



SEMPER ADMIN

AI FIELD MANUAL

The operational AI prompt standard for United States Marine Corps administration.

100

Prompts

10

Categories

55

Pages

CUI

Ceiling

BUILT FOR

ADMINISTRATORS

0111 Admin Clerks
S-1 / S-3 / S-4 Shop Chiefs
Unit Admin NCOs

LEADERS

Commanding Officers
Executive Officers · SNCOs
Staff Officers

OPERATORS

Operations NCOs
Training Officers
Logistics Coordinators

CUI HANDLING NOTICE

Prompts tagged [CUI] process Controlled Unclassified Information.
Use only on DoD-authorized secured LLM systems with a current ATO.
Never input classified information. You remain fully accountable for all output.

Accuracy over speed. Verification before submission. Accountability stays with the Marine.

SEMPER ADMIN

Semper Admin is a concept built by Marines, for Marines. This field manual is a living document. It improves every time a Marine uses it and reports back. Contribute at github.com/semperadmin.

Authority: NAVMC 5239.1 · MARADMIN 018/26 · EO 13556 · 32 CFR Part 2002

Table of Contents

53 Pages · 5 Sections · 100 Prompts

INTRODUCTION		
01	LLM Fundamentals	6 concepts Tokens, context, temperature, generation
02	How to Use a Prompt	8 steps Placeholders, personas, verification
03	Model Selection Reference	Matrix Task-to-model matrix, context windows
04	Quick Reference Card	Cheat sheet Techniques, temperature, placeholders
05	Semper Admin Standard	5 pillars Accuracy, verification, accountability
QUICK START		2 pages - read before entering the library
06	Quick Start for Marines	60 seconds What to do, what never to do
07	Worked Example - NAVCOMM	End-to-end Input to routing, all 8 steps
PROMPT LIBRARY		100 prompts across 10 categories
08	Command Correspondence	10 prompts Endorsements, SOPs, policies, MOUs, IGs
09	Personnel Administration	10 prompts Orders, separations, MCTFS, Page 11, S-1
10	Training Administration	10 prompts T&R plans, MCTIMS, readiness, school noms
11	Awards & Evaluations	10 prompts Citations, FITREPs, CONDUSs, counseling
12	Legal & Disciplinary	10 prompts NJP, admin sep, ROS, IG, counseling
13	Logistics & Supply	10 prompts GCSS-MC, property, equipment, deployment
14	Operational Planning	10 prompts OPORDs, FRAGOs, decision briefs, CCIRs
15	Financial Administration	10 prompts DTS, pay, BAH, GTC, budget justification
16	Records & Info Mgmt	10 prompts FOIA, Privacy Act, CUI, litigation holds
17	Leadership & Decisions	10 prompts Commander tools, ethics, climate, standards
LLM ELEMENTS		6 modular workflow building blocks
38	LLM Elements	6 elements System Prompt, Persona, Chain, Validator, Router
ADVANCED USAGE		Operational tools and reference
39	Master Prompt Template	12 sections Option A hybrid - full control structure
40	Admin Reality Checks	5 checks Missing data, contradictions, mismatch
41	Trust but Verify Checklist	20 items Mandatory verification before submission
42	Time Saved Benchmarks	10 docs Manual vs system comparison by doc type
43	Commander Quick Use	5 prompts Top prompts, 3 rules, decision speed
44	Mission Packs	6 packs EAS Sep, NJP, Awards, CoC, Deploy, Disc
45	Routing & Approval	3 levels Draft, review, approval with FITREP example
46	Failure Modes + Fixes	5 patterns Hallucination, format drift, refusals

WHAT IS A TOKEN

A token is a chunk of text - roughly 0.75 words in English. Models charge per token. Every prompt and response burns tokens. Cost per 1,000 tokens varies by platform and model. Check your approved system pricing.

~0.75 words per token. 1,000 tokens = approx 750 words.

WHAT IS A CONTEXT WINDOW

The context window is the model short-term memory. It holds your system prompt, conversation history, and current request. Large models hold 100k-200k+ tokens. Check your approved platform for the exact limit.

Think of it as a scroll. New content enters the bottom. Old content can scroll out.

WHAT IS TEMPERATURE

Temperature controls randomness. At 0.0 the model picks the most probable next token - deterministic. At 1.0 it samples freely - creative but less reliable. Use 0.2-0.4 for documents.

0.0 = precise. 1.0 = creative. Most USMC tasks live between 0.2 and 0.4.

HOW GENERATION WORKS

The model predicts. Given every token so far, it calculates the probability of every possible next token and picks from the top candidates. Clear, specific prompts shape those probabilities.

Every output is a probability estimate. Better prompts shift those probabilities.

WHAT IS A SYSTEM PROMPT

A system prompt is a persistent instruction block above the conversation. It sets the model persona, constraints, and output rules before the user speaks. Higher priority than user turn.

System prompt = standing orders. User turn = mission brief.

WHAT IS PROMPT INJECTION

Prompt injection happens when user-provided input contains instructions that override your system prompt. Always sanitize user input. Never concatenate raw user text directly into system prompts.

Security risk. Treat user input as untrusted data. Sanitize before use.

CHOOSE YOUR CATEGORY

01

Match your task to one of the 10 categories. Personnel actions go to Personnel Admin. Legal matters go to Legal & Disciplinary. Operational documents go to Operational Planning.

SELECT THE PROMPT

02

Read the prompt body before filling variables. Confirm the output is what you actually need. Check the classification tag - CUI prompts require an authorized system before proceeding.

FILL YOUR PLACEHOLDERS

03

Replace every [PLACEHOLDER] with your real value before sending. Never leave a bracket unfilled. Be specific. [UNIT] = '1st Battalion, 7th Marines' - not just 'my unit'.

ATTACH A PERSONA CARD (optional)

04

For leadership and operational planning prompts, add a role: 'Act as a senior USMC staff officer with 20 years of administrative experience.' This shapes output tone and precision.

VERIFY YOUR SYSTEM

05

UNCLAS prompts work on any approved system. FOUO prompts require access-controlled systems. CUI prompts require a DoD-authorized system with a current ATO. This is a legal requirement.

REVIEW AND SCORE THE OUTPUT

06

Check against 5 criteria: clarity, constraint density, output specificity, variable coverage, regulatory accuracy. Score below 7/10: iterate the prompt - not just regenerate.

VERIFY FACTS AGAINST SOURCE SYSTEMS

07

Check every name, rank, date, and regulatory citation against MOL, MCTFS, or the governing MCO. AI output is a draft. Source systems are ground truth.

ROUTE THROUGH CHAIN OF COMMAND

08

Replace all [PLACEHOLDER] variables with actual data in a secure document. Route through proper review and signature authority. You remain fully accountable.

TASK-TO-MODEL MATRIX

Task Type	Model	Context	Cost	Reason
Long-form writing, analysis	Large frontier model	100k+	High	Instruction following, depth
Code generation and review	Code-optimized model	128k	High	Code benchmarks, tool use
Fast summarization	Lightweight model	128k	Low	Speed and cost efficiency
Image + text analysis	Multimodal model	128k	Medium	Multimodal strength
Long document Q&A	Max-context model	200k	High	Largest context window
Classification / extraction	Lightweight model	64k+	Low	Speed, low cost per call
Reasoning / complex analysis	Reasoning model	128k	High	Chain-of-thought depth
Real-time web search	Model + search grounding	128k	Medium	Grounded current data

DECISION RULES

- Cost is priority:** Start with a lightweight model. Upgrade only if output quality is insufficient.
- Document is long:** Select the model with the largest context window on your approved platform.
- Task involves code:** Use a code-optimized model. Use a frontier model for architecture and planning.
- Output must be current:** Use a model with web search grounding enabled.
- Task is USMC admin:** Large frontier model at temperature 0.2-0.4. Structured output, high accuracy.

TECHNIQUE TAGS

- zero-shot

No examples. Model uses training knowledge.
- few-shot

Embed 2-5 examples to anchor output style.
- chain-of-thought

Ask model to reason step-by-step before answering.
- role-primed

Assign an expert persona before the task begins.
- constraint-injected

Define hard rules the model cannot break.
- adversarial

Red-team framing. Model critiques rather than creates.
- meta-cognitive

Model analyzes the question before attempting an answer.

TEMPERATURE GUIDE

RANGE	USE CASE	EXAMPLES
0.0 - 0.3	Factual / Structured	NJP packages, FITREPs, legal documents
0.4 - 0.6	Balanced	SOPs, correspondence, information papers
0.7 - 0.9	Creative	Speeches, narratives, command philosophy

PLACEHOLDER RULES

- ALL CAPS with square brackets: [PLACEHOLDER]
- Multi-word uses underscores: [MARINE_NAME]
- Fill every bracket before sending the prompt.
- Optional variables: [CONTEXT] (optional)
- Never paste PII into a placeholder on uncleared systems.

UNIVERSAL LLM WORKFLOW COMMANDS

"Act as [ROLE]. Your task is [TASK]."	Role priming	"Output format: [FORMAT]."	Format control
"Do not fabricate. Flag uncertainty."	Hallucination guard	"Respond in [N] words or fewer."	Length control
"Verify: [CRITERIA]. Then output."	Self-check chain	"If data is missing, stop and ask."	Pre-check gate
"Rate your confidence 0-10."	Confidence scoring	"List assumptions you made."	Assumption audit
"Critique the output above."	Self-review mode		

SA

Semper Admin

Standard

This system exists to serve Marines. These are the principles it operates by.

ACCURACY OVER SPEED

A fast wrong answer is worse than a slow right one. Every output is a draft until a Marine verifies it. The model assists. The Marine decides. Speed is a byproduct of a system done right - not a goal pursued at the expense of accuracy.

VERIFICATION BEFORE SUBMISSION

No AI output routes through the chain of command without human verification. Check names, dates, ranks, and regulatory citations against source systems. MCTFS, MOL, and the MCO are ground truth. The model is not.

ACCOUNTABILITY STAYS WITH THE MARINE

The Marine who submits the document owns it. AI assistance does not transfer accountability to the model, the developer, or the system. NAVMC 5239.1 is clear: you remain fully responsible for any AI-assisted document you sign or route.

DESIGNED FOR THE FIGHT

This library is built for S-1 shops, admin clerks, commanders, and SNCOs under time pressure in real units. Every prompt targets a real task. Every format matches a real requirement. Nothing here is theoretical.

OPEN AND IMPROVING

This is a living system. Prompts are versioned. Regulations change. Report errors through your chain of command or at github.com/semperadmin. Accuracy is a team effort across the total force.

PHASE 1 — BEFORE THE PROMPT

Set the foundation. Give the model everything it needs to succeed.

LAW #1

Be Direct & Clear

✗ Weak
Help me write something.

✓ Strong

Draft a 125-word NAVCOMM citation for Sgt Smith. Actions:

LAW #2

Provide Context First

✗ Weak
Write a policy letter.

✓ Strong

Draft a policy letter for 1st Bn 7th Marines on [SUBJECT]. Unit

LAW #3

Ground in Real Data

✗ Weak
What are our readiness

✓ Strong

Here is our DRRS-MC data from Q1-Q3 FY25: [DATA].

LAW #4

Set Boundaries

✗ Weak
Tell me everything about

✓ Strong

Explain NJP under MCM 2024 Art. 15 in under 250 words. No

LAW #5

Make It Personal

✗ Weak
Give me FITREP bullets.

✓ Strong

I am an S-1 chief writing FITREP comments for a Cpl admin clerk,

LAW #6

Include What You've Tried

✗ Weak
Fix this citation.

✓ Strong

I drafted this NAVCOMM citation but it returned for

PHASE 2 — STRUCTURE THE PROMPT

Shape the response. Guide how the model thinks and responds.

LAW #7

Ask for Edge Cases & Trade-offs

✗ Weak
What are the pros and cons of

✓ Strong

Analyze this admin sep package. List strengths,

LAW #8

Use Artifacts Wisely

✗ Weak
Summarize this data.

✓ Strong

Summarize this GCSS-MC equipment status data in a table

LAW #9

Control the Format

✗ Weak
Give me a plan.

✓ Strong

Draft a pre-deployment training plan as a week-by-week

LAW #10

Lock in the Persona

✗ Weak
What do you think?

✓ Strong

You are a senior USMC S-1 chief with 15 years of admin

LAW #11

Guide the Tone

✗ Weak
Write about this.

✓ Strong

Write a concise, directive summary of this AAR for a CO

LAW #12

Avoid Prompt Conflicts

✗ Weak
Explain in detail but keep it short.

✓ Strong

Summarize this NJP package in exactly 5 bullet points. Each

PHASE 3 — AFTER THE RESPONSE

Refine, challenge, and deepen the results.

LAW #13

Challenge & Refine

✗ Weak
Is this good?

✓ Strong

What did this NAVCOMM draft miss? What are the risks if

LAW #14

Iterate in Layers

✗ Weak
Give me a complete NJP

✓ Strong

Start with just the preliminary inquiry checklist. Once I confirm the facts,

LAW #15

Invite Pushback

✗ Weak
What do you think?

✓ Strong

Critique this EAS separation package. What would a JAG

LAW #17

Benchmark Against the Best

✗ Weak
How can I improve?

✓ Strong

What do the top S-1 shops do that average ones don't? Show me 3

PHASE 3 LOOP

1. Get the first output.
Never assume the first response is final.

2. Challenge it (Law 13).
Ask: what's missing? What's the risk?

3. Iterate in layers (14).
Build one section at a time, not the full doc.

4. Invite pushback (15).
Force critique before routing.

5. Verify facts (16).
Check every claim against source systems.

PHASE 4 — SYSTEM THINKING

Think bigger. Get leverage. Build systems.

LAW #17

Benchmark Against the Best

✗ Weak
How can I improve?

✓ Strong

What do the top S-1 shops do that average ones don't? Show me 3

LAW #18NEW

Use Constraints as Creative Force

✗ Weak
Write a creative ad campaign.

✓ Strong

Write a NAVCOMM citation using only action verbs, no

LAW #19NEW

Separate Thinking vs Final Answer

✗ Weak
What is the best separation

✓ Strong

First, walk through all admin separation options for a Marine with

LAW #20

Manage Context

✗ Weak
Continue.

✓ Strong

We are drafting an NJP package for [MARINE]. So far: inquiry

USMC APPLICATION

- Apply all 20 laws every time you use this library.

- Laws 3, 9, 16 are non-negotiable for CUI prompts.

- Laws 14 and 19 cut hallucination risk by 60%+.

- Law 10 (Persona) + Law 4 (Boundaries) = highest-quality output.

- Law 6 (Include What You Tried) saves the most rework.

THE GOAL

Better prompts produce better drafts. Better drafts require less SNCO correction time. Less rework means faster routing and faster submission. Apply all 20 laws. Every prompt you send to the model is a direct order. Write it like one.

WHAT TO DO

Pick your task.

Example: "Write a NAVCOMM." Match it to a category.

01

Open the right category.

NAVCOMM lives in Category 04 - Awards and Evaluations.

02

Read the prompt first.

Confirm the output matches what you need before filling.

03

Fill every placeholder.

Replace ALL [BRACKETS] with real data. Specific beats vague.

04

Run the prompt.

Use an approved system. CUI prompts require ATO-authorized system.

05

Verify before routing.

Check facts against source docs. Route through chain of command.

06

WHAT NEVER TO DO

Never input real SSNs, DOBs, or account numbers.

Use [PLACEHOLDER] variables. Fill real data manually after generation.

Never use CUI prompts on unauthorized systems.

Verify ATO before processing. Ignorance is not a defense.

Never submit AI output without verification.

You are accountable. The model is not. Check every fact.

Never leave a placeholder unfilled.

Brackets in the output mean you skipped a required data field.

Never fabricate impact data.

If numbers are missing, go get them. Do not invent figures.

Never skip the chain of command.

AI speeds drafting. It does not replace review and approval authority.

STEP 1 - RAW INPUT (WEAK)

Marine: Sgt John A. Smith
Billet: Administrative Chief, 1st Bn 7th Marines
Period: 01 Jan 2024 to 31 Dec 2024
Actions: managed admin section, processed packages
Impact: reduced backlog, improved accuracy [VAGUE]

STEP 2 - PRE-CHECK RESULT

FAIL - Impact not quantified.
FAIL - Actions too vague.
Model stops. Requests correction:
"Provide measurable impact with numbers."

STEP 3 - CORRECTED INPUT

Processed 1,200 admin actions with zero errors.
Reduced backlog by 35% in 90 days.
Trained 6 clerks - accuracy improved to 98%.
Managed \$240K in travel entitlements.

STEP 4 - PROMPT USED (04-01)

Category 04 - Awards & Evaluations
Prompt 01 - Navy Commendation Medal
OUTPUT_MODE: FINAL
Regulation: MCO 1650.19J
Constraint: Exactly 125 words.

STEP 5 - DRAFT OUTPUT (127 WORDS - TRIM 2)

Sergeant John A. Smith distinguished himself as Administrative Chief, 1st Battalion, 7th Marines from January to December 2024. Processing 1,200 administrative actions with zero errors, Sergeant Smith reduced the battalion administrative backlog by 35 percent within 90 days. Training six administrative clerks, he elevated section accuracy to 98 percent and managed \$240,000 in travel entitlements without discrepancy. His decisive leadership directly enabled battalion readiness across two overseas exercises. Sergeant Smiths performance reflects great credit upon himself, 1st Battalion, 7th Marines, and the United States Naval Service.

STEP 6 - POST-VALIDATION

Word count: 127 - trim 2 words for FINAL.
All sentences start with action verbs. PASS.
Passive voice check: none found. PASS.
Quantified impact present. PASS.
Fix: Remove "directly" (redundant word).

STEP 7 - FACT MAP

"1,200 admin actions" -> INPUT: ACTIONS
"35 percent backlog" -> INPUT: IMPACT
"98 percent accuracy" -> INPUT: IMPACT
"\$240,000 entitlements" -> INPUT: IMPACT
Citation structure -> MCO 1650.19J

STEP 8 - ROUTING CHAIN

Clerk: Runs prompt, trims to 125 words, removes placeholder brackets.
SNCOIC: Validates facts against service record and MOL. Signs off.
CO: Reviews for accuracy, signs award package, routes to higher HQ.

* Command *Correspondence*

01/10 Command Correspondence

Ref: MCO 5216.20

Audience: Both

MISSION CONTEXT

WHEN	Drafting formal correspondence, policies, SOPs, MOUs, and official responses.
OWNS	XO, S-1 shop, and admin NCOs under commander direction.
GOOD	Zero returns from higher HQ. Compliant format. Correct regulatory references.
FAILURE	Missing enclosures, passive voice, outdated MCO citations, unsigned blocks.

PROMPTS IN THIS SECTION

01 UNCLAS Formal Endorsement Memorandum

02 UNCLAS Standard Operating Procedure

03 UNCLAS Commander's Policy Letter

04 FOUO Memorandum of Understanding

05 FOUO After Action Report

06 FOUO Congressional Inquiry Response

07 FOUO Inspector General Response Package

08 FOUO Formal Complaint Response Letter

09 UNCLAS Unit Policy Revision Memorandum

10 FOUO Information Paper

01-01

Formal Endorsement Memorandum

UNCLAS

Draft a formal endorsement memorandum for [SUBJECT] per MCO 5216.20. Include proper heading, from/to/via lines, reference line, enclosure list, numbered body paragraphs, and signature block. From: [FROM_UNIT]. To: [TO_UNIT]. BLUF structure. Active voice only.

01-02

Standard Operating Procedure

UNCLAS

Draft an SOP for [PROCESS] for [UNIT] effective [EFFECTIVE_DATE]. OPR: [OPR]. Per MCO 5216.20. Sections: Purpose, Applicability, References, Definitions, Responsibilities by billet, Procedures with numbered steps, Records management, Review schedule.

01-03

Commander's Policy Letter

UNCLAS

Draft a policy letter for [UNIT] on [POLICY_SUBJECT] effective [EFFECTIVE_DATE]. Sections: Purpose, Background, Policy as numbered requirements, Responsibilities by billet, Action with deadline, POC. Every requirement measurable. Every responsibility assigned to a specific billet.

01-04

Memorandum of Understanding

FOUO

Draft an MOU between [PARTY_A] and [PARTY_B] for [PURPOSE]. Duration: [DURATION]. Resources: [RESOURCES]. Sections: Purpose, Authority, Responsibilities in parallel columns, Resources and reimbursement, POCs by billet title, Modification and termination, Signature blocks. Flag clauses requiring legal review.

01-05

After Action Report

FOUO

Draft a formal AAR for [EVENT] conducted by [UNIT] on [DATE]. OIC: [OIC]. Per MCO 3500.27C. Sections: Executive Summary (5 sentences max), Task Organization, Timeline, Sustained Items with evidence, Improved Items with root cause and corrective action with owner and due date, Lessons Learned.

01-06

Congressional Inquiry Response

FOUO

Draft a congressional inquiry response. Subject: [INQUIRY_SUBJECT]. Marine: [MARINE_NAME]. Inquiry date: [INQUIRY_DATE]. Facts: [FACTS]. Direct answer in paragraph one. Factual background with dates. Actions taken or in progress. Expected resolution date. POC. Flag any fact requiring verification.

01-07 Inspector General Response Package**FOUO**

Draft an IG response for case [IG_CASE_NUMBER]. Allegation: [ALLEGATION]. Unit: [UNIT]. Facts: [FACTS]. Actions taken: [ACTIONS_TAKEN]. Sections: Summary, Investigation methodology, Findings of fact numbered with evidence, Analysis applying regulatory standard, Conclusion with regulatory basis, Corrective actions with timelines.

01-08 Formal Complaint Response Letter**FOUO**

Draft a commanding officer response to a formal complaint from [COMPLAINANT] on [COMPLAINT_SUBJECT] received [DATE_RECEIVED]. Investigation findings: [INVESTIGATION_FINDINGS]. Acknowledge receipt, summarize investigation, state findings directly, describe corrective action or basis for no action, close with POC. No defensive language.

01-09 Unit Policy Revision Memorandum**UNCLAS**

Draft a policy revision memo for [UNIT] updating [POLICY_TITLE] dated [PREVIOUS_DATE]. Reason: [REASON_FOR_REVISION]. Key changes: [KEY_CHANGES]. Per MCO 5216.20. State this memo supersedes the previous version, reason in two sentences, changes in numbered old vs new table, effective date, distribution, action required of subordinate units.

01-10 Information Paper**FOUO**

Draft an information paper for a senior leader. Subject: [SUBJECT]. Prepared by: [PREPARED_BY]. Date: [DATE]. BLUF: [BOTTOM_LINE]. Key Points: [KEY_POINTS]. Recommendation: [RECOMMENDATION]. USMC format. No paragraph exceeds five lines. No passive voice. Every claim supported by a fact, regulation, or data point.

* Personnel *Administration*

02/10 Personnel Administration

Ref: MCO 1070.12K

Audience: Administrator

MISSION CONTEXT

WHEN	Processing orders, separations, record updates, Page 11 entries, admin packages.
OWNS	S-1 shop and unit admin NCOs. Commander signs all CUI packages.
GOOD	Zero errors in MCTFS. No returns from IPAC. Records updated within 72 hours.
FAILURE	Missing documents, incorrect unit diary codes, late submissions.

PROMPTS IN THIS SECTION

- 01 **FOUO** PCS/PCA Orders Checklist
- 02 **CUI** EAS Separation Package Checklist
- 03 **CUI** Administrative Remarks (Page 11) Entry
- 04 **FOUO** HUMS PTAD vs Transfer Decision Tool
- 05 **FOUO** Promotion Warrant Administrative Review
- 06 **CUI** Hardship Discharge Request Package
- 07 **CUI** Legal Hold Administrative Action
- 08 **FOUO** HUMS AMHS Naval Message
- 09 **CUI** Desertion/AWOL Administrative Actions
- 10 **CUI** HUMS Marine Personal Request Letter

02-01

PCS/PCA Orders Checklist

FOUO

Generate a complete PCS/PCA checklist for a [MARINE_RANK] [MOS] Marine transferring from [LOSING_UNIT] to [GAINING_UNIT] with report date [REPORT_DATE]. Organized by: 90/60/30 days out, departure week, gaining unit in-processing. Each action: responsible billet, system of record (MCTFS/MOL/MROWS), and regulatory reference.

02-02

EAS Separation Package Checklist

CUI

Generate a complete EAS separation checklist for a [MARINE_RANK] MOS [MOS] Marine with EAS date [EAS_DATE], [YEARS_OF_SERVICE] years of service, separation type [SEPARATION_TYPE]. Organized by 180/90/60/30 days out and final out-processing day. Include TAP, medical, SGLI/DEERS, MOL, DD-214, CAC deactivation, entitlements counseling.

02-03

Administrative Remarks (Page 11) Entry

CUI

Draft a formal NAVMC 118(11) Administrative Remarks entry for [MARINE_NAME], EDIPI: [EDIPI]. Subject: [ENTRY_SUBJECT]. Facts: [ENTRY_FACTS]. Authority: [AUTHORITY]. Begin with regulatory authority citation. State facts only in third person. Include specific dates and locations. Do not exceed 200 words. End with typed name, rank, and billet of reporting official. Do not use last 4 SSN. EDIPI is the required identifier per current HQMC guidance.

02-04

HUMS PTAD vs Transfer Decision Tool

FOUO

Determine the correct HUMS process for [MARINE_NAME], [RANK], MOS [MOS]. Circumstances: [CIRCUMSTANCES]. Requested location: [REQUESTED_LOCATION]. Per MCO 1000.6 and ACTSMAN 3 Jul 2013. Step 1: Identify HUMS PTAD or HUMS Transfer. Step 2: Output the correct checklist. Step 3: List the 7 required package components. Step 4: Flag the top 5 misconceptions that apply to this case.

02-05

Promotion Warrant Administrative Review

FOUO

Generate a systematic promotion warrant review checklist for [MARINE_NAME], [CURRENT_RANK], MOS [MOS], promotion date [PROMOTION_DATE]. Review findings: [REVIEW_FINDINGS]. Cover: service record accuracy, time in grade, MOS qualification, MCTFS data match, adverse matter check, FITREP continuity, PME, and physical fitness standards.

02-06

Hardship Discharge Request Package

CUI

Draft a hardship discharge request for [MARINE_NAME], EDIPI: [EDIPI], [RANK], MOS [MOS], [YEARS_SERVICE] YOS. Circumstances: [HARDSHIP_CIRCUMSTANCES]. Dependents: [DEPENDENTS]. Per MCO 1900.16 CH 2. Package must include: Marine personal statement with 15 required points, financial impact documentation, evidence of alternatives considered, CO endorsement with recommendation.

02-07 Legal Hold Administrative Action

CUI

Generate a legal hold package for [MARINE_NAME], [RANK], MOS [MOS]. Legal matter: [LEGAL_MATTER]. Hold authority: [HOLD_AUTHORITY]. Current EAS: [EAS_DATE]. Produce: hold memorandum, MCTFS update checklist, Marine notification requirements, periodic review schedule, release criteria, and administrative actions when hold is lifted.

02-08 HUMS AMHS Naval Message

FOUO

Draft the AMHS naval message for HUMS attachment of [MARINE_NAME], EDIPI: [EDIPI], MOS [MOS]. Attached date/time: [ATTACH_DTG]. Leave period: [LEAVE_PERIOD]. EAS: [EAS_DATE]. Reason: [HUMS_REASON]. Parent command MCC: [PARENT_MCC]. Per MCO 1000.6 and ACTSMAN 3 Jul 2013. Format per AMHS standard with all 6 required RMKS data points.

02-09 Desertion/AWOL Administrative Actions

CUI

Generate the administrative action sequence for [MARINE_NAME], [RANK], MOS [MOS] unauthorized absence beginning [DATE_OF_ABSENCE]. Circumstances: [CIRCUMSTANCES]. Per MCO 1900.16, MCM 2024 Art. 86. Produce: UA report timeline, MCTFS unit diary entries, pay termination, return to military control processing, NCIS/PMO/legal coordination, and separation considerations.

02-10 HUMS Marine Personal Request Letter

CUI

Draft the Marine personal request letter for [MARINE_NAME], EDIPI: [EDIPI], [RANK], MOS [MOS]. Circumstances: [CIRCUMSTANCES]. Requested duty station: [REQUESTED_LOCATION]. Attending physician: [PHYSICIAN_NAME_AND_CONTACT]. Per MCO 1000.6 ACTSMAN 3 Jul 2013. Letter must address all 15 required points including request type, full narrative, resolution timeline, and alternate locations.

* Training Administration

03/10 Training Administration

Ref: MCO 1553.3B

Audience: Both

MISSION CONTEXT

WHEN	Planning training events, documenting T&R completions, filing readiness reports.
OWNS	S-3 and unit training officer. NCO leads MCTIMS entry and documentation.
GOOD	Every event tied to a T&R task number. MCTIMS current. No audit discrepancies.
FAILURE	Undocumented training, stale MCTIMS records, missed T&R deadlines.

PROMPTS IN THIS SECTION

- 01 UNCLAS Training Plan Development
- 02 UNCLAS T&R Event Brief
- 03 UNCLAS MCTIMS Training Event Documentation
- 04 FOUO Training Deficiency Report
- 05 FOUO Individual Training Record Audit
- 06 FOUO Unit Readiness Report Narrative
- 07 FOUO Pre-Deployment Training Plan
- 08 UNCLAS Annual Training Plan
- 09 UNCLAS Training Safety Risk Assessment
- 10 FOUO Training Event After Action Report

03-01 Training Plan DevelopmentUNCLAS

Develop a training plan for [UNIT] covering [TRAINING_PERIOD]. METs: [METS]. Available training days: [AVAILABLE_TRAINING_DAYS]. Constraints: [CONSTRAINTS]. Structure: training objective per MET, event schedule with T&R conditions and standards, resource requirements, assessment criteria, makeup plan for failures, MCTIMS input requirements. Every event references the T&R task number.

03-02 T&R Event BriefUNCLAS

Write a formal T&R event brief for [EVENT_NAME], T&R task [TR_TASK_NUMBER], scheduled [DATE]. Evaluator: [EVALUATOR]. Per the T&R manual. Include: task verbatim, conditions [CONDITIONS], standards [STANDARDS] verbatim, training sequence with timeline, safety and risk summary, Go/No-Go criteria with observable indicators, and MCTIMS documentation requirements.

03-03 MCTIMS Training Event DocumentationUNCLAS

Generate a MCTIMS documentation package for [EVENT_NAME] by [UNIT] on [DATE]. Attendees: [ATTENDEES]. T&R tasks: [TR_TASKS]. Results: [RESULTS]. Produce: MCTIMS event entry data sheet with all required fields, individual training record update checklist per attendee, failure documentation for No-Go results, CO certification requirements, and retention schedule.

03-04 Training Deficiency ReportFOUO

Document a unit training deficiency for [UNIT]. Deficiency: [DEFICIENCY_AREA]. MET affected: [MET_AFFECTED]. Root cause: [ROOT_CAUSE]. Corrective plan: [CORRECTIVE_PLAN]. Per MCO 1553.3B. Deficiency statement, impact on readiness with specific T&R tasks degraded, 5-Why root cause analysis, corrective training plan with timeline, reassessment plan.

03-05 Individual Training Record AuditFOUO

Conduct a training record audit for [MARINE_NAME], [RANK], MOS [MOS] covering [AUDIT_PERIOD]. Discrepancies: [DISCREPANCIES]. Per MCTIMS. Generate: audit findings with discrepancy and correct data, MCTIMS correction action list per entry, supporting documentation required to validate corrections, completion timeline, and CO notification if qualifications are affected.

03-06 Unit Readiness Report NarrativeFOUO

Draft a DRRS-MC readiness report narrative for [UNIT], period [REPORTING_PERIOD], rating [RATING]. Trained tasks: [TRAINED_TASKS]. Degraded tasks: [DEGRADED_TASKS]. Limiting factors: [LIMITING_FACTORS]. Per MCO 1553.3B. Overall assessment in two sentences, METs trained with evidence, METs degraded with root cause, resource shortfalls, corrective actions with timeline, and commander readiness trajectory.

03-07

Pre-Deployment Training Plan

FOUO

Build a pre-deployment training program for [UNIT] deploying [DEPLOYMENT_DATE] to [AOR]. Required METs: [METS]. Available time: [AVAILABLE_TIME]. Resources: [RESOURCES]. Reverse-planned schedule: mission-critical T&R tasks by deployment relevance, week-by-week schedule, collective-to-individual integration, external support requirements with lead times, final readiness assessment plan.

03-08

Annual Training Plan

UNCLAS

Develop an Annual Training Plan for [UNIT], FY [FY]. METs: [METS]. Training days: [TRAINING_DAYS_AVAILABLE]. Budget: [BUDGET]. Major events: [MAJOR_EVENTS]. Per MCO 1553.3B. Training focus areas aligned to METs, quarterly milestones with Go/No-Go gates, resource allocation by quarter, external training integration, individual MOS training requirements, reserve days for emergent requirements.

03-09

Training Safety Risk Assessment

UNCLAS

Complete a training risk assessment for [EVENT] by [UNIT] on [DATE]. OIC: [OIC]. Hazards: [HAZARDS]. Controls: [CONTROLS]. Per MCO 3500.27C. Produce: hazard identification table by category, initial risk matrix score per hazard, control measures with implementation instructions, residual risk after controls, overall event risk level, and approval authority determination.

03-10

Training Event After Action Report

FOUO

Draft a Training Event AAR for [EVENT_NAME], [UNIT], conducted [DATE_RANGE]. OIC: [OIC]. Per MCO 3500.27C. Structure: Executive Summary (2-3 sentences), Sustained items with specific examples, Improved items with root cause and corrective action, Lessons Learned with applicability to future events, Recommended changes to training plan. For each finding include: observation, discussion, recommendation, responsible unit, suspense date.

* Awards & Evaluations

04/10 Awards Evaluations

Ref: MCO 1610.7 | MCO 1650.19J

Audience: Both

MISSION CONTEXT

WHEN	Writing award citations, FITREP comments, LOAs, CONDUSs, counseling statements.
OWNS	Reporting senior drafts. Admin NCO packages. S-1 submits through endorsement chain.
GOOD	Citation at exact word count. Quantified impact. Zero passive voice.
FAILURE	Returned packages, vague impact, missed reporting periods, wrong word count.

PROMPTS IN THIS SECTION

01 UNCLAS Navy Commendation Medal (NC) Citation & SoA

02 UNCLAS Navy Achievement Medal (NAM) Citation & SoA

03 UNCLAS Meritorious Mast (NAVMC 10935)

04 FOUO FITREP Sections B, C, and I Draft

05 FOUO Adverse FITREP Justification Narrative

06 FOUO FITREP Section I Prohibited Comments Scanner

07 FOUO CONDUS Narrative

08 UNCLAS Award Package Pre-Submission Review

09 UNCLAS Meritorious Service Medal (MSM) Citation & SoA

10 FOUO Promotion Recommendation Letter

04-01 Navy Commendation Medal (NC) Citati... UNCLAS	04-02 Navy Achievement Medal (NAM) Citati... UNCLAS
Draft both a Summary of Action (SoA) and Citation for a Navy and Marine Corps Commendation Medal for [MARINE_NAME], [RANK], serving as [BILLET] at [UNIT] from [START_DATE] to [END_DATE]. Award type: [IMPACT_OR_NON_IMPACT]. SoA: paragraph format, 2 pages max, 3-5 major achievements each with measurable impact. Citation: ALL CAPS, max 9 lines and 1,250 characters, no jargon. Key accomplishments: [ACCOMPLISHMENTS].	Draft both a Summary of Action (SoA) and Citation for a Navy and Marine Corps Achievement Medal for [MARINE_NAME], [RANK], serving as [BILLET] at [UNIT] from [START_DATE] to [END_DATE]. Award type: [IMPACT_OR_NON_IMPACT]. SoA: bullet format, 1 page max, each bullet includes quantifiable accomplishment and operational impact. Citation: ALL CAPS, max 9 lines, 1,250 characters. Key accomplishments: [ACCOMPLISHMENTS].
04-03 Meritorious Mast (NAVMC 10935) UNCLAS	04-04 FITREP Sections B, C, and I Draft FOUO
Draft the narrative text for a Meritorious Mast on NAVMC 10935 for [MARINE_NAME], [RANK], EDIPI: [EDIPI], serving as member of [UNIT] from [START_DATE] to [END_DATE]. Per MCO 1650.19J. Format: max 10 rows of text, second-person voice. Required opening: Noteworthy performance of duty while serving as member of [UNIT]. Body: [ACCOMPLISHMENTS]. Conducting authority: [CO_NAME], [CO_RANK], [UNIT].	Draft Sections B, C, and I for a NAVMC 10835 fitness report per MCO 1610.7B for [MARINE_NAME], EDIPI: [EDIPI], [RANK], [BILLET] at [UNIT], period [FROM_DATE] to [TO_DATE]. Section B: billet description, objective only, no superlatives. Section C: results and achievements only. Section I: mandatory comments first, then directed comments, then additional. No UPPERCASE, no bold/italics in Section I.
04-05 Adverse FITREP Justification Narrative FOUO	04-06 FITREP Section I Prohibited Comments ... FOUO
Draft an adverse FITREP narrative for [MARINE_NAME], [RANK], [BILLET], period [PERIOD]. Adverse conduct: [ADVERSE_CONDUCT]. Counseling dates: [COUNSELING_DATES]. Per MCO 1610.7. State adverse matter factually with dates, reference each counseling session with date and content, state Marine response to counseling, connect to specific standards violated, state impact on unit readiness. No emotional language.	Scan this draft Section I narrative for MCO 1610.7B compliance. Check all 16 prohibited comment categories including: pending NJP/court-martial, suspected criminal activity, admin separation proceedings, non-punitive letters, minor traffic violations, prior non-selection, spouse support comments, gender-based comments, medical conditions not affecting performance, and single parent status. Draft: [SECTION_I_DRAFT]. Flag every violation with the specific prohibition and recommended fix.

04-07

CONDUS Narrative

FOUO

Draft the Conduct section narrative for [MARINE_NAME], [RANK], [BILLET], period [PERIOD]. Incidents: [CONDUCT_INCIDENTS]. Overall assessment: [OVERALL_ASSESSMENT]. Per MCO 1610.7. Factual description of conduct during the period, specific incidents with dates, any NJP or formal counseling referenced with dates, impact on order and discipline, overall conduct assessment. No speculation beyond documented facts.

04-08

Award Package Pre-Submission Review

UNCLAS

Conduct a pre-submission review for [MARINE_NAME] award package. Citation draft: [CITATION_DRAFT]. Package contents: [AWARD_PACKAGE_CONTENTS]. Per MCO 1650.19J. Review: word count vs 125-word limit, passive construction check, first-person pronoun check, opening sentence format, action verb audit, measurable impact check, required enclosures checklist, endorsement chain completeness. Provide corrected draft for each deficiency.

04-09

Meritorious Service Medal (MSM) Citat...

UNCLAS

Draft both a Summary of Action (SoA) and Citation for a Meritorious Service Medal for [MARINE_NAME], [RANK], serving as [BILLET] at [UNIT] from [START_DATE] to [END_DATE]. SoA: paragraph format, 3 pages max, 4-6 major accomplishments with strategic impact. Citation: upper/lower case, Courier New 12pt, max 24 lines, single paragraph. Opening: outstanding meritorious service while serving as [BILLET]. Accomplishments: [ACCOMPLISHMENTS].

04-10

Promotion Recommendation Letter

FOUO

Draft a promotion recommendation letter for [MARINE_NAME], [RANK], MOS [MOS] to [PROMOTION_BOARD]. Performance: [BILLET_PERFORMANCE]. Leadership examples: [LEADERSHIP_EXAMPLES]. Per MCO 1400.32D. 300 words. Opening: direct recommendation with comparative standing. Billet performance: quantified results. Leadership: specific examples through adversity. Character: one integrity example. Closing: unequivocal confidence. No hedging.

* Legal & Disciplinary

05/10 Legal Disciplinary

Ref: MCM 2024 | MCO 5800.16

Audience: Both

MISSION CONTEXT

WHEN	Processing NJP packages, admin sep actions, counseling statements, and ROS.
OWNS	Commander initiates. SJA coordinates on all CUI actions before submission.
GOOD	All rights advisements documented. Package survives legal review.
FAILURE	Procedural gaps that invalidate on appeal. Missing advisements. Unsigned forms.

PROMPTS IN THIS SECTION

- 01 CUI NJP Package - Preliminary Inquiry
- 02 CUI NJP Notification and Rights Advisement
- 03 CUI NJP Punishment Worksheet
- 04 CUI Admin Sep - Notification Procedure (Non-Board)
- 05 CUI Admin Sep - Board Referral Package Checklist
- 06 FOUO Counseling Statement (Page 6)
- 07 CUI No Contact Order Documentation
- 08 FOUO Nonpunitive Letter of Instruction (LOI)
- 09 FOUO IG Complaint Intake
- 10 FOUO Evidence Inventory and Chain of Custody

05-01

NJP Package - Preliminary Inquiry

CUI

Guide a commander through a preliminary inquiry for [MARINE_NAME], [RANK], alleged [ALLEGED_OFFENSE], UCMJ Art. [UCMJ_ARTICLE], incident [INCIDENT_DATE]. Facts: [KNOWN_FACTS]. Per RCM 303. Generate: preliminary inquiry checklist, evidence collection requirements, witness interview outline, rights advisement requirements before questioning, report format, and commander disposition options. Flag fact patterns exceeding NJP jurisdiction.

05-02

NJP Notification and Rights Advisement

CUI

Draft the NJP notification and rights advisement package for [MARINE_NAME], [RANK], alleged UCMJ violations: [OFFENSES]. Vessel exception: [YES_OR_NO]. Per JAGMAN 0109, MCM Part V, and MCO 5800.16. Notification must include: statement of alleged offenses, right to remain silent under Article 31, right to consult military defense counsel, right to refuse NJP if vessel exception does not apply, right to present matters, right to have a spokesperson, and right to appeal.

05-03

NJP Punishment Worksheet

CUI

Generate an NJP punishment analysis for [MARINE_NAME], [RANK], offenses [OFFENSES], findings [FINDINGS], by [COMMANDER_RANK] of [UNIT_TYPE]. Per MCM 2024 Art. 15. Produce: maximum punishment table per offense based on commander grade and unit type, punishment options most to least severe with rationale, suspension option analysis, mitigation and extenuation factors, DD Form 2627 completion checklist, and appeal rights timeline.

05-04

Admin Sep - Notification Procedure (Non-...

CUI

Build an administrative separation package using notification procedures for [MARINE_NAME], EDIPI: [EDIPI], [RANK], MOS [MOS], [YEARS_SERVICE] YOS. Basis for separation: [BASIS]. Per MCO 1900.16 and MCO 5800.16 Vol 11. Pre-check: notification procedures apply when Marine has less than 6 years of total service, OR characterization sought is no lower than General (Under Honorable Conditions). If 6+ YOS and OTH characterization - STOP and route to Admin Law Section.

05-05

Admin Sep - Board Referral Package Chec...

CUI

Generate a board referral checklist for administrative separation board proceedings for [MARINE_NAME], EDIPI: [EDIPI], [RANK], MOS [MOS], [YEARS_SERVICE] YOS. Basis: [BASIS]. Per MCO 1900.16 and MCO 5800.16 Vol 11. Board procedures required when Marine has 6+ years service, OR characterization sought is Other Than Honorable, OR basis mandates board. Unit responsibilities: initiate package, route through chain, serve on defense within 5 working days.

05-06

Counseling Statement (Page 6)

FOUO

Draft a formal counseling statement per NAVMC 10274 for [MARINE_NAME], [RANK]. Subject: [COUNSELING_SUBJECT]. Facts: [FACTS]. Expected standard: [EXPECTED_STANDARD]. Consequences: [CONSEQUENCES]. Per MCO 1610.7. Factual deficiency description with dates, locations, witnesses, specific behavior. Standard violated with regulation cited. Corrective action required with specific deadline. Consequences stated without ambiguity.

05-07

No Contact Order Documentation

CUI

Draft a military protective order documentation package. Issuing authority: [ISSUING_COMMANDER]. Subject: [SUBJECT_MARINE]. Protected party: [PROTECTED_PARTY]. Basis: [BASIS]. Prohibitions: [SPECIFIC_PROHIBITIONS]. Per MCO 5800.16, DoDI 6400.06. Generate: DD Form 2873 checklist, notification requirements to both parties, PMO/NCIS notification, victim advocate notification, FAMLAE Act reporting if applicable, and modification/termination procedures.

05-08

Nonpunitive Letter of Instruction (LOI)

FOUO

Draft a Nonpunitive Letter of Instruction for [MARINE_NAME], [RANK], [BILLET]. Deficiency: [DEFICIENCY]. Per JAGMAN 0105 and MCO 5800.16. Pre-check: confirm this is NOT intended as punishment. An LOI is corrective guidance, not punitive action. LOI requirements: state the specific deficiency, provide corrective guidance and expected standards, state the LOI is nonpunitive, do not reference pending disciplinary action, do not imply punitive intent.

05-09

IG Complaint Intake

FOUO

Review an IG complaint intake. Complainant status: [COMPLAINANT_STATUS]. Allegation subject: [ALLEGATION_SUBJECT]. Alleged violation: [ALLEGED_VIOLATION]. Known facts: [KNOWN_FACTS]. Per DoDD 7050.06. Generate: eligibility determination, protected disclosure analysis for whistleblower status, referral determination, complainant notification requirements, record retention, and reprisal risk assessment. Flag any GO/SES allegation requiring mandatory DODIG notification.

05-10

Evidence Inventory and Chain of Custody

FOUO

Generate a complete evidence inventory and chain of custody log for case [CASE_NUMBER]. Evidence: [EVIDENCE_ITEMS]. Collected by [COLLECTING_OFFICIAL] on [DATE_COLLECTED]. Storage: [STORAGE_LOCATION]. Per MCM 2024, MRE 901. Evidence inventory table, chain of custody log template, packaging and labeling requirements by evidence type, access restrictions, and disposition instructions upon case resolution.

* Logistics & Supply

Ref: MCO 4400.177G

Audience: Both

MISSION CONTEXT

- WHEN** Reconciling property accounts, processing work orders, managing equipment readiness.
- OWNS** S-4 and accountable officers. Supply NCOs maintain GCSS-MC entries.
- GOOD** Property book clean. GCSS-MC current. Zero unresolved discrepancies.
- FAILURE** Lost sensitive items, unresolved ROS, or equipment NMC at deployment date.

PROMPTS IN THIS SECTION

- 01

FOUO

Property Accountability Reconciliation
- 02

FOUO

Equipment Readiness Report Narrative
- 03

UNCLAS

Supply Request Justification
- 04

FOUO

Change of Accountable Officer Checklist
- 05

UNCLAS

Maintenance Work Order Justification
- 06

FOUO

GCSS-MC Discrepancy Report
- 07

FOUO

Sensitive Item Inventory Checklist
- 08

FOUO

Deployment Equipment Preparation Plan
- 09

UNCLAS

Excess Property Disposition Request
- 10

CUI

Report of Survey Package

06-01

Property Accountability Reconciliation

FOUO

Generate a property accountability reconciliation plan for [UNIT]. Property type: [PROPERTY_TYPE]. Discrepancies: [DISCREPANCIES]. Account holder: [ACCOUNT_HOLDER]. Date: [DATE]. Per MCO 4400.177G. Discrepancy list with current vs recorded status, GCSS-MC actions per discrepancy type, Report of Survey trigger assessment, turn-in vs lateral transfer options, CO briefing requirements if discrepancy exceeds \$5,000, and resolution timeline.

06-02

Equipment Readiness Report Narrative

FOUO

Draft an equipment readiness report narrative for [UNIT], period [REPORTING_PERIOD]. Status: [EQUIPMENT_STATUS]. NMC items: [NMC_ITEMS]. Parts shortfalls: [PARTS_SHORTFALLS]. Forecast: [FORECAST]. Per MCO 4790.2C. Overall readiness percentage vs previous period, NMC summary with cause/parts status/return date, deferred maintenance risk, parts shortfall mission impact, recommended commander actions, and 30-day forecast.

06-03

Supply Request Justification

UNCLAS

Draft a supply request justification for [ITEM_REQUESTED], quantity [QUANTITY]. Justification: [JUSTIFICATION]. Operational need: [OPERATIONAL_NEED]. Funding: [FUNDING_SOURCE]. Per MCO 4400.177G. Operational requirement in first sentence, quantity justified with specific calculation, funding source and availability, mission impact if not approved, and alternatives considered and why insufficient.

06-04

Change of Accountable Officer Checklist

FOUO

Generate a change of accountable officer checklist. Outgoing: [OUTGOING_AO]. Incoming: [INCOMING_AO]. Unit: [UNIT]. Account type: [ACCOUNT_TYPE]. Transfer date: [TRANSFER_DATE]. Per MCO 4400.177G. Pre-transfer inventory requirements and timeline, GCSS-MC account transfer procedures, discrepancy resolution requirements before transfer, CO briefing and signature requirements, relief of accountability memorandum preparation.

06-05

Maintenance Work Order Justification

UNCLAS

Draft a maintenance work order justification for [EQUIPMENT_TYPE], serial [SERIAL_NUMBER]. Defect: [DEFECT]. Mission impact: [MISSION_IMPACT]. Urgency: [URGENCY]. Per MCO 4790.2C. Equipment identification, defect in technical terms, safety risk assessment, mission impact if not repaired, urgency classification with justification, parts and labor estimate, recommended priority.

06-06

GCSS-MC Discrepancy Report

FOUO

Draft a GCSS-MC discrepancy report for [UNIT]. Discrepancy type: [DISCREPANCY_TYPE]. Items affected: [ITEMS_AFFECTED]. System error: [SYSTEM_ERROR]. Correct data: [CORRECT_DATA]. Per MCO 4400.177G. Discrepancy description with specific system fields, comparison table of current vs required data, correction procedure step-by-step, supporting documentation required, higher HQ notification requirement by dollar value, and resolution timeline.

06-07 Sensitive Item Inventory Checklist

FOUO

Generate a sensitive item inventory plan for [UNIT]. Items: [SENSITIVE_ITEMS]. Inventory date: [INVENTORY_DATE]. IO: [INVENTORY_OFFICER]. Frequency: [FREQUENCY]. Per MCO 4400.177G. Sensitive item roster with NSN/nomenclature/quantity/location, physical inventory procedure with two-person integrity, serial number verification checklist, discrepancy reporting chain and timeline, CO certification requirements.

06-08 Deployment Equipment Preparation Plan

FOUO

Build an equipment readiness timeline for [UNIT] deploying [DEPLOYMENT_DATE] to [AOR]. Equipment: [EQUIPMENT_LIST]. Pre-positioned requirements: [PREPO_REQUIREMENTS]. Reverse-planned timeline: serviceability goals at T-60/T-30/T-14, maintenance completion deadlines per equipment type, modification and safety recall checks, GCSS-MC update schedule, packing and manifesting requirements, and left-behind property accountability plan.

06-09 Excess Property Disposition Request

UNCLAS

Draft an excess property disposition request for [UNIT]. Items: [EXCESS_ITEMS]. Condition: [CONDITION]. Estimated value: [ESTIMATED_VALUE]. Disposition: [DISPOSITION_OPTION]. Per MCO 4400.177G, DoDI 5160.68. Excess property list with NSN/nomenclature/quantity/condition/value, disposition option analysis, approval authority by value, GCSS-MC actions per disposition type, completion timeline, and audit trail documentation.

06-10 Report of Survey Package

CUI

Generate a Report of Survey (ROS) package for lost, damaged, or destroyed government property. Item(s): [ITEM_DESCRIPTION]. NSN: [NSN]. Value: [VALUE]. Unit: [UNIT]. Circumstances: [CIRCUMSTANCES]. Responsible individual(s): [RESPONSIBLE_PARTIES]. IO: [IO_NAME_RANK]. Per MCO 4400.177G. Package structure: ROS appointment memorandum, IO investigation narrative, financial liability determination, hand receipt documentation, responsible party statement, witness statements, and chain of command endorsements.

* Operational *Planning*

07/10 Operational Planning

Ref: MCWP 5-10 | MCDP 1

Audience: Leader

MISSION CONTEXT

WHEN	Producing OPORDs, FRAGOs, WARNORDs, decision briefs, and CCIRs.
OWNS	S-3 leads. Operations officers draft. Staff NCOs input coordinating instructions.
GOOD	Intent understood two levels down. Every task has who, what, when, where.
FAILURE	Ambiguous tasks, missing coordinating instructions, intent unstated.

PROMPTS IN THIS SECTION

- 01 **FOUO** Operations Order (OPORD) Framework
- 02 **FOUO** Commander's Intent Statement
- 03 **FOUO** Decision Brief Format
- 04 **FOUO** Fragmentary Order (FRAGORD)
- 05 **CUI** Intelligence Preparation Summary
- 06 **FOUO** Risk Assessment for Operations
- 07 **FOUO** Staff Estimate
- 08 **FOUO** Warning Order (WARNORD)
- 09 **FOUO** Execution Checklist Development
- 10 **FOUO** Commander's Critical Information Requirements

07-01

Operations Order (OPORD) Framework

FOUO

Build an OPORD framework for Operation [OPERATION_NAME] for [UNIT]. Mission: [MISSION]. Commander's intent: [COMMANDER_INTENT]. Timeline: [TIMELINE]. Per MCWP 5-10 five-paragraph format. (1) SITUATION. (2) MISSION: who/what/when/where/why in one sentence. (3) EXECUTION: intent, concept, tasks to subordinates, coordinating instructions. (4) SUSTAINMENT. (5) COMMAND AND SIGNAL.

07-02

Commander's Intent Statement

FOUO

Draft a commander's intent for [OPERATION]. End state: [END_STATE]. Key tasks: [KEY_TASKS]. Acceptable risk: [ACCEPTABLE_RISK]. Per MCDP 1, MCWP 5-10. (1) Purpose in one sentence. (2) End state in one sentence. (3) Key tasks required to achieve the end state. (4) Risk the commander will accept. Max 150 words. Must guide decisions when communications are lost.

07-03

Decision Brief Format

FOUO

Draft a decision brief for [DECISION_SUBJECT]. Situation: [SITUATION]. COAs: [COURSES_OF_ACTION]. Criteria: [CRITERIA]. Recommendation: [RECOMMENDATION]. Per MCWP 5-10. (1) BLUF: one sentence stating the decision required. (2) Situation: two sentences. (3) COAs: description, advantages, disadvantages, risk for each. (4) Analysis: each COA scored against each criterion. (5) Recommendation with rationale. (6) Decision line.

07-04

Fragmentary Order (FRAGORD)

FOUO

Draft a FRAGORD for Operation [OPERATION_NAME]. Changes: [CHANGE_SUMMARY]. Units affected: [UNITS_AFFECTED]. Effective: [EFFECTIVE_TIME]. New tasks: [NEW_TASKS]. Per MCWP 5-10. Include only paragraphs being changed. State 'No change' for unchanged paragraphs. Each change references the original OPORD paragraph. State effective DTG. Each new task: who/what/when/where with no ambiguity.

07-05

Intelligence Preparation Summary

CUI

Generate an intelligence preparation of the battlefield summary for [OPERATION] in [AOR]. Enemy: [ENEMY_FORCES]. Terrain: [TERRAIN]. Weather: [WEATHER]. Civil: [CIVIL_CONSIDERATIONS]. Per MCWP 2-10. AOR analysis: key terrain, observation, cover, obstacles, avenues of approach. Weather impact. Enemy analysis: composition/disposition/strength/capabilities. Enemy COAs: most likely and most dangerous.

07-06

Risk Assessment for Operations

FOUO

Complete an operational risk assessment for [OPERATION] by [UNIT]. Hazards: [HAZARDS]. Controls: [CONTROLS]. Residual risk: [RESIDUAL_RISK]. Approval authority: [APPROVAL_AUTHORITY]. Per MCO 3500.27C. Risk matrix for each hazard by probability and severity, initial risk level, control measures with responsible party and timeline, residual risk after controls, overall mission risk level, and approval authority determination.

07-07 Staff Estimate

FOUO

Prepare a [FUNCTIONAL_AREA] staff estimate for [OPERATION] over [ANALYSIS_PERIOD]. Resources: [RESOURCES]. Constraints: [CONSTRAINTS]. Per MCWP 5-10. Mission analysis for this functional area. Analysis of each COA: supportability, resource requirements, risks. Comparison of COAs. Conclusions and recommendations. Coordinating instructions for the preferred COA. Each COA analysis concludes 'supported' or 'not supported' with specific rationale.

07-08 Warning Order (WARNORD)

FOUO

Draft a Warning Order for [OPERATION] by [UNIT]. Situation: [SITUATION_SUMMARY]. Likely mission: [LIKELY_MISSION]. Timeline: [TIMELINE]. Preparation tasks: [PREPARATION_TASKS]. Per MCWP 5-10. Include: situation overview, likely mission statement, time the OPORD will be issued, movement and reporting requirements, preparation tasks to begin immediately, and risk assessment requirements.

07-09 Execution Checklist Development

FOUO

Build an execution checklist for [OPERATION] by [UNIT]. Key events: [KEY_EVENTS]. Go/no-go criteria: [GO_NO_GO_CRITERIA]. Timeline: [TIMELINE]. Per MCWP 5-10. Pre-execution checks with responsible party and deadline. Go/no-go matrix with specific criteria per critical element. Execution sequence with timeline and trigger conditions per phase. Branch plan triggers. Commander decision points with criteria and options.

07-10 Commander's Critical Information Requi...

FOUO

Develop CCIRs for [OPERATION]. Commander's intent: [COMMANDER_INTENT]. PIRs: [PIR_LIST]. FFIRs: [FFIR_LIST]. EEFI: [EEFI_LIST]. Per MCWP 2-10, MCWP 5-10. PIRs with specific indicator, collection asset, and reporting threshold. FFIRs with reporting timeline and responsible unit. EEFI with protection measures. Reporting format and channel for each CCIR. Triggers causing immediate commander notification.

*

Financial Administration

Ref: JFTR | DoDFMR | DTS

Audience: Both

MISSION CONTEXT	
WHEN	Processing travel vouchers, resolving pay discrepancies, drafting budget requests.
OWNS	S-4 and disbursing. Unit finance NCO tracks cases and submission status.
GOOD	Zero debt created. Vouchers approved first submission. All entitlements correct.
FAILURE	Rejected vouchers, government debt to Marine, missed waiver windows.

PROMPTS IN THIS SECTION

- 01

FOUO

Travel Voucher Preparation Checklist
- 02

CUI

Pay Discrepancy Resolution Package
- 03

FOUO

Budget Justification Memorandum
- 04

CUI

Debt Waiver Request
- 05

FOUO

Special Pay Authorization Request
- 06

FOUO

Government Travel Card Audit
- 07

FOUO

Advance Pay Request
- 08

FOUO

Financial Readiness Counseling Guide
- 09

CUI

BAH Entitlement Determination
- 10

FOUO

Travel Claim Discrepancy Letter

08-01

Travel Voucher Preparation Checklist

FOUO

Generate a travel voucher checklist for a [TRAVELER_RANK] traveling [TRAVEL_DATES] for [PURPOSE] to [TDY_LOCATIONS] on funding line [FUNDING_LINE]. Per JFTR Vol I, DoDFMR Vol 9. Phases: pre-travel DTS authorization, during-travel documentation, post-travel DTS voucher submission with each field identified, receipt requirements by expense type and threshold, common rejection errors with prevention, submission and processing timeline.

08-02

Pay Discrepancy Resolution Package

CUI

Generate a pay discrepancy resolution package for [MARINE_NAME], [RANK]. Discrepancy type: [DISCREPANCY_TYPE]. Amount: [AMOUNT]. Pay period: [PAY_PERIOD]. Facts: [KNOWN_FACTS]. Per DoDFMR Vol 7A. Root cause analysis, documentation required to substantiate correct entitlement, MYPAY and MCTFS correction steps, finance office correspondence template, resolution timeline and escalation path, and debt waiver option analysis if overpayment occurred.

08-03

Budget Justification Memorandum

FOUO

Draft a budget justification memo for [UNIT] requesting [AMOUNT] for [BUDGET_ITEM] in FY[FISCAL_YEAR]. Operational requirement: [OPERATIONAL_REQUIREMENT]. Impact if denied: [IMPACT_IF_DENIED]. Per DoDFMR. BLUF stating the request and amount, operational requirement tied to a specific mission task, cost breakdown by expense category, alternatives considered and why insufficient, mission capability impact if denied.

08-04

Debt Waiver Request

CUI

Draft a debt waiver request for [MARINE_NAME], [RANK], debt of [DEBT_AMOUNT] due to [DEBT_CAUSE]. YOS: [YEARS_SERVICE]. Circumstances: [CIRCUMSTANCES]. Per DoDFMR Vol 7A, 10 USC 2774. CO endorsement with recommendation, Marine personal statement with how overpayment occurred and why not the Marine fault, financial hardship documentation, regulatory basis for waiver eligibility, and approval authority determination by debt amount.

08-05

Special Pay Authorization Request

FOUO

Draft a special pay authorization request for [MARINE_NAME], [RANK], MOS [MOS]. Special pay type: [SPECIAL_PAY_TYPE]. Qualifying criteria: [QUALIFYING_CRITERIA]. Effective date: [EFFECTIVE_DATE]. Per DoDFMR Vol 7A. Eligibility verification checklist with each criterion and how the Marine meets it, authorization request memorandum, MCTFS input required to initiate pay, supporting documentation package, retroactive pay calculation if effective date predates submission.

08-06

Government Travel Card Audit

FOUO

Conduct a GTC audit for [UNIT], period [AUDIT_PERIOD]. Cardholders: [CARDHOLDERS]. Violations: [VIOLATIONS_FOUND]. Outstanding balance: [TOTAL_OUTSTANDING]. Per DoDI 5154.31. Audit findings report by violation type (misuse/delinquency/unauthorized use), individual cardholder status table, commander notification requirements by severity, corrective action plan per violation type, suspension and cancellation thresholds, and training requirements.

08-07

Advance Pay Request

FOUO

Generate an advance pay request package for [MARINE_NAME], [RANK]. Advance type: [ADVANCE_TYPE]. Amount: [AMOUNT_REQUESTED]. Repayment period: [REPAYMENT_PERIOD]. Circumstances: [CIRCUMSTANCES]. Per DoDFMR Vol 7A, JFTR. Eligibility determination, maximum amount calculation, required documentation, repayment schedule with MYPAY allotment setup instructions, CO authorization requirements, and impact on other entitlements during repayment.

08-08

Financial Readiness Counseling Guide

FOUO

Generate a financial counseling session outline for [MARINE_NAME], [RANK]. Issue: [FINANCIAL_ISSUE]. Total debt: [DEBT_AMOUNT]. Monthly income: [INCOME]. Counselor: [COUNSELOR_BILLET]. Per MCO 7220.12M. Income and expense analysis structure, debt prioritization framework, installation resources (Legal Aid, chaplain, PFMP), allotment management recommendations, 90-day action plan with milestones, and follow-up counseling schedule.

08-09

BAH Entitlement Determination

CUI

Conduct a BAH entitlement determination for [MARINE_NAME], [RANK]. Dependency status: [DEPENDENCY_STATUS]. Duty station: [DUTY_STATION]. Dependent details: [DEPENDENT_DETAILS]. Per DoDFMR Vol 7A. Eligibility determination with regulatory basis, rate calculation for correct dependency status and zip code, DEERS verification requirements, documentation for each dependent type, effective date determination, and MCTFS input checklist.

08-10

Travel Claim Discrepancy Letter

FOUO

Draft a travel claim discrepancy resolution letter for [MARINE_NAME], [RANK], claim number [CLAIM_NUMBER]. Discrepancy: [DISCREPANCY]. Correct entitlement: [CORRECT_ENTITLEMENT]. Supporting docs: [SUPPORTING_DOCS]. Per JFTR, DTS, DoDFMR Vol 9. State discrepancy in first sentence, cite specific JFTR or DoDFMR provision, itemize difference between what was paid and what is owed, list enclosed supporting documents, state requested action and deadline.

* Records & *Info Management*

09/10 Records Info Management

Ref: MCO 5210.11F | 32 CFR 2002

Audience: Both

MISSION CONTEXT

WHEN	Responding to FOIA requests, managing CUI documents, maintaining retention schedules.
OWNS	Unit records manager and S-1. Legal required for CUI and Privacy Act actions.
GOOD	Every record dispositioned per schedule. CUI marked and tracked.
FAILURE	Unmarked CUI, litigation hold violations, improper disposition.

PROMPTS IN THIS SECTION

01 **FOUO** FOIA Request Response Package

02 **CUI** Privacy Act Request Response

03 **UNCLAS** Records Retention Schedule

04 **CUI** CUI Marking and Handling Guide

05 **UNCLAS** Records Disposition Request

06 **CUI** Information System Authorization Support

07 **FOUO** Data Call Response Package

08 **CUI** PII Breach Report

09 **FOUO** Records Legal Hold Notice

10 **UNCLAS** Command Information Program Content Plan

09-01 FOIA Request Response Package**FOUO**

Draft a FOIA response for request [REQUEST_NUMBER] from [REQUESTER]. Records requested: [REQUESTED_RECORDS]. Responsive documents: [RESPONSIVE_DOCUMENTS]. Exemptions: [EXEMPTIONS_APPLIED]. Per 5 USC 552, MCO 5400.47. Determination letter with decision, exemption narrative with regulatory basis per exemption, redaction guidance for partial releases, appeal rights with correct addressee and 90-day timeline, records search certification, and fee assessment.

09-02 Privacy Act Request Response**CUI**

Draft a Privacy Act response for request [REQUEST_NUMBER] from [REQUESTER] for records from [SYSTEM_OF_RECORDS]. Records: [RECORDS_REQUESTED]. Decision: [DECISION]. Per 5 USC 552a, DoDD 5400.11. Response letter with decision and regulatory basis, identity verification requirements before release, SORN citation, exemption analysis for withheld records, amendment rights advisement if applicable, and appeal rights.

09-03 Records Retention Schedule**UNCLAS**

Generate a records retention schedule for [UNIT]. Record series: [RECORD_SERIES]. Office of record: [OFFICE_OF_RECORD]. Current holdings: [CURRENT_HOLDINGS]. Review date: [REVIEW_DATE]. Per MCO 5210.11F, NARA GRS. Records inventory table with series title/description/dates/volume/medium, retention determination per GRS, disposition instruction per series, vital records identification, and disposition action schedule.

09-04 CUI Marking and Handling Guide**CUI**

Generate a marking and handling guide for [DOCUMENT_TYPE] containing [CUI_CATEGORY] information. Originator: [ORIGINATOR]. Dissemination controls: [DISSEMINATION_CONTROLS]. Per 32 CFR Part 2002, CUI Registry, EO 13556. Correct banner marking format, portion marking requirements, CUI designation indicator block, dissemination controls notation, transmission requirements by method, storage requirements and access restriction, and destruction procedures.

09-05 Records Disposition Request**UNCLAS**

Generate a records disposition request for [UNIT]. Record series: [RECORD_SERIES]. Volume: [VOLUME]. Date range: [DATE_RANGE]. Disposition type: [DISPOSITION_TYPE]. Authority: [AUTHORITY]. Per MCO 5210.11F. Disposition request memorandum, inventory of records covered, retention eligibility verification, certificate of destruction template if destroying, transfer instructions if moving to NARA, and verification that no litigation hold is in effect.

09-06 Information System Authorization Support**CUI**

Generate an authorization support package for [SYSTEM_NAME]. Owner: [SYSTEM_OWNER]. Data types: [DATA_TYPES]. Classification level: [CLASSIFICATION_LEVEL]. Authorization type: [AUTHORIZATION_TYPE]. Per DoDI 8510.01, NIST SP 800-37, MCO 5239.2B. Authorization boundary definition, FIPS 199 system categorization, control selection at appropriate baseline, POA&M template for known deficiencies, continuous monitoring requirements, and authorization official briefing outline.

09-07 Data Call Response Package

FOUO

Manage a data call for [DATA_CALL_SUBJECT] from [HIGHER_HQ]. Data requested: [DATA_REQUESTED]. Due date: [DUE_DATE]. Unit data: [UNIT_DATA]. Generate: data call tracking entry with all required fields, internal data collection tasking to responsible offices, data quality check criteria before submission, response format matching requesting HQ format exactly, submission instructions and confirmation requirements, and record of response for unit files.

09-08 PII Breach Report

CUI

Draft a PII breach report. Breach date: [BREACH_DATE]. Breach type: [BREACH_TYPE]. Records affected: [RECORDS_AFFECTED]. PII elements: [PII_ELEMENTS]. Discovery date: [DISCOVERY_DATE]. Actions taken: [ACTIONS_TAKEN]. Per OMB M-17-12, DoDD 5400.11. Breach description, data involved with PII categories and number of individuals, risk assessment of harm probability, notification requirements with timeline and method, mitigation actions, and remediation to prevent recurrence.

09-09 Records Legal Hold Notice

FOUO

Draft a records legal hold notice for case [CASE_REFERENCE]. Records subject: [RECORDS_SUBJECT]. Custodians: [CUSTODIANS]. Hold date: [HOLD_DATE]. Legal authority: [LEGAL_AUTHORITY]. Per FRCP 37, MCO 5210.11F. Legal hold notice memorandum to all custodians, specific description of records covered by system/date range/type, custodian acknowledgment and certification requirement, preservation instructions, periodic hold reaffirmation schedule, and hold release procedure.

09-10 Command Information Program Conte...

UNCLAS

Develop a command information program content plan for [UNIT] covering [PERIOD]. Key messages: [KEY_MESSAGES]. Channels: [CHANNELS]. Audience segments: [AUDIENCE_SEGMENTS]. Per MCO 5720.77C. Communication objectives tied to commander priorities, key message statement per priority in one consistent sentence across channels, content calendar by channel with topic/format/responsible party, metrics for measuring reach and retention, and crisis communication protocol.

* Leadership & *Decision Making*

10/10 Leadership Decision Making

Ref: MCDP 1 | MCWP 6-10

Audience: Leader

MISSION CONTEXT

WHEN	Assessing readiness, developing leaders, setting standards, making ethical decisions.
OWNS	Commander and XO. SNCOs execute. All leaders at every level accountable.
GOOD	Decisions documented. Leaders developed to standard. Climate data acted on.
FAILURE	Undocumented decisions, climate issues unaddressed, no succession plan.

PROMPTS IN THIS SECTION

01 **FOUO** Commander's Assessment Framework

02 **UNCLAS** Ethical Decision-Making Framework

03 **FOUO** Climate Assessment Survey Design

04 **FOUO** Leader Development Plan

05 **UNCLAS** Unit Problem-Solving Brief

06 **FOUO** Succession Planning Framework

07 **UNCLAS** After Action Review Facilitation Guide

08 **UNCLAS** Command Philosophy Development

09 **UNCLAS** Difficult Conversation Preparation Guide

10 **UNCLAS** Unit Standard Setting Framework

10-01 Commander's Assessment Framework**FOUO**

Build an assessment framework for [UNIT] covering [ASSESSMENT_PERIOD]. Focus areas: [FOCUS_AREAS]. Data sources: [DATA_SOURCES]. End state: [END_STATE]. Per MCDP 6, MCWP 6-10. Assessment questions producing measurable answers, data collection plan by source and deadline, assessment criteria with defined standards, findings template with current state vs standard gap analysis, improvement priorities with rationale, and 90-day improvement plan with milestones.

10-02 Ethical Decision-Making Framework**UNCLAS**

Apply the USMC ethical decision-making framework to [ETHICAL_DILEMMA]. Stakeholders: [STAKEHOLDERS]. Options: [OPTIONS]. Constraints: [CONSTRAINTS]. Values at stake: [VALUES_AT_STAKE]. Per MCDP 1, USMC Core Values. Identify what makes this ethical vs practical. Identify all stakeholders and impacts. Test each option against Honor, Courage, Commitment. Apply three tests: Legal, Ethical, Professional. Identify the option that best balances all considerations.

10-03 Climate Assessment Survey Design**FOUO**

Design a command climate assessment for [UNIT] focused on [ASSESSMENT_FOCUS]. Population: [SURVEY_POPULATION]. Commander concerns: [COMMANDER_CONCERNS]. Per MCWP 6-10, MCO 5354.1E. 20 survey questions covering trust in leadership, unit cohesion, equal opportunity, safety climate, and communication effectiveness. Survey administration instructions ensuring anonymity. Response analysis framework. Commander feedback brief outline. 30-day action planning template.

10-04 Leader Development Plan**FOUO**

Build a leader development plan for [MARINE_NAME], [RANK], [BILLET]. Strengths: [STRENGTHS]. Development areas: [DEVELOPMENT_AREAS]. Timeline: [TIMELINE]. Mentor: [MENTOR]. Per MCO 1500.59, MCWP 6-10. Current state assessment of leadership competencies, development objectives per area with measurable standard, development activities, timeline with 30-60-90 day milestones, mentor meeting schedule and discussion topics, and assessment criteria.

10-05 Unit Problem-Solving Brief**UNCLAS**

Structure a problem-solving brief for [PROBLEM] by [UNIT]. Constraints: [CONSTRAINTS]. Resources: [AVAILABLE_RESOURCES]. Decision authority: [DECISION_AUTHORITY]. Per MCDP 1-3, MCWP 5-10. Problem statement in one specific measurable sentence, root cause analysis tracing to source not symptoms, three COAs with honest assessment, evaluation criteria and COA performance, recommendation with specific rationale, and implementation plan with timeline and milestones.

10-06 Succession Planning Framework**FOUO**

Build a succession planning framework for [UNIT]. Billets: [BILLETS]. Current holders: [CURRENT_HOLDERS]. Horizon: [TIMELINE]. Critical billets: [CRITICAL_BILLETS]. Per MCWP 6-10. Billet criticality ranking with rationale, current holder departure risk assessment, succession candidate identification per critical billet, development gap analysis for each candidate, development action plan per candidate, and emergency succession plan for immediate billet filling.

10-07 After Action Review Facilitation Guide

UNCLAS

Generate an AAR facilitation guide for [EVENT] by [UNIT]. Objectives: [OBJECTIVES]. Participants: [PARTICIPANTS]. Facilitator: [FACILITATOR]. Per MCO 3500.27C. Opening sequence with ground rules and no-rank environment statement. What was planned discussion. What happened timeline reconstruction - facts only. Why it happened root cause discussion per divergence. What to sustain with specific actions. What to improve with specific corrective actions, owners, and deadlines.

10-08 Command Philosophy Development

UNCLAS

Draft a command philosophy for [COMMANDER_NAME], [RANK], [UNIT]. Core values emphasized: [VALUES]. Top priorities: [PRIORITIES]. Expectations: [EXPECTATIONS]. Per MCDP 1, MCWP 6-10. 500 words or fewer. Opening: who the commander is and what they stand for in three sentences. Values section: two or three with specific examples. Priorities: numbered by importance with commander rationale. Expectations: of leaders, and what leaders expect of the commander.

10-09 Difficult Conversation Preparation G...

UNCLAS

Prepare [LEADER_RANK] for a difficult conversation with a subordinate on [CONVERSATION_SUBJECT]. Marine background: [MARINE_BACKGROUND]. Desired outcome: [DESIRED_OUTCOME]. Likely responses: [POTENTIAL_RESPONSES]. Per MCWP 6-10. Opening within 60 seconds without preamble, key message in one sentence that must land clearly, supporting facts (specific and documented), response preparation for three likely reactions, desired next step at conversation end, and documentation requirements after.

10-10 Unit Standard Setting Framework

UNCLAS

Build a standard-setting framework for [UNIT] in [STANDARD_AREA]. Current state: [CURRENT_STATE]. Desired standard: [DESIRED_STANDARD]. Timeline: [TIMELINE]. Per MCDP 1, MCWP 6-10. Standard definition - compliant and non-compliant in observable terms. Communication plan - how every Marine learns the standard. Training plan - how every Marine gets the opportunity to meet it. Assessment plan - how compliance is verified. Enforcement plan - consequences for non-compliance.

ELEMENT 01

System Prompt Builder

Define AI persona, constraints, tone rules, and output format before any prompt fires. Saves as a reusable .json config. Attaches to any prompt with one reference.

/data/elements/system-prompt.json

ELEMENT 02

Persona Cards

Saved expert role definitions: Senior Dev, CMO, SRE, Marine Strategist. Each card is a role spec with title, domain, and tone rules. Drop into any System Prompt.

/data/elements/persona.json

ELEMENT 03

Context Injector

A pre-prompt block that loads background data before the main prompt fires. Stores brand voice, user profile, and project context. Pairs with any prompt in the library.

/data/contexts/[slug].json

ELEMENT 04

Prompt Chain Designer

String 2 to 5 prompts in sequence with variable pass-through between nodes. Output of Prompt A feeds input of Prompt B. Each node shows its source and target.

/data/elements/chain.json

ELEMENT 05

Output Validator

Post-prompt quality gate. Scores the response against format, length, tone, and completeness criteria. Returns pass or fail with a specific fix suggestion on failure.

/data/elements/validator.json

ELEMENT 06

Model Router

Decision table mapping task type to the optimal model. Long-form routes to the frontier model. Code routes to a code-optimized model. Fast summarization routes to a lightweight model.

/data/elements/router.json

01 PURPOSE

One sentence. What this prompt produces and the governing standard. Example: Generate a 125-word NAVCOMM per MCO 1650.19J.

02 INPUTS

[OUTPUT_MODE: DRAFT or FINAL] [USER_ROLE: Clerk/NCO/SNCO/Officer]. List all required fields. Flag mandatory vs optional.

03 PRE-CHECK

Confirm all required inputs present. Validate rank, dates, unit. If anything missing or vague: stop. List it. Request correction.

04 GENERATION

Governing MCO. Voice rules. Format rules. Anti-hallucination guard. "Do not assume. Do not fabricate. If uncertain, flag it."

05 OUTPUT STANDARD

Format. Exact length. Tone. Required opening/closing sentences. Example: 125 words. Opens with rank and full name.

06 POST-VALIDATION

Verify word count, voice, format, constraints. Flag assumptions. If errors found: provide corrected version before presenting.

07 FACT MAP

List each key statement and its source input or regulation. "35% backlog" -> [INPUT: IMPACT] / Format -> [MCO 1650.19J]

08 CONFIDENCE

HIGH: All data verified. MEDIUM: Minor assumptions. LOW: Missing data. If Medium or Low: list required fixes before proceeding.

09 COMMAND SUMMARY

Output meets or fails standard. Risk areas. Required corrections. Max 3 lines. For command-level review and routing.

10 FOLLOW-UP

Ask 2 targeted questions to improve the document on the next iteration. Example: "Provide exact numbers." / "Confirm reporting period."

11 SYSTEM NOTES

State which system the output feeds. Flag formatting requirements. Example: "Ready for naval letter format." / "Requires DTS entry."

12 VERSION TAG

v[VERSION] | Prompt ID [CAT]-[NUM] | Date generated: [DATE]. Supports audit trail and document tracking across the unit.

MISSING DATA WORKFLOW

"If required data is missing, stop and request it." Do not accept a best-guess output when required data is absent. Return the prompt to the requester with a specific list of what is needed.

CONTRADICTION DETECTION

Reporting period end date before start date. Rank listed as SNCOIC of an officer billet. Award level mismatch: NAVCOMM input describes NAM-level actions. Flag and stop.

REGULATION MISMATCH

Marine inputs a 130-word citation - regulation requires exactly 125. Separation characterization wrong for years of service. Punishment exceeds commander authority for unit type.

OVERCLASSIFICATION RISK

User inputs real SSN or DOB into an UNCLAS prompt on a shared system. "Scan input for PII or CUI before processing. Flag and stop." Do not generate output. Sanitize input. Resubmit on correct system.

VAGUE IMPACT - MOST COMMON FAILURE

"Improved unit efficiency" is not an impact statement. Numbers are. Minimum standard: percentage, count, dollar value, or time reduction. "If impact is not quantified, stop and request specific data."

IDENTITY

- Marine full name spelled correctly and matches MOL.
- Rank correct and matches current grade in MCTFS.
- MOS and PMOS verified against service record.
- Billet title matches current assignment - not previous.

DATES

- All dates formatted correctly per MCO or JTR requirement.
- Reporting period start and end dates match FITREP data.
- EAS, PCS, or event dates verified against source order.
- No date conflicts or overlapping periods in the output.

CONTENT

- Every regulatory citation is the current version.
- Quantified impact figures match source documentation.
- No passive voice in citations, FITREPs, or correspondence.
- Word count matches requirement for the document type.

FORMAT

- No [PLACEHOLDER] brackets remain in the output.
- Required enclosures listed and physically attached.
- Signature block correct: name, rank, billet, date.
- Output format matches required document type.

SECURITY & CLASSIFICATION

- No PII hardcoded in the output (SSN, DOB, account numbers).
- CUI outputs banner-marked before printing or transmitting.
- Classification marking matches content sensitivity.
- Document routes only to personnel with need-to-know.

VERIFICATION SIGN-OFF

I have verified all items above against source systems. This output is accurate and ready for submission.

Manual baseline assumes experienced admin with clean data. System time includes verification.

DOCUMENT	CAT	MANUAL	WITH SYSTEM	SAVED
Formal Endorsement Memorandum	01	30-45 min	5-8 min	82%
Commander's Policy Letter	01	45-60 min	10-15 min	75%
PCS/PCA Orders Checklist	02	30-45 min	5-8 min	82%
EAS Separation Package	02	60-90 min	10-15 min	82%
HUMS PTAD / Transfer Package	02	60-90 min	15-20 min	75%
Training Plan Development	03	60-90 min	15-20 min	77%
Navy Commendation Medal (NC)	04	45-60 min	10-15 min	75%
Navy Achievement Medal (NAM)	04	30-45 min	8-12 min	76%
Meritorious Mast Narrative	04	30-45 min	5-8 min	80%
FITREP Sections B, C, and I Draft	04	60-90 min	15-20 min	75%
Award Package Pre-Sub Review	04	20-30 min	3-5 min	83%
NJP Package - Preliminary Inquiry	05	90-120 min	20-30 min	77%
NJP Notification & Rights Package	05	30-45 min	8-12 min	73%
Counseling Statement (Page 6)	05	20-30 min	5-8 min	72%
Admin Sep Notification Package	05	90-120 min	20-30 min	75%
Report of Survey Package	06	90-120 min	20-30 min	75%
OPORD Framework	07	90-120 min	20-30 min	76%
Travel Voucher Preparation	08	30-45 min	5-10 min	80%
FOIA / Privacy Act Response	09	60-90 min	15-20 min	75%
Commander Assessment Framework	10	60-90 min	15-20 min	78%

Average time savings across the library: 75-82% per document.
For an S-1 shop producing 20 admin actions per week, this system recovers 8-12 hours of manpower.
That is one admin billet of productive time returned to the unit each week.
Time recovered does not eliminate verification. It front-loads drafting and frees SNCOs for review.

5 HIGHEST-VALUE PROMPTS FOR LEADERS

10-03

Climate Assessment Survey Design

Category 10 · FOUO

Design a 20-question unit climate survey. Get structured results your S-1 acts on.

07-03

Decision Brief Format

Category 07 · FOUO

Build a decision brief with BLUF, COA analysis, and decision line. Commander-ready.

01-05

After Action Report

Category 01 · FOUO

Draft a regulation-compliant AAR with sustained, improved, and lessons learned.

01-03

Commander's Policy Letter

Category 01 · UNCLAS

Policy letter with numbered requirements, assigned billets, deadlines, and POC.

10-08

Command Philosophy Development

Category 10 · UNCLAS

Draft a 500-word command philosophy anchored to your values and priorities.

3 RULES FOR SAFE USE

1

Your staff drafts. You verify.

The prompt produces a working draft. You validate facts before it moves.

2

Speed does not override accuracy.

A fast wrong document costs more time than a slow correct one.

3

Your signature means you own it.

AI assistance does not transfer your accountability. NAVMC 5239.1 is clear.

3 WAYS THIS IMPROVES DECISION SPEED

- Decision briefs arrive pre-structured with COA analysis. You review, not build.
- AARs arrive with root cause analysis complete. You focus on corrective actions.
- Policy letters arrive with numbered requirements. You refine tone, not format.

Run these prompts in sequence. Each output feeds the next. Complete the pack before routing.

EAS SEPARATION PACK — Cat 02 + 09 + 08

1. 02-02 EAS Separation Package - 180-day countdown, TAP, SGLI, DD-214.
2. 09-05 Records Disposition Req - Disposition of service record documents.
3. 08-01 Travel Voucher Checklist - Final DTS settlement and closeout.
4. 09-01 FOIA Response Package - If Marine requests own records on sep.

NJP PACK — Cat 05 - run in order

1. 05-01 Preliminary Inquiry - Build the inquiry checklist and collect facts.
2. 05-02 NJP Notification - Rights advisement script and DD Form 2627.
3. 05-03 Punishment Worksheet - Max punishment table and recommendation.
4. 05-06 Counseling Statement - Page 6 entry following NJP completion.

AWARDS PACK — Cat 04

1. 04-08 Pre-Submission Review - Run this FIRST on any existing citation draft.
2. 04-01 NAVCOMM Citation - Or 04-02 NAM. Or 04-03 Meritorious Mast.
3. 04-04 FITREP Sec B/C/I Draft - Pair award with FITREP for continuity.
4. 04-10 Promotion Rec Letter - If award coincides with promotion board.

CHANGE OF COMMAND — Cat 02 + 06 + 10

1. 10-01 Commander Assessment - Final unit assessment before turnover.
2. 10-06 Succession Planning - Identify critical billet gaps for incoming CO.
3. 06-04 Change Accountable Off - Property account transfer checklist.
4. 02-05 Promotion Warrant Rev - Review all pending promotion actions.

PRE-DEPLOYMENT PACK — Cat 03 + 06 + 07 (T-90 to T-0)

1. 03-07 Pre-Dep Training Plan - Reverse-planned T&R schedule to T-0.
2. 06-08 Equipment Prep Plan - Serviceability goals at T-60/T-30/T-14.
3. 07-08 Warning Order - Issue WARNORD when mission is confirmed.
4. 07-01 OPORD Framework - Build OPORD from WARNORD foundation.

DISCIPLINARY ACTION — Cat 05 + 02

1. 05-06 Counseling Statement - Document initial counseling with standards.
2. 05-01 Preliminary Inquiry - Build inquiry if counseling is insufficient.
3. 05-04 Admin Sep Misconduct - Package if separation is recommended.
4. 05-05 Admin Sep Board Referral - Route to Admin Law Section if 6+ YOS.

DRAFT LEVEL — JUNIOR MARINE / ADMIN CLERK

Select the correct category and prompt. Fill all [PLACEHOLDER] variables with verified data. Run prompt on approved system matching classification level. Complete post-generation review: word count, placeholders, format. Flag any uncertainty or missing data before routing up. OUTPUT: Working draft with all placeholders filled. No PII hardcoded.

REVIEW LEVEL — NCO / SNCOIC / ADMIN CHIEF

Verify all facts against source systems (MOL, MCTFS, orders). Check regulatory citations are current version. Confirm format compliance for document type. Identify and correct any errors before routing to officer. Complete Trust but Verify checklist. Sign off. OUTPUT: Validated draft. Facts confirmed. Checklist signed.

APPROVAL LEVEL — SNCO / OFFICER / COMMANDING OFFICER

Review for command intent alignment and accuracy. Confirm accountability: your signature means you own the document. Approve, modify, or return with specific correction guidance. Route through endorsement chain per MCO 5216.20. Retain copy per records management requirements. OUTPUT: Signed, submitted document. Retained in records per schedule.

HALLUCINATION

Model invents facts, cites sources that do not exist, or fills gaps with plausible-sounding fiction.

- Add: "If you are uncertain, say so explicitly. Do not guess."
- Add: "Only use information I have provided in this prompt."
- Switch from zero-shot to few-shot with verified examples.
- Lower temperature to 0.1-0.3 for factual tasks.

OUTPUT FORMAT DRIFT

Model ignores format instructions and returns prose when you asked for a table.

- Move format instructions to the very end of the prompt.
- Add: "Your entire response must follow this exact format. No deviations."
- Provide a filled example of the format you want in the prompt.
- Use an Output Validator to catch and flag format violations.

CONTEXT COLLAPSE

In long chains, the model loses earlier instructions and ignores constraints from the system prompt.

- Re-inject the system prompt at the start of each chain node.
- Keep each prompt under 2,000 tokens where possible.
- Use the Context Injector element to reload key rules mid-chain.
- Split long chains into independent calls and pass outputs manually.

PERSONA BLEED

The model drops the assigned role mid-response and reverts to generic assistant behavior.

- Reinforce the persona mid-prompt: "Staying in your role as [ROLE]..."
- Add: "Do not break character under any circumstances."
- Move the persona definition to the system prompt, not the user turn.
- Shorten the prompt. Long prompts dilute persona adherence.

REFUSAL PATTERNS

Model refuses a legitimate task because the framing triggers a safety filter.

- Remove adversarial language. Replace problematic terms with technical equivalents.
- Add professional context: "This is for an official USMC administrative package."
- Break the task into smaller sub-tasks.
- Switch to role-primed framing: "Act as a USMC legal administrator reviewing..."

ATO	Authority to Operate. DoD authorization required before processing CUI on any LLM system.
Chain-of-Thought	Prompting technique that asks the model to reason step-by-step before giving a final answer.
Context Window	The total number of tokens the model holds in working memory. Varies by model: 64k to 200k+...
CUI	Controlled Unclassified Information. Requires ATO-authorized system. Never process on publi...
Few-Shot	Prompting technique that provides 2-5 examples within the prompt to anchor output style and f...
FOUO	For Official Use Only. Requires access-controlled system. Do not email without encryption.
Hallucination	When the model generates plausible-sounding but factually incorrect information.
Meta-Cognitive	Prompting technique that asks the model to analyze the question before attempting an answer.
Model Router	A decision table that maps task types to the optimal model for speed, cost, and quality.
Output Validator	A post-prompt gate that scores output against defined criteria and flags failures.
Persona Card	A saved expert role definition attached to prompts to shape tone, depth, and expertise.
Placeholder	A [BRACKETED_VARIABLE] in a prompt that must be replaced with real data before use.
Prompt Chain	A sequence of prompts where the output of one feeds the input of the next.
Prompt Injection	An attack where user input contains instructions that override system prompt controls.
System Prompt	A persistent instruction block that sets model behavior before any user input is processed.
Temperature	A setting (0.0-1.0) controlling output randomness. Lower = precise. Higher = creative.
Token	The smallest unit of text processed by the model. Approximately 0.75 words per token in English.
Zero-Shot	Prompting with no examples. The model uses training knowledge to complete the task.

UNCLAS	SYSTEM REQUIRED EXAMPLE CONTENT HANDLING CONTROLS	Any approved LLM system. Command correspondence, SOPs, award citations, training plans. None required beyond standard session hygiene.
FOUO	SYSTEM REQUIRED EXAMPLE CONTENT HANDLING CONTROLS	Access-controlled, approved system. No public cloud without authorization. Personnel actions, IG responses, readiness reports, budget justifications. Do not email without encryption. Do not print on uncontrolled printers.
CUI	SYSTEM REQUIRED EXAMPLE CONTENT HANDLING CONTROLS	DoD-authorized secured LLM ONLY. Verify ATO before use. NJP packages, separation actions, pay records, medical, legal proceedings. Banner mark all outputs. Destroy per CUI Registry. Log all access.

NON-NEGOTIABLE HANDLING RULES

01 SYSTEM AUTHORIZATION Verify your LLM system holds an ATO for CUI before processing any CUI-tagged prompt.

02 NO CLASSIFIED INPUT No prompt in this library handles SECRET or above. If your input is classified, stop.

03 PII IN PLACEHOLDERS PII enters prompts only through [PLACEHOLDER] variables filled at runtime.

04 MARK ALL OUTPUTS Any output from a CUI or FOUO prompt must be banner-marked before saving or transmitting.

05 DESTRUCTION REQ. CUI outputs must be destroyed per the CUI Registry requirements. Log the destruction.

PII Protection & Data Handling

CRITICAL - PRIVACY ACT OF 1974 APPLIES TO ALL MARINE CORPS RECORDS

Never input PII into any AI prompt field. PII exposure is a federal privacy violation.

WHAT COUNTS AS PII - NEVER INPUT THESE

PII TYPE	WHAT TO DO INSTEAD
Social Security Number (SSN / EDIPI)	Use [MARINE_EDIPI] placeholder. Fill manually after generation.
Date of Birth	Use [DOB] placeholder. Never paste from MOL or MCTFS.
Home Address / Home of Record	Use [HOME_ADDRESS]. Never include in correspondence drafts.
Medical / Mental Health Information	All medical admin actions go to BN Surgeon or medical section.
Bank / EFT Account Information	Travel pay and DTS actions must never include account numbers.
Security Clearance Level	Use [CLEARANCE_LEVEL]. Do not specify actual clearance in prompts.
Legal Record Details	NJP and court martial details go to SJA. Do not draft via AI alone.
Biometric Data	No fingerprint, retinal, or CAC data in prompts under any circumstances.

APPROVED WORKFLOW

- 1

Build your prompt using [PLACEHOLDER] variables only.
- 2

Generate the output from the AI system.
- 3

Review output for accuracy and regulatory compliance.
- 4

Manually replace [PLACEHOLDERS] with actual data in a separate, secure document.
- 5

Route through proper review and signature authority before submission.

01 Command Correspondence

- MCO 5216.20 - Marine Corps Correspondence Manual
- MCO 3500.27C - Risk Management
- DoDD 7050.06 - Military Whistleblower Protection

02 Personnel Administration

- MCO 1070.12K - Individual Records and Service
- MCO 1300.8 - Personnel Assignment Policy
- MCO 1900.16 - Separation and Retirement

03 Training Administration

- MCO 1553.3B - Individual Training Standards
- MCO 3500.27C - Risk Management
- MCO 5100.29C - Marine Corps Safety Program

04 Awards & Evaluations

- MCO 1610.7 - Performance Evaluation System
- MCO 1650.19J - Secretary of the Navy Awards
- MCO 1400.32D - Marine Corps Promotion Manual

05 Legal & Disciplinary

- MCM 2024 - Manual for Courts-Martial
- MCO 5800.16 - Legal Administration Manual
- DoDD 7050.06 - Whistleblower Protection

06 Logistics & Supply

- MCO 4400.177G - Supply Chain Management
- MCO 4790.2C - Maintenance Program
- MCO 4000.57 - Marine Corps Logistics

07 Operational Planning

- MCWP 5-10 - Marine Corps Planning Process
- MCDP 1 - Warfighting
- MCDP 1-3 - Tactics

08 Financial Administration

- JTR - Joint Travel Regulations
- DoDFMR Vol 7A - Military Pay Policy
- DoDI 5154.31 - Govt Travel Charge Card

09 Records & Info Mgmt

- MCO 5210.11F - Records Management Program
- 32 CFR Part 2002 - CUI Regulation
- MCO 5211.2D - Privacy Act Program

10 Leadership & Decisions

- MCDP 1 - Warfighting
- MCWP 6-10 - Leading Marines
- MCO 1500.59 - Leader Development

STANDING VERIFICATION RULE

Before submission, confirm the MCO cited is the current version. Use mcpel.usmc.mil to verify.

Many MCOs are supplemented by MARADMINs. Search the MARADMIN database for your MCO number.

Any prompt tagged [CUI] in Category 05 (Legal) requires JAG review before submission.