



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

IN REPLY REFER TO:  
1520  
ASM-52  
4 Aug 15

MEMORANDUM

From: Deputy Commandant for Aviation (DC/A)

Subj: USMC AVIATION INTER-SERVICE EXCHANGE (ISE) POLICY

Ref: (a) MCO 1520.11F (Marine Corps Foreign Personnel Exchange Program)  
(b) CJCSM 3500.03D (Chairman of the Joint Chiefs of Staff Manual)

Encl: (1) Sample USMC-Inter-Service Exchange Billet Description  
(2) Current USMC Inter-Service Exchanges

1. Purpose. To provide supplemental instructions to reference (a) and procedures for the application, selection, and assignment process of exchange billets between the United States Marine Corps (USMC) and other U.S. Services not considered Joint billets.

2. Cancellation. DCA memorandum 5700 ASM-52 dtd 17 Apr 2007.

3. Background. MCO 5700.4E (Marine Corps Foreign Personnel Exchange Program) was canceled on 27 Mar 2013 and was incorporated into reference (a). Reference (a) is the Marine Corps Order that provides guidance for exchanges between the USMC and Foreign Military Services. No order or directive exists for Aviation Inter-Service Exchanges (ISE) between the USMC and other U.S. Services.

4. Execution. This policy does not cover those individuals involved in the Foreign Personnel Exchange Programs outlined in reference (a), Joint programs outlined in reference (b), or directly assigned to billets within other U.S. Services' command structure such as CNAF, CNATRA, NSAWC, and USAF Air Mobility Command.

a. Headquarters Marine Corps (HQMC), Aviation Manpower and Support Branch (ASM) is the Program Manager for the USMC Aviation ISE and is responsible for the following:

(1) Proposed creation, activation, or termination of any USMC Aviation ISE billet. All USMC Aviation ISE billets proposed by other U.S. Services or USMC units shall be approved by DC/A.

(2) Provide Billet Descriptions for USMC Aviation ISE billets/posts as described in enclosure (1).

(3) Enclosure (2) contains current Aviation ISE with the USMC. Existing ISE billets shall be reviewed one year prior to the current

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incumbent's expected rotation date to determine the validity of the billet. Any changes, additions, or terminations of existing ISE billets shall be made to enclosure (2) during an annual review.

(4) If applicable, coordinate administrative support for USMC Aviation ISE Personnel through the Marine Corps Administrative Training Support Unit (MCATSU) under CG, MCCDC.

(5) Coordinate the solicitation, selection, assignment, and training of USMC personnel for Aviation ISE billets with other U.S. Services through the appropriate USMC departments (M&RA, TECOM).

(6) Coordinate the solicitation, selection, assignment, and training of other U.S. Services' personnel for Aviation ISE billets with the USMC through the appropriate service department (USAF, USA, USN).

(a) Appropriate U.S. Service Headquarters (HQ) exchange departments shall provide CMC(ASM) with an ISE applicant's personnel information to ensure they meet the USMC requirements set forth IAW enclosure (1) for the billet. The following stipulations apply:

1. Aviation ISE Applicant information shall be provided to CMC(ASM) no later than 180 days prior to the end of the current ISE tour in order to allow adequate time to review and determine eligibility.

a. Send all ISE applicant packages to:

Commandant of the Marine Corps (ASM)  
3000 Marine Corps Pentagon  
Room 5E527  
Washington, DC 20350-3000

b. Send an electronic copy of the documents to the ASM point of contact.

2. In addition to meeting the requirements set forth in enclosure (1), include with the application submission:

a. Earliest availability of individual,

b. Current contact information for individual,

c. Endorsements as appropriate,

d. A copy of current flight physical 'upchit'

e. Any other relevant information regarding career history, experience (combat, etc), deployments and suitability.

(b) ASM will coordinate with gaining USMC unit commanders as to the suitability of the Aviation ISE Applicant. ASM will provide official correspondence from HQMC to the U.S. Service HQ stating the acceptance or denial of the Aviation ISE Applicant. Correspondence will

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include the following information to adequately inform the Aviation ISE Applicant's Service HQ of the details in which to execute orders:

1. Date to report,
2. Facility to report to,
3. POC information,
4. Training requirements and information,
5. Any amplifying instructions.

b. Standing Memorandum of Agreements (MOA)/ Understandings (MOU) between the USMC and other U.S. Services, or current U.S. Service orders concerning administrative, disciplinary, and financial responsibilities of Aviation ISE personnel shall remain in affect. If no MOA, MOU or similar document exists, ASM shall be the lead to establish a MOA/MOU between the USMC and other U.S. Service in coordination with the appropriate departments within HQMC prior to the establishment of an ISE billet.

5. Administration. This policy is to remain in effect until incorporated into a future MCO, NAVMC Directive, or canceled by the Deputy Commandant for Aviation.

6. Command. This Policy is applicable to Regular and Reserve components of USMC Aviation only.



J. M. DAVIS



**USMC INTER-SERVICE EXCHANGE**  
**BILLET DESCRIPTION**



1. Date Raised/Reviewed: DD MMM YY
2. Established Unit: Name of Unit
3. Location/Address: Name of Location/Address
4. BIC: Appropriate Line number
5. MCC: Appropriate Geographical Code
6. Post Title: Exchange Pilot
7. Rank: Capt/Maj Select
8. Branch: USAF, USA, USN
9. Sub-Branch/ Specialization: Military Occupational Specialty  
(Numeric/ Name)
10. May be filled by: Military Occupational Specialty  
(Numeric/ Name)
11. Handover Period: Date or Time Period
12. Type of Post: Fixed/Rotary/Support/UAS
13. Sex: Male or Female
14. Security Clearance: Secret or higher
15. Security Caveat: As Req'd
16. Brief Description of Duties: Describe the billet assignment
17. Qualification and Experience:
  - Essential:
    - o Flt Hour Mins,
    - o Qualifications
    - o Designations
    - o Additional Training
  - Highly Desirable:
    - o Flt Hour Mins,
    - o Qualifications
    - o Designations
    - o Additional Training



**USMC INTER-SERVICE EXCHANGE**  
**BILLET DESCRIPTION**



18. Pre-Employment Training: Type of training, Location, & Length (Transition to A/C, Blank AFB, 6 months of the 3 year tour)
19. Language Standard: English
20. Tour Length: 3 years (Including Training)
21. Host Sponsor: US Service HQ
22. Post Sponsor: US Service Unit
23. Any Other Relevant Information:
- Specific Training Requirements
  - Living Arrangements
  - Training Requirements
  - Personal Transportation Requirements
  - Deployment Requirements
  - Clearance Requirements
  - Any other pertinent info



**CURRENT USMC INTER-SERVICE EXCHANGES**

**AS OF 4 AUG 2015**

<u>SERVICE</u>	<u>USMC T/O - BIC</u>	<u>BILLET</u>	<u>LOCATION</u>	<u>USMC BILLET</u>	<u>LOCATION</u>
USAF	M0153300329	F-16	LUKE AFB, AZ	F/A-18	MCAS BEAUFORT, SC
USAF	M0125200508	MC-130	CANNON AFB, NM	KC-130	MCAS CHERRY POINT, NC
USAF	MS421200054	JTAC	NELLIS, AFB, NV	JTAC	NAS CORONADO, CA
USAF	M3000800092	HH-60	DAVIS MOTHAN AFB, AZ	UH-1	MCAS CAMP PENDLETON, CA
USAF	M0088500035	ADCO	HILL AFB, UT	ADCO	MCAS YUMA, AZ
USAF	M0124200329	F-16	SHAW, AFB, SC	F-5	MCAS YUMA, AZ
USAF	M0088200004	ATC	EGLIN AFB, FL	ATC	MCAS YUMA, AZ
USAF	M0021601008	CV-22	EGLIN AFB, FL	MV-22	MAWTS-1, MCAS YUMA, AZ (2016)
USAF	MS421200037	CV-22 (2016)	CANNON AFB, NM	MV-22	MCAS MIRAMAR, CA
USAF	M0101000387	EC-130	DAVIS MOTHAN AFB, AZ	EA-6 ECMO	MCAS CHERRY POINT, NC
USAF	M0138000284	F-35	NELLIS, AFB, NV	F-35	MCAS YUMA, AZ (2017)
<u>SERVICE</u>	<u>USMC T/O - BIC</u>	<u>BILLET</u>	<u>LOCATION</u>	<u>USMC BILLET</u>	<u>LOCATION</u>
USA	M3000800092	AH-6	FT CAMPBELL, KY	AH-1	MAWTS-1, MCAS YUMA, AZ
<u>SERVICE</u>	<u>USMC T/O - BIC</u>	<u>BILLET</u>	<u>LOCATION</u>	<u>USMC BILLET</u>	<u>LOCATION</u>
USN	M0123200217	F/A-18	NSAWC, FALLON, NV	F/A-18	MAWTS-1, MCAS YUMA, AZ