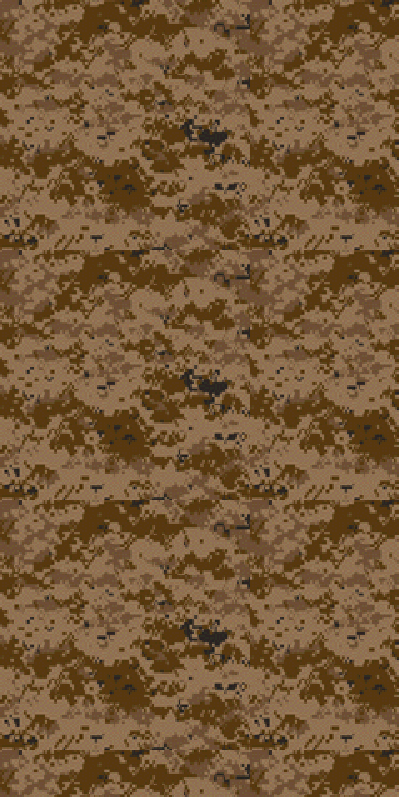
**15M-2-1**

**15th Marine Expeditionary Unit**

**(Realism Unit for ArmA II & OA)**

**Standard Operating Procedures**

**JAN 2014**

**DISTRIBUTION RESTRICTION:**

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**HEADQUARTERS 15TH MEU REALISM UNIT**

15th MEU Realism Unit Manual Headquarters

15th MEU Realism Unit

January 12, 2014

**15TH MARINE EXPEDITIONARY UNIT**

**Realism Unit**

**Standard Operating Procedures**

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**PREFACE**

The purpose of this manual is to aid members of the 15th Marine Expeditionary Unit (15th MEU) Realism Unit in understanding the rules and regulations that define and guide this unit. These rules and regulations are commonly referred to in Marine terminology as Standard Operating Procedures (SOP). The SOPs are the rules that govern specific actions within this unit and are followed with few exceptions. Temporary waivers to SOP are only authorized by the Command Staff.

The SOPs were created by the Command Staff to guide daily operations and implement a plan for the future of this unit. The SOPs were carefully tailored to fit the needs of the unit and have been revised over the years to adapt to new challenges and situations. These revisions have come from Command Staff review and member suggestions upon identifying a problem or better way of doing things. All changes to unit SOPs must be approved by the Command Staff.

Please contact the MEU HQ with questions, corrections or errors regarding this manual.

**Section 1**

**New Join Policy**

**1-1. Overview**

New joins follow a structured training program to become members of our unit. New joins will enter our Recruit Pipeline; a series of training events to gain the basic knowledge and skills necessary to fill an entry level billet. This training program provides team leaders with capable team members and affords the new join an opportunity to decide if they are a good fit for our unit before progressing further.

**1-2. Application Process**

New joins must first submit an application to the unit via our forums. This application must be properly filled out and checked over by a member of the Recruiting Detachment. Any errors or omissions in this application will delay the potential new member from entering the Recruit Pipeline. Accepted applicants will receive a welcome message via private message on the forum. This message will include reporting and training instructions.

**1-3. Basic Training**

For our purposes Basic Training consists of two separate phases: Recruit Training and the School of Infantry (ITB/MCT/FMTB).

**1-3.A. Recruit Training**

Recruit Training is the first phase of Basic Training. It consists of a welcome briefing that teaches new joins our history, customs and courtesies, organization and basic rules of the unit. New joins will also get familiarized with the Advanced Combat Environment (ACE), Advanced Combat Radio Environment (ACRE) modification, and will shoot their first rifle range. Once a new join has completed Recruit Training he is ranked as a Private, Hospital Recruit or Student Naval Pilot and officially added to our Receiving Platoon roster.

**1-3.B School of Infantry**

The School of Infantry (SOI) is the second phase of Basic Training. The School of Infantry's training mission ensures "Every Marine is, first and foremost, a Rifleman". This means that every new join to this unit must complete a basic course in infantry tactics regardless of what section of the unit they are headed into. At SOI, new unit members are separated into different training schools depending on their Military Occupational Specialty (MOS). Once a new join has completed the School of Infantry s/he is added to our active duty roster and is ready to progress to his/her military occupational specialty training.

**1-3.B.1 Marine Combat Training Battalion**

Following "Every Marine is a Rifleman", all members entering in any non-03 Occupational Field (1812 M1A1 Tank Crewman, 1833 AAV Crewman, and 7599 Student Pilot) will attend Marine Combat Training Battalion (MCT Bn). Here, they will be in a two part course over a span of one week, learning the basic principles and necessities of being a rifleman within the 15th MEU (SOC) Realism Unit, for when the day arises they must fill in as one. Once completing this course, they will report to their assignment and receive further specialized training within their MOS.

**1-3.B.2 Infantry Training Battalion**

All members entering any 03 Occupational Field (0311 Rifleman, 0331 Machine Gunner, and 0351 Infantry Assaultman) will enter the Infantry Training Battalion (ITB) at SOI. Here, they will take a four part course over a span of two weeks learning the ins and outs of being an infantryman in the 15th MEU (SOC) Realism Unit. Once completing this course, all members will report for assignment. Members not taking a 0311 MOS will receive further specialized training within their MOS.

**1-3.B.3 Fleet Medical Training Battalion**

All members entering the HM-8404 Occupational Field will enter the Fleet Medical Training Battalion (FMTB) at SOI. Here, they will take part in a two day two day course over the span of one week designed to teach new corpsman the basics of both combat tactics and casualty care. While the real life FMTB has nothing to do with SOI, our unit has grouped it with the MCT Bn and ITB for convenience.

**1-4. Military Occupational Specialty Training**

Every new join to the unit is destined for a particular billet that he will fill. This training is considered MOS Training. Air wing student pilots enter the Student Pilot Program for the next 120 days. All other non 0311 Rifleman and HM-8404 Hospital Corpsman go through a one to two hour course on the specifics of their job with the unit.

**1-5. Points and Rifle Range Qualifications.**

New joins entering the Recruit Pipeline may attend trainings outside of the School of Infantry, but may only not earn promotion points until the completion of SOI. New joins also may not attend unit wide operations or FTX’s until its completion. New joins will have their first opportunity to fire a rifle range at Recruit Training. A qualifying rifle range score is required for promotion to E-2. Standard Rifle Range Policy is in effect; they may only shoot for score three times in between the qualification period.

**Section 2**

**Billet Assignment Policy**

**2-1. Definitions**

Occupational Field (OccFld) – This is a general category that does not distinguish between specialties or officer and enlisted ranks.  For example; 03 Infantry, 18 Tank and Amphibious Vehicle, 75 Pilots and Naval Flight Officers, etc.

Military Occupational Specialty (MOS) – This is a member’s general job within the ranks of the 15th MEU Realism Unit.  It consists of a four digit number starting with the OccFld code and the second set of digits indicates the actual specialty.  For example; 0311 Rifleman, 0331 Machine Gunner, 1812 M1 Tank Crewman, 7523 AV-8 Qualified Pilot, etc.

Billet – This is the specific duty assignment within the ranks of the 15th MEU Realism Unit.

**2-2. General Information**

In our unit we assign all members to a billet that defines what their responsibilities are and who they report to, both up and down the chain of command.  Each billet within our ranks has a billeted rank assignment to it.  This is the typical rank of a member holding that billet assignment.  It also dictates who can be assigned to that position and the rank cap for a member’s promotion while assigned to that billet.

**2-3. One Up, Two Down Policy**

We employ a “one up, two down” policy on assigning members to billets and considering promotions. This means that a billet may be filled by a member one rank higher or two ranks lower than the authorized billeted rank for the position. Members may also be promoted to one rank higher than their current billeted position. For example: if a billet is a Corporal’s position we can assign a Private First Class, Lance Corporal, Corporal or Sergeant to the position. This member can promote no higher than Sergeant.

**2-4. Billet Restrictions**

A majority of billets in the unit are non-restrictive; there are no prerequisites to enter that billet assignment.  These are basically all entry level positions such as Automatic Rifleman, Assistant AR, Rifleman, Tank Crewman, AAV Crewman, Corpsman, Student Pilot, etc.

However, all leadership billets and some others are restrictive.  In order to be selected for a leadership billet you must be an active team member then be recommended by your leadership to the position and be of the appropriate rank to hold the billet.  Some non-leadership billets must go through a screening process to be selected such as Recon or Scout Snipers.

**2-5. Responsibilities**

Entry Level Billets – [Automatic Rifleman, Assistant Automatic Rifleman, Rifleman, Machine Gunner, Assaultman, Scout, Tank Crewman, AAV Crewman, Corpsman, and Student Pilot]  These are billet assignments that all new joins have the possibility of entering upon completion of Recruit Training and the School of Infantry, based on the current needs of the unit.

The responsibilities of entry level billets are to be active and participate as a member of your assigned team. Follow the orders of those appointed in leadership positions in your chain of command.  Obey the standard operating procedures, policies and guidelines of the unit.

Leadership Billets – [Fire Team Leaders, Team Leaders, Lead Petty Officer, Tank Commanders, Vehicle Commanders, Squad Leaders, Platoon Corpsman, Platoon Sergeants, Staff Non-Commissioned Officer in Charge, Chief Corpsman, Company Gunnery Sergeant, Company First Sergeant, Platoon Commanders, Officer in Charge, Executive Officers, Commanding Officers, and Detachment Commanders]  These are billet assignments that hold a higher level of responsibility for leading members of the unit.

The responsibilities of leadership positions are the same as Entry Level Billets with the addition of being more active in the forums, game and administrative duties.  Leaders have the duty of setting the example by organizing and leading training events.

Restricted Duty Billets – [Reconnaissance Team Member]  These are billet assignments that require special testing and requirements for entry through a selection process.

The responsibilities of restricted duty billets are the same as entry level billets with the addition of being more active in game towards their duties and attending a proportionally higher number of events than other billets.

**2-6. Lateral Moves**

In the interest of enjoyment and to encourage members to participate as members of a team, members are authorized to request lateral transfers to open billet assignments.  However, lateral moves must fall within certain restrictions and may incur penalties for moving.

Restrictions – Members may only move to open billets within the unit.  No member will be removed from a billet they are actively participating in to make room for another member. Members will be locked in their MOS for thirty days upon completion of their school (ITB, MCT, or FMTB) at SOI. They may transfer to an MOS from an opposite school within these 30 days. However if they do so, they will be locked to that MOS for 30 days, no exceptions.

Ground Side to Ground Side - Members that lateral move must have the appropriate rank for the billet they are requesting to move to, within our policy (one up, two down).  If a member is of a lower rank than required their request for transfer will be denied.  If a member is of a higher rank than required they must take a rank reduction to the appropriate rank for that billet or the request will be denied.

Ground Side to Air Wing - Lateral moves to the air wing will result in the member entering the Student Pilot Program and re-ranked as a Student Naval Pilot Candidate.  Exception to this is if the member was a former student pilot or qualified pilot; in which case the member returns to the rank at which they left the air wing.

Air Wing to Ground Side - Lateral moves from the air wing to the ground side requires special attention.  Air wing members with previous ground side duties may return to the ground side at the rank in which they left to enter the Student Pilot Program or their rank equivalency as follows; whichever is higher.  Air wing members with no ground side service will enter the ground side with their rank equivalency based on the following chart.  This chart provides the maximum rank the member may return to the ground side as.  A member leaving the air wing must opt to take a lower rank than listed to allow for appropriate billeting.  No air wing member will be authorized to lateral move from the air wing to a ground officer billet, though application for a ground officer position as per policy is acceptable.

|  |  |  |
| --- | --- | --- |
| **Student Pilot to Enlisted** | | |
| **Student Pilot Rank** | **Time as a Student Pilot** | **Ground Rank** |
| SNPC | N/A | Pvt |
| SNP | N/A | Pvt |
| SNFO | <36 days | Pvt |
| SNFO | >=36 days | PFC |
| SNA | <36 days | Pvt |
| SNA | 36-83 days | PFC |
| SNA | 84+ days | LCpl |

|  |  |
| --- | --- |
| **Air Officer to Enlisted** | |
| 2ndLt | Cpl |
| 1stLt | Sgt |
| Capt | SSgt |
| Maj | GySgt |
| LtCol | MSgt/1stSgt |
| Col | MGySgt/SgtMaj |

Penalties – A member’s first lateral move incurs no penalty.  Each additional lateral move after the first will result in their time in grade being reset to the date the lateral move is approved, unless they request the lateral transfer after having been in their previous billet for sixty days or greater.

**2-7. Billeted Rank Chart**

The below table is a list of the ranks assigned to certain billets.  Student Pilots fall outside of the standard assignments as they fill Qualified Pilot billets temporarily when progressing through the Student Pilot Program. This is to ensure they have a position once their training is complete, since it is longer than a ground MOS training.  Once they complete the program they then fall under the standard billets as for air wing personnel.

|  |  |  |
| --- | --- | --- |
| **Billeted Rank Chart** | | |
| **Lance Corporal Billets** | | |
| AAV Crewman | Assaultman | Assistant AR |
| Automatic Rifleman | Combat Engineer | LAV Crewman |
| M1 Tank Crewman | Machine Gunner | Rifleman |
| Scout |  |  |
|  |  |  |
| **Hospitalman Billets** | | |
| Squad Corpsman | LAR Corpsman |  |
|  | | |
| **Corporal Billets** | | |
| AAV Commander | Assault Team Leader | Engineer Team Leader |
| Fire Support Man | Fire Team Leader | LAV Commander |
| Machine Gun Team Leader | Recon Team Member | Scout Team Leader |
| Scout Sniper | Tank Commander | Platoon Messenger |
|  | | |
| **Hospitalman 3rd Class Billets** | | |
| Recon Corpsman |  |  |
|  |  |  |
| **Sergeant Billets** | | |
| Assist Recon Team Leader | Engineer Det Sergeant |  |
| Section Leader (AAV’s) | Senior Scout Sniper | Squad Leader |
|  |  |  |
| **Hospitalman 2nd Class Billets** | | |
| Platoon Corpsman |  |  |
|  |  |  |
| **Staff Sergeant Billets** | | |
| Recon Team Leader | Platoon Sergeant | Staff NCOIC |
|  |  |  |
| **Gunnery Sergeant Billets** | | |
| Company Gunnery Sergeant | Recon Platoon Sergeant |  |
|  |  |  |
| **First Sergeant Billets** | | |
| Company First Sergeant |  |  |
|  |  |  |
| **Sergeant Major Billets** |  |  |
| MEU Sergeant Major |  |  |
|  |  |  |
| **Second Lieutenant Billets** |  |  |
| Qualified Pilots |  |  |
|  |  |  |
| **First Lieutenant Billets** |  |  |
| Company XO | Platoon Commander | Element Leader (ACE) |
|  |  |  |
| **Captain Billets** |  |  |
| Company Commander | Detachment Commanders | Recon Platoon Commander |
|  | | |
| **Major Billets** |  |  |
| ACE Commanding Officer | ACE Executive Officer |  |
|  | | |
| **Lieutenant Colonel Billets** |  |  |
| MEU Executive Officer |  |  |
|  |  |  |
| **Colonel Billet** |  |  |
| MEU Commanding Officer |  |  |

**Section 3**

**Multi-Armed Assault Unit Membership Policy**

**3-1. Overview**

It is the policy of the 15th MEU (SOC) Realism Unit to not allow multi ArmA II unit membership, otherwise known as "dual clanning".   While we are only a gaming unit it has been the experience of the Command Staff both within our time as leaders of the 15th as well as experience prior to creating the 15th MEU(SOC) Realism Unit that participation in a gaming unit is a time consuming process for even the most laid back of members.  We feel that it would be unfair to this unit or any other unit should a member have to split his time and dedication between those units.  We do not push the 15th but rather push that a member or prospective member should choose one unit to concentrate their time with whoever that should be.  In an effort to enforce and guide members this policy is made effective.  
  
**3-2. Definitions**  
  
Armed Assault Gaming Unit - Also known as an ArmA II Gaming Unit, any gaming organization that has an Armed Assault II division qualifies and is considered an ArmA II Gaming unit. A unit that plays total conversion mods, such as I44 or DayZ, does not fall under this category.  
  
Dual Clanning - The act of participating as a member of the 15th MEU (SOC) Realism Unit and any other ArmA II gaming unit.  
  
**3-3. New Applicants**  
  
No member that joins this unit can be a current and active member of another gaming unit that has an Armed Assault II division regardless if they are part of that division or not.   Recruiting staff, with the assistance of the S-1 Personnel Section, will make every effort confirm that a new applicant to the 15th is not a member of another ArmA II gaming unit prior to approving their application.  Should a new join be found on the roster of another unit a confirmation private message or meeting in TeamSpeak to confirm the applicants status should be made giving the applicant a chance to correct the situation or withdraw their application.  Any new applicant in the Receiving Platoon undergoing training found to be participating with another ArmA II gaming unit will be given the same courtesy.   
  
**3-4. Active and Reserve Members**  
No member, active or reserve, shall become a member of another ArmA II gaming unit during their time with this unit.  Should a member be found to be maintained on another roster and confirmation can be made that they are active in that unit they shall be immediately subject to an Other Than Honorable Discharge from the 15th MEU (SOC) Realism Unit.  Return to the unit at a later date will be at the discretion of the Command Staff and said member, if allowed back into our ranks, will be subject to three months probationary status.

**3-5. Conclusion**  
  
The Command Staff has no issue with members resigning to go participate in other gaming units should one feel the need.  The issue arises when a member does so while a part of this unit.  Therefore it is in a member’s best interest to simply resign from the 15th to pursue other options; should the other option not be fruitful said member could return to the ranks of the 15th with open arms.  This policy is in effect and supersedes any verbal or unwritten policy pertaining to Multi ArmA II Unit Membership and is in force until rescinded by the Command Staff.

**Section 4**

**Unit Training Policy**

**4-1. Introduction**

The 15th MEU (SOC) Realism Unit for Armed Assault II is dedicated to creating an atmosphere of professionalism and simulated tactical expertise. To that end we have standard training that is conducted at various levels throughout the month. This SOP is intended to give guidance to that training and explain how we go about doing what we do on a weekly and monthly basis.

**4-2. Training Evolution**

A training evolution is any training that is conducted by a member billeted in a leadership billet. There are two types of training: scheduled and un-scheduled. Scheduled trainings must be planned and held on a regular basis. Unscheduled events may occur with no warning such as pickup games or training but do not earn promotion points without the senior person requesting them.

No member shall earn credit for training conducted outside of their assigned billet unless prior authorization is requested with only one exception: infantry training. Any member of the unit that attends infantry based training as a member of the infantry team on the ground may earn credit if a leadership point is used. Examples of training that would be authorized would be a pilot acting as a door gunner, non-participating members driving CRRC’s or acting as Motor Transport personnel, non-participating members acting as role-players.

**4-3. Training Report**

A training report must be submitted in order for promotion points to be earned. Unscheduled training evolutions must have a leader using a leadership point to earn promotion points. Training reports have a required formatting that must be followed. It must include: date and time of training, location of training (ie; what server and map), roster of those in attendance separated into required and not required (for scheduled training), and a summary of the training conducted. Training reports must be submitted within 24 hours of the training taking place.

**4-4. Scheduled Training**

Every leader in the unit sets the day and training for his section based upon certain factors, with approval of his chain of command. In the interest of keeping the possibility of gaining promotion points to a fairly even rate and keeping training length to a reasonable time period, these policies are in place.

These scheduled trainings are mandatory in attendance. Meaning that if you are in TeamSpeak or on a game server, you are required to attend your sections scheduled training. Refusal can result in an immediate transfer to the Reserve Component for one month.

Scheduled training automatically gives required members promotion points without leaders having to use leadership points. However, anyone not required to attend does not receive points unless the senior person present uses a leadership point as per policy.

Training must be no shorter than thirty minutes in length and no longer than two hours. While members may voluntarily remain for training longer, no member will be required to attend training longer than two hours. In order to earn credit for the training a member must remain for a majority of the training event. It is the reporting leaders’ discretion whether a member should earn credit for an event.

All scheduled training events earn one promotion point for those required to attend unless a leadership point is used to reward outstanding and extremely productive training. Unit wide events mandated by the Command Staff will earn two promotion points for those in attendance but no leadership points can be used to increase that value.

No training should be scheduled for Sundays between 1800 and 0000 as this is reserved for unit wide events or as a mandatory stand down period each week.

Fire Team/Team/Vehicle/Aviation Detachment

Base sections of the 15th MEU (SOC) must conduct weekly training that is scheduled for at least one hour in length.

Squad/Vehicle Section

Squads and Vehicle Sections should conduct bi-weekly training, preferably in the first and second half of a month but that is not a requirement. No more than two trainings in a month shall count toward promotion points for automatic earning purposes.

Aviation Detachments

Aviation Detachments must conduct weekly training that is scheduled for at least one hour in length.

Platoon/ACE Wide

Platoon and ACE Wide trainings should be scheduled monthly and for at least an hour and attendance should not be required for more than two hours in length.

Medical Section

Corpsmen require special consideration as they are assigned to support squads and do not normally conduct weekly or bi-weekly training. Corpsmen assigned to squads earn credit for attending one fire team training a week and for attending one squad training. They also earn credit for attending platoon training. Corpsmen assigned to weapons platoon sections are required to attend its squad trainings, and a minimum of one team (Machine Gun or Assault, depending on their section) training a week. Platoon Corpsmen are required to attend its platoon trainings, and a minimum of one squad training a month. Company Corpsmen will be required to attend its company training (if applicable) and a minimum of one platoon training a month.

Independent Duty Corpsmen require further special consideration. Recon Corpsmen earn credit for all Recon Training evolutions as they do not have a squad and platoon organization.

The Medical Section may have one monthly training for all members of the Battalion Aid Station. This training may be one or two hours in length.

**4-5. Unscheduled Training**

Simply put, unscheduled training is any training not planned or scheduled in advance. No member shall be required to attend unscheduled training. These trainings can be pickup games on a public server that focus on certain skills or trainings conducted on a private server. Unscheduled training still requires a Training Report with a request to use leadership points from the senior person present or his delegate. And even if you have no points remaining for the month you should submit the report as your CoC and MEU HQ members have leadership points they may spend to reward members conducting unscheduled training.

**4-6. Types of Training**

Training does not always have to be tactical and formal in nature. Anything that is productive and in keeping with the mission of a section can be considered a training evolution. There are several sources that a leader may go to in order to get ideas for training; senior leaders, military manuals, our library of training classes and maps. Some things that can be considered training but not limited to these things:

A squad that has a sit down to plan the next month’s training goals can be considered training.

A team sitting down and discussing the creation or modification to existing policy that pertains to that section and submits it to the Command Staff for consideration is training.

Getting a fire team together on a public server and playing evolution is considered training as long as that team is conducting infantry based training as a team.

**4-7. Unit Wide Events**

Unit wide events are things such as Combined Arms Exercises, Field Training Exercises, or Operation Missions. Unit wide events will only be scheduled on Sundays and normally between 1900 and 2200. All hands meetings may also be scheduled, but the exact time and date will vary. Patrol reports for as Combined Arms Exercises, Field Training Exercises, or Operation Missions must be submitted within 48 hours of the mission taking place.

**4-8. Special Training Events**

Certain training events fall outside of the norm or require their own special rules to govern them. At this time only Recruit Training, School of Infantry Trainings, MOS Training, and Rifle Qualification are considered Special Training Events.

Recruit Training

Recruit Training is considered the first phase of training. As per our policy, new joins go through this class as required. As for training rules, make up trainings are allowed at the discretion of the instructor. Recruit Training classes should be announced at least forty eight hours prior to the class start.

School of Infantry Trainings

Recruit Training is considered the second phase of training. As per our policy, new joins go through these class as required depending on whether they are participating in ITB, MCT, or FMSS. As for training rules, make up trainings are allowed at the discretion of the instructor. SOI classes should be still announced at least forty eight hours prior to the class start.

MOS Training

Some sections require new joins to undergo an MOS Training upon the completion of SOI. It will allow new joins to gain a greater understanding of their duties within their MOS. If a section has an MOS Training, it should be considered a required and official training.

Rifle Qualification

Every year we conduct rifle qualifications during the months of January and February. During this time period there are several Rifle Qualification days posted in a stickied thread in the Training and Operations section of the forum. If a member cannot attend a scheduled range they can request one from the Rifle Range Staff. This day must be announced no less than twenty four hours before the start time. During non-qualification months forty eight hours is required before the start time. No Rifle Range will be recorded for score if it is not announced as per the rules above.

Recruit Trainers also conduct rifle ranges at their training. This should be treated as a standard rifle range. Upon qualification, it will award new joins with their first score. If they do not qualify they will be allowed to reshoot until they do so. Please note that members that are already past Phase One of training are not allowed to attend these rifle ranges.

**4-8. Chain of Command**

Should a leader not show up for his scheduled training the next senior person can conduct training and file the report for that event. If that person is not in a leadership billet, such as an automatic rifleman filling in for his Fire Team Leader, a leadership point from another source must be used if normally required; i.e. to reward non-required participating members.

**4-9. Summary**

Hopefully this SOP has given leaders and members a clearer picture of how we go about scheduling and conducting training in the 15th MEU (SOC) Realism Unit. The intent of the Command Staff is to create a fair system of awarding points to members as well as creating a system that allows for a variety of training.

**Section 5**

**Game Server and TeamSpeak Policy**

**5-1. Overview**

Game server administration is a serious business, one that can make or break a server.  We have certain rules for Server Admin in order to maintain a fair and impartial image and to provide an enjoyable place for public gamers to play.  A side effect of proper server administration is that we may also get new recruits from the public server.

**5-2. Requirements for Game Server Admin Status**

A member must be an NCO (E-4+) to take the Game Server Admin Class. Only LCpl’s who hold a leadership billet may take the Game Server Admin Class. All officers who complete The Basic School (TBS) will be eligible for Game Server Admin.

**5-3. Game Server Seniority**

Game Server Admin have a different seniority tree than the standard rank structure.  Basically this structure is based on your billeted position, rank then seniority:

MEU CO

MEU XO

MEU SgtMaj

Company CO

Company XO

Company 1stSgt

Platoon Commander/ACE CO

Company GySgt

Platoon Sergeant/Battalion Chief/ACE XO

Squad Leaders/ACE XO

Fire Team Leaders/Team Leaders/Detachment Commanders

Billeted Non-Leadership (Active Duty)

Reserve Component Members

**5-4. Rules of Etiquette**

Only log into the admin to perform an admin function then log out.  If you end up going AFK unexpectedly or get disconnected no other admin can log in while you or your ghost is logged in. The ranking 15th MEU server admin has final authority on a server and is responsible for any action taken while they are on the server. If asked by a server admin with seniority to relinquish the admin access, please do so.

**5-5. Justification for Actions**

**5-5.1 Non-Punitive** - Warn then kick.

Special Duty Roles - If all special duty roles are full and no one is apparently doing their jobs or responding to request to assist.  Admin may only kick if someone in TeamSpeak is ready to assume the duties.   Kick the player with the highest ping first.

Novice Pilots - If someone is constantly crashing aircraft not due to enemy fire.  Request they cease flying and use the editor to learn.  If they continue then kick.

Firing on Base - We do not allow firing on base unless it is in defense of the base from enemy AI.  
  
**5-5.2. Minor Infractions** - Warn then kick.  Repeated violations after a kick then you can ban.

Team Killing - When unknown if teams kill is on purpose or not just warn the killer to be careful and move on.

Shooting at vehicles for rides - Warn people that, shooting at vehicles for a ride is not a proper way to ask for transport.  Also remind them that if they kill someone in a vehicle while shooting them will result in a kick.

Language & Racial Comments/Jokes - Name calling, foul language and racial related comments or jokes are not tolerated.  Ask the offender to cease their activity.  
  
**5-5.3. Major Infractions** - These are infractions that result in immediate banning.

These are serious so be sure that you are absolutely certain as to a potential violator’s guilt if you witnessed the violations or that you have several witnesses reporting the violation.

Griefing - Griefing is the purposeful act of making the game unenjoyable for other players; i.e. acts such as shooting players in the legs.

Scripting/Hacking - Any confirmed hacking and scripting such as but not limited to; an admin observing a player teleporting across the island, spawning a vehicle right in front of them, or flying a vehicle they do not have the points to fly.

Intentional Killing - If you witness someone walk up to another person and shoot them.  Or watching someone taking a 5-ton truck and ramming a fully loaded helicopter are some examples.  
  
**5-6. Reporting**

In closing, remember this is not a catch all written in stone guideline.  Use common sense and think through your actions prior to taking any enforcement action.  Prior to any banning do a #userlist and write down the players in-game name and their player ID.  Then ban the player and note the time and date.  
  
After leaving the game server, go to the Banhammer section of the forums and enter your actions for that day in a format similar to this:  
  
12/15/07 Approximately 2300 (11:30pm)  Server #

Iamthetker 123456 - Griefing and team killing  
L33T 87432243 - Scripting, watch player teleport from base to Eponia  
Jenny 8675309 - Language, repeated use of racial slurs.

**5-7. RCon List**

Server Number is the one to three digit number in front of a player’s name when you use #userlist or use the in game "P¨ key.  
  
#userlist - Displays every person's Player name, Server number, and Player ID.   
(Have to be logged as an admin)  
  
#login password - Logs you into the admin position in game  
#logout - Logs you into the admin position  
#kick player name or server number - kicks the player from the game immediately  
#exec ban server number - permanently bans the player's ID number  
#lock - Locks the server, doesn't allow anyone to join  
#missions - shuts the game down and pulls up the missions available to be started  
#unlock - unlocks the server, allows anyone to join  
#restart - restarts the mission currently running on the server.

**5-8. 15th MEU Realism Unit Operation Server Rules**  
This is our private drill server for our training exercises. This server will run custom 15th MEU Realism Unit content. This server will require a password to join.   
  
**5-8.1. Private Server Rules**:  
  
**THE PRIVATE SERVER IS NOT YOUR PERSONAL PLAYGROUND.**   
  
The private server is online to provide our members with a place to conduct training, drills and participate in large scale exercises. It is not a locked server for members to practice irresponsibility. The rules governing the private server are fairly simple. They include the above listed Public Server Rules as well as the following:  
  
*Any authorized training sessions, drills, Unit exercises or class sessions have precedence over any other uses of the server. Ask a Staff member if you are unsure of a training schedule. Do not interrupt!  
  
If you break it, you fix it and you bring it back.   
  
Unit members must be 'in uniform' at all times on the Drill Server! In uniform is defined as using their registered 15th MEU Realism Unit player profile and making an attempt to have a functioning squad.xml script.*

**5-8.2. Private Server Guests**   
  
Unit members ranking Lance Corporal (LCpl) and above may invite public players to join them on the private server under certain conditions. The member who invites a public player to join is responsible for that player when they are on the server. The public player must:

* Show a willingness to participate in an organized operation and be part of a team
* Sign on to the TeamSpeak voice server
* Understand that they are our guest and our rules apply while on the server
* Understand that they must vacate the server when asked to, or when all Unit Members have left

The public game server is an excellent recruiting tool, and using the private server to help bring new members in is a great strategy. Focusing on a handful of public players who are interested in joining and are on TeamSpeak and inviting them in is allowed.   
  
Do not interrupt drills or unit operations and training exercises!

**5-9. TeamSpeak Server Rules**

TeamSpeak is our voice communications system and may be freely used by members of this unit and guests to the unit and its members. It is not your personal playground so please abide by the rules set forth here. They are provided to allow everyone to enjoy the voice communication system.

**5-9.1. Channel Specific Rules**  
Many of the TeamSpeak server channels are set up for specific uses and should not be used for any other purpose. The server channels, for example, should be used when playing on the public server and private server respectively. The element specific channels (squads, fire teams, air units, etc) should be used when training with other members or when discussing private matters. The lounge channels are for general discussion and ‘talking shop’ with other members or guests, and should be used for this purpose. Please avoid using the server channels for chit-chat as it interrupts members and guests who are focusing on game play.  
  
Some channels are password protected. If you cannot access the channel you would like to be in, chances are you should not be in it. If you feel that you should, however, please contact a member of the Staff to correct the issue.   
  
NOTE: DO NOT INTERRUPT DRILLS! If any members are in a TeamSpeak channel and conducting drills, they have communication priority. Page the ranking member in the channel ONE TIME and wait for a response. If it is urgent, join the channel and wait for a clear break in communication and then speak, quickly.

**5-9.3. Officers Joining Channels**   
  
While a member is on duty (being on duty is defined as in immediate preparation for, or conduct of a unit related event such as a training, operation, or meeting.), in addition to greeting officers when joining channels, members should call the channel to attention and render an appropriate greeting when an officer joins their channel. This gives the officer a moment to pass on pertinent information to members in the channel without interruption. “Officer on Deck” is the most acceptable form of calling a channel to attention, and it should be said loud enough for all members to hear, but not yelled. When the officer is done speaking, or does not have any information to pass on, he or she will address the channel with “carry on,” “at ease,” or “as you were” to let members know they may continue their conversations.   
  
NOTE: In the case of several officers entering and leaving channels, the channel should only be called to attention for the highest ranking officer, or if a higher ranking officer joins. If a Captain is in the channel and a Lieutenant joins, the channel should not be called to attention.   
  
NOTE: Drill channels and Server channels are the only exceptions to this, as interrupting combat operations or training is unacceptable.

**Section 6**

**Complaint Policy**

**6-1. Overview**

Any incident involving a 15th MEU Realism Unit member and their actions that violate Unit policies or procedures may be reported to the Unit Command Staff at any time by ANYONE; even public players and guests on one of our game servers, forums, or TeamSpeak.  If you feel that a member has violated a policy or procedure of this Unit, you may report the incident.  The 15th MEU Realism Unit does not cover for its members if they in fact have committed violations of our policies and procedures.  If there is sufficient evidence that the incident did occur and it is in violation, the Command Staff will commence disciplinary actions.  Also, any baseless or frivolous complaints will also be dealt with appropriately.  
  
**6-2. Self-Resolution**

If you have a personal issue with a member of the Unit it is suggested that you attempt to speak with that member first about the issue.  If that fails, utilizing the Chain of Command is your next option.  If you are a public member you may skip this step and just report the issue.  If there is a perceived or clear violation of the policies or procedures of this unit you may just report the incident.  There are several ways to report an incident to the Command Staff, all of which allow us to document the complaint.  
  
**6-3. Reporting Procedure**

In all of these methods we do want some standard information; date and time of incident, where the incident occurred (public or private game server, TeamSpeak, etc.) details of the incident, means to contact you if we have questions or need clarification on the incident and a list of anyone present during the incident.  
  
1)  Verbal - You may just locate a member of the Command Staff and speak with them in TeamSpeak.  The staff member will then bring the issue up to the other staff members. However, you should try to take the issue up your chain of command if possible.  
  
2)  TeamSpeak Complaint System - Within TeamSpeak is a complaint system that allows you to right click on a members name and select an option to report a complaint.  Please include dates and times if they differ from when you are reporting the incident as it is time stamped as of the date and time you submit the report.  
  
3)  Forum Private Message - You may send a private message on our forums to the next person in your chain of command. They will get the complaint where it needs to go.

Once you submit a complaint you should be contacted about the complaint, even if it's just a simple response that we are investigating.  This way you will know that it is at the very least being looked into.  You should also be contacted once the issue has been investigated.  Though we may not give you details of how it was handled as we try to maintain a policy of "Praise in public, discipline in private."

**6-4. Summary**

Just remember that if the Command Staff is not aware of an issue, we cannot do anything about it.  Remember that your name will not be disclosed unless it is absolutely vital to the investigation. It is the responsibility of every member of this unit to not only behave and follow the policies and procedures we have established but to also attempt to correct deficiencies on the spot and failing that to report the incidents so that they may be handled appropriately.  
  
The goal of the 15th MEU Realism Unit is to provide a fun and entertaining simulation of the Marine Corps environment but we will not allow unprofessional behavior or actions that bring disgrace or dishonor to the Unit or its members.

**Section 7**

**Disciplinary Policy**

**7-1. Non-Judicial Punishment (NJP)**  
  
NJP may be administered by any member of an enlisted rank of Staff Sergeant or higher (or any officer in a leadership billet) that observes a minor violation of policy. NJP is punishment short of that administered during Office Hours, and does not require Command Staff review or MEU HQ review. NJP would be actions such as kicking an offending member from Ventrilo or a game server, verbal counseling, or even making someone run laps or similar in-game punishment which does not last more than fifteen minutes.

Staff NCOs and Officers in a leadership position will have the ability to deduct Promotion Points. Their powers here will be directly inverse of their granted Leadership Points. They will have the ability at the same amount, and are still able to use the ability over a group of people, not just individuals. However, they will only be able to detract from people within their Chain of Command (ie. a Squad Leader only from people within his squad). For reference, here are the Leadership Points (and now also Deduction Points) list for leadership billets:

Team Leader/Detachment Commanders: 2

Squad Leaders: 4

Platoon CO/Platoon Sgt/ACE XO: 6

Company CO/Company XO/Company 1stSgt/ACE CO: 8

MEU CO/MEU XO/MEU SgtMaj: 10  
  
**7-2. Office Hours (Captain's Mast)**  
  
An official investigation stemming from allegations of a serious violation of policy, or repeated minor violations. If any member feels that a violation has occurred deserving more attention than a Non-Judicial Punishment may forward their complaint to the officer in a leadership billet over the individual for review. The officer may then request permission to conduct his own Office Hours or may request the Command Staff to conduct the Officer Hours. Command Staff may conduct office hours over any member of the unit, ground officers and air officers in leadership billets may conduct office hours over anyone under their chain of command.

During this investigation, the complainant, witnesses and the offender are spoken to as well as any guests who can be contacted. The result of the investigation by the officer that requests it can only be one of these responses:

Unfounded - Violation turns out to be a misunderstanding or miscommunication, and no real violation of policy.

Settled at Scene - Violation was deemed minor and already handled by NJP or some other such action.

Substantiated - Violation did occur, and of a severity requiring formal disciplinary action.

All members have the right to appeal a decision of an Office Hours to the MEU Commanding Officer, the result of which is at his discretion.

**7-3. Formal Disciplinary Action**

Results of which can be any combination of the following:

* Promotion Point Reduction – Reduction of current promotion points by an appropriate number based on the severity of the violation.  Non-Command Staff Office Hours may reduce the promotion points by no more than half the members current total.  Command Staff Office Hours may result in any amount of reduction.
* Time in Grade Reset – Time in grade for the member is reset to the punishment date.  Can be the result of either type of Office Hours.
* Suspension - Suspension of TeamSpeak and Game Server access for a period of time based on the severity of the violation.  If a suspension is deemed appropriate by a Non-Command Staff Office Hours the request must be forwarded to the Command Staff with a date to be made effective.
* Reduction in Rank - A reduction in rank based on the severity of the violation.  If a Non-Command Staff Officer Hours was conducted, then the reduction in rank of violators of the rank of Sergeant or below may be to any grade below that of the violator’s current rank.  Any member of the rank of Staff Sergeant or above may only be reduced by one rank during Office Hours requested by a Non-Command Staff officer.  Any Command Staff Office Hours will allow a reduction to any rank, regardless of the violator’s current rank.
* Discharge - Violation was so severe or other disciplinary action was already taken, for a repeated violation, that removal from the unit is warranted.  This action may only be the result of a Command Staff Office Hours.

Non-Command Staff Office Hours must have the results and recommendation for disciplinary action forwarded to the Command Staff for final approval and implementation.

**7-4. Punitive Articles**

These article server as a list of offenses that can result in disciplinary action should a member be found guilty of the offense. Members must remember that we are not a court of law and our procedures for conducting disciplinary actions are as fair as we can get with using a simplified system for a gaming unit.

**7-4.1. Definitions**

Gestures – Any form other than those included in speech including but not limited to such things as; links to other websites, pictures, drawings or other forms of non-verbal communication.

May – The punishment can be administered through a lesser form of corrective action can be imposed should the offended party so desire.

Shall – The punishment directed will be administered without regard to the desire of the offended party.  
Speech – Any form of communication; verbal in TeamSpeak, posting in the forums, email or instant messenger.

**7-5. Punitive Articles Listing**  
  
**7-5.1. Fraudulent Enlistment**

Any member providing false information in his application to join the unit is guilty of fraudulent enlistment.  Should information come to light, that is corroborated, to prove a current member provided false information upon joining the unit, the member shall be punished by Dishonorable Discharge from the unit.  
  
**7-5.2. Desertion**  
Any member that is found to have applied to another unit and has been accepted to that unit is guilty of desertion. Any member guilty of desertion shall be punished by Other than Honorable Discharge.  
  
**7-5.3. Unauthorized Absence**  
Any member failing to show up for scheduled training with or without notice that is found to be doing something other than what was stated in their notification of being absent, if provided; is guilty of Unauthorized Absence.  Any member guilty of Unauthorized Absence may be punished by Letter of Reprimand or as directed by an Officer Hour, up to and including Administrative Discharge from the unit.

**7-5.4. Disrespect Toward a Leadership Billeted NCO, SNCO, PO, WO or Officer.**  
Any member that behaves with disrespected toward any leadership billeted Non-Commissioned Officer, Staff Non-Commissioned Officer, Petty Officer, Warrant Officer or Officer may be punished by Letter of Reprimand or as directed by an Office Hours.  
  
**7-5.5. Assaulting or Willfully Disobeying a Leadership Billeted NCO, SNCO, PO, WO or Officer.**  
Any member that assaults a leadership billeted Non-Commissioned Officer, Staff Non-Commissioned Officer, Petty Officer, Warrant Officer or Officer, in game or disobeys an order, by action or speech that is in-keeping with the rules and regulations of the unit shall be punished as directed by an Office Hours.  
  
**7-5.6. Insubordinate Conduct Toward a Leadership Billeted NCO, SNCO, PO, WO or Officer**.  
Any member that is insubordinate, in action or speech, toward a leadership billeted Non-Commissioned Officer, Staff Non-Commissioned Officer, Petty Officer, Warrant Officer or Officer shall be punished by Letter of Reprimand or as directed by an Office Hours.  
  
**7-5.7. Failure to Obey Order or Regulation**  
Any member that fails to obey official written orders or regulations as posted by the Command Staff may be punished by Letter of Reprimand or as directed by an Office Hours.  
  
**7-5.8. Mutiny or Sedition**  
Any member with the intent to usurp or override unit authority, refuses to obey orders, or creates a disturbance; in concert with others, is guilty of mutiny and shall be punished by Dishonorable Discharge from the unit.  
  
**7-5.9. Espionage**  
Any member found to be providing unit specific information to any other person or unit, without the effective consent of the Command Staff, is guilty of espionage and shall be punished by Dishonorable Discharge from the unit.  
  
**7-5.10. False Statement**  
Any member found to be giving false statements to include but not limited to; false claims of military service, false statements during investigations, false orders that are claimed to be given by another authority, etc. are guilty of providing a false statement and shall be punished by Letter of Reprimand or as directed by an Office Hour.  
  
**7-5.11. Riot or Breach of the Peace**  
Any member or members that conduct themselves in a debate that has turned into conduct against the good order and discipline of the unit, while in a public place, is guilty of breach of the peace and may be punished by Letter of Reprimand or as directed by an Office Hour.  
  
**7-5.12. Provoking Speeches or Gestures**  
Any member that uses speech or gestures intended to provoke people and not provide valid input or suggestions may be punished by Letter of Reprimand or as directed by an Office hours.

**7-5.13. General Article**  
Though not specifically mentioned in this section, all disorders and neglects to the prejudice of good order and discipline of the unit, all conduct of a nature to bring discredit upon this unit, by a member of this unit, may be punishable by Letter of Reprimand or as directed by an Office Hour.

**Section 8**

**Discharge Policy**

**8-1. Overview**

In keeping with our realism title the 15th MEU (SOC) Realism Unit simulates the various discharge types utilized by the United States Armed Forces. These discharges can be granted through various methods and should be explained in each section for each type of discharge.

**8-2. Retired Status**

Any person who resigns (or is discharged) from the unit with a mark of 550 days Time in Service (including adjustment for Reserves time) will be granted Retired status. Retired personnel may retain their last rank and tags on TeamSpeak and the forums, and will retain forums access to the Quarterdeck and Command Element sections to keep up with unit occurrences. They will also be maintained on our XML Roster, as well as being afforded a spot on our Retired Personnel roster. Any retiring member will regain their last held rank if ever rejoining the unit (billet dependent).

**8-3. Honorable Discharge**

Any person who resigns from the unit after six months with no major disciplinary problems. They do not maintain their rank, tags, or forum access, but they may regain their last held rank if ever they decide to rejoin (billet dependent). If the service break is longer than six months, however, they are subject to a decrease in grade of one to their maximum rank to regain.  
  
**8-4. General Discharge**

Any person who resigns from the unit with less than six months of service, or with more than six months with noted disciplinary issues. General discharges do not maintain their ranks, tags, or forum access. They may regain their last held rank if rejoining within 90 days, after which they are subject to a one grade reduction (actual rank billet dependent).

**8-5. Receiving Platoon Discharge**

Any person who resigns from the unit without completing School of Infantry training. They do not maintain their rank, tags, or forum access. If they rejoin, they must reenter the full training pipeline.

**8-6. Administrative Discharge**

Any person who fails to complete School of Infantry training upon completion Recruit Training within 30 days of active duty status or 60 days of reserve component status without notifying an ITB instructor or S-1 Personnel of a valid situation which prohibited you from doing so. They do not maintain their rank, tags, or forum access. If they rejoin, they must reenter the full training pipeline.

Any person who is in Reserves for more than 60 days without activity in TeamSpeak or the forums, without a declared prolong absence, is subject to an Administrative Discharge. They do not maintain their rank, tags, or forum access. They may regain their last held rank if rejoining within 90 days of discharge, afterwards they are subject to a reduction in grade by one (actual rank dependent on billet).  
  
**8-7. Other than Honorable Discharge**

Any person who commits repeated violations of policies may be subject to an Other Than Honorable Discharge. This may only be given out as the result of an Office Hours. The person is reduced to the rank of Private and is barred from rejoining for 9 months. They will retain guest status on TeamSpeak, forums, and servers.  
  
**8-8. Bad Conduct Discharge**

Any person who commits repeated and/or serious violations of policy, ethics, and/or professionalism may be subject to a Bad Conduct Discharge. The person is stripped of all rank and is not allowed to return to the unit. They may retain guest status on TeamSpeak, forums, and servers.  
  
**8-9. Dishonorable Discharge**

Any person who commits repeated and/or serious violations of policy, ethics, and/or professionalism may be subject to a Dishonorable Discharge, The person is stripped of all rank and is not allowed to return to the unit. They will be banned from TeamSpeak, forums, and servers. Any previous discharge may be rec-classified to a Dishonorable Discharge due to actions against the 15th MEU (SOC) Realism Unit following a discharge, including (but not limited to): Disrespectful words or actions to the 15th MEU (SOC) or its members, plagiarizing our policies and/or works in the formation of another unit, threatening members of the unit, or griefing our game servers, TeamSpeak servers, or forums.

**8-10. Rules on Resignations and Re-Applications**

Resignations will be processed no earlier than 3 days after being posted. This delay allows the resignee a chance to reconsider his decision and not be subject to the consequences of his own hastiness. Once processed, the resignee will not be allowed to return to the Unit for 30 days and will be barred from active duty for 60 days starting from the date when the resignation is processed.  
  
**8-11. Summary**

Our unit classifies discharges in various categories for both realism and administrative purposes. Regardless of the type of discharge received, if a member returns, his billet will be determined by what is available to the unit at the time of his return. If no desired billeting is available the returning member may be placed in the Reserve Platoon until such a time as a desired billet opens. Any member wishing to join infantry or the BAS will have to go through ITB or FMTB respectively if they have not already done so.

**Section 9**

**Promotion Policy**

**9-1. Promotion System**  
  
The 15th MEU Realism Unit uses a promotion system that simulates the Marine Corps promotion system and it allows the Command Staff to control the rate of promotions. This system is fair and impartial all around; giving credit to members for their time in the unit and current rank but giving more reward for those actually active. So you can get promoted by sitting around and just being here but nowhere near as quickly as by attending training and events.

**9-2. Eligibility**  
  
In order to be eligible for promotion you must meet Time in Grade, Promotion Point, Rifle Range and Training Requirements. Mind you that even though you are eligible administratively for promotion you must still hold a billet that allows the promotion. We follow a "One Up to Two Down" policy for billet assignments. This means that normally we only authorize a person to hold a billet that is one rank higher or two ranks lower than the billets assigned rank. For example: Fire Team Leader is a Corporal's billet thus a Private First Class to Sergeant can hold that assignment and be promotable up to Sergeant. Once a Fire Team Leader reaches Sergeant he must advance in duty assignment in order to be selected for promotion. Eligibility requirements are listed in the following sections.  
  
**9-3. Composite Score**  
  
Each member will have a Composite Score that changes daily. This score is based off of your; Time in Service, Time in Grade, Rifle Range Score and Promotion Points Earned x10. Your composite score compared to those of others within your rank to make a "Promotion List". This Promotion List is used to determine who receives a promotion should the Command Staff decide that we need to slow promotions because the unit is getting top heavy or other such situations as determined by the Command Staff.

NOTE: The Composite Score, while still calculated for every member, is no longer used when determine promotion. It is maintained should the need arise to re-implement the system.  
  
**9-4. Time in Service & Time in Grade**  
  
Time in Service and Time in Grade will provide point’s equivalent to days in service and grade while active.  Members in the reserve will earn one point per three days that they are in the Reserve Platoon.  Reserve members that return to active duty will then begin to have their TIS and TIG rate at one for one again.  There are also Time in Grade requirements for each rank.  A Time in Grade requirement means that you are not eligible for promotion until you have been at your current rank for that time period.  The Time in Grade requirements needed are listed here.

**Enlisted – Category A** (Corpsmen follow the standard enlisted promotion guidelines)

|  |  |  |  |
| --- | --- | --- | --- |
| **Promotion** | **Time in Grade** | **Promotion Points** | **Training Requirement** |
| Rct to Pvt/HR | N/A | N/A | Basic Training |
| Pvt/HR to PFC/HA | 36 | 12 | N/A |
| PFC/HA to LCpl/HN | 48 | 19 | MOS Training |
| LCpl/HN to Cpl/HM3 | 48 | 23 | Corporal’s Courses |
| Cpl/HM3 to Sgt/HM2 | 72 | 23 | Sergeant’s Courses |
| Sgt/HM2 to SSgt/HM1 | 121 | 28 | N/A |
| SSgt/HM1 to GySgt/HMC | 162 | 31 | N/A |
| GySgt/HMC to MSgt/1stSgt/HMCS | 216 | 39 | N/A |
| MSgt/1stSgt/HMCS to MGySgt/SgtMaj/HMCM | 162 | 26 | N/A |

**Warrant Officer**

|  |  |  |
| --- | --- | --- |
| **Promotion** | **Time in Grade** | **Promotion Points** |
| WO to CWO2 | 108 | 14 |
| CWO2 to CWO3 | 144 | 19 |
| CWO3 through CWO5 | 162 | 25 |

**Officer** **– Category A** (Student Pilots are listed here for simplicity)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Promotion** | **Time in Grade** | **Promotion Points** | **Training Requirement** | **Flight Hours**  **(Flight Officer’s Only)** |
| Rct to SNPC | N/A | N/A | Basic Training | N/A |
| SNPC to SNP | N/A | N/A | SNPC Checklist | N/A |
| SNP to SNFO | N/A | N/A | SNP Checklist | Maule M7: 10 |
| SNFO to SNA | N/A | N/A | SNFO Checklist | TH-57: 5 / F4 Phantom: 5 |
| SNA to 2ndLt(T) | N/A | N/A | SNA Checklist/NCO Courses | 20 |
| 2ndLt(T) to 2ndLt | N/A | N/A | The Basic School (within 60 days) | N/A |
| 2ndLt to 1stLt | 108 | 32 | N/A | 12 |
| 1stLt to Capt | 144 | 47 | N/A | 16 |
| Capt through Col | 162 | 31 | N/A | 23 |
| Col through Gen |  |  | Meritorious Only |  |

**9-5. Rifle Range**  
  
Every member is required to have a rifle range score in the system to be eligible for promotion. This a yearly event held every January and February. Rifle ranges can be run in-between to make up for those unable to attend during the qualification month (new joins, returning members, or those who were in reserves the previous qualification month). All new recruits complete a Rifle Range at the end of their Recruit Training, and is their record until the next qualification.

Rifle Range Score will provide point’s equivalent to your score (39 - 65).  
  
**9-6. Promotion Points**  
  
Promotion Points you have earned multiplied by ten will provide the remaining points into your Composite Score. All ranks must meet a set number of promotion points prior to being eligible for promotion. These requirements are listed in the above chart in the Time in Grade section.

Points are granted primarily in one of these ways:

Attending a unit training cycle such as a CAX, FTX or Operation: 2 pts.

Attending a Fire Team or Section training cycle: 1 pt.

Recruiting a person that completes Basic Orientation Training: 1 pt.

Attending an Allied unit event: 1 pt or 2pts depending on the scale of the operation or training.

Special Assignments: The points very depending on what you are helping with but usually around 1 or 2 pts.

**9-7. Promotion Procedure**  
  
Promotions on conducted twice a month, the First and Third Sundays of every month. The Wednesday prior to that day is the eligibility cutoff. On that day, all promotion points are tallied that have not yet been, as well as any other final book work. The Personnel Chief then audits everyone's eligibility. Anyone who meets every requirement is placed on the Promotion Eligibility List (PEL). The PEL is the submitted to Command Staff to review and approve. Any issues with anyone on this list due to concerns about actual promotion eligibility (which requires a re-audit, which is more concentrated), disciplinary issues, or concerns about numbers of similar grade, have until Saturday to be brought up. On the Saturday before the promotion day, the concerned section leaders are given a list of their people to be promoted the next day. Any issues that section leader has must be given back to the Personnel Chief before 1900 CST on Sunday.

Promotions under the 'One Up' policy must have promotion recommendations forwarded from the member's chain of command at the platoon level and higher. One Up promotions must be approved by Command Staff, and recommendations have a heavy influence on the outcome. Personnel Clerks will contact the necessary chain of command in this situation.

Promotions to Staff Sergeant or higher will require a performance review by the Command Staff. Staff Sergeant's and higher carry responsibilities and duties above and beyond regular leadership so require a slightly more selective approach. In the absence or unavailability of a full Command Staff the MEU Headquarters will conduct this review.

Promotions are then conducted on the first or third Sunday and promotion warrant(s) are read. Promotions to the grade of Sergeant or lower, and Captain or lower, are to be conducted within individual section debriefs for the evening, or voluntary all-hands. Promotions to the grade of Staff Sergeant or high and Major or higher, or those individuals whose direct superior is the MEU HQ, are to be conducted in the unit-wide debrief by the MEU HQ or Command Staff themselves.

Once you are promoted your TIG and Promo Pts reset and the process begins again within your next rank.  
  
**9-8. Leadership Points**  
  
Leaders have a certain amount of points available to issue out for attending a training event with them or to reward outstanding members performing above and beyond their normal duties. These are titled Leadership Points. Here is the amount a leader has available to issue, per month (points do not roll over, so use them or lose them):

Team Leaders and Vehicle Commanders- 2 pts.

Squad Leaders - 4 pts.

Platoon HQ and Detachment Commanders - 6 pts.

Company HQ and ACE HQ - 8 pts.

MEU HQ - 10 pts.

These points are used in generally one of two ways: either to reward a group of people that attend a scheduled training event that are not members to include impromptu training arranged at a moment’s notice (only one leadership point is necessary to award everyone that attended a promotion point). The second use is to award a specific individual a promotion point for contributions to this unit above and beyond the performance of their regular assigned duties and responsibilities. For example; a member is on the recruiting server chatting folks away and three people proceed to join the unit but do not put this member as the person that recruited them. If you feel the member did assist in convincing them to be recruited a leader can request a promotion point to be rewarded to that member for his efforts to offset the three points you feel he should have received for recruiting.

Basically all that is required for the issuance of a point is for the leader to submit a report for the training event with a list of those that attended or submit a report of why a specific individual should receive a promotion point. Once reviewed the promotion points are added. Any special requests for promotion points must be submitted to the Personnel Chief for review before assignment of the point. If the point is denied an explanation of why the point was denied must be sent to the requesting leader.

A leader is also only allowed to use a maximum of one additional leadership point to award outstanding performance in a training. You may still use another leadership point to award all non-required attendees a promotion point, however, the maximum amount of promotion points someone may receive from a training is two points (one for the training and one for the outstanding performance). Also, remember to highlight any use of a leadership point in yellow on your training report.

**9-9. Training Requirements**  
  
Some promotions require training requirements prior to becoming eligible for promotion. These training requirements do not necessarily have to be met at the rank prior to promotion just some time before. This is the current list of training requirements. When more training requirements are met they will be placed here and a notice sent in the forums.

*Recruit Training* - This is required of all new joins prior to being ranked as a Private, Hospitalman Recruit, or Student Naval Pilot. New joins must attend a Recruit Training prior to fifteen days elapsing in order to begin becoming active members of the unit. Failure to attend a Recruit Training before fifteen days results in the new join being dropped from our roster and they must reapply. Attempts to coordinate a training time with a senior member of the unit will exempt you from being dropped from the Receiving Platoon. This can be reviewed on a case by case basis.

*School of Infantry Training* - This is required before assignment inside the unit. Every Marine is a rifleman and every member here must have learned the basic rifleman skills. This is a requirement before a member proceed on to complete the Basic Training Package (Recruit Training and School of Infantry Training). After the completion of Recruit Training, limited access will be granted to the forums for the member to sign up for a School of Infantry class. Student Pilots and Armor Crewmen will attend Marine Combat Training, and any Infantryman will attend Infantry Training Battalion. These courses must be completed in successive order and in one attempt. If after being removed from two classes due to lack of attendance, the member will be dropped from the Receiving Platoon. This can be reviewed on a case by case basis.

*MOS Training* - This is a specialized course for each specific MOS. 0311 Riflemen do not have to worry about this class, because everything is covered in Infantry Training Battalion. Tank Crewmen and Weapons Platoon members must complete this course prior to being eligible to be promoted to Lance Corporal.

*Corporal's Course* - This is a series of classes that train up leaders in various areas and prepares members for leadership billets. The Corporals Course consists of four classes: Fundamentals of Leadership, Roles, Duties, and Expectations of Leaders, Policies and Procedures Review, and Monthly Training Standard Operating Procedure. The Corporals Course is mandatory prior to eligibility for promotion to Corporal. The Corporals Course is also required for those going into a leadership billet (team leader and vehicle commander). In emergency situations, this requirement may be waived, but the person has thirty days to complete the Corporals Course before being replaced. This must also be completed for Officer Candidates to begin The Basic School.

*Sergeant's Course* - This is a series of classes that train up leaders in various areas and prepares them for high-level leadership. The Sergeants Course consists of three classes: Communications, Land Navigation, and MOUT. The Sergeants Course is mandatory prior to eligibility for promotion to Sergeant. This must also be completed for Officer Candidates to begin The Basic School.

*Staff Non-Commissioned Officers Course (Not Implemented)* - This is a series of classes that train up senior leaders in topics such as Small Unit Tactics (Squad and Platoon sized up), Mission Planning (to include how to write mission orders), Close Air Support and Management and Supervision of Members. This course will be mandatory prior to eligibility for promotion to Staff Sergeant. Student Pilot Program - All ranks of student pilots must receive certain requirements prior to being promoted to the next higher student rank or to become a Second Lieutenant.

*The Basic School* - This is a series of classes that train up officers in topics such as Small Unit Tactics (Squad and Platoon sized up), Mission Planning (to include how to write mission orders), Close Air Support and Management and Supervision of Members. This course will be mandatory prior to eligibility for promotion to 2nd Lieutenant, and is mandatory for all officer candidates. Both the Corporal's and Sergeant's Courses must be completed before entering TBS, and air officers must complete their SNA phase of training prior to entering. Members undergoing training in TBS are designated 'Officer Candidates' and have 60 days to complete the course before being placed on a 30-day probation, during which at any time Command Staff may fail the member out of the course.  
  
**9-10. Meritorious Promotion**  
  
These fall outside of the TIG and Promo Pts system and require outstanding service, performance or duty etc. Anyone can be recommended for Meritorious Promotion but these are rare and hard to come by promotions in the 15th MEU. Meritorious Promotions should not be used where a personal decoration is appropriate.  
  
**9-11. Category B Promotion**

When a member holds the rank at which their billet is ranked for (ie. a Corporal holding a Team Leader billet), they fall into "Category B" promotions. Category B promotions have their requirements adjusted to slow down higher rank promotions. The Time in Grade requirements for promotions from E-3 to E-4 and E-4 to E-5, and O-1 to O-2 are doubled, while the requirements for E-5 to E-6 and higher, and O-2 to O-3 and higher are increased by 50%, and the promotion points are calculated as necessary. Category B Requirements are listed below (any ranks not listed in this list never fall under Category B).

**Enlisted**

|  |  |  |  |
| --- | --- | --- | --- |
| **Promotion** | **Time in Grade** | **Promotion Points** | **Training Requirement** |
| LCpl/HN to Cpl/HM3 | 96 | 42 | Corporal’s Courses |
| Cpl/HM3 to Sgt/HM2 | 144 | 61 | Sergeant’s Courses |
| Sgt/HM2 to SSgt/HM1 | 181 | 52 | N/A |
| SSgt/HM1 to GySgt/HMC | 243 | 52 | N/A |
| GySgt/HMC to MSgt/1stSgt/HMCS | 324 | 58 | N/A |
| MSgt/1stSgt/HMCS to MGySgt/SgtMaj/HMCM | 243 | 36 | N/A |

**Officer**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Promotion** | **Time in Grade** | **Promotion Points** | **Training Requirement** | **Flight Hours**  **(Flight Officer’s Only)** |
| 2ndLt to 1stLt | 216 | 64 | N/A | 18 |
| 1stLt to Capt | 216 | 68 | N/A | 24 |
| Capt through Col | 243 | 44 | N/A | 34 |

**9-12. Summary**  
  
Our promotion system here was created from the unit’s inception with the mindset that it must be fair and impartial; and that every promotion or denied promotion is justified.  This system has seen only one major change in two and a half years with little to no complaints.  Our system rewards activity more than anything but it does not prevent people with limited online times from not being promoted.  This includes insuring that with enough time you will reach the top of your ranks composite score list and will pretty much be guaranteed promotion (depending on billeting and the rank you are moving to).

**Section 10**

**Force on Force Policy**

**10-1. Overview**  
  
Force on Force training is a valuable but highly volatile training tool so must be used with care and constantly under the scrutiny of higher authority.  This SOP is to provide those guidelines for use within the 15th MEU Realism Unit. First and foremost, ONLY the members of the Force Reconnaissance Platoon may officially conduct force on force training with other sections of the unit, to include themselves.  No other units within the structure of the 15th MEU may conduct force on force training with each other.  
  
**10-2. Rules for Force Reconnaissance Members**  
- Members are not to brag, taunt, or otherwise antagonize the members of other sections attending force on force training.

- During the force on force training session the Force Recon detachment is subordinate to the leader conducting the training and must follow his orders and guidelines for the training evolution. (Note: this does not mean subordinate to the unit, only to the leader)

- Force Members are not to engage in force on force training events without clearance from the SNCOIC/OIC of the Force Recon Platoon.

- Failure of Force members to follow these guidelines will be punished by temporary reserve duty, time to be determined by SNCOIC/OIC

- Repeated offenses will be punished by expulsion from the Force Reconnaissance team.  
  
**10-3. Rules for Section Leaders**  
- All force on force training will be coordinated thru the SNCOIC/OIC of the Force Recon Platoon.

- Members of the section conducting force on force training may not brag, taunt or otherwise antagonize members of the Force Recon team.

- Section leaders conducting force on force training will not abuse their authority over the Recon team.

- Force on force training should be an organized event, not an impromptu exercise.

- All guidelines and Rules of Engagement must be spelled out in an Operations Order prior to the Force on Force event.

- Section Leaders that do not adhere to this rule will lose the privilege of conducting force on force operations at the discretion of the Recon Platoon's SNCOIC/OIC.  
  
**10-4. Sample of services that may be provided:**  
- Role playing of certain OpFor units (Civilian, Insurgents, Guerrillas, Regular Infantry, Special Forces, etc.)

- Use of team and high command leadership features in ArmA to command OpFor AI during an exercise (instead of fighting directly)

- Providing a 'smart' OpFor that makes human choices and not the preprogrammed realistic responses of the AI

- Providing 'randomization' by changing the tactics and moves used during training operations.

- Varying 'difficulty' by setting rules and guidelines for the Force Recon members (having him delay his fire, not use certain tactics etc.)

- Other services may be coordinated with SNCOIC/OIC

**10-5. Examples:**  
- During dry-fire MOUT training a Reconman can act as a 'moving' target that tests the team's ability to cover all sectors

- During live-fire MOUT training the Reconman can simulate a smart enemy that uses cover, uses building windows and rooftops and attempts flanking maneuvers

- During CQB Exercises the Reconman can act as a target that is untrained soldier unsuspecting of attack or a as well trained operator ready to defend himself

- During vehicle training the Reconman may lay ambush or use hit-and-run tactics to engage armor

- For conventional operations the Reconman can take command of an Opfor squad, platoon, or company (using high command) and provide an intelligent and unpredictable Opfor  
   
**10-6. Summary**.  
  
Force on Force is another tool leaders can use for training and following these guidelines will ensure a quality of training. Only members of our Force Recon section may act as OpFor and they must adhere to these strict protocols.

**Section 11**

**Parachute Qualification Policy**

**11-1. Overview**  
  
The purpose of the Parachute Qualification and Award Policy is to two fold.  First is to provide a realistic training environment and skills necessary for the Recon Team to perform it’s missions.  Second is to provide a system of rewarding members of the unit by allowing them to earn the coveted Navy/Marine Gold Wings.

**11-2. Basic Parachute Qualification**

Jump Billeted Members – All members assigned to a Recon Team, to include the Recon Corpsman, are required to become at least Basic Parachute Qualified.  This training must be completed prior to a Recon Team member being authorized to conduct jump training or to be allowed to participate in any operation requiring a combat jump.

Non-Jump Billeted Members – All other members of the unit must be selected for attendance of Basic Parachute Qualification Course (Jump School).  The number of non-jump billeted members authorized to attend a Jump School will be determined by the Command based on various factors including but not limited to; total unit strength, unit billeted strength, and current number of parachute qualified members.

The purpose of the Parachute Qualification and Award Policy is to two fold.  First is to provide a realistic training environment and skills necessary for the Recon Team to perform it’s missions.  Second is to provide a system of rewarding members of the unit by allowing them to earn the coveted Navy/Marine Gold Wings.

**11-3. Basic Parachute Qualification Course (Jump School)**

Jump Schools will be scheduled at least two weeks prior to the class.  A Jump School can only be scheduled by a Jump Master and outside of Force Recon, it requires Command Staff approval.  Projected attendance rosters must be submitted and approved by the Command Staff prior to the course start date.  Only members listed on the attendance roster will be authorized to attend, no tag alongs.  After the five basic jumps and completion of the course members will be authorized to wear the Basic Parachutist Insignia and it will be noted in their Service Record Book (SRB).

**11-4. Navy/Marine Corps Parachutist Award**

After earning the Basic Parachutist Insignia a member must conduct five additional jumps to include; combat equipment load out jump, night combat load out jump, alternate platform jump (different aircraft type), and a water jump.  After completing the five jumps, including the prescribed jumps, a member will authorized to wear the Navy/Marine Corps Parachutist Insignia (Gold Wings).

**11-5. Parachute Qualification Sustainment**

Jump billeted members must jump monthly in order to maintain the authorization to wear the jump wings.  Non-jump billeted members must jump quarterly to maintain the authorization to wear the Gold Wings.  Any Jump Master Certified member may schedule jump training.  This training must be scheduled and posted on the forums five days in advanced.  Any parachute qualified member is authorized to attend but an attendance roster must be submitted prior to the scheduled jump and only those on the roster may attend.

Combat and Unit Wide Jump Evolutions may only be designated by the Command Staff for a unit wide event or combat operation.  And only the Recon Team may be authorized for a combat or unit wide jump evolution.  However, a Jump Master Certified team member is required to participate in the jump in order for the operation to be conducted.

As many jump training events can be scheduled as the Jump Masters wish to request.  However, remember that in order to earn the Gold Wings there are specific types of jumps required.

**11-6. Summary**  
  
Jump training and certification is intended to aid in the realism factor of this unit and as a reward for members selected by the leadership.  We hope that it is as fun and enjoyable for those involved.  And remember, if at first you don't succeed, maybe parachuting is not for you.

**Section 12**

**Member of the Quarter Policy**

**12-1. Promotion System**  
  
In the interest of recognizing members of the unit for their dedication to duty, devotion to the unit and esprit de corps above and beyond the day to day standards of the unit, the Member of the Quarter Program is established. The program allows the acknowledgement of those that do more for the unit than just being part of the team.

**12-2. Nominations**  
  
Nominations may only be submitted during the two weeks prior to the end of a quarter (March, June, September, and December) and must be submitted no later than the last day of the quarter.  Any member of the unit may be nominated and may be nominated by any other member.  No member may nominate themselves.  The nomination should be submitted to any member of the Command Staff stating the name of the member and paragraph or two on why the nominated member should be selected for the Member of the Quarter.   
  
**12-3. Selection**  
  
Once nominations are closed the Command Staff will review the nominations and select the Member of the Quarter. This selection will be based on number of nominations for the member and the reason(s) for their nomination. The Command Staff will be looking for members that conduct themselves in a professional manor, know their primary duties and responsibly, contribute to the total team mentality and have shown to be a valuable asset above and beyond. Two previous Members of the Quarter will be randomly selected and be asked for their input on the selection of the next Member of the Quarter should they so wish to participate and give their recommendation.   
  
**12-4. Member of the Quarter Rewards**  
  
Other than a post on the forums acknowledging the Member of the Quarter they also receive the following awards and benefits. A member of the unit selected as the Member of the Quarter will receive a meritorious promotion to the next grade higher should they be of the rank of Lance Corporal/Second Lieutenant or lower. A Corporal, Sergeant, First Lieutenant or Captain selected will receive four promotion points. A Staff Sergeant/Major or higher will receive seven promotion points. A Member of the Quarter will also be allowed to waive their next rifle range qualification. They will receive the Military Outstanding Volunteer Service Medal, and have the ability to be chosen to participate in future selections of the Member of the Quarter.

**Miscellaneous Policies**

**Miscellaneous Policy A.**

**Chain of Command**

Chain of Command is the line of authority and responsibility along which orders are passed. This generally is from the top down. As in, an order from the Colonel is given to the Company Commanders; they in turn relay that order to the Platoon Commanders that of course pass it on to Squad and Section Leaders to give to the grunts.

Chain of Command also refers to the direct succession of people that have authority over others. In other words, the Tank Platoon Commander does not give orders to an infantry squad or command them. He puts his request through the Infantry Company Commander. One thing to note here: this refers to the normal day to day operations, procedures and tactical use of units. Not the day to day rear operations.

What this means is that a section commander will not normally change policy outside of his or her section or transfer personnel from other sections without going through the appropriate commanders. But, if a Major from an aviation squadron tells you to knock off something you shouldn’t be doing or asks you to relay a message, this does not mean that you tell him you can’t because he’s not in your chain of command: a Major is still a Major. We understand that this can get confusing so please ask your leaders and officers if you have questions.

When disciplining a member, this should be left to the member's direct leader. However, if the situation is serious enough that someone farther up in the chain needs to address it personally, that should be done with the member's direct leader as a party to the conversation (in the same room). If they are unavailable, then they should at least be made aware of the conversation by the higher leader.

Also, from the Colonel on down, most leaders in 15th MEU(SOC) Realism Unit will have an open door policy. This means that you can go to any leader in the unit to discuss anything you feel you need to. Don’t abuse this policy; try to utilize the chain of command as much as possible. We understand that at times you feel you need to bring something up and members of your chain of command are not or have not been available for you to speak with. This doesn’t mean that the person you go to won’t relay the contents of your discussion with the appropriate members of your chain of command if necessary.

However, the Chain of Command does not work without a measure of respect. Subordinates must respect the billet that their superior holds (even if they do not like that specific person) and follow the directives of that billet. At the same time, however, leaders should never abuse their subordinates, and must always hold a level of respect for their subordinates as well. By working off some level of mutual respect, whether that be for the person or the office, problems can be avoided more easily. We are all here by choice, and we are all still individuals, whether this is a military emulation unit or not. Respect everyone.

Despite all this, problems will still occur. If you feel your leader has been disrespectful, is in violation of policy, or any other concerns, and you have tried and cannot communicate with that person, you may move to the next level in the chain of command (i.e. a fire team member that has a problem with his fire team leader may speak to his squad leader). If you feel it still is not addressed, or that person moves you along, you may move to the next level. This 'appeal' process may flow all the way up to the MEU HQ, however, what they say is the end of it.

All private message correspondence relating to common unit activities eg; Personnel, Training, Operations, etc. should include as recipients the members directly in the Chain of Command of the unit or personnel concerned.

**Miscellaneous Policy B.**

**Customs and Courtesies**

**Overview**

The following policy has two stipulations.

1) The customs and courtesies are only required when a member is on duty. Being on duty is defined as in immediate preparation for, or conduct of a unit related event such as a training, operation, or meeting.

2) Violations of the customs and courtesies policy are not enforceable by Office Hours. Violations are however enforceable by NJP. Violations of customs and courtesies itself is not considered insubordination or disrespect toward a superior, however how the individual conducts him/herself during the course of violating the customs and courtesies policy may constitute disrespect toward a superior or other charges.

**Joining Channels**

When joining a channel, greet the highest ranking officer present with a simple greeting, i.e.: ”Hello, Lieutenant Johnson,” “Good Evening Lieutenant Smith” or “Howdy, sirs.” It is not necessary to greet every officer, only the highest ranking one. Do not address enlisted personnel as “Sir.” This courtesy is reserved for commissioned officers. When an officer joins a channel those in channel should observe his entrance with a greeting and sir/ma’am. If an officer of O-5 (LtCol/ Cmdr) or higher enters the channel, the first person that notices should call “Attention on deck. (Rank and Sir/Ma’am) on deck. (Greeting) Sir/Ma’am.” The customs and courtesies for joining a channel are not required during a tactical environment.

**Officers**

When addressing an officer of a higher rank, they are addressed by their rank or sir; “Have you seen the new after action report Colonel?” Any responses to questions should end in sir. “I haven’t seen the Major on today, sir.” You can shorten Lieutenant Colonel to Colonel while addressing them. Both Second Lieutenants and First Lieutenants can be addressed as Lieutenant. When addressing an officer of lower rank you can use the standard forms of address or use the term Mister in place of rank. “Mister Carlson, could you please insure that the Staff NCO’s are at tomorrow’s meeting?”

**Non-Commissioned Officers & Staff Non-Commissioned Officers**

When addressing an NCO or SNCO they are to be addressed by their rank or rank and last name. When addressing an NCO or SNCO of a lower rank the rank can be dropped and use only their last name. This courtesy may be dispensed with if communicating during combat and is impractical. Sergeant’s should be addressed by their rank and never the term Sarge, this is a strictly Army term and is considered extremely bad form and even disrespectful to a Marine SNCO. In the Marines a Staff Sergeant is one rank higher than a Sergeant so calling him Sarge is likened to a demotion.

Some NCO & SNCO ranks can be shorted in address such as Staff Sergeants as Staff, Gunnery Sergeants as Gunny, and Master Gunnery Sergeants as Master Guns. Though this is dependent on the Marine so be sure to check with the Staff Sergeant or Gunnery Sergeant to insure that the short term is ok for use with that individual.

**Enlisted Members**

Enlisted members can be addressed by rank, rank and last name, last name with the prefix Mister or just last name. “Morning Lance Corporal Hardcore,” “Mr. Smith could you make sure to let the Colonel know I was looking for him.” Or “Johnson, make sure to be on time tomorrow.”

**Miscellaneous Policy C.**

**Forum Use**

You agree, through your use of our forum, that you will not post any material which is false, defamatory, inaccurate, abusive, vulgar, hateful, harassing, obscene, profane, sexually oriented, threatening, invasive of a person's privacy, adult material, or otherwise in violation of any International or United States Federal law. You also agree not to post any copyrighted material unless you own the copyright or you have written consent from the owner of the copyrighted material. Spam, flooding, advertisements, chain letters, pyramid schemes, and solicitations are also forbidden on our forum. Politically and religiously charged posts will also not be tolerated.

**Post Validation Disclaimer**

Note that it is impossible for the staff or the owners of our forum to confirm the validity of posts. Please remember that we do not actively monitor the posted messages, and as such, are not responsible for the content contained within. We do not warrant the accuracy, completeness, or usefulness of any information presented. The posted messages express the views of the author, and not necessarily the views of our forum, its staff, its subsidiaries, or our forum's owner. Anyone who feels that a posted message is objectionable is encouraged to notify an administrator or moderator of our forum immediately. The staff and the owner of our forum reserve the right to remove objectionable content, within a reasonable time frame, if they determine that removal is necessary. This is a manual process, however, please realize that they may not be able to remove or edit particular messages immediately. This policy applies to member profile information as well.

**Post Content Disclaimer**

You remain solely responsible for the content of your posted messages. Furthermore, you agree to indemnify and hold harmless the owners of our forum, any related websites to our forum, its staff, and its subsidiaries. The owners of our forum also reserve the right to reveal your identity (or any other related information collected on this service) in the event of a formal complaint or legal action arising from any situation caused by your use of our forum. All messages express the views of the author, and neither the owners of The 15th MEU(SOC) Realism Unit, nor vBulletin Solutions, Inc. (developers of vBulletin) will be held responsible for the content of any message.

**IP Address and Cookies**

Please note that with each post, your IP address is recorded, in the event that you need to be banned from our forum or your ISP contacted. This will only happen in the event of a major violation of this agreement.

Also note that the software places a cookie, a text file containing bits of information (such as your username and password), in your browser's cache. This is ONLY used to keep you logged in/out. The software does not collect or send any other form of information to your computer.

**Username**

You have the ability, as you register, to choose your username. We advise that you keep the name appropriate. With this user account you are about to register, you agree to never give your password out to another person except an administrator, for your protection and for validity reasons. You also agree to NEVER use another person's account for any reason. We also HIGHLY recommend you use a complex and unique password for your account, to prevent account theft.

**Profile**

After you register and login to our forum, you will be able to fill out a detailed profile. It is your responsibility to present clean and accurate information. Any information the forum owner or staff determines to be inaccurate or vulgar in nature will be removed, with or without prior notice. Appropriate sanctions may be applicable.

**Signature Content**

You may not edit your signature for any reason whatsoever. They are only to be modified by S-1 Personnel. Forum guests may not have any links leading to external clans or units, this is considered advertising and recruiting and is not allowed on our forums. Images are allowed within reason. Large images or inappropriate images will be removed.

15th MEU (SOC) Realism Unit members are restricted in their signature content to the following:

Rank and Name (Required, placed by S-1 Personnel upon entry into the unit and adjusted for promotions)

Billet (Required, basic placed by S-1 Personnel upon entry into the unit. Member may go into further detail here, but do not add additional lines)

Section (Required, placed by S-1 Personnel upon entry into the unit or transfer)

Lance Corporals and above, after qualifying on the Rifle Range, will receive an image in their signature depicting their Awards and Decorations. This is the only image allowed in member's signatures.

Because we cannot confirm the validity of receiving, as well as separating 15th MEU Realism Unit service from Real World service, you may not post your real world awards. The signatures of our members are solely for information regarding 15th MEU Realism Unit service.

**Removal Disclaimer**

The owners of The 15th MEU (SOC) Realism Unit reserve the right to remove, edit, move or close any content item for any reason.

**Miscellaneous Policy D.**

**Organization/Duties and Responsibilities**

The 15th MEU Realism Unit is organized like real world Marine Expeditionary Units with a Command Element (CE), Ground Combat Element (GCE), and Aviation Combat Element (ACE). We do not contain a Logistics Combat Element (LCE) due to ArmA constraints. For our purposes the Command Element houses the Command Staff, Force Recon, and Scout Sniper components. The Ground Combat Element consists of an Infantry component, Tank component, and LAR component. We utilize the 2nd Battalion 4th Marines, the “Magnificent Bastards”, as our Ground Element core. Our Air Element is based on the Marine Medium Tilt Rotor Squadron 268 (VMM-268) “Red Dragons,” reinforced by detachments from Marine Light Attack Helicopter Squadron 369 (HMLA-369) “Gunfighters,” and Marine Attack Squadron 211 (VMA-211) “Wake Island Avengers."

**Command Element**

The CE consists of the Command Staff and the Headquarters & Support Company of the Unit. The Command Staff are the decision making body for the 15th MEU Realism Unit. The H&S Company is a collateral duty area where members within the 15th MEU Realism Unit perform extra duties helping in the day to day operation of the Unit both in and out of game.

**Headquarters & Service Company**

The H&S Company is the administrative, logistical, operational and planning section of the 15th MEU Realism Unit. More than likely you will find members from ground and air assignments performing the duties of an H&S Company billet. These duties are considered collateral to their primary role within the Unit.

MEU Commanding Officer: The MEU CO is the commanding officer of the 15th MEU Realism Unit. He is in charge of every Element within the Unit, the subordinate sections and all of its members. This position is normally held by a Colonel.

MEU Executive Officer: The MEU XO is the executive officer of the 15th MEU Realism Unit. He assists the Commanding Officer in his duties and commands in his absence. He is responsible for all of the staff members of the H&S Company. This position is usually held by a Lieutenant Colonel.

MEU Sergeant Major: The MEU SgtMaj is responsible for all of the Non-Commissioned Officers and enlisted men of the Unit. He is ultimately responsible for their proper training and their morale and welfare. He reports directly to the MEU CO. This position is held by a Sergeant Major.

S-1 Personnel Officer: The S-1 Personnel Officer is in charge of recruiting and personnel. He is the senior recruiter and maintains the smooth operation of the S-1 Section. This position is usually held by a First Lieutenant.

S-1 Personnel Chief: The Personnel Chief is responsible for assisting the Personnel Officer with his duties. He is also responsible for maintaining the smooth operation of the S-1 Section. This position is normally held by a GySgt.

S-1 Personnel Clerk: The S-1 Personnel Clerk(s) perform all duties pertaining to the S-1 Personnel section. This consists of maintaining the unit roster, and tracking promotions and awards, processing transfers and resignations, etc. This position is usually held by a Private First Class and above.

S-2 Intelligence Officer: The S-2 Intelligence Officer is in charge of the S-2 Intelligence section. He ensures deployment storylines are planned, the enemy forces are tallied, intelligence packets are created, etc. This position is usually held by a Captain.

S-2 Intelligence Chief: The Intelligence Chief is responsible for assisting the intelligence officer with his duties. This position is usually held by a SSgt.

S-2 Intelligence Specialist: The S-2 Intelligence Specialist performs all duties pertaining to the S-2 Intelligence section. They are responsible for, but not limited to formulating the story line for our deployments (and CAXs/FTXs as needed), continuing the story line after each deployment operation to adapt it to the previous mission, selecting maps for next deployment, and creating intelligence package briefings after debriefing Force Recon's Long Range Recon Patrols.

S-3 Operations Officer: The S-3 Operations Officer is in charge of operations. He makes schedules, plans meetings and drills, and is responsible for organizing training, etc. This position is usually held by a Major.

S-3 Operations Chief: The Operations Chief is responsible for assisting the operations officer with his duties. This position is usually held by a MGySgt.

S-4 Logistics Officer: The S-4 Logistics Officer is in charge of technical maintenance and server administration. He maintains and updates the website, forums, game servers, etc. This position is usually held by a Captain.

S-4 Logistics Chief: The Logistics Chief is responsible for assisting the logistics officer with his duties. This position is usually held by a SSgt.

**Force Reconnaissance Component**

The mission of the force reconnaissance company is to conduct amphibious reconnaissance, surveillance, and limited-scale raids in support of the Battalion. In the 15th MEU the Force Recon unit is designated 3rd Platoon, Alpha Company, 1st Reconnaissance Battalion. The current size of the Force Reconnaissance unit will be determined by the Command Staff. Currently we do not have a Force Recon Component.

Recon Platoon Commander: The Recon PLT CDR is responsible for the operation of the Recon PLT assigned to MEU. This position is normally held by a Second or First Lieutenant.

Recon Platoon Sergeant: The Recon PLT SGT is responsible for the training and morale of the platoon as well as assisting and advising the PLT CDR in the performance of his duties. This position is normally held by a Gunnery Sergeant.

Recon Team Leader: The Recon TL is responsible for the operational readiness and performance of his team. This position is normally held by a Sergeant.

Recon Man: The Recon Man is responsible for insuring he is familiar with all forms of weapons to include OPFOR weapons. He is responsible for any assigned duties he is given by his Team Leader, the Platoon Sergeant or Platoon Commander. This position is normally held by a Corporal.

Recon Scout: The Recon Scout is responsible for insuring he is familiar with all forms of weapons to include OPFOR weapons to include sniper employed weapons. He is responsible for maintaining scouting skills and acts as the primary scout for his Recon Team. He is also responsible for any assigned duties he is given by his Team Leader, the Platoon Sergeant or Platoon Commander. This position is normally held by a Lance Corporal.

**Scout Sniper Component**

The Scout Sniper Detachment is tasked with providing the battalion with precision rifle fire. It has a secondary mission of being the battalion’s organic visual reconnaissance and surveillance asset. Scout Sniper Platoons fall under the S-2 Section of the Headquarters & Service Company of the Battalion. The current size of the Scout Sniper Component will be determined by the Command Staff.

Senior Scout Sniper: The Senior Scout Sniper acts as the Non-Commissioned Officer in Charge of the Scout Sniper Section and is responsible for the assignment, deployment and training of the Scout Sniper Section. He is also responsible for the fires direction of the team's long range weapon system.

Scout Sniper: The Scout Sniper is responsible for assisting the Senior Scout Sniper in reconnaissance duties as prescribed. He is also responsible for the employment of the team's long range weapons system.

**Ground Combat Element (Battalion Landing Team 2/4)**

The 15th MEU Realism Unit is broken down into 2nd Battalion 4th Marine Regiment (2/4); 1st Platoon, Delta Company, 1st Tank Battalion; 2nd Platoon, Charlie Company, 1st Light Armored Reconnaissance Battalion. These units form the Battalion Landing Team 2/4, or BLT 2/4.

2nd Battalion 4th Marine Regiment is divided into three infantry companies: Echo, Foxtrot and Golf Company. Currently Echo Company is the only active company within the 15th MEU Realism Unit. When three platoons within Echo Company are fully staffed, a second Company will be “activated” and formed until that Company is full, then the third Company will be activated.

**The Rifle Company**

The mission of the Marine Infantry Company is “to close with and destroy the enemy by fire and maneuver or to repel the enemy’s assault by fire and close combat.” The infantry company consists of a Company Headquarters, three Rifle Platoons, and a Weapons Platoon.

**Company Headquarters**

The HQ Section of the Company consists of the following personnel:

Company Commander: The Company Commander analyzes the mission, considers and develops courses of action, makes decisions, issues orders and directs and supervises the operations of the Company. He reports directly to the Commanding Officer of the Battalion. This position is usually held by a Captain.

Executive Officer: The Executive Officer assists the company commander in carrying out his duties and acts in his place with the CO is absent. This position is usually held by a First Lieutenant.

Company First Sergeant: The First Sergeant is the senior enlisted member of the Company. He advises and assists the CO in the day to day operations of the Company. This position is usually held by a First Sergeant.

Company Gunnery Sergeant: The Company Gunnery Sergeant is responsible for the morale and training of the enlisted members of his company. He is also responsible for enforcing unit policies. This position is usally held by a Gunnery Sergeant.

**Rifle Platoon Headquarters**

In the Marine Corps a Rifle Platoon consists of the Platoon Headquarters and three squads. In BLT 2/4 a platoon will consist of the Platoon Commander, Platoon Sergeant and three squads.

Platoon Commander: The Platoon Commander is in charge of a single platoon. He oversees its actions in the field. This position is usually held by a Second or First Lieutenant.

Platoon Sergeant: The Platoon Sergeant is the senior enlisted member of the platoon. He acts as an assistant and advisor to the platoon commander. This position is usually held by a Staff Sergeant.

**Infantry Squad**

A Marine Corps squad consists of a Squad Leader and three fire teams. Each fire team consists of a Fire Team Leader, Automatic Rifleman, Assistant Automatic Rifleman and a Rifleman.

Squad Leader: The SL is responsible for the coordination and deployment of his squad. Squad Leaders are responsible for conducting training and the morale of their squad. This position is usually held by a Sergeant.

Fire Team Leader: The FTL, or “Team,” is responsible for the coordination and deployment of his fire team as per the Squad Leader’s direction. He is also responsible for employing the M203 grenade launcher when assigned. The fire team leader is normally armed with an M16 or M4 with attached M203 grenade launcher. This position is usually held by a Corporal.

Automatic Rifleman: The AR, or “Fire,” is responsible for deployment of his weapon system and ensuring that his fields of fire are clear. The AR carries the M249 SAW and normally holds the rank of Lance Corporal.

Assistant Automatic Rifleman: The AAR, or “Assist,” is responsible for assisting the Automatic Rifleman in the deployment of his weapon and carries additional ammunition for the AR. He is armed with an M16 or M4 rifle and normally holds the rank of Lance Corporal.

Rifleman: The Rifleman, or “Ready,” is responsible for ensuring that he complies with the orders of his FTL and SL, and also acts as a scout or point man for the fire team. He is armed with an M16 or M4 rifle and normally holds the rank of Private.

**Weapons Platoon Headquarters**

In the Marine Corps a Weapons Platoon consists of the Platoon Headquarters and three squads. In BLT 2/4 a platoon will consist of the Platoon Commander, Platoon Sergeant, a machine gun section, an assault section, and a mortar section.

Platoon Commander: The Platoon Commander is in charge of a single platoon. He oversees its actions in the field. This position is usually held by a Second or First Lieutenant.

Platoon Sergeant: The Platoon Sergeant is the senior enlisted member of the platoon. He acts as an assistant and advisor to the platoon commander. This position is usually held by a Staff Sergeant.

**Machine Gun Squad**

A Marine Corps machine gun squad consists of a Squad Leader and two machine gun teams. Each team consists of a Team Leader, Machine Gunner, and an Ammunition Bearer.

Squad Leader: The SL is responsible for the coordination and deployment of his squad. Squad Leaders are responsible for conducting training and the morale of their squad. This position is usually held by a Sergeant.

Team Leader: The TL, is responsible for the coordination and deployment of his team as per the Squad Leader’s direction, and the direction of the machine gun fires. He is also responsible for employing the M203 grenade launcher when assigned. The fire team leader is normally armed with an M16 or M4 with attached M203 grenade launcher. This position is usually held by a Corporal.

Machine Gunner: The MG is responsible for deployment of his weapon system and ensuring that his fields of fire are clear. The MG carries the M240 MMG and normally holds the rank of Lance Corporal.

Ammunition Bearer: The AB is responsible for assisting the Machine Gunner in the deployment of his weapon and carries additional ammunition for the MG. He is armed with an M16 or M4 rifle and normally holds the rank of Lance Corporal.

**Assault Squad**

A Marine Corps Assault Squad consists of two assault teams, with the squad leader leading the first team. Each team consists of a Team Leader/Gunner and an Assistant Gunner.

Team Leader/Gunner: The TLG, is responsible for the coordination and deployment of his team as per the Squad Leader’s direction, and the employment of the SMAW. The team leader is normally armed with an M4 and a SMAW. This position is usually held by a Corporal.

Assistant Gunner: The AG is responsible for assisting the Team Leader/Gunner in the deployment of his weapon and carries additional ammunition for the SMAW. He is armed with an M16 or M4 rifle and normally holds the rank of Lance Corporal.

**Mortar Section**

A Marine Corps mortar section consists of a section Leader and three mortar squads. Each squad consists of a Squad Leader, Gunner, and an Assistant Gunner.

Section Leader: The SL is responsible for the coordination and deployment of his section. Section Leaders are responsible for conducting training and the morale of their squad. This position is usually held by a Sergeant.

Squad Leader: The TL, is responsible for the coordination and deployment of his team as per the Section Leader’s direction, and the direction of the mortar fires. He is also responsible for employing the M203 grenade launcher when assigned. The squad leader is normally armed with an M16 or M4 with attached M203 grenade launcher. This position is usually held by a Corporal.

Gunner: The GUN is responsible for deployment of his weapon system and ensuring that his fields of fire are clear. The GUN utilizes the M224 60mm Light Mortar and normally holds the rank of Lance Corporal.

Assistant Gunner: The AG is responsible for assisting the Gunner in the deployment of his weapon and carries additional rounds for the mortar. He is armed with an M16 or M4 rifle and normally holds the rank of Lance Corporal.

**Battalion Aid Station**

The Battalion Aid Station is a section within the H&S Company where our Navy Corpsmen are officially assigned.

Chief Medical Officer: The CMO is the senior member of the BAS and is responsible for the training and employment of the Navy Corpsmen. This position is normally held by a Naval Lieutenant.

Chief Corpsman: The Chief Corposman is the senior enlisted member of the BAS. He advises and assists the CMO in the day to day operations. This position is normally held by a Chief Hospital Corpsman.

Platoon Corpsman: The Platoon Corpsman is the senior member of the BAS-assigned corpsman, and is responsible for the deployment and management of the battalion field hospital or casualty collection point. This position is normally held by a Hospitalman 2nd Class.

Squad Corpsman: The Squad Corpsman is responsible for treating casualties at the battalion field hospital or casualty collection point. This position is normally held by a Hospitalman.

Detached Corpsman: Detached Corpsman are responsible for treating casualties within the section that they are assigned to. This position is normally held by a Hospitalman.

Flight Corpsman: Flight Corpsman are responsible for treating casualties recovered by MEDEVAC helicopters, and assisting the flight crew with their duties. This position is normally held by a Hospitalman 3rd Class.

**Tank Component**

The mission of the Tank Component is “to close with and destroy the enemy using armor protected firepower, shock effect, and maneuver.” First Platoon, Delta Company, First Tank Battalion is the armor element of the 15th MEU. A tank platoon consists of four combat ready tanks and their crews. The available strength of the armored forces for the 15th MEU is determined by the Command Staff.

Platoon Commander: The PLT CDR is responsible for the functioning and coordination of the tank platoon. This position is normally filled by a Second or First Lieutenant.

Platoon Sergeant: The PLT SGT is responsible for the training and morale of the enlisted members of the platoon and advises the platoon commander in the tactical deployment of the tanks. He is also the Tank Commander of a Section. This position is normally filled by a Staff Sergeant.

Tank Commander: The TC is responsible for coordinating with the Platoon Commander in the utilization of his tank. He is responsible for the crew and their performance on the battlefield. He spots and designates targets for his gunner and directs the drivers’ movement when necessary. This position is normally held by a Sergeant.

Gunner: The Gunner is responsible for the employment of his weapon systems either via commands from the Tank Commander or through locating targets on his own after a free fire command. This position is normally held by a Lance Corporal.

Driver: The Driver is responsible for the movement of the tank and for the general repair and condition of the vehicle. This position is normally held by a Lance Corporal.

**Assault Amphibian Vehicle Component**

The mission of the AA platoon is to land the surface assault element of the landing force and their equipment in a single lift from assault shipping by amphibious operations to inland objectives, and to conduct mechanized operations and related combat support in subsequent operations ashore. First Platoon, Bravo Company, Third Assault Amphibian Battalion is the AAV element of the 15th MEU. The AA platoon consists of 12 AAVP7A1 and is organized into four (4) sections of three vehicles. The available strength of the AAV Component for the 15th MEU is determined by the Command Staff.

Platoon Commander: The PLT CDR is responsible for the functioning and coordination of the AAV platoon. This position is normally filled by a Second or First Lieutenant.

Platoon Sergeant: The PLT SGT is responsible for the training and morale of the enlisted members of the platoon and advises the platoon commander in the tactical deployment of the AAV’s. This position is normally filled by a Staff Sergeant.

Crew Chief: The Crew Chief is the senior crewman aboard the AAV. The crew chief leads two crewmen and is responsible for the maintenance and operation of the AAVP7A1 and all associated collateral gear. This position is normally held by a Corporal.

Gunner: The Gunner is responsible for the employment of his weapon systems either via commands from the Crew Chief or through locating targets on his own after a free fire command. This position is normally held by a Lance Corporal.

Driver: The Driver is responsible for the movement of the AAV and for the general repair and condition of the vehicle. This position is normally held by a Lance Corporal.

**Light Armored Reconnaissance Component**

The mission of the LAR Component The mission of the LAR battalion is to conduct reconnaissance, security, and economy-of-force operations and, within capabilities, conduct limited offensive or delaying operations that exploit the unit’s mobility and firepower. The current size of the LAR component will be determined by the Command Staff.

Platoon Commander: The PLT CDR is responsible for the functioning and coordination of the LAR platoon. This position is normally filled by a Second or First Lieutenant.

Platoon Sergeant: The PLT SGT is responsible for the enlisted members of the platoon and advises the platoon sergeant in the tactical deployment of the LAV’s and Scout Squads. This position is normally filled by a Staff Sergeant.

Squad Leader: The SL is responsible for coordinating the scout teams when they are deployed and acts as the vehicle commander. This position is normally held by a Sergeant.

Gunner: The Gunner is responsible for the employment of his weapon systems either via commands from the squad leader/vehicle commander or through locating targets on his own after a free fire command. This position is normally held by a Corporal.

Driver: The Driver is responsible for the movement of the LAV and for the general repair and condition of the vehicle. This position is normally held by a Lance Corporal.

Scout Team Leader: The TL is responsible for his scout team and the deployment of their weapons as well as conducting the scouting operations as per orders. The TL uses an M16 or M4 with an M203 grenade launcher and is normally a Corporal.

Automatic Rifleman: The AR is responsible for deployment of his weapon system and insuring that his fields of fire are clear. The AR carries the M249 SAW and normally holds the rank of Lance Corporal.

Scout/Grenadier: The scout/grenadier is responsible for insuring that he complies with the orders of his TL and SL and also acts as a scout or point man for the Scout Team. He is armed with an M16 or M4 and an M203 grenade launcher and normally holds the rank of Private.

**Aviation Combat Element**

The Aviation Combat Element (ACE) is a Marine Composite Squadron (Reinforced) composed of a Medium/Heavy Helicopter Squadron augmented with three other types of helicopters and one detachment of amphibious flight-deck-capable jets. In the 15th MEU Realism Unit, the ACE is formed by VMM-268 (REIN) “Red Dragons,” HMLA-369 “Gunfighters,” and VMA-513 “Flying Nightmares.”

ACE Commander (CO): The ACE CO leads the reinforced squadron. He oversees the operation of the squadron, and is answerable to the MEU Commander. The ACE CO tasks the Detachments during combat operations.

ACE Executive Officer (XO): ACE XO assists the Squadron CO in his duties.

Detachment Commander (CO): The Detachment CO leads a detachment of aircraft within the squadron. He oversees the day to day operation and training of the detachment, and is answerable to the ACE CO. The Detachment CO tasks the individual pilots during combat operations.

Pilot: Pilots fly the aircraft as directed by the ACE CO or Detachment CO.

Pilot/Gunner: Pilots assigned to HMLA-369 are qualified to fly their aircraft and operate their aircraft’s weapons systems, as directed by the Detachment Commander or ACE Commander.

**Miscellaneous Policy E.**

**Recruiting Policy**

**Introduction**

Recruiting is essential to the growth of our unit. Without new members we cannot grow and become better, we cannot open new sections of the unit or expand existing sections. This policy is the unit’s guidelines and directives in regards to recruiting of new members, regulations for the Recruiting Detachment, and policies on new recruits.

**Recruiting Detachment**

The Recruiting Detachment has the responsibility of recruiting new members, processing their applications, and assisting them in transitioning to full members of the unit.

Recruiting Detachment Officer/Chief: The Detachment Officer/Chief is responsible for the Recruiters and the proper functioning of the Detachment.

1. He is responsible for creating and maintaining a recruiting drive on the proper forums and internet resources available for unit recruiting.
2. Approves recruiting messages and authorizes their posting on the internet.
3. Maintains the recruiting messages to insure up to date information is available to potential recruits.
4. Answers questions in regards to recruitment.
5. Approves, denies or requests clarification to applications posted.
6. Assists new recruits in attending Recruit Training.
7. Reviews the policies on recruiting and makes suggestions to the Command Staff for improving recruiting.

**Recruiters:** Only personnel designated as Recruiters may perform the duties of assisting the Detachment Officer/Chief in his duties.

1. Create and submit recruiting drives to the Detachment Officer/Chief for approval.
2. Assist in maintaining recruiting messages on the internet per the guidance of the Detachment Officer/Chief.
3. Answers questions in regards to recruitment.
4. Approves, denies or requests clarification on applications posted.
5. Assist in reviewing the policies on recruiting and makes suggestions to the Detachment Officer/Chief for improving recruiting.

**Policies for Application Process**

A. Minimum Age Requirement. Due to the Mature rating of Armed Assault II and to better simulate a real world Marine unit, all applicants must be 17 years of age or older to join.

B. New joins that are accepted will be placed into a Receiving Platoon. The best efforts will be made to assist new Recruits in attending Recruit Training but not at the detriment to the primary duties of the Recruiting personnel. The Recruiting Detachment Officer/Chief is responsible for the Receiving Platoon and is the immediate supervisor in their chain of command. Once they complete Recruit Training, they will have thirty days to complete the School of Infantry. Active Recruits can have this time extended if a sufficient reason is given to both their instructor and S-1 Personnel.

C. No recruit will be guaranteed billeting though once their application is accepted.

D. New joins will have the option to join as any unrestricted MOS. Upon completion of any School of Infantry school (ITB, MCT, or FMTB) new joins will select an MOS. After that selection they will be locked into that MOS for 30 days. For this purpose we are putting MCT and FMTB in the same consideration. They may transfer to an MOS from an opposite school within these 30 days. However if they do so you will be locked to that MOS for 30 days, no exceptions.

E. Set Up Information

* When accepted into the 15th MEU Realism Unit, they will be required to create a profile for ArmA II with your ‘Rct Name’ or ‘Rct FirstInitial. LastName’ (First Initial is only to be used in the case of conflicting last names).
* New joins will be require to set their TeamSpeak nickname to their last name, with first initial as well in the case of conflicting last names. They should also contact the Recruiting Staff or Personnel for Recruit tags.
* A “Welcome Aboard” message will be sent within twenty four hours of the application being accepted.

**General Policies**

Only members of the Recruiting Detachment are authorized to post in the Recruiting Section of the forums. All other messages will be removed when detected. Save your “Welcome aboard.” for the Welcome Aboard section of the forums.

Only members of the Recruiting Detachment are authorized to post any recruiting messages outside of our forums. Any recruiting posts made on the internet that are not from Recruiting Detachment members will be requested to have removed from the moderator or server host and disciplinary action will be taken on the offending member. However, Section leaders are welcome to post recruiting messages to get new joins and existing members to transfer to their sections, within our forums only.

**Special Recruiting Policies**

A. Meritorious promotion for group joins.

* Should any new members join the unit and bring with them two or more friends, that complete SOI, we will allow one of the group members to be authorized a meritorious promotion to the rank of Private First Class. The group members must decide who among them shall receive this meritorious promotion. Should the members not agree then no meritorious promotion shall be authorized. This promotion does not come with a guarantee of a leadership billet.
* If six or more members of a group complete SOI, one of the members is authorized meritorious Lance Corporal and one member meritorious Private First Class with the same guidelines of selection as above. No other meritorious promotions are authorized.

B. In the interest of fairness the 15th MEU (SOC) does not recognize other unit’s ranks or real military ranks for transfer into the unit. There is no real way to confirm a person’s status in the real world without a meet and greet and that is not going to be conducted or authorized by the Command Staff. Other unit ranks are not recognized because we do not know what their promotion guidelines are like and how a member became a certain rank within that organization. In short, everyone earns their rank in the 15th MEU (SOC) from the ground up.

**Summary**

Hopefully these guidelines will aid in creating an effective recruiting system so they unit may grow and become better. It is the intend of the Command Staff to create an effective and expeditious method for transferring players into 15th MEU (SOC) members. However, we will not sacrifice realism to the best of our abilities nor will we succumb to peer pressure in allowing members to join.

**Miscellaneous Policy F.**

**Official Servers and Public Missions Policy**

**Miscellaneous Policy G.**

**Reserve Policy**

**Maintaining Active Status/Movement to Reserves**

The only requirements the 15th MEU has for maintaining active duty status is the attendance of our unit-wide operations on the first and third or second and fourth Sundays (depending on your section) of every month. In addition, all sections have scheduled training sessions throughout the month/week. These scheduled trainings are mandatory in attendance. Meaning that if you are in TeamSpeak or on a game server you are required to attend your sections scheduled training. Refusal can result in the member being kicked from the server or TeamSpeak until after the training session is over and may include immediate transfer to the Reserve Component for one month. Beyond this basis, individual sections of the unit a free to set their own requirements of official trainings and events based on performance and manpower needs, as long as they maintain an ideal of fairness and balance. The Command Staff reserves the right to overturn individual section reserve policies if they feel they are unfair.

Members can be moved to the Reserves in two ways: personal request and leadership request. Personal request is simply the member themselves requesting a move to reserves due to lack of time to fully commit to the unit at this time. Leadership request is when, due to a member's inactivity and violation of the section's activity policy, a leader within the member's chain of command request a move to the Reserves. While any leader in the chain of command may request the move, the affected member's direct leader (such as Fire Team Leader) must always be consulted first, so as to not inadvertently move anyone with a prearranged Leave of Absence or other short-term situation already excused by that leader.

**Operation Restrictions**

While a member of the Reserves, your direct concerned superior, should you have any problems needing addressed, are the MEU HQ, and the section leader of your MOS (ie. 0311 Riflemen to the platoon leader/sergeant for 1st Platoon, Echo Company).

You may still attend unit-wide operations as you are able, but you must fill a role either within your MOS (reserve tank crewmen can only fill in as tank crewmen, not LAV Crewmen) if they have absences, or a rifleman. In either case, when attending an operation as a member of the Reserves, you will report to the section leader concerned.

In addition, while a member of the Reserves, you lose the right for first priority in operations. In the event that attendance is too high to accommodate everyone within the server for an operation, Active Duty personnel will get first priority. If there is room left after all Active Duty personnel have loaded, Reservists will be allowed to connect next, followed by new recruits and guests.

Reserve members may also continue to attend section trainings (fire team, squad, detachment, etc.) at the permission of the person running that training, and only within their MOS or infantry training.

**Administrative Restrictions**

While a member of the Reserves your Time in Service and Time in Grade will be adjusted. Every three days as a member of the Reserves accounts for one full day under Time in Service and Time in Grade. Once returning to Active Duty status, you will return to a One for One pace.

In addition, while you are still able to be promoted while a member of the Reserves, as you are not filling a leadership billet, you will not be able to be promoted past the rank of E-4 (Corporal/Hospital Corpsman 3rd Class), O-1 (Second Lieutenant) for Air personnel.

**Miscellaneous Policy H.**

**Rifle Range Policy**

**Camp Diamondback**

Camp Diamondback Weapons Complex is facility featuring a known and unknown distance qualification range. It is available on the Operations server for your use. This is the range the 15th MEU Realism Unit will use for each and every range qualification, and it may also be used by members to practice their marksmanship skills if the mission is running on the Drill server. However, all members, regardless of rank, must adhere to the Standard Rules governing the range.

**Standard Rules**

* No goofing off. Treat the range just like a real one.
* Practice firing at the targets only, from the appropriate lanes or do not use the range
* There will be no automatic fire.
* The only authorized weapons on the range are the standard service rifles, iron-sights M16's.
* Do not move in front of the firing line at any time.
* Ranking ground member is responsible for all conduct on the range.
* Anyone on the Range must be on TeamSpeak
* Reset the range before leaving. In other words: clean up after yourself

There are 10 lanes, numbered 1 through 10, on the known distance range. Each lane has targets stationed at 200, 300 and 500 yards. There is a laptop in the booth behind the lanes to control them as necessary.

There are 5 lanes, not numbered, on the unknown distance range. Each lane has 15 targets scattered randomly between 100 and 400 yards. There is a laptop in the booth behind the lanes as well as on the observation tower to control them as necessary.

Every target is coded to add a multiplayer point to your score when hit. Press "i" by default to access that score. Clear score commands are available on the laptops.

**Qualification Procedures**

For every hit, regardless of where you hit on the target, is counted as 1. Follow the instructions of the range staff. A five round limiter is active at all times which will force you to reload after firing 5 rounds. Do not reload at any other time since the counter will not reset when 5 rounds have not been fired. If the range staff see you reload at an inappropriate time all subsequent rounds are not scored.

Range Staff, after the initial practice period is over instruct everyone to fire their weapons until the limiter forces a reload and then call a cease fire. Reset the scores using the laptop and begin qualifications. Join in Progress is enabled but it is recommended to lock the server just prior to qualification.

Each member may only qualify once a day. Any firing after the initial attempt does not count. You can try to qualify three times during the qualification period (January and February). The highest qualification score is kept. If a member is active duty for at least half of the qualification period and fails to shoot their rifle range, they will be unable to shoot for a qualifying score until the next qualification period. This means that they cannot be promoted until then. It is very important to shoot during the qualification period if you are active duty.

Course of fire and Scoring

Out of 65 total shots:

39 = Marksman

49 = Sharpshooter

57 = Expert

Round 1

200 yard line - Slow Fire

5 rounds standing

5 rounds kneeling

No timer

Round 2

200 yard line - Rapid Fire

10 rounds kneeling

50 second timer

Round 3

300 yard line - Slow Fire

10 rounds kneeling

No timer

Round 4

300 yard line - Rapid Fire

10 rounds prone

50 second timer

Round 5

500 yard line - Slow Fire

10 rounds prone

No timer

Round 6

Unknown distance course (between 100 and 400 yards)

5 rounds kneeling

5 out of 15 targets will present themselves and will stay down when hit

25 second timer

Round 7

Unknown distance course (between 100 and 400 yards)

5 rounds kneeling

5 out of 15 targets will present themselves and will stay down when hit

25 second timer

Round 8

Unknown distance course (between 100 and 400 yards)

5 rounds kneeling

5 out of 15 targets will present themselves and will stay down when hit

25 second timer

**Non-Qualification Period**

During the non-qualification period; members will have three opportunities to raise their score. This includes members who shot during the qualification period, new joins, returning members to the unit, or those who were in reserves during the previous qualification month. Upon a successful qualification that score is submitted by the range staff for record and no further ranges scores will be recorded. Any member that qualified during the previous month is not authorized to fire for official score but are more than welcome to fire for practice at the discretion of the senior range staff present.

**Safety Brief**

The safety brief is a reminder of weapon safety and will be read at the beginning of every range. We do not want to see any accidental discharges or deaths on the rifle range. The general safety rules:

1. Treat every weapon as if it is loaded.

2. Do not point the weapon at anything you do not intend to shoot.

3. Keep the weapon on safe until you are ready to fire (in the lowered position).

4. Finger straight and off the trigger until you intend to fire (finger off the mouse button).

**Video Settings and Shooting Tips**

Shooters should try to keep their weapons pointed down range as much as possible. The use of freelook or the number pad keys will aid in this. Shooters should also try to manage their breathing as much as possible. Do not run, take a moment to steady after reloading or changing stance, and do not hold breath for too long. To prevent holding breath for too long, use the "v" key (default "bring up sights" key) and then zoom in using the "+" key on the number pad. Pressing the right mouse button can then be used before and during each shot to hold breath and steady the rifle, to be released after each shot, instead of having to be held overly long to zoom in as well. In order to ensure the targets will render from the 300 and 500 yard lines, the screen resolution must be set to anything higher than 800x600. In the Video options from the main game menu, Objects Detail must be set to "Very High".

**Range Staff**

Range Master (1 billet) - Must have had experience as a Range Instructor. They will be authorized to schedule Qualification Ranges on the calendar by submitting requests through the Command Staff. The Range Master will also be the only Range Staff authorized to run unscheduled ranges to fit the needs of the unit. The Range Master will be responsible for all Range Staff, choosing and training Range Staff personnel with Command Staff approval. The Range Master will be responsible for submitting a monthly report and the dispensation of promotion points to the Range Staff according to staff activity levels and governed by the Collateral Duty SOP for the unit.

Range Instructor (3 billets) - Any rank below the Range Master certification, must hold a leadership billet which grants them game server admin rights. Range Instructors will be authorized to schedule range days on the calendar through the Command Staff. They will be authorized to run ranges on their own, or with the assistance of other Range Staff whenever possible, but only on scheduled range days. Range Instructors will also be encouraged to coach members in ways to help improve their accuracy, both during Rifle Range sessions as well as during non-qualification practice and training sessions, as well as to assist the Range Master or other Range Instructor in running a qualification range.

Range Coach (2 billets) - Any rank below the Range Master certification, but may be without a leadership position or game server admin rights. The primary duties of Range Coaches will be to assist the Range Master and the Range Instructors in over-seeing the operations of qualifications ranges by assisting in scoring and conducting a safe and professional range. Range Coaches will also be encouraged to coach members in ways to help improve their accuracy, both during Rifle Range sessions as well as during non-qualification practice and training sessions.