



UNITED STATES MARINE CORPS
15TH MARINE EXPEDITIONARY UNIT
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Canc: Sep 2014

MEUBul 4600

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MARINE EXPEDITIONARY UNIT BULLETIN 4600

From: Commanding Officer
To: Distribution List

Subj: FY14 EMBARKATION TRAINING, INSPECTIONS AND RECONCILIATIONS PLAN

Ref: (a) DODR 4500.9
(b) MCRP 4-11.3G
(c) MEUO 4600.1J

Encl: (1) FY14 Embarkation Training and Inspection Schedule
(2) Embarkation Quarterly Inspection Checklist

1. Purpose. To publish the FY14 embarkation training, inspections and reconciliations plan for the 15th Marine Expeditionary Unit (MEU) in order to ensure a mission capable embarkation program.

2. Background. A mission capable embarkation program for any unit consists of three main areas: Monthly Training, Quarterly Inspections and Monthly Database Reconciliations. Monthly embarkation training is conducted to ensure each section has the resident knowledge to prepare their equipment and personnel for movement. Quarterly embarkation inspections are conducted to ensure the 15th MEU is in compliance with the references and is prepared to execute movement via any mode of transportation. Monthly database reconciliations are conducted to ensure all deployable equipment is properly accounted for. Proper accountability of deployable equipment aids in the creation of Time Phased Force Deployment Data and ensures adequate lift is provided for movement. The database of MEU deployable equipment is resident within the Marine Air Ground Task Force (MAGTF) Deployment Support System II (MDSS II) program. A concerted effort on behalf of every staff section towards the actions listed below must be made in order for the 15th MEU to maintain a mission capable embarkation program.

3. Action The following actions will be taken by every staff section within the 15th MEU:

a. Monthly Embarkation Training. In accordance with the references, embarkation training will be held on a monthly basis on the dates listed in enclosure (1). Any changes to these dates will be published via separate correspondence. All section embarkation representatives are required to attend the training.

b. Quarterly Embarkation Inspections. On a quarterly basis, the 15th MEU Embarkation Section will conduct a physical inspection of all deployable equipment within the MEU. During the conduct of the inspection, section embarkation representatives will be present for the duration of the inspection. Conduct and expectations of the inspection will be covered during monthly embarkation training. The inspection schedule is listed in enclosure (1). A copy of the inspection checklist is listed in enclosure

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(2). A summary of the inspection results will be forwarded to the Commanding Officer for review.

c. Monthly Database Reconciliations. No later than (NLT) the 5th of every month, each section embarkation representative will obtain an MDSS II printout of their sections equipment from the 15th MEU Embarkation Section. NLT the 10th day of every month, each section embarkation representative must return this printout to the MEU Embarkation Section with any changes required to be made.

d. The point of contact regarding these instructions is the 15th MEU Mobility Officer at (760) 725-0628.

4. Applicability. This bulletin is applicable to all Marines, Sailors, DoD civilians, and Contractors permanently assigned or temporarily attached to the 15th MEU and its MSEs, and is effective on the date signed.


J. R. O'NEAL

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FY14 Embarkation Training and Inspection Schedule

<u>Date/Time</u>	<u>Event (Subject)</u>	<u>Location</u>
10 Oct/1300-1500	Monthly Trng (Section Rep Duties)	Conf. Room
14 Nov/1300-1500	Monthly Trng (Marking Procedures)	UMA
12 Dec/1300-1500	Monthly Trng (MDSS II/ITV Overview)	Conf. Room
16-20 Dec	1st Qtr Qrtly Inspection	UMA/Section Area
9 Jan/1300-1500	Monthly Trng (HazMat Considerations)	Conf. Room
27 Feb/1300-1500	Monthly Trng (Vehicle/Container Packing)	UMA
6 Mar/1300-1500	Monthly Trng (Sealift Characteristics)	Conf. Room
10-14 Mar	2nd 1st Qtr Qrtly Inspection	UMA/Section Area
8 Apr/1300-1500	Monthly Trng (Sealift Preparations)	UMA
29 May/1300-1500	Monthly Trng (Airlift Characteristics)	Conf. Room
12 Jun/1300-1500	Monthly Trng (Airlift Preparations)	UMA
16-20 Jun	3rd Qtr Qrtly Inspection	UMA/Section Area
10 Jul/1300-1500	Monthly Trng (Throughput Procedures)	Conf. Room
21 Aug/1300-1500	Monthly Trng (Sensitive Item Movement)	Conf. Room
11 Sep/1300-1500	Monthly Trng (Sustainment Requirements)	Conf. Room
22-26 Sep	4th Qtr Qrtly Inspection	UMA/Section Area

EMBARKATION QUARTERLY INSPECTION CHECKLIST

SECTION: _____ DATE: _____
INSPECTOR(S): _____
SECTION OIC/SNCOIC: _____
GRADE ASSIGNED: _____
REPORT OF CORRECTIVE ACTION DUE BY: _____ (30 DAYS)

YES NO N/A

1. Is Section Embark Rep assigned in writing? _____
2. Does Section Embark Rep maintain an adequate Desk Top Procedures/Turn Over Binder? _____
 - a. Appointment Letter _____
 - b. Billet Responsibilities _____
 - c. Pertinent References _____
 - d. Point of Contacts list _____
 - e. Supplies Acquisition Procedures _____
 - f. Previous Inspection Results _____
 - g. Copy of garrison Unit Deployment List (UDL) _____
 - h. List of Section HazMat _____
3. Has Section Embark Representative attended monthly training? _____
4. Has the Section Embark Rep submitted the Monthly MDSS II reconciliations? _____
5. Are all supplies and equipment reflected on the garrison UDL? _____
6. Does the box/container/vehicle markings accurately reflect information depicted on the garrison UDL? _____
7. Are standard size boxes being used to the maximum extent possible? _____
8. Are embarkation containers/pallet boards correctly marked? _____
9. Are five gallon expeditionary cans properly marked? _____
10. Are boxes/containers serviceable? _____
11. Are there sufficient wooden pallets for un-banded supplies and equipment? _____
12. Does the section have sufficient ½" rope or 5000 lbs. cargo straps on-hand? _____
13. Does the section have pallet/vehicle placards for movement by both surface and air transportation? _____

14. Are lifting devices installed or available for installation and are they serviceable? _____

15. Are there any modifications made to vehicles which might make the equipment ineligible for crane lifting or shipment? _____

GRADING

1. Each items is worth 4.5 points
2. Mission Capable: $\geq 80\%$.
3. Non Mission Capable: $\leq 79\%$.

REMARKS