APPENDIX D

TAB B

MAGTF DEPLOYMENT CHECKLIST

D.B.1 General

This appendix provides a series of checklists for use during planning, deployment preparation, and execution of MPF operations.

D.B.2 Initial Planning

a. Analyze the employment mission and objectives of the MAGTF

b. Analyze additional CINC and higher headquarters guidance

c. Obtain intelligence regarding a proposed AAA

d. Identify mission requirements

e. Develop courses of action

f. Compile MAGTF consumption factors

g. Develop the unit deployment sequence based on the MAGTF's warfighting priorities, off-load priorities, and the arrival and assembly plan

h. Analyze and prioritize deployment requirements

i. Validate the time-phased force deployment data (TPFDD)

D.B.3 Deployment Concept

a. Refine mission objectives

b. Develop a concept of operation

c. Refine force options (units, personnel, supplies, and equipment details)

d. Refine TPFDD based on force and equipment lists

e. Provide refined TPFDD to the supported CINC for a transportation feasibility estimate (TFE) and throughput analysis

f. Alert reserve units and personnel for possible deployment (Navy, Marine, as applicable)

D.B.4 Detailed Planning

Detailed planning can be looked at singularly or in broad categories falling into the auspices of airlift or sealift planning.

D.B.4.1 Airlift Deployment Planning

Identify the following:

a. Amount of passengers and cargo to move

b. Availability of passengers and cargo at aerial port of embarkation (APOE) for overseas travel

c. Hazardous cargo and ammunition transportation requirements

d. Distance to AAA

e. APOE, aerial port of debarkation (APOD), and en route support base capabilities

f. Diplomatic clearances required

g. APOD and AAA air space security

h. Airflow command, control and communications

i. Aircraft loading factors

j. Airlift tempo and throughput coordination

k. Earliest/latest arrival dates (EAD/LAD) at APOD

l. Priority and use of airfields, ports, beach facilities, as well as road and rail networks

m. Air traffic control requirements

n. SLRP, OPP and advance party deployment dates. The SLRP and OPP personnel may require passports to transit to the AAA or to the MPSRON rendezvous location

o. Special requirements related to flight ferry/self-deploying aircraft

D.B.4.2 Sealift Deployment Planning

a. Overall movement planning for MAGTF and assault follow-on sustainment (FOS) during augmentation operations

b. Availability of shipping at seaport of embarkation (SPOE)

c. MAGTF cargo and equipment that will move by FOS

d. Availability of required cargo and equipment by date

e. Deployment of the aviation logistics support ship (TAVB), hospital ship (T-AH), tactical air control systems (TACS), and offshore petroleum discharge systems (OPDS)

f. Closure estimate

g. Intermediate staging base requirements

h. En route stops and possible delays at these stops, to include the reception of the OPP

i. Availability of cargo discharge and delivery systems from roll on/roll off (RO/RO) discharge facility and logistics over-the-shore (LOTS) for deployment with the FOS

j. Ship loading factors, type of loading, and method of stowage

k. Logistic support facilities

l. Reception and disposition of forces at debarkation points

m. Availability of in-theater transportation

n. Availability of cargo discharge and delivery systems and LOTS at the SPOD

o. Facilities at destination

p. Off-load sequence

q. Hazardous cargo constraints

D.B.4.3 Joint Deployment Planning

Considerations include:

a. Refinement of the TPFDD based on supported CINC guidance developed from results of the transportation feasibility estimate (TFE) and throughput analysis

b. Computations and requisitions for sustainment based on guidance from the supported CINC

c. Review of sources of support and identification of critical shortages in forces and logistics from the active, reserve forces, and prepositioned war reserve material (PWRM)

D.B.4.4 Planning for MPF Augmentation of Amphibious Operations

a. Embarkation plan

b. Movement plan (sea/air/escort)

c. Flight ferry/self-deploying aircraft movement plan

d. Loading plan (amphibious ships, aircraft, and merchant ships)

e. Supporting plans for port operations, communication, security, and reserve reception

f. HNS plan

g. Plan activation of TAVB/T-AH

h. Intermediate support base plans

i. En route support plan

j. Movement of forces and sustainment from geographically separated port of embarkation (POE) plans

D.B.5 Execution Planning

During the execution planning phase, the MAGTF ensures the following tasks are completed.

a. Activate movement control and deployment support organizations:

- Force Movement Coordination Center (FMCC)

- Logistics Movement Coordination Center (LMCC)

- Unit Movement Coordination Center (UMCC)

- En Route Movement Control Center (EMCC)

b. Develop MAGTF marshalling and staging requirements for APOE/SPOE identified in the approved TPFDD

c. Develop MAGTF movement schedules based on air and sea movement schedules as promulgated in the Joint Operation Planning and Execution System (JOPES)

d. Identify transportation shortfalls (service and strategic)

e. Identify TPFDD changes to air and sealift schedules

D.B.6 Force Preparation

a. Prepare units for movement/deployment and take the following action:

- Identify personnel shortages

- Direct reassignment of personnel on temporary orders

- Identify nondeployable personnel and initiate their transfer to organizations not deploying

- Ensure compliance with mobilization plan

b. Develop marshalling plan for point of origin

c. Establish connectivity movement control organizations from origin to APOE/SPOE

d. Organize staging areas at APOEs/SPOEs

e. Coordinate with external agencies for surface movement and/or strategic sea/airlift

f. Assign priorities for movement and confirm movement schedules

g. Activate appropriate deployment support organizations and agencies

h. If required, coordinate withdrawal of class V(W) from Marine logistics bases

i. As required, report both strategic and local movement

j. Issue a warning order

k. Attach supporting units

l. Update/modify JOPES database and validate lift requirements

D.B.7 Actions by Functional Area

a. Planning supply and logistics functional areas include:

- Identification of sustainment requirements

- Identification of deploying forces equipment requirements

- Identification of MSE shortages and excesses

- Plans to redistribute excess equipment and supplies

- Determination of remain-behind equipment (RBE)

- Turnover of RBE per the guidance of COMMARFOR (Lant/Pac)

- Request for PWRM withdrawal

- Request for supplies from a logistics support base and item manager via higher headquarters

- Coordination of movement of accompanying supplies

- Coordination for loading of FOS at POEs

- Turnover of facilities and garrison property

- Contract support as required

- Development of a distribution plan for prioritization for MPE/S

- Publishing logistics guidance in support of MPF deployment planning

b. Personnel functional area responsibilities include:

- Identifying personnel shortages/overages

- Joining augments and attachments

- Reassigning personnel per local SOP and directives

- Returning TAD/FAP personnel to parent commands

- Storing personnel effects, household goods, and POVs

- Establishing dependent support groups and coordinating their requirements

D.B.8 Execution

Planning during execution should include—

a. Prestaging PWRM withdrawal

b. Marshalling

c. Movement

d. Staging at APOE/SPOE

e. Refining aircraft load plans

f. Allocating ULNs to carriers in the Joint Deployment System (JDS)

g. Conducting embarkation

h. Validating allocation of ULNs to JDS carriers based on actual embarkation

i. Entering/updating AFOE TPFDD in JOPES

j. Conducting movement and throughput analysis and identifying ports/airfields

k. Ensuring that MAGTF and NSE determine strategic movement shortfalls

l. Publishing movement schedule and coordinating with MTMC and TRANSCOM

m. Publishing local movement schedule and coordinating with local authorities.

n. Establishing MCCs which are responsible for the following:

- Conducting direct movement of units from origin to POE

- Planning and coordinating movement

- Establishing convoy controls and procedures

- Establishing staging organizations for the MSEs

- Establishing communication nets for marshalling, staging and embark areas

- Reporting movement, via JOPES, to FMCC:

  •• Monitor movement

  •• Report movement

  •• Establish policy for manifesting personnel

- Processing all personnel arriving in the theater of operations via JOPES or the manpower management system (MMS)

D.B.9 Sample Unit Mobilization Checklist

The following sample checklists provide information to assist units in developing unit-specific SOPs and checklists.

D.B.9.1 Executive Officer's Mobilization Checklist

a. Recall key staff

b. Recall unit commanders

c. Recall subordinate units

d. Recall OPP, and identify time for predeployment inspection

e. Inform the base and/or station of recall

f. Inform the Provost Marshall's office of recall

g. Issue a timeline to the staff for taskers and events

h. Establish UMCC for 24-hour operations

i. Act as central point for information flow

j. Provide warning order to SLRP and advance party personnel

k. Commence general recall

l. Develop key POC phone/e-mail list

m. Ensure that an RBE plan is formalized with rear party personnel

n. Appoint an officer as a liaison officer to higher headquarters

o. Conduct a predeployment inspection

p. Contact the Public Affairs Office (PAO)

q. Schedule and conduct a deployment brief for dependents

D.B.9.2 Headquarters Company Mobilization Checklist

a. Initiate recall

b. Secure the command post and control access

c. Prepare for and conduct a company administrative standdown

d. Conduct a medical/dental standdown

e. Recall fleet assistance program (FAP) personnel, and ensure that they go through the various standdowns. Non-deployable FAP personnel are generally returned to their FAP billets

f. Ensure that the company has a current prescribed load checklist

g. Conduct a predeployment personnel and equipment inspection

h. Stage FIE equipment and supplies as per S-4 guidance

i. Identify all FOS and RBE:

- Palletize follow-on equipment and supplies

- Turn RBE over to designated personnel

j. Ensure that the embarkation personnel begin loading FIE equipment and supplies

k. Prepare personnel rosters, and identify all personnel deficiencies

D.B.9.3 S-1 Mobilization Checklist

a. Initiate S-1 recall

b. Prepare OPP, SLRP, and advance party personnel manifests. Coordinate with S-4

c. Recall FAP personnel

d. Direct units to submit deployment status reports. Ensure non-deployable personnel are identified as early as possible

e. Request additional personnel from higher headquarters as necessary

f. Request visit from MMOA/MMEA through G-1 - <u>Priority</u>

g. Complete personnel reassignments

h. Establish a rear party administrative support detachment

i. Disseminate mailing address for all units

j. Start/stop:

- Commuted rations

- Family separation allowance

- Split pay

- Foreign duty pay

- Tax exemptions

- Imminent danger pay

- Per Diem

D.B.9.4 S-2 Mobilization Checklist

a. Initiate S-2 recall

b. Determine map requirements: area, quantity, lamination, and distribution plan

c. Brief OPSEC and PAO guidance. (S-1, S-2, S-3)

d. Arrange for 24-hour SCIF operations with the communications officer

e. Create stand-up war room. Display MC&G products of area of operations, track enemy situation (Genser) and post significant events with date/time as they occur

f. Post map of area of operation in SCIF. Track enemy situation (SCI)

g. Conduct staff orientation: initial brief on situation, update as required

h. Consolidate S-2 shops: organize teams, and assign tasks as appropriate

i. Pull all applicable classified publications from CMCC: search JDISS to fill intelligence gaps

j. Access databases for applicable imagery and or message traffic. Sanitize if practical

k. Request extra SCI billets from higher headquarters PCO (intelligence clerks, augments)

l. Update COC access roster to include attachments (work with CMCC)

m. Identify intelligence communications architecture. Determine the optimum communication configuration between higher and subordinate units

n. Formulate dissemination plan

o. Determine language requirements. Identify language speakers (to include secondary languages) within the unit, and request augmentation if needed

p. Identify personnel augmentation requirements, if any

q. Coordinate with base/station sensitive compartmented information facility

D.B.9.5 S-3 Mobilization Checklist

a. Initiate S-3 Recall

b. Identify staff planning cell and information requirements

c. Ensure that CO, XO, and staff planning cell conduct mission analysis to determine essential tasks and ensure understanding

d. Assist CO in writing the mission statement, concept of operations, and commander's intent

e. Assist XO in planning schedule; supervise mission specific training- BZO, NBCD

f. Identify any liaison requirements. Brief potential liaison officers

g. Issue warning order, mobilization schedule, and prescribed load (in conjunction with S-4) at the earliest opportunity

h. Draft task organization

i. Prepare operations order

j. Prepare turnover/liaison of GCCS facility

k. Prepare required reports such as SORTS and situation reports

l. Prepare acknowledgment of receipt to higher headquarters alert/warning order

m. Ensure that higher headquarters includes as information addressee on pertinent situational message traffic

n. Determine recommended COC organization/architecture in conjunction with XO, S-6, etc.

o. Address physical security (e.g. security ammo requirement, etc.)

p. Ensure fire support coordination center personnel conduct an internal coordination drill

q. Confirm that air officer contacts supporting MAG S-3 to acquire TAR & TD frequencies and bed down sites

D.B.9.6 S-4 Mobilization Checklist

a. Initiate S-4 recall

b. Participate in staff planning cell

c. Recall OPP. (OPP will be mustered within 24 hours of notification per coordination with S-3)

d. Establish a unit movement control center

e. Contact the base or station logistics department for TMO (personnel effects packing), PMO (storage of POVs), base motor transport, DSSC, and purchasing & contracting

f. Determine standard prescribed load in conjunction with the S-3

g. Send warning order to SLRP and advance party personnel

h. Stage FIE vehicles, equipment, and supplies

i. Initiate personnel processing stations

j. Obtain AMALS from MedLog

k. Request Force Activity Designator (FAD) II. Begin inducting FIE equipment into maintenance at Priority 02. Confirm that supply is tracking requisitions for all critical FIE equipment

l. Identify training allowance pool requirements to the FSSG, based on the following notional priority list:

- OPP

- SLRP

- Advance party

- Main body (in order of flow)

D.B.9.7 S-6 Mobilization Checklist

a. Activate STU connectivity in war room/crisis action center and UMCC

b. Determine and coordinate unit communications requirements

c. Coordinate with higher headquarters MCCMO to draw CMS (ICP) software

d. Prepare and distribute SINCGARS load set to all deploying commands

e. Request high frequency propagation study and associated overlays from the Joint Spectrum Center

f. Determine higher and adjacent headquarters connectivity requirements

g. Adjust communications FIE based on updated UER

h. Determine host nation requirements and frequency clearances

i. Identify equipment shortfalls to G-6

j. Identify personnel shortfalls

k. Embark crypto block assets for non-SINGARS MPS assets

l. Identify and establish liaison teams for multinational force components

m. Identify and coordinate logistics and embark requirements with S-4

D.B.9.8 Global Command and Control System Mobilization Checklist

The following are requirements to be met prior to mobilization.

a. Review OPLANs, TPFDDs, LOG-AIS software, embark systems:

- Update MPF data, binders, and references

- Coordinate MPF-related issues

- Coordinate with:

    ••Higher headquarters G/S-3 Plans/GCCS

    ••Subordinate commands S-3, S-4 and embark officers

    ••Attached units S-3, S-4, and embark officers

- Coordinate with CO/XO/S-3 for guidance on the following:

    ••Situation/Objective/Mission

    ••Initial force list

    ••Confirmation of unit movement checklist

    ••GCCS operator checking JOPES message traffic and beginning operations binder

- Make any required changes to current OPLAN TPFDD:

    ••Number of ships/MPSRONs requiring off-load

••Assets added/detached

••Special training allowance pool (TAP) requirements, reconnaissance equipment, communications, MEP or NBC gear

••Coordination with higher headquarters G-3/4 GCCS personnel for POE/PO and EAD/LAD

- If situation requires new TPFDD:

••Coordinate timeline with higher headquarters

••Coordinate weight/space restrictions

••Ensure data is loaded into MAGTF II

••Confirm lift requirements

••Produce ULN summary sheet and airlift estimator sheet from MAGTF II

- If situation uses/modifies existing TPFDD:

••Initiate detailed coordination with higher headquarters

••Confirm POE/POD and EAD/LAD using C days timeline

••Ensure level IV data is verified and entered into MAGTF II

- Initiate vault personnel watch rotations and sleep plan

- Confirm FIE level IV data for all deploying personnel

- Receive SORTS report from all units reporting for deployment

- Turn over vault and GCCS equipment and 9919 personnel to higher headquarters

D.B.9.9 Legal Mobilization Checklist

a. Request list from Staff Judge Advocate of personnel required to remain behind on legal hold (including necessary witnesses)

b. Get the legal representative from LSSS to prepare wills and powers of attorney as required based on the unit deployment sequence

c. Request G/S-1 support preparation for administrative separations and other non-deployable personnel

d. Pack all legal binders, manual for court martials, JAG manual checklists, and ADSEP manuals

e. Prepare letter transferring convening authority to rear party OIC

f. Coordinate with rear party OIC for the transfer of legal packages for Marines pending legal action

D.B.9.10 Gunner Mobilization Checklist

a. Muster all units and MOS 8532 SAWIC

b. Conduct a weapon and associated equipment inspection to ensure the following:

- CSW have night sights with the correct reticle

- Night vision devices/night vision sights have sufficient batteries

- Dragon optics have been aligned

- TOW night sights pass system checkout/system self test prior to deployment

- Weapons are SL-3 complete

- M240G MG squads have front sight tools

- Mortar optics are clean and serviceable

- Mortar sights will hold a boresight (6400mils)

- Laser checks: LTI, batteries, boresight

c. Draw security ammunition

D.B.9.11 Motor Transport Mobilization Checklist

a. Initiate recall of motor transport personnel

b. Activate UMCC

c. Provide S-4 with UMCC phone number for distribution

d. Notify LMCC once UMCC is established

e. Contact base/station motor transport for availability of commercial assets

f. Contact LMCC for MHE/MEP support

g. Brief and inspect OPP/SLRP personnel for deployment

h. Identify, inspect, and prepare all FIE/FOS/RBE motor transport equipment

i. Provide the S-4 with the SOP for automotive storage

j. Contact base for disposal of hazardous waste

D.B.9.12 Embarkation Mobilization Checklist

a. Initiate recall of embark personnel, and coordinate with higher headquarters as necessary

b. Meet with the S-4 Officer on situation/status/mission statement

c. Review appropriate operation plan to support mission

d. Move 463L pallets (air pallet) from mobilization warehouse to each unit's staging area

e. Coordinate with unit embarkation personnel to determine requirements for embark boxes. Confirm number of vehicles, mobile loads, and pallets authorized for each unit's FIE

f. Meet with the S-3 for the force list/task organization

g. Schedule MHE and motor transport assets to support load-out and movement

h. Contact higher headquarters concerning aircraft load planning as necessary

i. Weigh and mark pallets, vehicles, etc. Validate TPFDD during build-up

j. Establish a liaison at the APOE

k. Issue all required TAP gear

l. Coordinate movement with UMCC

m. Initiate movement to the APOE

n. Ensure that S-1 prepares manifests based on aircraft flow information

o. Support OPP, SLRP, and advance party movement to APOE

p. Complete load-out of S-4 equipment

q. Ensure that plane team commanders are assigned and briefed, and provided: information packets, personnel rosters, assignment letters, etc.

r. Coordinate billeting, messing, and transportation arrangements for layovers

D.B.9.13 Nuclear, Biological, and Chemical Mobilization Checklist

a. Recall nuclear, biological, and chemical (NBC) personnel

b. Participate with SPG in mission analysis

c. Refine prescribed NBC equipment requirements with the S-3/S-4

d. Issue NBC equipment as required

e. Prepare FIE cargo

f. Issue NBC antidote kits

g. Start block training, gas chamber exercise, etc.

h. Contact subordinate/attached NBC officers to determine critical equipment shortfalls

i. Initiate fox vehicle contract

D.B.9.14 Unit Supply Mobilization Checklist

a. Recall supply personnel

b. Coordinate embarkation requirements for FIE and FOS equipment, supplies, etc.

c. Ensure all units have adequate amounts of gear to meet prescribed load requirements

d. Coordinate with TMO for personal effects

e. Issue TAP gear

f. Identify and brief all RBE officers concerning equipment being left behind

g. Inspect supply section Marines to ensure they have the proper equipment and uniforms

h. Track FAD(II) for all units

i. Prepare appointment letters for responsible officers

j. Conduct inventory for all RBE

k. Download all ATLASS files (back-up disks)

l. Download all TURBO SIRS files (back-up disks)

D.B.9.15 Battalion Aid Station/Regimental Aid Station Mobilization Checklist

a. Recall assigned medical personnel

b. Print a current unit MRRS list

c. Ensure unit personnel have red allergy tags and current physical examination

d. Provide the S-1 a list of medically non-deployable personnel

e. Provide the S-2 a list of any required immunizations

f. Obtain authorized medical allowance list (AMAL) 636 narcotics

g. Prepare aid station for embarkation. Ensure AMALs, tents, and water kits are boxed

h. Ensure deploying personnel have a duplicate medical record with all immunizations listed

i. Ensure Navy personnel have a facsimile of SRB

D.B.9.16 Ordnance/Armory Mobilization Checklist

This checklist is a 48-hour plan to mobilize/deploy the company weapons armory and TOW maintenance cage.

a. Recall ordnance personnel

b. Coordinate transportation of armory mount-out from armory to the "pre-stage"

c. Inspect ordnance personnel and their equipment

d. Identify and inspect all ordnance items:

- Tool sets and kits

- Test equipment

- Publications

- Repair parts from layette bins

- Supporting expendables (rags, patches, oils, etc.)

- Equipment records for all equipment deploying

e. Identify equipment deficiencies to supply

f. Draw chemical, biological, radiological, defense (CBRD) suits from supply

g. Supervise load out of armory

h. Issue T/O weapons

i. Issue the following hand-carried armory items:

- Binoculars

- AN/PVS-5

- AN/PVS-7

- AN/PVS-4

- Compass, lensatic

- Compass, M2

- AN/PAQ-4

D.B.9.17 Chaplain Mobilization Checklist

a. Recall Religious Programmer

b. Ensure mount out boxes are packed and marked properly

c. Conduct a staff meeting with all deploying chaplains and religious programmers for purposes of planning and guidance

d. Schedule meeting with base/station senior chaplain (area coordinator) to discuss turnover deployment issues and support

e. Arrange office security. (Ecclesiastical/office gear to be left behind will be packed up and secured)

f. Schedule meeting for family readiness personnel to coordinate dissemination of information to families, and to plan a family deployment brief. Coordinate briefing schedule with CO, XO and Sgt Major

g. Ensure that the key volunteer hotline and network have up-to-date information

h. Provide the Family Service Center a current list of key volunteers, family readiness personnel, and any other unit representatives remaining behind

D.B.9.18 Fire Support Center Mobilization Checklist

a. Schedule and attend meeting with S-3 Officer and S-3 Chief

b. Obtain all pre-deployment schedules

c. Identify FIE serials and ship names for all artillery personnel

d. Ensure support requirements are submitted to supported infantry battalions

e. Arrange billeting at A/SPOE (if required)

f. Obtain ACEOI and crypto fills from communications section

g. Provide equipment density list to supported infantry battalion

h. Provide personnel roster to supported infantry battalion S-1

i. Provide T/O to supported infantry battalion S-3

j. Identify personnel and equipment shortages to parent and supported commands

k. Ensure personnel, health, and dental records are provided to supported battalions

l. Ensure all personnel have skeleton SRB, medical, and dental records

m. Draw TAP gear (as required)

D.B.9.19 Off-Load Preparation Party Mobilization Checklist

This checklist is based on a notional 24-hour movement scenario.

HOUR   EVENT

0000-0100   ACTIVATE

a. Contact all members of the OPP

b. Contact FSSG to prepare TAP gear for issue

c. Contact base/station duty officer to pass warning order to following base/station support activities:

- Base/station motors (light units/TOP/TOT)

- TMO (pack-up of personal belongings)

- Legal Assistance Office (wills/POAs/questions)

- MWR (close out of DPP, etc.)

0100-0800   UNITS

a. Recall OPP members

b. Inspect personnel and equipment

c. Move to OPP consolidation point for muster

0800-1100   MUSTER

a. Check by-ship and by-line number muster

b. Consolidate rosters and submit to the personnel officer

c. Submit clothing and equipment sizes to TAP

d. Brief the OPP

e. Conduct OPP personnel and equipment inspection

f. Continue administrative processing

g. Continue medical and dental screening

1100-1500   EQUIPMENT ISSUE

a. Supply: Draw equipment deficiencies

b. NBC: Draw CBRD suits and equipment as needed

c. Armory: Draw weapons, equipment deficiencies, repair kits, etc.

1500-1800   MUSTER

a. Reinspect previously identified deficiencies

b. Receive and issue TAP gear

c. Load gear and equipment for transport

d. Present Commander's intent brief to OPP

1800-2100   PERSONNEL ISSUES

a. TMO: Pack-up of personal belongings

b. Legal: Wills, power of attorney, etc

2300-2400   MUSTER

a. Check by-name muster

b. Load OPP and depart for APOE

D.B.9.20 Remain-Behind Equipment Officer-In-Charge Mobilization Checklist

a. Identify unit OICs and AOICs responsible for RBE, and brief the general duties and responsibilities associated with RBE

b. Have correspondence signed assigning responsibility for RBE equipment/supply accounts

c. Review applicable base/station orders pertaining to RBE, and make initial liaison with base/station personnel who will be responsible for the Deployment Coordination Center

d. Upon deployment of the advance party:

- Maintain accountability of RBE personnel and prepare to make reports to higher headquarters

- Stand up the RBE reporting unit code for unit administrative purposes

- Obtain DODIC for supply requisition to RBE geographical area

e. Meet with all the commodity managers and begin to assume their RBE tasks

f. Meet with unit RBE OICs/AOICs to coordinate any last-minute details

g. Ensure that all personal effects that are left behind are taken to TMO for proper storage

D.B.9.21 Security Company Mobilization Checklist

a. Receive brief from Commanding Officer on:

- Situation and mission

- Command relationships

b. Recall personnel as necessary

c. Ascertain the following information from the supported command:

- Required days sustainment

- Individual equipment lists

- Unit movement dates

- DODIC and quantity of ammunition required, and the issuing authority

d. Coordinate T/O and T/E requirements with parent and supported command

e. Meet with all attached unit commanders to coordinate any requirements

f. Schedule a country brief with supported battalion S-2

g. Inspect weapons, equipment, vehicles, etc., and correct deficiencies

h. Coordinate with TAP for special equipment issue requirements

D.B.9.22 Survey, Liaison, Reconnaissance Party Mobilization Checklist

a. Contact all units/personnel assigned to the SLRP

b. Schedule muster of SLRP personnel

c. Muster SLRP

d. Contact S-2 for MC&G products

e. Update SLRP roster and submit to personnel officer

f. Submit clothing and equipment sizes to supply for TAP gear

g. Brief the SLRP

h. Determine and pass guidance for liberty attire

i. Conduct administrative processing to verify qualifications for deployment

j. Review health and dental deployment update

k. Draw supply deficiencies

l. Draw NBC gear as directed

m. Draw and issue security ammo

n. Receive and issue TAP gear

o. Embark essential equipment

p. Schedule with TMO for storage of personal gear

q. Coordinate with the MAGTF SLRP OIC

r. Obtain file on host nation support

s. Obtain maps of country, port, airport and city

D.B.9.23 Advance Party Mobilization Checklist

a. Contact all units/personnel assigned to the advance party

b. Establish time for muster of advance party

c. Muster advance party

d. Contact S-2 for MC&L products

e. Update advance party roster and submit to personnel officer

f. Schedule and draw TAP gear (if required)

g. Brief advance party

h. Draw supply deficiencies

i. Schedule and draw NBC gear

j. Obtain and issue security ammunition

k. Embark essential equipment

l. Schedule personal gear storage with TMO

m. Load for transport to APOE