



UNITED STATES MARINE CORPS  
15TH MARINE EXPEDITIONARY UNIT  
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8 Jul 11

MARINE EXPEDITIONARY UNIT ORDER 5100.1

From: Commanding Officer  
To: Distribution List

Subj: 15TH MEU FORCE PRESERVATION COUNCIL

Ref: (a) MARADMIN 240/11  
(b) NAVMC DIR 1500.58  
(c) MCO 1500.58  
(d) DoD 6025.18-R  
(e) Privacy Act of 1974  
(f) DTM 09-006  
(g) SECNAVINST 1730.9  
(h) I MEF FPC Msg/DTG: 262358Z May 11

Encl: (1) 15th MEU Force Preservation council (FPC) Worksheet

1. Situation. To provide policy and procedures for the 15th Marine expeditionary Unit (15th MEU) Force Preservation Councils (FPCs), per reference (a).

2. Mission. This Order provides policy and procedures for the establishment and conduct of FPCs within the 15th MEU Command Element (CE) and attached Major Subordinate Elements (MSEs). The procedures established herein provide a formal mechanism for human factors input to element Commanding Officers for the purposes of personnel risk assessment, subsequent decisions regarding safety issues, and the allocation of resources to mitigate identified risks.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Human errors continue to be a leading cause of mishaps and suicides. Personnel are often under stress from personal or professional factors that are not apparent to the command's decision makers. In many instances, various supervisors and peers knew of mishap personnel's human factors as isolated pieces of the whole picture, preventing the application of appropriate assistance and mitigation. Mishaps due to poor decision-making present a clear threat to our unit cohesiveness and mission readiness. For the purpose of this Bulletin, "human factors" are that set of personal and professional circumstances that may interfere with an individual's ability to perform their assigned duties safely. Additionally, these "human factors" may lead the individual down a path of self-destruction.

(2) The 15th MEU will establish a clear, formalized process to identify and elevate at-risk Marines to the commanding officer's attention by utilizing the mentoring program outlined in references (b) and (c) coupled with the advice of key staff and senior leaders. The end state is to provide another tool for decisive leadership throughout the command and timely assistance to Marines in need. The 15th MEU CE and MSE's will conduct FPCs in order to gain and maintain a holistic view of the human factors affecting our Marines and Sailors, identifying at-risk personnel, and

developing personalized strategies that include the application of all available resources to prevent and/or mitigate mishaps, injuries, and fatalities. Information discussed by the council/board is considered "privileged" and should be handled per references (d) through (g). Such information will not be used for disciplinary action, as its use would inhibit the flow of information and defeat the purpose of the FPC.

(3) The FPC will provide a process to identify at-risk personnel, combining the isolated indicators of individual personal and professional stressors into one composite picture, enabling more focused leadership and triggering the application of external resources as necessary.

b. Subordinate Element Missions

(1) Command Element

(a) Force Preservation Council Working Group (FPCWG)

1. The goal of the CE FPCWG is to combine the isolated knowledge elements of human factors to identify at risk individuals. Each member (officer and enlisted) assigned to the command will be assessed during the FPCWG meetings. Using the existing Honor, Courage, and Commitment (HCC) Assessment tool provided on page 67 of reference (b), working group members are to assess each individual's training progress, duty performance, and personal and professional stressors. Detailed discussion of sensitive personal or professional matters should be conducted in smaller groups as designated by the Commanding Officer. The CE FPCWG membership shall include at a minimum the following personnel:

- a. Safety Officer - Chair;
- b. Chaplain;
- c. Medical Officer.

2. The CE FPCWG shall meet with each Section Officer-in-Charge (OIC)/Platoon Commander and Section Chief/Platoon Sergeant on a monthly basis or as required based upon the Section OIC/Platoon Commanders concerns. The results of these proceeding shall be reported to the FPC at their monthly meeting. If individual action is deemed necessary by the FPCWG, enclosure (1) shall be completed and submitted to the chair of the FPC.

(b) Force Preservation Council

1. FPCs shall meet on a monthly basis but may be convened at the discretion of the Commanding Officer whenever the ability of an individual to safely perform his/her duties is in question. FPCs are focused reviews of all known factors potentially affecting the ability of an individual to perform their responsibilities in a safe and efficient manner. The FPC shall provide an individual plan of action tailored to mitigate identified risks, provide the resources required to reduce the individual's stressors, and return the individual to the full, safe performance of assigned duties. The FPC shall modify the report submitted by the FPCWG as deemed necessary and forward it to the Commanding Officer for final action.

2. Normal FPC composition includes the following:

- a. Executive Officer - chair;
- b. Sergeant Major;
- c. Safety Officer;
- d. Chaplain;
- e. Medical Officer;
- f. Relevant Section OIC and Section Chief.

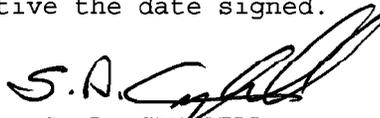
(2) Major Subordinate Elements. Commanding Officers have the latitude to tailor the mechanics and specific construct of the FPC to their unit size, structure, geographic dispersion, and mission. While the mechanics and construct will vary, the spirit of the CE's FPC and FPCWG will be maintained and the frequency of FPC/FPCWG meeting will be no less than monthly.

4. Administration and Logistics. Units shall log the date and the conduct of FPCs for accountability purposes. These logs will be maintained and inspected by the I Marine Expeditionary Force Inspector General as part of the Commanding General's Inspection Program in accordance with reference (h).

5. Command and Signal

a. Command. This Order applies to all 15th Marine Expeditionary Unit (MEU) personnel, to include all Marines and Sailors, all attachments and detachments, and all military ship riders supporting the 15th MEU.

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

  
S. D. CAMPBELL

DISTRIBUTION: A

Force Preservation Council (FPC) Worksheet

Date: \_\_\_\_\_

Members Present:


1. The FPC shall review personal and professional circumstances and direct attention toward uncovering underlying medical, physiological, social, behavioral, and/or psychological factors which affect personal safety and judgment. The FPC is convened in the interest of force preservation and shall make no recommendations that are disciplinary in nature.

2. During FPC deliberations, considerations shall be given to current command OpTempo, workload, command communications, and other factors that may influence unit personnel. Additionally, the individual Marine's MOS and related requirements and risks shall be considered in formulating recommendations.

3. All members should discuss the following related to each individual:

a. Affects of OpTemp on the Marine:

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b. Risk taking behavior (including alcohol and/or drug screening):

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c. Professional discipline (pending legal issues):

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d. Career development and other job performance factors:

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e. Critical Indicators

(1) Declining performance - failure to meet required standards or qualifications progress:

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(2) Known violations or instances of poor discipline:

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(3) Presence of major stressors:

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f. Medical Concerns

(1) Chronic conditions or mental health issues:

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(2) Limited duty or awaiting a Physical Evaluation Board:

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(3) Medication concerns:

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4. Recommended action

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Enclosure (1)