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MPP-60
4 Jun 98

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MARINE CORPS ORDER 1000.12

From: Commandant of the Marine Corps
To: Distribution List

Subj: NAVAL RESERVE PROGRAM NINE PERSONNEL SUPPORT TO THE U.S. MARINE CORPS (USMC)

Ref: (a) COMNAVRESCUITCOMINST 1133.1C
(b) BUPERSINST 1001.39B
(c) COMNAVRESFORINST 1001.5C
(d) MARFORRESFORFO/NAVRESFORINST 1540
(e) USMC Mobilization Management Plan (MPLAN)
(f) MCO 5311.1C

1. Purpose. To establish Marine Corps policy for the administration of Naval Reserve personnel who support the Total Force Marine Corps

2. Background. Program Nine is the designation given naval reservists who support various USMC units and activities. Historically, there has been a lack of information available on what Program Nine is, who is assigned, where they are assigned, how they need to be administered when assigned to a Marine unit or activity, and what the Marine Corps can do to ensure highly qualified and motivated personnel are recruited, retained, and trained for these billets. Although Commander, Naval Reserve Force (COMNAVRESFOR) has overall responsibility, administration of these reservists has been delegated to both Commander, Naval Air Reserve Force (COMNAVAIRESFOR) and Commander, Naval Surface Reserve Force (COMNAVRESFOR). Commander, Marine Forces Reserve (COMMARFORRES) executes peacetime management within the Marine Corps of Program Nine personnel.

3. General

a. Program Nine personnel assigned to aviation units or aviation related activities (bases and stations) are administered by COMNAVAIRESFOR. All other Program Nine billets (86 percent) fall under COMNAVRESFOR.

b. There are approximately 2,400 billets within Program Nine, 80 percent of which are for medical department personnel (doctors, nurses, dentists, corpsmen, and dental technicians).

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The other 20 percent are comprised of chaplains, religious program specialists and naval gunfire liaison personnel.

c. Chief of Naval Operations (CNO) Air Warfare Division (N88) is the resource sponsor in the Congressional budgetary cycle for 95 percent of the billets supporting Marine activities. The remaining billets are resourced by various CNO directorates (N1, N4, N7, N09)

d. The Table of Organization (T/O) is the Marine Corps source document for all Navy manpower requirements. All Navy billets assigned to the Marine Corps are managed under the Navy's Total Force Manpower Management System (TFMMS). Total Force Structure Division (TFSD) at Marine Corps Combat Development Center (MCCDC) Quantico, VA is tasked with structuring Activity Manning Documents (AMDs) in the Navy TFMMS for each T/O containing Navy personnel. The AMD is the qualitative and quantitative expression of the Navy manpower requirements allocated to an activity to perform the assigned mission, function, and tasks.

e. Congress funds approximately 85 percent of the Navy's active duty manpower requirements during peacetime. Excluding some medical billets, the remaining requirements are sourced to the Naval Reserve and will be structured in the Selected Reserve or subject to fill by the Individual Ready Reserve (IRR).

f. Virtually all Program Nine billets within TFMMS are structured into a Naval Reserve "unit" supporting a Selected Marine Corps Reserve (SMCR) unit or active Marine command. With the exception of approximately 200 Individual Mobilization Augmentee (IMA) billets supporting joint and unified commands, all Naval Reserve billets are assigned to a Naval Reserve unit administered by either a Naval Air Reserve (NAR) or a Naval Reserve Readiness Command (REDCOM) and their subordinate Naval Reserve Activities (NRAs).

g. Personnel assigned to these Naval Reserve units are required to meet administrative requirements of Naval Reserve participation as well as demands levied by the Marine Corps on their units and activities.

4. Policy. The following actions will ensure the best qualified and motivated naval personnel are properly recruited, correctly assigned, retained, trained, and mobilized:

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a. Recruiting. Per reference (a), recruiting Naval Reserve personnel is the mission of the Commander, Naval Reserve Recruiting Command (CNRRC). Accession goals are provided to CNRRC by COMNAVRESFOR based on authorized billets in TFMMS which are currently or projected to be vacant in the Naval Reserve's Reserve Training Support System (RTSS). All Navy and Marine Corps leaders are charged with supporting the recruiting effort as they are in an excellent position to meet personnel who may become valued members of their commands. Recruiting motivated and competent medical, religious, and naval gunfire personnel is of vital importance. All personnel will become familiar with the basic requirements for filling vacant Naval Reserve billets and work closely with the appropriate Naval Reserve recruiter to fill those billets.

b. Assignments

(1) Assignments of naval reservists to Program Nine units are made by Naval Reserve Echelon IV and V activities in accordance with the criteria in references (b) and (c) Reference (d) delineates MARFORRES supporting responsibilities to the assignment process. Program Nine units are listed as manning Priority 1A and should receive the highest degree of support. Vacant SMCR billets shall be filled before vacancies in active component commands. SMCR commands with vacant billets should contact their servicing NRAs. Where there are insufficient members readily available for assignment to Program Nine billets, NRAs should direct a reassignment from non-priority 1A units in accordance with published policies. Chaplain and RP personnel shall be reassigned from Marine Religious (MARREL) units to fill SMCR billets where necessary.

(2) MARFORRES, when recommending Program Nine assignments to NRAs, should ensure SMCR units are fully manned before filling vacancies supporting active commands. The rationale is billets supporting active commands are augmenting the current onboard complement. However, billets within SMCR units are normally for a single unique designator/rate (i.e., the only chaplain or only RP. Upon mobilization its vital the SMCR unit have that single billet filled with someone qualified and ready to deploy.

(3) Program Nine enlisted personnel will be assigned a 3 year Projected Rotation Date (PRD). This allows them to be reassigned to another type unit as dictated by their career path.

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(4) Although priority 1A generally requires a locally assigned fill (within a 50 mile radius of the drill site), an exception is made for Program Nine units to allow reservists to be "cross-assigned" into a vacant billet but drill at a site remote from the vacancy. This is similar to Marine site line distribution. This will increase the availability of naval reservists as coordinated with NRAs. While a locally assigned drilling reservist is ideal, it is more important that a member is identified to fill the billet when the unit is mobilized.

(5) The Reserve Unit Assignment Document (RUAD) is the manning document for each unique Naval Reserve unit. These documents are available at servicing NRAs for review. The RUAD identifies locally drilling reservists, personnel cross-assigned into the unit from another location and vacancies within the cognizant Naval Reserve element. Naval and Marine Corps leaders are encouraged to become familiar with pertinent RUADs as they are excellent tools for managing the assignment of Naval Reserve personnel.

c. Retention. Retention of qualified Naval Reserve personnel is the responsibility of the Marine unit commander. The supporting Program Nine unit shares the responsibility for ensuring assigned Navy members are trained, provided oversight and encouraged to continue their affiliation with the Marines. Considering the arduous nature of duty with the Marine Corps, every effort will be taken to ensure the needs of assigned naval reserve personnel are met in terms of training, administrative support, morale, and job satisfaction.

d. Training

(1) Corpsmen and dental technicians without the requisite Field Medical Service Technician Naval Enlisted Classification (NEC) codes (HM-8404; DT-8707) may be assigned to Program Nine units. However, such personnel must attend a qualifying Course of Instruction (001) called Naval Enlisted Classification Attainment Program (NECAP) to be fully mobilization ready for the SMCR unit. The COI lasts every drill weekend for 5 months (20 drills) followed by a 17 day Annual Training (AT) period at Field Medical Service School and should be completed within 12 months after affiliation with the SMCR unit. Marine unit commanders should make every effort to ensure their Naval reservists attend and complete the COI in a timely manner.

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(2) All chaplains and RPS assigned to Program Nine must complete Expeditionary Skills Training by the end of the first year in the billet. Advance Pay Grade (APG) personnel have an additional year to complete this training.

(3) All Program Nine personnel will perform AT with their unit or, in the case of active forces, with their gaining command. Training at a COI or training at a different location must be approved by the SMCR unit commander. Training for all chaplains and religious program specialists will be approved by the MARFORRES Chaplain's office.

(4) Individual Training Plans (ITPs) for Program Nine personnel will be developed by COMMARFORRES and coordinated through COMNAVRESFOR with COMNAVSURFRESFOR or COMNAVAIRESFOR, as appropriate.

e. Mobilization. Unlike their SMCR counterparts, naval reservists are NOT considered mobilized until they are fully processed through a Navy Mobilization Processing Site (NMPS) and released to their assigned Marine unit. Naval reservists will not be joined to their assigned SMCR unit until arrival at the SMCR units' Station of Initial Assignment (SIA). The steps necessary to mobilize a naval reservist are discussed in reference (e).

5. Responsibilities

a. DC/S M&RA

(1) CMC (MPP-60) is responsible for headquarters oversight of Program Nine throughout the Marine Corps. As part of that oversight, CMC (MPP-60) will liaison with CNO (N095) on all matters affecting Program Nine naval reservists to ensure Marine Corps and Naval Reserve policy are complementary.

(2) Upon mobilization, CMC (MPP-60) will coordinate with CNO (N3/5) to ensure activation of required USNR personnel in accordance with reference (e).

b. CG MCCDC (TFSD). TFSD will ensure naval reservists included on Marine T/Os are reflected in TFMMS and structure changes affecting Naval Reserve billets are submitted for TFMMS change as they occur in accordance with reference (f). Additionally, TFSD will coordinate with OPNAV, BUMED, and

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MARFORRES to ensure reserve end strength is only assigned to billets that can be supported by available or projected inventory. These actions will be done by 1 August of each year so the latest billet information from TFMMS can be included in the annual August transfer from TFMMS into the RTSS.

c. COMMARFORLANT/COMMARFORPAC. Identify by message to CMC (MPP-60) (liaison with MARFORRES) mobilization requirements for USNR personnel assigned to active commands scheduled for deployment.

d. COMMARFORRES. COMMARFORRES is tasked as the Executive Agent (EA) for management of Program Nine within the Marine Corps. As the EA, COMMARFORRES is responsible for establishing systems, tracking procedures, and ensuring interface with Naval Reserve Systems which manage Program Nine. COMMARFORRES responsibilities include:

(1) Coordinate with COMNAVRESFOR on all matters affecting Marine Corps execution of this Order. Ensure Marine Corps policy is incorporated in all iterations of the joint COMMARFORRESFORFO/COMNAVRESFORINST 1540 series.

(2) Provide professional guidance to Program Nine personnel assigned to active component commands.

(3) Schedule and conduct technical and military training for all Program Nine personnel by establishing exercise dates and locations; promulgate drill dates, schedules and locations; and assign missions and tasks appropriate to the command. Ensure close coordination with active commands for assigned Program Nine members.

(4) Liaison with COMNAVRESFOR to establish procedures to resolve difficulties created by dissimilar Naval Reserve and Marine Corps Reserve drill schedules.

(5) Establish Naval Reserve Training, Exercise, and Execution Plan requirements and provide them to COMNAVRESFOR annually for proper Naval Reserve scheduling, funding and execution.

(6) Review mobilization requirements for USNR personnel identified and forwarded by Marine Corps active forces. Forward validated requirements to CMC (MPP-60) via message in accordance with reference (e).

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6. Action. Implement this Order upon receipt.



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