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MARINE CORPS ORDER P3000.15B

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MANPOWER UNIT DEPLOYMENT PROGRAM STANDING OPERATING  
PROCEDURES (SHORT TITLE: MANPOWER UDP SOP)

Encl: (1) LOCATOR SHEET

Reports Required: I. Deployed Staffing Report (Report Control  
Symbol EXEMPT) par. 1005.1.

1. Purpose. This Manual establishes manpower policies and procedures for deployment of units in connection with the Unit Deployment Program (UDP).

2. Cancellation. MCO P3000.15A.

3. Background. To reduce the number of unaccompanied tours and improve unit continuity, the Commandant of the Marine Corps (CMC) established UDP to provide for the deployment of units to the Western Pacific (WESTPAC) for periods of approximately six months. The initial program was a six-phased evolution that sequenced infantry battalions and aircraft squadrons/detachments into WESTPAC deployments, thus eliminating the 12-month permanent change of station assignments for personnel assigned to these units. The program commenced in October 1977 and has proceeded through the six phases. In August 1985, tank companies began phasing into the program but following Southwest Asia, were discontinued. In Fiscal Year 1987 (FY87) and FY88, assault amphibian vehicle companies and direct support artillery batteries were phased in and later, light armored reconnaissance companies were also included in the program. The Marine Corps' objective is to adhere as closely as possible to a six-month period of deployment away from a unit's Continental United States (CONUS) home base. In the case of Hawaii-based infantry battalions, which employ a three-battalion rotation base, a seven-month period of deployment is executed to support the Unit

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Cohesion Program and efficient staffing of first term Marines. It must be understood, however, that shipping or airlift schedule variations, and exercise or contingency operations will occasionally necessitate longer or shorter deployments for participating units. It is imperative that all personnel involved in these deployments be kept fully informed of planned deployment duration and subsequent deployment schedule changes.

4. Effective Date. The policies and procedures promulgated by this order are effective 1 October 2001.

5. Summary of Revision. This Manual has been reformatted and contains significant changes, which must be completely reviewed. The major modifications to this Manual are as follows:

a. PARAGRAPH 1005.1. Incorporates requirement for units scheduled for UDP deployments to forward monthly Deployment Staffing Reports.

b. PARAGRAPH 1009.3. Outlines requirement for commands to obtain Deployment Tempo (DEPTempo) threshold approvals prior to cross-deck execution.

c. PARAGRAPH 3000.4a. Concurrent with the transfer of UDP budget funding, responsibility for administration of UDP advance party funding is transferred to COMMARFORPAC/COMMARFORLANT.

d. PARAGRAPH 3000.5a. Concurrent with the transfer of UDP budget funding, responsibility for administration of UDP concurrent TAD funding is transferred to COMMARFORPAC.

e. PARAGRAPH 4000.1. Provides clarifying guidance regarding transportation of Marine Corps units.

f. PARAGRAPH 4001. Defines personal baggage restrictions.

g. Appendix A. Adds Deployment Staffing Report Format and Reporting Instructions.

h. Appendix B. Adds UDP/Personnel Administration Checklist.

6. Definition. Throughout this Manual, reference is made to several types of operational deployments including UDP to WESTPAC; Southern California and WESTPAC Marine Expeditionary

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Unit (MEU) deployments; Landing Force Sixth Fleet deployments to the Mediterranean Area; and Aircraft Carrier (CV/CVN) deployments. Periodic deployments of 5 months or more, such as Exercise UNITAS conducted by II Marine Expeditionary Force, are also included. For the purpose of this Manual, these types of operational deployments are hereafter collectively referred to as "deployments."

7. Action. Unit deployment will be conducted following the procedures set forth in this Manual and letters of instructions to be issued separately.

8. Recommendation. Recommendations concerning the contents of the Manpower UDP SOP are invited. Such recommendations will be forwarded to CMC (MP) via the appropriate chain of command.

9. Reserve Applicability. This Manual is not applicable to the Marine Corps Reserve.

10. Certification. Reviewed and approved this date.



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manpower and reserve affairs

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MANPOWER UDP SOP

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MANPOWER UDP SOP

CHAPTER 1

ASSIGNMENT AND DISTRIBUTION

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# MANPOWER UDP SOP

## CHAPTER 1

### ASSIGNMENT AND DISTRIBUTION

1000. GENERAL. The UDP is an alternate method of meeting the Marine Corps' manpower commitment. CMC has directed that the Deputy Commandant for Manpower and Reserve Affairs is responsible for the assignment of company grade officer and enlisted personnel into all units participating in the UDP. This responsibility is exercised through a series of monitored command codes (MCCs). This centralized control of assignments is in keeping with Department of Defense (DoD) directives concerning individual assignments for Marines and the operational requirement for uniform staffing. Concurrent with the assumption of this responsibility is the requirement to establish standing operating procedures to provide coordination between Headquarters, U. S. Marine Corps (HQMC) and operational force commands concerning manpower-related matters in deploying units.

#### 1001. PERSONNEL ASSIGNMENT POLICY

1. The current editions of the following Marine Corps Orders (MCOs) govern assignment and reporting policy:

- a. MCO P1000.6, Assignment, Classification, and Travel Systems Manual;
- b. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual;
- c. MCO P1300.8, Marine Corps Personnel Assignment Policy;
- d. MCO P3000.13, Marine Corps Status of Resources and Training System SOP;
- e. MCO 3500.28, Marine Corps Unit Cohesion Program SOP.

2. Unlike assignments to major commands, unit deployment staffing must reconcile deployment schedules and personnel duty status and duty limitations (deployability). A mutual understanding of the policy and constant dialogue between the unit and the assignment branches of HQMC must be maintained throughout the staffing process. This policy supersedes all previous directives addressing stabilization procedures.

### 3. STAFFING

a. A key difference between command staffing and unit deployment staffing is the requirement to stabilize a unit's personnel for the duration of the deployment. Assignment efforts must identify replacements for Marines who cannot participate in the deployment either because of expiration of active service (EAS), permanent change of station (PCS) orders, or other circumstances. The important difference for the deploying unit is that, while these Marines are chargeable, they are non-deployable and therefore, must be replaced. The point at which the deployable versus chargeable distinction is made occurs, at a minimum, six months prior to embarkation (E-180); however, most assignments are initiated six months prior to the estimated date of arrival. Consequently, assignment monitors at HQMC will begin to measure unit deployment strengths as early as one year prior to deployment. Even though most assignments will be identified closer to the E-180 milestone, commanders must recognize that deployment-related Marine Corps Total Force System (MCTFS) entries have a critical impact on unit staffing during the predeployment period. Erroneous or missing information will result in an excessive administrative workload and may contribute to reduced personnel readiness or key billet shortages.

b. In addition to the MCTFS data, Deployment Staffing Reports (DSRs) are used to facilitate proper assignment of deployable Marines. DSRs are addressed in detail via message traffic to deploying units possessing a dedicated MCC. A year prior to the scheduled deployment (D-360), CMC (MMEA) issues an implementation message. This message explains the DSRs, establishes staffing targets, sets "lock-on," identifies predicted entry-level school graduate arrivals, and directs submission of a monthly DSR to CMC (MMEA-12). This report establishes a dialogue that ensures staffing of the unit by lock-on, a date when a unit has received full staffing with deployable Marines. This date is at least D-180 for deployments in support of MEU and CV/CVN deployments and D-90 for other UDP deployments and units. Synchronized unit cohesion units will receive staffing of their deployable Marines on a varied schedule (between 8-12 months prior to deployment) based on their fill window.

4. The replacement of non-deployable Marines generally depends on three factors: (1) availability of replacement personnel, (2) whether the non-deployable Marine elects to reenlist or extend, and (3) timely notification of non-EAS or non-PCS attrition (disciplinary, medical, etc...). Availability of personnel is largely affected by entry-level training schedules and inventory shortages in critical skills. Therefore, non-deployable entry level Marines and those with critical skills may be replaced late in the predeployment period. After lock-on, non-deployable losses may not be replaced due to non-availability of replacements and shifting priority of staffing to adjacent units. With regard to reenlistments, career Marines are expected to reenlist. Instructions for those who are scheduled to reenlist, but do not, are contained in MCO P1300.8. First-term Marines who will reach their EAS during the deployment, or soon thereafter, are considered non-deployable and will be reassigned as soon as practical; normally, within the same Marine Air Group (MAG) or regiment. As with all unit deployment assignments, CMC authority must be obtained prior to reassignment between MCCs. Recommendations concerning duty preference are encouraged.

5. Once assigned to a deploying unit, a Marine will remain joined to the appropriate MCC/reporting unit code (RUC) and will not be reassigned to another MCC without prior approval of CMC (MM).

6. The primary considerations for personnel assignments to deploying units are Marine Corps readiness and optimum utilization of personnel assets. Incoming first-term enlisted Marines will normally be assigned to a deploying unit so that their EAS will allow participation in two deployments. Officers will be assigned to a deploying unit and, when practical, will remain for two deployments. However, while preferred and optimal, it is not the central focus of UDP to ensure that every Marine assigned to a deploying unit completes two deployments. CMC (MM) will periodically direct the reassignment of Marines whose EAS does not match future deployment schedules. This action may be necessary to maintain the required readiness of all other organizations, to achieve optimum billeting balance, and to avoid creating a subunit of non-deployable Marines. Marines will not normally join or be detached from their unit during the deployment period -- emergencies excepted (see PARAGRAPH 1007). Marines reporting from an unaccompanied overseas tour will be assigned per MCO P1300.8. Deviations from this policy will only occur with prior approval from CMC (MM).

1002. PERSONNEL SELECTION PROCESS. Due to budgetary constraints, the Marine Corps can only afford to man approximately 92% of the overall Marine Corps personnel requirement, as defined in the Tables of Organization and Equipment (T/O&E). In the manning level process, the Commanding General, Marine Corps Combat Development Command (MCCDC) Total Force Structure Division (TFSD) identifies the number of T/O&E billets (by grade and military occupational specialty) that are authorized to be manned. The manning level, or authorized strength, is further modified in the staffing process to reflect the current available personnel inventory. For example, a T/O&E requirement for 23 communicators may receive a manning level of 93 percent, or 21 Marines. If the actual inventory of communicators Marine Corps-wide is below the planned inventory, then the authorized strength of 21 may be staffed to a lower level of 19. This floating target will change with fluctuations in the personnel inventory and is referred to as the staffing goal. CMC (MM), in coordination with the deploying unit, uses the fluctuating staffing goal to determine the number of deployable Marines a unit should have to deploy. This metric, which may be more or less than the staffing goal, is referred to as the staffing target. It is this staffing target, and not the T/O&E or the authorized strength, which is used for UDP personnel staffing efforts.

1. Sources for personnel to fill billets in the deploying units will be as follows:

a. Entry level accessions either through schools or field skills training. These Marines are presently identified by message from CMC (MM), which includes receiving MCCs as information addressees.

b. Transfers from within the active duty force.

c. Reenlistments from the Reserve force.

d. Reenlistments or extensions from the active duty force who are eligible or who waive their overseas control date (OCD) to become eligible for assignment to a deploying unit. The following criteria apply:

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(1) Extensions may not result in more than five years of extended active service (reserve officers only).

(a) Requests by reserve officers who have applied and failed to be augmented more than once will not normally receive favorable consideration.

(b) Applications will be submitted pursuant to MCO 1001.45, Augmentation, Retention, and Return to Active Duty of Reserve Officers and the Redesignation of Restricted Officers to Unrestricted Status.

(c) First-term Marines with a reenlistment code RE-1B (recommended eligible and requested retention but denied by CMC) who extend across fiscal year boundaries for UDP deployments will not be authorized to request reenlistment pursuant to their new EAS. Commanders must formally counsel Marines with reenlistment codes of RE-1B who extend across fiscal year boundaries for UDP deployments.

(2) Marines waiving their OCD will do so per the guidance contained in MCO P1300.8.

2. As outlined in MCO P1300.8, career Marines who do not reenlist in order to be eligible for deployment will be assigned a reenlistment code RE-30 (refused to extend or reenlist to deploy or incur obligated service for orders received) and will have the appropriate service record book entries made prior to reassignment. This does not apply to first-term Marines.

#### 1003. DEPLOYMENT CRITERIA

1. Marine Enlisted. Determination of deployability for enlisted Marines will be as follows:

a. Personnel will have a suitable MOS for a vacant billet and normally will be within one grade of that billet.

b. Personnel will not normally be considered deployable for deployments of five or more months duration if their OCD was received less than 12 months prior to the scheduled deployment for career Marines and six months for first-termers. The exception is if the OCD is waived in writing via administrative action form. Requests for OCD waivers and voluntary assignment to an unaccompanied tour will be forwarded via the chain of command to CMC (MM). The OCD must have resulted from completing an unaccompanied tour, a sea duty tour, or an accompanied tour as defined in MCO P1300.8.

c. Personnel cannot be considered available for deployment if they have one of the following duty status codes:

- (1) 2 - Casualty, not full duty.
- (2) 3 - Reserve programs.
- (3) 4 - Transient, for further transfer or further transportation.
- (4) 5 - Awaiting separation.
- (5) 9 - Absentee or deserter returned to military control after EAS has expired.
- (6) H - Confined, serving sentence of General Court-Martial.
- (7) K - Missing (Unauthorized Absence).
- (8) M - Confined, held beyond EAS.
- (9) Q - Other, status not otherwise defined.
- (10) R - At home awaiting results of physical evaluation board.
- (11) S - Declared deserter.
- (12) T - Temporary disability retired list.
- (13) X - Home awaiting administrative discharge (other than EAS).

d. Personnel cannot be considered deployable if they have a strength category code other than "0" through "5."

e. Personnel are not deployable if they are in receipt of PCS orders, unless modifications, which allow execution of the PCS orders after the deployment, are received from HQMC.

f. Restrictions on the assignment and deployment of women Marines are outlined in MCO P1300.8.

g. Marines with the duty limitation code of "A" (Conscientious Objector) are considered deployable.

h. Marines with the following duty limitation codes may be deployable:

(1) Q - Marine not eligible for combat due to a physical restriction (refer to PARAGRAPH 1003.1h(2) for Marines/Sailors under the care of a physician for an active medical problem).

(2) S - Personnel retained in a limited duty status as a result of a limited duty board or action of the Physical Evaluation Board.

(a) A Marine or sailor is UDP deployable if the physical limitation is considered temporary (considering among other factors the duration of the UDP and the anticipated duration of disability), and the condition is treatable overseas. The treating physician in CONUS will define the former. The latter will be determined, prior to the deployment, by the receiving medical treatment facility and confirmed by message.

(b) Deployment aboard amphibious shipping (in support of MEU deployments or in conjunction with the UDP) is different from normal unit deployments to WESTPAC. Ships have limited medical support and other unique limitations. Shipboard resources/conditions necessitate a more restrictive screening process for Marines and sailors with medical problems. This screening will likely preclude shipboard deployment of Marines or sailors, who might be medically deployable to WESTPAC.

(c) The aforementioned guidance should not be construed to abrogate a Commander's authority to deploy Marines and sailors to meet operational requirements. Nevertheless, Commanders must consider the health of their personnel, the ability of the receiving medical treatment facility to provide the necessary care, and the impact on medical resources at the ultimate duty site. In the final analysis, with the exception of MEU deployments, if sufficient medical facilities exist to treat a Marine or sailor in WESTPAC, the Marine or sailor is deployable.

2. EAS Criteria for Deploying Units. The following EAS criteria pertain to all Marines assigned to deploying units:

a. Career enlisted Marines who have an EAS that will occur during the next unit deployment will be afforded the opportunity to extend/reenlist in order to have the required obligated service to participate in the entire deployment. A career Marine who refuses to extend or reenlist will sign a service record book page 11 entry, receive an RE-30 reenlistment code (refused to extend or reenlist to deploy or incur obligated service for orders received), and normally be reassigned.

b. First-term Marines having an EAS that will occur during the next deployment of that unit will be considered non-deployable (for personnel assignment purposes but not unit reporting) and normally reassigned.

c. If a Marine's EAS occurs 45 days or less after the scheduled deployment return date for MEU and aircraft carrier deployments, the Marine will be considered non-deployable.

d. If a Marine's EAS occurs 30 days or less after the scheduled deployment return date for a WESTPAC UDP deployment, the Marine will be considered non-deployable.

#### 1004. UNIT DIARY REPORTING REQUIREMENTS

1. The reporting unit is responsible for entering the appropriate MCTFS data via unit diary entries. This should be accomplished in conjunction with join and attach temporary additional duty (TAD) entries and with subsequent entries as information changes. The importance of accurate and timely MCTFS reporting cannot be overstated as it directly affects CMC's ability to ensure maximum personnel readiness for all operating forces. The duty status, duty limitations, and strength category codes are especially important for reporting non-EAS chargeable non-deployables.

2. The following data elements, used in determining a unit's deployable strength as well as Marines' emergency data, warrant increased command emphasis:

a. End of current contract/EAS.

- b. Deployment Status Code.
- c. Deployment Return Date.
- d. MCC.
- e. OCD.
- f. Duty Status.
- g. Strength Category.
- h. Duty Limitation.
- i. Record of Emergency Data.
- j. DEPTEMPO thresholds dates.

1005. STABILIZATION PROCEDURES. Stabilization, in this context, is the reduction of personnel assignments into and out of a deploying unit to allow the commander the opportunity to prepare the unit for deployment. Because a unit deployment to WESTPAC affords continuation training, 60 days is considered sufficient time for preparation. CMC (MM) will use an E-90 milestone as the point at which stabilization occurs. MEU, CV/CVN, and other shipboard deployments, on the other hand, do not have the opportunity for continued training to the degree of their land-based counterparts. Every effort will be made to stabilize these units at E-180 to the extent allowed by personnel availability. Stabilization ends upon a unit's return to CONUS or, in the case of squadrons assigned to carrier air wings, 30 days after the airwing's return to CONUS.

1. Deployment Staffing Report (DSR). As stated in PARAGRAPH 1001.3a, unit losses (non-deployable Marines) are categorized as EAS, PCS, or other circumstances. The other circumstances category is composed primarily of chargeable non-deployable Marines and is not visible in MCTFS until after the appropriate duty status and/or duty limitation code is entered on the unit diary. DSRs are the unit's means of amplifying details of these losses indicated in MCTFS. The DSR is utilized by Manpower Planners to identify staffing shortages within a deployment-designated unit. The DSR is also a unit's vehicle for requesting reassignments and making duty recommendations for inter-division or wing transfers.

a. Units implemented in the Tour II and Unit Cohesion synchronization staffing process for MEU, UDP, and CV/CVN deployments are required to submit DSRs, by the 28th of each month, to CMC (MMEA-12).

b. Do not report Marines whose deployable status is uncertain. Refer to MCO P3000.13 for availability criteria as well as the circumstances under which a commander may label a Marine as not available for deployment.

c. Upon receipt of a DSR, CMC (MMEA) will either approve the recommended reassignments, initiate a reassignment, leave the Marine in place, or provide amplifying information concerning why the requested action appears unnecessary.

2. Format. At a minimum, the DSR will identify Marines by grade, name, SSN, MOS, duty status code, EAS, current assigned MCC and RUC, and for reassignments, if applicable, recommended MCC and RUC. Any amplifying details that explain the circumstances of the request will help to eliminate follow-up correspondence and will reduce delays in providing a response. Appendix A contains an example of a DSR and its preparation instructions.

3. Marines reported as non-deployable and subsequently returned to a deployable status while still joined to the deploying unit will be reported on succeeding DSRs. The following are examples of circumstances that are reported in the DSR:

a. At E-100, a Marine is reported on the DSR as being in the hands of civilian authorities for more than 24 hours. The Marine's duty status code is "J" per MCO P1080.20, Marine Corps Total Force System Codes Manual. At E-50, the Marine is returned to the unit. The Marine is removed from the non-deployable remarks and shown as deployable on the next monthly DSR submission.

b. A Marine is reclassified in an MOS not rated by the unit. His duty status code is unchanged. The unit recommends reassignment. CMC (MM) confirms existing transfer orders but modifies them to comply with command's recommendation.

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4. Squadrons and other units deploying subordinate detachments (e.g., AAV and LAR battalions) need not report attrition from the parent command unless they detract from their ability to form the detachment or if a reassignment is required.
5. Failure to submit a DSR, or a late submission of a DSR, will impede efforts to provide replacement personnel and may hamper personnel accountability during crisis situations. This uniform staffing policy accounts for unplanned non-EAS attrition in the months prior to a deployment. These losses will not normally be replaced unless they involve critical skills. Such critical shortages should be reported on the DSR.
6. Cases appearing to warrant transfer or discharge for humanitarian reasons must be formally submitted per MCO P1000.6. Commanders must surface potential hardship cases early (E-90 minimum) during the predeployment period to protect the Marine's welfare. Marines who have been issued PCS orders transferring them prior to the unit's deployment will not be reassigned. Marines who are scheduled to execute PCS orders subsequent to the unit's deployment will be reassigned.
7. Detachments. Commands that detach personnel to the aviation combat element, ground combat element, combat service support element, headquarters staff of deploying MEUs, CV/CVN squadron augments, or who deploy subordinate detachments and augments within the UDP, must ensure the proper deployment status code and deployment return date are entered into the MCTFS no later than E-180. Additionally, in order to prevent the erroneous issue of PCS/permanent change of assignment orders, commands must submit to CMC (MM) a request for stabilization of personnel slated to deploy as part of a detachment. Commands will ensure that these Marines are properly detached to a TAD status but still chargeable to the parent organization. When the detaching element is to be joined to a separate deployment RUC as for a MEU Service Support Group or an aviation detachment, members will be joined to the appropriate deployment RUC no later than E-30.
8. Reassignments. Local reassignments involving deploying MCCs are not authorized without prior approval of CMC (MM).

1006. PERSONNEL ASSIGNMENTS TO DEPLOYING MONITORED COMMAND CODES1. Officer Personnel Staffing

a. The Officer Staffing Goal Model will generate staffing goals for all MCCs reflected in the Authorized Strength Report.

b. Field grade officers will not be assigned directly to deploying MCCs. They will be assigned to the parent MCC. The parent MCC will assign field grade officers into and out of deploying MCCs in coordination with CMC (MMAA).

c. Company grade officers will be assigned directly to deploying MCCs. In the case of commands that provide detachments, personnel will be assigned to the parent command for follow-on assignment to the deploying MCC.

2. Enlisted Personnel Staffinga. First-Term Marines

(1) If a first-term Marine's EAS will occur prior to or during the unit's next deployment, and the Marine is authorized and reenlists for a duty station preference, the Marine will execute the transfer unless the Marine specifically requests to execute the transfer after the deployment.

(2) If a first-term Marine has completed two UDP deployments of at least five months duration each, has an EAS that will occur after completion of the unit's next six-month scheduled deployment, and is authorized and reenlists for a duty station preference, the Marine will execute the transfer.

(3) If a first-term Marine has not completed two UDP deployments of at least five months duration, has an EAS which will occur after completion of the unit's next scheduled deployment, and is granted and reenlists for a duty station preference, the Marine's option will be deferred until after the scheduled deployment. No other deferment is authorized without CMC (MM) approval.

b. Career Marines. Career Marines stabilized in a deployment-designated unit within six months of deployment will normally not be reassigned until completion of the scheduled deployment and will receive a deferred reenlistment preference.

c. Special Assignments. If a Marine is selected to be screened for special assignments (e.g., recruiting, drill instructor duty, Marine Security Guard Duty, etc.), and the Marine's unit is within six months of its scheduled deployment, CMC (MMEA) will make the final determination on whether the special assignment will be executed before or after the deployment.

d. Exceptions to the stabilization protection policy may at times be necessary and should be submitted on a case-by-case basis to CMC (MMEA).

#### 1007. TRICKLE DRAFT REPLACEMENT POLICY

1. Except for bona-fide emergencies and special cases previously approved by CMC (MM), Marines should not detach from an MCC-designated unit during a scheduled deployment period. Replacements for personnel deployed will not normally be available. In the event of a casualty or other loss of an individual filling a key billet, a replacement may be provided by the parent major command upon request and approval of CMC (MM) via the operational and administrative chain of command. The Commanding Generals, 3d MarDiv and 1st MAW may temporarily provide a replacement for a key billet pending arrival of a permanent replacement from CONUS or Hawaii.

2. Replacement of personnel in deployed units is accomplished through the trickle draft:

a. Definition. Trickle draft is a flexible personnel management tool controlled at HQMC that permits replacement staffing of critical billets in deployed units, by the parent major command. The concept limits mid-deployment replacement to emergency situations or critical skill shortages.

b. Eligibility. Eligibility for the trickle draft of Marines not joined chargeable to the unit, just prior to deployment, is limited to Marines who will fill billets deemed critical for mission accomplishment by CMC (MM).

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c. Parameters. The requirement for trickle draft assistance will be verified by CMC (MM) based on MCTFS deployment rosters and by liaison with the deploying unit. Once CMC (MM) gives trickle draft authority, funding for the replacement draft will be provided by the parent major command, to include funding for emergency leave, replacement, etc. Additionally, commanders must ensure that Marines attriting, for the purpose of separation during the deployment, are returned to CONUS for separation prior to EAS. Trickle drafting of Marines scheduled for an upcoming unit deployment to an already deployed unit is not authorized without approval of CMC (MM).

3. Medevacs. Once a Marine is medically evacuated from a deployed unit, transfer orders (by service record) must be issued and mailed, along with the individual's service records, to the Marine Corps organization to which the individual will be joined (MCO 6320.2, Administration and Processing of Hospitalized Marines, applies). Ensure that the individual's TAD orders are mailed to the parent command, and report the termination of deployed per diem and other applicable entitlements (i.e., sea pay for embarked Marines, per MCO P1080.40).

4. Return to CONUS for Discharge. Upon receipt of authority to discharge a Marine, immediately terminate deployed per diem the day prior to the date the Marine departs the deployed MCC. The Commanding Generals, 3d MarDiv and 1st MAW, will issue the applicable PCS endorsements for discharge orders under these circumstances.

5. Unavailable Personnel or Late Deployments. Personnel who fail to execute TAD orders with a deploying unit, for any reason, will be attached to the deploying unit's parent command headquarters unit using type transaction code (TTC) 106 000 "TAD EXCESS" entry per MCO P1080.40.

a. The individual's complete TAD orders on file, all service records, and any other pertinent information must be provided to the parent command headquarters unit to ensure appropriate administrative actions can be accomplished.

b. When the Marine returns to a deployable duty status, the parent command can either return the Marine to the deployed unit or await the unit's return based on their discretion. If it is determined that the Marine should be returned to the deployed

unit, the parent command will normally request a portcall. When obtained, the portcall information will be provided to the headquarters unit, which will complete all unit diary and service record entries, and detach the individual following portcall instructions. A signed copy of the receiving endorsement will be retained in the headquarters unit's files. All service records and other information will be forwarded to the deployed unit. The Marine's commanding officer will determine if the Marine should hand-carry the records. It is also the commanding officer's prerogative to forward the records by mail as directed in MCO P1070.12, Individual Records Administration Manual.

6. Joining of Enlisted Marines who Report for Duty when the Unit is Deployed

a. Marines who report for duty when their unit is currently deployed elsewhere will be joined to the Headquarters Company of the appropriate infantry/artillery regiment or the MAG and assigned appropriate duties pending the return of their unit.

b. Normally, personnel will be reassigned to the deploying unit to which originally ordered as soon as possible. In those cases where the individual cannot be reassigned within 60 days of the unit's deployment, disposition instructions will be requested from CMC (MMEA-8).

c. Upon reassignment, the gaining unit will ensure that the date current tour began (DCTB) and any DEPTempo experienced while assigned to the headquarters unit is entered into MCTFS (i.e., the DCTB is the original date joined to the headquarters unit, not the date joined to the deploying unit).

d. Marines joined will be reassigned to the deploying unit to which they were originally ordered. Authority for reassignment is MCO P1000.6 and the original PCS orders of the individual. This is the only instance where prior approval from CMC is not required for an inter-MCC transfer.

1008. TAD IN EXCESS OF 180 DAYS

1. Authorization. Chapter 2, Part B, of the Joint Federal Travel Regulations (JFTR) limits TAD assignments at any one location to periods of 180 or less days. Extensions of such

assignments that, when added to the originally authorized period, total 181 or more days may be directed by HQMC. Extensions are limited to those cases in which there has been a definite change or unforeseen delays were encountered.

a. Authority is granted for organizations participating in UDP to remain TAD up to 210 days without requesting prior approval. TAD in excess of 210 days requires prior approval from CMC (MMIA)

b. The 180-day limitation is not applicable to extensions of TAD beyond six months for personnel who are assigned to military units deployed afloat (i.e., MEU, CVN deployments).

2. Applicability. This authority only pertains to units involved in UDP. Units which have individuals on TAD or legal hold from their organizations must still request authority for individuals to exceed TAD in excess of 180 days as contained in Chapter 2, Part B, of the JFTR.

#### 1009. CROSS DECK ASSIGNMENTS

1. Definition. A cross deck is a reassignment between deployed units. It differs from other reassignments in that the Marine incurs additional deployed time and must receive authorization for continued per diem payments.

2. Purpose. One of the basic tenets of the UDP is the reduction of personnel turbulence through the stabilization of Marines within the same tactical unit thereby increasing both leader-to-led interface and training continuity. To this end, the concept of cross decking is viewed as undesirable, although a specific skill shortage, which severely impacts on operational readiness, may necessitate this action.

3. Criteria. While all assignments to deploying MCCs require CMC approval, it is particularly important that cross decks be coordinated with CMC (MM). Requests for cross deck approval will be submitted to CMC (MMIA). The following criteria will be considered in the submission of cross deck requests:

a. The Marine must be a volunteer (see PARAGRAPH 1007 for involuntary assignment).

1010

b. The receiving unit must have an authorized billet for the Marine's primary MOS.

c. The receiving command must be staffed below staffing goal in the Marine's primary MOS and must have fewer personnel in that skill than the losing unit.

d. The Marine must have the appropriate approvals to exceed the established DEPTempo thresholds prior to cross deck execution.

1010. NAVY PERSONNEL

1. Navy personnel selected for assignment shall have an end of active obligated service sufficient to complete the unit deployment plus one month for transition.

2. Every effort shall be made to ensure that assignment of Navy personnel is in keeping with the spirit and intent of CMC policy, provided there is no contravening BUPERS policy or regulation.

3. All enlisted personnel assigned must be physically qualified to perform their required duties per PARAGRAPH 1003 of this Manual.

4. Navy personnel assigned to UDP units will have appropriate comments regarding pertinent deployment events (i.e., exercise participation, TAD periods, embark/debark events, and other applicable information) entered on the Administrative Remarks Page, Naval Personnel 1070/613, of the field service record (page 13) per Naval Military Personnel Manual, Article 1070-320.

MANPOWER UDP SOP

CHAPTER 2

PERSONNEL ACCOUNTING

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CHAPTER 2

PERSONNEL ACCOUNTING

2000. GENERAL. To accommodate proper monitoring of units and personnel for deployment by CMC and cognizant operating force commands, special data elements are reported to MCTFS via the unit diary. Appendix B provides a checklist highlighting milestones experienced by UDP commands and the corresponding MCTFS reporting entries.

2001. UNIT DIARY ACTION FOR THE UDP. The instructions contained in MCO P1080.40 are applicable to CONUS or Hawaii-based operating forces participating in UDP to WESTPAC.

2002. UNIT DIARY ACTION FOR MEU DEPLOYMENTS. The change of a deploying unit's location is reported per MCO P1080.40 as the first event entry on the last unit diary submitted at the old location. The RUC and MCC will be retained during the deployment.

2003. NAVY PERSONNEL ACCOUNTING PROCEDURES. The medical section of the unit participating in UDP shall retain the assigned Navy Unit Identification Code of the parent organization for Navy personnel accounting procedures.

2004. MANPOWER INFORMATION SYSTEM SUPPORT OFFICE (MISSO) CONTACT. If geographically possible, units participating in deployments will ensure that an administrative representative from the unit (either a SNCO or officer) conducts a personal liaison visit with the cognizant MISSO (CONUS or WESTPAC) as directed by MCO P1080.40. Visits are to be conducted with the unit's parent MISSO four weeks prior to departure, immediately upon return from the deployment, and with the new or temporary MISSO at the deployment location immediately upon arrival and four weeks prior to return from deployment. For units not geographically located with one or both of these MISSOs, liaison will be conducted via telephone.

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CHAPTER 3

MILITARY PAY AND ALLOWANCES

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CHAPTER 3

MILITARY PAY AND ALLOWANCES

3000. DEPLOYED PER DIEM

1. Authorization. Chapter 4, Part B, of the JFTR authorizes payment of standard or flat rate per diem, hereafter referred to as deployed per diem, for members of units deployed overseas. The authority to determine rates for deployed per diem and the mechanics of their use has been delegated to CMC by the Secretary of the Navy. MCO 7220.39, Standard/Flat Rate Per Diem Allowances, implements the deployed per diem allowances for UDP units. Deployed per diem rates are published by CMC (RF) semi-annually via MARADMIN message (MCBul 7220). Funding responsibility for deployed per diem resides with CMC (MP). MCO P1080.40 contains procedures and MCTFS reporting requirements for commencement, termination, and adjusting the entitlement to deployed per diem.

2. Applicability. Normally, the main body of the deployed unit travels in a group travel status to and from the designated deployment location. No regular or deployed per diem allowance is payable while in a group travel status. Deployed per diem allowances are applicable to all other travel in conjunction with the rotation of units to WESTPAC under UDP except for individual travel executed separately from the unit. Separate TAD orders must be issued for any member entitled to travel allowances other than deployed per diem.

3. Group Orders

a. Infantry battalions and aircraft squadrons who perform their own administration will maintain an original and three copies of group travel orders. Battalion and squadron personnel are not required to possess individual orders.

b. Parent units of detachments, separate companies, and batteries that do not perform their own administration while deployed must continue to provide individual orders for each Marine who deploys to WESTPAC.

c. Elimination of the requirement for each Marine to possess group duty orders does not preclude a unit from ensuring

the security of personal information. Disclosure of information to third parties via group duty orders (i.e., complete SSN listing) is not authorized per the Privacy Act of 1974 and DoD 5400.11-R, DoD Privacy Program.

4. Advance Party Personnel. Advance party personnel (designated personnel of a UDP unit scheduled to deploy who precede the unit to the designated deployment location) rate per diem as follows:

a. Deployment. TAD orders must be issued covering only the period before the member becomes entitled to deployed per diem (i.e., until the member physically joins the deployed unit). Prior to the arrival of the deployed unit main body, advance party personnel rate standard per diem per Chapter 4, Part B, of the JFTR. Funding for advance party TAD orders is the responsibility of the respective Marine Force Commander or as delegated. The use of HQMC appropriation in connection with UDP advance party TAD orders is not authorized[AM1]. Advance party TAD orders will be settled when the member joins the unit as outlined in MCO P4650.37, Marine Corps Travel Instruction Manual (MCTIM). Entitlement to deployed per diem is effective the day after advance party personnel join the deployed unit.

b. Retrograde. Entitlement to deployed per diem terminates the day before the Marine's detachment from the deployed unit incident to return from advance party duties.

5. Rear Party Personnel. Rear party personnel (designated personnel of a UDP unit who remain at the designated deployment location after the unit returns to its permanent duty station location) rate per diem as follows:

a. Deployment. TAD orders must be issued covering the period the Marine is not entitled to deployed per diem (i.e., when the Marine is not physically located with his UDP unit). After the departure of the deployed unit main body, rear party personnel rate standard per diem per Chapter 4, Part B, of the JFTR. Funding for rear party TAD orders is the responsibility of the respective Marine Force Commander or as delegated. The use of HQMC appropriation in connection with UDP rear party TAD orders is not authorized. Rear party TAD orders will be settled when the member joins the unit as outlined in MCO P4650.37, Marine Corps Travel Instruction Manual (MCTIM).

b. Retrograde. Entitlement to deployed per diem terminates the day before the departure of the deployed unit main body incident to return from the deployed unit location.

6. Members Performing Concurrent TAD Away from the Site of the Deployed Unit

a. In some instances, UDP Marines are required to perform TAD travel away from their deployed unit. Under these circumstances, separate, individual orders must be issued covering the specific period of TAD. Funding for concurrent TAD in support of UDP is the responsibility of the Commander, Marine Forces Pacific or as delegated. The use of HQMC appropriation in connection with concurrent TAD in support of UDP is not authorized.

b. Orders written will be settled when the member returns from the concurrent period of TAD per MCO P4650.37. Deployed per diem for the period of concurrent TAD must be checked per MCO P1080.40.

7. Fleet Assistance Program (FAP). Marines assigned FAP and performing duties away from their UDP unit or site of operations, regardless of duration, continue to be entitled to deployed per diem, absent justification of additional out-of-pocket expenses incurred by the member due to nonavailability of government quarters and/or mess (in which case the locality rate of per diem should be paid).

8. Personnel assigned to WESTPAC commands for duty under PCS orders who are administratively attached to a deployed unit are not entitled to deployed per diem.

9. With the exception of advance party personnel discussed in PARAGRAPH 3000.4, the effective date for starting deployed per diem is the day after arrival at the designated deployment location. Alternatively, the effective date for stopping deployed per diem is the day before the date of departure from the designated deployment location. Instructions for reporting start or stop deployed per diem in MCTFS are provided in MCO P1080.40.

#### 10. Periods of Nonentitlement

a. Entitlement to deployed per diem is automatically withheld under the following circumstances:

- (1) While on leave.
- (2) While in an unauthorized absence status.
- (3) While in hands of foreign authorities.
- (4) While in any confinement (liberty risk restriction exempted).
- (5) While sick in hospital or sick-misconduct.
- (6) While TAD for enlisted Marines.

b. Periods of nonentitlement, under the following conditions, must be reported by the commanding officer:

(1) Check Deployed Per Diem. During periods of group travel, while embarked on or performing duty aboard ship; and for officers, during TAD periods of 30 days or less. In these instances, report the inclusive period of nonentitlement using TTC 332 000 "CHEK DEPLOYED PER DIEM" entry per MCO P1080.40.

(2) Stop Deployed Per Diem. For Marine officers who go TAD in excess of 30 days, stop the entitlement effective the date prior to TAD commencing using the TTC 328 000 "STOP DEPLOYED PER DIEM" entry; start the entitlement effective the date after TAD terminates using TTC 327 000 "STRT DEPLOYED PER DIEM" entry per MCO P1080.40.

11. Lodging Reimbursement. Charges for lodging while deployed in support of UDP are reimbursable. A completed Miscellaneous Military Pay Order/Special Payment Authorization (NAVMC 11116) is required to be forwarded to the local servicing finance officer with paid receipts attached to substantiate lodging expenses per the Marine Corps Total Force System Automated Pay System Manual (DFAS-KC 7220.31-R), PARAGRAPH 040107.

3001. CAREER SEA PAY. Career sea pay is payable to Marines in the grade of corporal or above upon permanent or temporary

aassignment to sea duty. Rates are based on the amount of sea duty accumulated by the Marine. Instructions concerning entitlement conditions are contained in Volume 7A, Chapter 18 of the Department of Defense Financial Management Regulation (DoDFMR). Career sea pay is composed of two elements, history and pay, which are computed on a 30-day month basis. MCO P1080.40 outlines the unit diary reporting requirements for career sea duty history and career sea duty pay.

3002. FAMILY SEPARATION ALLOWANCE (FSA). FSA-Type II provides compensation for added expenses incurred because of enforced family separation due to a Marine's assignment. Volume 7A, Chapter 27 of the DoDFMR defines FSA-Type II eligibility requirements. MCO P1080.40 contains unit diary reporting requirements for the FSA-Type II allowance.

3003. BASIC ALLOWANCE FOR HOUSING (BAH) (OWN RIGHT). For those Marines and Navy personnel who are receiving BAH (Own Right) at their permanent duty station (PDS) and deploy with their unit to WESTPAC on TAD (PCS not involved), their entitlement to BAH (Own Right) continues throughout the TAD period of deployment. The entitlement continues even if the duty involves transport aboard ship, aircraft, or occurs under permissive orders as long as their PDS remains unchanged. As directed in the DoDFMR, Volume 7A, Chapter 26, this rule applies to all personnel drawing BAH (Own Right) who will participate in WESTPAC unit deployments.

3004. DEPTEMPO HIGH-DEPLOYMENT PER DIEM. Marines deployed more than 400 days of the preceding 730 days rate \$100.00 high-deployment per diem per day starting on the 401st day. Units will comply with respective Force Commander guidance concerning DEPTEMPO gate waivers prior to deploying Marines who are projected to exceed the high-deployment per diem threshold. (Note: High-deployment per diem eligibility requires a Marine to be deployed and have more than 400 DEPTEMPO deployment days).

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CHAPTER 4

LOGISTICS

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CHAPTER 4

LOGISTICS

4000. TRANSPORTATION OF MARINE CORPS UNITS

1. Responsibility for funding the cost of unit transportation (personnel and equipment) related to ground and air operating force deployments and redeployments is assigned in accordance with section 075182 of the Department of the Navy Financial Management Policy Manual (NAVSO P-1000). In determining the funding responsibility for unit deployments, the NAVSO P-1000 applies as follows:

a. Per PARAGRAPH (4), section 075182, "Funding for transportation of Commandant of the Marine Corps directed deployment/redeployments for air training/readiness of Marine Corps air units of the [Marine Corps Operating Forces] is the responsibility of the Fleet Commander."

b. Units that deploy successively on a rotational basis at the direction of CMC are considered to be rotational deployments. Therefore, paragraph (5), section 075182 applies; "Funding for transportation of Commandant of the Marine Corps directed rotational movements/relocations of Marine Corps air and ground units and deployments/redeployments for training/readiness of Marine Corps ground units is the responsibility of the Commandant of the Marine Corps."

c. Units that deploy intermittently may be considered to be deploying on a rotational basis. However, units directed to deploy in support of a SECDEF/CJCS contingency are funded in accordance with paragraph (2), section 075182; "Funding for transportation of JCS-directed deployment/redeployment of Marine Corps air and ground units of the Fleet Marine Force for contingency operations via all modes is the responsibility of the Fleet Commander."

d. A policy decision by NAVCOMPT (15 September 1995) ruled that section 075182 was still in effect despite organizational changes that placed MARFOR operating forces at the disposal of the Unified Commander. Accordingly, for purposes of unit transportation, MARFOR operating forces are still interpreted as "[Marine Corps Operating Force] Units" in the NAVSO P-1000.

2. Round trip transportation will be used by the relieving and the relieved unit (i.e., the unit completing a WESTPAC deployment will be returned to its home base using the same aircraft which delivered the replacing unit). Maximum cost effectiveness for contracted aircraft must be emphasized. When Marine Corps duty passenger requirements have been satisfied, remaining seats will be turned over to the Air Force Air Terminal Operations Center. The terminal operations center will utilize the space available travel procedures promulgated by DoD Publication 4515.13-R, Air Transportation Eligibility and amplified by MCO 4630.16, Air Transportation Eligibility.

3. Requests for special assignment airlift missions (SAAMs) will be made to COMMARFORPAC or COMMARFORLANT 90 days in advance of the movement month with specific remarks identified (i.e., in-flight meals, movies, headsets, non-alcoholic beverages, etc.). Plans should include provisions for a combination of military and commercial aircraft or all military aircraft. The Force commander who requests SAAM for the relieving unit should budget and fund for the round trip regardless of the unit carried on the return flight.

4001. PERSONAL BAGGAGE RESTRICTIONS. Baggage will be limited to two checked bags and one carry-on bag per passenger. Checked baggage is limited to any two of the following bags: standard military issue seabag, MOLLE pack, standard military issue valpac, and/or parachute bag. Civilian suitcases are not authorized. Checked baggage will be limited to 70 pounds per bag and carry-on bags will be limited to ten pounds (not to exceed 45 linear inches) for a total combined weight not to exceed 150 pounds. An additional 55 pounds is authorized for flight-related equipment for those personnel on active flight status.

4002. FISCAL INSTRUCTIONS

1. General Funding Responsibility. During the predeployment phase, organizations will be funded by their CONUS commands. Once deployed to WESTPAC, COMMARFORPAC provides funding. CG III MEF establishes financial support policy for organizations under his command. Post deployment financial support is resumed by CONUS commands upon return to CONUS.

2. Temporary Additional Duty (TAD) Entitlements. TAD entitlements for deployed personnel are prescribed in paragraph 3000 of this manual. TAD for emergency leave and for individual assignments specifically directed by the Commanding General, III MEF will be funded by III MEF. The CONUS command is responsible for funding the travel of personnel moving between WESTPAC and CONUS for administrative reasons other than emergency leave.

3. Funding Responsibility for Stragglers

a. All transportation costs to WESTPAC for deploying unit stragglers are to be funded by the CONUS command. Personnel culpable for missing movement should be processed per MCO P5800.10, Return of Marine Corps Absentees and Deserters.

b. Funding responsibility pertaining to transportation costs for stragglers from units returned to CONUS are to be borne by the appropriate commander based on the circumstances surrounding the delay (i.e., if I MEF initiated the Marine's delay, then I MEF assumes fiscal responsibility for the Marine's return to CONUS). Deployed personnel, who are found unfit by a medical board or are to be separated from the service prior to return to home base, will be issued MCC W95 orders using PCS appropriation data. In the case of Marines deployed without the concurrence of the Naval Hospital, the appropriate MEF command will assume financial responsibility. All other personnel requiring return to CONUS due to actions initiated by CG III MEF will be funded by III MEF.

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APPENDIX A

DEPLOYMENT STAFFING REPORT FORMAT AND PREPARATION INSTRUCTIONS

UNCLASSIFIED

R XXXXXZ MON YR  
FM (ORIGINATING COMMAND)  
TO CMC WASHINGTON DC//MMEA-12//  
INFO APPROPRIATE CHAIN OF COMMAND  
BT  
UNCLAS //N01300//  
MSGID/GENADMIN/APPRPOPRIATE REMARK//  
SUBJ/DEPLOYMENT STAFFING REPORT FOR (UNIT NAME), MCC XXX  
REF/A/RMG/MSG IMPLEMENTING UNIT INTO UNIT SYNCHRONIZATION/COHESION/  
TOUR II STAFFING PROCESS//  
AMPN/AS APPROPRIATE//  
POC/AS APPROPRIATE//  
RMKS/1. AS REQ BY REF A, THE FOL DATA IS PROVIDED TO ASSIST MMEA IN  
FILLING STAFFING TARGET DEFICIENCIES. MCC XXX IS SKED TO DEPL  
DURING (YRMO).

MOS	S/T	O/B	NR EAS NONDEPL	NR IN RECEIPT OF PCS/PCA	NR NONEAS NONDEPL	NR DEPL
-----	-----	-----	-------------------	-----------------------------	----------------------	---------

NOTES: (1) TOTAL ALL COLUMNS  
(2) CAREERISTS ARE NOT TO BE COUNTED AS EAS NON-DEPLOYABLE.

2. NON-EAS NONDEPL MARINES.

NAME	SSN	RK	MOS	CODE	REASON NONDEPL
------	-----	----	-----	------	----------------

NOTE: THE CODES ARE THE COMMAND'S INTENTION FOR EACH MARINE:

R - RETAIN, REHABILITATE FOR DEPLM  
D - DISCHARGE PRIOR TO DEPLM  
T - TRANSFER FOR FUTURE REHABILITATION

3. REQ THE FOL MARINES BE REASSIGNED.

RK	NAME	SSN	MOS	RECOM	FMCC	RMKS
----	------	-----	-----	-------	------	------

4. 03XX BREAKDOWN FOR SGT'S (FOR INFANTRY BATTALIONS)

MOS	O/B	EAS NONDEPL	NR IN RECEIPT PCS/PCA	NR NONEAS NONDEPL	NR DEPL
-----	-----	----------------	--------------------------	----------------------	---------

NOTE: TOTAL ALL COLUMNS//

BT  
#

UNCLASSIFIED

MANPOWER UDP SOP

DEPLOYMENT STAFFING REPORT FORMAT AND PREPARATION INSTRUCTIONS

1. A deployment staffing implementation message, published by CMC (MMEA-12), is required to prepare the DSR. This message will provide an administrative timeline, staffing target, administrative EAS cutoff, personnel lock-on date, fill window (if applicable), and any other administrative issues required by CMC to effectively staff the unit.

a. Staffing Target (S/T). Number of deployable Marines by primary MOS or skill designator a unit should have to deploy. Published by CMC (MMEA-12).

b. On Board (O/B). Number of Marines in unit.

c. Number Expiration of Active Service Non-deployable (NR EAS NONDEPL). Number of first term Marines whom do not have the active obligated service to complete the deployment. **CAREERISTS ARE NOT TO BE INCLUDED IN THIS COLUMN.**

d. Number in Receipt of Permanent Change of Assignment and Permanent Change of Station Orders (NR IN REC PCA/PCSO). All Marines who are in receipt of orders.

e. Number Non-Expiration of Active Service Non-deployable (NR NONEAS NONDEPL). Number of Marines who are non-deployable for any reason other than EAS (Examples: UA, courts-martial (pending, convicted serving sentence), confined, medical, administrative separation (package submitted to the adjudicating authority), desertion, in hands of civil authority, appellate leave, home awaiting/on-board physical evaluation board). Ensure appropriate MCTFS duty status, strength category, and duty limit code are reported and posted to MCTFS JUMPS/MMS.

f. Number Deployable (NR DEPL). Number of deployable Marines.

g. TOTAL. All columns are required to be totaled.

2. Along with the reporting of numbers, all NONEAS NONDEPL (see above) Marines are required to be listed by separate paragraph providing the following information: Name, Social Security Number (SSN), Grade (GDE), Military Occupational Specialty (MOS), Code, Reason Non-deployable.

a. Codes. R (Retain, Rehabilitate for deployment), D (Discharge prior to deployment), and T (Transfer for future rehabilitation) will be used indicating the commander's intention for each Marine.

b. Total of Marines shown in this paragraph should equal total of NONEAS NONDEPL in staffing matrix.

3. Units may also request reassignment of Marines by DSR, however it is recommended that requests of this type be forwarded via separate correspondence.

4. 03XX Breakdown for Sergeants. This paragraph is **required for Infantry Battalions Only**. Provide MOS, EAS NONDEPL, NR IN REC PCA/PCSO, NR NONEAS NONDEPL, AND NR DEPL. Total all columns.

MANPOWER UDP SOP

APPENDIX B

UDP PERSONNEL/ADMINISTRATION CHECKLIST

<u>DUE DATE</u>	<u>COMPLETED DATE</u>	<u>ACTION</u>	<u>APPLICABLE REFERENCE (S)</u>
		<b>C = Commence      A = Arrival      R = Redeployment      H = Home</b>	
C-200	_____	Screen all personnel to determine deployment ability. Validate DEPTTEMPO date (specific attention should be directed to MCO P3000.15 par. 1002).	MCO 3000.1 MCO P3000.13 MCO P3000.15
C-200	<u>Ongoing</u>	Review personnel records (specific attention should be focused on Will/Power of Attorney, split pay, DEPTTEMPO dates, and DEERS).	MCO P1080.40
C-180	<u>Ongoing</u> <u>C-Day</u>	Submit initial Deployment Staffing Report (DSR) to HQMC (MM). See reference for minimum requirements/format.	MCO P3000.15
C-180	<u>Ongoing</u> <u>C-Day</u>	Review DSC/DRD via unit diary. Also, ensure this entry is reported on all newly joined personnel. Beginning at C-180 and ending at C-1	MCO P1080.40 (para.5046) MCO P3000.13 MCO 1300.8
C-170	<u>Ongoing</u>	Individual medical screening. Immunization and tuberculosis testing, HIV screening, DNA sample, dental status, required medical equipment/prescriptions (i.e., glasses/gas mask inserts/contact lenses (with appropriate medical exam, hearing aids, etc.), medical alert dog tags (as required), current health assessment (i.e., age/occupation, appropriate physical, limited duty status, DD 2276).	
C-120	<u>Ongoing</u>	Identify non-deployable personnel (by name) to the parent Division Personnel Officer and notify HQMC (MMEA-12) of critical shortages.	MCO P3000.15
C-120	_____	Request legal assistance brief.	
C-100	_____	Arrange for Personal Affairs/Family Assistance briefs (e.g., Wills/Powers of Attorney, Navy Relief, Key Volunteers, Red Cross, Disbursing, Legal Assistance, Thrift Savings Plan (TSP) and split pay). Validate DEPTTEMPO date.	

MANPOWER UDP SOP

UDP PERSONNEL/ADMINISTRATION CHECKLIST

<u>DUE DATE</u>	<u>COMPLETED DATE</u>	<u>ACTION</u>	<u>APPLICABLE REFERENCE (S)</u>	
	<b>C = Commence</b>	<b>A = Arrival</b>	<b>R = Redeployment</b>	<b>H = Home</b>
C-60	<u>Ongoing</u>	Report individual "Will Deploy" entries after DEPTTEMPO date validated. Request waivers as directed by Force Commanders.		
C-60	<u>                    </u>	Identify remaining non-deployable personnel and request reassignment orders.		
C-60	<u>                    </u>	Finalize and submit advance party roster to higher headquarters for preparation of orders (Note: appropriation data will be provided by MARFORLANT/PAC).	MCO P3000.15	
C-60	<u>                    </u>	Commence clearing legal matters.		
C-60	<u>                    </u>	Note: UDP unit should receive a list of FAP, IDS and Camp Augmentation requirements.	MCO P3000.15	
C-60	<u>                    </u>	Note: Final stabilization will be made by CMC (MM).	MCO P3000.15	
C-60	<u>                    </u>	Identify FAPs and transfer for separation.		
C-60	<u>                    </u>	Identify (by message) deployable/nondeployable FAP, IDS and Camp Augmentees. Ensure these personnel are manifested on the first flight of the main body.		
C-50	<u>                    </u>	Identify and request waivers on those Marines requiring DEPTTEMPO waivers at 182/220 gates ("Info" deployed chain of command). Identify those Marines who will exceed 400/730. Get approval from MFL/MFP/CMC, or request replacements.		
C-45	<u>                    </u>	Submit mail routing request to postal officer and obtain a pre-deployment mail routine brief.	MCO P5110.4 MCO P5510.6	
C-45	<u>                    </u>	If geographically possible, personally visit the local disbursing, administrative assistance and MISSO offices for specific administrative guidance.	MCO P3000.15 MCO P1080.40	

MANPOWER UDP SOP

UDP PERSONNEL/ADMINISTRATION CHECKLIST

<u>DUE DATE</u>	<u>COMPLETED DATE</u>	<u>ACTION</u>	<u>APPLICABLE REFERENCE (S)</u>
	<b>C = Commence</b>	<b>A = Arrival      R = Redeployment</b>	<b>H = Home</b>
C-45	<u>Ongoing</u>	Individual medical screening. Immunization and tuberculosis testing, HIV screening, DNA sample, dental status, required medical equipment/prescriptions (i.e., glasses/gas mask inserts/contact lenses (with appropriate medical exam, hearing aids, etc.), medical alert dog tags (as required), current health assessment (i.e., age/occupation, appropriate physical, limited duty status, DD 2276).	
C-45	<u>                    </u>	Pre-deployment admin stand-down. (Particular attention must be given to REDs, SGLIs, DEERS, NAVMC 10922s individual Marine and dependents ID cards, ID tags, allotments, Career Status Bonus (CSB) election, TSP, DEPTEMPO, and BIR/BTRs).	MCO P1070.12
C-45	<u>                    </u>	Transfer remaining non-deployable personnel.	
C-45	<u>                    </u>	Prepare Meal Cards (DD Form 714) for all enlisted personnel who are currently in receipt of commuted rations. Advance party meal cards will accompany the main body for issuance upon arrival. Due to "essential unit messing," meal checkages are required for Marines who were in receipt of ComRats prior to deployment.	JFTR MCO P10110.47
C-45	<u>                    </u>	Confirm availability of medical/dental resources (on a case-by-case basis) with Naval Hospital Okinawa.	
C-40	<u>                    </u>	Receive/issue orders to unit CO.	MCO P1000.6
C-40	<u>                    </u>	Contact the MISSO (5 weeks prior to deployment). Provide the MISSO with a list of all current user-IDs being utilized by the contact Reporting Unit.	MCO P1080.40

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UDP PERSONNEL/ADMINISTRATION CHECKLIST

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C-30	_____	Report "Will Deploy" entry with "Hist" statement. As required, report the appropriate "Excl" entry on personnel not deploying. The MISSO will process this diary at the proper time.	MCO P1080.40	
C-30	<u>Ongoing</u>	Identify (by message) deployable/non/deployable FAP, IDS and Camp Augmentees. Ensure these personnel are manifested on the first flight of the main body.		
C-30	_____	Send Individual Deployment Record Form to Navy Admin to request deployed per diem for Navy personnel. This must be resubmitted every 30 days.	MCO P1080.40 MCO P7220.31	
C-30	_____	Ensure TTC 156 000 (RSPA) has been reported on all personnel who have requested to receive split paychecks while deployed. Remember: Only report the RSPA entry, do not report TTC 159/160.	MCO P1080.40 MCO P7220.31	
C-30	_____	Advance Party departs for WESTPAC (ensure they have orders, advances and milestone checklists).	MCO P3000.15	
C-30	_____	Start TAD rations on the advance Party. If the advance party is issued individual orders, then start TAD rations effective the time/date of departure from the PDS through one minute prior to the arrival of the main body. If the advance party is issued group travel orders, then stop COMRATS (if applicable) one minute prior to the departure from the PDS and credit TAD rations from 0001 day after arrival at the UDP location through one minute prior to arrival of the main body. DO NOT START DEPLOYED PER DIEM ON THE ADVANCE PARTY UNTIL THE DAY AFTER THE MAIN BODY ARRIVES.	MCO P1080.40	

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C-3	_____	Conduct inventory of SRBs/OQRs/HRs/DRs. It is recommended the unit use a current alpha roster from MIPS to conduct this inventory.	
C-30	_____	Request via LAN, message or naval correspondence to CMC (ARE) to obtain access to MCPDS while deployed to WESTPAC: Unit IAC, the two newly assigned Quantico ACIDS (you will get these from your advance party) and the name/rank/SSN of each individual the new ACIDS belong to, a point of contact and your new mailing address while in WESTPAC. IMPORTANT: MAKE SURE THE ADDRESS YOU REPORT IS CORRECT, IF ANY PUBLICATIONS ARE RETURNED DUE TO INCORRECT ADDRESS, YOUR IAC WILL BE <u>SUSPENDED</u> .	MCO P5600.31
C-30	_____	Prepare Naval correspondence giving MISSO By direction authority to certify unit diaries.	MCO P1080.40 MCAAT
		Guidebook	
C-10	_____	Final stabilization date.	
C-5	_____	Pack <u>all</u> unit directives (except those geographically unique to your parent command), correspondence files, UD files, SRB's/OQRs/HRs/DRs and turnover folders for embark. Remember, if you are running low on space, leave the <u>Empty</u> black binders at home.	MCO P1080.40 MCAAT
		Guidebook	
C-2	_____	Prepare unit dairy (in advance) To check meals for enlisted Personnel. The checkage should Start one minute prior to departure From the PDS or at the time a meal Card is issued (whichever is earlier). <b>* (NOTE: DO NOT TERMINATE BAS) *</b>	MCO P1080.40 MCAAT
		Guidebook	

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C-2	_____	On the last unit diary prior to deployment (prepared in advance) report the Historical Event entry that changes OPCON/ADCON and reporting jurisdiction. This unit diary should be delivered to MISSO just prior to departure. Do not forget the "EXCL" entry, to include the advance party.	MCO
P1080.40			
A-day	_____	Contact WESTPAC MISSO. Ensure newly assigned ACIDS/passwords are active. Your administrative advance party member should have your new ACIDs.	
A-day	_____	Stop TAD Rations for the advance party at one minute prior to the arrival of the main body. Issue advance party meal cards.	MCAAT MCO P1080.40
Guidebook			
A-day	_____	Report the "ARR INDIV LOC" event entry on the first unit diary submitted to WESTPAC MISSO. It is not necessary to request a new M-ELSIG upon arrival unless the current M-ELSIG has been compromised.	MCO P1080.40
A+1	_____	Report "STRT DEPL PER DIEM" the day after the main body arrives. This entry will be reported on all Marines, both main body and advance party.	MCAAT MCO P1080.40 MCO P7220.31
Guidebook			
A+2	_____	Have the advance party complete travel vouchers and submit them to Disbursing. Make sure you endorse the advance party orders to reflect the actual date the advance party joined the main body.	MCO P4650.37 MCO P7220.31
A+2	_____	Complete a Travel Voucher. Recommendation, for record purposes on the main body, reflecting actual dates of departure from the PDS and arrival at the TAD location. This document will assist in reporting effective start/stop dates of entitlements.	

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A+2	_____	Have Postal Officer and mail clerk report to Postal Officer, MCB, Camp Butler for instruction and guidance on mail routing and handling procedures while deployed.	
A+2	_____	Receive FAP, IDS and Camp Augmentation Orders for immediate assignment.	
A+31	_____	Start FSA effective the date of departure from PDS, as applicable.	DODFMR MCO P1080.40
A+91	_____	Enter the Sea Service Deployment Ribbon (SSDR) entry on the page 9 of all Marines who have met the following prerequisites: 1) Have 12 months (accumulative) in the FMF; 2) Have been deployed at least 90 consecutive days; 3) Have not been awarded an SSDR within the past year.	SECNAVINST 1650.1 MCO P1070.12
R-35	_____	Contact MISSO with current list of ACIDs and to inform them of your redeployment.	MCO P1080.40
R-30	_____	Report "DSSN" (TTC 150 000) in an event entry. Be sure to report the appropriate "HIST".	
R-30	_____	Redeploy the advance party to CONUS and: 1) "STOP DEPL PER DIEM" on the day before return (group entry) 2) "STOP FSA" in the same manner, if applicable. 3) Retrieve meal cards if applicable. 4) If on Group Travel orders then there is no entitlement to TAD Rations during travel from TAD location to PDS; if no individual orders, credit TAD rations from time/date of departure through one minute prior to return at PDS.	MCO P1080.40
R-12	_____	Prepare and submit the Standard/ Flat Rate Per Diem Allowance Report to appropriate III MEF Comptroller.	MCO 7220.39

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R-2	_____	Report the Historical Event entry that changes OPCON/ADCON and reporting jurisdiction on the last unit diary prior to redeployment (prepare in advance). Deliver this unit diary to MISSO just prior to departure. Do not forget the "EXCL" entry to include the advance party.	MCO P1080.40	
R-1	_____	Report "STOP DEPL PER DIEM" effective the day prior to return.	MCO P1080.40	
H-day	_____	Report the "ARR INDIV LOC" event entry on the first unit diary submitted to WESTPAC MISSO. It is not necessary to request a new M-ELSIG upon arrival unless the current M-ELSIG has been compromised.	MCO P1080.40	
H-day	_____	Collect meal cards as applicable.	MCO P1080.40 MCO P20220.47	
H+1	_____	Report "STOP FSA" effective the day prior to return, as applicable.	DODFMR MCO P1080.40	
H+1	_____	Report Deployment Tempo (DEPTEMPO), BAH, Depn info, RED and DSC/DRD as individual/group entries, as applicable.	MCO P1080.40	
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