinates with the host country and CMC (PL and MM) on the desired qualifications for those assigned to sponsored billets. Develops, maintains, and updates (every 2 years) all required billet descriptions. This coordination will also include facilitating the detailed requirements for classified access.

(4) Provides signed MOUs, billet descriptions, and required correspondence to the appropriate administrative support unit, host commands, and the Marine assigned to each MCFPEP billet.

(5) Distributes correspondence and appropriate MOUs pertaining to USMC MCFPEP nominees for exchange billets to the cognizant U.S. Defense Attaché Office or U.S. Military Liaison Office concerned.

(6) Approves all nominees for assignment.

(7) Identifies to CMC (PLU) those billets considered to be in a hazardous area, thus requiring special screening, training, and logistical support (e.g., armored vehicles, special communication requirements, etc.).

(8) Coordinates with the appropriate U.S. Defense Attaché Office or U.S. Military Liaison Office to acquire administrative support beyond that provided by the administrative support unit for the MCFPEP billets.

(9) Serves as the primary point of contact for foreign and USMC MCFPEP personnel assigned to billets under their cognizance.

(10) Coordinates/conducts appropriate out-briefs for all USMC MCFPEP personnel with CMC (PL, I, and MM) to include any

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required disclosure briefings prior to the Marine's departure from the continental United States (CONUS) to the MCFPEP assignment.

(11) Coordinates the supply of any required equipment (not provided by the host service/command) through the administrative support unit.

(12) Coordinates security clearance requirements with the host service/command, the CMC (PL, MM, I), and the administrative support unit.

(13) Coordinates issuance of orders and programs funding to USMC MCFPEP personnel required to attend specialized training before reporting to their MCFPEP assignment.

(14) Coordinates deployment authorization with program manager, SJA, the administrative support unit, and the joint staff for foreign and USMC MCFPEP personnel.

(15) Coordinates assignment of a Reviewing Officer for USMC MCFPEP personnel performance evaluation reports. The billet sponsor will ensure that a valid reporting relationship exists during the entire period the Marine Reported On (MRO) is assigned to the MCFPEP. This includes any prerequisite training germane to specific billets, including language training, and during the MRO's duties with the host nation's military force.

(16) Coordinates award recommendations initiated by host service with the administrative support unit.

(17) By April 1 of each fiscal year, provides the program manager with recommended funding amounts required to support USMC MCFPEP personnel travel (not attendant to duty in the MCFPEP billet).

(18) In conjunction with the administrative support unit, coordinates any other requirements of the billet (e.g., mail delivery, force protection costs, etc.).

(19) Coordinates with the program manager to validate ICASS costs.

(20) Coordinates with the cognizant administrative support unit all administrative matters pertaining to USMC MCFPEP personnel.

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(21) Provides copies of billet descriptions, guidance for the completion of fitness reports, and mid-tour/end-of-tour reports to administrative support units.

(22) Routes copies of mid-tour and end-of-tour reports and billet descriptions submitted by USMC MCFPEP personnel to the program manager.

i. U.S. Marine Corps Component Commands. Component commands will serve as administrative support units for USMC MCFPEP personnel assigned to host nation services/commands within their AOR:

(1) Execute all administrative and personnel duties normally resident in a consolidated administrative section for USMC MCFPEP personnel assigned to host nation services/commands within their AOR. This includes, but is not limited to: processing temporary additional duty (TAD) requests, reporting unit diary Marine Corps Total Force System (MCTFS) events such as the semiannual Physical Fitness Test (PFT) data, settling travel claims, processing leave/emergency leave requests, coordinating medical/dental support, tracking/reporting Deployment Tempo (Deptempo), coordinating postal service, initiating awards or processing awards initiated by the host service/command, and effecting any other disciplinary/commendatory actions/casualty reporting. See enclosure (1) for additional information regarding administrative support unit responsibilities.

(2) Be designated as the General Court Martial Convening Authority for all USMC MCFPEP personnel assigned to host nation services/commands within their AOR.

(3) Administer the MCFPEP funding allocated to support USMC MCFPEP personnel assigned to host nation services/commands within their respective AOR in accordance with current MOUs and this Order. Provide a quarterly report of all funding expenditures for USMC MCFPEP personnel to the program manager and billet sponsor. The third quarter report should include estimated requirements for the remainder of the current fiscal year.

(4) Submit an estimate of funds required to support all USMC MCFPEP personnel assigned to host nation services/commands within their AOR for the next fiscal year to the program manager, with a copy to the billet sponsor, no later than 1 June of each fiscal year.

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(5) As required, coordinate the issue and recovery of required special equipment (782 gear, extreme weather gear, flight equipment, etc.) not provided by the host country, but normally provided by the Marine Corps.

(6) Provide appropriate briefs (outbound from the U.S. to the MCFPEP assignment) for all USMC MCFPEP personnel and family members assigned to host nation services/commands within their AOR. Ensure USMC MCFPEP personnel are aware of the Marine Component Command's Theater Security Cooperation Supporting Plan and any other country specific Security Cooperation issues.

j. U.S. Marine Corps Host Command Responsibilities

(1) Appoints a command sponsor to assist foreign MCFPEP personnel and their families in adjusting to the Marine Corps and life in the U.S. General guidance is in enclosure (5).

(2) Coordinates with billet sponsors on issues impacting the conduct of the exchange.

(3) Maintains copies of MOUs applicable to hosted billets.

(4) Maintains copies of classified information disclosure guidance for each foreign MCFPEP personnel assigned to the command. Assigns a Contact Officer and ensures compliance with disclosure restrictions and control of access to information not authorized for release to foreign MCFPEP personnel.

(5) Informs the billet sponsor and program manager of any unit/billet changes, pending deployments, intended turnover of foreign MCFPEP personnel, etc. Authorization to deploy outside CONUS—for training or operations—must be coordinated with HQMC 30 days prior to foreign MCFPEP personnel deploying with their hosting USMC command.

(6) Revalidates the billet description with the billet sponsor for significant billet changes 6 months prior to personnel rotations. Submits an updated billet description (enclosure (6)) to the program manager and billet sponsor 180 days prior to detachment of hosted foreign MCFPEP personnel.

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(7) Screens foreign MCFPEP personnel nominated for assignment to hosted billet to ensure the nominee meets all requirements of the billet.

(8) Ensure that performance evaluations are completed on all foreign MCFPEP personnel as required by the parent service.

(9) Notify the billet sponsor and program manager when foreign MCFPEP personnel are involved in an accident or placed in a casualty status. Reference (c) establishes this reporting requirement.

k. MCFPEP Marine Responsibilities

(1) Submit a mid-tour report and an end-of-tour report to the program manager and the billet sponsor via the administrative support unit, and their host command/service, to include an updated billet description.

(2) Keep the program manager, billet sponsor, and administrative support unit informed of current contact information (mailing address, phone number, email address, etc.) and include timely updates of Record of Emergency Data.

(3) Follow additional guidance provided in enclosure (1).

(4) As specified by the respective administrative support unit, provide Deptempo source information, in the proper format and at the reporting interval.

(5) Properly budget and exercise fiscal prudence at all times with any authorized Marine Corps funds and properly budget for the same. Do not exceed authorized funding limits without prior authorization from all of the following: administrative support unit, billet sponsor, and program manager.

6. Action

a. All offices, commands, units, and personnel will execute their responsibilities as specified in paragraph 5 within this Order, and in accordance with any other regulations.

b. All messages and correspondence related to MCFPEP personnel should include CMC (PP&O, PL and PLU) as action or information addressees.

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7. Establishing/Modifying/Terminating an Exchange Program/Position. Requests to establish a new MCFPEP exchange, modify an existing MCFPEP exchange, or terminate exchanges will be forwarded to the CMC (PP&O) via the proper chain of command. Enclosure (2) contains procedures for the establishment, modification, or termination of MCFPEP exchanges.

8. Reserve Applicability. This Order is applicable to the Marine Corps Total Force.

9. Certification. Reviewed and approved this date.



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GUIDANCE FOR UNITED STATES MARINE CORPS PERSONNEL
ON DUTY WITH FOREIGN SERVICES

1. Introduction. The following guidance is provided for Marines participating in the Marine Corps Foreign Exchange Program (MCFPEP). Current Navy and Marine Corps regulations, and the appropriate Memorandum of Understanding (MOU) between the USMC and the foreign military service, provide additional guidance and will be used in the administration of the MCFPEP.

2. Administration

a. Marine Corps personnel selected for exchange duty will be those who have demonstrated to be retainable, promotable and particularly well qualified through experience for the appropriate exchange position. MCFPEP Marines must be capable of representing the Marine Corps with tact and diplomacy. They will be qualified in the language of the host country; if not, MCFPEP personnel will be ordered to an appropriate language training course.

b. Marines assigned to the MCFPEP will receive detailed briefing from the billet sponsor, program manger, and the component command prior to reporting for duty. This briefing will include information considered necessary to enhance individual performance in MCFPEP assignments.

c. Marine Corps personnel on exchange assignments with a foreign military service will be administered through the administrative support unit designated in their orders.

3. Performance Evaluation. Performance evaluation reporting procedures for MCFPEP Marines shall be in accordance with the Marine Corps Performance Evaluation System (PES). Specifically, USMC MCFPEP personnel will be evaluated by the respective host nation command using the host nation's standard form and values. The host nation report (and a "certified true translation") will be entered into the PES as an addendum to a "Not Observed" report, using pages 1 and 5 of the USMC fitness report. The Marine Corps fitness report should be marked "Not Observed" and annotated in Section I that the foreign evaluation report is attached. The Marine Reported On (MRO) will deliver the USMC fitness report to his or her Reporting Senior (RS) (of that foreign country), request RS action and attach the service/country unique performance evaluation to the USMC fitness report. The fitness report with the attached service/country unique performance evaluation will then be forwarded via the administrative support unit to the Reviewing Officer (RO) for action. The administrative

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support unit will assist in the preparation and submission of fitness reports, and the component commander will provide appropriate input as coordinated by the billet sponsor. Should a host nation not routinely execute standardized performance evaluations, the host nation commander may choose to use the USMC fitness report in its entirety to evaluate USMC MCFPEP performance for the record. Though permitted by the PES order, this is not the preferred method.

4. Leave

a. MCFPEP Marines may be granted leave in accordance with current Marine Corps regulations, provided such leave is approved by proper authorities of the host foreign military service. The leave granted shall not normally exceed the amount allowed by the host military service.

b. MCFPEP Marines desiring to take leave while serving with a foreign military service shall request leave through the host military service chain of command. If approved, Marine Corps leave will be coordinated through the appropriate Marine Corps administrative support unit.

5. Deployment Tempo (Deptempo). MCFPEP personnel are eligible for Deptempo credit in the same manner as any other Marine, providing they meet the established Deptempo criteria. Administrative support units will provide the criteria to each Marine. Each Marine is responsible for providing Deptempo source information to their administrative support unit in a format and within a timeframe approved/directed by the support unit. The administrative support unit will certify the accrued Deptempo and report it into MCTFS in accordance with the MCTFSPRIM (MCO P1080.40C).

6. Uniforms. MCFPEP personnel shall strictly comply with the dress codes contained in current Marine Corps Uniform Regulations. The order of dress for any occasion shall be that which most nearly conforms to the order of dress of the particular unit, squadron, or command with which they are serving. Modifications to Marine Corps uniforms to resemble more closely those of the host nation are not authorized.

7. Financial Agreements

a. All normal pay and allowance procedures (unless modified by the MOU) apply to MCFPEP Marines.

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b. Permanent Change of Station (PCS) transportation costs of USMC MCFPEP personnel to foreign duty stations and return will be the responsibility of the Marine Corps.

c. Non-PCS travel costs, including per diem, when incurred on matters pertaining solely to duties required by the Marine Corps will be funded by the Marine Corps.

d. Non-PCS travel costs, including per diem, when incurred on matters pertaining solely to duties required by the billet with the host service, will be funded by the host service.

e. Compensation for expenses incurred while on exchange assignments will be according to the MOU.

f. Expenses of the families of MCFPEP Marines will be borne according to Marine Corps regulations and the MOU.

8. Housing. Quarters will be made available to MCFPEP Marines consistent with the foreign host service regulations and the MOU.

9. Medical

a. Family members of MCFPEP Marines may be eligible for care in military medical facilities of the host country to the same extent that care is authorized for the family members of the host country active duty military personnel. Although "family members" medical care is not authorized in some countries, MCFPEP family members are eligible for care in U.S. military treatment facilities located in the host country, as well as for care from civilian sources under the TRICARE PRIME REMOTE Program.

b. Physical examinations and medical screening of MCFPEP candidates and their family members are required prior to final acceptance.

(1) Personnel nominated for the MCFPEP and their family members shall have their medical/dental records screened by a medical and dental officer prior to final selection. A requirement for recurrent medical/dental clinic visits or special educational needs for physically or emotionally handicapped children may impose an unwarranted, and perhaps, insurmountable obstacle in adjusting to an overseas assignment. This comprehensive evaluation regarding suitability of potential MCFPEP nominees and their family members should be attested to by commanding officers. The CMC (MM) will be notified as to their suitability. In those instances where it is believed the nominee

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may have disqualifying problems, details regarding unsuitability should be submitted to the CMC (MM) for adjudication. CMC (Personal and Family Readiness Division (MR)) and the Exceptional Family Member Program can provide advice regarding suitability of family members for assignment to the MCFPEP. Potential MCFPEP Marines who have family members with exceptional needs (e.g., assigned to the Exceptional Family Member Program) will require additional screening.

(2) Personnel selected for the MCFPEP should have medical/surgical problems resolved and should meet the standards for oral health (Dental Classification I), prior to departing CONUS.

c. Physical examinations for MCFPEP personnel are subject to the following provisions:

(1) Marines on duty in the MCFPEP should obtain physical examinations according to medical command requirements. If there is no U.S. medical facility available, a foreign military physician may perform physicals, provided results are recorded in English. If a MCFPEP Marine is unable to receive a periodic physical either from a U.S. military or foreign military physician, then a waiver of the physical examination requirements should be requested through the administrative support command. Waivers will normally be given favorable consideration.

(2) MCFPEP Marines in a flying status must receive an annual flight physical. This should be completed by a qualified U.S. military flight surgeon. If travel of 10 hours or more is necessary in order to obtain a flight physical from a U.S. military flight surgeon, a flight physical may be obtained from a foreign military flight surgeon provided results are recorded in English and forwarded for review to: Naval Aerospace Medical Institute (Code 42), NAS, Pensacola, FL, 32508. A waiver of the periodic flight physical will not normally be granted. If travel in excess of 10 hours is necessary, MCFPEP funding is authorized and will be coordinated through the administrative support unit.

10. Discipline and Responsibility

a. U.S. Marines will conduct themselves according to U.S. Marine Corps regulations, and remain subject to disciplinary action under the Uniform Code of Military Justice (UCMJ). USMC MCFPEP personnel will comply with the orders of military service personnel who are superior to them in relative grade or placed in a position of authority over them. They shall accord all such

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orders the same force and effect as orders issued by Marine Corps personnel superior to them in grade. USMC MCFPEP personnel who commit an offense against the host military service code of discipline during the exchange assignment will be withdrawn from the assignment. Marine Corps authorities may take disciplinary action if the offense committed by USMC MCFPEP personnel against host service's code of discipline is also an offense under the UCMJ. The Marine Component Command serving as the administrative support unit has General Courts Martial Convening Authority. USMC MCFPEP personnel and their dependents may be subject to the foreign criminal jurisdiction of the host nation. Reference must be made to any pertinent Status of Forces Agreement (SOFA) that exists between the host nation and the United States.

b. It is imperative that USMC MCFPEP personnel make every effort to observe the customs of the host foreign service and country. It is also important that Marines conduct themselves in a mature manner in establishing relationships with citizens of the country to which they are assigned.

c. Exchange personnel will not exercise disciplinary powers, except as specified by separate authority, over other MCFPEP Marines.

11. Status of MCFPEP Marines in the Event of Hostilities

a. Should a state of hostility develop in which the US and host governments are allied against a common enemy, MCFPEP Marines will remain with the host military service units to which assigned and will continue to carry out their duties. However, the U.S. Government may recall MCFPEP Marines and retains this authorization under all circumstances. MCFPEP Marines must have express and specific authorization from CMC, via their billet sponsor and their administrative support unit, to participate in hostilities.

b. In the event that either government becomes involved in hostilities to which the other is not a party, MCFPEP Marines will not take part in actual combat, nor will they accept orders which are in conflict with the interests of the U.S. Government. Guidance in the case of hostilities is normally provided in the MOU. However, in the absence of such guidance, MCFPEP personnel are to terminate their military duties, assume a neutral status, and seek further instructions from the billet sponsor and administrative support unit.

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c. Neither paragraph 11a nor 11b is intended to limit the MCFPEP Marine's inherent right to use all necessary means available and to take all appropriate actions to defend themselves or other U.S. forces in the vicinity from a hostile act or demonstration of hostile intent.

12. Deployments. U.S. Marines must request and obtain specific authorization from CMC via the billet sponsor and program manager to participate in deployments or missions beyond the host nation boundaries. Requests for special permission should be routed via the administrative support unit upon notification of a planned deployment. The request will be submitted to the billet sponsor and program manager who will coordinate CMC approval. Upon approval, the billet sponsor will notify the administrative support unit.

13. Security Clearance. Concurrent with the nomination process, the billet sponsor will notify the host foreign service (via the host nation's military attaché) of the type and class of security clearance held by the Marine nominee. The USMC component command serving as administrative support unit for the MCFPEP will be responsible for managing personnel security requirements, when required, to include submission of personnel security investigations and periodic reviews. USMC MCFPEP personnel will normally be authorized by the host military service to have access to sensitive and classified information necessary for the accomplishment of duties and responsibilities, consistent with the security clearances held and the access granted by the host service. MCFPEP personnel shall utilize only that information furnished by the host command. MCFPEP personnel will neither originate nor address requests to Marine Corps agencies or commands in the solicitation of additional or supplemental information, and will not release approval for information already available at the host command. No effort will be made to retain classified documents belonging to the host military service. No classified documents or information will be transmitted to the U.S. Government or the Marine Corps except as specifically authorized by the host military service.

14. End-of-Tour Reports. MCFPEP Marines will submit an end-of-tour report to reach the billet sponsor, administrative support unit, and program manager 30 days prior to tour termination. This report provides a comprehensive review of the entire exchange tour of duty. It will contain an updated billet description; significant differences between the Marine Corps and host service doctrines, operating procedures, and concepts as they apply to the particular exchange position and unit to which the individual was

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assigned; benefits and hardships of the exchange tour; a review of living conditions; and other comments and recommendations considered appropriate. Additional reports will be submitted when considered appropriate by exchange personnel. A copy of the end-of-tour report will be given to replacement exchange personnel for information and planning purposes. Incumbent MCFPEP personnel should include a copy of this report in the turnover file they provide their replacement.

15. Aeronautically Designated USMC MCFPEP Personnel.

Aeronautically designated USMC MCFPEP personnel will comply with OPNAVINST 3710.7A regarding required flight minimums, qualifications, and submission of Individual Flight Activity Reports (IFARs).

16. International Drivers License. Although not required in the United Kingdom, many continental European countries require vehicle operators to obtain an International Driver's License prior to arrival. This requirement extends to all members and family members who possess a U.S. driver's license. Prior to departing CONUS, the Marine and any family members should procure an International Driver's License. MCFPEP funding will be used to pay any associated costs.

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PROCEDURES FOR ESTABLISHING/MODIFYING/TERMINATING
EXCHANGE PROGRAMS/POSITIONS

1. Approving Authority. Subject to clearance by the Department of State, CMC (PL) is the approving authority for the establishment of new personnel exchange programs.

2. Procedures for Establishing/Modifying Personnel Exchange Programs/Additional Exchange Positions

a. When a Marine Corps activity desires to propose/modify an exchange program or establish a new position within an existing program, that activity will submit a request to the CMC (PL). The proposal will include the following information:

(1) Identification of the Marine Corps unit and billet that the foreign officer/enlisted member will be utilized, as set forth in enclosure (4). This must include the Table of Organization (T/O) line number that the foreign officer will fill. This line number will provide the structure for the establishment of the billet on T/O 5010.

(2) Detailed justification for the proposed exchange including desired implementation date.

(3) Statement on whether the proposed exchange is to be established on a continuing or a one-time basis.

(4) Suggested utilization and assignment of Marine Corps personnel in the counterpart positions.

(5) Statement of whether or not informal coordination has been made with the foreign country. If so, state the foreign nation's desires regarding the proposed exchange. Extreme care must be exercised to ensure that no commitments are made during any informal coordination of exchange proposals with representatives of foreign countries.

(6) Other pertinent comments, including availability of housing, medical services, available schools for family members, etc.

b. Upon receipt of a proposal, Department of State clearance for the billet will be obtained from the appropriate U.S. Embassy (the USMC Component Commander for the area will also be kept advised). The appropriate billet sponsor will be

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tasked to determine the feasibility and desirability of the proposal. This will be accomplished through staff coordination at HQMC. If the Marine Corps and the host country determine that the proposed exchange is both feasible and desirable, a Memorandum of Understanding (MOU), which defines the concept and terms under which the exchange program will operate, will then be developed. The following is applicable in developing, concluding, and complying with a MOU:

(1) The MCFPEP MOUs are documents that are international agreements and are to be treated as such in accordance with DoD Directive 5530.3 and SECNAVINST 5710.25A.

(2) Per SECNAVINST 5710.25A, the CMC has been delegated authority to negotiate and conclude MCFPEP international agreements by the Secretary of the Navy (SECNAV). CMC hereby re-delegates this authority to CMC (PP&O). CMC (PLU) is authorized to negotiate all MCFPEP international agreements on behalf of CMC (PP&O).

(3) The negotiation, and the conclusion, of an international agreement or amendment without prior written approval of the CMC or his delegate is prohibited. All re-delegations of authority, whether to negotiate, to conclude, or to negotiate and conclude, must be in writing.

(4) The concurrence of the Deputy Commandant, Programs and Resources (DC P&R) in the negotiation, and in the conclusion, of any agreement is required.

(5) The concurrence of the CMC (SJA) is required before the tendering of any draft to a foreign government for negotiation, and before the conclusion of any international agreement.

(6) The concurrence of applicable delegated disclosure authorities is required prior to formalizing any agreement with a foreign government.

(7) The transmittal of certified copies of concluded agreements to the Department of State via the Judge Advocate General of the Navy, accompanied by all accompanying papers, agreed minutes, exchange of notes or side letters or background statements that include information explaining the agreement, the negotiating history, the effect of the agreement, and a precise citation of legal authority is required.

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(8) The CMC is required to oversee compliance with any international agreement for which he is responsible, and keep the DoD General Counsel informed.

(9) Per DoD Directive 5530.3, notwithstanding any delegations of authority found in SECNAVINST 5710.25A and this Order, all proposed MCFPEP international agreements having policy significance shall be approved by the Office of the Under Secretary of Defense for Policy, before any negotiation thereof, and again before they are concluded.

c. Upon approval by the foreign service, the MOU will be signed by representatives of each service at a prearranged ceremony.

3. Procedures for Terminating a Personnel Exchange Program/Position

a. When a Marine Corps activity desires to terminate an exchange program/position, that activity will submit a request to CMC (PL). The request will include the following information:

(1) Identification of the Marine Corps unit and position to which the foreign officer/enlisted member has been assigned.

(2) Detailed justification for the proposed termination.

(3) Statement on whether the termination is temporary or permanent.

b. Upon receipt of a proposed termination, the billet sponsor will coordinate with other HQMC agencies to determine the desirability of the proposal. If the Marine Corps and the foreign service determine that the proposed termination is desirable, a letter to that effect will be developed. This letter will be coordinated and approved prior to being submitted for approval by the foreign service. Upon approval of the termination letter by the foreign service, the representatives of each service will sign the letter.

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PROCEDURES FOR NOMINATION, ACCEPTANCE, AND ASSIGNMENT OF MARINE
CORPS FOREIGN PERSONNEL EXCHANGE PROGRAM (MCFPEP) PERSONNEL

1. Foreign MCFPEP Personnel to USMC Command. The following steps apply:

a. Six months prior to turnover, the foreign nation forwards its nominations to the MCFPEP billet sponsors. The letter must include: a brief biography/career brief, identification of the assigned billet, family members to accompany foreign MCFPEP personnel, and the intended arrival date.

b. Billet sponsor drafts a nomination review letter for the host command and forwards the nomination with current billet description to host command; copy to program manager.

c. Upon acceptance of nomination from host command, billet sponsor will forward acceptance to CMC (PLU) with billet description and host unit exchange sponsor information.

d. CMC (PLU) will forward the official acceptance to the host nation.

e. CMC (PLU) initiates the request for disclosure in accordance with MCO 5510.20.

f. The foreign nation, through its embassy (Defense Attaché Office), submits a foreign visit request via the foreign visit system to the U.S.

g. The billet sponsor will coordinate with the respective embassy to ensure turnover timing, required briefings, training and any other required action prior to the arrival of the exchange officer.

h. As required, billet sponsor arranges any pre-assignment training with the Commanding General, Training and Education Command (TECOM).

2. USMC Personnel to Foreign Command. The following steps apply:

a. One year prior to rotation, the billet sponsor identifies the exchange billets that are due to rotate.

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b. The billet sponsor works with CMC (MM) to solicit applications from interested officer and enlisted Marines.

c. Marines submit requests for assignment to the MCFPEP via the Standard Administrative Action (AA) Form through the chain of command to the respective Military Occupational Specialty (MOS) monitor at CMC (MM). Requests will:

(1) Identify the specific billet(s).

(2) List individual qualifications for the billet; include Defense Language Aptitude Battery (DLAB) or Defense Language Proficiency Test (DLPT) score.

(3) State whether the Marine is qualified for a MCFPEP (remote overseas) assignment.

(4) State whether the Marine has family members, and if so, number, ages, relationship, and confirm the Marine's family is eligible for a MCFPEP (remote overseas) assignment.

d. CMC (MM) and billet sponsor review all packages and select nominees. Solicited officers/enlisted must meet the requirements outlined in the current billet description and this Order. Prospective MCFPEP Marine family members (if applicable) must meet the requirements for overseas and remote assignment as well.

e. The billet sponsor forwards the nomination with a current billet description to the host country service/U.S. embassy Duty Area Officer along with a copy forwarded to CMC (PLU).

f. When the billet sponsor receives the letter of acceptance from the foreign country/service, forward the rotation timeline and any pre-deployment training requirements to CMC (MM) for promulgation of the nominees' orders.

g. As required, the billet sponsor will coordinate language training and any pre-assignment training.

h. Coordinate and conduct out-briefs (conducted by billet sponsor or administrative support unit) for the outbound USMC MCFPEP personnel prior to assignment.

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LIST OF EXCHANGE BILLETS, BILLET SPONSORS, AND ADMINISTRATIVE SUPPORT UNITS

Country	T/O 5010 Line number	Billet Description	Desired Grade	Foreign Location	US Location	Billet Sponsor	Admin Support Unit
Argentina	1202	Amphibious Staff Officer	Maj	HQ Argentine Naval Infantry NB, Puerto Belgrano	6th Marine Regiment Camp Lejeune NC	PPO	MFS
Australia	1002	Pilot, F-18	Capt/Maj	RAAF 75 Squadron, Katherine, Northern Territories	MAG-31 MCAS Beaufort, SC	AVN	MFP
Australia	1004	AMO, F-18	Capt/Maj	RAAF 3 Squadron Newcastle, New South Wales	MAG-11 MCAS Miramar, CA	AVN	MFP
Australia	1006	ATC Officer	Capt/Maj	RAAF ATC Newcastle, New South Wales	MACG-38 MCAS Miramar, CA	AVN	MFP
Australia	TBD	LAV Instructor	WO/GySgt	School of Armor, Hopkins Barracks, Puckapunyal, Victoria	1st LAR Bn Camp Pendleton, CA	PPO	MFP
Australia	954	EW/SigInt Officer	Capt/Maj	73 rd EW Squadron Borneo Barracks, Queensland	3rd Radio Bn MCAS Kaneohe, HI	I	MFP
Australia	955	Staff Officer	Maj	Combined Arms Train and Develop Center Puckapunyal, Victoria	MCWL MCB Quantico, VA	PPO	MFP
Australia	TBD	Staff Officer	Maj	HQAST New South Wales	MARFORPAC MCB, Hawaii, HI	PPO	MFP
Brazil	1254	Assistant S-3 Officer	Maj	BRM Amphibious Div Rio De Janeiro,	2d Mar Div Camp Lejeune, NC	PPO	MFS

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Country	T/O 5010 Line number	Billet Description	Desired Grade	Foreign Location	US Location	Billet Sponsor	Admin Support Unit
Canada	1304	Pilot, F-18	Capt	416 th Squadron Cold Lake, Alberta	MAG-31 MCAS Beaufort, SC	AVN	MFN
Canada	1308	Pilot, KC- 130	Capt	435 th Transport Squadron Winnipeg, Manitoba	MAG-14 MCAS Cherry Pt, NC	AVN	MFN
Chile	1352	Operations Staff Officer	Maj	2d Chilean Corps, Vina Del Mar	5th Marine Regiment Camp Pendleton, CA	PPO	MFS
Chile	1354	Infantry Instructor	GySgt	CIMC MC School Vina Del Mar	School of Infantry Camp Lejeune, NC	PPO	MFS
France	TBD	Operations Staff Officer	Major	9 th Amphibious Brgde Nantes	2d MarDiv Camp Lejeune, NC	PPO	MFE
Italy	502	Pilot, AV-8	Capt	Grottaglie	MAG-13 MCAS Yuma, AZ	AVN	MFE
Netherlands	552	Amphibious Staff Officer	Capt	VanBram Houchgest, Doorn, Netherlands	8th Marine Regiment Camp Lejeune, NC	PPO	MFE
Netherlands	554	Infantry Unit Leader	GySgt	VanBram Houchgest, Doorn, Netherlands	II MEF SOTG Camp Lejeune, NC	PPO	MFE
Norway	602	Logistics Staff Officer	Maj	Defense Command Trondheim, Norway	II MEF Camp Lejeune, NC	I&L	MFE
Peru	1402	Amphibious Staff Officer	Maj	Infanteria Marina, Ancon	II MEF SOTG Camp Lejeune, NC	PPO	MFS
Spain	652	Pilot, AV-8	Capt	9 th Squadron, NAS Rota,	MAG-13 MCAS Yuma, AZ	AVN	MFE

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Country	T/O 5010 Line number	Billet Description	Desired Grade	Foreign Location	US Location	Billet Sponsor	Admin Support Unit
UK	802	Anti-Air Warfare Control Officer	Capt	1 Air Control Center RAF Alnwick, UK	MAWTS-1 MCAS Yuma, AZ	AVN	MFE
UK	902	Pilot, AV-8	Capt	4 Squadron, RAF Cottesmore, UK	MAG-13 MCAS Yuma, AZ	AVN	MFE
UK	806	Pilot, F-18	Capt	111 (F) Squadron RAF Leuchars, Scotland	MAG-11 MCAS Miramar, CA	AVN	MFE
UK	808	Pilot, AV-8	Capt	801 Squadron RN Somerset, UK	MAG-14 MCAS Cherry Pt, NC	AVN	MFE
UK	904	Pilot, CH-46	Capt	RNAS Yeovilton Somerset, UK	MAG-26 MCAS New Riv, NC	AVN	MFE
UK	752	Amphibious Staff Officer	LtCol	COMUKPHIBFOR Portsmouth, UK	MCWL MCB Quantico, VA	PPO	MFE
UK	858	Company Officer	Capt	45 Commando RM, Arbroath, Scotland	2d Marine Regiment Camp Lejeune, NC	PPO	MFE
UK	860	Pilot, AH-1	Capt	847 Sqdrn RN Somerset, UK	MAG-39 Camp Pendleton, CA	AVN	MFE
UK	862	Phys training Instructor	GySgt	RM Commando Training Center Lympstone, UK	TECOM, OCS MCB Quantico, VA	PPO	MFE
UK	852	Marksmanship Instructor	GySgt	RM Commando Training Center Lympstone, UK,	Weapons Training Bn MCB Quantico, VA	PPO	MFE
UK	854	Mtn/Arctic Warfare Instructor	GySgt	RM Commando Training Center Lympstone, UK,	MCMWTC Bridgeport, CA	PPO	MFE
UK	856	Small Craft Instructor	GySgt	RM Landing Craft Training Wing Pool, Dorset, UK	2d Marine Division Camp Lejeune, NC	PPO	MFE

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GUIDANCE CONCERNING FOREIGN MCFPEP PERSONNEL ON DUTY
WITH THE UNITED STATES MARINE CORPS

1. Introduction. The following general guidance is provided for the administration of foreign MCFPEP personnel participating in the MCFPEP. However, the appropriate Memorandum of Understanding (MOU) and current DoD directives concerning international agreements provide specific guidance and will be used in the administration of foreign military personnel in the MCFPEP. Additional guidance or clarification may be obtained from CMC (PP&O, PL, and PLU) on specific problems or questions. Foreign MCFPEP personnel are to be afforded the same respect and privileges accorded to U.S. Marines of comparable grade to the maximum extent possible under applicable laws and regulations.

2. Administration and Control. Foreign MCFPEP personnel are routinely administered by the appropriate parent defense attaché office (embassy) in Washington, DC.

3. Sponsorship

a. On receipt of information regarding the assignment of a foreign MCFPEP member, the U.S. host command will designate a sponsor for the intended replacement. The sponsor will communicate with the MCFPEP nominee, providing the individual with local area information and assistance as required. The CMC (PP&O, PL, and PLU) will include the sponsor's name in the correspondence that accepts a foreign MCFPEP nominee. Disclosures of classified military information (CMI) and controlled unclassified information (CUI) will be established in accordance with MCO 5510.20.

b. Marine Corps host commands should be aware of and give consideration to the fact that foreign MCFPEP personnel en route to the U.S. frequently have had no prior exposure to the customs and lifestyle in the U.S. Accordingly, sufficient time for "settling-in" must be allowed. Certain items require command attention, such as housing, furniture, transportation, finances, etc. A sponsor who is well informed, innovative, and thorough can do much to relieve the problems encountered by the new arrival.

4. Identification Cards. Foreign military MCFPEP personnel and their family members will be issued identification cards (DD Form 1173) per MCO P1750.6.

5. Training. Current legislation prohibits U.S. training of foreign personnel except on a reimbursable basis. The parent

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foreign military service is responsible for ensuring that nominated personnel for the MCFPEP are fully qualified (trained) prior to the exchange assignment. The only non-reimbursable U.S. training that foreign MCFPEP personnel may undertake, prior to or during the exchange assignment, is refresher or other short-term, informal training directly related to the exchange assignment. Classified training must be conducted in accordance with MCO 5510.20 and MCO 4950.2.

6. Performance Evaluation. Foreign MCFPEP personnel will be given performance evaluations by their Marine commanding officers as required by the parent service. The formats and occasions for evaluations are agreed upon informally by the military services concerned. Lacking any guidance from the parent service, an evaluation using the Marine Corps Performance Evaluation System will be written utilizing established Marine reporting dates or upon a change of the reporting senior. Questions on this subject should be addressed to the billet sponsor and program manager for further guidance.

7. Leave. Foreign MCFPEP personnel may be granted leave according to regulations of their parent service, provided such leave is also approved by the proper authorities of the Marine Corps host command. The leave granted shall not normally exceed the amount allowed under current Marine Corps regulations.

8. Uniforms. Host commands will consider differences in uniform regulations/requirements when prescribing guidance for foreign MCFPEP exchange personnel. Under no circumstances will foreign MCFPEP personnel be required or permitted to wear USMC uniforms.

9. Financial Arrangements

a. The pay and allowances of foreign MCFPEP personnel will be paid in accordance with the appropriate MOU.

b. The cost of Permanent Change of Station (PCS) transportation of foreign MCFPEP personnel to their place of duty and return will be the responsibility of the parent service.

c. Costs for non-PCS travel, including per diem, when incurred on matters pertaining solely to the parent military service will be funded by the parent military service.

d. The right of individuals to other compensation for expenses incurred while on exchange assignments will be in accordance with the appropriate MOU.

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e. Travel expenses (including per diem) for duties performed on behalf of the Marine Corps host command will be paid in accordance with the appropriate MOU.

f. Expenses of the family members of personnel on exchange assignments will be borne in accordance with the regulations of the parent service and the appropriate MOU.

g. In general, meals are to be furnished to foreign MCFPEP personnel on a cash-sale basis. Charges normally will be made on the same basis as they would for U.S. personnel. Instructions on accounting for foreign personnel are covered in MCO P10110.14.

10. Housing. Reciprocity applies. For those countries in which quarters are made available to USMC MCFPEP personnel, foreign MCFPEP personnel will similarly be offered government quarters (if available and on a priority basis) immediately upon arrival at the Marine Corps host command.

11. Medical. Foreign MCFPEP personnel and their family members will be afforded similar medical entitlements from uniformed services medical treatment facilities as are Marines and their family members, except as modified in the appropriate MOU.

12. Discipline, Command, and Responsibility

a. Foreign MCFPEP personnel on duty with the U.S. Marine Corps will at all times remain subject to the regulations of their own military service or government. They will not be subject to disciplinary action under the Uniform Code of Military Justice (UCMJ).

b. Foreign MCFPEP personnel will not exercise disciplinary powers (except as specified by separate authority) over other foreign MCFPEP personnel of their parent military service.

c. Duties and responsibilities may place MCFPEP personnel in positions having executive authority. Foreign exchange personnel should not, however, be assigned duties having responsibilities at or above the executive officer level, except as may be granted in special circumstances by the billet sponsor. In no case will foreign personnel on duty with the U.S. Marine Corps be assigned duties as commanding officers of Marine Corps commands.

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d. Foreign MCFPEP personnel will not be designated to represent the host military service in conferences involving a third country.

e. Exchange personnel who commit offenses under the laws of either the parent country or the U.S., or the regulations of either the parent service or the UCMJ, during the exchange assignment may be withdrawn from the assignment by the parent service. Exchange personnel in the United States who commit offenses may be subject to the jurisdiction of the federal, state, or local government. Reference must be made to any Status of Forces Agreement (SOFA) that may exist between the United States and the country of the foreign exchange member.

13. Status of Exchange Personnel in the Event of Hostilities

a. Should a state of hostility exist in which the U.S. and foreign MCFPEP personnel's parent government of an exchange member are allied against a common enemy, foreign MCFPEP personnel may remain with the Marine Corps host command units to which assigned and continue to carry out their duties. However, the foreign government may recall its MCFPEP personnel; a foreign nation retains this authority under all circumstances. Foreign MCFPEP personnel will not participate in any hostilities until the foreign government grants specific and express approval. This approval will be coordinated through the billet sponsor and the program manager.

b. In the event that the United States becomes involved in hostilities to which the parent foreign government is not a party, foreign MCFPEP personnel will not take part in actual combat and will not be issued orders which are in conflict with the interests of their own government. Guidance in the case of hostilities is provided in the appropriate MOU. However, in the absence of such guidance, exchange personnel will seek further information from their parent governments through the billet sponsor.

14. Deployment Overseas of Exchange Personnel. The deployment overseas of foreign MCFPEP personnel with Marine Corps host units can cause unique problems. Foreign MCFPEP personnel do not qualify as members of the U.S. force when visiting those nations with which the U.S. has a Status of Forces Agreement (SOFA), but with which the foreign exchange member's country does not. The U.S. has no power to grant SOFA status and thus authorize entry, for example, to the Republic of Korea, Japan, or the Philippines of a foreign exchange member whose country has no such agreement. Those personnel from countries without SOFAs with such nations are

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precluded from accompanying United States forces unless the host nations grant a special status akin to SOFA status. A letter of authorization must be provided. This must be arranged early in the exchange tour if deployment schedules are to be met. The host command must coordinate authorization for any deployment with the country of the exchange member, the billet sponsor, and the program manager.

15. Exchange of Information and Security

a. Foreign MCFPEP military exchange personnel will normally be authorized by the Marine Corps host command to have access to Classified Military Information (CMI) and Controlled Unclassified Information (CUI) necessary for the accomplishment of duties and responsibilities. Disclosure will be within the guidance established by the Delegation of Disclosure Letter (DDL) and MCO 5510.20. Disclosure authorization for each exchange billet is valid only at the Marine Corps host command, its subordinate commands, and for the specific authorized billet.

b. Authorizations to disclose CUI and CMI to foreign MCFPEP personnel will be provided to Marine Corps host commands in accordance with MCO 5510.20. This authorization is dependent upon review of a current billet description (enclosure (4)) and should be received in advance of the exchange member's arrival on station. If an authorization is not received prior to arrival of the exchange individual, or if questions arise concerning the issued authorization, the billet sponsor should be consulted.

c. No classified documents containing military information are to be released to foreign MCFPEP personnel for retention or forwarded to the parent government, except as may be specifically authorized by the DDL. This does not preclude the use of authorized documents by the individual in the performance of assigned duties. Requests for release must be submitted in accordance with MCO 5510.20.

d. Concurrent with the nominations of personnel under this program, the Marine Corps host command will be notified by the CMC (PLU) of the security clearance held via a foreign visit request submitted by the respective exchange officer's embassy in Washington, DC. However, access to information will be determined by the DDL in accordance with MCO 5510.20.

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BILLET DESCRIPTION FORMAT

1. BILLET TITLE:
2. DATE REVIEWED:
3. MASTER FILE NO:
4. T/O 5010 L/N:
5. FOREIGN BILLET IDENTIFIER (IF APPLICABLE):
6. MILITARY UNIT ADDRESS:
7. LOCATION:
8. GRADE DESIRED: Does promotion during the tour present a problem?
9. SECURITY CLEARANCE REQUIRED:
10. TOUR LENGTH: Normally tour lengths are 24 months, not including any prerequisite training.
11. DETAILED DESCRIPTION OF DUTIES: Include level and scope of responsibility, command and supervisory relationships with private industry or other government agencies, as well as sufficient detail of unit operational duties of the MCFPEP.
12. TYPE OF AIRCRAFT/VESSEL/VEHICLE (IF ANY):
13. QUALIFICATIONS AND EXPERIENCE REQUIRED TO BE ASSIGNED TO THE BILLET:
14. LANGUAGE REQUIREMENTS (IF APPLICABLE AND INCLUDE MINIMUM QUALIFICATION REQUIREMENTS (E.G., DLPT 2/2/2):
15. REQUIRED SYSTEM(S) ACCESS/USAGE (INCLUDE SOFTWARE APPLICATIONS, EQUIPMENT, ETC.):
16. PREREQUISITE TRAINING REQUIRED BY HOST SERVICE, LOCATION, AND DURATION:
17. ADDRESS FOR MOVEMENT OF HOUSEHOLD GOODS:
18. REMARKS: Remarks should include any billet requirements not already covered. Also include transitioning (for pilots)

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information, availability of government housing, special uniforms and equipment, local transportation constraints, passport requirements, etc.

NOTES:

1. This billet description will be used by the Marine Corps in determining the appropriateness of the foreign assignment and by the foreign service as basis for selection of a replacement. Therefore, a comprehensive and detailed listing of all essential aspects of the billet should be included.
2. Information concerning the billet need not be limited to that indicated in this sample format.
3. The billet description will be used to determine the level of security disclosure authorization.
4. The use of abbreviations in describing the billet shall be avoided.