



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

MCO 1001.61A
MMFA
22 Feb 2013

MARINE CORPS ORDER 1001.61A

From: Commandant of the Marine Corps
To: Distribution List

Subj: POLICY AND PROCEDURES FOR SOURCING PERSONNEL TO MEET
INDIVIDUAL AUGMENTATION (IA) REQUIREMENTS

Ref: (a) 10 U.S.C.
(b) JP 1-0
(c) CJCSI 1301.01E
(d) MCDP-1
(e) MCO 1200.17D
(f) MCO 3000.19A
(g) MCO 1800.11
(h) MCO P1900.16F
(i) MCO 1001.59A
(j) MCO 5216.19A
(k) MCO 1001R.1K
(l) MCO 5210.11E
(m) MCO 5214.2F
(n) MARADMIN 257/03
(o) MARADMIN 622/09
(p) MARADMIN 346/10
(q) MARADMIN 355/12
(r) MARADMIN 413/10
(s) MARADMIN 636/11
(t) MARADMIN 577/09
(u) JA (JAR4) ltr of 19 Nov 12 (NOTAL)
(v) SECNAV M-5210.1

1. Situation. Policies and procedures for the management of IAs have evolved significantly since the last update to this Order. As such, this Order is rewritten in its entirety to encompass those IA mobilization and management policies and procedures promulgated since 2000. This Order is designed to provide a comprehensive guide in support of Overseas Contingency Operations (OCO) and IA mobilization and management, and be flexible in content in order to facilitate the issuance of MARADMINS so that modifications to existing policies and procedures can be released to meet changing operational needs and requirements. References (a) through (u) apply.

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distribution is unlimited.

2. Cancellation. MCO 1001.61.

3. Mission. To establish Service policy and procedural guidance for sourcing, mobilizing, and tracking IA Marines for both OCO and non-OCO requirements.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Position the Marine Corps to meet mission requirements by effectively managing active duty (active component & active reserve), Selected Marine Corps Reserve (SMCR) IAs, Individual Mobilization Augmentee (IMA), Individual Ready Reserve (IRR) and retiree manpower incorporation into the Total Force in fulfilling the Service's IA requirements.

(b) Establish uniform policy and procedures for sourcing, mobilization, and tracking IA requirements in support of contingency operations.

(c) Provide policy and procedures regarding overall IA mobilization, so that modifications to existing policies and procedures can be released depending on the specific OCO event via MARADMINs.

(d) This Order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity, against the United States, its departments, agencies, entities, officers, employees or agents, or any other person.

(2) Concept of Operations. Establish policies, procedures, and guidance to facilitate sourcing of IA requirements in support of Total Force manpower management.

b. Subordinate Element Missions

(1) The Deputy Commandant for Manpower and Reserve Affairs (DC M&RA) shall:

(a) Establish a Service policy for the management and administration governing the process of sourcing, mobilizing, and tracking IA requirements.

(b) Act as the decision authority for all ADOS-CO mobilization/activation orders for reservists mobilized to IA

requirements under Title 10 U.S.C. §12301(d) and §12302 (in the case of a CMC directed IRR Involuntary Recall).

(c) In accordance with references (g) and (h), act as the decision authority for all retire/recall and retire/retain requests for mobilization in support of IA requirements.

(d) In accordance with §115 of reference (a) and (r), account for reserve Marines sourced as an IA who have exceeded 1,095 days of the previous 1,460 days against the appropriate active duty end strength category.

(2) Marine Force Commands (MARFOR), Supporting Establishment (SE) and NCR commands will endorse and source active duty, SMCR IAs, IMA, IRR and retired Marines into IA requirements in compliance with this Order and policies and procedures set forth by DC M&RA.

(3) Active duty, SMCR IAs, IMA, IRR and retired Marines volunteering to fill a bona fide IA requirement will submit an AA Form in accordance with references (g), (j), (o) and (p).

5. Administration and Logistics

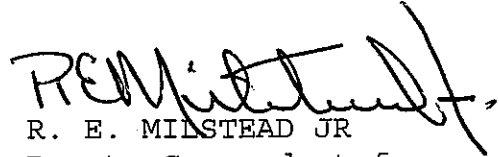
(a) This Order has been updated throughout and should be read in its entirety to ensure a complete understanding of the revised policies and procedures.

(b) Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (v) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

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


R. E. MINSTEAD JR
Deputy Commandant for
Manpower and Reserve Affairs

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INDIVIDUAL AUGMENTATION (IA) REQUIREMENTS

Location: _____
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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

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Chapter 1

Policy and Procedures for Sourcing Personnel to Meet Individual
Augmentation (IA) Requirements

1. Background. Reference (a) establishes Headquarters Marine Corps, under the authority, direction, and control of the Secretary of the Navy, the responsibility for mobilization, demobilization, and administration, to include personnel assignments of the United States Marine Corps. Annex D, Declaration of Contingency Operations of reference (b) establishes joint doctrine and procedures for the declaration of contingency operations. Reference (c) provides policy regarding the assignment of individuals to meet combatant command mission-related temporary augmentation requirements in support of National Command Authority (NCA) directed operations. Reference (d) provides USMC doctrinal guidance. References (e) through (r) provide specific Service manpower and operational policy and procedures.

2. Definitions

a. Contingency Operation. Reference (a), §101 (a)(13), defines a contingency operation as a military operation that is either:

(1) Designated a contingency operation by the Secretary of Defense as an operation in which members of the Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing force; or

(2) Created by definition of law. A contingency operation exists if a military operation results in the call or order to, or retention on, active duty of members of the uniformed services under §688, §12301(d), §12302, §12304, §12305, or §12306 of reference (a), and other provisions of law during war or national emergency declared by the President of the United States or Congress.

b. Non-contingency Operation. Those operations, activities, exercises, or training events, to include experimentation support, not directly related to a declared contingency as defined above.

c. Sourcing. Actions taken by DC M&RA, MARFOR/SE and MCICOM commanders to provide IAs to commanders requesting

augmentation. Sourcing of a qualified IA is considered complete when a Marine is sourced into the Marine Corps Mobilization Processing System (MCMPS).

d. Global Sourcing. The process used to source IAs wherein the DC M&RA ensures that the Marine Corps Total Force (active, reserve, operating forces, supporting establishment and retiree's) is resourced for the most qualified Marine to fill a tasked requirement, whether DoD or Service. Civilians are not included in the population covered in this Order.

e. Tracking. DC M&RA (MMFA) manages the MCMPS database in order to track the status of IA requirements. This database can provide a variety of reports to satisfy both standing and ad hoc reporting requirements to the Office of Secretary of Defense (M&RA), Secretary of the Navy (ASN M&RA), Commandant of the Marine Corps, DC M&RA, DC PP&O and other agencies as required.

3. Types of IA Requirements. An IA is an unfunded temporary duty position (or a member filling an unfunded temporary duty position) identified by a supported combatant commander, or Headquarters, U. S. Marine Corps to augment staff operations during contingencies. IAs are filled by sourcing from the Marine Corps Total Force population and supports two main types of IA requirements; Joint and Service:

a. Joint IA Requirements. JIAs in support of Combatant Command Joint Task Force (JTF) Joint Manning Document (JMD) requirements or Joint Request For Forces (Joint RFFs) ordered to the Service by the Joint Chiefs of Staff. For the purpose of this Order, JTF JMD or Joint RFF requirements will be referred to as JIA requirements.

b. Service IA Requirements. This includes positions at permanent organizations internal to the Marine Corps which are required to satisfy a 'heightened' mission in support of contingency and non-contingency operations. There are three subcategories of internal IA requirements:

(1) Service Augment (SA). An SA is an IA billet internal to the Marine Corps that includes; an emergent individual manpower requirement not on an approved table of organization (T/O), or a vacant chargeable T/O structure space directed for fill by DC M&RA during periods of heightened mission posture. The process by which an SA is requested and overseen by the DC PP&O through a Service Augmentation Validation Board (SAVB) contained in reference (f).

(2) Request For Forces (RFF) requirements are in support of operational forces. This only applies when RFFs for non-standard units are sourced entirely by IAs or if there are specific billet shortfalls within an RFF. The RFF process is not authorized to source SA or unit T/O shortfalls.

c. IA Requirements Tracked, but Not Tasked. There are several categories that are tracked internal to the Service, yet are not formally tasked to the Marine Corps to fill, but tracked for accountability purposes:

(1) Joint COCOM (JC). A JC is when a COCOM levies a requirement upon their Service MARFOR, i.e., PACOM tasks MARFORPAC.

(2) Joint "Not on JMD" (JN). A JN is a Commandant of the Marine Corps, Assistant Commandant of the Marine Corps, or theater USMC General Officer by name request for a specific Marine to fill a Joint requirement/billet that is not tasked to the Marine Corps.

(3) Individual Mobilization Augmentee (IMA) requirements are in support of operational and supporting commands. IMA Marines mobilized to their assigned billet (BIC) do not count as IA/SAs, however if they are forward deployed to fill a bona fide JMD, and are not filling their IMA BIC, they will be counted as IAs for the purposes of this Order until they return to their assigned BIC. IMAs on Active Duty Operational Support-Contingency Operations (ADOS-CO) funded orders are tracked by DC M&RA for fiscal tracking.

(4) Admin Hold. Those Marines that are placed in an administrative hold status due to medical or legal reasons.

4. Authorized Use of IAs. IAs are not intended to serve as a permanent increase to manning levels. Manpower controls that impact USMC end-strength limits must be monitored. Requests to support operational requirements are based on approved temporary structure and justified for a specific crisis/contingency. Unanticipated requirements outside an approved structure must be fully justified for DC M&RA to support such requests.

5. Expansion of 12304 Authority. Recent changes in reference (a), provide for the expanded utilization of Title 10 §12304a involuntary activation authority. A Governor may request

federal assistance to respond to a major disaster or emergency and the Secretary of Defense may authorize the issuance of involuntarily orders to a unit or member in the reserve component to active duty for a continuous period of not more than 120 days.

Chapter 2

Process for Sourcing And Tracking IA Requirements

1. Requesting and Validating Requirements. DC M&RA supports the operational forces by providing the right Marine at the right place and time. While doing so, M&RA must also satisfy budget, legal, and reporting requirements in a continuing environment of austere manning. IA requirements fluctuate in response to current and forecasted mission requirements as operational requirements will dictate the timeline, location, and billet description. With the establishment of MCICOM in October 2011, the C² relationships regarding bases and stations in relation to the MARFORs/SE commands will add an additional tasking command as it relates to IAs. MCICOM accepted IA tasking responsibility in FY13 and IAs will be tasked to the MARFORs, MCICOM and SE commands (MCCDC, DC PP&O, DC M&RA, etc.) as appropriate.

a. Procedures to Request Contingency Requirements

(1) After a crisis has occurred and the National Command Authority, or the Secretary of the Navy or Commandant of the Marine Corps has assigned a mission to a USMC component commander, the Service may be tasked to provide IAs to a joint force, functional component, or single Service force commander to accomplish the commander's mission.

(2) The MARFOR/SE and/or MCICOM, will then assess its organic capability to support. Requirements for individual manpower that the COMMARFOR cannot meet organically will be identified to DC M&RA (MMFA) via a naval shortfall message (an example shortfall message can be provided when requested from DC M&RA). The MARFOR/SE and/or MCICOM will include DC M&RA (MM), DC M&RA (RA), Joint Staff (J1-PRD), supporting MARFORs (if designated), and the supported/supporting commander as information addressees.

(3) USMC organizations requesting individual augmentation (MARFOR/SE and/or MCICOM) will submit their requests to DC M&RA (MMFA) via the Manpower Requirements Tracking Module (MRTM) of MCMPS.

(4) The MRTM in MCMPS will be used to request, validate, approve, and manage all IA requirements.

(5) MCMPS is located at <https://www.manpower.usmc.mil> -> Top Requests (Force Augmentation) -> MCMPS. During a

contingency, training teams from DC M&RA (MMFA) will conduct annual training visits to MARFORCOM, MARFORPAC, MARCENT, MARFORNORTH, MARFOREUR, MARFORAF, MARFORSOUTH, MARFORLANT, MARFORRES, MARSOC, MCICOM, MARFORCYBER, I MEF, II MEF, III MEF and other organizations upon request.

b. Procedures Requesting Non-Contingency Requirements

(1) The component commander may require augmentation for exercises, experimentation, and other non-contingency requirements.

(2) Marine Corps Commanders faced with these circumstances, will first thoroughly assess their organic forces, then if an internal sourcing solution cannot be met, a request is sent to DC PP&O for validation and approval.

(3) If the request is approved by DC PP&O, DC M&RA may be tasked to globally source the non-contingency requirements. IMAs and SAs shortfalls are the MARFOR/SE and/or MCICOM responsibility to source and will not be forwarded to DC M&RA for global sourcing.

c. Supportability. DC M&RA (MMFA) will screen the request to determine supportability within established legal and policy parameters. DC M&RA (MMFA) will task valid requirements using established business rules and will enter the requirement into MCMPS for tracking and report generation. If the request cannot be supported, DC M&RA (MMFA) will immediately advise via message to the requesting command with rationale and recommend available alternatives. DC M&RA (MMFA) will begin the RECLAMA process to DC PP&O if applicable.

2. Tasking IA Requirements. Upon validation for global sourcing, Marine Corps IA requirements are sourced through active duty, SMCR IAs, IMA, IRR and retiree's (based on manpower considerations). Sourcing responsibility for JMD and RFF IA requirements are tasked to MARFOR/SE and/or MCICOM commands by DC M&RA (MMFA) in accordance with procedures contained in this Order, and references (f), (m) and (n).

3. Sourcing IA requirements via MCMPS. MCMPS is the official Service system in which to provide a qualified Marine to fill a tasked IA requirement.

a. Manpower Requirement Tracking Module (MRTM). Tracks the approval and sourcing status of each requirement and is used to

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submit requirements for validation and for initial sourcing of IAs for screening and mobilization approval.

b. Individual Augmentation Management Module (IAMM).

Provides a sourcing history of each IA Marine, and is used to extend or early demobilize an IA.

c. Sourcing Module (SM). Used to source identified, eligible Marine into the requirement.

d. Sourcing Nominee Approval Process (SNAP). Located in the SM; tracks the nomination, screening, and approval process for IAs. Once approved, an IAMM record is generated.

4. Volunteering to fill an IA requirement. Marines who desire to volunteer to deploy IAW references (f), (m) and (n), must have their AA Forms favorably endorsed by the member's chain of command through the MARFOR level.

a. For an active duty (AC & AR) Marine, the endorsement must acknowledge the command's acceptance that the parent command billet will not be back-filled by DC M&RA during the Marine's deployment. AR Marines must include DC M&RA (RAM) in the Via line on their AA Form to allow Reserve Affairs to review and approve the request. An AR Marine will not receive favorable consideration from DC M&RA (MMFA) without approval from Reserve Affairs. Requests with unfavorable endorsements will be disapproved and the Marine will be notified by message or naval correspondence, via their command. Requests with missing information or missing endorsements will be held in abeyance until the submission of a complete package. Sample AA Forms can be found on the MMFA page on the Manpower & Reserve Affairs command website.

b. For an IRR Marine requesting worldwide deployment, the completed AA form will be sent directly to DC MR&A (MMFA) as an attachment to the MMFA organizational mailbox (force_augmentation@usmc.mil) for processing. Per reference (1), DC M&RA exercises operational control (OPCON) over the IRR. Anticipate a minimum of 45 days from receipt until orders disposition. Packages requiring waivers, missing information, or which cannot be immediately matched to a valid requirement will require additional processing time.

c. DC MR&A is the sole approval authority to recall or retain a retiree. Manpower Management Separations and Retirement Branch (MMSR-7) is responsible for retiree

administration to include issuing retain/recall orders. AA Forms are submitted to DC M&RA (MMFA) for review, screening, and routing to DC M&RA for decision.

d. For an individual SMCR or IMA Marine, the endorsement must acknowledge the command's acceptance in allowing the Marine to remain in their SMCR or IMC BIC through the Marine's deployment. A command may require the Marine to drop to the IRR prior to accepting the IA requirement, however that is not recommended however the commander will make that determination. Requests with unfavorable endorsements will be disapproved and the Marine will be notified by message or naval correspondence, via their chain of command. Requests with missing information or missing endorsements will be held in abeyance until submission of a complete package.

e. Exceptions to this process will be considered on a case-by-case basis. Command endorsements will certify the Marine's height/weight, medical fitness for duty, and worldwide assignment. It is imperative that commands screen for unintentional release of Personal Identifiable Information (PII) within the AA Form and endorsements. The use of the SSN, even in truncated form, is no longer authorized. Use the MCTFS generated EDIPI number.

5. Screening and Approval of IA Sourcing.

a. Marines sourced to IA requirements are screened for initial mobilization (reserve) and billet qualifications (both active and reserve). The screening criteria used will depend on the type of requirement, component from which the Marine belongs, and type of request (initial mobilization, extension or active duty IA). Below is a list of factors screened by DC M&RA (MM) prior to approving IA mobilization requests and/or extensions or active duty placement. It is not all inclusive and changes and will be promulgated by naval message.

(1) Total Active Duty points (High Active Duty Time - HADT waivers, etc.)

(2) Reserve/End of Current Contract (RECC/ECC)

(3) Mandatory Removal Date (MRD)

(4) Medical requirements

(a) PHA (current)

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(b) HIV (within last two years)

(c) Duty status (full, limited, etc.)

(d) Ht/Wt (BCP, MAP, etc.)

(5) Civilian Employment Information (CEI) (updated through MOL)

(6) Fulfillment of current training requirements (PFT, CFT, rifle, pistol, etc.)

(7) Previous mobilizations (12302, 12301(d), dwell periods)

(8) 1,095 Rule and length of orders as it relates to end strength limitations and entitlement to separations pay

(9) Entitlement to per diem (as it pertains to reference (r))

(10) Ensure that a correct Place from which called/ordered to Active Duty (PLEAD) is resident in MCTFS and MOL, per the JFTR. This must be a physical address and not a P.O. Box.

b. For both active duty and reserve IAs, commands will ensure the initial screening criteria have been met and verified in accordance with this Order and subsequent contingency related policy guidance messages.

c. As directed by reference (g), RC Marines that have accrued, or will accrue, a minimum of 16 total active duty years, are required to request a High Active Duty Time (HADT) waiver via AA Form, as shown in MCO 1800.11, to the DC M&RA for decision. Those reserve Marines who have accrued, or will accrue, a minimum of 18 total active duty years are required to submit a HADT waiver, with Waiver of Sanctuary Eligibility via AA Form, to the DC M&RA for decision for orders not to exceed 179 days. Each 179 day orders require a separate request, signed waiver and decision by the DC M&RA. If approved, orders would be back-to-back, and not extending the original set.

(1) Marines who require a HADT waiver will submit their AA Form via the chain of command to DC M&RA (MMFA) for processing and routing. Sample AA Forms are provided on the Force Augmentation page on the Manpower & Reserve Affairs website. Those sample templates are pre-formatted and designed to reflect the specific requirements which contain the

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appropriate enclosures and required information. Refer to reference (g) regarding the submission frequency.

(2) Those reserve Marines who have served 3 of the last 4 years (1095 rule) on active duty, will be closely scrutinized in accordance with §115 of reference (a) and reference (t). The number of Marines authorized to exceed this rule is monitored each fiscal year and the cap is determined by the DC M&RA (MP). Monthly coordination between DC M&RA (MMFA) and DC M&RA (MPP) occurs to reconcile those Marines who count against the active duty end-strength under this provision. Marines who fall into this category may be denied further continuous active duty service due to end-strength limitations.

d. A reserve Marine may be denied further orders if that request will cross over a continuous six year activation period as it relates to separation pay. That decision resides with DC M&RA (MM) and DC M&RA (RA).

6. Shortfalls. If a MARFOR/SE and/or MCICOM is tasked to provide personnel against a valid SECDEF/JCS/CMC/PP&O manning document, and after a thorough review of available organic manpower and all sourcing solutions have been exhausted, that MARFOR/SE and/or MCICOM may submit a shortfall request via naval message requesting assistance. The following procedures apply:

a. Upon receipt of the shortfalls from its MCSs, the designated MARFOR/SE and/or MCICOM will cross level personnel as necessary within acceptable risk in order to source those shortfalls from the forces organic to the designated MARFOR/SE and/or MCICOM.

b. If the designated MARFOR is MARFORPAC, its remaining shortfalls will then be passed to MARFORCOM for sourcing as the Marine Corps coordinating authority for Force Allocation Planning.

c. If the designated MARFOR is MARFORCOM, its remaining shortfalls will be staffed to the appropriate MARFOR/SE and/or MCICOM for sourcing as MARFORCOM is the Marine Corps coordinating authority for force allocation planning.

d. Once MARFORCOM exhausts all sourcing options within the active duty MARFOR/SE and/or MCICOM, MARFORCOM will staff the remaining shortfalls to MARFORRES for sourcing to the maximum extent possible. MARFORRES will then identify any of the remaining shortfalls that can be sourced by organic MARFORRES personnel (i.e., SMCR IAs, IRR, AC, AR, IMA, etc.).

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e. In the event there are shortfalls identified in an SMCR Unit/Detachment activation requirement, the remaining shortfalls will then be passed to MARFORCOM for sourcing as the Marine Corps coordinating authority for force allocation planning.

f. After this cross-MARFOR coordination, if there still remains unfilled shortfalls, MARFORCOM will then submit a naval message to DC M&RA (MMFA) identifying those shortfalls. This message will request the estimate of supportability and potential global sourcing of the unfilled requirements. The Requirement Tracking Numbers (RTNs) will be also shortfalled in MCMPS to DC M&RA (MMFA).

g. DC M&RA (MMFA) receives the shortfall message, and reviews for a risk assessment analysis and recommended sourcing solutions based on command MOS/grade populations, dwell, etc. A final review will be conducted and a naval message will task Marine commands (MARFORs/SE and/or MCICOM) identifying specific MOSs and grades that have been identified as supportable. Concurrently, those taskings will also be tasked in MCMPS.

h. The tasked commands will then identify Marines from their command that are eligible to fill the requirement. The commander can determine if an active duty (AC or AR), reserve (SMCR IA, IMA, or IRR) or retiree solution is the most feasible. The utilization of retiree's should be used as a last resort after all other internal manpower sourcing solutions have been exhausted. The DC M&RA has the authority to limit the use of retirees.

i. MCMPS will be the official means in which to provide a qualified Marine to fill a tasked IA requirement.

7. RECLAMA Procedures. If a command is tasked by DC M&RA to fill a valid SECDEF/JCS/CMC/PP&O requirement, and cannot support, a RECLAMA is the appropriate course of action. The general outline is below with the following procedures:

a. An official RECLAMA must be via naval message from the command to DC M&RA (MMFA) and info COMMARFORCOM (G-1). The RECLAMA must contain the reason(s) why the command cannot support the tasking as well as a detailed status of the tasked available MOS/grade population. Email coordination is not considered an official RECLAMA.

b. Submitting a RECLAMA does not relieve the command of their tasking nor does it hold the tasking in abeyance.

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c. Once DC M&RA (MMFA) receives the official RECLAMA, it will be reviewed against the initial risk assessment and sourcing solutions. After this review and assessment, one of two courses of action will ensue:

(1) DC M&RA (MMFA) concurs with the RECLAMA and in coordination with MARFORCOM, will task another command to fill the requirement, thereby relieving the originally tasked MARFOR and/or MCICOM of the requirement.

(2) DC M&RA (MMFA) does not concur with the RECLAMA and a naval message will be released reiterating the original tasking as still valid and due, constituting a "force to source."

8. Sourcing Priorities. The CMC, through the DC (PP&O), determines the Service operational priorities which is published yearly via classified message traffic. It is used to assist the DC M&RA (MM) in utilizing the available OCO funds to best support the operational needs and priorities of the Marine Corps. That document, along with the yearly DC P&R OCO Fiscal Guidance are the two base documents that determine OCO supportability.

9. Manpower Funding Procedures. Tracks the fiscal execution of unit requirements against IA requirements which requires scrutiny and control in order to provide an accurate fiscal picture when comparing execution against the mobilization plan.

a. The Force Synchronization (FS) conference is the venue to develop future mobilization manpower requirements that feed into submission cycles for both the OCO Supplemental Budget (next FY) and Program Objective Memorandum (POM) budget.

b. The mobilization plan produced from the FS conference will provide the total number of officers and enlisted that will be mobilized during each month of the FY to support operational requirements and account for carry-over from the previous FY mobilizations.

c. Quarterly FS conferences will review mobilization manpower estimates against current execution IOT determine feasibility for future reserve sourcing within the current FY, identify potential discontinuities and validate execution estimates.

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d. The DC P&R will submit OCO/supplemental fiscal data that includes the mobilization plan, combat pays, TSGLI and death gratuity to OSD.

e. Once the fund request is approved and received from DC P&R, DC M&RA (MP) and DC M&RA (RA) will distribute appropriate funds to the respective commands via the Marine Reserve Order Writing System (MROWS). If the approved funds do not meet the planned requirements, the DC PP&O will hold a prioritization meeting to prioritize the Service requirements.

10. ADOS-CO Orders Minimum Tour Length. Reference (i) provides Marine Corps Reserve personnel augmentation of appropriate grade and skills to both Active and Reserve components, in support of existing and emerging requirements of the Marine Corps Total Force, to meet short-term administrative, operational, and exercise support requirements. The duration of orders for conventional ADOS is typically one-year or less and for contingency ADOS it is typically three-years or less. ADOS-CO orders will generally not be written for less than six months, but shorter duration requests will be considered on a case-by-case basis. The ADOS-CO orders duration may exceed three-years due to the contingency, operational needs and priorities of the Marine Corps.

Chapter 3

Procedures for Utilizing IA Marines

1. Reserve Order Writing, Authentication, and Funding. The length, duration and type orders will continue to be based upon available FY OCO funding, policy and applicable directives.

a. ADOS-CO assignment is temporary and tied to the contingency. There is no entitlement, contractual or implied, for continued ADOS assignments, active duty retirement, or other career incentives as a result of receiving ADOS-CO orders.

b. The utilization of ADOS-CO funded orders must be in direct support of OCO per references (n) and (o) and par 2007 of this Order.

c. Initial orders requests will be submitted in the SM of MCMPS, with any supporting documentation attached. The start date must be NET 30 days from the request date per Public Law-110-181.

d. The initial orders request will be screened and if there is missing information, the request will be returned to the requesting command via MCMPS with comments on the reason for denial. If no issues are identified in the screening, the Marine is then placed on the Assistant Secretary of the Navy (ASN) List and provided to the DC M&RA (MM) for decision regarding the requested mobilization.

e. If the ASN List is approved, the orders process will begin. If the command and/or Marine requests the orders be fund approved and authenticated prior to the normal 30 day window, the Marine can submit a 30 day waiver request per the provisions of reference (n). This 30 day waiver request should be the exception and not the norm.

f. Orders extension requests will be submitted in the IAMM of MCMPS. The MMFA AO will screen the request against the same mobilization parameters identified above as well as the "1095 Rule", current OCO fiscal, budget and operational guidelines. If approved, the orders extension process will begin. The respective AO will coordinate with the command POC on the orders start date and any other administrative issues that may arise.

g. The integration of MCMPS and Marine Reserve Order Writing System (MROWS) has significantly increased the overall efficiency of orders initiation and processing. Order requests

will be initiated in MCMPS. Upon approval in MCMPS, the information auto-populates the MROWS orders templates. It is important that the information provided by the commands into MCMPS is correct and accurate as that is the information that will auto-populate the MROWS orders.

h. DC M&RA (MMFA) retains fund approval authority and MARFORRES retains the final authentication authority in the MROWS process. DC M&RA possesses the authority to initiate and fund approve ADOS-CO funded orders under Title 10 §12302 and §12301(d). MARFORRES is only authorized to initiate, fund approve and authenticate orders under Title 10 §12302.

i. In accordance with references (i) and (s), Marines are not authorized to perform duty without a set a bona fide fund approved and authenticated ADOS orders. Fund approval beyond the current FY is solely predicated upon OCO, or baseline funds, being distributed to DC M&RA by DC P&R in an Operations & Maintenance (O&M) funding letter.

2. Orders Procedures. For active duty (AC and AR Marines), IRR, IMA, SMCR IAs and retirees, the following administrative procedures apply:

a. Active Duty (AC and AR). The Marine's parent command is responsible for issuing command funded TAD orders. Order writing instructions are provided via the MRTM in MCMPS. Either DTS or DD Form 1610 is authorized based on command requirements.

b. IMA and IRR. DC M&RA (MMFA) is responsible for administratively activating members of these categories. DC M&RA (MMFA) will fund approve these orders. Marines assigned to IMA BICs, will have their parent command initiate the orders request. MARFORRES is responsible for issuing the activation orders to the Marine once they are authenticated.

(1) For IMA Marines, the command must ensure that the IMA is mobilized against the BIC identified in the validated RTN. Questions regarding the IMA Program are referred to the DC M&RA (RA) as Reserve Affairs is the IMA Program Manager for the Marine Corps.

(2) IRR Marines who are not affiliated with a GFC, can submit their AA Form to DC M&RA (MMFA) with a recent Reserve Qualification Summary (RQS) as an attachment to force_augmentation@usmc.mil if they desire to volunteer for an IA requirement. The MARFORRES Sourcing Cell is another means for the IRR Marine to volunteer for duty and requests can be sent to

their organizational mailbox at MFR_SOURCING@usmc.mil. Either command can assist the IRR Marine in reviewing available active duty or IA requirements.

c. SMCR IAs. ADOS-CO funded orders will be initiated by the SMCR unit of the Marine upon notification from DC M&RA (MMFA). Order writing instructions will be provided via the MRTM in MCMPS.

d. Marines filling IA requirements can be one up/one down in the grade of the billet, however in the case of Colonels and SgtsMaj/MGySgts, those Marines must fill a requirement/BIC for that specific grade. The one up/one down rule does not apply to Colonels and SgtsMaj/MGySgts. There will be specific JIA requirements where the one up/one down sourcing is not authorized. In those instances, the specific grade and/or MOS instructions are included in the MRTM of MCMPS.

e. Marines who are processing through the Personnel Processing Centers (PPC) or Deployment Processing Centers (DPC) in order to conduct pre-deployment training or retrograde from OCO are authorized rental cars within the time limits specified in reference (n). Transportation utilization can be maximized for fiscal/operational reasons. Waivers to those time limits will be entertained on a case-by-case basis based on operational and mission requirements.

f. The length of funded TAD or PCS orders, will be approved based upon available fiscal year supplemental funding and Service operational priorities. This applies to all Marines utilizing OCO funding.

g. Reserve Marines must be afforded an opportunity to take any accrued Post Deployment Mobilization Respite Absence (PDMRA) prior to termination of active duty orders as it is a "use it or lose it" entitlement, per reference (o). Terminal leave is not an entitlement, and therefore ADOS orders should not be modified or extended for the sole purpose of taking terminal leave. As a mobilized reserve Marine, the Career (Lump Sum Leave) LSL sell back restrictions do not apply and accrued annual leave can be sold back at the conclusion of the mobilized reserve Marine's orders. On October 2011, DFAS-KC 7220.31 (APSM) Section 10206 published a directive that allows reserve members who accumulate leave during a period of active service of 31 days or more, may carry over any leave accumulated to the member's next period of active service, subject to the accumulation limits. Other transitional benefits should be afforded to the activated Reserve Marine that are normally

afforded to those in the active component as they demobilize such as TAP, etc. The command IPAC can provide additional information, and DC M&RA (MP) will issue guidance regarding LSL.

h. Initial orders for reserve Marine's will be for no more than 12 months, or to the end of the current FY, whichever matches the end date of the FY. The orders type will be determined by the previous receipt of per diem as PCS orders may be the only option as it is fiscally advantageous to the government to move to PCS orders after the initial 12 month period, per reference (r). A non-standard paragraph may be inserted into the ADOS orders that will cite the actual end date of the initial 12 month authority if the orders end date is less than the approved 12 month request.

i. Per reference (p), in cases where an IA Marines' billet is cancelled, modified or merged with other requirements, the Commander should make every effort to find another billet within their respective command in which the Marine can complete the remainder of their orders. However, if no other bona fide billet is found, the Commander may exercise his discretion to effect an early release and returned to their parent command or demobilized. The Marine Corps is under no contractual obligation and is authorized to release reserve Marines from active duty before the completion of their duty/orders without ramification. The Marine may also be re-missioned within the AOR or MSC as operational requirements dictate.

3. Filling IA Requirements. Commanders of Marines filling Joint IA requirements must ensure they are fully qualified, pre-deployment trained and equipped to perform their assigned duties. Marines assigned as an IA will process through a processing center as designated in DC M&RA (MP) and DC PP&O (PLN) contingency-specific manpower guidance.

a. IAs deploying into theater through a processing center will also redeploy through that center to allow recovery of issued equipment and to release individual reserve component Marines from active duty. Exceptions/waivers to this policy will only be granted, in writing, by MARCENT on a case-by-case basis for Marines already fully qualified and equipped for deployment into theater.

b. MARCENT, in conjunction with the MARFORS, will publish, and update at least semi-annually, a comprehensive IA Pre-Deployment Checklist that will contain all the administrative, training, checklists, theater requirements, etc. to ensure the IA if fully trained and qualified for the deployment.

4. 30/60/90 Day Message. DC M&RA (MMFA) will publish a monthly naval message to the MARFORs/SE, NCR and MCICOM commands that identifies those requirements that list IA requirements to be replaced 30, 60, 90, and 120 days from the date of the report. Those individual augmentation requirements which are no longer required to be replaced will be categorized as Hold Sourcing in Abeyance (HSIA). Sourcing should be identified 120 days in advance to allow sufficient time for replacement.

a. If a billet is not identified for replacement 120 days in advance, the GFC may incur a considerable gap before that billet can be filled.

b. Once a requirement has been submitted, that requirement will not be included in subsequent messages.

5. Replacements and Rotations. DC M&RA (M&RA) must be advised if requirements will continue and necessitate personnel replacement upon relief of the assigned IA, or if the requirement is no longer considered valid by the Combatant Commander.

a. Supported USMC Component Commander

(1) Revalidate each currently filled IA requirement to determine the need to replace a departing incumbent.

(2) Commands are required to submit to DC M&RA (MMFA), a via naval message, or email, a reconciliation of the DC M&RA (MMFA) message identifying the commands sourcing solutions for those identified in the 30/60/90 Day Message.

6. Medical Hold. Reserve Marines must be approved in the Marine Corps Medical Entitlement Data System (MCMEDS) prior to being assigned to a medical hold status. Approval below DC M&RA (Wounded Warrior Regiment) is not recognized as an approved medical hold.

a. Reserve Marines will continue on the same 'type' of activation orders to which mobilized the member on active duty. All Reserve Marines on active duty are required to be on authenticated MROWS orders per references (i) and (p). The specific authority governing reserve orders are:

(1) ADT Orders: MCRAMM (MCO P1001.1K)

(2) ADOS-RC/AC/CO: MCO 1001.59

b. MCMEDS approves the medical hold for consideration of the Marine to be retained on active duty beyond their current EAS/ ECC. A modification to the ADOS orders in MROWS is required.

c. The MROWS authenticated orders modification will match the approved end date of the MCMEDS approval. The MROWS modification is the authority to effect MCTFS and DEERS changes.

d. MCTFS/DEERS will utilize the authenticated MROWS orders modification to update.

(1) MCTFS. Various elements to include EAS/ECC, duty status, duty limitation code, etc.

(2) DEERS. Update dependent information and/or ID Card reissuance/update, etc.

e. Commands will only enter an injured reserve (confirmed medical hold) Marine's EAS in the Marine Corps Total Force System (MCTFS) as 99999 upon approval from Wounded Warrior Regiment and MROWS modification/orders have been authenticated. The unit must also ensure that the Active Duty ECC reflects the current end date of the authenticated orders, this includes initial medical hold and subsequent extensions. For medical hold reserve Marines, an orders request in MROWS needs to be requested by the command that has ADCON over the injured Marine. Retroactive orders requests will not receive favorable consideration due to the command's administrative oversight and failure to adhere to this Order. It is the parent command's responsibility to ensure the correct administrative actions are taken to administer the case of a medical hold Marine.

f. Medical Hold Process. For IAs, the DC M&RA is the funding authority for ADOS-CO orders. DC M&RA (MMFA) is the HQMC agency responsible for tracking all individual augments for the Marine Corps.

(1) IAs are tracked in MCMPS and assigned to a Requirement Tracking Number (RTN).

(a) Upon notification of MCMEDS approval to MMFA, an RTN is created and assigned for tracking purposes.

(b) MMFA generates the MROWS orders request for all IMA/IRR Marines.

(c) MARFORRES will delineate the responsibility and process to I-I/SMCR Units for all SMCR Marines.

(d) Prior to fund approval review for the MROWS modification, the RTN and the RC Marine's cases are reviewed to verify the correct dates for the approved MCMEDS medical hold.

(2) Partial Mobilization. Unit activation for involuntary orders issued by COMMARFORRES as authorized by CMC (PP&O). The Marine Forces Reserve G-1 is responsible for med hold tracking to COMMARFORRES.

7. Waiver of Sanctuary Eligibility (Medical Hold). For those instances where a reserve Marine on medical hold, who will exceed 16 years of total active duty service, will be required to submit an HADT Waiver per reference (g). If the situation arises where a reserve Marine's initial placement or subsequent extension, on medical hold will cause the member to exceed 18 years of total active duty service, the DC M&RA can withhold the issuance of ADOS orders if the reservist fails to execute a waiver of sanctuary eligibility as part of their consent to be continued on active duty for medical observation, evaluation or treatment. Reference (u) applies.

8. Legal Hold. Refer to the supporting Legal Services Support Section or SJA for specific guidance. For Marines on legal hold, the same administrative process applies as delineated in par 3005, however the source documents utilized to effect the legal hold are:

a. Legal Hold letter from CMC (JA) for Marines who have been placed on legal hold on behalf of the Commandant of the Marine Corps.

b. Special or General Court-Martial convening order signed by the appropriate convening authority.

c. Letter from the Commanding Officer (no by direction, but Acting is authorized) citing that the Marine is the subject of a formal investigation (i.e., JAGMAN, criminal, NCIS, etc.).

d. Marines may not be placed on legal hold to be a witness before a court-martial or NJP, indebtedness to the government, awaiting disposition by a foreign jurisdiction, pending NJP, retained to serve punishment imposed at a prior NJP, to attend drug or alcohol treatment, or pending administrative separation/discharge.

e. In instances in which an offense under the UCMJ is committed by a reservist during active duty, but the offense is not discovered until the period of active duty has ended, or the period of active duty including all authorized retention/extension periods, has ended, the reservist may be ordered to involuntary active duty for:

- (1) Imposition of NJP.
- (2) Investigation under article 32 of the UCMJ.
- (3) Trial by courts-martial.

f. Refer to the command Legal Services Support section or SJA for expert advice regarding these situations.