



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINECORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:

MCO 3500.110
CD&I (C 061)
15 Jul 2011

MARINE CORPS ORDER 3500.110

From: Commandant of the Marine Corps

To: Distribution List

Subj: POLICY AND GUIDANCE FOR MISSION ESSENTIAL TASK LIST
(METL) DEVELOPMENT, REVIEW, APPROVAL, PUBLICATION
AND MAINTENANCE

Ref: (a) DOD Directive 7730.65, "DEPARTMENT OF DEFENSE
READINESS REPORTING SYSTEM (DRRS)," June 3, 2002
(b) DOD Instruction 7730.cc, "Guidance for the Defense
Readiness Reporting System (DRRS), May 2011
(c) MCO 3000.13
(d) CJCSI 3500.04E, Universal Joint Task List (UJTL),
October 12, 2010
(e) MCO 3900.15B
(f) MCO 3500.26A
(g) MARADMIN 177/08
(h) MCO P3500.72A
(i) NAVMC 3500.14B
(j) MCO 1553.1B
(k) MCO 1553.3A
(l) MCO 5311.1D
(m) SECNAV M-5210.1

1. Situation

a. Reference (a) established the Department of Defense Readiness Reporting System (DRRS).

b. Reference (b) provided guidance on responsibilities and actions to support DRRS and further clarified implementation issues surrounding Mission Essential Task (MET) assessments and DRRS reporting requirements.

c. Reference (b) also instructs all Joint organizations and the Services to develop METs for three types of missions: "Core," "assigned Major plans," and "assigned Named Operations."

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d. Reference (c) provided USMC policy and procedures for reporting readiness in the Defense Readiness Reporting System - Marine Corps (DRRS-MC) for units, selected installations, and other organizations.

e. Reference (c) also instructs the Deputy Commandant for Combat Development and Integration (DC CD&I) to serve as the primary review authority for the Marine Corps Task List (MCTL). This includes updating MCTL as required, to reflect tasks developed for inclusion in Core and other mission essential task lists (METLs) for operations reporting requirements in DRRS-MC.

f. Reference (d) the Universal Joint Task List (UJTL) is a library of tasks, which serves as a foundation for capabilities-based planning across the range of military operations. The UJTL supports the Department of Defense in joint capabilities-based planning, joint force development, readiness reporting, experimentation, joint training and education, and lessons learned. It is the basic language for development of a joint mission-essential task list (JMETL) or agency mission-essential task list (AMETL) used in identifying required capabilities for mission success.

g. The UJTL, when augmented by the MCTL, or other applicable service or agency task lists, is a comprehensive, integrated menu of functional tasks, conditions, and measures to aid in crafting standards (measures and criteria) supporting all levels of the Department of Defense in executing the National Security Strategy (NSS), National Defense Strategy (NDS), and the National Military Strategy (NMS).

h. Reference (e) established DC CD&I as the lead for all combat development activities conducted in the execution of the Expeditionary Force Development System (EFDS), and the Naval Capabilities Development Process (NCDP) (Seabasing). Under the EFDS process, DC CD&I is empowered to manage, coordinate, maintain and serve as the primary review authority for the MCTL, providing periodic examination to reflect unit and installation METs, unit Core METs, named operation METs and contingency plan/operation plan (CONPLAN/OPLAN) METs.

i. The EFDS, a deliberate, four-phased process executed cyclically, guides the identification, development, and integration of warfighting and associated support and infrastructure capabilities for the Marine Air Ground Task Force (MAGTF) and is used to develop future warfighting capabilities to meet national security objectives.

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j. Reference (f), the Marine Corps Task List (MCTL), is the authoritative Marine Corps task list and provides the standardized, doctrinally based lexicon of common language tasks for use by units and installations, that defines Marine Corps capabilities used in development of Core, and Assigned OPLAN and Named Operation METs to report operational readiness of combat missions, contingency operations and support to the war fighter.

k. Reference (g) provided guidance and policy for MCTL development, review, approval and publication.

l. Reference (h) established training standards, regulations and policies regarding the training of Marines and assigned Navy personnel in ground combat, combat support, and combat service support occupational fields.

m. Reference (h) addressed the improvement and maintenance of Training and Readiness (T&R) manuals to provide: individual and collective training standards, events that are MET linked, and core/core plus training readiness requirements for the operating forces (OPFORs) and supporting establishments.

n. Reference (i) provides policy and procedures for development and standardization of all USMC Aviation T&R manuals. The Marine Aviation T&R Program develops unit warfighting capabilities by training aviation units through community T&R syllabi. This T&R Program is based on Unit Training Management (UTM) principles and performance standards designed to ensure units attain and maintain proficiency in core/mission skills and combat leadership.

o. Reference (j) assigns Marine Corps Combat Development Command (MCCDC), now further delegated to Training and Education Command (TECOM), the responsibility for development of collective and individual training standards, oversight of unit-level and formal school training management procedures, and proponentcy for worldwide Marine Corps training and education support resources.

p. Reference (k) contains the Marine Corps Unit Training Management (UTM) policy that all elements of the Marine Corps will adhere to when developing, conducting, and evaluating training performance-oriented, standards-based training for wartime missions.

q. Reference (l) provides policy and guidance for the Total Force Structure Process (TFSP). TFSP integrates billet (T/O - active, reserve and Navy) and equipment (Approved Acquisition

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Objective (AAO)) requirements to develop and document force structure for the Marine Corps. TFSP establishes the optimal allocation of resources in accordance with the Commandant's priorities to provide a balanced and capable force, and plans and implements future force structure changes (to include mission statements) in order to build capability-based organizations that represent the total requirement for the number of billets and items of equipment necessary to conduct and accomplish Marine Corps Mission Essential Tasks (METs).

r. Reference (m) provides mandatory standards for administrative orders and directives development, format and staffing within the Department of Navy.

2. Mission. This Order provides policy and procedures for the development, review, approval, publication and maintenance of Mission Essential Task List (METL) to support Marine Corps units, installations, and organizations.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Per reference (c) DC CD&I will:

(a) Establish and codify roles and responsibilities of the METL development, review, approval, publication and maintenance process.

(b) Maintain tasks in the MCTL that are current, relevant, applicable and accurate.

(c) Core METs will be standardized for all like-type organizations, installations, and Marine Corps force (MARFOR) organizational commands. Assigned OPLAN and Named Operation METs vary in accordance with Combatant Commander (CCDR) requirements and identified stages of the operation.

(d) Coordinate and synchronize activities with current operational readiness reporting policy and procedures.

(2) Concept of Operations. In compliance with statutory responsibilities to meet Service and CCDR requirements, designated Marine Corps units and installations develop METLs to focus training and report readiness against Core and Assigned missions. METs are developed for unit types and will normally be drawn from the MCTL. Tasks can be selected from the UJTL

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when appropriate for support to a specific Combatant Commander with Command Authority over a Marine Corps unit or task force.

(a) Unit Commanders utilize METLs as the foundation for their training plans and as the basis for readiness reporting within DRRS-MC, thereby providing a vehicle to measure the readiness of military forces and installations to accomplish their METs to specified conditions and standards. DRRS-MC provides the capability for both resource and MET based readiness reporting. The unit commander will use DRRS-MC to report the organization ability to meet current, forecasted, and contingency requirements.

1. A unit's METL may include both Core and selected Core Plus METs required to accomplish Core and Assigned missions. Standardized Core METs for like-type operational units and installations have been established through a series of MET development workshops and are in use for reporting Core mission readiness in DRRS-MC. These Core METs are "living documents" that require regular review and revision to ensure their continued relevancy. Core Plus METs are valid tasks which may be required of a unit in addition to its designed capability. They are not applicable to all units of the same type.

2. Core Plus METs are valid tasks which may be required of a unit in addition to Core METs, but which are not required by all units of the same type. They are uniquely tailored to specific situations that are not required in Core Skills. Core Plus METs reflect additional capabilities to support missions or plans which are limited in scope, theater specific, or have a lower probability of execution. They include the non-core METs found in assigned missions, OPLAN/CONPLANS, or templates. Core Plus METs are included in the USMC MET database.

(b) Review of and revisions to operational unit METs are part of a deliberate process executed cyclically and are synchronized with the communities' of interest (COI) Operational Advisory Group (OAG) conferences and Training and Readiness (T&R) Manual reviews.

(c) Development of standardized installation Core METs is a deliberate process executed cyclically under the guidance of the DRRS - Marine Installations Council (DRRS-MI Council). Installation Core METs ensure compliance with readiness information supporting crisis response planning, deliberate or peacetime planning, and management

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responsibilities to organize, train and equip combat-ready forces for the various type Combatant Commands.

(d) Advocates will participate in the METL development, review, approval, publication and maintenance process.

(e) Process. Operating forces and installations will review and develop their Core METs at workshops and designated forums.

(f) Scheduling

1. Core/Core Plus METs will be reviewed every three (3) years, at a minimum, after the last approval date. Core/Core Plus MET reviews may be conducted by the operating forces or installations whenever required or directed, based on changing capabilities or mission requirements. Advocates, MARFORs, or other stakeholders may request out-of-cycle reviews to DC CD&I.

2. MET workshops will normally be scheduled as part of an institutional battle rhythm. This will allow the proper nesting of tasks up and down the chain of command and across the MAGTF, providing more accurate assessments at all levels. For example, battalion core METs must support regimental tasks, which in turn support division tasks and the full scope of potential MAGTFs.

3. MET workshops will be scheduled prior to T&R conferences, whenever possible, so individual and collective training events in T&R Manuals reflect core and core plus METs and associated E-coded events.

4. To allow advocates and MARFORCOM to align core MET reviews with T&R manual reviews, TECOM (Ground Training Division (GTD), Aviation Training Division (ATD), or G3 MAGTF Training Section (MTS) as appropriate) will publish annual announcements listing all T&R manual reviews scheduled during the upcoming fiscal year. The intent is to provide current core METs and standards to serve as the baseline for subsequent T&R manual development. This is not intended to restrict advocates from scheduling core MET reviews at other times (out-of-cycle reviews) to meet operational requirements.

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5. Core MET workshops provide a comprehensive and integrated review of personnel, equipment and training requirements which are interrelated and sustain one another in a dynamically driven process.

(g) Conduct of Workshops

1. DC CD&I will designate a Chair for each workshop. The designated Chair of each MET workshop will establish the procedures, including daily schedules, agenda, and voting processes.

2. Attendees. Operating force MET Workshops will be hosted by DC CD&I and supported by Advocate representation, MARFORs, unit subject matter experts (SMEs), and a TECOM representative supporting the T&R for the specific community of interest. Installation Core MET Workshops will be hosted by the DRRS-MI Council, and supported by DC CD&I.

3. Voting. Representatives from the MARFORs, advocates, and other voting members as designated by DC CD&I and the workshop chair will determine the formal workshop outputs. While any workshop attendee may recommend a specific position, the voting members will make the final decisions regarding workshop products. Minority positions will be prepared where concurrence cannot be achieved.

4. Appendices A and B provide details regarding the development of METs with associated conditions and standards and METLs. These products will normally be developed at the unclassified level. Classified tasks will be handled on a case-by-case basis through Secret Internet Protocol Router Network (SIPRNET) correspondence via the appropriate chain of command.

5. Standards and conditions for Core and Core Plus METs should not include actual readiness data (e.g., output standard assessments).

6. METs should be drawn from the MCTL to ensure consistency with USMC doctrine and processes.

7. Recommended changes to the MCTL resulting from Core MET workshops require complete definitions and supporting references to facilitate validation by DC CD&I and inclusion in the MCTL. Recommended MET changes that require personnel or equipment resource changes for designated missions will be accompanied by a Table of Organization and Equipment Change Request (TOECR).

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(h) Review

1. Upon completion of MET workshops, the workshop chair will provide workshop products to DC CD&I (MID).

2. DC CD&I will staff revised METs and measures for review, comment, and concurrence by the MARFORs, Advocates, TECOM (GTD, ATD, G3 MTS), Total Force Structure Division (TFSD), and the DRRS-MI Council (for installations).

3. TFSD will be part of the review process to make sure the Core METs match designed mission and capabilities or concur with TOECRs for changed Core METs. Following approval of Core MET changes, all Advocates shall review their respective units Tables of Organization and Equipment (T/O&E) to identify necessary force structure changes (to include mission statements). For those units not affected by changes of the Core METs, a review of the Table of Organization and Equipment (T/O&E) and mission statements is required every four years IAW reference (c) to ensure the stated requirements can lead to the accomplishment of the unit's mission.

4. DC CD&I will allocate forty-five (45) days to the appropriate advocate organizations for comprehensive review and comment of the MET workshop recommendations.

(i) Approval. DC CD&I will consolidate stakeholder inputs and provide to the appropriate advocate for final decision.

(j) Publication. DC CD&I will make the approved METs and METLs accessible to all stakeholders through an authoritative unclassified USMC MET database. This authoritative data source (ADS) for Core and Core Plus METs and METLs will reside in the Marine Corps Training and Information Management System (MCTIMS) architecture via the Taskmaster module. Access to MCTIMS must be granted to utilize the URL: <https://timsapp.tecom.usmc.mil/TNRManual/Taskmaster/Pages/home.aspx>. TECOM serves as the functional manager for MCTIMS. In coordination with DC CD&I, MARFORCOM will manage Core and Core Plus METs, METLs, and associated conditions and standards in the USMC MET database. All classified METs are held in DRRS-MC.

b. Tasks

(1) Deputy Commandant for Combat Development and Integration (DC CD&I)

(a) Publish a Naval message annually listing all communities recommended or requiring a Core METL review during the upcoming FY and provide a schedule for advocate approval of those Core METLs.

(b) In coordination with the functional advocates, and Marine Corps Forces headquarters, host MET and METL development and review workshops.

(c) Schedule MET workshops prior to T&R conferences. METs should be created and reviewed at the Operations Advisory Group (OAG) level prior to T&R conferences whenever possible to provide tasking to T&R review/development conferences. METs reviewed and updated at OAG level shall be approved by the advocate per the schedule established.

(d) Appoint a Chair for each workshop. The Chair of each MET workshop will establish workshop procedures, daily schedules, agenda, and voting processes.

(e) Assist the operating forces and installations with the development of standardized Core METs with conditions and standards for all like-type units.

(f) Staff initially developed or periodically reviewed MET products prior to final approval and inclusion in the MCTL and the MET authoritative database.

(g) Review developed METs and associated standards for organizations under DC CD&I advocacy to ensure they accurately reflect community requirements and capabilities. Provide approved changes to COMMMARFORCOM and change tasks listed in Tables of Organization and Equipment (T/O&E).

(h) Conduct an annual MET development conference to align and review existing policy, deconflict roles and responsibilities, and develop a METL review schedule for the upcoming FY.

(i) In coordination with Deputy Commandant for Plans, Policy and Operations (DC PP&O), revise MET development, review, approval, publication and maintenance policy to capture

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future enhancements to readiness reporting policies and procedures.

(j) Provide policy and guidance to align training processes with operational readiness to accomplish Core and assigned missions.

(k) Provide assistance at MET workshops to ensure the development of aligned and appropriate training standards to each MET.

(l) Once METs have been approved, develop T&R individual and collective training events in T&R Manuals reflecting the changed Core/Core Plus METs and associated E-coded events.

(m) Serve as the functional manager for the maintenance of the authoritative Service organizational MET database repository within the MCTIMS architecture.

(n) Provide policy and guidance to affect MET based training in the operating forces to ensure operational readiness to accomplish Core and assigned missions.

(o) Provide advocate representation to MET review workshops for organizations that DC CD&I is assigned MAGTF advocacy or proponency. Integrate MET reviews into OAG sessions as required.

(2) Deputy Commandant for Plans, Policy and Operations
(DC PP&O)

(a) Recommend the review schedule requirements for community Core and out-of-cycle MET reviews to DC CD&I.

(b) Provide representation to MET review workshops for organizations for which DC PP&O is assigned MAGTF advocacy or proponency. Integrate MET reviews into OAG sessions as required.

(c) Review developed METs and associated conditions and standards for organizations under DC PP&O advocacy and proponency so they accurately reflect community requirements and capabilities.

(d) Marine Corps tasks that are developed, revised or recommended for deletion during MET workshops for those organizations under DC PP&O advocacy and proponency, shall be

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approved by the advocate prior to submittal to DC CD&I per reference (f) within the established schedule.

(3) Deputy Commandant, Installations and Logistics (DC I&L)

(a) Recommend the review schedule requirement for community Core and out-of-cycle MET reviews for logistics units and installations to DC CD&I. Integrate MET reviews into OAG sessions as required.

(b) Provide representation to MET review workshops for logistics units, installations, and other organizations for which DC, I&L is assigned Marine Air Ground Task Force (MAGTF) advocacy.

(c) Review developed METs and associated conditions and standards for organizations under DC, I&L advocacy to ensure they accurately reflect community requirements and capabilities.

(d) Marine Corps tasks that are developed, revised or recommended for deletion during MET workshops for those organizations under DC, I&L advocacy, shall be approved by the advocate prior to submittal to DC CD&I per reference (f) within the established schedule.

(e) Assist MET workshops in the development of appropriate materiel standards for each MET.

(f) Integrate the equipment standards for unit METs into Service equipment management processes in the operating forces to ensure operational readiness to accomplish Core and assigned missions.

(g) The DRRS-MI Council will schedule workshops to review installation Core METs.

(4) Deputy Commandant, Aviation (DC AVN)

(a) Recommend the review schedule requirement for aviation community Core and out-of-cycle MET reviews to DC CD&I. Integrate MET reviews into OAG sessions as required.

(b) Provide representation to MET review workshops for aviation combat organizations for which DC AVN is assigned MAGTF advocacy.

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(c) Review developed METs and associated conditions and standards for organizations under DC AVN advocacy to ensure they accurately reflect community requirements and capabilities.

(d) Marine Corps tasks that are developed, revised or recommended for deletion during MET workshops for those organizations under DC AVN advocacy, shall be approved by the advocate prior to submittal to DC CD&I per reference (f) within the established schedule.

(5) Deputy Commandant, Manpower & Reserve Affairs
(DC M&RA)

(a) Assist MET workshops in the development of personnel standards for each MET.

(b) Integrate the personnel standards for unit METs into Service personnel management processes for the operating forces and installations to ensure operational readiness to accomplish core and assigned missions.

(6) Commanding General, Marine Corps Forces Command
(MARFORCOM)

(a) Support the development and periodic review of METs and associated conditions and standards for units and installations. Chair, host, and/or facilitate workshops as required.

(b) In coordination with DC CD&I, load METs and associated conditions and standards for units and installations into the Service organizational MET database repository.

(c) Develop templates for use in the subsequent development of assigned Named Operations and OPLAN/CONPLAN METs.

(d) Serve as a functional manager for the authoritative Service organizational MET database repository.

(7) Marine Corps Forces Special Operations Command
(MARFORSOC)

(a) Support the development and periodic review of common Core METs and associated conditions and standards for special operations units.

(b) Coordinate with DC CD&I and COMMARFORCOM to load Core METs and associated conditions and standards for special

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operations units into the Service MET database.

(8) United States Marine Corps Component Commanders
(MARFORCOM, MARFORPAC, MARFORRES, MARFORSOC, MARFOREUR,
MARFORCENT, MARFORSOUTH, MARFORAFRICA, MARFORKOREA, MARFORNORTH,
MARFORSTRAT, and MARFORCYBER)

(a) Recommend the requirement for out-of-cycle MET reviews to DC CD&I based on changing capabilities or mission requirements.

(b) Provide voting member representation and required subject matter experts (SMEs) for MET workshops.

(c) Review draft METs and associated conditions and standards to ensure they support COCOM capability requirements.

(d) MARFORRES will support the development and periodic review of MARFORRES unique unit Core METs and associated conditions and standards.

(9) U.S. Marine Corps Bases Atlantic and Pacific

(a) Recommend the requirement for out-of-cycle MET reviews for installations to DC CD&I based on changing capability or mission requirements.

(b) Review draft installation METs with associated conditions and standards to ensure they accurately reflect installation requirements and capabilities.

(c) Provide voting member representation and required subject matter experts (SMEs) for MET workshops.

4. Administration and Logistics

a. Recommendations concerning the contents of this Order will be forwarded to CMC CD&I (MID) via the chain-of-command.

b. Developers, owners, and users of all Marine Corps information systems have the responsibility to establish and implement adequate operation and information technology controls including records management requirements to ensure the proper maintenance and use of records, regardless of format or medium, to promote accessibility and authorized retention per the approved records schedule and reference (m).

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5. Command and Signal

a. Command. This Order applies only to Marine Corps units, installations, and organizations that are involved with the development and use of METs for core and assigned missions.

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



GEORGE J. FLYNN
Deputy Commandant for
Combat Development and Integration

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