

THE

Marine Expeditionary Unit

Multi-Service!

Designed for all levels of
Soldiers, Sailors, Airmen,
Marines & Civilians

MEU
BLT (GCE)
ACE
CLB

**Mission, Organization
and Capabilities**

**Staff
Functions**

**Mission
Planning**

**Mission
Essential Tasks**

**Standing
Mission Briefs**

**MEU Liaison &
Survey Elements**

**Appendices
& Reference**

**Execution
Checklists**

**Abbreviations,
Acronyms & Glossary**

**Guide to Battle Staff
Operations & the Rapid
Response Planning Process**

SMARTbook

The Lightning Press
Norman M. Wade



THE MEFU

Marine Expeditionary Unit

SMARTbook



**Guide to Battle Staff Operations &
the Rapid Response Planning Process**

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The Marine Expeditionary Unit (MEU) SMARTbook

Guide to Battle Staff Operations & the Rapid Response Planning Process

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Special recognition goes to the command, staff and Marines of the 15th Marine Expeditionary Unit. Thank you for what you and other servicemembers do for our Nation each and everyday. Hooah!

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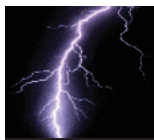
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Preface

The Marine Expeditionary Unit (MEU) SMARTbook is designed to be a reference for MEU and PHIBRON Commanders, MEU and PHIBRON staffs and the commanders and staffs of the Major Subordinate Elements (MSE) and Naval Support Elements (NSE) of the ARG-MEU team.

The Marine Corps Planning Process (MCP) is the basis for MEU staff planning. Planning is the art and science of envisioning a desired future and laying out effective ways of bringing it about. In war, planning can be essential to the ability to seize the initiative. In order to seize the initiative, we must be able to anticipate events and act purposefully and effectively before the enemy can. Planning mitigates crises by dealing with crisis situations before they reach crisis proportions.

The Rapid Response Planning Process (R2P2) is an accelerated execution of MCP geared to Crisis Action Planning. The R2P2 process allows the MEU/PHIBRON to anticipate potential missions, create a set of standardized responses through analytical decision-making, and rehearse their responses to achieve full capability within six hours of receipt of a warning or execute order.

Rapid planning requires extensive training in the techniques and procedures associated with R2P2. It requires standardized, detailed, parallel, and concurrent command and staff actions using Standard Operating Procedures (SOPs) that are understood by all members of the unit.

The Marine Expeditionary Unit (MEU) SMARTbook helps to generate tempo and staff synergy in time-compressed situations through the use of "playbooks" for rapid planning and templates for efficient briefings.

This planning handbook is based primarily on 15th MEU's staff SOP, although the material and concepts are applicable to all MEUs. When examples or unit specific references are made, they refer to the 15th MEU.

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The Lightning Press offers design, composition and production services for those units wishing their own tactical SOP, handbooks, and other doctrinal support materials. With ten separate books currently in circulation, we have authored and published more than 25 military doctrinal reference books in the SMARTbook military reference series over the past 18 years. This Marine Expeditionary Unit (MEU) SMARTbook can be edited, customized and reproduced with unit-specific material for any MEU or similar type unit.



References

The following references are useful in conjunction with The Marine Expeditionary Unit (MEU) SMARTbook. All references are considered public domain, available to the general public, and designated as "approved for public release; distribution is unlimited." The Marine Expeditionary Unit (MEU) SMARTbook does not contain classified or sensitive material restricted from public release.

Marine Corps Warfighting Publications (MCWP)

MCWP 2-1	Intelligence Operations
MCWP 2-15.3	Ground Reconnaissance
MCWP 3-1	Ground Combat Operations
MCWP 3-2	Aviation Operations
MCWP 3-11.2	Marine Rifle Squad (w/CH1)
MCWP 3-11.3	Scouting and Patrolling
MCWP 3-11.4	Helicopterborne Operations
MCWP 3-13	Employment of Amphibious Assault Vehicles (AAVs)
MCWP 3-14.1	Light Armored Vehicle -25 Gunnery and Employment
MCWP 3-15.5	MAGTF Antiarmor Operations
MCWP 3-16	Fires Support Coordination In The Ground Combat Element
MCWP 3-17.1	River-Crossing Operations
MCWP 3-17.3	MAGTF Breaching Operations
MCWP 3-24	Assault Support
MCWP 3-31.5	Ship-To-Shore Movement
MCWP 3-33.1	Marine Air-Ground Task Force Civil-Military Operations
MCWP 3-33.2	Civil Disturbances
MCWP 3-33.5	Counterinsurgency Operations
MCWP 3-33.8	Multi-Service TTP For Conducting Peace Operations
MCWP 3-35.3	Military Operations On Urbanized Terrain (MOUT)
MCWP 3-35.4	Doctrine For Navy/Marine Corps Joint Riverine Operations
MCWP 3-40.4	Marine Air-Ground Task Force Information Operations
MCWP 3-43.1	Raid Operations
MCWP 4-11.3G	Unit Embarkation Handbook
MCWP 4-11	Tactical-Level Logistics
MCWP 5-1	Marine Corps Planning Process
MCWP 5-11.1	MAGTF Aviation Planning
MCWP 5-12.1	The Commander's Handbook On The Law Of Naval Operations
MCWP 6-11	Leading Marines



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Marine Expeditionary Unit (MEU) Overview

Ref: NWC 3153K, *Joint Military Operations Reference Guide* (Jul '09), chap. 3 and www.usmc.mil.

The Marine Corps is organized as a general purpose “force in readiness” to support national needs. Deploying for combat as a combined-arms Marine Air/Ground Task Force (MAGTF), the Marine Corps provides the Nation with a responsive force that can conduct operations across the spectrum of conflict. The Marine Corps’ most important responsibility is to win the nation’s battles.

I. Mission of the U.S. Marine Corps

The primary mission, as stated in the National Security Act of 1947, “...is to provide Fleet Marine Forces of combined arms together with supporting air components, for service with the fleet...” This act also states that the Marine Corps minimum peacetime structure shall consist of “...not less than three combat divisions and three aircraft wings, and such other land combat, aviation and other services as may be organic therein...” In addition, the Marine Corps maintains a fourth Marine division and aircraft wing in reserve.

II. Organization and Structure

The Marine Corps is divided into four broad categories:

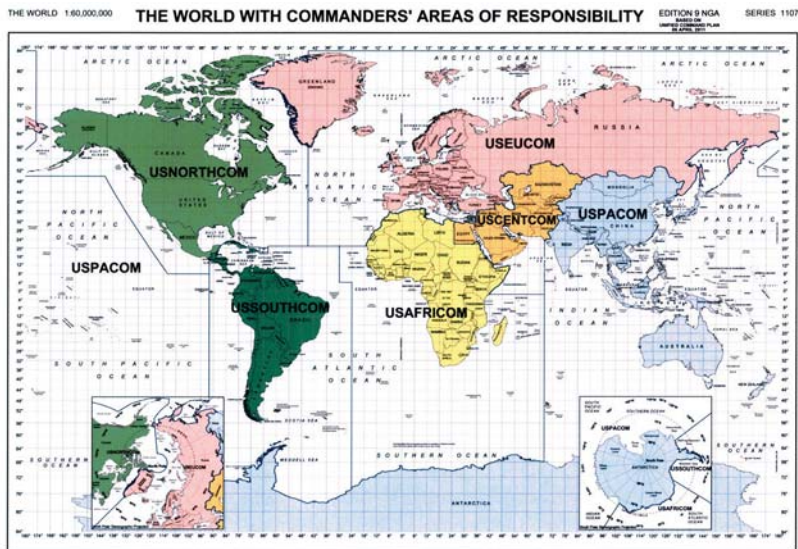
A. Headquarters, U.S. Marine Corps

Headquarters, U.S. Marine Corps (HQMC) consists of the Commandant of the Marine Corps and those staff agencies that advise and assist him in discharging his responsibilities prescribed by law and higher authority. The Commandant is directly responsible to the Secretary of the Navy for the total performance of the Marine Corps. This includes the administration, discipline, internal organization, training, requirements, efficiency, and readiness of the service.

Also, as the Commandant is a member of the Joint Chiefs of Staff, HQMC supports him in his interaction with the Joint Staff. The Commandant is also responsible for the operation of the Marine Corps material support system.

B. Operating Forces

Operating forces — the heart of the Marine Corps — comprise the forward presence, crisis response, and combat power that the Corps makes available to U.S. unified combatant commanders. The Marine Corps has established three permanent combatant-level service components in support of unified commands with significant Marine forces assigned: U.S. Marine Corps Forces Command (MARFORCOM), U.S. Marine Corps Forces Pacific (MARFORPAC), and U.S. Marine Corps Forces, Special Operations Command (MARSOC). The Commander, MARFORCOM is assigned to the Commander, U.S. Joint Forces Command (JFCOM). He provides the 2d Marine Expeditionary Force (II MEF) and other unique capabilities to JFCOM. Likewise, the Commander, MARFORPAC is assigned to the Commander, U.S. Pacific Command. He provides I and III MEFs to PACOM. The Commander, MARSOC is assigned to the Commander, Special Operations Command (SOCOM). He provides assigned forces to SOCOM. These assignments reflect the peacetime disposition of Marine Corps forces.



Marine forces are apportioned to the remaining geographic combatant commands — the U.S. Southern Command (SOUTHCOM); U.S. Northern Command (NORTHCOM); U.S. European Command (EUCOM); U.S. Central Command (CENTCOM); U.S. Africa Command (AFRICOM); and U.S. Forces Korea (USFK) for contingency planning, and are provided to these commands when directed by the Secretary of Defense. Listed below are the Marine Corps service component headquarters.

- **Marine Forces Command (MARFORCOM).** Located in Norfolk, VA and commanded by a three-star general. Commander, MARFORCOM provides the II Marine Expeditionary Force (MEF) and activated Marine Forces Reserve units to the Commander, USJFCOM.
- **Marine Forces Pacific (MARFORPAC).** Located at Camp H.M. Smith, HI and commanded by a three-star general. Commander, MARFORPAC provides I and III MEFs to Commander, USPACOM.
- **Marine Forces, Special Operations Command (MARSOC).** Located at Camp Lejeune, NC and currently commanded by a two-star general. Commander, MARSOC provides assigned forces to Commander, USSOCOM.
- **Other Service Component Commands.** The Marine Corps maintains a service component headquarters with U.S. Central Command, U.S. European Command, U.S. Southern Command, U.S. Africa Command, and U.S. Northern Command. Marine forces are apportioned, but not assigned to these unified geographic commands.
- **Marine Forces Central Command (MARCENT).** A three-star headquarters located in Tampa, FL. Commander, MARCENT also serves as Commanding General, I MEF, located at Camp Pendleton, CA.
- **Marine Forces European Command (MARFOREUR).** A one or two-star headquarters located in Stuttgart, Germany.
- **Marine Forces Southern Command (MARFORSOUTH).** A one or two-star headquarters located in Miami, FL.
- **Marine Forces Africa Command (MARFORAF).** A one or two-star headquarters currently located in Stuttgart, Germany. Commander, MARFORAF also commands MARFOREUR.
- **Marines Forces Northern Command (MARFORNORTH).** A three-star headquarters located in New Orleans, LA. Commander, MARFORNORTH also commands Marine Forces Reserve.

1-2 (Staff Functions) MEU Overview

III. Marine Air/Ground Task Force (MAGTF)

Ref: NWC 3153K, *Joint Military Operations Reference Guide* (Jul '09), pp. 77-78.

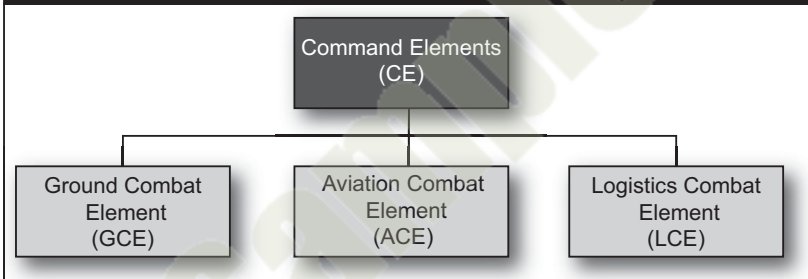
The MAGTF is a balanced, air-ground combined arms task organization of Marine Corps forces under a single commander, structured to accomplish a specific mission or a number of missions across the range of military operations (ROMO).

MAGTFs are flexible, task-organized forces that are capable of responding rapidly to a broad range of combat, crisis, and conflict situations. MAGTFs vary in size and capability according to the mission, threat, and operating environment. The MAGTF is primarily organized and equipped to conduct amphibious operations as part of naval expeditionary forces. MAGTFs are also capable of sustained combat or peace operations ashore.

Each MAGTF, regardless of size or mission, has the same basic structure. A MAGTF consists of four core elements: Command, Aviation, Ground, and Logistics Combat Element. As the Ground Combat Element grows in size, the Aviation, Logistics, and Command elements typically become larger.

There are four basic MAGTF organizations: Marine Expeditionary Force (MEF), Marine Expeditionary Brigade (MEB), Marine Expeditionary Unit (MEU), and Special Purpose MAGTFs (SPMAGTF).

MAGTF Core Elements



Ref: NWC 3153K, *Joint Military Operations Guide*, fig. 18, p. 77.

1. Command Element (CE)

The CE contains the MAGTF headquarters and other units that provide intelligence, communication, and administrative support. The CE is scalable and task organized to provide the command, control, communications, computers, intelligence, and joint interoperability necessary for effective planning and execution of operations.

2. Ground Combat Element (GCE)

The GCE is task organized to conduct ground operations to support the MAGTF mission. This element includes infantry, artillery, reconnaissance, armor, light armor, assault amphibian, engineer, and other forces, as needed. The GCE can vary in size and composition.

3. Aviation Combat Element (ACE)

The ACE conducts offensive and defensive air operations and is task organized to perform those functions of Marine aviation required to support the MAGTF mission.




4. Logistics Combat Element (LCE)

The LCE is task organized to provide the full range of combat service support functions and capabilities necessary to maintain the continued readiness and sustainability of the MAGTF as a whole. The LCE may vary in size and composition.

VII. List of MEUs

West Coast MEUs

West Coast MEUs fall under I Marine Expeditionary Force, and their main area of operations includes the western Pacific and Indian oceans (to include the Persian Gulf).

Official Name	Insignia	Headquarters
11th Marine Expeditionary Unit		Marine Corps Base Camp Pendleton, California
13th Marine Expeditionary Unit		Marine Corps Base Camp Pendleton, California
15th Marine Expeditionary Unit		Marine Corps Base Camp Pendleton, California


East Coast MEUs

East Coast MEUs fall under II Marine Expeditionary Force and maintain presence in the Atlantic Ocean and Mediterranean Sea.

Official Name	Insignia	Headquarters
22nd Marine Expeditionary Unit		Marine Corps Base Camp Lejeune, North Carolina
24th Marine Expeditionary Unit		Marine Corps Base Camp Lejeune, North Carolina
26th Marine Expeditionary Unit		Marine Corps Base Camp Lejeune, North Carolina

Japan MEU

The 31st MEU is the only permanently forward-deployed MEU, maintaining a presence in the Pacific Ocean at all times as part of III Marine Expeditionary Force.

Official Name	Insignia	Headquarters
31st Marine Expeditionary Unit		Marine Corps Base Camp Smedley D. Butler, Okinawa, Japan

I. Administration (MEU S-1)

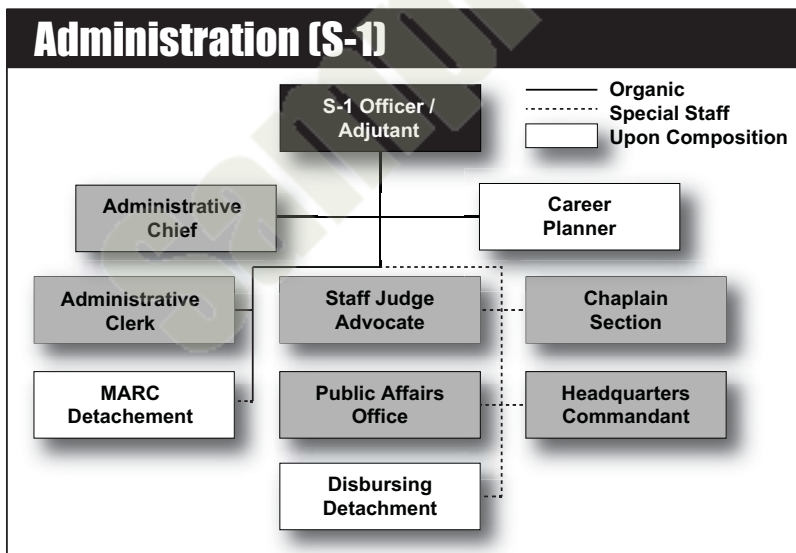
Mission

The mission of the MEU S-1 is to coordinate timely and accurate administrative support for the Commanding Officer and all personnel assigned or attached to the MEU across the four functions of administration (general, personnel, manpower, and operational) in order to enhance the readiness and operational capabilities of the MEU and ensure success across the full range of military operations.

Organization

The administrative section operates under the staff cognizance of the Adjutant, a primary staff officer to the Commanding Officer and coordinates actions and issues through the MEU Executive Officer.

The MEU S-1 Section is comprised of the Adjutant, Administrative Chief, and four Administrative Clerks. Upon composite, a Marine Administrative Reach-back Cell (MARC) of a Personnel Chief and five Personnel Clerks, a Postal Detachment of a Postal Chief and four Postal Clerks, and a Disbursing Detachment of a Disbursing Officer and five Finance Marines will augment the section.



Capabilities and Functional Areas

The administrative section will provide administrative support in four functional areas of Marine Corps Administration outlined below.

General Administration

General Administration encompasses administrative and office management functions that provide direct support to the Commander. The following areas fall under general administration:

- Correspondence Management
- Directives Control Point

- Postal Affairs
- Legal Administration
- Military Awards
- Casualty Affairs
- Records Management
- Performance Evaluation Management
- Voting Assistance
- Forms and Reports Management

Personnel Administration

Personnel Administration encompasses those areas or tasks that generally deal with a Marine's administrative reporting requirements, including elements that affect a Marine's pay, compensation, promotion, and items existing in personnel records and systems. The following are administrative tasks within the MEU fall under personnel administration:

- Check in/out
- Separation and Retirement
- Promotions
- Transfers
- Temporary Additional Duty Travel
- Pay and Entitlements
- Processing Personnel Action Requests (PARs)

Manpower Administration

Manpower Administration includes optimally managing and allocating personnel throughout the MEU. Manpower Administration encompasses the following:

- Table of Organization Management
- Assignment and Staffing
- Personnel Strength Reporting
- Command Sponsorship Program
- Career Management
- Personnel Accountability Reporting
- Disability/Limited Duty Management
- Transition Assistance Management

Operational Administration

Operational Administration includes those administrative requirements that exist solely to support MEU operations and exercises and will take place mainly during or just prior to deployment. Operational Administration for the MEU includes:

- Operation Plan (OPLAN) Annex E Development
- Personnel Statistics Reporting
- Personnel Tempo Reporting
- Casualty Reporting and Tracking
- Combat Replacements
- Time-Phase-Force-Deployment-Data (TPFDD) Reporting
- Emergency Leave Procedures
- OPT/Staff Estimate for MCPP and R2P2
- Personnel Theater and Country Clearance Management
- Official Passport and Visa Management
- OPREP-3 Serious Incident Reporting (SIR)
- MEU Movement and Reporting Procedures
- Finance and Disbursing
- Morale, Welfare, and Recreation

B. Standing Public Affairs Guidance

While media are present in a unit's area of operation, it is the responsibility of the unit commanders and their staffs to offer assistance. This includes assistance with interviews, briefings, transportation and communications. Again, unit commanders and staff should not allow the media access to information that could prove harmful to operations and the security of the unit's personnel or mission. Security review is at the source. The characteristics of the military and global information environments essentially render field media censorship impractical as well as nearly impossible. All individuals must be responsible for protecting sensitive information.

Commanders will ensure their personnel are thoroughly briefed on their rights and responsibilities before speaking to the media.

When dealing with members of the media, personnel should be open, honest and forthright; and allow common sense and operational security to be their guide. Service members should be advised of the following:

- As our best spokespeople, they are encouraged to talk to NMRs, but each has the individual right not to do so.
- They must exercise care to protect classified information and preserve operational security. (Specific public affairs guidance will be provided to delineate what is releasable and non-releasable. For example, exact numbers and locations of troops and equipment and rules of engagement (ROE) are normally not releasable.)
- If classified or sensitive information is inadvertently released through words or photography, you are not authorized to confiscate film, audio/video tapes or NMR's notes. Report the incident by the quickest means possible to the unit commander or public affairs officer.
- Never lie to a NMR. If necessary, simply decline to answer the question.
- NMRs should be treated with courtesy and respect.
- Service members should be reminded that, with few exceptions, NMRs are trying to do their jobs and report the news. They want to be accurate and get the story "right." Within security constraints, we should help them get it "right."
- Service members should talk about matters within their area of responsibility, expertise and personal experience (stay in your lane).
- Avoid speculation (answering hypothetical "what if" questions).
- When stating a personal opinion, clearly state it as such.
- All discussions with NMRs will be "on the record."
- There is nothing wrong with admitting that you don't know the answer to a question. If time permits, try to find the information requested.
- If you are unsure whether requested information is releasable, say so. Again, if time permits, try to find out.
- Respect host nation sensitivities.
- When speaking to NMRs while in uniform, you represent not only yourself, but your fellow service members, your unit, your service, and the United States as well.
- Do not give out specific locations of friendly forces. Giving general locations such as the Arabian Gulf Region or the USS George Washington is acceptable.
- Do not discuss future operations.
- Do not be parochial to your branch of service. Stress the teamwork involved in combining the unique capabilities of each branch of service.
- When asked a question - take your time before answering. Make sure you understand what the NMR is asking (if not, ask for clarification). Formulate the answer in your head and then respond.

B. Legal Considerations During Operations

Standing Rules of Engagement (ROE)

I always have the right and obligation to defend myself, unit and other U.S. Forces against hostile acts and demonstrations of hostile intent.

- A hostile act is an attack or other use of force against U.S. forces, e.g. firing on U.S. forces, throwing rocks at U.S. forces, or force used to impede the mission or duties of U.S. forces. Hostile intent is the threat of imminent attack; e.g. loaded weapon pointed at U.S. forces.
- If I, or other U.S. Forces, may be killed or seriously injured due to the actions of another, I may immediately use deadly force.
- If time and circumstances permit, I will attempt to control the situation without the use of force, e.g. verbal warnings or demonstrations of force.
- If the use of force is required, I will use only that degree of force necessary to stop the attack or eliminate the threat.
- If a force or group has been declared hostile, I may engage that force without observing a hostile act or hostile intent.
- I will use no more force than is necessary to accomplish the mission.
- When dealing with civilians, I will treat them with respect.

Law of Armed Conflict

- Don't attack noncombatants. Fight only hostile forces. All persons participating in military operations or activities are combatants. Remember that only combatants may be targeted.
- Destroy no more than required by your mission. Attack only military targets. Do not attack, mistreat, or harm wounded hostile forces or hostile forces who surrender.
- Use only the minimum force necessary, appropriate, and proportionate to accomplish the mission.
- Don't alter your weapons to increase the suffering of hostile forces.
- Don't attack churches, mosques, art museums, orphanages, historical monuments or cultural sites.
- Don't attack medical personnel, facilities, equipment, vehicles, ships, or aircraft protected by the Red Cross, Red Crescent, or Red Star of David.
- Collect and care for the wounded, sick, and shipwrecked, whether friend or foe.
- Let hostile forces surrender.
- Treat all captives and detainees humanely. Don't use coercion in questioning captives or detainees.
- Treat all civilians, particularly women, children, and the elderly, humanely and with respect.
- Provide medical care for sick and wounded captives, and safeguard them from the dangers of combat.
- Report all war crimes immediately. Remember, you may not order, or be ordered to commit, a violation the Law of War.



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