



UNITED STATES MARINE CORPS

SCHOOL OF INFANTRY-EAST
TRAINING COMMAND
PSC BOX 20161
CAMP LEJEUNE, NORTH CAROLINA 28542-0161

ScolO 1500.3T
3OPS

SCHOOL ORDER 1500.3T

NOV 0 2 2020

From: Commanding Officer
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR TRAINING AT THE SCHOOL OF INFANTRY-EAST (SHORT TITLE: SOI-E TRAINING SOP)

Ref: (a) Training Command General Order 01-03
(b) MCO 5354.1E W/ADMIN CH Marine Corps Prohibited activities and Conduct Prevention and Response Policy
(c) JAGINST 5800.7F
(d) LOI for SOI-East Weapons and Training Proficiency Evaluation
(e) MCIEAST-MCB CAMLEJO 3570.1A Range Control SOP
(f) MCO 6100.13A W/CH2 Marine Corps Physical Fitness and Combat Fitness Tests
(g) MCO 6110.3A W/CH 1 Marine Corps Body Composition and Military Appearance Program
(h) II MEFO 6200.1 W/CH1 Exertional Heat Injury (EHI) Prevention and Management
(i) ScolO 3440.3D Destructive Weather SOP
(j) MCO 8020.10 Marine Corps Explosives Safety Management Program
(k) MCO 5530.14A Marine Corps Physical Security Program
(l) ScolO 5500 Arming of Security personnel and the Use of Force
(m) ScolO P11240 Motor Transport SOP
(n) MCO 4400.150 Consumer-Level Policy Manual
(o) MCTP 8-10A Unit Training Management Guide
(p) MCTP 8-10B How to Conduct Training
(q) ScolO 1050.1G W/CH 1 Leave and Liberty
(r) DoD I 1304.33 Protecting Against Inappropriate Relations During Recruiting and Entry-Level Training
(s) Scol Policy Letter 5-17 Armory Parts Washer
(t) Scol Policy Letter 6-17 Hilco Wipes Use and Disposal
(u) DA PAM 385-63 Range Safety
(v) MCO 3574.2L Combat Marksmanship Programs (MCCMP)
(w) MCO 3040.4 Marine Corps Causality Assistance Program
(x) MCRP 3-17.7L
(y) NAVSEA SWO 60-AA-MMA-010
(z) MCO 1900.16 CH2 Separation and Retirement Manual

Encl: (1) STANDING OPERATING PROCEDURES FOR TRAINING AT THE SCHOOL OF INFANTRY-EAST (SHORT TITLE: SOI-E TRAINING SOP)

1. Purpose. In accordance with the references, establish procedures and guidelines for the conduct of student training by permanent personnel within the School of Infantry-East (SOI-E).

2. Cancellation. ScolO P1500.3S Ch2.

3. Background. Enclosure (1) provides the overall framework for training executed by SOI-E. Specific guidance is contained in the appropriate Master Lesson Files (MLFs) for each Program of Instruction (POI).

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

4. Action. The contents of this SOP do not supersede the exercise of good judgment and common sense in ensuring the safety and welfare of students participating in training at SOI-E. This order is effective upon receipt and is applicable to all Marines and Sailors involved with the training or training support personnel assigned to, or under instruction of SOI-E.

5. Summary of Revisions. This revision contains a substantial number of changes and must be reviewed in its entirety.

6. Punitive Effect. Violations of the provisions of this SOP by military personnel are punishable as violations of Article 92 of the Uniform Code of Military Justice.

7. Certification. Reviewed and approved this date.

A handwritten signature in black ink, consisting of a large, stylized 'B' followed by a horizontal line extending to the right.

B. W. TIPPETT

Distribution: A

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR TRAINING AT THE SCHOOL OF INFANTRY-
EAST (SHORT TITLE: SOI-E TRAINING SOP)

Location: _____
(Indicate the location of the copy of this manual)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Printed Name and Signature of Person Incorporating Change

SOI-E TRAINING SOP CONTENTS

<u>CHAPTER</u>	<u>TITLE</u>	<u>PAGE</u>
1	RESPONSIBILITIES.....	1-1
2	FIELD AND PHYSICAL TRAINING.....	2-1
3	TRAINING AND WEATHER.....	3-1
4	ORDNANCE, MUNITIONS, SENTRIES, AND LIVE FIRE SAFETY.....	4-1
5	LOGISTICS SUPPORT REQUESTS, MOTOR TRANSPORT, MESSING, SUPPLY AND COMMUNICATION.....	5-1
6	ENTRY LEVEL STUDENT TRANSFER PROCESS.....	6-1
7	RESTRICTION OF MOVEMENT, QUARANTINE, AND ISOLATION PROCEDURE.....	7-1
<u>APPENDIX</u>	<u>TITLE</u>	<u>PAGE</u>
A	DEADLY FORCE BRIEF.....	A-1
B	TRAINING SOP STATEMENT OF UNDERSTANDING.....	B-1
C	SOI-E RECRUITER/TRAINER PROHIBITED ACTIVITIES ACKNOWLEDGEMENT.....	C-1
D	SOI-E RECRUIT/TRAINEE PROHIBITED ACTIVITIES ACKNOWLEDGEMENT.....	D-1
E	COMMUNICATIONS-ELECTRONICS OPERATING INSTRUCTIONS (CEOI).....	E-1
F	NAVMC 11381 EXPENDITURE REPORT.....	F-1
G	SOI-E EXTERNAL DROP SHEET.....	G-1
H	RECEPTION STAGING ONWARD MOVEMENT AND INTEGRATION (RSO&I) PROCEDURES.....	H-1
I	MATERIAL POTENTIALLY PRESENTING AN EXPLOSIVE HAZARD POLICY AND PROCEDURES	
J	IMPORTANT PHONE NUMBERS	
K	POLICY LETTER 1-18 SCHOOL OF INFANTRY - EAST (SOI-E) POLICY FOR SUBMISSION AND EXECUTION OF LOGISTIC SUPPORT REQUESTS	

SOI-E TRAINING SOP

CHAPTER 1

RESPONSIBILITIES

	PAGE
ACCOUNTABILITY	1-2
STANDARDS OF CONDUCT	1-2
TRAINING RESPONSIBILITIES	1-5
DOCUMENTATION	1-5
COMPANY COMMANDER RESPONSIBILITIES	1-6
COMBAT INSTRUCTOR RESPONSIBILITIES	1-7

CHAPTER 1

RESPONSIBILITIES

1. Accountability. Conducted for students, ammunition, weapons, and serialized gear (by nomenclature and total number) after reveille, prior to taps, and before and after major events to include relocation to a different training area. If Marines are separated from their ammunition, weapons, or serialized gear, the unit leader or primary instructor assumes responsibility for these items.

a. Supervision. The Master Lesson File (MLF) for each training event recommends student-to-instructor ratios to conduct training effectively and safely. A Staff Noncommissioned Officer (SNCO) will supervise all field-training events for entry-level Marines. If training class is in bivouac status, the Battalion Commander can authorize Sergeant Combat Instructors designated as Platoon Sergeants to supervise Marines.

b. Duty Requirements. Battalion Commanders are responsible for establishing policies which ensure their units maintain the minimum supervision requirements as stated in the applicable Programs of Instruction (POIs). No student will serve in an "official" duty capacity.

c. Delegation of Authority. Ultimate responsibility for anything that occurs during training rests with the combat instructors, and this responsibility cannot be delegated down to the student level.

(1) Within Marine Combat Training Battalion (MCT)/Infantry Training Battalion (ITB) and Headquarters and Support Battalion (H&S Bn) Platoon Sergeants may designate a student, squad leaders, and fire team leaders to assist them with the routine administrative functions of their units.

(2) Within Advanced Infantry Training Battalion (AITB)/Combat Instructor School (CIS), Marines undergoing instruction may be assigned leadership billets as functions of their instruction with their degree of authority being directly related to the POI. These billets could be assigned generally or be assigned specifically for a training event.

d. Buddy System. All entry-level Marines are expected to travel in at least a buddy pair, and should not be left alone at any time. The exception is for medical and dental appointments or for events outlined within POI's that require individual separation. The assignment of AITB students to a buddy system is encouraged. All foreign students receiving instruction at SOI-E will be assigned a sponsor from the SOI-E S-3, and another course sponsor from AITB.

2. Standards of Conduct

a. General. Standards of conduct as outlined below are applicable to all personnel assigned or attached to SOI-E. Reference (a) defines permanent personnel and student personnel as:

(1) Permanent personnel. Any service member or civilian assigned or attached to SOI-E who is involved in training or providing support to student personnel.

(2) Student personnel. All persons, regardless of service, in one of the following categories:

(a) Awaiting training or course entry.

(b) Attending training/educational programs.

(c) Completed, dropped, or discharged from training and awaiting reassignment or discharge.

b. Per reference (a), permanent personnel are prohibited from establishing personal relations with any student in the training pipeline (entry-level through MOS training) regardless of their assigned location.

c. Per reference (a), all instructors and student personnel are prohibited from conducting or participating in inappropriate relationships. All instructors and students will complete DODI 1304.33 DD Form 2982 (Instructors) and DD Form 2983 (Students), which will be maintained on file by the Battalions for instructors and the Administrative Service Center (ASC) for students upon check-in.

d. Per reference (a), all personnel assigned to this command will treat others with dignity and respect. Lying, stealing, cheating, hazing, sexual misconduct, alcohol abuse, and drug use are all unacceptable conduct and will not be tolerated.

e. Due to extensive time spent in the field and the risk of infections leading to lost training days, students are prohibited from getting tattoos while in a student status.

f. Due to the compressed training timeline associated with each POI and the limited number of consecutive non-duty working hours, entry-level students (to include L Company) are prohibited from alcohol use while in a student status (this prohibition does not apply to students at AITB/CIS during off-duty hours). Violators will be processed as applicable under the UCMJ.

g. Allegations of Misconduct. Allegations of abuse or wrongful behavior by permanent personnel will be briefed to the Commanding Officer (CO), SOI-E by the respective Battalion Commander. Depending on duty assignment, one of the following procedures will be followed until the matter is resolved:

(1) CI. Removed from assigned duties and will not have any involvement with student personnel until the facts are gathered and a determination is made regarding adjudication or returning the CI to their regular duties.

(2) Non-CI. Will not have any involvement with student personnel until the facts are gathered and a determination is made regarding adjudication.

h. Possible Allegations. The following describes disciplinary and legal matters about which all leaders will be aware while executing SOI-E's mission.

(1) Profanity. Profane or demeaning language directed personally at a student will not be tolerated.

(2) Assault. Physical contact between permanent personnel and/or students is prohibited except:

- (a) To prevent an unsafe act.
- (b) Self-defense.
- (c) When in accordance with the POI and appropriate MLFs.
- (d) When administering first-aid and/or medical evacuation.
- (e) While conducting line-out/shake-down procedures.

(3) Prohibited activities. Those activities outlined in reference (b) that erode the professional environment and will not be tolerated (e.g. Sexual harassment, sexual assault, personal servitude, bullying, etc.). Further guidance is provided in reference (c).

(4) Fraternization and Business or Financial Transactions. Except for official business, permanent personnel are forbidden in student areas and students are prohibited in permanent personnel areas for any reason.

(a) Fraternization. Contact between permanent personnel and students that is considered fraternization includes, but is not limited to: dating, participating in activities that would give the appearance of undue familiarity, offering/exchanging phone numbers, email, or social networking sites, engaging in an intimate relationships, addressing the other in a manner that would indicate a personal relationship or undue familiarity, or loitering with students. Combat Instructors will not conduct social media or electronic communication relationships with students in an entry-level status for 6 months after graduation.

(b) Business or Financial Dealings. Permanent personnel will not request or accept money from students except for transactions authorized by the CO, SOI-E. Prohibited activities between permanent personnel and students, or the relatives or friends of students, include, but are not limited to: holding personal property or money, collecting funds, acting as an agent to make purchases or to pay bills, or accepting anything of value, to include food, beverages, or tobacco products. Exception to the above is authorized for the collection of personal electronic devices to include; cell phones, iPad, kindles, etc. Company leadership can collect and hold these items for the duration of training. Receipts to students must be issued.

i. Extra Military Instruction (EMI). EMI is defined as instruction in a phase of military duty in which an individual is deficient, and is intended for and directed towards the correction of that deficiency. It is not to be used as a substitute for judicial (court-martial) action or Non-Judicial Punishment (NJP), and must be logically related to the deficiency in performance for which it was assigned. Battalion Commanders will provide guidance in accordance with reference (d) for the implementation of EMI.

3. Training Responsibilities

a. Training Focus. To ensure that training is doctrinally correct, conducted to established standards, and professionally delivered, instructors will foster a realistic, but safe combat training environment that challenges all students to perform and to become proficient.

b. Training of Permanent Personnel

(1) Annual training will be conducted by units and include appropriate classes in accordance with (IAW) the school's published Annual Training Plan.

(2) All Marines of the rank of Captain, First Lieutenant, and Gunnery Sergeant and below, are required to annually attend the SOI-E Weapons and Training Proficiency Certification as per reference (e).

(a) AITB Gunner will conduct the weapons recertification with all permanent personnel associated with AITB and the operations chief will maintain the records. This will be conducted annually.

(b) ITB Gunner has given authority to the company gunnery sergeants to conduct their company's recertification, once complete the ITB S3 will maintain the records. This will be conducted annually.

(c) MCT Gunner has given authority to the company gunnery sergeants to conduct their company's recertification, once complete the company gunnery sergeant will maintain the recertification and the MCT will maintain an updated roster. This will be completed annually.

(3) Hot/Cold Weather Injury Prevention Training is to be conducted prior to 1 May and 1 October annually with rosters maintained by the Battalion S-3's. Hot/cold weather injury prevention training shall include the following:

(a) Classes from Medical Personnel. The Camp Geiger Branch Medical Clinic or SOI-E corpsman will provide trainers and material to train permanent personnel in the signs, symptoms, preventive measures, types of hot/cold weather injuries, and first aid for such injuries.

(b) Refresher Training from Company Staff. Battalion Commanders will ensure all of their permanent personnel receive refresher training on the hot/cold weather injury prevention portion of this SOP (Chapter 3).

4. Documentation

a. Training SOP Certification. Initial SOP training and certification for 0913 Combat Instructors will occur at CIS. Upon graduation, CIS will turn over SOP certification to the respective battalion which will be responsible for maintaining the certification in the instructor's training jacket. All other permanent personal are required to be certified on this SOP via the SOP test.

b. Battalion Commanders will ensure all SOI-E permanent personnel receive annual training/recertification on this SOP. This will be recorded in the Marine Corps Training Information Management System (MCTIMS) and the Marine's training jacket, as required.

(1) H&S Bn permanent personnel not directly involved with training are required to receive annual training/recertification on this SOP, however, the test will focus on Camp Geiger specific regulations and conduct.

(2) All SOP testing (initial and annual recertification) will be conducted by the SOI-E Academic Section. CIS and Battalions are directed to coordinate testing dates with the SOI-E S-3.

(3) Personnel will sign a SOP Statement of Understanding (Appendix B)

each time they take and pass the test on this SOP.

c. The Recruiter/Trainer Prohibited Activities Acknowledgment (DD Form 2982), in Appendix C, will be completed by all permanent personnel. Permanent personnel will complete Appendix C during check-in with their Battalion S-1. The statements will be retained on file with the respective Administrative Chief until one year after detachment.

d. The Recruit/Trainee Prohibited Activities Acknowledgment (DD Form 2983), in Appendix D, will be completed by all students. Students will complete Appendix D during check-in with their training company or no later than five days after arrival at SOI-E. The statements will be retained on file with the training Battalion S-1 until one year after detachment.

5. Company Commander Responsibilities. Company Commanders are responsible for preparedness of their subordinates to safely and professionally execute the training schedule. Commanders will ensure that training is conducted in accordance with this SOP and the MLFs for their POIs.

a. Accountability. Company Commanders are accountable for all aspects of the training of their company. Accountability for personnel, weapons, equipment, safety, and maintenance become increasingly important as the company moves to, and conducts training in, the field.

b. Briefs

(1) The Company Commander, Company Executive Officer, or Company First Sergeant will speak to student Marines NLT training day three (TD-3), informing them of the standards by which their conduct and performance will be evaluated.

(2) The company leadership will brief their student Marines on the buddy system, weapon and gear accountability, proper hydration, climatic injuries, controlled substances, illegal drugs, the unauthorized use of prescription medication, underage drinking, inappropriate relationships, social media (misconduct, ethics, and responsibilities) and personal electronic device usage.

(3) The battalion appointed Uniform Victim Advocate (UVA) will brief all students during the check-in process, ensuring they know how to report sexual assault.

6. Combat Instructor Responsibilities. Marines assigned to these billets are the primary trainers and first level of leadership for students training at SOI-E. Their responsibilities are significant, and directly impact the safe and professional execution of SOI's mission. The following duties/responsibilities apply:

a. Combat Instructors will be guided in the performance of the duties as outlined herein, and as directed by their Officers and senior SNCOs.

b. Consistently be aware that no training event at this school is important enough to endanger a life or cause a serious injury. When in doubt, cease training.

c. Serve as exemplary role models.

d. Treat all service members with dignity and respect.

- e. Ensure the welfare of all personnel assigned to their units.
- f. Provide concerned leadership to assist in the development of the moral, mental, and physical fitness of assigned Marines.
- g. Develop cohesion and maintain high morale and esprit within their units.
- h. Maintain good order and discipline within their units.
- i. Ensure proper use, maintenance, and accountability of weapons and equipment. Combat Instructors will not separate students from their serialized gear, except in the case of medical emergency. Combat Instructors are allowed to delegate a buddy pair to watch the serialized gear in the event the students are not allowed to bring their gear into a building. Although Combat Instructors are not authorized to separate a student from their gear, that student is authorized to hand their gear to their buddy in the event that they cannot take it with them (e.g. the head, medical appointment, etc.)
- j. Make sound and timely decisions in the absence of specific instructions. When in doubt, safety becomes the dominant concern.
- k. Instructional Duties. As Combat Instructors, present all course materials in a professional and positive manner, and in accordance with the most recently approved Master Lesson File (MLF) for that particular training event. Battalion/Company staff shall provide academic guidance and training aid support. It is imperative that instructors have the requisite knowledge and are proficient in delivering the information.
- l. Adherence/Enforcement of Training SOP. Combat Instructors have a continuous requirement to adhere to and enforce this SOP. Combat Instructors found in violation of any portion of this SOP will be required to retake the SOP test, in order to demonstrate full and proper knowledge of its contents. In addition, they will be removed from all interaction with students until they pass the SOP test. The chain-of-command will take appropriate disciplinary action to ensure compliance with the SOP and uphold good order and discipline.
- m. Prohibitions in the Presence of Students. In keeping with Secretary of the Navy Instruction 5100.13E and Marine Corps Order 1700.29, as well as to demonstrate healthy lifestyles, the following are prohibited while in the presence of Entry Level Training (ELT) students:
 - (1) Use of any tobacco products, including cigarettes, chewing tobacco, dip, and electronic cigarettes (to include vaping devices).
 - (2) Consumption of energy drinks, fast food, and junk food.
- n. Battalion Commanders may designate appropriate locations where permanent personnel will be authorized to use tobacco products. The presence of students is defined as being within 100 yards or in full view of students.

SOI-E TRAINING SOP

CHAPTER 2

FIELD AND PHYSICAL TRAINING

	PAGE
TRAINING SAFETY	2-2
HAZARDOUS TRAINING EVENTS	2-4
PHYSICAL TRAINING	2-4
FOOT MARCHES	2-4
MEDICATIONS DURING TRAINING	2-7
MEDICAL EVACUATION/CASUALTY EVACUATION PROCEDURES	2-7
FIELD SANITATION	2-9
HYGIENE	2-9
ILLNESS	2-11
MEAL SERVICES	2-13
FIGURES	
CORPSMEN: STUDENT RATIO	2-5

CHAPTER 2

FIELD AND PHYSICAL TRAINING

1. Training Safety

a. General. Per reference (f) and all applicable MLF, safety briefs are to be provided prior to commencement of any training event.

b. Safety Vehicles. They are defined as a dedicated, official government vehicle, capable of transporting an injured person on a fully extended stretcher (e.g. HMMWV). Safety vehicles will not be loaded with gear other than safety related equipment. They will be organized and configured to allow the loading, care of and unloading of casualties. Privately Owned Vehicles (POV) will not be used as safety vehicles.

c. The Officer in Charge (OIC) of live fire ranges.

(1) Receive and maintain accountability of ammunition for the range.

(2) Supervise the accountability of personnel and equipment.

(3) Supervise the proper shake down of personnel after the completion of live fire.

d. Company Commanders are required to evaluate current and/or forecasted conditions (e.g. weather, flag) and must make an assessment of the ability to conduct training safely. Company Commanders are authorized to modify any training event based on their assessment of the conditions. If a training event has become unsafe to where continuation would cause more harm to students, Commanders are authorized to cancel the event to be completed at a later time via coordination with their respective Bn S3.

e. Live fire certification.

(1) The SOI-E Gunner will publish weapons related Performance Evaluation Checklists for use during OIC and RSO certification.

(2) Battalion Gunners will oversee the conduct of their unit's OIC and RSO weapons certification program. They will certify the Company Gunnery Sergeants to conduct weapons certification.

(3) Company Gunnery Sergeants will supervise the execution of their units OIC and RSO weapons certification program.

(4) Battalions will maintain copies of weapons certifications for two years.

f. Missing Marine Plan. Prior to the execution of any training event outside of the cantonment area, all students will be instructed on what to do if they become separated from their training unit/buddy.

(1) Required Action for Missing Marines in the Field

(a) H-Hour. Time begins upon the discovery that a Marine is missing. Stop training and inform the battalion chain of command immediately. Contact Range Control ("BLACKBURN"), report the situation, and request that adjacent live fire ranges be placed in "check-fire." The battalion will notify (via phone as the primary) the SOI-E S-3/Officer of the

Day (OOD) about the missing Marine and provide the following information (all pertinent information should be passed via the "5W's format":

1. Identify Missing Marine and Weapon. Determine the name, grade, EDIPI, gender, unit, type of weapon, weapon serial number, serialized gear, and last known location of the missing Marine.

2. Last Known Position/Billeting. Search the Marine's last known position and their current billeting space to confirm the Marine has not returned.

3. Adjacent Unit Notification. Notify all adjacent units in the training area of the name of the missing Marine and whether he/she has a weapon.

(b) H-Hour Plus One (H+1). Continue to keep "BLACKBURN" and SOI-E abreast of the situation. The Company Commander will inform the Battalion Commander of the situation and report updates as required.

(c) H-Hour Plus Two (H+2). No later than two hours after it has been determined that a Marine is missing, the training unit will call "BLACKBURN" and request Marine Corps Base, Camp Lejeune Installation Safety and Security (ISS) assistance. Hourly updates will be provided to SOI-E S-3 during working hours and to the SOI-E OOD after working hours.

1. ISS. Resources include: Fire Department Station #6 449-0538, Game Warden 449-4776/4777, and Provost Marshal's Office (PMO) New River Desk Sergeant 449-4248.

2. Aerial Search. If the situation is deemed urgent, air assets (call sign "PEDRO") may be requested via "BLACKBURN".

(d) Training may resume once the situation has been resolved, permission from SOI-E S-3/OOD has been granted, and "BLACKBURN" has authorized the continuation of training.

(2) Required Action for Missing Marines in Garrison. The student will be considered in an Unauthorized Absence (UA) status. When a student in garrison is discovered missing, the following procedures will be followed:

(a) Notify the Company Commander. If after hours, Battalion OODs will notify the SOI-E OOD.

(b) Conduct an immediate search of the grounds.

(c) Contact the CLNH to see if the student has been admitted.

(d) Once the grounds have been searched, and the student is not found at CLNH, the battalion will notify Marine Corps Air Station (MCAS) New River PMO.

(e) The battalion will take action as set forth in reference (c).

(f) The company will contact the Administrative Service Center concerning all UA Marines to enter the data in unit diary and the students Service Record Book.

g. Wear of Reflective Markings

(1) Individuals. During periods of darkness/reduced visibility, all students and permanent personnel will wear a reflective item (i.e. glow belt or road guard vest) when conducting Physical Training (PT) aboard Camp Geiger, MCAS New River or Camp Devil Dog. Company Commanders may designate the wear of glow belts if training in low visibility near heavily trafficked roads (e.g. Verona Loop)

(2) Formations. During periods of darkness/reduced visibility, all students and permanent personnel in formation will wear a reflective item (i.e. glow belt or road-guard vest) aboard Camp Geiger, MCAS New River or Camp Devil Dog.

2. OIC/RSO Certification.

a. Prior to being assigned duties as OIC/RSO for live fire or hazardous training events, the Marine will be required to complete the following requirements.

1. Complete Marine Net range safety course within the past three years.
2. Complete the local base or station range safety course and possess a current range safety card from that organization.
3. Complete a unit weapons certification test within the past year.

b. Battalion Commanders will implement local programs for their units that ensures OIC/RSOs have completed required certification.

c. Copies of signed OIC/RSO Certification letters with a roster of certifications will be in the possession of the OIC/RSO on every live fire range or hazardous training event.

3. Hazardous Training events.

a. Live fire events.

(1) Personal Protective Equipment (PPE) level will be in accordance with reference (v).

(2) Only PPE issued by the USMC Individual Issue Facility (IIF) and the SOI-E supply is authorized to be used on live fire ranges.

(3) Battalions will establish policies for the wearing and set-up of PPE; however, in addition to required PPE, all Combat Instructors (CI) are required to carry an Individual First Aid Kit (IFAK), or Combat Life Saving Kit with sufficient materials in order to treat a casualty.

4. Physical Training (PT)

a. General. Physical training is conducted IAW the MLFs associated with the Program of Instruction. Students not in training will adhere to references (f) and (g).

(1) Combat Instructors are expected to set the example and perform to same standard as the students--in short, lead the students through PT events.

(2) Incentive PT is prohibited per reference (b).

b. Requirements. The following must be adhered to when planning and executing PT. Both the planner and the senior CI on deck must account for these.

(1) A Corpsman will be present for all PT of squad size or above (12 or more) with entry-level students.

(2) A Corpsman, safety vehicle, and radio communication with either Battalion S-3, or OOD is required when conducting: confidence course, obstacle course, endurance course; conditioning hikes; MCMAP events; or PT events off Camp Geiger.

5. Foot Marches

a. Administrative Movement. Defined as any foot movement between training events that is less than 5k in length. Any administrative movement on an established cantonment area (i.e. Camp Geiger, Camp Devil Dog) does not require a Combat Instructor (CI) to accompany the student formation. CIs will be required to give detailed instruction on where and when to be at the final destination, and be at the final destination of the student movement. Students will move in an organized fashion, led by a student-leader, from start point to destination. Any movement outside of the above, defined cantonment areas, will require a CI to accompany them.

b. Conditioning Hikes. Any non-tactical foot movement greater than or equal to 5K in length.

(1) Supervision. Company Commanders are required to evaluate current and/or forecasted conditions (e.g. weather, flag) and must make an assessment of the ability to conduct training safely. If a training event has become unsafe, the Company Commander is authorized to cancel the event, as necessary, to be completed at a later time via coordination with their respective Bn S3. All effective company personnel are required to conduct the conditioning hikes with students. Individuals not hiking do not count toward the student to instructor ratio.

(2) Road Guard Requirements. Any hike with more than 60 Marines, student formations consisting of a minimum of four road guards will be posted in the front of formation. Road guards will be equipped with flashlights and reflective vests for conditioning hikes. Vehicles will augment at the intersection of Curtis Road and "A" Street.

(3) Corpsman Support

(a) Company Commanders are responsible for ensuring the appropriate number of Corpsmen support based off figure 2-1 and their risk assessment for each training event (e.g. hot weather).

(b) Figure 2-1 outlines the required minimum number of Corpsmen per student, unless waived by the CO, SOI-E. Additional Corpsmen may ride in the safety vehicles and alternate walking after breaks. If safety vehicles cannot follow the company during the hike, the Corpsmen will dismount and walk with the company until the safety vehicles are back in trace.

CORPSMEN	STUDENTS
2	1-100
3	101-300
4	301-400
5	401-500

Figure 2-1. Corpsmen: Student Ratio

(c) Corpsmen will remain with the supported unit until released by the unit commander.

(4) Communications

(a) Units will maintain radio communication with "BLACKBURN" throughout the hike. Contact "BLACKBURN" at the start, middle, and upon completion of the hike.

(b) Training units will maintain radio communication with their Battalion S-3/OOD and will report the beginning and end of each hike.

(5) Gear

(a) Helmet and Body Armor. Helmets and Flaks will not be worn on conditioning hikes by entry-level students during any flag condition. They may be worn when there is no flag condition.

(b) Hike load. Company commanders are authorized to change the hike load based on an assessment of current/forecasted conditions in order to maximize training safety.

(c) Permanent Personnel. Company staff and CIs conducting the hike will wear and carry the same exact load/gear as the students, minus serialized gear and weapons.

(6) Conduct

(a) Gear Check. Units will conduct a two minute gear check after approximately 10 minutes of hiking. Company Commanders have the discretion to adjust the location of the two minute gear check if the location would be in an unsafe area.

(b) Rates of March

1. The rate of march will be 2.5MPH (4.0KPH) to 3.5MPH (5.6KPH) for no longer than 50 minutes followed by a mandatory, no less than, 10 minute break that begins when the unit is accounted for and mustered at the break location.

2. AITB and CIS will conduct all conditioning hikes at speeds adjusted to preserve unit integrity. All graded conditioning hikes will not exceed 3.5MPH (5.6KPH).

3. If a conditioning hike terminates aboard Camp Geiger and the scheduled 10 minute break would occur on the camp, then commanders may continue to hike past 50 minutes to get to billeting areas/armory.

4. Company Commanders may exceed 50 minutes of hiking if the location of the rest break would be in an unsafe area or if the hike will terminate within five minutes.

(c) Safety Vehicles. Two safety vehicles will accompany all conditioning hikes greater than 5km. The exception is for hikes of 60 personnel or less; only one safety vehicle is required.

1. If all safety vehicles must leave the formation, the unit

commander will suspend the hike until at least one returns.

2. The medium tactical vehicle replacement (MTVR) is not a safety vehicle. However, stragglers or light duty Marines may ride in it at the unit commander's discretion.

(d) A water bull may be requested to be pre-staged by the training unit for hikes of any distance if deemed necessary based on the weather conditions, class size, etc. If no water bull is present, the training unit must ensure an appropriate number of water jugs accompany the hike.

(e) Breaks. The time for rest breaks will begin when all Marines have caught up and assumed their respective locations.

(f) Stragglers

1. Company leadership or other students will not push or drag a student to enable them to keep up. "Spread-loading" of gear is not authorized for entry-level training.

2. Marines will maintain unit integrity throughout the hike unless relieved by permanent personnel.

3. The decision to place a student on a vehicle is made by unit leaders, not students.

4. The Company Commander is the authority determining hike failure/remedial hike requirement.

(g) Drops. Hike drops are categorized as Marines that fall greater than 100 meters behind their respective platoon formation and are ordered into a safety vehicle, do not carry his/her pack for any part of the hike, do not carry his/her individual weapon or other serialized gear/crew served weapon for any part of the hike, and/or fails to meet a prescribed time standard for hike completion. Dropped Marines will be assessed by the Corpsman prior to getting into or placing gear/pack into (and continue to walk with company with no gear) the safety vehicle. Barring any health issue that would prevent a student from completing the hike with the company, those students "dropped" during any leg of the hike will return to the hike at the next halt.

(h) Hike Stoppage. The unit commander will stop the hike at his/her discretion, based off of the estimate of the situation and the capabilities of the Marines. Units cancelling hikes will contact their Battalion S-3 to request transport. Their Battalion S-3 will then contact the SOI-E S-3/S-4.

(7) During hours of darkness or periods of limited/reduced visibility, permanent personnel will wear chem-lights and reflective marking to make them visible to students and vehicle traffic.

6. Medications During Training. Students who return from Regimental Aid Station (RAS) or the hospital must communicate their duty status to their company leadership. Any prescribed medications must be reported to the company Corpsman.

a. All medications are the responsibility of the individual student.

Misused or lost medication must be immediately reported to the Company Corpsman and the student will be evaluated by a medical provider.

b. At no time should medications be confiscated by the Company leadership unless there is an immediate concern for the student's safety.

7. Medical Evacuation (MEDEVAC)/Casualty Evacuation (CASEVAC) Procedures

a. MEDEVAC. A MEDEVAC is defined as the timely and efficient movement of patients while providing in route medical care to or between medical treatment facilities. Evacuate a seriously injured or sick person to a hospital via ambulance or emergency airlift. All MEDEVACs will be reported and coordinated through "BLACKBURN".

(1) Required Action

(a) Render appropriate first aid to the injured Marine.

(b) Contact "BLACKBURN" and provide all information required for the MEDEVAC per reference (f). In the event "BLACKBURN" cannot be immediately contacted, notify the SOI-E S-3/OOD and request assistance. All air MEDEVACs must be coordinated through "BLACKBURN".

(c) Subsequent notification should be made to the Battalion S-3/OOD, who will notify SOI-E S-3/OOD as required (provide updates as needed).

(2) Air MEDEVAC. Should a helicopter be used, the Range Officer-in-Charge (OIC) or Range Safety Officer (RSO) at the training site will:

(a) Coordinate with "BLACKBURN" to determine appropriate landing zone (LZ) based on current location and aircraft landing requirements.

(b) Transport the injured Marine to pick-up LZ as required.

(c) Monitor "BLACKBURN" and stand by to talk on the aircraft ("BLACKBURN" will inform the requesting unit if a frequency change is required). Be prepared to provide the following information:

LINE 1 Pick-up coordinates
 LINE 2 Number of personnel injured
 LINE 3 Type of injury/injuries
 LINE 4 If on-board medical assistance is needed
 LINE 5 LZ mark (smoke, air panel, lights)
 LINE 6 Terminal controller frequency

(d) Request from the aircraft or "BLACKBURN" if a CI will be able to escort the injured Marine to the hospital.

(3) Training may resume once the injured Marine has been properly evacuated, safety vehicles have returned to the training site, and "BLACKBURN" has given permission to continue.

(4) Public Affairs Concerns. The names or units of personnel killed or injured will not be released to media representative or other members of the public.

b. CASEVAC. Defined as the movement of casualties by nonmedical transportation assets without the provisions of in route medical care.

(1) In Garrison. The injured Marine is transported by the training unit to the Camp Geiger/Camp Devil Dog Branch Medical Clinic during working hours. Outside of normal working hours, the respective company is responsible for ensuring transportation of the injured Marine to the CLNH or the Camp Devil Dog Branch Medical Clinic and to contact their company chain of command Battalion OOD.

(2) In the Field. The injured Marine will be treated on-scene by a Corpsman and, if necessary, will be transported to a medical facility using the unit's safety vehicle or other appropriate government vehicle.

(3) Reporting. The range/training area OIC/RSO will notify "BLACKBURN" and their Battalion S-3/OOD IAW current school CSNEs.

c. Supervision. The OIC or RSO will ensure that the MEDEVAC is executed and a MEDEVAC/CASEVAC Report is submitted as per Appendix E. Additionally, a CI will accompany any student Marine until admitted to the medical facility. The requirement to have a CI escort a student Marine after arrival at the medical facility can be waived for AITB and MCIS students with an obvious non-serious injury. This can only be waived pending a hand-off with the hospital staff and ability of the student to contact their course instructors with updates on their status. Further, a CI will remain with the Marine until admission to the medical facility in the event of an obvious serious injury or admission to the hospital is likely.

d. Equipment Accountability. If a Marine is evacuated, the Marine's weapon and gear will be maintained and accounted for by the parent unit.

8. Field Sanitation. It is the unit's responsibility to inspect the sanitation of the training area and head facilities before, during, and after that unit's occupation of a training area.

9. Hygiene. Maintaining good hygiene is the only way a unit in the field has the ability to maintain combat effectiveness by controlling the spread of disease. In addition, it is vital to the mission of a training environment that Marines are healthy enough to continue training. This is best accomplished by maintaining thorough hygiene and sanitation so that illness is not easily spread from person to person.

a. Scope. Hygiene is the responsibility of the individual Marine. However, compliance with this SOP is the responsibility of all leaders at SOI-East:

b. General Consideration.

(1) Facilities.

(a) A solution of household bleach (4-6%) in water is the only acceptable cleaning product for disinfection. The appropriate ratios to achieve the desired concentration of bleach in a given container will be provided by the medical section. Cleaner will be mixed by the companies. Other cleaning products or concentrations are not authorized.

(b) Weekly floor to ceiling cleaning (field days) must occur. All heads shall be assessed daily by the company(ies) using them. This will be completed more often if visibly soiled on assessment. The assessment will include ensuring:

1. No visible soiling is evident.
2. All necessary fixtures are in good working order.
3. Adequate toilet paper, hand soap or hand sanitizer, and paper towels present.
4. Trash emptied and fresh trash bags in cans; trash must be covered.

(c) All berthing shall be cleaned from floor to ceiling (with special attention payed to those surfaces that Marines touch, e.g. door handles, faucets, mattresses, toilets, etc.) by the departing company prior to leaving the area.

(d) The necessary number of portable toilets stations is prescribed in the NAVMED P5010 table 9-6. Upon request, the Medical Section will review the instruction and provide a Battalion with the necessary number of portable toilets for a given area and/or training evolution.

(e) Students will not be allowed to reach into toilets or portable toilets for the purposes of cleaning.

(f) Students shall sleep in a head to foot orientation at all times.

(g) A respective Battalion's Senior Line Corpsman will weekly review training spaces and provide feedback regarding hygiene and safety to the respective Battalion XO for action/correction.

(2) Hydration System.

(a) Personal hydration systems or "Camelbacks" are the standard issue item for hydration. Canteens are also issued hydration sources and are used secondary to the "Camelbacks".

(b) Cleaning Canteens:

1. This is to be performed upon issue of the canteens to the student population. Battalions are responsible for providing the necessary supplies and ensuring 100% completion of the cleaning process prescribed below.

2. Equipment Required

- a. Two 32 gallon plastic containers
- b. 4-6% Household Bleach
- c. Potable running water
- d. Measuring Cup
- e. Scrub Brush

f. Potable water source (wall faucet)

3. Procedure

a. Fill 32 gallon containers with potable water to the fill line.

b. Add 16 ounces of bleach to the water.

c. Use the bleach solution and a scrub brush to clean the interior of the cap to include the rubber gasket and external threads on top of the canteen.

d. Remove the rubber gasket to ensure the inside gets cleaned; replace the rubber gasket.

e. Fill and then dump out the canteen with the bleach-water solution 3 times.

f. Rinse the canteens thoroughly at the clean running water source ensuring a minimum of three complete water exchanges.

g. Fill the canteens with water from the water bull.

(3) Hand Washing.

(a) After rolling sleeves (2 rolls), wash hands with soap and water for 30 seconds. This is the preferred method of maintaining hand cleanliness.

(b) Commercially available hand sanitizer is a less preferable alternative but ONLY works if hands are not visibly soiled.

(c) Students shall be given adequate time after they use the head to ensure that hand washing is accomplished (this includes during urinalysis).

(d) Students who do not wash their hands after using the head shall be instructed to do so.

(4) Students are required to shower daily and wash clothes weekly unless in a field environment. Students must be allowed to shower and wash clothes upon return from the field.

(5) No sharing of food or drink allowed while in a student status.

(6) Eating and/or drinking in the head or showers is not authorized.

(7) Extra care will be taken to ensure the above tenets are followed during seasons where communicable illness are most common (e.g. the winter, flu season). During these times, health and safety examinations may be employed to identify Marines requiring care.

c. Illness.

(1) Student Specific Illness: Students are required to report the following symptoms to their combat instructor. Combat instructors are required to send these students to Camp Devil Dog Aid Station, Geiger Branch Medical Clinic, or the NMCCL emergency room for evaluation:

- (a) Fever (defined as temperature greater than 100.4)
- (b) >1 Day of Diarrhea
- (c) >4 hours of Vomiting
- (d) Coughing with chest pain
- (e) Coughing with shortness of breath
- (f) Painful, red skin larger than blouse button

(2) Bodily Fluid Cleanup:

(a) Students must clean up their own bodily fluids (vomit, stool, blood, etc).

(b) Cleaning materials will be located in all berthing and safety vehicles.

(c) Students who are too sick to perform this task will be taken to medical for evaluation.

(3) Isolation.

(a) Those diagnosed with communicable illness may be isolated until it can be reasonably assumed they are no longer at risk of transmitting illness to others.

(b) Acceptable Isolation berthing must have the following attributes:

1. Students must be separated by a physical barrier from well students.

2. Students must have separate head/shower facilities from well students.

3. Well students are not allowed to enter the isolated space.

4. These students must have a way to receive chow, water, and other items of necessity until they recover. This should not be provided by other students.

5. The duration of isolation is at the discretion of the treating medical provider. It is to be expected that there will be variation in duration of isolation, even for the same illness.

(4) Outbreaks

(a) Outbreaks of illness will be designated by the Medical Section. The criteria are wide and the definition is nebulous but it can reasonably be considered that if ten or greater people in a group are affected with similar symptoms that could likely reflect a communicable illness, an outbreak of illness is occurring.

(b) During an outbreak the following will happen:

1. Ill students will be isolated when applicable.

2. Gloves and neck gaiters will be removed and will not be authorized for the duration of the outbreak. Exceptions to this rule may be considered and authorized by Battalions on recommendation from medical when benefits are thought to outweigh risks during extreme cold weather.

3. A floor to ceiling cleaning, (with special attention payed to those surfaces that Marines touch eg door handles, faucets, mattresses, toilets, etc) will occur in the berthing used by the affected company. Hand touched surfaces will be wiped down with a bleach-based cleaner daily during the outbreak.

4. All students in the affected company will be required to change and launder their clothes as soon as possible. The requirement to change clothes should be effected immediately but clothes may be laundered at a later date if washing facilities are not immediately available.

5. All students in the affected company will be required to clean their canteens per the prescribed procedure.

6. A medical team will ensure that information is taken from ill Marines to better understand precipitating factors.

7. A medical team will take samples from ill Marines to better understand the illness. These will be sent for the necessary and applicable laboratory assessment.

8. Buses will be wiped down with bleach-based cleaner every time they are boarded. The bleach-based cleaner will be provided by the regiment in this case.

d. Meal Services.

(1) All hot chow is to be eaten within 4 hours of dispensing from the Chow Hall.

(2) All personnel are to serve and eat chow with utensils that have undergone commercial cleaning or are new.

(3) All chow must be eaten off trays that have undergone commercial cleaning or, if disposable, are new. This mandates that each company must have enough trays for students and instructors.

(4) Serving chow:

(a) Chow must be served by permanent personnel.

(b) Permanent personnel must complete a mess physical prior to serving chow. The frequency of these mess physicals will vary within the command based on recommendations from the Medical Section but must be completed at least yearly.

(c) Individuals serving chow must use gloves.

SOI-E TRAINING SOP

CHAPTER 3

TRAINING AND WEATHER

	PAGE
WEATHER	3-2
HOT WEATHER INJURY PREVENTION	3-2
COLD WEATHER INJURY PREVENTION	3-5
DESTRUCTIVE WEATHER	3-8
FIGURES	
3-1 ACTIVITY LIMITS FOR HOT WEATHER	3-10
3-2 FLUID REPLACEMENT GUIDELINES FOR WARM WEATHER TRAINING	3-10
3-3 ACTIVITY LIMITS FOR WET-COLD WEATHER	3-11
3-4 WIND SPEED / TEMPERATURE MATRIX	3-12

CHAPTER 3

TRAINING AND WEATHER

1. Weather. Training of all entry level students will conform to activity limits based on flag conditions outlined in Figure 3-1 regarding the temperature index. The SOI-E S-3/OOD will report Automated Heat Stress System (AHSS) reading, set the School flag condition, and disseminate new flag conditions via radio and telephone to all battalions.

2. Hot Weather Injury Prevention

a. General. Hot weather injury prevention is most crucial between 1 May and 30 September. However, due to the unpredictable nature of weather in the Camp Lejeune area, hot weather injury prevention must be considered at any other time when the expected temperature approaches 80 degrees. Further guidance on hot weather injury prevention is contained in reference (i).

b. Automated Heat Stress System (AHSS). The AHSS is used to determine the Wet-Bulb Globe Temperature Index (WBGTI). The WBGTI is the best indicator of external heat stress on the body. The WBGTI determines the flag condition indicated in the AHSS. SOI-E S-3/OOD will disseminate current WBGTI and flag condition in accordance with the following procedures:

(1) Flag Condition Procedures. Every hour from 0730-2130 the temperature and flag condition will be monitored and recorded in the SOI-E Flag Condition binder. During normal working hours, the SOI-E S-3 will monitor flag conditions. After working hours, the OOD will monitor and report flag conditions.

(2) If black flag conditions exist at 1830, flag conditions will be checked every 30 minutes until they subside to red flag conditions.

(3) OODs are directed to continue to check the temperature and flag conditions until the temperature drops below 80 degrees.

(4) Temperature and flag conditions will be passed via the school S-3 during working hours and OOD after working hours every hour (on the half hour).

(5) The weather flag is raised on the flag pole located in the rear of Ivy Hall. Battalions are required to maintain their own flags in vicinity of their respective battalion areas.

(6) The following are the respective flag condition using WBGTI degrees:

Green	80.0-84.9
Yellow	85.0-87.9
Red	88.0-89.9
Black	90.0+

c. Supervisory Responsibilities. The following actions are essential to safeguard against the effects of the heat conditions:

(1) The company leadership is responsible for ensuring all student Marines are briefed on the signs, symptoms, prevention, and treatment of heat illness prior to training.

(2) Conduct training in accordance with figure 3-1 when heat conditions exist.

(3) Provide frequent water breaks, and remind instructors/leaders to be especially vigilant for heat illness symptoms.

(4) Company leadership will ensure an adequate amount of water is available during field training exercises and PT.

(5) When applicable, each Marine will have three full canteens or two full canteens and a Camelback prior to execution of training events.

(6) Marines should drink water in small intervals without waiting to feel "thirsty". Refer to Figure 3-2 for specific fluid replacement guidelines.

(7) At least one (80) quart or greater cooler of ice per 100 Marines in each safety vehicle will be utilized during conditioning hikes. The ice is intended for use in treating heat casualties, not to chill drinking water or food. The coolers will contain (4) sheets for cooling the body, ice to place in the five key areas of the body: neck, (2) inner thighs, and (2) armpits. The injured Marine should then be wrapped in an ice blanket.

(8) Suspected heat injuries will immediately be assessed by a Corpsman for treatment and possible evacuation.

(9) Leaders will identify Marines with a history of an exertional heat injury (EHI) and pay special attention to their physical condition during training evolutions. Marines with various types of upper respiratory infections should be monitored closely. Marines with a history of EHI will be identified by white tape around covers and helmets during hikes or other strenuous activity.

(10) Nutrition plan will be an integral part of every conditioning hike. Proper pre-hike meal and nutrition supplements will be implemented to mitigate heat injuries.

d. Heat Injury Prevention Training. Battalion Commanders are responsible for ensuring their Marines receive training on the prevention of heat injuries and emergency heat injury treatment prior to 1 May. Training will be provided by appropriate medical personnel. The Regimental Aid Station will provide standardized training to meet this intent.

e. Ensure maximum use of cold-wets. Cold-wets must be requested from the School S-4 at least 48 hours in advance. All requests will be limited to the specifics of the food service contracts.

f. Common Preventive Measures

(1) Hydration. Drinking water frequently is the best method of heat injury prevention. Marines should drink water in small intervals without waiting to feel "thirsty". The need for water may exceed a person's desire to drink. Personnel should drink until their urine becomes clear or a very pale yellow. Infrequent copious consumption of water is an ineffective method of maintaining adequate hydration levels and may lead to stomach distention, vomiting or cardiac problems.

(2) Hyponatremia. The body cannot absorb more than 1.5 quarts an hour, and excessive water drinking (more than 3 gallons in a day) without consuming food and electrolytes can lead to a fatal state of over hydration called hyponatremia.

(a) Signs and Symptoms. Symptoms of hyponatremia closely resemble those of other heat injuries; to include nausea and vomiting, headache, confusion, lethargy, fatigue, appetite loss, restlessness and irritability, muscle weakness, spasms or cramps, seizures, and decreased consciousness or coma.

(b) Hyponatremia should be treated as an emergent condition, since it can only be validated with hospital intervention. To avoid this condition, ensure Marines get proper nutrition and follow proper hydration procedures.

(3) Inform students that the use of stimulant medicines such as No-Doze, Magnum, Vivarin, energy drinks (Red Bull, Monster, etc) or any products containing ephedrine is not authorized. Products containing ephedrine are banned for use by all permanent personnel and students.

g. Physical Activity. All physical training will be preceded by a warm up period/activities and concluded with a cool down period/activities.

(1) Maintain good physical condition. A lack of muscle tone, obesity, alcoholic indulgence, and lack of sleep increases the individual's susceptibility to heat illnesses.

(2) Modify training as required. The key is for leaders to closely observe their Marines during training and take appropriate action, such as changing/modifying clothing and equipment to be worn or carried, removing helmets and flak jackets, or providing frequent water breaks in shaded areas.

(3) Do not overexert. A Marine who starts to feel sick and/or dizzy in hot weather should stop and rest and be seen by a Corpsman.

h. Clothing. Clothing should be light and loose to allow maximum ventilation, with minimal exposure to direct sunlight.

(1) Equipment should be worn in such a manner to allow maximum ventilation. Layers of clothing can be removed or adjusted so as to reduce the possibility of heat casualties.

(2) Care must be taken to avoid the restriction of circulation when adjusting clothing and equipment.

i. Symptoms and Treatment for Heat Injuries

(1) Heat Cramps. Muscle cramps in the arms, legs, or stomach region after prolonged exertion in hot weather. It is often accompanied by excessive sweating and extreme thirst. To treat heat cramps: move the casualty to a shaded area or improvised shade, loosen and remove outer layers of clothing, have him/her drink at least a canteen of water (slowly). Seek medical aid if cramping continues.

(2) Heat Exhaustion. Symptoms include weakness or faintness, dizziness or drowsiness, headaches and loss of appetite accompanied by heat cramps and nausea (with or without vomiting). To treat heat exhaustion: move the casualty to a shaded area or improvised shade, loosen and remove outer

layers of clothing, rest, have them drink a canteen of water (slowly over a one hour period), seek medical aid, and ensure the casualty does not participate in strenuous activity until cleared by appropriate medical personnel. If the casualty's symptoms do not improve, or become worse over the course of an hour, have him/her STOP drinking water, and evacuate him to a medical facility.

(3) Heat Stroke. Symptoms include confusion, seizure, and unconsciousness. Heat stroke is differentiated from exhaustion by a change in mental status. This is a true medical emergency. The Marine must be stripped of outer clothing, have a rectal temperature checked by a corpsman, ice or ice bags placed in groin, arm pits, and around neck, wrapped in a cold wet sheet, and transported to the nearest EHI station (located on Camp Devil Dog and Camp Geiger).

(4) Personnel Receiving IV's. All personnel that receive an intravenous therapy will be further evaluated by a Credentialed Medical Provider, Independent Duty Corpsman (IDC), Physician's Assistant (PA), or Medical Officer (MO), to determine need for additional evaluation, treatment, and duty status. An IV does not automatically equate to the need for an ambulance. The overall condition of the patient will determine the need for the type of evacuation.

j. Ice is available for all SOI-E personnel from ice machines located at Camp Devil Dog and Camp Geiger chow hall.

3. Cold Weather Injury Prevention

a. General. Cold weather injury prevention is most crucial between 1 Oct and 30 April. However, temperatures and weather condition can change quickly. Variations in the day and night temperatures, combined with seasonal rains (and sometimes snow) cause alternate freezing and thawing; the ground becomes muddy or slushy. Wind velocity can drop the temperature well below freezing. These conditions are classified as "Wet-cold." Personnel who are both wet and cold are at an increased risk of becoming cold weather casualties.

b. Wet-cold conditions will sometimes cause SOI-E to suspend training. Battalion Commanders may make that decision based on their estimate of the situation.

c. Heat Casualties during Cold Season. Although the weather may be wet and cold, overexertion combined with insufficient hydration and/or excessive clothing may result in a heat casualty. Supervisory personnel must constantly guard against this possibility. Marines who dress to stay warm while standing in formation will quickly overheat when they become active if they are not given the opportunity to remove excessive clothing. This is an issue that requires direct supervision by small unit leaders to ensure that unnecessary layers of clothing are removed prior to beginning physical activities.

d. During the cold season, the student EHI protocol is not used. However, cooling and hydration efforts should remain unchanged. Immersion of a heat casualty in water during the cold season needs to be specifically approved by medical personnel.

e. Cold Injury Prevention Training. Battalion Commanders are responsible for ensuring Marines receive training prior to 1 Oct. Training must be provided by appropriate medical personnel. The Regimental Aid Station will provide standardized training to meet this intent. All SOI-E Combat Instructors will receive this training annually, before the risk of cold weather casualties

historically rises. Refresher training will be coordinated with the Regimental Aid Station at least once during the cold weather season (and as needed).

f. Supervisory Responsibilities. The following actions are essential to safeguard against the effects of wet-cold conditions:

(1) The company Corpsman will brief all student Marines on the signs, symptoms, prevention, and treatment of cold illness prior to training.

(2) Provide frequent water breaks and remind instructors/leaders to be especially watchful for cold illness symptoms.

(3) When applicable, each Marine will have two full canteens and a Camelbak prior to the execution of training events.

(4) Suspected cold injuries will immediately be attended by a Corpsman for assessment and evacuation.

(5) Company staff will ensure that students have adequate preparation and are dressed for cold weather conditions. Frequent inspections to ensure students have, at a minimum, their gloves, beanie, and Gortex top and bottom prior to field training events are necessary and expected by company staff.

g. Anyone who experiences cold illness at any time during their assignment to SOI-E will be considered a "cold casualty." Leaders will be made aware of these Marines and pay special attention to their physical condition during training evolutions.

h. Ensure maximum use of hot wets, such as coffee, tea, and soup. Hot-wets must be requested from the School S-4 at least 72 hours in advance. All request will be limited to the specifics of the food service contracts.

i. Leaders will be highly proactive and especially alert to the students' hygiene efforts as this will prevent the spread of sickness.

j. Students will properly pack and waterproof their clothing prior to use in the field. Instructors must supervise and inspect this effort.

k. Conduct training in accordance with Figure 3-3 when cold conditions exist.

l. Preventive Measures. The right approach to training in a cold-wet weather environment will allow training to continue with minimal problems. To remain functional, the Marines must be kept as clean, dry, and warm as reasonably possible with the normal body processes maintained.

m. Subsistence

(1) Hydration. Drinking water frequently is the best method of heat injury prevention, even in a cold environment. Marines should drink water in small intervals without waiting to feel "thirsty." Personnel should drink until their urine becomes clear or a very pale yellow.

(2) Hyponatremia. The risk for hyponatremia in cold weather environments still exists. See paragraph 2. f.(2) of this chapter for more information on hyponatremia.

(3) Food. In a cold environment the body metabolizes food at a higher rate in order to maintain heat. Therefore, leaders must ensure that their

Marines regularly eat the proper types of food in sufficient quantity at meals, especially during strenuous field activity.

n. Medication. As with the hot season, inform Marines in training that sleep inhibitors are not authorized while in a student status.

o. Physical Conditioning

(1) Warm-Up/Cool-Down. All physical training will be preceded by a warm up/stretching period and concluded by a cool down period/activities. The dynamic warm-up exercises facilitate gradual distribution of blood flow to the muscles, preparing both the cardiovascular and musculoskeletal systems for the exercise session, by effectively targeting both the upper and lower body. The increased blood flow to the muscles produces a warming effect, increasing the elasticity of the muscles and connective tissue reduces injury.

(2) Maintain good physical condition. A lack of muscle tone, obesity, excessive alcohol consumption, and lack of sleep increases the individual's susceptibility to cold illnesses.

p. Modify training as required. Provide frequent breaks in warm, wind-sheltered areas. The key is for leaders to closely observe their Marines and change/modify clothing/equipment to be worn or carried.

q. Clothing. The most practical method of keeping warm in wet-cold weather is to use the layered approach to dressing.

(1) The layers of clothing must be of different design. The inner garments should be insulating in nature, and the outer garments made of windproof, water-repellent fabric. Cotton layers will not be worn as a first layer.

(2) Care must be taken to ensure the layered approach remains effective. This can be remembered by using the acronym C.O.L.D.

- (a) C - Clean clothing
- (b) O - Overheating must be avoided
- (c) L - Loose and layered clothing
- (d) D - Dry clothing

(3) Marines who become wet during very cold conditions must be given an opportunity to change into dry clothing including undergarments. Training may be suspended or modified to allow for this requirement.

(4) Regular and frequent checks of Marines will be conducted to ensure they are changing socks, not wearing boots in their sleeping bags, and exercising proper preventative care measures to maintain their feet throughout the day and night.

r. Symptoms and Treatment of Cold Injuries

(1) Hypothermia

(a) Moderate. Symptoms include shivering, difficulty speaking (slurred speech), unable to perform complex tasks with hands (i.e. zip up Gortex) stumbling, mild confusion (may appear alert). Treat by allowing Marine to change out of wet clothing, put on additional warming layers, increase physical activity, allow Marine to warm core temperature in dry, wind-resistant,

heated shelter (i.e. warming tent or heated vehicle,) encourage Marine to consume food high in carbohydrates, and provide hot-wets.

(b) Severe. Same as above with violent shivering, loss of extremity function and changes in mental behavior. As hypothermia becomes more severe (core temperature approaching 86 F) shivering may stop. Severe hypothermia should be treated as an emergency and be evacuated to the CLNH..

(c) Treatment. Remove outer clothing. Place the Marine inside of a sleeping bag placing heat packs at his/her neck, armpits, and groin. If heat packs are not available have another Marine remove his/her gear and outer clothing and get inside the sleeping bag with the casualty. Seek medical assistance immediately and evacuate to a medical facility.

(2) Freezing Tissue

(a) Frostnip. This condition begins with red, painful skin. Eventually, skin will become numb and white. It is typically seen on cheeks, earlobe, fingers, and toes. Re-warm the affected area by placing against a warm body part (stomach, armpit, etc.) Do NOT rub the area as this can cause more damage.

(b) Superficial Frostbite. Skin is white, numb and "wooden" feeling. Treat the same as frostnip and contact medical assistance. Evacuate so that proper re-warming of the affected area can occur.

(3) Trench Foot. Otherwise known as immersion foot, this is caused by prolonged exposure of the feet to cool, wet conditions. It can-occur in temperatures as high as 60F if feet are constantly wet. Skin is initially reddened with numbness, tingling pain, and itching, then becomes mottled and finally dark purple, grey, or blue. This can also occur with the hands if they are kept cold and wet for long periods of time. Treatment includes careful washing and drying of the feet, gentle re-warming and slight elevation. Minimize walking, or evacuate by litter if the case is severe. This condition requires evacuation to the nearest medical provider to be confirmed.

4. Destructive Weather. In accordance with reference (i) Destructive weather poses a significant threat to personnel and property and may endanger life and/or destroy property. Damage from destructive weather must be mitigated to the maximum extent possible to enable SOI-E to fulfill its mission. Extensive damage can be produced by flooding, storm surges, sudden wind shifts, flying debris, gusts, squalls, lightning, hail, and ice storms.

a. Responsibility. It is the company leadership's responsibility to determine what action to take in the event of destructive weather. The most likely threat is lightning. Company leadership does not need to wait for thunderstorm conditions to be passed over the net from Range Control or SOI-E to take appropriate action to guard their Marines from the threat of lightning. These actions include: taking immediate safety precautions and shelter, and remaining alert for downed power lines, trees, debris in roadways, flood areas, and other impediments that may obstruct traffic flow. Inform the School S-3 or OOD of the situation and what actions are being taken. Additional guidance on destructive weather is contained in reference (i).

b. Definitions and Terms. Due to the inherent differences between tropical and non-tropical weather events and the resultant differences in advance notice that can be reasonably expected prior to the arrival of the

event, two applications of the basic concept of operations have been developed. The two applications are the Non-Tropical Storm/System Plan and the Tropical Storm/System Plan.

(1) Non-Tropical Storms. Non-Tropical Storms/Systems include tornados, severe thunder and lightning, strong winds, snow or ice, and heavy rain and flooding.

(2) Non-Tropical Conditions of Readiness. The following Conditions of Readiness are established for non-tropical storm systems:

(a) Wind, Thunderstorm, or Tornado Condition II. Condition II is set when conditions favorable for the development of severe winds, thunderstorms or tornados exist in the Camp Lejeune area. Condition II generally corresponds to the National Weather Service's (NWS's) watch condition. Like the NWS watch condition, Condition II is usually issued for duration of four to eight hours.

(b) Wind, Thunderstorm, or Tornado Condition I. Condition I is set when severe winds, thunderstorms, or tornados exist in the Camp Lejeune area. Condition I generally corresponds the NWS's Warning condition. Like the NWS's Warning condition, condition I is usually issued for a duration of one hour.

(c) Winter Storm Condition II. Condition II is set when an ice or snow storm is forecast for the Camp Lejeune area. Condition II generally corresponds to the NWS's warning and advisory conditions.

(d) Winter Storm Condition I. Condition I is set when an ice or snow storm is expected to affect the Camp Lejeune area within six hours and remains in effect until the storm passes and road conditions are deemed safe enough to allow cautious travel. Condition I generally corresponds to the NWS's Warning condition.

(3) Tropical Storms. Tropical Storms/Systems include tropical depressions, tropical storms, and hurricanes. See reference (i) for additional guidance on tropical storms.

FLAG CONDITION				
EVENT	GREEN	YELLOW	RED	BLACK
Outdoor Lectures	Yes	Yes	Yes	Yes
Outdoor Prac-Apps	Yes	Yes	Yes	Yes-1
Tactical field Training	Yes	Yes	Yes	Yes-1
Ranges	Yes	Yes	Yes	Yes-2
Hikes	Yes	Yes	Yes-3	No-5
PT	Yes	Yes	Yes-4	No
Outdoor working parties	Yes	Yes	Yes	Yes-4

1. Must take 10 minute water break every hour and loosen clothing, rest in shade, etc.
2. Fire and Movement training must be approved by Battalion Commanders.
3. Requests for a deviation must be approved by the respective Battalion Commander.
4. Must be approved by the respective Battalion Commander.
5. During summer months extended black flag conditions will be addressed by Battalion Commanders to the School Commander to consider waiving graduation requirement.

FIGURE 3-1. Flag Conditions/Activity Limits for Hot Weather

FLAG CONDITION	WBGTI DEGREES	EASY WORK	MODERATE WORK	STRENUOUS WORK
		WATER/HR	WATER/HR	WATER/HR
GREEN	80-84.9	1/2 QT	3/4 QT	1 QT
YELLOW	85-87.9	3/4 QT	3/4 QT	1 QT
RED	88-89.9	3/4 QT	3/4 QT	1 QT
BLACK	90->	1 QT	1 QT	1 QT

Note 1. For PPE, add 10 degrees F to the WBGTI.

Figure 3-2 Fluid Replacement Guidelines For Hot Weather Training.

Events	Wind chill Equivalent Temperatures			Remarks
	>32	31-01	<0	
Indoor Classes	Yes	Yes	Yes	Any lecture, examination or Demonstration may be conducted indoors protected from the elements.
Outdoor Prac. App, Tactical Field Training, or outdoor working parties (dry sky)	Yes	Yes	Note 1	Ensure Marines stay as dry as possible; if wet provide the opportunity to change into dry clothing promptly. Provide frequent breaks in warm areas out of the elements and have hot wets on hand.
Outdoor Prac. App, tactical Field Training, or outdoor working parties	Note 1	Note 2	No	Range control may shut down grenade and demolition ranges if covered in snow. Live fire and movement should not be conducted on frozen ground.
Range Firing (dry sky)	Yes	Note 1	Note 2	Range control may shut down grenade and demolition ranges if covered in snow. Live fire and movement should not be conducted on frozen ground.
Range Firing (wet sky)	Note 1	Note 2	No	
Conditioning Marches and PT (dry sky)	Yes	Note 1	No	
Conditioning Marches and PT (wet sky)	Note 1	Note 2	No	

Note 1. Training may be accomplished WITH CAUTION, but requires battalion operations officer approval and notification of the School S-3 at least 24 hours in advance. Temperature and wind chill reading will be determined using the National Weather Service Forecast tab on the AHSS website at <https://ahss.mcieast.usmc.mil/>

Note 2. All non-essential outdoor activity will be halted. Battalion Commander must be notified and approve the continuing of any outdoor training.

Figure 3-3. Activity Limits For Wet-Cold Weather

WIND SPEED MPH	ACTUAL THEROMOMETER READING IN DEGREES FAHRENHEIT						
	CALM	60	50	40	30	20	10
5	58	48	37	27	16	6	-5
10	50	40	28	16	4	-9	-21
15	46	36	22	9	-5	-18	-36
20	42	32	18	4	-10	-25	-39
25	40	30	16	0	-13	-28	-44
30	38	28	13	-2	-18	-33	-48
35	37	27	11	-4	-20	-35	-49
40+ SEE NOTE	Little danger of freezing for properly clothed personnel, Trench foot possible below 50 degrees F.				INCREASED DANGER OF FREEZING EXPOSED		
NOTE 1: Wind speed greater than 40 MPH have little additional effect on personnel. * Temperatures less than zero degrees Fahrenheit are highly unlikely in the Camp Lejeune area.							

FIGURE 3-4. Wind speed / Temperature Matrix

SOI-E TRAINING SOP

CHAPTER 4

ORDNANCE, MUNITIONS, SENTRIES, AND LIVE FIRE SAFETY

	PAGE
ORDNANCE SAFETY	4-2
WEAPONS AND ORDNANCE STORAGE	4-2
ARMORY PROCEDURES	4-4
ORDNANCE HANDLING PROCEDURES	4-6
SENTRY PROCEDURES FOR WEAPONS AND ORDNANCE	4-7
ROIC/RSO LIVEFIRE RESPONSIBILITIES	4-8
DEMOLITION AND BREACHING PROCEDURES	4-10
WEAPONS CLEARING/LINE-OUT/SHAKEDOWN PROCEDURES	4-12
MALFUNCTION PROCEDURES	4-12
MUNITIONS AND WEAPONS TRANSPORTATION PROCEDURES	4-14
AMMUNITION DUNNAGE TURN-IN	4-14
DELINKING PROCEDURES	4-14

CHAPTER 4

ORDNANCE, MUNITIONS, SENTRIES, AND LIVE FIRE SAFETY

1. Ordnance Safety. Leaders must instill in junior Marines a deep, abiding respect and appreciation for the safe use and maintenance of weapons and munitions. Marines must know and be able to recite verbatim all weapons conditions and safety rules. Even though entry-level students have not yet been ingrained with the safe weapons habits that need to become muscle-memory. Proper weapons and munitions handling procedures will be reinforced throughout training.

a. Weapons Conditions. While undergoing training, Marines will maintain their service rifles and/or crew served weapon in one of the four weapons conditions. The senior Marine present during tactical evolutions or the Range Officers-in-Charge (ROICs)/RSO will give the proper range commands to set the weapons condition per the MLF for that training event and weapons system. Throughout training, the Marines awareness of weapon conditions will be constantly reinforced.

b. Weapons Handling. Reference (j) contains the safe weapon handling procedures that must be instilled in students and continuously reinforced with students when they are handling weapons.

c. Weapons Accountability in the Field. Weapons accountability will be continually stressed to the Marines undergoing training. Each unit will inventory weapons, by total number and type, at least twice daily. All leaders in the field must know the number of weapons present in their assigned unit at all times. A Marine should not be separated from their weapon. If Marines are separated from their weapons, the unit leader or primary instructor directing the action assumes responsibility for the weapons and all ordnance items.

d. Weapons of Evacuated Marines. When a Marine is medically evacuated, the weapon will not accompany the Marine. Weapons/optics will be recovered and accounted for by the Company Commander, or their designated representative, for all Marines evacuated to Regimental Aid Station for sick-call or MEDEVAC. Marines will not take their weapons to medical facilities. If a Marine is admitted for medical treatment, the unit will maintain accountability of the weapon and optics.

e. Weapons belonging to students who are dropped or dis-enrolled will be returned to the SOI-E armory as soon as possible.

2. Weapons and Ordnance Storage

a. Establishment. Battalion Commanders are authorized to establish a Weapon Storage Area (WSA) in accordance with reference (k).

b. Storage of Weapons in Garrison. Battalion Commanders are directed to publish a Battalion Policy for storage of weapons in the barracks, classrooms, Battalion CPs, and approved WSAs. Access to the WSA is limited to SOI-E permanent personnel designated in writing by the Company Commander. Students are not authorized unaccompanied access and will only enter a WSA under direct supervision of the company leadership. The Battalion policies and physical security must be in accordance with reference (k).

3. Armory Procedures

a. General. The Armory is responsible for the issue, recovery, and storage of weapon systems, as well as the preventive and corrective maintenance of the weapon systems. Before issue, all weapons will have received a limited technical inspection (LTI/PFI) and will have all accessories according to stock lists (SL-3) required by the range OIC or requested via a LSR.

b. Supervision. Students will be supervised at all times within the armory compound by respective company leadership.

c. Training Unit Requirements

(1) Authorization to Receipt for Ordnance Equipment/Weapon Systems. Units will ensure the armory has the current authorization forms signed by the CO/ROIC in order to verify permanent personnel (e.g. Company Gunnery Sergeant, Company Executive Officer) authorized to sign. Marines assigned to SOI-E via the Fleet Assistance Program (FAP) are not authorized to sign for bulk issued items; however, for official business in the performance of their duties, may have ordnance equipment/weapons systems sub-signed for transporting single items that may need to be surveyed, repaired, or exchanged.

(2) Issue Roster. Company Commanders will provide an issue roster to the armory prior to initial weapons issue.

(3) Weapons Cleaning

(a) Designated company/course representative will make liaison with the Armory Maintenance or Ordnance Chief at the beginning of turn-in.

(b) Instructors will stay in the armory compound to supervise students and enforce armory rules and regulations.

(c) All available training company personnel should be present for the final cleaning/turn-in.

(d) Parts washers are to be utilized only by permanent personnel assigned to the rifle/pistol range and by training companies for the final turn-in of individual and crew-served weapons.

1. An Instructor from the training company on deck will check in with the Armory Duty NCO for access to the parts washer. If authorized access to the parts washer, the instructor will sign for and be provided with the appropriate proper protective equipment (PPE).

2. Students may use the parts washer only under the direct supervision of an Instructor from his/her training company.

3. Required PPE of an apron, gloves, and goggles will be worn when using the solvent tanks.

4. No other type of cleaning material/solutions will be used in the parts washer.

5. Wash area must be clean and maintained at all times.

6. Once cleaning specific to the parts washer is complete, the Instructor will check out with the Armory Duty NCO, turn in all PPE items and have the area inspected prior to the student's departure.

(f) Individual issue weapons will be inspected by Company personnel prior to turn in. Crew Served weapons and any other non-personal armory equipment will be inspected by armory personnel prior to turn in.

(4) Gun book procedures

(a) The following weapons shall be issued with a gun book.

1. M110 Semi-Automatic Sniper System (SASS)
2. M40A6 Sniper rifle
3. MK 13 Mod 7 .300 Win Mag Sniper Rifle
4. M224A1 60mm Mortar
5. M252A1 81mm Mortar
6. M2A1 .50 cal Machine Gun

(b) Following completion of range, an entry shall be made into each individual gun book, noting the amount of ammunition fired by that weapon or that the weapon was not fired.

(c) Weapons and their gun books with completed entries shall be turned back into the armory.

d. Armory Compound Safety Procedures

(1) Before entering the armory compound, all weapons will be visually/physically inspected by a Combat Instructor to ensure they are in Condition 4.

(2) The below steps are administrative conditions designed to facilitate weapons turn-in at the armory. These postures do not replace recognized Weapons Conditions and care should be taken so that both the CIs and students are aware of the differences.

(3) Weapons turn-in will be conducted as follows:

(a) The service rifle and M27 Infantry Automatic Rifle bolt is locked to the rear and weapon on safe.

(b) The grenade launcher breech is open, weapon on safe.

(c) The M240B will have the barrel removed, feed tray cover open, bolt locked to the rear, and weapon on safe.

(d) The MK19 bolt is forward, feed tray cover closed, and weapon on safe.

(e) The M2A1 will have the barrel removed, bolt forward, feed tray cover closed, and weapon on safe.

(f) The service pistol slide locked to the rear and weapon on safe.

4. Ordnance Handling Procedures

a. Live Munitions. Live munitions will never be used to demonstrate loading/unloading procedures and/or immediate/remedial actions for any weapon system.

b. Blank Munitions. Blank ammunition will not be stored with live ammunition. A Blank Fire Adapter (BFA) must be installed during blank fire exercises. Before moving from blank fire to a live fire training event, the Company Commander will ensure the BFA is removed and a complete shake-down of all students, to include a bolt and bore inspection of all weapons, and a visual inspection of all magazines on the range is conducted.

c. Pyrotechnics

(1) Entry-level students will not employ artillery simulators. Combat Instructors will not initiate any pyrotechnic, smoke and/or signaling device with the express intent of throwing it at and/or near any other Marine - including other CIs.

(2) Smoke Grenades. The use of smoke grenades is prohibited in enclosed or confined areas such as buildings, trench lines, bunkers, or ditches that prevent smoke particles from dissipating.

d. Munitions Conservation. Excessive breakout is not authorized. Only required ammunition will be broken out prior to firing. Leaders must pay attention to the weather and its possible impact on training when breaking out ammunition.

e. Accountability of Ammunition.

(1) A signed chain of custody by DODIC, quantity, and lot number will be maintained for all ammunition using DD form 1348, and DD form 1907 when dealing with CAT 1 items. These forms will be used for all transfers from the time the ammunition is drawn at the Ammunition Supply Point (ASP), delivered to the OIC on the range/training area and through any applicable ammunition turn-in.

(2) When a unit receives a single delivery of ammunition that will be transferred to different OICs at different locations, DD form 1348, and DD form 1907 when dealing with CAT 1 items, will be used to conduct the transfer.

(3) Only the range OIC is authorized to sign for ammunition and explosives (A&E) on the range.

(4) Only the company commander or those he has appointed in writing as the Range OIC or Company Gunnery Sergeant are authorized to sign for bulk ammunition.

(5) A signed chain of custody must be maintained at all times.

f. Expenditures/Turn-ins

(1) The ROIC who signed for the Ammunitions and Explosives (A&E) for training must submit an ammunition expenditure report to SOI-E, S-4 within 24 hours of expending/turn-in of A&E.

(2) Excess munitions will be repackaged into their original state using only the original packaging material and containers.

(a) Grade III ammunition will be annotated on the turn-in log sheet (NAVMC 1138) by the ROIC.

(b) Ammo technicians will turn in Grade III ammo.

(3) The ROIC who signed for the ammunition and the applicable Ammunition Tech are responsible for signing the expenditure report for any unexpended ammunition and the Material Potentially Presenting Explosives Hazard Report as outlined in Appendix I.

(4) Turn-in of munitions during normal working hours will be requested via the LSR process.

g. Removal of Ordnance. Unauthorized removal of ordnance items from a range is a violation of ammunition handling procedures.

h. Students who find ammunition after completion of firing are to be instructed to give the ammunition to a Combat Instructor. Students must understand that smuggling any type of munitions with the intent of keeping it will not be tolerated, and if discovered is punishable under the Uniform Code of Military Justice (UCMJ).

5. 5. Sentry Procedures for Weapons and Ordnance

a. An armed CI will provide security for the storage of weapons during training conducted in areas where access is not directly controlled by Camp Lejeune security forces (PMO). Prior to assigning a Marine duties that require them to be armed, the individual must have completed all training requirements listed in reference (1).

(1) The armed CI may carry out other assigned duties; however they must be able to directly influence the physical security of weapons under their charge.

(2) Other, unarmed personnel are authorized to augment the security plan in part, but they will be provided a direct means of contacting the Armed CI.

b. Entry-Level Students

(1) At no time will there ever be less than two Marines assigned to a sentry post with one Marine designated as the senior man by a CI.

(2) Student sentries at ITB, MCTB, and H&S BN will not be armed.

(3) Consecutive duty days for students should be avoided when practical.

c. Other Personnel. Permanent personnel as well as AITB and CIS students, are authorized to carry the service rifle or service pistol with security ammunition. All armed sentries must have a validated annual deadly force authorization brief prior to being posted (see Appendix A).

(1) Armed sentries are not authorized to use their POV while in possession of their weapon.

(2) The service pistol will be carried in condition 1 (fully loaded magazine inserted, round in chamber, slide forward, hammer down and safety

on). At least one additional fully loaded magazine will be carried by the individual.

(3) The service rifle will be carried in condition 3 (fully loaded magazine inserted, chamber empty, bolt forward, safety on and ejection port cover closed). At least one additional fully loaded magazine will be carried by the individual.

d. Lost Munitions. Lost Munitions will be reported to the SOI-E S-3/OOD via the Bn S-3, regardless of the type or quantity lost and a Missing, Lost, Stolen, Recovered Report (Appendix F) shall be initiated if:

(a) More than 999 rounds of small arms are lost.

(b) Any ammunition greater than 50 caliber is lost.

e. Under no circumstances will munitions be stored in unauthorized areas such as barracks.

f. Smoking will not be authorized within 50m of munitions.

6. ROIC/RSO Live-Fire Responsibilities

a. Safety Briefs. Safety briefs will be conducted for all hazardous training events. The content of the safety brief will be derived from the Risk Assessment Worksheet (RAW), call out all applicable hazards identified and designate methods to be incorporated in order to effectively mitigate those hazards. Additionally, all safety briefs will be in accordance with reference (f) and applicable Master Lesson File (MLF). All participating personnel will be present during the safety brief. The OIC and RSO will verify understanding of the hazards and mitigation measures for personnel overseeing the conduct of the training (i.e. ARSO, PSO). Additionally, immediate and remedial actions will be demonstrated for all weapon systems to be fired.

b. Conduct of ranges.

(1) IAW reference (f).

(2) All combat instructors will wear an Improved First Aid Kit (IFAK), or Combat Lifesaver Kit (if TCCC trained) with appropriate contents during live fire training events.

(3) During the conduct of rifle table 3-6, CI's serve in the capacity of Position Safety Officer (PSO). Per reference (w), they will not be assigned more than four target points at one time.

(4) For all other live fire training events the number of PSO's required for a range will be determined by the Battalion Commanders risk assessment. At a minimum, every independent element will be tracked by a PSO.

(5) A copy of all applicable Technical Manuals (TM) for each weapon system, applicable Marine Corps Base Range Safety Order and DA PAM 385-63 will be present on the range during all live fire events. These copies can be digital or hard copies.

c. Maintain communications with "BLACKBURN", SOI-E and the appropriate

Battalion.

d. Conduct bolt and bore inspections prior to going into a "hot" status.

e. Cleaning rods and or T-Handles will not be used to ensure weapons are clear.

f. Weapons Lubrication Procedures Prior To Live-Fire

(1) All weapons will have had a proper function check completed prior to lubrication.

(2) Weapons will be broken down and/or field stripped to remove any excessive lubrication applied to them while being stored.

(3) Weapons will have the operating group removed in preparation for proper lubrication.

(4) Only Technical Manual (TM) authorized lubrication products will be applied to the weapon system.

(5) Lubrication will only be applied to metal surfaces that interact with other metal surfaces.

(6) Under no circumstances will any Marine lubricate the service rifle, service pistol or any machinegun by haphazardly squirting, pouring, spraying and/or dripping lubrication into the ejection areas or down into the feedtrays and then repeatedly cycling the weapon in an attempt to "spread the lube around."

g. Marines will load their weapons only when given the appropriate command by the instructor or ROIC, and then obey all subsequent commands.

h. Marines will clear their own stoppages and malfunctions during live fire exercises unless specifically told not to do so. If they still cannot resume firing, they will raise a hand, keep the weapon pointed safely down range, and clear the weapon under the observation of a Combat Instructor.

i. Every Marine is an assistant to the range ROIC/RSO, responsible for safe training, and should immediately call for a "cease fire" if an unsafe condition/act is observed. Safety is everyone's responsibility and must be emphasized during each safety brief.

j. CI's will ensure that all weapons are cleared during temporary suspensions of firing (check fires).

7. Weapons Clearing/Line-out/Shakedown Procedures. The following actions will be completed by the individual with a CI or other competent authority supervising the event.

a. The following actions will be conducted for non-live fire training events involving ordinance.

(1) On the day of the event, prior to issuing blank ammunition and conducting non-live fire training, a member of the training unit's permanent staff will visually ensure all weapons and magazines are clear.

(2) If a Marine does not possess a Blank Firing Adapter (BFA), they will not be issued blank ammunition.

(3) Shakedowns for non-live fire training involving blanks will be conducted in the same way as live-fire training shakedowns.

b. Shakedowns will be conducted in accordance with reference (f) with the following requirements. There will be three separate stages of ordnance clearance.

(1) Stage one is clearing the individual off the firing line. The individual will visually and physical inspect the chamber. A CI or other competent authority will verify the individual's weapon is clear. If the range is conducted in low light or darkness, the CI or other competent authority will use a white light to verify the chamber is empty.

(2) Stage two is conducted immediately after the shooter has moved off the firing line, but prior to the shooters returning to their gear, a shakedown will be conducted by another CI or other competent authority. The CI or other competent authority will check the individual's weapon, magazines, pouches (all), pack (if used during event) and pockets.

(3) Stage three is conducted after police call is conducted or prior to movement off the range. A CI or other competent authority will check the individual's weapon, magazines, pouches (all), pack and gear brought to the range and pockets.

(4) Similar procedures will be applied when leaving demolition ranges. No students will leave the demolitions area with any unexpended demolitions or demolition enablers at any time. This includes, but is not limited to, any explosives, time fuse, det-cord, fuse igniters, electrical and non-electrical blasting caps, shipping plugs, crimpers, CD450-4J detonators and electrical wire.

8. Demolitions Training.

a. Inconsistencies exist between range safety directives reference (u), reference (x) and reference (y). When conducting a range in support of an SOI-E POI, the range OIC will always default to the MORE RESTRICTIVE reference; deviations to this policy must be approved through the Commanding General of Marine Corps Installations East. The live fire OIC will verify that all range and training area facilities to be used meet the minimum safe distances and all safety requirements dictated by current publications and directives.

b. Terms and Definitions.

(1) Participating Personnel.

(a) When conducting live fire demolition training; Marines placing the charge on the target, ARSO, RSO, and OIC.

(b) When conducting explosive entry techniques; Breaching Team and Assault Team, ARSO, RSO, and OIC.

(2) Observing Personnel. Observing personnel are all other personnel not needed to accomplish the current task or mission. All safe observing areas will be identified to all personnel prior to conduct or training by the Officer-In-Charge. Observing Personnel will be at or beyond the minimum safe

distance determine for the training event or within a missile proof shelf before charges are primed.

(3) Bare charges. Charges that are not affixed to targets and do not result in fragmentation.

(4) Net Explosive Weight (NEW). NEW equals the total pounds of explosive expressed in TNT equivalent. The formula is $qty \times wt \times RE \text{ factor} = NEW$. Where: *qty* = quantity, *wt* = weight, *RE* = relative effectiveness. This formula must be worked for each explosive type used and all of the products added together for the total NEW of a charge.

c. Demolition Safe Distances. The following general rules apply when determining distances at which personnel in the open are relatively safe from primary/secondary fragmentation created by bare charges that are placed on the ground, used on the surface of specially prepared sites per reference (DA PAM 385-63):

(1) Bare charges of less than or equal to 5 pounds NEW. The minimum fragmentation hazard distance is 50 meters in specially prepared sites per reference (DA-PAM 385-63). If the site is not specially prepared per reference (DA PAM 385-63), Marines will be 100 meters in a missile proof shelter or 300 meters if a shelter is not available.

(2) Bare charges of less than or equal to 27 pounds NEW. Marines will be 100 meters in a missile proof shelter or 300 meters if a shelter is not available.

(3) Bare charges of more than 27 pounds NEW. Refer to reference (DA PAM):

d. Blast/fragmentation proof shelters will be a minimum of 100 meters from the detonation site, provided they are strong enough to withstand the heaviest possible fragmentation resulting from the demolition. Personnel will wear appropriate PPE level based on the risk assessment conducted for the event and per reference (DA PAM 385-63). The PPE level will be directed in the RAW for each training event.

e. Charges Fixed to Targets. When charges are fixed to targets, the following MSD guidelines are used:

(1) Charges placed on steel.

(a) The preferred method of employing steel-cutting charges is in a bunker designed for that purpose. Steel-cutting charges (explosive amounts and placement) will be calculated based on appropriate formulas in accordance with reference (DA PAM) and (MCRP 3-17.7L).

(b) If a steel-cutting bunker is not available, charges will be fired in an excavated pit that is at least 1 meter deep.

(c) Personnel must be a minimum of 100 meters from the charge at detonation and must be in a missile proof shelter.

(2) Charges placed on concrete.

(a) Charges placed on concrete will not exceed 39.68 lbs NEW and should be placed in manner which directs fragmentation away from observers.

(b) Observers must be at least 100 meters away in a missile proof shelter, 300 meters away if in a defilade, or 900 meters away in the open.

f. Bangalore Torpedo. Manufactured or improvised, personnel must be a minimum of 100 meters in a fragmentation proof shelter, 300 meters if in a defilade, or 1,000 meters if in the open.

g. Shaped Charges. Manufactured or improvised, shaped charges will be oriented so that gas jets will be directed toward the target. When practicable, charges should be placed on the side of the target nearest to observers, so that the blast is directed away from them. Observers will be at least 100 meters away in a fragmentation proof shelter, 275 meters in defilade, or 1,000 meters for unprotected personnel, from shaped charges when fired.

h. Explosive Entry Techniques (Breaching). Explosive entry techniques are used in special missions where assault personnel require immediate access to the target. To train for this mission, individuals must be closer to the detonation, requiring specific safety calculations. Because of the unique character and requirements of this training, the following special safety guidelines are established to support this training.

(1) Stand-off distance for personnel will be determined using the formula: $MSD = K * \sqrt[3]{N.E.W.}$

(2) The K factor for explosive entry techniques is set at 18 per reference (V). This is the limit at which the possibility of eardrum damage is less than 1 percent. This stand-off distance is related to blast pressure and does not reflect fragmentation damage. When a barrier is used, the K factor will be 10 for safe overpressure shielded standoff distance per reference (X).

i. Fragmentation standoff will equal the blast standoff when a protective barrier is provided between the explosive and the personnel. This barrier may be in the form of wood, cement, metal, or a ballistic blanket barrier. The barrier must be able to absorb all fragmentation.

j. All personnel on the range will wear appropriate protective gear, at minimum PPE Level 2. Eye protection will be worn. Personnel conducting the detonation will also wear fire-resistant hoods, clothing, and gloves. Clothing with short sleeves is not authorized when conducting this training.

k. At no time will the explosive entry technique formula be applied to demolition charges.

8. Malfunction Procedures

a. Hot/Cold Barrel Procedures

(1) During remedial action on all machineguns, barrels will be assumed "hot" regardless of ambient temperature and/or number of rounds fired. Hot barrel procedures will be conducted.

(2) Exception to the above is authorized for the 0331 POI and the Advanced Machine Gunners Course where appropriate remedial actions will be taught in accordance with applicable TMs.

b. Weapons Malfunction Procedures. If a malfunction occurs that causes

significant damage to a weapon system or injury to an operator, immediately notify "BLACKBURN", Battalion S-3, the Armory, and the School Gunner for further guidance.

c. Munitions Malfunction Procedures. Any failure of munitions to function as designed when fired, launched or otherwise employed, is to be considered a malfunction.

(1) M-67 fragmentation grenade. Immediately notify "BLACKBURN" when any grenade fails to detonate, or low-order detonates, after it is thrown. Cease fire in the applicable pit/lane area and await further guidance from them. Only Explosives Ordnance Division (EOD) is authorized to clear malfunctioning M-67 fragmentations grenades. Once "BLACKBURN" has been notified, inform the applicable Battalion S-3 and the SOI-E S-3. The SOI-E S3 will notify the SOI-E S4 and SOI-E Gunner.

(2) Dud producing ammunition. Dud producing rounds that must be removed from the cannon/barrel via misfire procedures must be placed into the applicable dud pit. Notify "BLACKBURN" that you have entered a Check Fire and are conducting misfire procedures. Notify them when the round or rounds have been placed into the dud pit. Dud must be turned in or disposed of prior to departing range, or the EOD tech/Ammo tech must take responsibility for the dud. Once "BLACKBURN" has been notified, inform the applicable Battalion S-3 and the SOI-E S-3. SOI-E S3 will notify and coordinate with the SOI-E S-4. M-203 and MK-19 TP rounds that have misfired must also be placed into the dud pit. Notify the SOI-E S-4 in order to arrange for turn in.

(3) Rockets and Missiles. Live-fire TOW HEAT missiles and live-fire TOW missiles with inert/practice warheads that must be removed from the Saber launch tube and shoulder fired, self-encased munitions (Mk-153, M-72, AT-4 and Javelin) that are being rendered safe via misfire procedures, must be placed into the applicable dud pit. Notify "BLACKBURN" that you have entered a Check Fire and are conducting misfire procedures. Notify them when the munition has been placed into the dud pit. Dud must be turned in or disposed of prior to departing range, or the EOD tech/Ammo tech must take responsibility for the dud. Once "BLACKBURN" has been notified, inform the applicable Battalion S-3/Gunner and the SOI-E S-3. SOI-E S3 will notify and coordinate with the SOI-E S-4. Only EOD Marines are authorized to handle "Eject Fire Only" malfunctions for the TOW and Javelin Missiles. The reporting procedures for these types of malfunctions are the same.

(4) Demolitions. Will be cleared IAW ref (x). Only demolitions certified Marines will conduct and supervise demolitions training. The Battalion Gunners will maintain a roster of demolitions certified Marines.

d. Malfunction reports. Malfunction Reports will be filled out for any and all malfunctions, regardless of the type of munitions, within 12 hours of the event. The ROIC and RSO will ensure they record the applicable Lot Numbers, DODICs, nomenclatures, serial numbers and other information as required by the Malfunction Report. The ROIC/RSO must write a clear, concise and articulate narrative regarding the events just before, during and after the malfunction. Copies of the Malfunction Report will be sent to the battalion S-4, battalion Gunner, School Gunner, and the SOI-E S-4 (Ammo). The School Gunner will forward a copy of the report to Range Control and any other applicable external entities.

e. Defect Reporting. An ammunition defect is defined as any deficiency (missing, broken, corroded, damaged, etc.) in an ammunition item or component

thereof that may prevent the item from functioning as designed, or could result in a malfunction. Defects include; but are not limited to, cracked cartridge cases, loose primers, missing safety pins, illegible/missing lot numbers, deteriorated or leaking propellant bags or containers, presence of excessive rust/corrosion, and obvious external damage, etc. All defect reporting shall be submitted with an Ammunition Malfunction Report (appendix k) via naval message within 5 days of the defect being identified.

9. Munitions and Weapons Transportation Procedures

a. Munitions

(1) In accordance with reference (k), all munitions will be transported by a qualified explosives driver and one armed guard in an approved explosives transport vehicle, using the proper placards, wooden pallets, tie-down straps, and safety gear.

(2) When transporting Category I items (AT-4s, LAAWs), an armed officer or SNCO, who is listed on the current Delegation of Authority letter, and an armed ammo tech will accompany the munitions from the ASP.

b. Weapons. All weapons that are transported off base will be under the protection of an armed guard.

(1) At no time will weapons be transported in a POV.

(2) Weapons will be compartmentalized to the greatest extent possible in order to reduce damage during transportation. If a U-Drive (stake-bed or pickup truck) or a tactical vehicle (7-ton or HMMWV) is used to transport weapons, structurally sound boxes or Pal-Cons will be used to sufficiently secure the weapons from damage or pilferage. At no time will weapons be stacked on top of each other or haphazardly transported in any vehicle or trailer.

c. Ammunition and weapons cannot be transported together (except for security weapons/ammunition).

d. C-4, Military TNT/Dynamite, Det-Cord and Time Fuse cannot be transported in the same compartment as Electrical and Non-Electrical Blasting Caps.

10. Ammunition Dunnage Turn-in

a. All Materials Potentially Presenting an Explosive Hazzard (MPPEH) greater than hazard class 1.4S small arms must be certified and verified as Material Determined As Safe (MDAS) by authorized personnel prior to exiting the training area.

b. To be authorized personnel, Marines must:

(1) Complete NKO-MPPEH course annually or informal training semi-annually.

(2) Be recommended in writing by their battalion commanding officer as a certifier and/or verifier.

(3) Be appointed in writing by the School Commanding Officer.

c. All 1.4S hazard small arm MPPEH will be screened at the

range/training area by a certifier/verifier to collect the majority of unexpended small arms.

d. All 1.4S hazard small MPPEH will be segregated from MDAS and will be transported to the warehouse aboard Camp Geiger as MPPEH.

e. Chain of custody for all MDAS/MPPEH will be maintained from the training area to the warehouse aboard Camp Geiger.

f. The chain of custody document will state "I certify that all Ammunition, Explosives, Dangerous Articles (AEDA) residue has been 100 percent properly inspected to the best of their knowledge and belief, are inert and/or free of explosives or other dangerous materials" that all residue AEDA has been 100 percent properly inspected to the best of their knowledge and belief, are inert and/or free of explosives or other dangerous materials." This document will be maintained on the MDAS as proof of who certified and verified the materials as safe.

11. De-linking procedures

a. The baseline method of mitigating fire hazard is to contact the Ammunition Supply Point aboard Camp Lejeune and conduct a same day issue for linked ball ammunition.

b. In the event a training event cannot be accomplished due to absence of ball ammunition, the Battalion Commander will determine if the training event can be substituted via ISMT, rescheduled or cancelled and waived. If no substitute or waiver is recommended, and only if all other means have been exhausted, delinking ammunition may be authorized by the battalion commander. Commanders may delegate this decision to the Battalion XO, S3 or Gunner.

c. Only 5.56mm and 7.62mm ammunition are authorized to be delinked.

d. Linking/delinking of ammunition will occur at the range where it will be expended.

e. Linking/delinking of ammunition will be supervised by combat instructors, using minimum number of students required.

f. Linking/delinking of ammunition weakens the links, only the minimum amount of ammunition required will be delinked.

g. All delinked ammunition will be segregated by the lot it was assigned.

(1) If there is one lot of linked ammunition then there is one lot of tracer.

(2) If there are multiple lots of linked ammunition then maintain the tracers from each lot separately.

h. Unused tracer rounds will be turned in as unserviceable ammunition and will be accurately captured on the expenditure report.

(1) The responsibility of properly accounting for ammunition falls on the range OIC.

(2) Every tracer round will be accounted for (for example every 4 rounds expended should equate to 1 tracer).

i. In the event that delinked ammunition is not expended, all ammunition must be returned to factory configuration (4 balls, 1 tracer) prior to turn-in.

SOI-E TRAINING SOP

CHAPTER 5

LOGISTICS SUPPORT REQUESTS, MOTOR TRANSPORT, MESSING, AND SUPPLY

	PAGE
LOGISTICS SUPPORT REQUESTS	5-2
MOTOR TRANSPORT	5-2
MESSING	5-5
SUPPLY	5-6
COMMUNICATIONS	5-8

CHAPTER 5

MOTOR TRANSPORT/MESSING/SUPPLY/COMMUNICATION

1. Logistics Support Requests

a. The SOI-E Logistics Support Request (LSR) policy letter (Appendix K) sets expectations for submission and execution for LSRs in order to provide supported units the six functions of logistics in a timely and accurate manner.

b. All personnel and units that require logistical support within SOI-E are directed to submit requests via Sharepoint.

c. All LSRs will be submitted through the appropriate hierarchy chain. LSRs submitted by the Companies or Cadres must be reviewed by their Battalion S-3 before the supporting commodities will take any action.

d. Timelines for the submission of LSR are outlined in the LSR policy letter.

2. Motor Transport

a. Use of Privately Owned Vehicles (POV). Battalion Commanders will establish a policy for the use of POVs by permanent personnel to commute to and from the training areas.

b. Permanent Personnel. Those Marines who desire to commute to the training areas in their POVs will adhere to the following restrictions:

(1) Entry-level students, their equipment, weapons, or ammunition will not be transported in POVs.

(2) Obey all posted speed and safety signs.

(3) The commuters incur all expenses and liabilities associated with the use of their POVs.

(4) Parking restrictions in training areas apply per reference (f).

c. Entry-Level Marine Students. Entry-level Marines are not authorized to bring their POVs to SOI-E while undergoing training. Entry-level Marines are prohibited from renting or operating commercial rental vehicles, motorcycles, all-terrain vehicles (ATVs), and watercraft. Battalion Commanders have the discretion to authorize students the use of POVs on a case-by-case basis.

d. Advanced-Level Students

(1) POVs are authorized for students at AITB and CIS aboard Camp Geiger only. At no time will a student drive a POV to a training area.

(2) Students attending advanced-level courses at AITB are authorized to operate tactical vehicles when participating in tactical scenarios conducted in accordance with the applicable approved POI.

(a) Advanced-level students assigned as drivers must have the appropriate license for their assigned vehicle.

(b) The course SNCOIC is responsible for ensuring the advanced-level

student assigned as a driver is familiar with the portions of this SOP that apply to operating a tactical vehicle.

e. Safety is paramount in the operation of any vehicle. Local and governmental laws concerning the use of motor vehicles will be complied with in the strictest sense. Each member of the Command will obey traffic regulations at all times.

f. The senior Marine in the vehicle is responsible for ensuring that traffic regulations are obeyed and proper decorum is observed. The senior Marine present will ride in the front of vehicle as the assistant driver (A-driver). Marines riding as A-drivers will not sleep or engage in activities that inhibit their supervision (e.g. operating a cell phone, reading, etc.).

g. The dispatched operator/driver is responsible for the safe transportation of personnel or cargo.

(1) The assigned operator is the only person authorized to drive the vehicle.

(2) The only exception would be for an extreme medical emergency wherein the driver is incapacitated.

h. Drivers will be in complete uniform, PPE will not be required for wear by the driver or A/driver while operating a tactical vehicle on Camp Geiger or supporting garrison movements to Camp Devil Dog/VL-4 area. PPE will be required by driver and A-driver for all tactical movements to support live fire ranges and field operations. PPE will be required for all passengers in the troop/cargo area while being transported in a tactical vehicle. Refer to Ref (n) for additional guidance on the wear of PPE. PPE will not be worn while in GME vehicles.

i. Speed Limits. Regardless of the posted speed limit, drivers will maintain speeds that are commensurate with safety conditions. Vehicles will not exceed posted speed limits but may drive slower based on conditions.

(1) The speed limit is always 5 MPH when passing troops in formation.

(2) Aboard Camp Geiger the speed limit is 20 MPH unless otherwise posted.

(3) Verona Loop Area. The speed limit is 10 MPH in and around Camp Devil Dog (to include Perimeter and METT-T Roads), and it will not exceed 25 MPH on all unpaved roads, regardless of the posted speed limit.

(4) The speed limit on K Range road is 15 MPH.

(5) Tactical Vehicles will not exceed 45 mph per CAMLEJO 5560.2.

j. A ground guide will be used when backing any vehicle. In the event a ground guide is not available, the driver will conduct a 360 degree sweep of the surrounding area before backing. Always sound the horn before backing.

k. Passenger Limitations. Vehicles will not be loaded beyond the capacities listed below:

(1) 44 and 36 Passenger Bus: Student main packs will count toward the total personnel count aboard the bus. Example: A 44 Passenger bus can transport 44 students or 22 students with 22 main packs. Instructor bus riders must be included in the total passenger count.

(2) M1152, M1123, High back:8 passengers in cargo area.

(3) MK23/25 (Shortbed) 7-ton: 16 passengers in cargo area.

(4) MK27/28 (Longbed) 7-ton: 20 passengers in cargo area.

l. Seat belts are MANDATORY for all persons riding in a vehicle, if so equipped. The number of passengers within a government vehicle is determined by the number of functional seatbelts within the vehicle.

m. Stakebeds. Cargo will not be loaded over the height of the sides, hanging over the sides, or beyond the rear of the vehicle bed.

n. The only authorized stereo equipment in a government vehicle is the factory installed radio. Drivers will not operate while wearing any type of headset connected to a personal electronic device.

o. Proper rest for drivers is essential to the safe operation of vehicles. Drivers will not operate a vehicle longer than 10 continuous hours. The command will provide operators with the opportunity to achieve 8 hours of sleep prior to operating a vehicle. Operators are required to get 8 hours of sleep.

p. Government Vehicles are for Official Use Only. Vehicles on administrative runs will use the most direct route between destinations. They will not be used to go to the following places unless in the performance of official business:

(1) PX, snack bar, barber shop, barracks, or any facility for personal business.

(a) Exception: Brig gear list (issued by supply), to purchase IFF gear, and items for those hospitalized.

(2) Any place in a civilian community, especially drive-thru windows.

q. Opening the Emergency Exit on buses is prohibited unless in response to an actual vehicle emergency.

r. Vehicle Check-in/Check-out Procedures. Refer to Motor Transport Policy Letter for proper dispatching procedures.

s. Vehicle Preventative Maintenance Checks and Services. Operator will conduct maintenance checks and services before, during, and after operations. Operators shall fill out remarks column, in detail, on trip ticket. Refer to Motor Transport Policy Letter.

t. Corrective Actions. Refer to Motor Transport SOP for proper dispatching procedures.

u. Actions in Case of an Accident. Before operating a government vehicle, operators will be familiar with required actions in case of an accident as found in Ref (n). In case of an accident, notify the following personnel after the parent command has been notified.

(1) Motor Transport Dispatcher: (910) 449-0373 or (910) 376-7551

(2) SOI-E OOD: (910)-449-0179 (After hours only)

(3) Military Police: (910)-449-6111/6112 or 451-3005

(4) Civilian Authorities: 911 (in case of emergency)

(5) Truck Master: (910)-376-7559

v. Authorized Personnel. The only personnel authorized to operate a government vehicle are those personnel listed on the vehicle's trip ticket.

w. Student Transportation to Ranges and Training Areas. Prior to student transportation departing for training areas and ranges, those areas will be occupied by the training company. Occupation will consist of the range being called in as "occupied" to Camp Lejeune Range control as well as all necessary gates being unlocked to facilitate the delivery of students.

(1) Areas where students are to be delivered will be off of any paved road surface and sheltered from passing traffic.

(2) Each vehicle transporting entry level students will contain at least one Combat Instructor; this combat instructor will maintain two ways of communication with the company Staff Duty Officer, a reflective vest, and during periods of limited visibility a flashlight.

(3) Students will never disembark from a government vehicle unless it is cleared by a Combat Instructor.

(4) Combat Instructors will provide all necessary movement briefs when students are being transported.

x. Stopping on Highways. No government vehicle will stop on the shoulder of a public highway unless the vehicle is inoperable.

(1) In the event a vehicle must pull over on a shoulder, they will employ their hazard triangles.

(2) If a road or range is closed, then the operators will continue to the nearest turn off point, contact the SOI-E S-3, S-4, and Motor-T then wait until they receive further instructions.

(3) If the vehicle has students they will wait for instructions from the CI in charge. All other vehicle movements will contact the Motor Transport Dispatcher for further instruction.

(4) Ammunition vehicles will not stop on the highway for any reason other than an inoperable vehicle/emergency.

3. Messing. Management control of the Camp Geiger chow hall is the responsibility of the SOI-E Logistics Officer. Meal requests will be submitted via the Logistics Support Request (LSR) process.

a. Chow Hall. Messing in garrison will be accomplished at the Camp Geiger Chow Hall, Building G-640.

b. Entry-level Marines assigned to training units will march to and from the chow hall in an orderly fashion.

c. The unit representative will sign Marines into the chow hall prior to entering. Marines undergoing training at SOI-E do not have meal cards and will sign a company check-in sheet using their identification card.

d. The unit leaders are responsible for the good order and discipline of their Marines while in the chow hall.

(1) To minimize food wastage, leaders will monitor their Marines' consumption and discarding of food products.

(2) Instructors will give their Marines a minimum of 20 minutes to eat, starting from the time the last Marine in line sits down. No food will be allowed in the berthing area except for sealed MREs.

e. The following are the meal hours at the chow hall:

(1) Normal Training Days:

	<u>Mainline</u>
Breakfast	0500-0730
Lunch	1100-1300
Dinner	1630-1800
Weekend Breakfast	0630-0800
Weekend Lunch	1130-1300
Weekend Dinner	1630-1830

(2) Holidays: Same as weekend hours

f. If a training company is scheduled to eat in the chow hall but liberty is sounded early, the company must inform the S4 24 hours prior to the company's liberty changed status. Marines on liberty may wear proper civilian attire and are not required to mess with the Marines in their unit.

g. Alpha Rations (A-Rats)

(1) Bag lunches will be consumed within 4 hours after pickup from the chow hall to prevent contamination.

(2) Hot meals are generally good for up to 4 hours after preparation and Pickup. Marines serving chow will have clean hands and wear clean serving gloves to avoid contamination.

(3) Metal trays will be available from the chowhall for hot meals. If metal trays are not available, units will provide paper plates, cups and utensils. The units should check with SOI-E supply to ensure availability prior to purchasing paper goods with their self-service funds.

h. Company Commanders are ultimately accountable for the vacuum cans, empty vats and jugs, and they will ensure their timely return within 6 hours of receiving.

i. Hot Wets/Cold Wets. Units desiring hot or cold wets must have their request submitted to the School S-4, 48 hours in advance. Units will need to anticipate their requirements and remain aware of upcoming weather conditions.

4. Supply

a. Mission and Functions. To provide support through the requisitioning, receiving, storing, accountability, and distribution of supplies and equipment authorized for the operation of the command. In addition, SOI-E supply will provide fiscal accounting and financial planning

functions as required.

b. Issue and Recovery. SOI-E Individual Issue Facility (IIF) has overall responsibility for the issue and recovery of individual equipment for permanent personnel and students. The Supply Officer exercises general cognizance over the IIF. All Marines are responsible for the care and cleaning of their individual equipment and will be held accountable for lost or damaged items.

(1) Any individual equipment that is lost, damaged, or stolen must be replaced or a Financial Liability Investigation of Property Loss (FLIPL) i.e., DD form 200 will be processed. The DD form 200 can be obtained at Supply and should be completed prior to check out with IIF.

(2) When submitting a DD 200, ensure Marine is aware of the appeals process in the event SNM disagrees with the findings per MCBUL 4440.4.

(3) The DD 200 is required to be filled out by the Marine, submitted to Supply Officer. The Supply Officer will make his recommendation to the SOI-E Commander on whether or not an investigation is warranted. Finally, return all required document, signed to IIF. Any equipment missing is the responsibility of the individual and will be accounted for (with the gear or a completed DD form 200) before a class graduates or a Marine checks out of the command.

c. Meals, Ready-to-Eat (MREs). Student Marines are issued MREs during field training. Accordingly, pay checkage will be applied for Marines/Sailors who receive BAS. Companies are responsible for identifying COMRAT Marines to Supply and the ASC.

(1) MRE Accountability. An MRE is an accountable item. Unit representatives who receipt for them must maintain accurate student consumption reports.

(2) MREs not issued to students during the class for which they were drawn will be returned to Supply upon completion of training.

(3) Training companies are prohibited from retaining any un-issued MREs between classes.

(4) Company Commanders will designate, in writing via Delegation of Authority (DOA), those individuals authorized to request and receive MREs on behalf of students and staff. The Supply section will maintain current DOA letters on file for each training company.

(5) The amount of MREs drawn from Supply will be the anticipated number of meals required for students in each class. Training companies will coordinate with the Supply Warehouse chief to arrange a time and place for the issue of MREs no later than 10 days prior to the course start date.

(6) Training companies will coordinate with the Supply Warehouse chief to arrange a time for the turn in of all excess MREs and all consumption reports prior to the class graduation no later than 3 days prior to the course end date.

d. Check-in. Training companies will directly coordinate with the IIF for the issue of individual equipment to their students. There will be adequate company supervision of this process at all times. Marines drawing their initial issue of gear will provide IIF their unit check-in sheet. All Marines will receive and maintain a complete Individual Combat Equipment (ICE) issue per the SOI approved equipment template.

e. Check-out. Training companies will directly coordinate the turn-in of individual equipment to the IIF. All permanent personnel Marines are required to turn in IIF gear, accompanied by their check-out sheets and a copy of their PCS/PCA orders.

(1) IIF will not accept items that are soiled.

(2) IIF will exchange gear items that are damaged through normal wear and tear. A one-for-one exchange may be done with IIF for the item of gear that is damaged.

(3) Gear damaged from the result of neglect, abuse, or outside of normal wear and tear will require a DD200 and NAVMC 6 (if applicable) submitted to Supply and subsequently, endorsed and signed by the Commanding Officer or Acting Commanding Officer of the School of Infantry. A "By direction" signature will not suffice.

f. Personal Effects. An inventory of personal effects is required to be conducted after a service member has been placed into one of the following categories: deceased, missing, hospitalized (*if a student is in the hospital/absent for less than 10 days the Company Commander can submit a "Personal Effects Inventory Wavier"*), unauthorized absence, on TAD orders in excess of thirty days, and/or incarcerated (on base or in the hands of civilian authorities). This must occur within 48 hours of the command being notified with the exception of weekends and holidays on which the command has 72 hours and 96 hours respectively.

(1) Supply makes every effort to monitor morning reports and contact the individual's chain of command regarding inventory occasions. However, the individual Marine's company is responsible for contacting Supply anytime they believe a service member may fall into one of the categories requiring a case to be opened.

(2) Members of the command are not authorized to retain items belonging to a Marine while a personal effects inventory is being conducted. All of the Marines belongings, to include IIF gear and uniforms, must be thoroughly inventoried and turned into Supply.

(3) The Company Commander will appoint, in writing, a board consisting of one or more staff non-commissioned officers or officers to conduct personal effects inventories on a quarterly basis. Under no circumstance will an inventorying officer be of lesser grade than the individual subject to the inventory.

5. Communications

a. Communication Equipment. The Company Commander, or his/her appointee(s) via a delegation of authority, can sign for the communications gear and shall be responsible for timely turn-in, first echelon preventive maintenance, and Stock List-3 (SL-3) completeness of the gear upon return to the Communications Section. A Logistic Support Request must be submitted for all communications gear and personnel support. Further guidance on Communications gear and procedures for issue and de-issue can be found in the SOI-E Communications Section SOP and SL-3 extracts posted on the SOI-E Communication Section's SharePoint site. Any equipment that is required for course execution that cannot be obtained through the SOI-E Communication Section must be requested via a Feasibility of Support request through the School Operations Section; the battalion requiring a FOS will coordinate its requirements with the school communication section to validate the requirement before submitting to the school S-3.

(1) Batteries

(a) AN/PRC Radios

1. Batteries shall be signed for on an Equipment Custody Receipt (ECR) card and returned to the Communications Section after training, regardless of their condition.

2. Batteries shall not be maintained by the companies.

3. Bad batteries shall not be written on or marked in a permanent way. Bad batteries shall be marked with tape or some other non-permanent method.

(b) Motorola Radios

1. Batteries shall be signed for, along with the radios, on an ECR card and maintained by the units.

2. Rechargeable batteries shall be used continuously until the radio indicates that the battery life is low, at which time it may be recharged.

3. Permitting the batteries to "drain" before recharging significantly extends their service life.

(c) AN/PYQ-10 Simple Key Loader (SKL). The AN/PYQ-10 Simple Key Loader (SKL) batteries must be charged at all times. The SKL will be zerorized and the cryptographic fill will be lost if it is not kept charged.

(2) In the event that misuse/abuse or loss of temp-loaned gear occurs, the responsible individual shall submit a Missing Gear Statement to the CO, SOI-East, via the chain of command, with a written statement explaining the details and circumstances of the loss.

(3) Antenna Safety. Antennas shall not be installed where any part of the structure is under any overhead wire. Dependent upon atmospheric conditions and voltage, electrical current may arc a considerable distance. Thus, an antenna passing by or installed near an electrical wire may allow electrical current to arc across to the antenna and ground itself. This can happen even though the antenna never touched the electrical wire. Therefore, a horizontal distance twice the height of the antenna shall be maintained from any type of electric wire.

(4) Maintenance. Units drawing and operating communications equipment are responsible for first echelon maintenance of their gear and cleanliness.

a. Communication Plan

(1) General. Effective communications are essential in order to control and coordinate SOI-E's various training events. SOI-E employs several methods for intra-school communications, such as the Motorola radios, tactical radios, and telephone lines. All units shall maintain at least one form of continuous positive communications with higher headquarters and "BLACKBURN" throughout training. The Communications Electronics Operating Instructions (CEOI) for SOI-E is located in Appendix E.

(2) "BLACKBURN". Units shall maintain continuous communications with "BLACKBURN" while hiking or occupying training areas, or using ranges. When using ranges, "BLACKBURN" will require the unit to have two means of communication.

(3) Company Hikes. Units shall ensure effective internal communications are maintained, especially between the front and rear elements and with all vehicles.

(4) Channels. In addition to the command channel (Channel 3), SOI-E uses 10 other channels on the Motorola Radio System for intra-unit communications (see Appendix E).

(5) Tactical Radios

(a) Tactical radios are provided to training units for two purposes:

(b) Training aids, as required by POIs.

(c) Communications during field training evolutions.

(6) Frequencies. The School frequencies are distributed as noted in Appendix E. Satellite Access Requests for exercises are requested through the G-6 Telecommunication Support Division-Frequency Manager MCIEAST-MCB a minimum of 45 days prior to an exercise.

(7) Collective Call Sign "School, School, School."

(a) Used to alert subordinate units of information relevant to all.

(b) When the collective call sign is initiated, all subordinate commands, units, or activities shall acknowledge the transmission and await further guidance.

(8) Operations Center. The SOI-E S-3 maintains an operations center that is manned by S-3 personnel from 0700-1630, during the normal working week. The SOI-E OOD assumes responsibilities for maintaining communications with battalion OODs from 1630-0700, Monday-Friday, and on weekend training days. Subordinate commands and training units shall maintain communications with their respective battalion S-3 or battalion OOD on a continuous basis whenever their Marines are in a training status (normally T-1 through graduation).

SOI-E TRAINING SOP

CHAPTER 6

ENTRY LEVEL STUDENT TRANSFER PROCESS

	PAGE
STUDENT TRANSFERS	6-2
MOS RECLASSIFICATION PROCESS	6-4
IMOS PROCESS	6-5
FIGURES	
6-1 MOS RECLASSIFICATION SPREADSHEET FORMAT	6-5

CHAPTER 6

ENTRY LEVEL STUDENT TRANSFER PROCESS

1. Student Transfers. Training battalions must transfer students to H&S Bn with all necessary administrative steps properly completed before 1600 Monday through Friday. Transfers from training battalions will not be accepted without approval from the receiving company staff. Students pending any legal action, to include investigations or appeals of proceedings, will not be dropped to H&S Battalion unless directed by the H&S Battalion Commander.

a. Guiding Principles

(1) Retain students in a training battalion via internal transfer if possible.

(2) Proper documentation is required for all transfers.

(3) Ensure drop packages are completed in their entirety prior to the transfer of a student.

(4) All transfers require a MCTIMS entry.

(5) H&S Bn can provide overnight billeting to students requiring after hours external drop.

b. External Transfer. See Appendix G for External Drop Sheet.

(1) ITB POI. ITB Students dropped during the 0300 portion of the POI are returned to the next available training company no later than their last completed training day (TD).

(a) MOS Split. Entry-level Marines dropped after the MOS Split are returned to the next available training company no later than their last completed TD.

(b) Military Occupational Specialty Specific Physical Standard (MSPS) Failures. ITB Students will be afforded three opportunities to pass the MSPS before they are dropped to another training company. After six failures, a student continues to train until the MOS split in order to be Common Skills complete. ITB will begin the MOS reclassification process as soon as it becomes apparent that the Marine will not complete the ITB POI, in order to allow the Marine to ship their FLC as soon as they complete the 03XX POI. ITB will coordinate with MCT to ensure the proper entry is input into MCTIMS for the student to meet MCT graduation requirements, and to ensure that the student is added to the first available MEM.

(2) MCT POI. Students dropped during the POI are returned to the next available training company no later than their last completed TD. Students will be held with MCT until the next training company becomes available.

(3) Excessive Missed Training. ITB students who are dropped from training for more than 60 days shall return to TD-1 upon their return to training. MCT students who are dropped from training for more than 30 days shall return to TD-1 upon their return to training. Battalion commanders retain the right to make exceptions on a case by case basis.

(4) Medical Drops. Students should be medically dropped only when their current condition makes it unsafe for them to train, or they have missed so many training events that they cannot be made up by the current company. If the student is able to return to training, the current training company will hold the student until the next available training company is in cycle.

(a) Company L will take Marines with greater than 48 hours SIQ or seven days light duty.

(b) Battalions may drop a student that is SIQ for more than 24 hours if they miss essential required training, however every effort will be made to retain the student and make up missed training if practicable.

(c) Students that are dropped for mental health reasons will require a LD chit from a medical health provider. Students will not be dropped to Company L unless they meet the associated LD requirements. Additionally, any student that was released from Ward 4A NMCCCL, and subsequently dropped to either Company M or Company L, will be required to provide all medical documentation from Ward 4A to the receiving company as part of the drop package. All mental health drops must be approved by the receiving company's commanding officer or company first sergeant.

(5) Misconduct/Legal. Commanding officers at every level will make every effort to dissuade poor behavior and give each student the opportunity to succeed in training. All misconduct will be adjudicated in the training battalion that it occurred. The only exception is if a student is in violation of SECNAVINST 5300.28D. See paragraph b(8) of this chapter for further details. It is the training battalion's responsibility to provide restriction paperwork in the student's drop package. Drop packages will not be accepted by the receiving company without a signed copy of the restriction paperwork by the officer who imposed restriction.

(a) Training battalions will maintain all students who are dropped from training due to misconduct but do not meet the requirements for administrative separation. Students will only be dropped to Company L for misconduct if it meets the requirements for separation per reference (z).

(b) Students under investigation are transferred to Company L if the battalion commander determines that it is in the best interest of the command. Coordination between battalions will be conducted prior to the student being dropped. It is the responsibility of the training battalion in which an investigation originates to appoint an Investigating Officer in writing or coordinate with an outside agency (e.g. Criminal Investigation Division or Navy Criminal Investigative Service) prior to the student being accepted in the receiving company.

(c) Students who meet the requirements for administrative separation due to misconduct, but display the desire and will to continue training, will be screened by the H&S Battalion Commander. If approved, The H&S Battalion Commander will recommend to the appropriate training battalion to return the student to training. The battalion commander for the respective training battalion will have the final approval authority whether to accept the student or not.

(d) Repeated offense is defined as two or more administrative disciplinary entries in a student's service record book. This can be a 6105 counseling, non-judicial punishment, court-martial, or any combination of the three. Students in a training company with multiple offenses may be dropped to Company L to be separated.

(e) All students who are transferred between battalions must be physically present, excluding students in the brig, unless otherwise coordinated through the H&S Bn Executive Officer.

(6) Emergency Leave. The training battalions will assume responsibility for all students requiring emergency leave. Students requiring emergency leave are dropped to H&S Battalion after they return from leave if internal recycle is unavailable. The only exception is if the student's return date falls after the training company graduates, then the student is dropped to Company M, prior to executing emergency leave. The training company is required to provide a copy of the student's Red Cross Message when applicable.

(7) Graduation Holds. Students that are held post-graduation due to administrative matters, or other requirements, are required to follow regular external drop procedures. The ASC will provide graduation hold rosters to MCT and H&S Bn no later than one week prior to graduation/turnover

(8) Violation of SECNAVINST 5300.28D. If a student is found to have a positive urinalysis for wrongful use of a controlled substance or prescription medication, the students will immediately be transferred to Company L. The company who was responsible for the student at the time of the Urinalysis report will provide documentation of prescription medications if necessary. H&S Bn Commanding Officer adjudicates all positive urinalysis results. All students must abide by SECNAVINST 5300.28D, Military Substance Abuse Prevention and Control. Any other violation of this order shall also cause a student to be immediately transferred to Company L.

(9) MCTIMS Entries. Students being dropped for any reason require documentation in the form of a MCTIMS entry.

(10) Missing Gear. Students will not be accepted with missing gear. If a student is dropped due to exigent circumstances, and that student is missing Individual Issue Facility (IIF) gear, the FLPL must be completed by the dropping unit prior to the completion of the drop package. Students dropped to H&S Battalion will retain only the minimum HOTSOP/COLDSOP IIF issue. All drop packages will include the IIF receipt.

2. MOS Reclassification Process. Below are the necessary steps to successfully reclassify an entry level student by military occupational specialty (MOS). The purpose of this process is to ensure Marines are reclassified in a timely manner, alleviating unnecessary wait times between completion of Marine Combat Skills Training and Formal Learning Centers. The steps taken at SOI-E directly impact the entire entry-level pipeline; when followed and enforced, Marines continue to move through the pipeline as scheduled.

a. Combat Instructors will submit drop packages to the Student Administrative Service Center (ASC). Drop packages will state the reason the Marine is being reclassified and requires the Recruiter/Reserve Liaison's signature.

b. The respective training company will submit an excel roster to the respective component liaison with the required information: Marine's Name, EDIPI, and the reason for MOS reclassification.

(1) For Active Component: SOI-E Recruiter Liaison

(a) Contact number: 910-449-2223

(2) For Reserve Component: Reserve Training Liaison Staff

(a) Noncommissioned Officer in Charge

(b) Contact number: 910-449-0138

c. This roster will then be routed to Manpower Management Integration Branch (MMIB).

d. MMIB will review the Marine's line scores, physical abilities, and contract length.

e. When MMIB assigns the Marine their new MOS, this information is sent directly to the SOI-E Recruiter Liaison. The Recruiter Liaison will reach out to the respective company to have the Marine sign their pg. 11 with their newly assigned MOS.

Rank	Last Name	Initials	EDIPI	CID	Fiscal Year	Class Number	MOS	Proj Departure Date	Future MCC	Report Date	PEF	Failed
PVT	MOTO	ED	123456789									Failed 0300 test x 6

FIGURE 6-1 MOS Reclassification Spreadsheet Format

3. IMOS Process. Outlined below is the process that occurs in order to assign Marines an IMOS who are lacking one or have failed to meet MOS standards/requirements before graduating recruit training.

a. Combat Instructors will submit drop packages to the Student Administrative Service Center (ASC). In addition to a Marine's full name and EDIPI, drop packages will state the reason the Marine is being reclassified, and when the Marine is expected to complete the current Program of Instruction. Drop packages require the Recruiter/Reserve Liaison's signature, this step will initiate action between liaison and higher headquarters to start the reclassification process.

b. The respective training company will submit an excel roster to the respective component liaison with the required information: Marine's Name, EDIPI, and the reason for MOS reclassification. The operations officer for the respective battalion and the operations officer within Headquarters and Support Battalion will be included on the courtesy copy line of the submission to maintain an oversight of the request.

(1) For Active Component: SOI-E Recruiter Liaison
Contact number: 910-449-2223

(2) For Reserve Component: Reserve Training Liaison Staff
Contact number: 910-449-0138

SOI-EAST TRAINING SOP

CHAPTER 7

RESTRICTION OF MOVEMENT, QUARANTINE, AND ISOLATION PROCEDURES

	PAGE
COMMANDERS INTENT	7-2
TERMINOLOGY	7-4
TASK ORGANIZATION	7-4
MEDICAL SCREENING	7-4
BILLETING	7-7
CHOW PROCEDURES	7-7
DUTY	7-9
HYGIENE	7-9
ILLNESS	7-10
TRANSFER OF CUSTODY	7-10
FIGURES	
7-1 RECOMMENDED T/O PER LOCATION	7-3

1. Commanders Intent. COVID-19 has brought unique challenges to the School of Infantry-East and its subsidiaries. Despite the fact that the majority of society has effectively shut down, our duty, and subsequently my intent, is to protect the force and ensure that the Entry Level Training (ELT) Pipeline continues to support the Fleet Marine Force.

2. Terminology

a. Restriction of Movement. The actions taken to limit contact and movement of a person who has been exposed to COVID-19 or is believed to be at increased risk for having been exposed to COVID-19 based on established criteria.

b. Isolation. The actions taken to isolate those personnel who have tested positive for COVID-19.

c. Self-Observation. The determination that an individual has no restrictions on movement and will self-monitor for development of symptoms of the illness in question.

d. Close-contact. Spending more time with an individual; within 6 feet of another for more than 10 minutes.

e. Cohort. How Marines are organized upon reaching SOI-East. Size of the Cohort is determined by the training battalion on the premise of safe and sanitary living.

f. Close-contact cohort. Deliberate organization of student or permanent personnel to separate personnel from other personnel and sustained for all activities during their time at SOI-East (e.g., cohort sits in the classroom together, sits in the chow hall together, loads transportation together, etc.) Bunks and living spaces in the squad bay keep this cohort within 6 feet of one another, but outside of 6 feet of another cohort. Enables more precise and accurate application of ROM measures should prevention fail for COVID-19 or any other communicable disease (e.g., Influenza, etc.).

g. Contact Trace. The process of identifying persons who may have come into contact with an infected person. To be conducted by trained medical personnel.

3. Task Organization.

a. The task organization outlined within this SOP is ad hoc by nature and should be contingent on the amount of Marines assigned to a restriction of movement or isolation status. Critical to the structure of this organization is the depth of personnel should any element become compromised / exposed to an infectious disease or expeditionary ROM sites be established. Manning requirements can be taken from training companies not on deck to manage a battalion's isolation / ROM spaces.

b. The selection of the team members is a deliberate effort and weighted as such. Assignment to this duty is a permanent / semi-permanent requirement for the Marines tasked with this duty. Under normal conditions, members assigned to the team can expect to stand multiple overnight duty days within a week, irregular working conditions requiring a great deal of detail and care to ensure

the safety of all parties involved, and a requirement to possess a level of cooperation not normal for Marines assigned to the School of Infantry-East. The following are recommended billets associated with a successful infectious disease prevention cell:

(1) Camp Commandant. Supervise the execution of Restriction of Movement (ROM) operations. Ensures all Marines within each sections are in complete understanding and compliance with CDC, DOD guidelines, and procedure in regards to COVID-19. Advise the Commanding Officer on all matters regarding personnel, training, leadership, morale, and troop welfare. Coordinate with the regiment and SOI-East medical section to ensure all personnel in a restriction of movement or shelter-in-place status are properly tracked and accounted for.

(2) SNCOIC. Ensures all Marines within each section are in complete understanding and compliance with CDC, DOD guidelines, and procedure in regards to COVID-19 and other infectious diseases. Advise the Camp Commandant on all matters regarding personnel, training, leadership, morale, and troop welfare. Coordinate with the battalions, regiment, and school medical section to ensure all personnel in a restriction of movement or shelter-in-place status are properly tracked and accounted for. Coordinate with SOI-East S-4 for all chow and logistical requests.

(3) A-SNCOIC. Responsible for the day to day operations in their assigned billeting space. Supervises the execution of training, physical fitness, and chow within their sections. Ensure Marines are in compliance with CDC, and DOD guidelines and procedure in regards to COVID-19 and other infectious diseases. Informs Camp Commandant/ A-Camp Commandant in all matters pertaining to their Marines in ROM.

(4) Duty NCO Team Leader. Responsibilities include logistical reporting of their assigned space, maintenance of their areas, and the welfare of the Marines under their charge. Additionally, responsible for the delivery of Class I from the dining facility, ensuring accurate accountability is maintained throughout the day, and Marines in a ROM status are transported to appointments and venues as needed.

Tier	Location	Capacity	Critical Support Available	Personnel Required
1	Camp Geiger	96 Rooms (2 Person) 9 Open-Bays	Clinic; Mess hall	(1) OIC (O-3) (1) SNCOIC (E-7) (1) A-SNCOIC (E-6 & Above) (8) Duty NCOs (E-4 & Above)
2	Camp Johnson	50 Rooms (3-4 Person)	Clinic; Mess hall	(2) SNCOIC (E-6 & Above) (2) A-SNCOIC (E-5 & Above) (4) Duty NCO (E-4 or Above) (6) Working party augments (E-3 & Below)
3	Hadnot Point	75 Rooms (1-2 Person)	Clinic; Mess hall	(2) SNCOIC (E-6 & Above) (2) A-SNCOIC (E-5 & Above) (4) Duty NCO (E-4 or Above) (6) Working party augments (E-3 & Below)

4	Stone Bay	12 Open-Bays (800 personnel)	Mess hall	(2) SNCOIC (E-6 & Above) (2) A-SNCOIC (E-5 & Above) (4) Duty NCO (E-4 or Above) (6) Working party augments (E-3 & Below)
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FIGURE 7-1 Recommended T/O per location

4. Medical Screening

a. Screening. The SOI-East Medical Officer and IDC are essential to the screening process. The screening process will be conducted by the medical team to ensure that the force is protected. Marines leaving a ROM or isolation status will be screened the day prior to leaving and the day of departure to ensure confidence in the medical provider's recommendations to the CO, SOI-East.

(1) Initial screening. Will occur upon arrival at Camp Geiger, if the Marine has traveled from an area greater than 80 miles away from the greater Camp Lejeune area; if Marines have been determined to have been a close contact of a COVID-19 positive or presumptive positive individual; if the Marine becomes symptomatic in any form and shows signs of possible COVID-19. For non-ELT courses, all students will be screened by medical personnel before class pick-up. If cleared, students will be allowed to proceed with training and instructed on the proper safety procedures. If not cleared, the following two courses of action will be adhered to...

(a) Local Students: Students reporting from the Camp Lejeune, North Carolina (CLNC) Area. If unable to start training, AITB's XO or MCIS OIC will notify the student's command before they are sent home. Furthermore, SOI-East medical personnel will also inform the student's command medical staff. The student will then be sent back to their parent unit, and the parent unit will be responsible for the appropriate actions.

(b) Non-local students: Any student coming from outside the CLNC area. If unable to start training, AITB's XO or MCIS OIC will notify the student's command. Furthermore, SOI-East medical personnel will also inform the student's command medical staff. The student will then be placed into SOI-East ROM billeting until the appropriate action can be taken with the student once cleared by medical personnel.

(2) Daily screenings. Occur at 0800 and 1500 at the locations where Marines are being billeted in a ROM status. A Marine's temperature and general disposition are taken and annotated within a logbook maintained at the SOI-East Medical Section. Marines who have cleared the required time within a ROM status are evaluated to be released during this time; should the Marine not receive medical clearance, it will be annotated in their medical logbook. Permanent personnel will be required to electronically muster daily with their command. Furthermore, they will contact the SOI-East Medical Section twice daily to report their symptoms and follow the medical staff's advice.

(3) Exit from ROM screening. Screening of a large cohort or series of cohorts to be released due to either fulfilling their required time or having met criteria for release deemed by the medical providers. Exit from ROM screening will occur at 1500 the day prior and at 0800 the day of. Permanent personnel will not return to duty until cleared by medical personnel.

(4) Arrival / Departure screening. Occurs as needed for the Minimal Exposure Movement plan (MEM) from Training Command. At the prescribed time, Marines from the departing or arriving company will be screened and evaluated for possible signs and symptoms of COVID-19.

(5) Potential positive case during non-ELT training. If a potential infectious case is suspected during training, the following actions will serve as a guideline.

(a) SOI-East Medical staff determines the student needs to be tested for COVID-19. If there is a high likelihood of getting the test results within 48-hours, the student and their cohort will be sent to SOI-E ROM billeting regardless if the student or cohort members are local or not.

(b) If test results are expected to be 48-hours or more, local students may be sent back to their local commands if the situation doesn't support housing them in the SOI-East ROM billeting.

(c) Students' parent commands will be notified along with medical personnel so appropriate action can be taken with potential roommates.

(d) If the test comes back negative, the student and cohort members will be allowed to return to training if approved by medical personnel.

(e) If the test is positive,

(1) Non-local students will be required to remain in SOI-East ROM billeting until approved for release by medical personnel.

(2) Local students will be returned to their parent command, and their medical staff will be responsible for the students' care.

(6) Sick Call. Marines awaiting sick call while in a ROM status are required to wear a mask and remain outside of Ivy Hall until a provider is able to see the individual.

(7) Off Camp Geiger ROM facilities. Camp Johnson and Hadnot Point possess the ability to provide medical support for daily checks and sick call. Daily checks and sick call at Stone Bay will have to be supported by SOI-East. All testing will occur at the Naval Hospital. SOI-East is responsible for transporting individuals to the Naval Medical Center Camp Lejeune for testing.

5. Billeting.

a. General. ROM billeting spaces were identified based on the need to provide billeting that would facilitate the greatest separation at the buddy pair level in order to reduce the spread of COVID-19 within a cohort placed in a ROM status. It is imperative to reduce the opportunity of the spread of COVID-19 within a ROM cohort so that the "14-day ROM status clock" timeline will only be interrupted for a small population. This prevents a large group from continuously "re-starting the clock" if an individual within a cohort becomes symptomatic and tests positive for COVID-19 while in a ROM status. Utilizing barracks spaces that only house two to four individuals will ultimately lead to a greater turnover of students back into the entry-level training pipeline. ROM spaces off Camp Geiger were requested with the above requirements through MCI-East due to the lack of two to four person billeting spaces aboard Camp Geiger. All permanent personnel living in the barracks will move into the approved SOI-East ROM billeting. All permanent personnel living in on-base or off base housing will conduct ROM in their residence.

b. Camp Geiger

(1) Building G-526. This is the primary location for Marines and sailors

assigned to a ROM or isolation status and have no other means to isolate themselves. G-526 is leveraged to obtain the greatest separation between individuals. Since G-526 is broken down into (4) person suites, under no circumstances will cohorts of different origins be assigned to the same suite.

(2) G-520 Series. The G-521,G-522,G-523 barracks serve as the primary billeting for the cohorts of the Marines assigned to the G-526 barracks. The decks can support up to 36 Marines. The preferred amount of Marines is 15.

(3) Camp Geiger Fitness Center. The Camp Geiger Fitness Center serves as the secondary billeting location for the cohorts who are assigned to G-526. This space is broken down by two wings that can house 35 Marines per wing.

(4) TC-804. This building serves as the primary isolation space for positive COVID-19 cases. This space can house up to 70 Marines and is maintained by the SOI-East Medical Section.

c. Camp Johnson

(1) Provides overflow billeting for up to 150 ROM Marines into (3) man cohorts over a +/- 14-day period IOT facilitate the re-integration of Marines back into the training pipeline.

d. Hadnot Point

(1) Provides additional overflow billeting for up to 150 ROM Marines into (2) man cohorts over a +/- 14-day period IOT facilitate the re-integration of Marines back into the training pipeline.

e. Stone Bay

(1) Provides additional overflow billeting for up to 400 ROM Marines into 12 squad bay designed rooms over a +/- 14-day period IOT facilitate the re-integration of Marines back into the training pipeline.

6. Chow.

a. General. COVID-19 has brought about unique challenges with the acquisition and distribution of meals. Every location has a different qualifying factor for the type of meal to be provided. Prior to moving Marines into these locations, their respective training battalion will issue (9) MREs to allow the gaining unit time coordinate them into their meal plan. All coordination is conducted through the SOI-East S4 to MCI-East G-4.

b. Camp Geiger. Upon assignment to ROM status, a personnel roster will be submitted to SOI-East S-4 IOT order box chow for the Marines. This process can take up to 72 hours for the Marines to be able to receive a box chow. The training company will provide (9) MREs for each individual Marine placed into a ROM status. Morning chow will consist of an MRE, afternoon will consist of box chow, and evening will consist of box chow.

c. Camp Johnson. Upon assignment to ROM status, a personnel roster will be submitted to the Camp Johnson S-4 for SOI-East ROM population to be integrated into Camp Johnson feed plan. This process can take up to 48 hours for the Marines to be able to receive vat chow. The training company will provide (9) MREs for each individual Marine placed into a ROM status. Morning and evening chow will consist of vat chow. Afternoon chow will consist of a MRE. SOI-East is required to provide augments to support the feed plan.

d. Hadnot Point. Upon assignment to ROM status, a roster will be submitted

to the 2D MarDiv G-4 for SOI-East ROM population to be integrated into Hadnot Point feed plan. This process can take up to 48 hours for the Marines to be able to receive vat chow. Training company will provide (9) MREs for each individual Marine placed into a ROM status. Morning and evening chow will consist of vat chow. Afternoon chow will consist of a MRE. SOI-East is required to provide augments to support the feed plan.

e. Stone Bay. Upon assignment to ROM status, a roster will be submitted to WTBN S-4 for SOI-East ROM population to be integrated into the Stone Bay chow hall. This process can take up to 48 hours for the Marines to be able to receive vat chow. The training company will provide (9) MREs for each individual Marine placed into a ROM status. Morning and evening chow consist of vat chow. Afternoon chow will consist of an MRE. SOI-East will be required to provide augments to support the feed plan.

7. Duty Procedures.

a. General. Duty requirements vary by location. A separate reporting procedure will be added upon checking into those locations. The procedure common to all are listed below, with the main POC being the Camp Commandant Team located on Camp Geiger.

b. Affected Barracks Duty NCO- Camp Geiger

(1) G-526. This barracks is an internally manned, 24 hours post consisting of (1) Duty NCO and (1) A-duty/driver (1)12 PAX Van, (1) Pick-Up Truck, (1) Duty Cell Phone. Changeover will be conducted at 0730 every morning with the oncoming Duty NCO and A-duty as well as the off going Duty NCO and A-Duty. The Duty NCO will ensure:

- (a) Cleanliness of living spaces and heads.
- (b) Update door placards with OOD POC.
- (c) Conduct accountability and wellness checks per basic daily routine.
- (d) Conduct tours routinely throughout the 24-hr period.
- (e) Ensure students have adequate chow, water, and cleaning supplies.

(f) Conduct hourly radio checks with the fire watches located in G521, G522, G523, and the Camp Geiger Fitness Center.

(2) Duty NCO or A-Duty will visually gain accountability of every ROM Marine, in all occupied ROM barracks, during duty change over, afternoon chow, evening chow, and at 2100 every day, at the minimum.

(3) G-520 Series. These barracks duty personnel are externally manned by the training company with the majority of Marines in ROM from 1600-0800 weekdays and 0800-0800 on the weekend. This duty is only occupied when there are cohorts of personnel living there. Duties and responsibilities remain the same as the ones listed above.

(4) Camp Geiger Fitness Center. This space is an internally manned 24 hour post, only when occupied by ROM Marines. Duties and responsibilities remain the same as the ones listed above. The Duty NCO will contact G-526 duty perstats and logstats.

(5) TC-804. This space is externally manned by medical personnel 24 hours. Duties and responsibilities remain the same as the ones listed above (except task (f)). The Duty NCO will contact G-526 duty with perstats and logstats.

c. Camp Johnson. This barracks is an internally and externally manned, 24-hour post consisting of (1) Duty NCO and (1) A-duty/driver (1)12 PAX Van, (1) Pick-Up Truck. SOI-East duty standers will be integrated into Camp Johnson's ROM duty procedures. The Duty NCO will contact G-526 duty with perstats and logstats.

d. Hadnot Point. This barracks is an internally manned, 24-hour post consisting of (1) duty and (1) A-duty/driver (1)12 PAX Van, (1) Pick-Up Truck. Changeover will be conducted at 0730 every morning with the oncoming duty and a-duty. The duty will ensure:

- (a) Cleanliness of living spaces and heads.
- (b) Update door placards with OOD POC.
- (c) Conduct accountability and wellness checks per BDR.
- (d) Conduct tours routinely throughout the night.
- (e) Ensure students have adequate chow, water, and cleaning supplies.

The Duty NCO or A-Duty will visually verify accounting for every ROM Marine, in all occupied ROM barracks, during duty change over, afternoon chow, evening chow, and at 2100 every day, at the minimum. The Duty NCO will contact G-526 duty with perstats and logstats.

e. Stone Bay. This barracks is an internally manned, 24-hour post consisting of (1) Duty NCO and (1) A-duty/driver (1)12 PAX Van, (1) Pick-Up Truck. Changeover will be conducted at 0730 every morning with the oncoming duty and a-duty. The Duty NCO will ensure:

- (a) Cleanliness of living spaces and heads.
- (b) Update door placards with OOD POC.
- (c) Conduct accountability and wellness checks per BDR.
- (d) Conduct tours routinely throughout the night.
- (e) Ensure students have adequate chow, water, and cleaning supplies.

The Duty NCO or A-Duty will visually verify accounting for every ROM Marine, in all occupied ROM barracks, during duty change over, afternoon chow, evening chow, and at 2100 every day, at the minimum. The Duty NCO will contact G-526 duty with personnel, chow, and water daily.

8. Hygiene.

a. General. Maintaining good hygiene is the only way a unit has the ability to control the spread of disease. Hygiene is the responsibility of the individual Marine. However, compliance with the following is the responsibility of the Duty NCO:

b. Heads

(1) All heads shall be cleaned daily. This will be completed more often if visibly soiled.

(2) All heads shall have adequate toilet paper, hand soap or hand sanitizer, and, if washing with soap and water, paper towels.

c. Hand Washing

(1) Washing hands with soap and water for 20 seconds is the preferred method of maintaining hand cleanliness.

(2) Commercially available hand sanitizer is an alternative but only works if hands are not visibly soiled.

(3) Students shall be given adequate time following head calls, before eating, and while executing daily hygiene to ensure that hand washing is accomplished (this includes during urinalysis).

(4) Students who do not wash their hands after using the head shall be instructed to do so.

d. Shower

(1) Students are required to shower daily.

(2) There will be no eating and/or drinking in the head or showers.

(3) Extra care will be taken to ensure the above tenants are followed during seasons where communicable illnesses are most common (e.g. the winter, flu season). During these times, health and safety examinations may be employed to identify Marines requiring care.

9. Illness.

a. Students and permanent personnel are required to report the following symptoms. Combat Instructors are required to send students demonstrating these symptoms to Camp Devil Dog Aid Station or Camp Geiger Branch Medical Clinic for evaluation:

(1) Fever (defined as temperature greater than 100.4)

(a) >1 Day of Diarrhea

(b) >4 hours of Vomiting

(c) Coughing with chest pain

(d) Coughing with shortness of breath

€ Painful, red skin larger than blouse button

10. Transfer of Custody.

a. It is the training battalion's responsibility to coordinate with the SOI-East Camp Commandant for the movement of Marines being moved into a ROM barracks. Close-Contact Cohorts and Marines identified from a contact trace will be transported to a ROM facility only in the case of a positive test result. Close contact cohorts and contact trace cohorts are to remain with the training battalion while results are pending.

b. No Marines shall be accepted in to a ROM barracks without notification from the SOI-East Medical Section or the Camp Devil Dog Independent Duty Corpsman. Units must submit within the hour of the Marine being accepted in to ROM barracks.

c. The Company transferring Marines will ensure that their Marine has all non-serialized gear (personal and IIF). Marines must have hygiene gear on hand. The unit is responsible for the transportation of all students' gear from the field to the ROM barracks.

APPENDIX A

DEADLY FORCE BRIEF

Name (Last, First, MI)	Rank	Full EDIPI	Date

1. Inherent Right of Self Defense. Unit commanders always retain the inherent right and obligation to exercise unit self-defense in response to a hostile intent. Unless otherwise directed by a unit commander as detailed below, I may

a._____ Exercise individual self-defense in response to a hostile act or demonstrated hostile intent.

b._____ However, I understand that when I am assigned and acting as part of a unit, my individual self-defense should be considered a subset of unit self-defense. As such, my unit commander may limit my individual inherent right of self-defense.

2. De-escalation and the Use of Non-Deadly Force. I understand that:

a._____ When time and circumstances permit, the threatening force should be given the opportunity to withdraw or cease threatening actions.

b._____ Normally, force is to be used only as a last resort, and the force used should be the minimum necessary. The use of force must be reasonable to counter the threat. If force is required, non-deadly force is authorized and may be used to control a situation and accomplish the mission, or to provide self-defense of DoD forces, defense of non-DOD persons in the vicinity if directly related to the assigned mission, or in defense of the protected property, when doing so is reasonable under the circumstances.

3. The Use of Deadly Force. Deadly force is to be used only when all lesser means have failed or cannot reasonably be employed. Deadly force is authorized under the following circumstances:

a._____ When DOD unit commanders reasonably believe that a person poses an imminent threat of death or serious bodily harm to DoD forces. Unit self-defense includes the defense of other DoD forces in the vicinity.

b._____ In defense of non-DoD persons in the vicinity, when directly related to the assigned mission.

c._____ When deadly force reasonably appears to be necessary to prevent the actual theft or sabotage of properly designated assets vital to national security.

d._____ When deadly force reasonably appears to be necessary to prevent the actual theft or sabotage of inherently dangerous property (i.e., explosives, weapons with ammunition, ammunition, etc.).

e._____ When deadly force reasonably appears to be necessary to prevent the sabotage of national critical infrastructure. For the

purposes of DOD operations, "national critical infrastructure" is defined as President-designated public utilities, or similar critical infrastructure, vital to public health or safety, the damage to which the President determines would create an imminent threat of death or serious bodily harm.

4. Additionally, when directly related to the assigned mission, deadly force is authorized under the following circumstances:

a._____ When deadly force reasonably appears to be necessary to prevent the commission of a serious offense that involves imminent threat of death or serious bodily harm (for example, setting fire to an inhabited dwelling or sniping), including the defense of other persons, where deadly force is directed against the person threatening to commit the offense. Examples include murder, armed robbery, and aggravated assault.

b._____ When deadly force reasonably appears necessary to arrest or apprehend a person who, there is probable cause to believe, has committed a serious offense (as indicated in paragraph 3, above).

5. Additional Specific Instructions:

a._____ I am prohibited from firing warning shots.

b._____ I will remove my pistol from my holster only when:

(1) The use of deadly force is imminent, or the affect the apprehension of a suspect I believe to be armed or dangerous, or to gain control of a dangerous situation.

(2) Ordered to do so by competent authority.

(3) Returning it to storage.

(4) Cleaning it in an authorized area.

c._____ I will show due regard for the safety of innocent bystanders when using force.

6. I will not point any firearm at any person, except:

a._____ To gain control of a situation.

b._____ When I intend to use deadly force.

c._____ During on-duty reaction drill, only after I have checked the firearm and it has also been checked by my supervisor to ensure no rounds are in the weapon.

7._____ If I chamber a round in a rifle or shotgun, or remove my pistol from its holster, proper notifications will be made and a statement of force form completed.

8._____ When clearing a firearm, I will follow current policies and procedures pertaining to firearms handling, clearing, and safety.

a._____ When drawing a weapon from the armory/arms room, rounds will be drawn after ensuring the weapon is clear.

b._____ When returning a weapon to the armory/arms room, rounds will always be properly accounted for and turned in prior to clearing the weapon, unless a round has been chambered.

c._____ I will report any violation of these policies or procedures immediately to proper authority.

9._____ I am prohibited from using a privately owned firearm or ammunition on duty.

10._____ During training exercises and testing, I will check my firearm and have it double checked by another person, to ensure that no live rounds are in the weapon and that there is no magazine inserted in the weapon.

11._____ I will comply with these principles when using non-lethal weapons or techniques in such a manner that could cause death or serious bodily harm.

12. Acknowledgement. I have been instructed on the use of deadly force and acknowledge that I understand and will comply with the basic rules for the use of deadly force and weapons safety. I acknowledge that failure to comply with the basic rules for the use of force and weapons safety may result in administrative, disciplinary, and/or criminal penalties.

Date

Rank/Printed Name

Signature



UNITED STATES MARINE CORPS

SCHOOL OF INFANTRY-EAST
TRAINING COMMAND
PSC BOX 20161
CAMP LEJEUNE, NORTH CAROLINA 28542-0161

1500
30PS

From: _____
(PRINT: Last Name, Initials, Full DOD ID)
To: Commanding Officer
Subj: SOI-E TRAINING SOP STATEMENT OF UNDERSTANDING
Ref: (a) ScolO 1500.3S

1. I hereby acknowledge that I have read and fully understand the contents of School Order 1500.3S (SOI-E Training SOP).

2. I was administered and passed / failed the SOP test on _____ with a score of _____%, and understand that this certification is valid for one year only and that I am required to recertify prior to one year from this date.

3. As a member of this command, I understand my responsibilities to follow and enforce the contents of this Order as well as to report violations I observe to competent authority. My responsibilities also include the notification of my chain of command regarding any areas of this SOP that are unclear or confusing/contradictory. I acknowledge that any breach or violation of this order by any member of this command is considered a violation of a lawful order and, as such, is punishable under the Uniform Code of Military Justice.

4. In the event of failure of the SOP test, I understand that I have no earlier than 24 hours and no later than 48 hours to return with this endorsed letter in order to retake the SOP test. I understand that if I fail my second attempt of the SOP test that I will be temporarily relieved of duties until I pass the SOP Test. I understand that if I fail the SOP test 3 consecutive times I will be subject to administrative action including but not limited to adverse fitness report, loss of SDA, relief for cause, etc.

5. I understand that any failure to enforce the SOP, or any breach of SOP, may result in my requirement to pass the SOP test again, in order to demonstrate full and proper knowledge of its contents. I also understand that I will be removed from interaction with students until I pass the SOP test again.

(Signature)

(Unit and Billet assigned)

(Official Witness Signature)

Official Stamp:

First Endorsement

1. I have been advised that _____ has failed his or her first attempt at the SOP test and must retake the test within the time frame defined by paragraph 4.

(Print Name and Billet assigned)

(Signature and Date)

Second Endorsement

1. I have been advised that _____ has failed his or her second attempt of the SOP test and must retake the test within the time frame defined by paragraph 4.

2. SNM has been removed from contact with students until the third test attempt.

(Print Name and Billet assigned)

(Signature and Date)

Third Endorsement

1. I have been advised that _____ has failed his or her third attempt at the SOP test and the following administrative action is recommended in accordance with paragraph 4 of this letter:

(Print Name and Billet assigned)

(Signature and Date)

APPENDIX C

SOI-E RECRUITER/TRAINER PROHIBITED ACTIVITES ACKNOWLEDGEMENT

RECRUITER/TRAINER PROHIBITED ACTIVITES ACKNOWLEDGMENT		
PRIVACY ACT STATEMENT		
<p>AUTHORITY: 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; DoD Instruction 1304.33, Standardized Protection Policies Prohibiting Inappropriate Relations Between Recruiters and Recruits, and Trainers and Trainees.</p> <p>PRINCIPAL PURPOSE(S): To document your understanding of the prohibitions identified in section 7 of this form.</p> <p>ROUTINE USE(S): The DoD Blanket Routine Uses found at http://dpclo.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx apply to this collection.</p> <p>DISCLOSURE: Voluntary. However, if you fail to provide the requested information or complete this form, you may not be assigned to recruiter or trainer positions.</p>		
INSTRUCTIONS		
<p>In accordance with DoDI 1304.33, this form will be read and signed prior to performing recruiting duties or upon assignment to a training command where the individual will be providing an entry-level training. As a minimum, the signed original will be retained in the service member's recruiting/training record while assigned to recruiting or training duty. This form will be certified annually. Please initial beside each entry acknowledging that you have read and understand the statement.</p>		
1. RECRUITER/TRAINER NAME (Last, First, Middle)	2. PAY GRADE	3. UNIT/COMMAND
4. UNIT/COMMAND ADDRESS (City, State, ZIP Code)	5. DATE SIGNED (YYYYMMDD)	6. SIGNATURE
7. I ACKNOWLEDGE AND UNDERSTAND THAT AS A RECRUITER OR TRAINER, I WILL NOT:		
(Initial)	a. Develop, attempt to develop, or conduct a personal, intimate, or sexual relationship with a recruit/trainee. This includes, but is not limited to, dating, handholding, kissing, embracing, caressing, and engaging in sexual activities. Prohibited personal, intimate, or sexual relationships include those relationships conducted in person or via cards, letters, e-mails, telephone calls, instant messaging, video, photographs, social networking, or any other means of communication.	
	b. Use grade or position, threats, pressure, or promise of return of favors or favorable treatment in an attempt to gain sexual favors from a recruit/trainee.	
	c. Make sexual advances toward, or seek or accept sexual advances or favors, from a recruit/trainee.	
	d. Allow entry of any recruit/trainee into my dwelling.	
	e. Establish a common household with a recruit/trainee, that is, share the same living area in an apartment (does not include facilities open to all members of a homeowners association or all tenants in an apartment complex), house, or other dwelling.	
	f. Allow entry of any recruits/trainees into my privately-owned vehicle. Exceptions are permitted for official business when the safety or welfare of a recruit/trainee is at risk.	
	g. Provide alcohol to, or consume alcohol with a recruit/trainee on a personal social basis.	
	h. Attend social gatherings, clubs, bars, theaters or similar establishments on a personal social basis with a recruit/trainee.	
	i. Gamble with a recruit/trainee.	
	j. Lend money to, borrow money from, or otherwise become indebted to a recruit/trainee.	
	k. Solicit donations from a recruit/trainee.	
	l. Hire or otherwise employ recruits/trainees (e.g., baby-sitting, maintenance).	
	m. Accept personal goods, in an unofficial or personal capacity, from a recruit/trainee for storage or any other reason.	

(Initial)

n. Participate in closed-door discussions with recruits/trainees. Recruiters will keep doors open when meeting recruits/trainees except when:

- (1) there is another person at least 18 years or older present; or
- (2) based on the proximity of others, there is a need to protect Personal Identifiable Information, sensitive information, or confidential information. These "closed-door" sessions shall be short in duration; or
- (3) the design of the office is such that the door opens to a public area where the office is left unprotected from the elements or allows unwanted public interaction. In these cases, the door shall be left unlocked and clearly marked that it is open for business and that visitors are welcome.

8. EXCEPTIONS. Exceptions may be granted to accommodate relationships that existed prior to the Recruiter or Trainer performing recruiting or training duties. The exception also applies to the recruit/trainee prior to the start of the recruiting process or the trainee starting the formal training process. These relationships include, but are not limited to, family members. Only the Recruiter's or Trainer's Commander, O-4 or higher, or higher level authority, has the authority to approve these exceptions. Approved exceptions will be documented below and signed by the Recruiter's or Trainer's Commander, O-4 or higher, or higher level authority.

DESCRIPTION OF EXCEPTION(S):

(Initial)

9. VIOLATIONS. Violations of any part of paragraph 7.a. through 7.n., not granted an exception in paragraph 8, may result in disciplinary action.

10. APPROVED BY

a. NAME (Last, First, Middle Initial)	b. TITLE	c. DATE SIGNED (YYYYMMDD)	d. SIGNATURE/RANK
<input style="width: 100%; height: 30px;" type="text"/>			

11. ANNUAL RECERTIFICATION.
By signing below, I certify I have reviewed this form and acknowledge that I have read and understand this policy.

NAME (Last, First, Middle Initial)	SIGNATURE	DATE SIGNED (YYYYMMDD)
<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>
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APPENDIX D

SOI-E RECRUIT/TRAINEE PROHIBITED ACTIVITIES ACKNOWLEDGEMENT

RECRUIT/TRAINEE PROHIBITED ACTIVITIES ACKNOWLEDGMENT			
PRIVACY ACT STATEMENT			
<p>AUTHORITY: 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; DoD Instruction 1304.33, Standardized Protection Policies Prohibiting Inappropriate Relations Between Recruiters and Recruits, and Trainers and Trainees.</p> <p>PRINCIPAL PURPOSE(S): To document your understanding of the prohibitions identified in section 7 of this form.</p> <p>ROUTINE USE(S): The DoD Blanket Routine Uses found at http://dpclo.defense.gov/Privacy/SORNs/Index/BlanketRoutineUses.aspx apply to this collection.</p> <p>DISCLOSURE: Voluntary. However, if you fail to provide the requested information or complete this form, you might not be able to complete your enlistment or receive training.</p>			
INSTRUCTIONS			
<p>In accordance with DoDI 1304.33, this form will be read and signed no later than the first visit with a recruiter following a recruit's entry into the Delayed Entry Program or read and signed no later than the first day of entry-level training for a trainee. As a minimum, the signed original will be retained in the recruit's file until they enter active duty or in the trainee's file until they detach from the training command or school they are attending. Please initial beside each entry acknowledging that you have read and understand the statement.</p>			
1. RECRUIT/TRAINEE NAME <i>(Last, First, Middle)</i>	2. PAY GRADE	3. RECRUITING OFFICE/TRAINING COMMAND	
4. RECRUITING OFFICE/TRAINING COMMAND ADDRESS <i>(City, State, ZIP Code)</i>	5. DATE SIGNED <i>(YYYYMMDD)</i>	6. SIGNATURE	
7. I ACKNOWLEDGE AND UNDERSTAND THAT AS A RECRUIT OR TRAINEE, I WILL NOT:			
<i>(Initial)</i> _____	a. Develop, attempt to develop, or conduct a personal, intimate, or sexual relationship with a recruiter or trainer. This includes, but is not limited to, dating, handholding, kissing, embracing, caressing, and engaging in sexual activities. Prohibited personal, intimate, or sexual relationships include those relationships conducted in person or via cards, letters, e-mails, telephone calls, instant messaging, video, photographs, social networking, or any other means of communication.		
_____	b. Establish a common household with a recruiter/trainer, that is, share the same living area in an apartment, house, or other dwelling.		
_____	c. Consume alcohol with a recruiter/trainer on a personal social basis.		
_____	d. Attend social gatherings, clubs, bars, theaters or similar establishments on a personal social basis with a recruiter/trainer.		
_____	e. Allow entry of any recruiter/trainer in my dwelling or privately-owned vehicle except to conduct official business. Exceptions are permitted for official business when the safety or welfare of the recruiter/trainer is at risk.		
_____	f. Gamble with a recruiter/trainer.		
_____	g. Make sexual advances toward, or seek or accept sexual advances or favors from, a recruiter/trainer.		
_____	h. Lend money to, borrow money from, or otherwise become indebted to a recruiter/trainer.		
<p>8. EXCEPTIONS. Exceptions may be granted to accommodate relationships that existed prior to the start of the recruiting process or prior to the trainee starting the formal training process. These relationships include, but are not limited to, family members. Only the Recruit's or Trainee's Commander, O-4 or higher, or higher level authority, has the authority to approve these exceptions. Approved exceptions will be documented below and signed by the Recruit's or Trainee's Commander, O-4 or higher, or a higher-level authority.</p> <p>DESCRIPTION OF EXCEPTION(S):</p> <div style="background-color: #e0e0ff; height: 60px; width: 100%;"></div>			
<i>(Initial)</i> _____	9. VIOLATIONS. Violations of any part of paragraph 7.a. through 7.h., not granted an exception in paragraph 8, may result in disciplinary action.		
10. APPROVED BY			
a. NAME <i>(Last, First, Middle Initial)</i>	b. TITLE	c. DATE SIGNED <i>(YYYYMMDD)</i>	d. SIGNATURE/RANK

APPENDIX E

COMMUNICATIONS-ELECTRONICS OPERATING INSTRUCTIONS (CEOI)

CEOI BILLET	COLLECTIVE RESPONSE SEQUENCE	CALL SIGN	XTS 2500I CHANNELS	FREQS
CO, SOI		SCHOOL 6	CH 3 & 4	
XO, SOI		SCHOOL 5	CH 3 & 4	
SOI OOD		SCHOOL OOD	CH 3 & 4	
SOI S-3		SCHOOL 3	CH 3 & 4	M46.700
SOI S-4		SCHOOL 4	CH 13	
CO, ITB		ITB	CH 7 & 8	
ITB S-3	3	ITB 3	CH 7 & 8	M30.1
CO, CO A	4	ALPHA 6	CH 7 & 8	CO Discretion
CO, CO B	5	BRAVO 6	CH 7 & 8	M34.075
CO, CO C	6	CHARLIE 6	CH 7 & 8	M36.1
CO, CO D	7	DELTA 6	CH 7 & 8	M40.8
CO, MCT	9	MCT 6	CH 5& 6	
MCT S-3	10	MCT 3	CH 5& 6	M36.9
CO, CO F	12	FOX 6	CH 5& 6	CO Discretion
CO, CO G	13	GOLF 6	CH 5& 6	CO Discretion
CO, CO H	14	HOTEL 6	CH 5& 6	M34.6
CO, CO I	15	INDIA 6	CH 5& 6	M32.1
CO, CO K	16	KILO 6	CH 5& 6	CO Discretion
CO, AITB	17	AITB 6	CH 10-12	M49.7
AITB S-3	18	AITB 3	CH 10-12	M150.6
ISULC	19	SMALL UNIT LEADERS	CH 10-12	M149.2375
AMGC	20	MACHINE GUNNERS	CH 10-12	M141.8
AMC	21	MORTARMAN	CH 10-12	M149.0125
AAMC	22	ASSAULT MARINE	CH 10-12	M149.15
SSC	23	SCOUT SNIPERS	CH 9	M148.0125
ICHC	24	COMBAT HUNTERS	CH 10-12	M139.65
MCIC	25	MCIC	CH 10 & 11	
CIS	26	CIS	CH 10 & 11	
RANGE CONTROL	(GRND)	BLACKBURN	CH 2	M34.7
RANGE CONTROL	(AIR)	BLACKBURN		M233.8
EMERGENCY (911)		CLRADIO911	CH 1	

CO Discretion - Company on deck is authorized to utilize companies off deck frequencies within the same battalion only.

APPENDIX G

SOI-E EXTERNAL DROP SHEET



**SOI-E
EXTERNAL DROP SHEET**

Rank: _____ LName: _____ FName: _____ MI: _____
 EDIPI: _____ PEBD: _____ Sex: Male / Female Active / Reserve
 MOS: _____ GT: _____ PFT: _____ CFT: _____ HT: _____ WT: _____

Actions and Attachments

Statement of Immediate Supervisor Attached: Yes ___ No ___ N/A ___
 Company MCTIMS Entry Attached: Yes ___ No ___ N/A ___
 IIF Receipt Attached: Yes ___ No ___ N/A ___
 Medical Documents Attached: Yes ___ No ___ N/A ___
 0212 Rights Complete (if required) : Yes ___ No ___ N/A ___
 Personal Effects Complete (if required) : Yes ___ No ___ N/A ___

Performance

<u>Medical History</u>	<u>Training/Disciplinary History</u>
Injury/Illness: _____	Training Company: _____
If Injury, How Did it Occur: _____	Last TD and Event: _____
_____	Recommended TD Return: _____
Hospital Admission: Surgery/Other/No	Offense (NJP, 6105, etc): _____
# of Days Light Duty: _____	_____
	Dates of Offense: _____

Signatures (Must be completed in order, By Dir Authorized)

Company Recommendation: H&SBn: L/M MCT: F/G/H/I/K ITB: A/B/C/D

Co Commander: Name: _____ Sign: _____ Date: _____
 SOI HPC (MSK only): Name: _____ Sign: _____ Date: _____

HPC Recommendation: H&SBn: L/M MCT: F/G/H/I/K ITB: A/B/C/D

SOI Medical: Name: _____ Sign: _____ Date: _____
 SOI Mailroom: Name: _____ Sign: _____ Date: _____
 Receiving CO: Name: _____ Sign: _____ Date: _____

Receiving Company: H&SBn: L/M MCT: F/G/H/I/K ITB: A/B/C/D

BN MCTIMS: Name: _____ Sign: _____ Date: _____
 BN XO/CO
 Ops O/Chief: Name: _____ Sign: _____ Date: _____
 SOI ASC: Name: _____ Sign: _____ Date: _____

APPENDIX H

RECEPTION STAGING ONWARD MOVEMENT AND INTEGRATION (RSO&I) PROCEDURES

Executive Summary: The purpose of this appendix is to confirm the RSO&I responsibilities and procedures for School of Infantry East. Procedures are derived from multiple iterations of the process and are aimed at increasing efficiency throughout each event. These procedures are continuously improved during weekly execution, and may be updated at a later date should the need arise.

1. Combat Instructor requirements, Company M (Co M): 11 Total
 - a. (1) Instructor assigned to airport.
 - b. (2) Instructors standing duty at Co M barracks.
 - c. (2) Instructors assigned to Ivy Hall.
 - d. (4) Instructors assigned to RSO&I reception area (G552/G553).
 - e. (2) Instructors assigned to escort Marines missing items to Co M.
2. Training Company Combat Instructor requirements (per company): 6 Total
 - a. (2) Instructors assigned to RSO&I reception area (G552/G553).
 - b. (3) Combat Instructors assigned to Ivy Hall RM 114 (ITB) in support of urinalysis and final processing.
 - c. (1) Instructor assigned to Ivy Hall for positive transfer in RM134.
3. Medical Support from CGBMC/H&SBn: 8 Corpsmen
 - a. (5) Corpsmen in Ivy Hall Room 124 screening records
 - b. (2) Corpsmen in Ivy Hall Auditorium to conduct initial brief
 - c. (1) Corpsmen to communicate with Camp Geiger BAS to retrieve records and establish appointments as required.
4. Human Performance Center Requirements: 4 Athletic Trainers to RM 122, Ivy Hall from 0800-1600 during each pick up; and provide 1 trainer the following day of pick up for late drops.
5. Camp Guard support: 14 (Recommended)
 - a. (6) Students (2 female) at TC-829 to organize and carry luggage.
 - b. (4) Students at TC-829 screening table.
 - c. (4) Students in Ivy Hall to direct students to next step.
6. Logistics
 - a. H&S Bn is responsible for all logistical support for student movement to company barracks. The gaining company assumes responsibility for all subsequent movements.
 - b. H&S Bn submits all LSRs for chow for students based on the Master Production Plan. 75% of the chow is retained by Co M and 25% of the chow is retained by the gaining company to distribute to students.
7. The Co M Combat Instructor assigned to liaise with students arriving to Albert J. Ellis Airpot will ensure that they have all luggage. If not, the Combat Instructor will ensure that the students missing luggage have corresponded with the appropriate baggage claim representative. The students who have all of their luggage will be placed on a bus and sent to Camp Geiger for check-in at G552 and G553. The students missing luggage will be handled

on a case by case basis by the Co M Combat Instructor at the airport. The Combat Instructor will determine which students in this case will get on the bus to proceed to check-in and which students will remain at OAJ to wait for luggage. The determination will be based on which luggage is missing and the information provided by the baggage claim representative.

8. Marines checking into SOI-E for MCT/ITB are instructed to check in at G552/G553. Students will be greeted by the (4) Co M Combat Instructors and (2) Combat Instructors from each receiving company. The receiving company will be in support of Co M. The students will be screened by the Combat Instructors for the following items:

- a. SRB, Medical/Dental Records and ID card
- b. 2 Sets of Woodland Camouflage Utilities
- c. 2 Sets of Desert Camouflage Utilities
- d. 2 Sets of boots
- e. \$200 Dollars accessible
- f. Glasses if applicable and/or ballistic inserts
- g. Any issues over boot leave involving hospitalization, medical problems, legal involvement, or any other personal matters that may hinder the student from picking up.

9. After the students have been screened by the Co M Combat Instructor, they will change into the appropriate seasonal utility uniform in their designated building and stage their gear. The Marines will be organized into sticks of 25 and wait for the receiving company's Combat Instructor to march them to Ivy Hall. If a Marine is missing essential items for training, he or she will be taken to G-702 by a Co M Combat Instructor and the SDO will be notified. The Co M SDO will attempt to resolve the Marines' issue in order to drop them to training. Co M Staff and Co M Combat Instructors are responsible for all students at this stage.

10. When the Marines arrive at the Ivy Hall Auditorium, a Co M Combat Instructor will receive the Marines and organize them into groups in order to receive their Medical brief. After receiving the brief, a Co M instructor will organize them into sticks of 25. The students will remove their blouses and boots in order to complete the Human Performance Center (HPC) screening and Medical screening in Room 134. Once the Medical screening is complete, the Marines deemed fit to train will stage on the south wall of Room 134 to be moved to the Auditorium. In the Auditorium, Administrative Support Center (ASC) staff will separate all students fit to train into groups by training Battalion. Marines not medically ready to train will be handed over to a Co M Instructor. Authority and responsibility for students will transfer to the gaining company once they are placed on a roster by ASC. Students are led out of the Auditorium by a gaining company Combat Instructor to urinalysis.

11. Urinalysis is conducted by the receiving company's Combat Instructors. A minimum of 3 is required, 1 coordinator and 2 observers, however, 2 coordinators and 5 observers is recommended to expedite the process. Female observers will be provided by the gaining company as required. Training company Combat Instructors will bus Marines to their respective holding area and conduct urinalysis. MCT companies conduct urinalysis at the gaining company's barracks space, and ITB companies conduct urinalysis in room 114. Upon completion, receiving company Combat Instructors will transport students directly back to the RSO&I reception area to claim their bags, utilizing Auditorium doors to exit Ivy Hall.

12. Students will be brought directly back to the drop off location and then proceed directly to the receiving company barracks without detours. After Medical completes processing for the day, a Co M Combat Instructor will

transport all remaining students (zero platoon) to retrieve their luggage to take back to G-702 for the evening. Zero platoon is defined as all students projected to resume pick up the following morning. After all Co M students have gathered luggage, training company Combat Instructors will remain in place at the drop off locations until all remaining student luggage is retrieved.

13. Any student who develops or raises an issue during the RSO&I process will fall under the company the student is assigned. Co M will retain control of all students until they are transferred to a training company by ASC in the Ivy Hall Auditorium. Upon the completion of administrative transfer, all Marines will be positively controlled by their newly assigned battalion. Students can be dropped to Co M after administrative transfer on a case by case basis, however a drop package must be properly completed and the student must be immediately delivered to the Co M Combat Instructors to ensure a positive handoff is executed.

APPENDIX I

MATERIAL POTENTIALLY PRESENTING AN EXPLOSIVE HAZARD POLICY AND PROCEDURES

1. Background. This establishes criteria for managing and processing Material Potentially Presenting an Explosives Hazard (MPPEH). These criteria are intended to protect personnel and property from unintentional exposure to potential explosive hazards associated with material being transferred within or released from Marine Corps control.

2. Scope. It is the Marine Corps policy to manage and process MPPEH in support of operational readiness and mission requirements in a way that complies with explosives safety standards and prevents unauthorized use, transfer, or release of MPPEH from DOD control.

3. MPPEH

a. Typical types of MPPEH include, but are not limited to:

(1) Used and unused munitions and munitions debris (i.e., brass, links, casings, tubes, pins, etc.)

(2) Used munitions containers and packaging material (i.e., cans, boxes, cardboard, fibers, etc.)

b. Non-MPPEH are items that never contained ammunition or explosives.

4. MPPEH Management

a. MPPEH shall not be transferred within or released from Marine Corps control unless its explosive safety status has been assessed and documented.

b. MPPEH must be assumed to present an explosive hazard and procedures covering proper MPPEH management must be developed and maintained.

c. MPPEH Processing

(1) Includes any action or operation involving MPPEH.

(2) Processing of unscreened MPPEH is considered an explosives operation, until the material is assessed as safe, and must comply with established criteria.

(3) MPPEH shall be covered or stored in closed containers to prevent exposure to or the collection of precipitation.

d. Small Arms

(1) Expended small arms ammunition cartridge cases may be processed as a non-explosive operation provided they are screened before processing. Screening is intended to ensure only .50-caliber and smaller expended cartridge cases are present, and to remove unused cartridges. It is assumed an occasional live small arms round may not be captured during the screening process.

e. MPPEH Certification Requirements

(1) Material Documented as Safe (MDAS). MDAS is MPPEH that has been assessed and documented as not presenting an explosive hazard and for which a

chain of custody has been established and maintained. This material is no longer considered to be MPPEH.

(a) MDAS assessment:

1. Visual inspection which requires a 100% inspection by one individual, followed by an independent 100% re-inspection by another.

2. MDAS may contain residual explosives; however, these residues shall not be in concentrations or configurations sufficient to pose an explosive hazard.

3. MDAS must be segregated in a location with secure controlled access.

4. Lids on empty ammo containers (cans/boxes) will be removed for inspection to prevent comingling of cans containing live munitions.

5. All cardboard and wooden boxes not being used for brass collection must be broken down flat.

f. Documentation of Explosive Safety Status

(1) MDAS Certification

(a) Certification documentation for MDAS will consist of an Issue/Release/Receipt Document DD Form 1348-1A, or a local form as authorized by the commanding officer.

(b) The MDAS certification documentation must identify the material type. For example, expended 9mm brass or expended 81mm mortar tubes.

(c) Documentation as MDAS requires dual signatures on the certification document by authorized individuals.

(d) Each of the two signatures must be directly above the typed or clearly stamped or legibly printed full name, rank/rate/grade, complete organization name and address, and phone numbers of the respective inspector.

1. For material being visually inspected, the first signatory (i.e., certifier) must have performed a 100% inspection and the second signatory (i.e., verifier) must have performed an independent 100% re-inspection.

g. Authorized Inspection Personnel

(1) Personnel, who are authorized to inspect MPPEH and document its explosives safety status as MDAS, will be designated in writing by the Commanding Officer, School of Infantry-East. The designation letter must list the personnel who are qualified and authorized to assess and document the explosives safety status of MPPEH, identify the type of MPPEH that they are authorized to inspect, and include sample signatures. A copy of this designation letter must be provided to any DLA Disposition Service or Qualified Recycling Program (QRP) receiving MDAS and be updated annually (based on the issue date).

(2) Personnel, who are authorized to inspect MPPEH and document its explosives safety status as MDAS, will conduct online training and receive their MPPEH training certificate via Navy eLearning (<https://learning.nel.navy.mil/ELIAASv2p/>). This certificate will only be valid for a period of one year of date of completion. A copy of this certificate must be provided to SOI-E S4 for completion and inspection purposes.

5. Special Considerations

a. Small arms lead projectiles that have been fired at ranges used solely for small arms ammunition are not considered MPPEH, and these projectiles will not be brought back with the other MPPEH.

b. Empty containers and packing material not being transferred from Marine Corps control may be managed as follows:

(1) All empty containers and packing material will be inspected at the point of origination to ensure no explosives hazards are present.

(2) Results of this inspection will be documented via DD Form 1348-1A or locally produced form. A copy of the DD Form 1348-1A must be maintained with the inspected material at all times.

(3) Inspected material will be managed so as not to comingle with uninspected material.

(4) All A&E material not inspected and documented at the point of origination will be considered MPPEH.

c. Empty containers and packaging material that are to be transferred from Marine Corps control and were previously used for ammunition and explosives are considered MPPEH until certified as MDAS and must be managed as such.

(1) All previous markings on empty containers to be released from Marine Corps control to DLA for disposition must be removed or obliterated.

(2) Empty containers that previously held ammunition and/or explosives may be repurposed to another use supporting operational needs if:

(a) The containers are 100% visually screened for the presence of munitions.

(b) All markings associated with the original contents are obliterated. If used as a future training aid containers must be obliterated utilizing paint color other than green or black.

(c) The containers are stenciled or labeled on two opposing sides reflecting their current use or repainted in a manner that clearly indicates that they have been repurposed and do not contain ammunition and/or explosives. If all of these conditions are met, documentation of the explosives safety status of the repurposed containers is not required.

(3) Approved cardboard, plastic, and plywood containers and packaging materials for small arms materials may be discarded as general trash provided that the following criteria are met:

(a) The items are 100% visually screened for the presence of munitions.

(b) All previous markings are removed or obliterated.

(c) The items are broken down or otherwise deformed so that they may not be used for their original purpose.

6. Movement and/or Transportation. Prior to on-site movement, MPPEH must be evaluated and determined to be safe to move as follows:

a. Transportation

(1) MDAS may be shipped over public traffic routes as inert material. Documentation of its explosives safety status must accompany the shipment. If the shipment contains hazardous materials other than explosives, appropriate hazard classification of the hazardous materials is required and the hazard classification assignments must accompany the shipment.

APPENDIX J

IMPORTANT PHONE NUMBERS

SOI-E	WORK PHONE
SOI OOD	449-0179
SOI OOD DUTY PHONE	910-376-5485
CHAPLAIN	449-2290
SOI-E CHAPLAIN	910-478-6030
AREA WIDE DUTY CHAPLAIN	910-376-5810
ADJUTANT	449-2072
CAREER PLANNER	449-0172
SACO	449-0694/2318
MAILROOM	449-0266/2191
DTS	449-0118
ASC	
CUST SERV	449-2030
OUTBOUND	449-2257
ITB/MCT STUDENT	449-2244
S-3	
TRAINING	449-2094
GUNNER	449-2090
RANGE CONTROL (Blackburn)	451-3064
S-4	
S-4	449-2088
MT	449-0318
ARMORY	449-0107
ARMORY DUTY	449-0167
CHOW HALL	449-0672
SUPPLY	449-2135
COMM	449-2212
LIMA CO	
SDO	449-0032/2151
SDO CELL	910-376-5479
MIKE CO	
SDO	449-0235
H&S BN	

OOD OFFICE	449-2004
OOD CELL	910-376-4624
MCT BN	WORK PHONE
S-3	449-0205
OOD	910-376-7555
ITBN	WORK PHONE
S-3	449-0384
OOD OFFICE	449-0240
OOD CELL	910-238-9833
AITBN	WORK PHONE
S-3	449-0380
OOD OFFICE	449-0380
OOD CELL	910-539-9698
MISCELLANEOUS	
CAMP GEIGER MEDICAL	449-0545 EXT 8
CAMP GEIGER DENTAL	449-0122
FIRE DEPARTMENT	449-0538
CAMP DEVIL DOG BAS	449-0499
NHCL 4A	450-4418
NHCL MSW	450-4355
NHCL ICU	450-4264
DISCHARGE	450-4956
PRINT SHOP	449-0121
POST OFFICE	449-0273
IIF	449-0016/0017
ENTERPRISE HELP DESK	(855)449-8762
SOI-E HPC	
HP: Check-In Desk	449-0494

APPENDIX K

SOI-E POLICY FOR SUBMISSION AND EXECUTION OF LOGISTIC SUPPORT REQUESTS

17 January 2019

POLICY LETTER 1-18

From: Commanding Officer
 To: Distribution List

Subj: SCHOOL OF INFANTRY - EAST (SOI-E) POLICY FOR SUBMISSION AND EXECUTION
 OF LOGISTIC SUPPORT REQUESTS

Encl: (1) LSR Submission Guidance
 (2) LSR Submission Heirarchy
 (3) Commonly Used Gear and Items

1. Situation. Due to the high volume of logistical support provided by the School S-4 and its subordinate entities, there must be a standardized policy for the submission and execution of Logistic Support Requests (LSR).

2. Mission. The SOI-E LSR policy will set expectations for submission and execution for LSRs in order to provide supported units the six functions of logistics in a timely and accurate manner.

3. Execution

a. Commander's Intent. The policy for submission and execution of LSRs using Sharepoint is successfully implemented at SOI-E in order to facilitate efficient and effective logistical support.

b. Concept of Operations. LSRs will consist of a unit header and eight sections; each section representing a SOI-E commodity. Encl (1) describes these sections in detail. The eight supporting sections are Transportation, Ammunition, Food Service, Medical, Communications, Armory, Supply/IIF, and Company M Working Party requests.

c. Tasks

(1) SOI-E S-3. Serve as the decision making authority for priority of support within SOI-E, primarily focusing on personnel and asset allocation in the event that resources are limited.

(2) SOI-E S-4.

(a) Ensure that all LSRs are reconciled and completed in a timeline that is consistent with the guidance set forth in this policy.

(b) Serve as the Sharepoint coordinator and subject matter expert on the LSR portal within the SOI-E Sharepoint website. Update as required.

(c) Provide quarterly training on the use of the LSR portal.

(d) Serve as the link between the supported and supporting units for all LSRs.

(3) Requestor

(a) Maintain two Marines with active Sharepoint accounts authorized to submit LSRs. Individuals assigned will also maintain an excel copy of

Subj: SCHOOL OF INFANTRY - EAST (SOI-E) POLICY FOR SUBMISSION AND EXECUTION
OF LOGISTIC SUPPORT REQUESTS

current LSRs on their desktop in order to facilitate requests in the event Sharepoint is offline.

(b) Ensure that points of contact for your unit's chain of command are up to date on Sharepoint and the Global Address List (GAL) in order to facilitate the communication between units.

(c) Ensure LSRs are submitted in accordance with encl (1).

(d) Ensure Marines within your unit have the required Sharepoint alerts set up in order to notify them of changes made to LSRs.

(e) Requests for limited items and personnel will require a justification

(f) Safety vehicle drivers (HMMWV and GME Vehicles) must be supported by the requesting unit. Any requests that cannot be supported by the requesting unit will need to be followed up with a phone call to the motor pool and justification in the LSR.

(4) Supporting Unit/Commodities

(a) Maintain two Marines with active Sharepoint accounts authorized to receive and modify LSRs. Individuals assigned will also maintain an excel copy of current LSRs on their desktops in order to facilitate requests in the event Sharepoint is offline.

(b) Ensure that points of contact for your unit's chain of command are up to date on Sharepoint and the Global Address List (GAL) in order to facilitate the communication between units.

(c) Ensure proper Marines within your unit have the required Sharepoint alerts set up in order to notify them of changes made to LSRs.

(d) Provide a response for each LSR via Sharepoint within 48 hours on all routine requests

(e) Provide a response for each LSR via Sharepoint within 4 hours for all requests submitted under 24 hours prior to support time.

4. Coordinating Instructions

Timelines. Failure to properly plan to meet established timelines can result in logistical support being delayed. A work week is defined, for the purpose of this policy, as Monday through Friday not to include approved holidays or subordinate unit directed work days (i.e. Saturday or Sunday). A work day is defined, for the purpose of this policy, as 0730 through 1630.

(1) Requests for Medical, Chow, and Supply (MRE's) support must be submitted no later than 10 working days prior to the desired service delivery date. Requests submitted between 9 working days and 48 hours will require a phone call and e-mail from the SNCOIC or OIC to the supporting section Chief or OIC.

(2) Requests for Armory and Supply/IIF support must be submitted no later than 5 working days prior to the desired service delivery date.

Subj: SCHOOL OF INFANTRY - EAST (SOI-E) POLICY FOR SUBMISSION AND EXECUTION OF LOGISTIC SUPPORT REQUESTS

(3) Requests for Motor Transport and Communications support must be submitted no later than 72 hours prior to the desired service delivery date.

(4) Requests for Ammunition and Dunnage delivery/turn-in/pick-up support must be submitted no later than 14 working days prior to the desired date.

(a) Requests submitted within 6 working days of the desired delivery date will be considered a Priority 06 and will require a naval letter justification from the Battalion Commander to the School Commander explaining why the request was submitted late. The School Commander will then endorse the request for processing.

(b) Requests submitted within 3 working days of the desired delivery date will be considered a Priority 03 and will require justification from the School Commander to II MEF G4/Ammo via Training Command G4/Ammo explaining why the request was submitted late. This process will be completed via AMHS or email. This policy will take into effect as of 1 January 2019 in reference to (U) 181147ZDEC18 II MEF CLASS V(W) REQUISITION POLICY.

(5) Requests submitted within 72 hours prior to execution will require justification from the BN S-3 to the supporting section and SOI-E Logistics Officer or Logistics Chief explaining operational impact. Service may be delayed.

(6) All LSRs will be submitted through the appropriate hierarchy chain as identified in encl 2. LSRs submitted by the Company must be reviewed by their Battalion S-3 before the supporting commodities take any action. Any LSRs that are not submitted through this chain can result in a delay of support.

5. Administration and Logistics. The SOI-E LSR Sharepoint portal will be the program utilized for logistical support and vehicle movement requests for SOI-E. Other forms of requests are no longer applicable for requesting SOI-E support. Each section, Battalion, and Company are to adhere to this policy letter and ensure that their Marines are fully aware of this policy letter and follow to the requirements

6. Command and Signal

a. This policy letter is effective the date signed.

b. This policy letter is applicable to all Marines and Sailors assigned to SOI-E and subordinate commands.

c. This policy can be found electronically, with enclosures, on the SOI-E share point website:

<https://vce.tecom.usmc.mil/sites/soie/Lists/LSR%20Task%20List/Active1.aspx>

d. Points of Contact

(1) SOI-E S-4 Logistics Officer at 910-449-2088

(2) SOI-E S-4 Logistics Chief at 910-449-2087

Distribution: A

Logistics Support Request Submission Guidance

This guidance is a general overview on how to fill out common LSRs. Phrases that are shown in brackets [] and are **BOLD** and *Italicized* are functions that can be found throughout Sharepoint. Phrases that are in brackets [] are headers in Sharepoint.

Basic Header Guidance - This is the same for every type of request

- (a) To start a new request, click [List Tools] **[Items]** **[New Item]**
- (b) Select your [Battalion] from the drop-down menu
- (c) Select your [Company] from the drop-down menu
- (d) If applicable, enter the course name and number (i.e., Hotel Co 1-18) in the [Course] box
- (e) Enter the name of the [Event] the request is for (i.e., O-Course, Pistol Range, etc...)
- (f) In the [Due Date] box, select the day the support response is needed by
- (g) Select the [Priority Code] as designated in the LSR Policy Letter 1-18
- (h) In the [Training Day] box, select the day the support will start
- (i) In the [Training End Date], select the last day the requested support will be needed
- (j) Enter the [Student Count] if applicable
- (k) Enter the [Location] the support will be needed at.
- (l) Select from the address book the [Point of Contact] for the request
- (m) Enter a reliable contact number in the [Point of Contact Number] box
- (n) Enter any additional information that will help with support in the comment box. Any LSR changes will be required to have a comment in this box.

LOGISTICS SUPPORT REQUEST			
Click here to attach a file			
Battalion:	H&S	Company:	H&S CO
Course:	N/A	Event:	Pistol Range
Due Date:	12/1/2017	Priority Code:	Level I
Training Day:	12/7/2017	Training End Date:	12/7/2017
Student Count:	0	Location:	B-12 Pistol Range
Point of Contact			
Point of Contact:	Saint-Rose Sgt Wolter ; Sevilla SSgt Luis A ;		Point of Contact Number: 449-0023
Comments			

Ammunition and Dunnage Requests

- (a) Complete steps for [Basic Header Guidance]
- (b) In the [Ammo] box, enter the DODIC, number of rounds or number of rounds per student, and location.
- (c) In the [Ammo Drop-Off] box, select the date and time ammo will need to be dropped off
- (d) In the [Ammo Pick-Up] box, select the date and time ammo will need to be picked up
- (e) In the [Range OIC] and [Range OIC Phone] boxes, enter the ROIC rank and name, and include a current working number that will be available any time. All ammunition request must include Range OIC and number in the event ammunition is late or any other unfortunate event.
- (f) Select the appropriate function in the [Ammo Status] box based off of encl 2.
- (g) Select the address book in order to search for the [Ammo LSR Group] in the [Ammo Assigned To] box. You can also select any additional addressee's to send the request to.
- (h) In the [Dunnage] box enter a date and time in order to schedule a dunnage turn-in.
- (i) Select the appropriate function in the [Dunnage Status] box based off of encl 2.

- (j) Select the address book in order to search for the [Dunnage LSR Group] in the [Dunnage Assigned To] box. You can also select any additional addressee's to send the request to.

Ammo and Dunnage			
Ammo:	A363 6,000 Rds		
Ammo Drop-Off:	12/7/2017 6:30:00 AM	Ammo Pick-Up:	12/7/2017 4:00:00 PM
Range OIC:	GySgt Ibarra	Range OIC Phone:	449-0244
	*Required		*Required
Ammo Status:	Battalion Reviewed	Ammo Assigned To:	Ammo LSR Group ;

Dunnage:			
Dunnage Status:	Not Required	Dunnage Assigned To:	
AMMO USE ONLY			
TAMIS #:		ALP:	

Chow Requests

- (a) Complete steps for [Basic Header Guidance]
- (b) For all chow requests, the following abbreviations will be used:
 Box Chow = **BC**; Hike Rations = **H**; A-Rations = **A**; Cold Beverages = **B**; Hot Wets = **HW**; In House = **IH**; Meal-Ready-to-Eat = **MRE**
- (c) For all Chow requests, the following format will be used:
 time/type/quantity (if student count is not filled out)
- (d) Select the appropriate function in the [Chow Status] box based off of encl 2.
- (e) Select the address book in order to search for the [Chow LSR Group] in the [Chow Assigned To] box. You can also select any additional addressee's to send the request to.

Chow

Chow (B):	0600 MRE		
Chow (L):	1115 IH		
Chow (D):	1700 BC		
Chow Status:	Company Submitted	Chow Assigned To:	Chow LSR Group ;

Medical Requests

- (a) Complete steps for [Basic Header Guidance].
- (b) Select the day and time the Corpsman(s) support is needed in the [Medical Start] box.
- (c) Select the day and time the Corpsman(s) support is no longer needed in the [Medical End] box.
- (d) Enter times, location and any additional information in the [Medical] box.
- (e) Select the appropriate function in the [Medical Status] box based off of encl 2.
- (f) Select the address book in order to search for the [Medical LSR Group] in the [Medical Assigned To] box. You can also select any additional addressee's to send the request to.

Medical			
Medical Start:	12/7/2017	06:45	Medical End: 12/7/2017 16:00
Medical:	(1) Corpsman from 0645 - 1600		
Medical Status:	Battalion Reviewed	Medical Assigned To:	Medical LSR Group ;

Communications Requests

- (a) Complete steps for [Basic Header Guidance]
- (b) Select the day and time of the desired pick-up day in the [Comm Start] box.
- (c) Select the day and time of the desired return day in the [Comm Turn-In] box.
- (d) Enter a brief description of the type of Comm support you are requesting.

(e) If applicable, select the type of EKMS equipment you are requesting

(f) Select the appropriate function in the [Communications Status] box based off of encl 2.

(g) Select the address book in order to search for the [Communications LSR Group] in the [Comm Assigned To] box. You can also select any additional addressee's to send the request to.

Communications

Comm Pick-Up: 12/7/2017 06:30 Comm Turn-In: 12/7/2017 16:00

Comm: (2) Radios

EKMS Request:

- VINSON
- HAIPE
- ANDVT
- DAMA
- SASM

Comm Status: Battalion Reviewed Comm Assigned To: Communications LSR Group

Armory Requests

(a) Complete steps for [Basic Header Guidance]

(b) In the [Armory] box, enter a brief description of the type of gear you are requesting. Include description, quantity, pick-up and turn-in date/times.

(c) Select the appropriate function in the [Armory Status] box based off of encl 2.

(d) Select the address book in order to search for the [Armory LSR Group] in the [Armory Assigned To] box. You can also select any additional addressee's to send the request to.

Armory

(20) M9 Pistols

Armory: P/U: 0600
T/I: 1600

Armory Status: Battalion Reviewed Armory Assigned To: Armory LSR Group ;

Supply/IIF Requests

(a) Complete steps for [Basic Header Guidance]

- (b) Select the [Type] of request; pick-up or drop-off
- (c) In the [Supply] box, enter a brief description of the items you are requesting. Include quantities and date/times.
- (d) Select the appropriate function in the [Supply/IIF Status] box based off of encl 2.
- (e) Select the address book in order to search for the [Supply/IIF LSR Group] in the [Supply/IIF Assigned To] box. You can also select any additional addressee's to send the request to.

Supply

Type:

100 folding chairs

Supply: Pick Up: 19 Dec 2017 @ 0900
Return: 19 Dec 2017 @ 1300

Supply Status: Supply Assigned To:  

Working Party (Mike Co) Requests

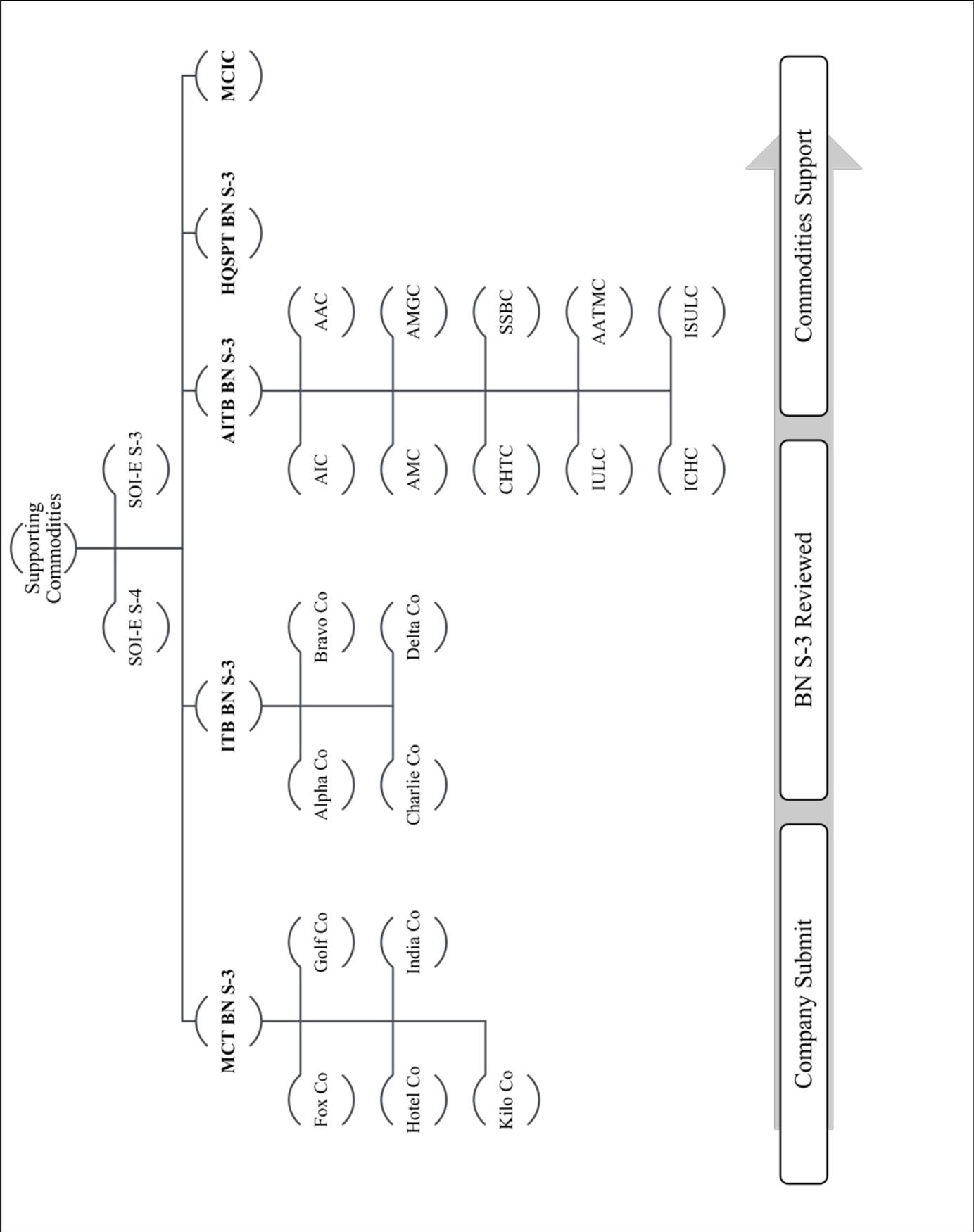
- (a) Complete steps for [Basic Header Guidance]
- (b) In the [Mike Co] box, enter the requested quantity of working party marines, date/time pick-up, date/time return, and if any additional gear is required.
- (c) Select the appropriate function in the [Mike Status] box based off of encl 2.
- (d) Select the address book in order to search for the [Mike Co LSR Group] in the [Mike Assigned To] box. You can also select any additional addressee's to send the request to.

Mike Company

Mike Co: Pick up: 0900/20 Dec 2017
Return: 1100/20 Dec 2017

Mike Status: Mike Assigned To:  

LOGISTICS SUPPORT REQUEST SUBMISSION HEIRACHY



<p>TRUCK, UTILITY, HEAVY VARIANT/CARGO/TROOP CARRIER, M1123</p> 	<p>The M1123 HMMWV variant replaced the M998 and M1038 variant HMMWVs. The M1123 provides light troop and cargo transportation. Available in two and four person configurations, this model can accept installation of troop seats and other modifications. This variant can be used as the vehicle platform for mobile communication systems as well as other mobile alternate command posts. Marine Armor Kit (MAK) can be installed on M1123, in either two or four door configurations.</p>
<p>TRUCK, UTILITY, EXPANDED CAPACITY, TOW CARRIER, ARMORED, M1167</p> 	<p>The M1167 Tube-Launched, Optical-Tracked, Wire-Guided (TOW) missile variant replaced the M1045A2 and the M1046 HMMWV variants. It provides ground mobility for the TOW or SABER missile system giving commanders a more flexible and time sensitive, medium to long range, anti-armor capability.</p>
<p>TRUCK, AMBULANCE, 2-LITTER, SOFT TOP, M1035</p> 	<p>The M1035 is an ambulance variant of the M998 series of 1-1/4 ton trucks. It is a soft-top version that has no armor protection for the crew or patients. The vehicle is capable of transporting two litter patients and a heater is provided for patient comfort. Its chassis, mechanical components and general performance are the same as other models of the M998 series.</p>
<p>TRUCK, CARGO, 7 TON, MK23/MK25, MK23A1/MK25A1</p> 	<p>The MTVR variants use state of the art commercial technology including an independent suspension system, electronically controlled engine and transmission, and a central tire inflation system, which increases the off-road maneuverability and mobility of the vehicle. The difference between the MK23 and MK25 is the MK25 has a 20,000-pound capacity self-recovery winch. The MK23/MK25 is a 7-ton, 6X6 designed for use on all types of roads, highways and cross-country terrain. It is capable of traversing a 60 percent gradient, a 30 percent side slope up to 15 mph and a 40 percent side slope at 5 mph at its maximum cross country load. 16 max passengers in rear +2</p>
<p>TRUCK, CARGO, 7 TON, EXTENDED BED (XL), MK27/28, MK27A1/MK28A1</p> 	<p>The MK27/MK28 Extra Long Wheel Base Cargo variant of the MTVR family replaced the M814, M927, M927A1, M928 and the M928A1. The MK27/MK28 trucks use state of the art commercial technology including an independent suspension system, electronically controlled engine and transmission, and a central tire inflation system, which increases the off-road maneuverability and mobility of the vehicle. The MK28 has a 20,000-pound capacity self-recovery winch. The MK27/MK28 is a 7-ton, 6x6 designed for use on all types of roads, highways and cross-country terrain. It is capable of traversing a 60 percent gradient, a 30 percent side slope up to 15 mph and a 40 percent side slope at 5 mph with its maximum cross country load. 20 max passengers in rear +2</p>
<p>4501- 8 Pax Van</p>	
<p>4824- 12 Pax Van</p>	
<p>4810 – Cargo Van</p>	
<p>4701 – 4-Door Pick-Up Truck</p>	
<p>4604 – 2-Door Pick-up Truck</p>	
<p>4811 – Stakebed</p>	
<p>4904 – 3-Ton Stakebed</p>	
<p>1227 – 5-Ton Stakebed</p>	

COMMONLY USED SUPPORTABLE GEAR/ITEMS IN SOI-EAST

DODIC	NOMENCLATURE	HAZARD CLASS
AA12	CTG 9MM FX RED	14S
AA21	CTG 9MM FX BLUE	14S
AX11	CTG 9MM SPOTTING RIFLE	14S
A059	CTG 5.56MM BALL	14S
A063	5.56MM TR SNGL RND	14S
A064	CTG 5.56MM 4 BALL/1TR	14S
A075	5.56MM BLNK LNKD	14S
A080	CTG 5.56MM BLNK SNGL RND	14S
A111	CTG 7.62MM BLNKLNKD	14S
A131	CTG 7.62MM 4-1 BALL TR	14S
A143	CTG 7.62MM BALL LNKD	14S
A358	CTG 9MM TP-T AT-4 TRNR	14C
A363	CTG 9MM BALL	14S
A552	CTG CAL. 50 BALL SNGL RND	14C
A554	CTG CAL. 50 BALL LNKD	14C
A555	CTG CAL. 50 BALL LNKD MG	14C
A576	CTG CAL. 50 API LNKD	14G
A598	CTG CAL 50 BLANK LNKD	14S
A606	CTG CAL 50 API SNGL RND	12.2G
BA16	CTG 60MM HE	12.2E
BA21	CTG 40MM PRAC DAY/NIGHT MARKER	14C
BA35	CTG 40MM PRAC DAY/NIGHT	14S
B477	CTG 40MM WHT SMK SNGL RND	14G
B519	CTG 40MM TP SNGL RND	14S
B535	CTG 40MM ILLUM HEDP LNKD	14G
B542	CTG 40MM HEDP LNKD	11E
B546	CTG 40MM HEDP	11E
B643	CTG 60MM HE	12.2E
B647	CTG 60MM ILLUM	12.2G
C276	CTG 81MM SMK WP	12.1H
C868	CTG 81MM HE	11E
C869	CTG 81MM HE	12.1E
C870	CTG 81MM SMK	13G
C871	CTG 81MM ILLUM	13G
C995	CTG & LAUNCHER 84MM AT-4	11E
GG09	GREN HAND STUN	14G
GG20	GREN HAND DIVERSIONARY	14G
G878	FUZE, HAND GREEN	14B
G881	GREN HAND FRAG	11F
G900	GRENADE, HAND INC	13G
G930	GRENADE, HAND SMK	14G
G940	GRENADE, HAND SMK GRN	14G
G945	GRENADE, HAND SMK YWL	14G
G955	GRENADE, HAND SMK VIO	14G
G982	GRENADE, HAND PRAC SMK TA	14G
HA21	RCKT ASSY, 21MM/LAW TRNG	14C
HA29	RCKT 66MM HE LAX GRAZE	11E
HX05	RCKT, ASSAULT HE 83MM SMAW	11E
HX07	RCKT, ASSAULT PRAC SMAW	11C
J007	MINE APERS CLAYMORE	11D
L307	SIG ILLUM STAR CLUSTER	13G
L312	SIG ILLUM WHT STAR PARA	13G
L314	SIG ILLUM RN STAR CLUSTER	13G
L594	SIM, PROJ GRND BURST	12.2G
L598	SIM, EXPL BOOBY TRAP FLASH	13G
L599	SIM, EXPL BOOBY TRAP ILLUM	13G
MN08	IGN, TIME BLAST FUZE	14S
MNS2	DET, NON-ELEC DUAL	14B
MN79	ANTI-PERS OBSTACLE BREECH (APOBS)	12.1E
MN88	CAP, BLAST NON-ELEC	14S
M023	CHG, DEMO BLOCK C-4	11D
M032	CHG, DEMO BLOCK	11D
M130	CAP, BLAST ELEC	11B
M131	CAP, BLAST NON ELEC SPEC/M7	11B
M456	CORD, DET PENT NEW PT	14D
M670	FUSE, BLAST TIME	14S
M757	CHG, ASSY DEMO KIT C-4	11D
M766	IGNITER, TIME BLAST FUSE	14S
PM93	GM JAVELIN BLOCK	11E