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HEADQUARTERS UNITED STATES MARINE CORPS
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MARINE CORPS ORDER 3000.19B

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS TOTAL FORCE MOBILIZATION, ACTIVATION, INTEGRATION, AND
DEACTIVATION PLAN (SHORT TITLE: MAID-P)

Ref: (a) 10 U.S.C.
(b) The National Security Strategy, May 2010
(c) Secretary of Defense Memorandum, "Global Force Management Implementation Guidance (GFMIG) FY 12-13," 15 November 2011
(d) DoD Instruction 1235.12, "Accessing the Reserve Components (RC)," 4 February 2010 w/Ch 1, 4 April 2012
(e) CJCSI 3110.01H, "2010 Joint Strategic Capabilities Plan (JSCP)," 10 June 2011 (NOTAL)
(f) CJCSI 3110.13D, "Mobilization Guidance for the Joint Strategic Capabilities Plan," 4 January 2012
(g) MCO S3000.20A (NOTAL)
(h) Joint Publication 5-0, "Joint Operation Planning," 11 August 2011
(i) Joint Publication 4-05, "Joint Mobilization Planning," 22 March 2010
(j) MCWP 3-40.8
(k) MCO 3000.18B
(l) MCO 4400.39
(m) SECNAV M-5210.1
(n) DoD Directive 5125.01 "Assistant Secretary of Defense for Reserve Affairs (ASD(RA))" 27 Dec 2007 w/CH 1
(o) OPNAV S3061.1E (NOTAL)
(p) OPNAV INST 3060.7B
(q) CMC Washington DC PP&O MSG DTG 191817Z Nov 13 "Blue in Support of Green (BISOG) Business Rules Update"
(r) DoD Instruction 1235.11, "Management of Individual Mobilization Augmentees (IMAs)," 24 May 2007
(s) MCO 1001.62A
(t) MCO 1001.61A
(u) MARADMIN 465/01
(v) MARADMIN 440/01
(w) MCO 3502.6A
(x) MCO 3000.13
(y) Joint Publication 1, "Doctrine for the Armed Forces of the United States," 25 March 2013
(z) DoD Directive 1235.10, "Activation, Mobilization and Demobilization of the Ready Reserve," 26 November 2008 w/ch 1, 21 September 2011
(aa) DoD Instruction 1235.13, "Administration and Management of the Individual Ready Reserve (IRR) and the Inactive National Guard (ING)," 18 October 2013

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

- (ab) CJCSI 1301.01E, "Joint Individual Augmentation Procedures,"
1 February 2013
- (ac) DoD Directive 1352.1, "Management and Mobilization of Regular
and Reserve Retired Military Members," 16 July 2005
- (ad) MCO 1001R.1K
- (ae) MCO 1800.11
- (af) MARADMIN 622/09
- (ag) MCO 1000.12
- (ah) OPNAVINST 1000.16K
- (ai) COMNAVRESFORINST 3060.5A (NOTAL)
- (aj) BUMEDINST 6440.5C
- (ak) MCWP 5-1
- (al) DoD Directive 1200.7, "Screening the Ready Reserve,"
18 November 1999
- (am) DoD Instruction 1325.02, "Desertion and Unauthorized Absence
(UA)," 16 November 2012
- (an) MCO 5400.49B
- (ao) DoD Instruction 6490.03, "Deployment Health," 11 August 2006
- (ap) MARADMIN 284/11
- (aq) MCO P1900.16F w/CH 1-2
- (ar) MCO P1300.8R w/CH 1-8
- (as) DoD Directive 1315.07, "Military Personnel Assignments,"
12 January 2005
- (at) MCO 1306.16F
- (au) MARADMIN 257/03
- (av) MCO P1610.7F w/CH 2
- (aw) MARADMIN 405/06
- (ax) MCO 4600.40B
- (ay) MARADMIN 045/03
- (az) MCO P1070.12K w/CH 1
- (ba) DoD Instruction 1336.01, "Certificate of Release or Discharge
from Active Duty (DD Form 214/5 Series)," 20 August 2009
- (bb) MCO 1000.6
- (bc) MARADMIN 355/12
- (bd) MCO 1050.3J
- (be) 37 U.S.C. § 501(b)
- (bf) MARADMIN 283/06
- (bg) MARADMIN 219/04
- (bh) MCO 4400.16H
- (bi) MCO P10120.28G
- (bj) MCBu1 10120
- (bk) MCO 8300.1D
- (bl) MCO P4400.150E w/erratum CH 1 -2
- (bm) MARADMIN 138/03
- (bn) DoD 7000.14-R, Volumes 1-15, "Department of Defense Financial
Management Regulations (FMRS)," dates vary by volume
- (bo) MARADMIN 238/05
- (bp) 42 U.S.C. Chapter 68
- (bq) Joint Publication 3-0, "Joint Operations," 11 August 2011
- (br) Joint Publication 1-02, "Department of Defense Dictionary of
Military and Associated Terms," 8 November 2010 (As Amended
Through 15 October 2013)
- (bs) Joint Federal Travel Regulations (JFTR), Volume 1, 1 October 2012
- (bt) MCRP 5-12D
- (bu) Marine Corps Manual

Encl: (1) USMC MAID-P Base Plan

1. Situation. This Order establishes Service policy and tasks that support references (a) through (e) and outlines procedures to conduct Marine Corps Reserve Component (RC) activation, integration, and deactivation as described in references (f) through (l). This Order supports contingency planning, crisis action planning, and sustained operations leading to the augmentation and/or reinforcement of the Active Component (AC) of the U.S. Marine Corps. As such, this Order is directive in nature.

2. Cancellation. MCO P3000.19A.

3. Mission. As directed by the Secretary of the Navy, the Commandant of the Marine Corps (CMC) organizes, trains, equips, and provides U.S. Marine Corps Reserve forces to the Combatant Commanders (CCDR), Marine Forces (MARFORS), Headquarters Marine Corps (HQMC), and the Supporting Establishment (SE) in order to augment and reinforce the AC of the Marine Corps during contingency operations, crises, or other directed missions.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Rapidly mobilize and activate Selected Marine Corps Reserve (SMCR) units and individuals to augment and reinforce operational forces, HQMC, and the SE. Upon completion of the mission, redeploy and deactivate SMCR units and individual Marines to prepare for the next contingency, crisis or mission as directed.

(2) Concept of Operations. CMC activates SMCR units via Commander, Marine Forces Command (COMMARFORCOM), as directed by the Deputy Commandant, Plans Policies & Operations (DC, PP&O), and individual RC Marines via Deputy Commandant, Manpower & Reserve Affairs (DC, M&RA). This Order establishes policy to activate, integrate, and deactivate the RC in order to augment and reinforce the AC with properly manned, trained, and equipped Reserve Marines to accomplish the mission. This Order further provides tasks to Marine Corps commands and HQMC agencies necessary to execute CMC's statutory responsibilities.

b. End State. Mission ready SMCR units and individuals integrated with operational forces or SE prepared to accomplish tasks assigned by the supported Commander, Marine Forces (COMMARFOR).

5. Administration and Logistics

a. Refer to Enclosure (1).

b. All developers, owners, and users of information systems have the responsibility to establish and implement adequate operation and information technology controls including records management requirements to ensure the proper maintenance and use of records, regardless of format or medium, to promote accessibility and authorized retention per the approved records schedule and reference (m).

6. Command and Signal

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

DEC 20 2013

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



R. L. BAILEY
Deputy Commandant for
Plans, Policies and Operations

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Chapter 1

Introduction

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Chapter 1

Introduction

1000. INTRODUCTION STATEMENT

1. As the Nation's premier expeditionary force in readiness, the Marine Corps Total Force is prepared to operate anywhere our national interests require per reference (b). Marine Corps forces operate as Marine Air-Ground Task Forces (MAGTF), which are integrated, combined-arms forces that include air, ground, and combat service support units under a single commander. MAGTFs are organized, trained, and equipped from operating forces assigned to Marine Forces Pacific (MARFORPAC), Marine Forces Command (MARFORCOM), and Marine Forces Reserve (MARFORRES). Commander, Marine Forces Reserve (COMMARFORRES) ensures that SMCR units are trained and equipped prior to activation in accordance with (IAW) Title 10 responsibilities.

1001. HIGHER HEADQUARTERS OVERVIEW

1. Congress. Pursuant to Section 8, Article I, of the United States Constitution, the Congress shall have the power to, among other things, declare war; raise and support Armies; provide and maintain a Navy; make rules to govern and regulate the land and naval forces; and provide for calling forth reserves. The Congress has set forth the laws governing the RC in Subtitle E of reference (a). The President's authority to activate the RC is primarily found in Chapter 1209 Part II, Subtitle E of reference (a).

2. President of the United States. IAW references (a) through (c) and pursuant to The Constitution of the United States of America, the President is the Commander in Chief of the Armed Forces of the United States and is empowered thereby to direct the Nation's military. This includes RC units and individuals when called into the service of the United States.

a. Secretary of Defense (SECDEF). Pursuant to Section 113 of reference (a), the Secretary of Defense is the principal assistant to the President in all matters related to the Department of Defense (DoD). The SECDEF exercises authority, direction and control over DoD.

(1) Office of the Secretary of Defense (OSD). Per Section 131 of reference (a), OSD assists the SECDEF in carrying out his duties and responsibilities. During times of contingency operations or war, OSD assists the SECDEF in managing force activation and other duties as may be prescribed by law.

(2) Under Secretary of Defense for Personnel and Readiness (USD(P&R))

(a) Establishes activation, deactivation, and pay policies for RC members ordered to active duty.

(b) Establishes delay and exemption policy.

(c) Publishes RC activation and deactivation instructions.

(d) Publishes guidance for reporting data on personnel supporting contingency operations.

(e) Publishes guidance to the military departments to implement a continuous Civilian Employment Information (CEI) program to ensure employment related factors are taken into consideration during activation per reference (a), Section 10149(a).

(f) Publishes guidance requiring the military departments to capture data on RC units and individuals recalled under provisions of reference (a).

(g) Reviews the status of RC activation every six months IAW provisions of reference (a).

(h) Publishes other such guidance and policy as required.

(3) Assistant Secretary of Defense for Reserve Affairs (ASD(RA)). The ASD(RA), under the authority, direction, and control of the USD (P&R), shall:

(a) Provides overall supervision of RC affairs of the Department of Defense.

(b) Develops and enforce implementing policy, programs, and guidance for the activation, mobilization, and demobilization of the RC during periods of national emergency, in time of war, or as otherwise authorized by law IAW reference (n).

b. Secretary of the Navy (SECNAV)

(1) Promulgates additional guidance affecting the recall of RC members within the Department of the Navy (DON).

(2) Authorizes Stop Loss of members within the DON.

(3) Authorizes the recall of retirees per Section 688 of reference (a).

(4) May suspend fiscal year end strength limitations as authorized by the SECDEF, per reference (a), Section 123a.

(5) Authorizes delay of RC members to report for active duty after initial notification of activation. This delay may be less than or equal to the established delay authorized by USD (P&R).

c. Chairman, Joint Chiefs of Staff (CJCS). The CJCS functions under the authority, direction, and control of the President and SECDEF; transmits communications between the SECDEF and CCDRs; and oversees activities of CCDRs as directed by the SECDEF. CJCS is responsible for the following:

(1) Prepares integrated plans for RC activation and deactivation.

(2) Issues RC activation guidance per reference (f).

(3) Prepares and submits RC activation options and recommendations to the SECDEF for Presidential approval.

(4) Prepares and submits national level industrial mobilization programs required to support contingency operations or war to the SECDEF.

(5) Monitors the status of RC activation and deactivation and prepares required reports for submission to Congress by SECDEF.

(6) Designates the Director of Logistics (J4) as the focal point for the Joint Staff (JS) to coordinate RC activation and deactivation during crisis and war.

(7) Implements Global Force Management (GFM) policies and procedures IAW reference (c).

d. Combatant Commanders (CCDR). CCDRs are tasked by reference (e) to prepare specific plans for their respective geographical or functional areas. These plans establish the requirements for AC/RC forces, including individual augmentments (IA) and sustainment.

1002. SUPPORTING COMMANDS

1. Chief of Naval Operations (CNO). Responsible for planning, recruiting, training, equipping and activating/deactivating the Navy Reserve. Supports all Marine Corps AC/RC units with appropriate medical, dental, and other required occupational specialties.

a. Deputy Chief of Naval Operations (DCNO) for Information, Plans, and Strategy (N3/N5). Serves as the approval authority to activate Navy RC personnel assigned to SMCR units as requested by COMMARFORRES via DC, PP&O.

b. Reviews, prioritizes requirements and approves each validated requirement. Provides funding, entitlement, and manpower policy to support the recall of Navy RC personnel as established by USD (P&R).

2. United States Fleet Forces Command (USFFC) (N1)

a. CNO's Executive Agent, Global Force Manager for IA's and supported commander for IA support for Sailors and families. Focal point for Navy AC and RC activation/deactivation actions.

b. USFFC approves each validated requirement. They coordinate with appropriate Navy manpower claimants to source Navy equity (or manpower) for Marine Corps requirements.

3. Commander, Navy Installations Command (CNIC) (N1)

a. Coordinates and manages activation processing at appropriate Navy Mobilization Processing Sites (NMPS) to support the activation of recalled Navy Reserve personnel in support of USMC.

b. Issues orders directing individual Navy Reserve members to report to the Commanding Officer (CO)/Officer in Charge (OIC) of the SMCR unit/detachment after Navy processing at the assigned Navy Operational Support Center (NOSC) and NMPS.

4. Chief, Bureau of Naval Personnel (BUPERS) (PERS 4G)

a. Issues orders directing individual Navy Reserve members to report to CO of the assigned NOSC, NMPS, intermediate stops, and ultimate duty station.

b. Coordinates Stop Loss actions for the RC with Commander, Navy Reserve Forces Command (COMNAVRESFORCOM).

5. Bureau of Medicine and Surgery (BUMED). As directed by the CNO, issues order to deploy the Health Services Augmentation Program (HSAP) or IAs in support of (ISO) Marine Corps AC/RC units.

6. Commander, Navy Reserve Force Command (COMNAVRESFOR)

a. Conducts initial notification and field activation screening of drilling members per CNO RC activation policy and procedures.

b. Delivers formal BUPER implementation orders to recalled Naval Reserve Program Nine (NRP9) personnel assigned to activated SMCR units and drilling Navy Reserve personnel from other programs as authorized by CNO (N3/5).

c. Ensures that NOSC or reserve activity prepares drilling members' service, health and dental records, and Expeditionary Screening Checklist prior to processing at the NMPS.

d. Enters appropriation data into the Navy-Marine Corps Mobilization Processing System (NMCMPMS) to support processing, tracking, accounting, and reporting requirements by other commands.

e. Coordinates with DC, PP&O and COMMARFORRES via DCNO (N3/N5) and USFFC (N1) to synchronize the activation of assigned RC Navy personnel to meet SMCR unit activation timelines. Normally, Navy RC activation should occur at least 14 days prior to the SMCR unit's activation date to allow for NMPS processing.

f. Ensures Delay, Deferment, and Exemption (DD&E) issues are communicated to and coordinated with COMMARFORRES and the SMCR unit commander by the NOSC CO.

g. Provides family support and benefits administration for authorized dependents of activated RC Navy personnel.

1003. CMC ROLE AND RESPONSIBILITIES

1. CMC is responsible to the SECNAV for recruiting, organizing, supplying, equipping, training, servicing, mobilizing, demobilizing, administering, and maintaining the U.S. Marine Corps Reserve per reference (a), Sections 5042 and 5043.

2. The Marine Corps Reserve "shall be organized, administered, trained, and supplied under the direction of the Commandant of the Marine Corps" per reference (a), Section 10109.

3. The "departments and offices of Headquarters, Marine Corps have the same relation and responsibilities to the Marine Corps Reserve as they do to the Regular Marine Corps" per reference (a), Section 10109.

4. CMC retains MARFORRES forces per reference (c), except those forces assigned to carry out functions of the SECNAV per reference (a), Section 5013.

5. CMC executes involuntary activation and deactivation of SMCR units via DC, PP&O, and RC individuals via DC, M&RA, when authorized by SECNAV or SECDEF per reference (a), Section 5042.

6. DC, PP&O coordinates with CNO (N3/5) to synchronize activation of Navy Reserve personnel and for temporary active duty of AC Navy personnel assigned to SMCR units per references (o), (p), and (q). This includes identifying sourced and non-sourced billets.

1004. ASSUMPTIONS AND PLANNING GUIDANCE

1. Contingency operations will require SMCR unit and RC individual activations.

a. For contingency planning, service retained SMCR forces are apportioned in accordance with Global Force Management Implementation Guidance (GFMIG) to enable CCDR contingency planning. A planning factor of no less than 30 days from unit activation to the deployment Available to Load Date (ALD) should be used when planning SMCR unit availability.

b. During crisis action planning/execution, actual unit availability for deployment will be determined based on the ability to source and deploy the unit's equipment shortfalls, accomplish required pre-deployment training and time involved in embarkation and movement to the Port of Embarkation (POE).

2. Contingency operations will require IA and Service Augmentation (SA) from the AC and/or RC. For further information on individual activation refer to chapter 4.

3. During crisis action planning, augmentation requirements will be sourced from the AC during the first 30 days of the contingency operation. Voluntarily or involuntarily activated Marines from the Individual Ready Reserve (IRR) may be used to source IA/SA requirements beginning on day 31 of the contingency operation.

4. IRR Marines will be used to provide additional manning to AC, activated SMCR units, and to source supported COMMARFOR projected casualty replacement requirements. (Appendix B)

5. Individual Mobilization Augmentee (IMA) Marines will be activated, as required, by their gaining command to fill their assigned billets upon validation of the requirement. IMA Marines activated to fill Joint Individual Augmentation (JIA) billets will be considered IAs.

1005. TITLE 10 AUTHORITIES

1. Figure 1-1 below provides an overview of the authorities in reference (a) that allow for increasing levels of activation in response to various crisis and national emergencies. Members on the inactive status list or in a retired status may not be ordered to active duty unless the Secretary of Navy, with the approval of the Secretary of Defense, determines that there are not enough qualified Reserves in an active status who are readily available.

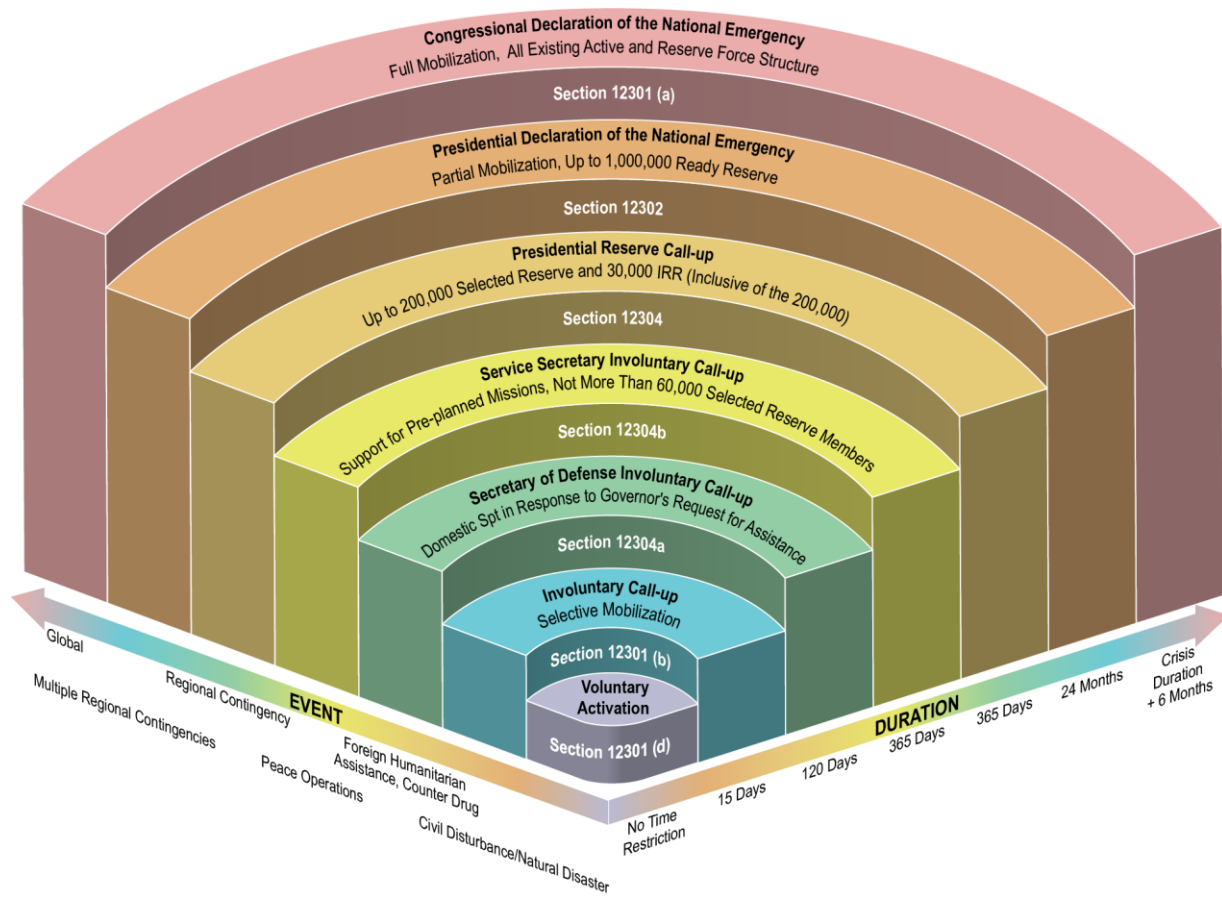


Figure 1-1.--Activation Authorities

2. Voluntary activation under reference (a), Section 12301(d) enables the Marine Corps to utilize Reserve personnel on active duty to meet operational requirements and to support short term, special projects and exercise participation supporting both the Active and Reserve Component. Personnel activated with this authority can augment forces involuntarily activated under reference (a), Sections 12301(b), 12304b, 12304a, 12304, 12302 and 12301(a). Note that 12301(b) is typically used to activate reserve units and individuals for annual training.

1006. CATEGORIES OF THE MARINE CORPS RESERVE. The Marine Corps Reserve is comprised of three categories: the Ready Reserve, the Standby Reserve, and the Retired Reserve. These three categories are reflected in Figure 1-2. Marines in these categories can be activated ISO a national emergency IAW reference (a) utilizing the authorities reflected in Figure 1-1.

Marine Corps Reserve								
Ready Reserve				Standby Reserve		Retired Reserve		
Selected Reserve (SelRes)			Individual Ready Reserve (IRR)	Active Standby List	Inactive Standby List	Active Duty Retirees	Fleet Marine Corps Reserve	Non-Regular Retirees
Selected Marine Corps Reserve	Individual Mobilization Augmentees	Active Reserve						

Figure 1-2.--Categories of the Marine Corps Reserve

1. Ready Reserve. This category consists of units and individuals and is further divided as follows:

a. Selected Reserve (SelRes). Within the Marine Corps Reserve, the SelRes consists of SMCR units, IMAs, and Active Reserve (AR) Marines.

(1) Selected Marine Corps Reserve (SMCR) Units. SMCR units include all associated units of the 4th Marine Division, 4th Marine Logistics Group, 4th Marine Aircraft Wing, and Force Headquarters Group. All SMCR units are under the command of COMMARFORRES until the units are transferred after activation IAW with paragraph 3003 of this Order.

(2) Individual Mobilization Augmentees (IMA). IMAs are Reserve Marines of the Selected Reserve who receive training and are assigned to an AC organizational billet that must be filled to meet the requirements of the organization to support mobilization (including pre-and/or post-mobilization). COMMARFORRES Marine Corps Individual Reserve Support Activity (MCIRSA) administers to all IMA Marines. References (r) and (s) provide additional information on the IMA program.

(3) Active Reserve (AR). AR Marines are active duty members of the Selected Reserve that support the organization, administration, recruiting, retention, instruction, and training of the Marine Corps Reserve. AR Marines are assigned to various organizations and HQs to facilitate Reserve integration planning and execution.

b. Individual Ready Reserve (IRR). IRR Marines are a CMC manpower asset administratively managed by the COMMARFORRES (MCIRSA) under the control of DC, M&RA. The IRR consists of those members of the Ready Reserve not in the SelRes.

2. Standby Reserve. Composed of members other than those in the Ready Reserve or Retired Reserve. The Secretary of the Navy, with the approval of the Secretary of Defense, can order the involuntary recall, per USC 10 12306, of the Standby Reserve, only when there are no qualified members of the Ready Reserve to support operations. There are two sub-categories of the Standby Reserve:

a. Active Status List (ASL). Marines on the ASL can voluntarily participate in training for retirement credit, but receive no pay. They are eligible for promotion, with the exception of promotion to flag or general officer level.

b. Inactive Status List (ISL). Marines on the ISL are not authorized to take part in training for retirement credit and cannot be promoted. Those who elect to be transferred to this status because of hardship or health reasons are allowed to maintain their military status because they have skills the Marine Corps may need in the future.

3. Retired Reserve. Marines in the Retired Reserve may be recalled to active duty per reference (a), Section 688, 12301(a), or 12307. However, a member in a reserve retired status may not be ordered to active duty under Section 12301(a) of reference (a) unless the Secretary concerned, with the approval of the SECDEF, determines that there are not enough qualified Reserves in an active status who are readily available. Note: While Title 10 reflects the Retired Reserve as part of the Marine Corps Reserve, COMMARFORRES does not exercise any administrative or operational control.

DC, M&RA (MMSR), has been delegated sole OPCON/administrative control (ADCON) responsibility of the Retired Reserve by CMC.

a. Regular Retired List. Officers who have completed at least 20 years of active service for retirement pay and enlisted Marines who have completed a total of 30 years of combined active and Fleet Marine Corps Reserve service per reference (a) Chapters 63, 65, and 571.

b. Fleet Marine Corps Reserve (FMCR). An enlisted Marine of the Regular Marine Corps or the Marine Corps Reserve who completed 20 or more years of active service, per reference (a) Section 6330, but less than 30 years of active service and is receiving retainer pay. After 30 years of service and upon SECNAV approval, members of the FMCR are transferred to the regular retired list.

c. Non-regular Retirees. Marines (Enlisted, Officers and Warrant Officers) who have completed at least 20 years of qualifying service, per Chapter 1223 of reference (a), and are awaiting retirement pay at age 60 (or reduced eligibility age per reference (a) Section 12731). Non-Regular Retirees may also be referred to as Grey Area Retirees. Non-regular retirees may be recalled to active duty per reference (a) Section 12307.

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Chapter 2

Mobilization, Activation, Integration, and Deactivation Process Overview

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Chapter 2

Mobilization, Activation, Integration, and Deactivation Process Overview

2000. INTRODUCTION

1. Purpose. This chapter reflects actions by the President and the DoD once an incident occurs that requires activation of the RC and specific tasks internal to the Marine Corps.

2. National Level Actions

a. Coordination between the President, DoD, JS, CCDRs and HQMC as described in reference (i) and illustrated in Figure 2-1, reflect actions to involuntarily recall RC members to active duty ISO contingency operations. This example shows the national level actions and time (i.e., 3 days) between the attacks on the World Trade Center and the Pentagon and the President ordering Partial Mobilization of the Ready Reserve under reference (a), Section 12302.

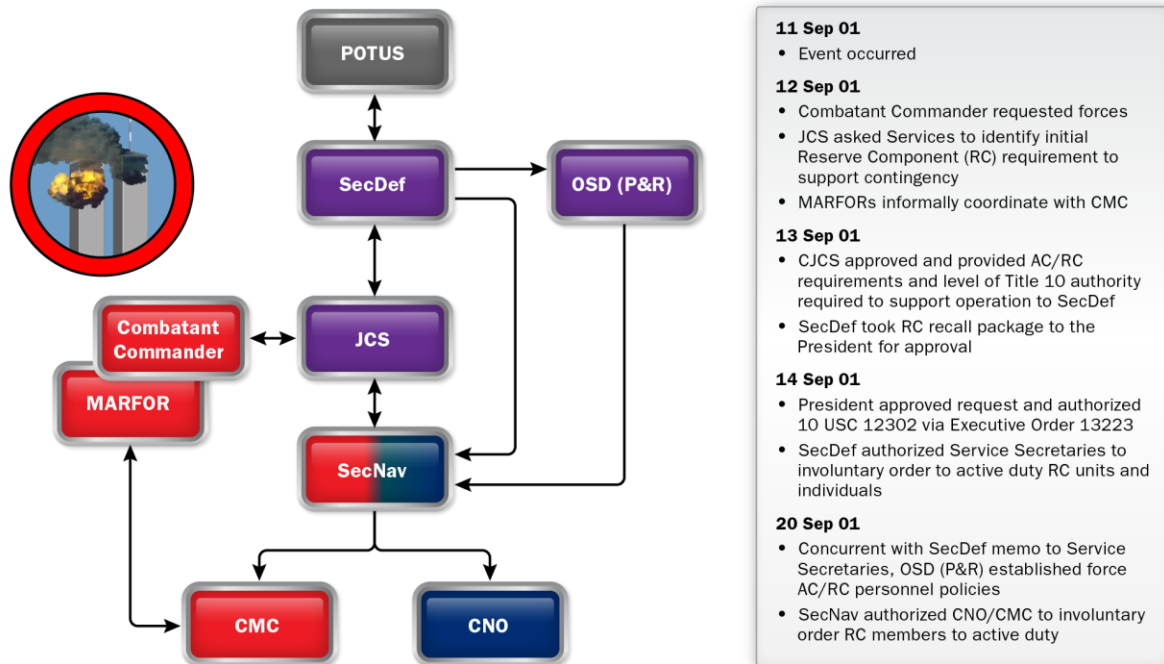


Figure 2-1.--National Level Actions (Post September 11, 2001)

b. Once an incident has occurred requiring the call or order to, or retention on active duty of members of the uniformed services, the President or Congress may declare a national emergency and invoke section 688, 12301 (a), 12302, 12304, 12305, or 12406 of reference (a), chapter 15 of reference (a), or any other appropriate law pertaining to the order to or retention on active duty to support military operations. Additionally, Service Secretaries may authorize the activation of RC Forces for participation in activities not associated with a national emergency per section 12304(a) and 12304(b). For instance, in response to a declaration of national emergency because of the events of 11 Sept 2001, the President, through an Executive

Order (Appendix T), authorized the SECDEF to order the Ready Reserve to active duty under section 12302 of reference (a).

c. CJCS issues a Warning Order (WARNORD) per reference (i). The WARNORD follows crisis assessment by a CCDR and decision by the President to have military options developed for possible use. The WARNORD establishes command relationships, and states mission, objectives, and known constraints. Concurrently, once RC requirements have been identified, the SECDEF requests from the President the legal authority to activate reserve units and members.

3. Dependent upon the CCDR requirements and with the approval of SECDEF and the Secretary of the Navy, CMC orders trained and qualified SMCR units and individuals to active duty in time of war, national emergency, or at such other times as national security may require.

2001. PHASE OVERVIEW. The following section provides an overview of the six (6) phases of mobilization, activation, integration, and deactivation ISO contingency operations.

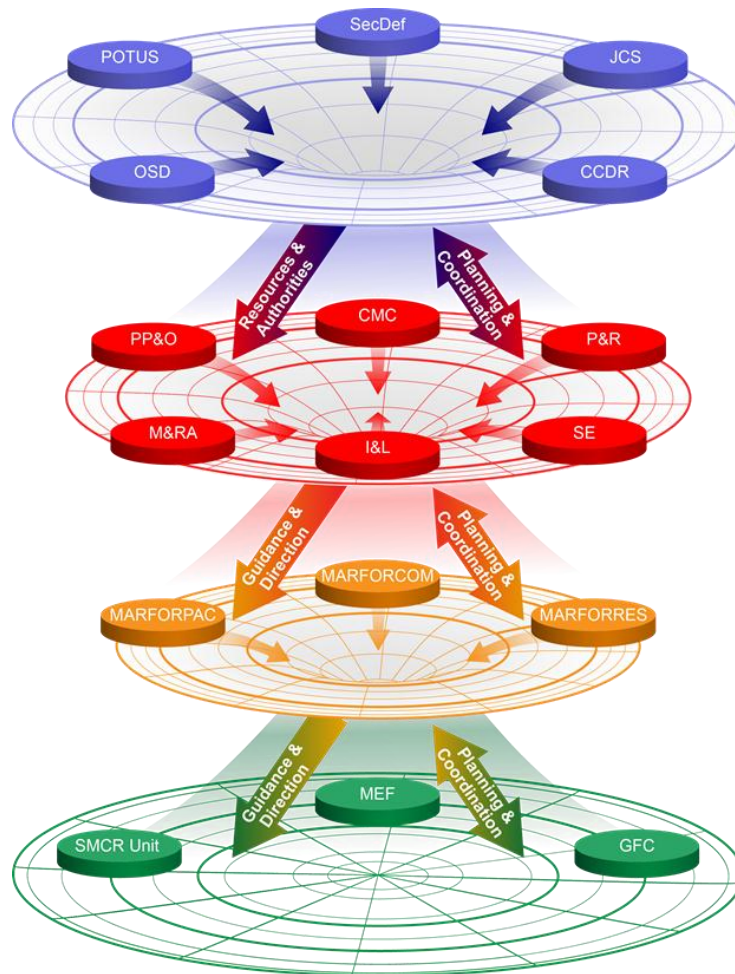


Figure 2-2.--Phase I

1. Phase I: Pre-Activation. This phase begins upon the notification of a pending contingency operation or other requirement ISO a CCDR. Formal planning is initiated by CJCS issuance of a WARNORD, Planning Order (PLANORD), Alert Order (ALERTORD) or Execute Order (EXORD). During this Phase, the supported CCDR, in coordination with (ICW) the assigned Marine Corps Service Component, identifies force requirements. COMMARFORCOM, as coordinating authority for Service GFM, consults with the supported MARFORs, operational force providers, the SE, and HQMC to provide CMC with Total Force allocation recommendations. HQMC coordinates with the JS and OSD for authorities and resources required to activate Reserve forces and develops a Global Force Management Allocation Plan (GFMAP) submission specifying recommended command relationships for activated SMCR units. Upon SECDEF approval of GFMAP submission, HQMC promulgates SMCR unit and individual activation orders and directs allocated units and individuals to activate. COMMARFORRES prepares SMCR units for activation. HQMC, ICW COMMARFORRES, conducts actions necessary to prepare for activation and processing of individuals (IRR/IMA/Retirees). The SE coordinates required resources to support the activation and integration of SMCR units and individuals. This phase ends when SMCR units and/or individuals report for activation at the Home Training Center (HTC), Deployment Screening Site (DSS), or Reserve Support Unit (RSU). Figure 2-2.

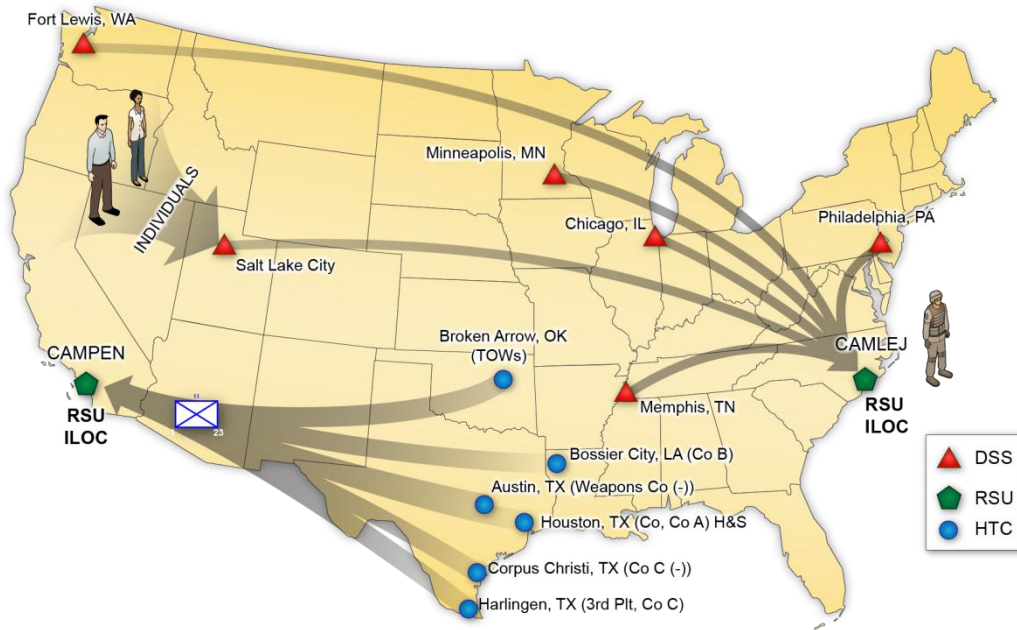


Figure 2-3.--Phase II

2. Phase II: Activation and Movement. This phase begins when SMCR units and/or individuals report for activation at the HTC, DSS, or RSU for initial screening. COMMARFORRES, ICW COMMARFORCOM, plans and directs the activation and movement of activated SMCR units to the Intermediate Location (ILOC). HQMC monitors RC support activities, to include individual and unit equipment sourcing. The SE continues to coordinate required resources to support the activation and integration of SMCR units and individuals. This phase ends when SMCR units are transferred to COMMARFORCOM. For IRR and retired Marines, this phase ends upon arrival at the RSU and completion of activation processing. For IMA Marines, this phase ends upon arrival at the parent unit and completion of activation processing. (Note: For SMCR units deploying directly from the HTC to the supported CCDR's Area of Responsibility (AOR), movement to ILOC does not occur during this Phase.) Figure 2-3.

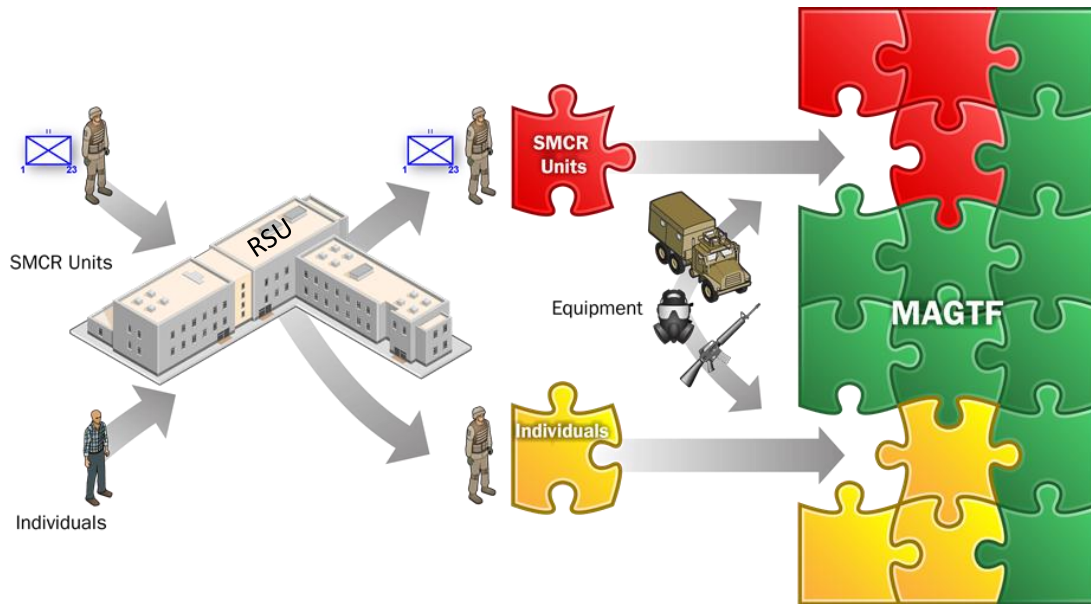


Figure 2-4.--Phase III

3. Phase III: Force Integration and Pre-Deployment. This phase begins when SMCR units are transferred to COMMARFORCOM. COMMARFORCOM will delegate responsibility for pre-deployment integration and training to a Gaining Force Commander (GFC). For IAs (IRR and retired Marines), this phase begins upon arrival at the RSU and completion of activation processing. For IMA Marines, this phase begins upon arrival at the parent unit and completion of activation processing. The GFC, COMMARFORRES (RSU), and SE complete any necessary additional pre-deployment training of units and individuals. COMMARFORRES provides Direct Support Teams (DST) to assist the GFC and SE with administrative, logistical, and training requirements as required. HQMC monitors support activities and develops equipment sourcing solutions for activated SMCR units. The SE provides and/or assists in coordinating support to include, but not limited to: administration, medical/dental, local transportation, training, equipment, billeting, and messing. When required, RC units and individuals integrate with the GFC for training and/or deployment. This phase ends when units or individuals arrive at the POE integrated, organized, trained, equipped, and certified to accomplish their assigned mission. (Figure 2-4) (Note: For SMCR units deploying directly from the HTC to the supported CCDR's AOR, Phase III activities, including release of the Change of SMCR Unit Command Relationship message, will occur at the HTC.)

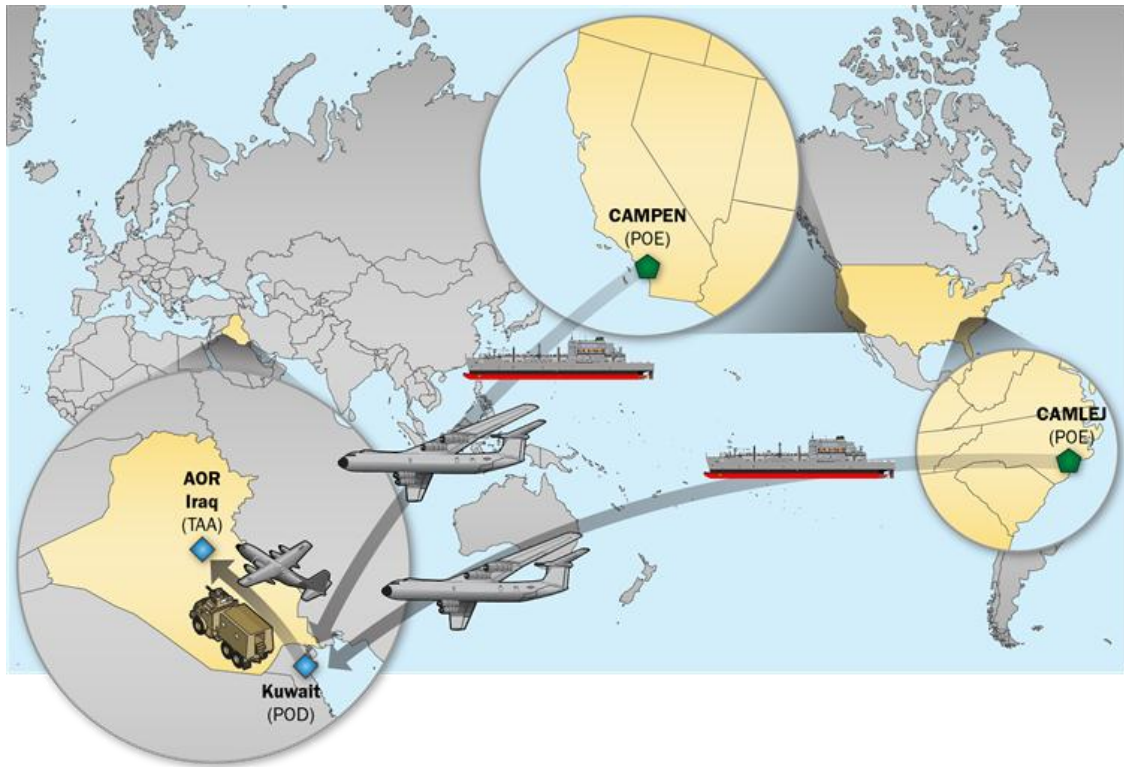


Figure 2-5.--Phase IV

4. Phase IV: Deployment and Employment. This phase begins when SMCR units or individuals deploy from the POE to specified CCDR AOR for employment. Upon arrival at the in-theater Port of Debarkation (POD), the supported CCDR conducts Reception, Staging, Onward Movement and Integration (RSO&I), movement to Tactical Assembly Areas (TAA), and operations as directed by the President or SECDEF. This phase ends when the unit departs an in-theater POE for redeployment. (Figure 2-5).

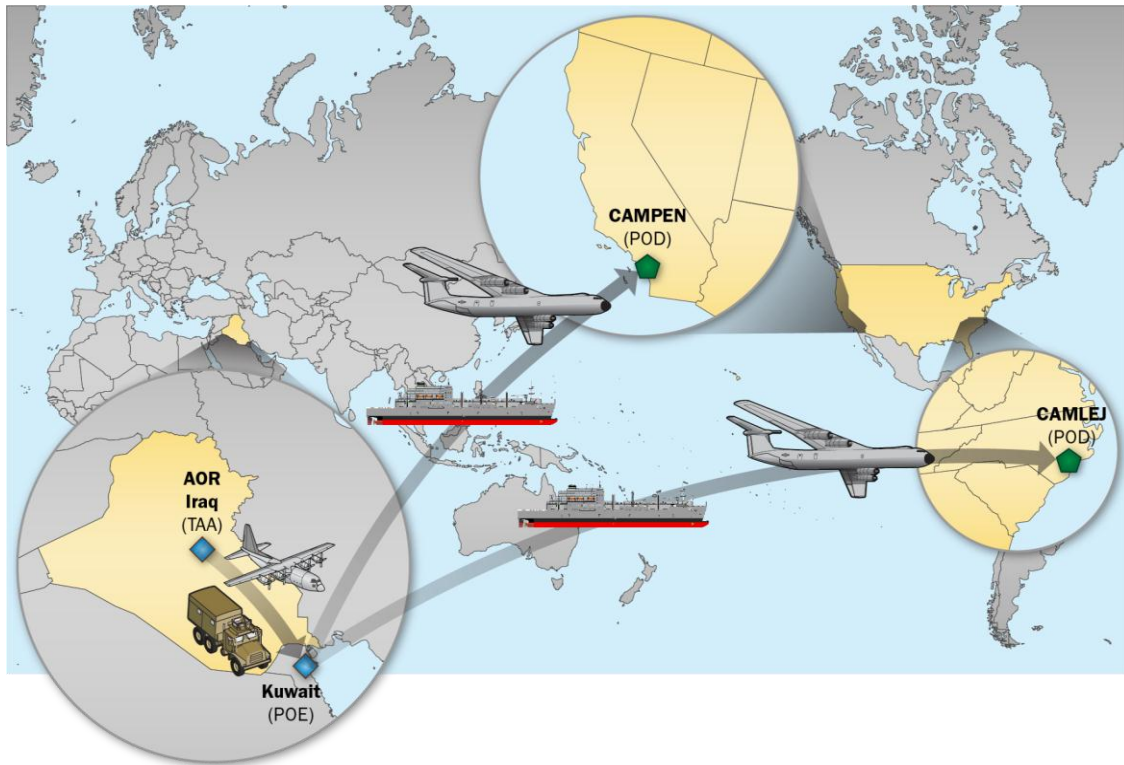


Figure 2-6.--Phase V

5. Phase V: Redeployment. This phase begins when the SMCR unit or individuals depart the in-theater POE. The Supported COMMARFOR is responsible for redeployment scheduling and movement coordination until the unit arrives at the POD either in another AOR or Continental United States (CONUS). As required, the SE provides support that includes, but is not limited to administrative, medical/dental, local transportation, billeting, and messing. If requested, COMMARFORRES provides RSU and/or DSTs to assist the GFC and SE with administrative, logistical, and training requirements. Upon return to CONUS, the GFC ensures processing and movement of the activated SMCR unit back to an Redeployment ILOC (RILOC), as required, and back to the HTC. This phase ends when the activated SMCR unit arrives at the HTC for deactivation. Individual Marines (IRR and retired Marines) will return to the RSU and IMA Marines will return to their parent command for post-deployment processing. For individuals this phase ends upon arrival at the RSU or parent command for deactivation. (Figure 2-6).

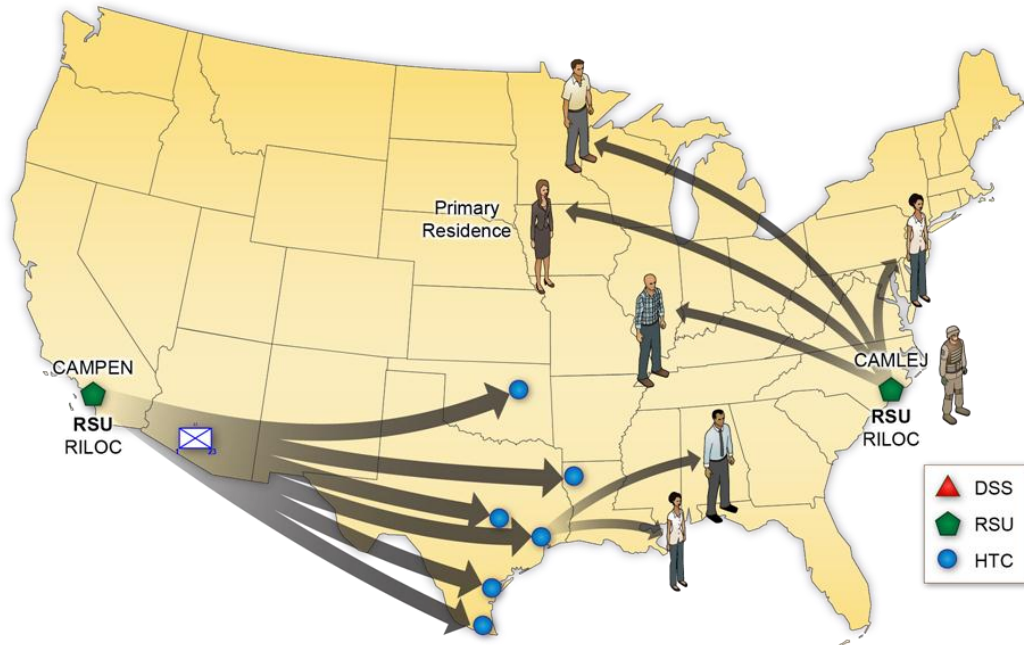


Figure 2-7.--Phase VI

6. Phase VI: Deactivation. This phase begins upon unit arrival at the HTC. For individuals this phase begins upon arrival at the RSU or parent command in the case of IMA Marines. COMMARFORCOM relinquishes command of activated SMCR units/individuals and COMMARFORRES resumes command. COMMARFORRES resumes command and conducts actions necessary to deactivate SMCR units and return them to a reserve duty status. HQMC coordinates deactivation and administrative out-processing of IRR, IMA, and retired Marines. The SE coordinates manpower, logistics, and other resources required to deactivate SMCR units and individuals. This phase ends when units or individuals are returned to reserve duty status per published activation/deactivation orders. (Figure 2-7).

2002. Activation and Deactivation

1. Figure 2-8 shows responsibility for activating, pre-deployment training, and the deactivation of SMCR units, IRRs, IMAs, Retirees and assigned Navy Reserve personnel.

2. References (t), (u), and (v) provide current USMC policy for various manpower actions.

	Who Authorizes/Activates	Responsible for Pre-Deployment Training	Who Authorizes Deactivation
SMCR units	SECNAV/SECDEF	Phase I: MARFORRES Phase III: GFC	DC, PP&O
IRR Marines	SECNAV for invol, DC, M&RA for vol	CG TECOM via SOI East/West	DC, M&RA
Marine Retirees	SECNAV or DC, M&RA	CG TECOM via SOI East/West	DC, M&RA
IMA	DC, M&RA/ Operational Sponsor	Operational Sponsor	DC, M&RA
NRP9	DCNO (N3/N5)	NMPS/GFC	DCNO (N3/N5)
Health Services Augmentation Program (HSAP)	OPNAV (N931)/BUMED	GFC	OPNAV (N931)/BUMED

Figure 2-8.--Activation and Pre-deployment Training Responsibility

2003. TASKS DC, PLANS, POLICIES, & OPERATIONS

1. As the Reserve activation/deactivation process owner, serves as the focal point for the interface between the Marine Corps and the CJCS. (Phases I - VI)

2. Coordinate, develop, and monitor the execution of USMC plans and policies supporting deployment (to include activation) and employment of Marine Corps forces. (Phases I - IV)

3. Coordinate Marine Corps force assignment, apportionment, and allocation to support Joint and Service operational planning and execution. (Phase I)

4. Coordinate with DCNO (N3/N5) and Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)) to develop processes and policies that support augmentation and reinforcement of deploying Marine Corps units, both active and reserve. (Phase I)

5. Sponsor and chair the Mobilization and Demobilization Operational Advisory Group (OAG) to identify and resolve issues related to RC mobilization/demobilization and integration with the active component. (Phases I - VI) (Appendix R)

6. Direct appropriate Report for Planning (RFP) relationships through the COMMARFORs. (Phase I)
7. Prioritize IA and validate SA billet requirements by convening the Service Augmentation Validation Board (SAVB) as requested by DC, M&RA. (Phases I - IV)
8. Maintain this Order and provide guidance to commands and agencies involved in the mobilization of the Marine Corps Reserve. (Phases I - VI)
9. Coordinate with USD (P&R), CJCS (J-4), ASN (M&RA), and supported COMMARFOR during crisis action planning/execution and sustained operations to ensure Marine Corps RC requirements are identified, sourced, and supported. (Phases I - IV)
10. Direct command relationships with the issuance of activation or deactivation guidance to SMCR units. (Phases I and VI)
11. Coordinate Navy personnel requirements, sourcing, and guidance with CNO (DCNO(N3/N5)) to ensure earliest Navy integration with deploying Marine Corps forces. (Phase I - III)
12. Monitor the activation process to ensure that support directed in the activation message is being provided. (Phases I - IV)
13. Monitor status of RC integration and force deployment, employment, and redeployment. (Phases III - V)
14. Monitor the deactivation process to ensure that support directed in redeployment and deactivation messages is being provided. (Phases VI)
15. Coordinate, develop, and monitor the execution of Marine Corps plans and policies supporting the deactivation process. (Phase VI)
16. Monitor Marine Corps Lessons Learned System (MCLLS) for unit and individual after action reports and incorporate lessons learned into this Order to ensure continued process improvement. (Phases I - VI)
17. Assist HQMC Public Affairs (PA) and MARFORRES in the execution of the Public Affairs Plan addressing activations/deactivations of the Marine Corps Reserve. (Phases I - VI)
18. As Strategic Ground Equipment Working Group (SGEWG) co-chair, assist in sourcing SMCR unit equipment shortfalls via appropriate methods. (Phases I - III)
19. Coordinate identification of the missions/forces and submission of budget requests related to involuntary activation of Reserve capabilities ISO non-contingency CCDR operational requirements pursuant to 10 USC 12304b. (Phases I - VI)

2004. TASKS DC, MANPOWER & RESERVE AFFAIRS

1. Coordinate and provide technical direction (TECHDIR) to COMMARFORRES, (MCIRSA) in execution of the notification process and supporting system to

recall individual RC Marines to active duty according to Figure 2-9. (Phase I)

Category	Report to MAGTF Commander	Remarks
IMA	72 hours from receipt of orders	
Individual Augments (IRR)	Approximately 30 days	Time may vary depending on SECNAV authorized delay policy
Casualty replacements and involuntary unit fillers	Approximately 45 days from activation	Time may vary depending on SECNAV authorized delay policy and required combat refresher training

Figure 2-9.--Recall of Individual RC Marines

2. Determine the number of IRR, Retirees and Standby Reserve required to support total Marine Corps manpower requirements. (Phase I)
3. Coordinate authorization for individual IMA and IRR activation. (Phase I)
4. Assist the supported commander in identifying and refining casualty replacement requirements for all operation plans (OPLANS) under development for their AOR. (Phase I - IV)
5. Perform functional management of the casualty replacement model used by the supported MARFOR. (Phase I)
6. Provide administrative support to the PP&O SAVB by screening, tracking, and reporting validated IA and SA billets IAW manpower management constraints. (Phases I, III, and IV)
7. Exercise oversight of IRR musters and screening conducted by COMMARFORRES (MCIRSA). (Phases I - VI)
8. Coordinate with COMMARFORRES (MCIRSA) for appropriate structure and assignment of manning for the DSSs. Provide TECHDIR to the DSSs as required. (Phases I - VI)
9. Coordinate with COMMARFORRES for appropriate structure and assignment of manning for the RSUs. Provide TECHDIR to the RSUs as required. (Phases I - VI)
10. Coordinate with Marine Corps Installations Command (MCICOM) for the appropriate structure, assignment and sourcing of manning to the Installation Personnel Administration Centers (IPAC). Provide TECHDIR to the IPACs as required. (Phases I - VI)
11. Establish mobilization monitored command codes (MOBMCC) to support SMCR unit activations. (Phase I)
12. Establish monitored command codes (MCCs) and reporting unit codes (RUCs), as required, to support the formation of the Casualty Replacement Pools (CRP). (Phase I)

13. Execute and maintain the Marine Corps Mobilization Processing System (MCMPS). (Phases I, II, and VI)
14. Participate as a voting member of the Mobilization and Demobilization OAG to ensure timely manpower support to the MAID-P process. Serve as a member of the OAG Executive Steering Committee (ESC). (Phases I - VI) (Appendix R)
15. Exercise TECHDIR over COMMARFORRES (MCIRSA) when IMA and IRR order-writing authority has been delegated to COMMARFORRES. (Phase I - II)
16. Issue Total Force manpower policy guidance ISO activation and deactivation of Marines in order to provide seamless and equitable Total Force manpower policies. (Phase I - VI)
17. Coordinate with USFFC(N1) on activation/deactivation manpower guidance for Navy personnel assigned to SMCR units. (Phase I - VI)
18. Provide administrative procedures to COMMARFORRES (RSUs) and MCICOM (IPACs) for the processing of Reserve Marines. (Phase I - VI)
19. Request Stop Loss Authority (AC/RC) from SECNAV as required. (Phase I)
20. Establish manning levels for AC/RC deploying units and commands. (Phase I)
21. Execute the officer and enlisted assignment models, identifying IRR and retiree activation requirements. (Phase I)
22. Execute the voluntary and involuntary recall of IRR and retired Marines to active duty. (Phases I - II)
23. Source, track, and report all validated IA and SA billets. (Phases - VI)
24. Provide to Deputy Commandant, Programs & Resources (DC, P&R) the number of Marines activated by grade and contingency. (Phases II - VI)
25. Authorize, via Marine Corps Combat Development Command (MCCDC), additional manning for the Schools of Infantry (SOI) East/West to support Combat Refresher Training (CRT). (Phases I - II)
26. Disestablish SMCR unit's MOBMCC upon completion of all demobilization requirements and no personnel are assigned to the MOBMCC. (Phase VI)
27. Assist HQMC (PA) in the creation and execution of the Public Affairs Plan addressing IRR involuntary activations. (Phases I - VI)
28. Monitor MCLLS for individual after action reports and incorporate lessons learned into this Order to ensure continued process improvement. (Phase I - VI)
29. Coordinate with DC, PP&O in submission of budget requests related to involuntary activation of Reserve capabilities ISO non-contingency CCDR operational requirements pursuant to reference (a) section 12304b. (Phases I - VI)

2005. TASKS DC, INSTALLATIONS & LOGISTICS (DC, I&L)

1. As SGEWG co-chair, assist in sourcing SMCR unit equipment shortfalls via appropriate methods. (Phases I - III)
2. Provide oversight and guidance to deploying forces concept of support. (Phase I - VI)
3. Participate as a voting member of the Mobilization and Demobilization OAG to ensure timely logistics support to the MAID-P process. Serve as a member of the ESC. (Phases I - VI) (Appendix R)
4. Provide oversight and guidance in the recovery of SMCR equipment. (Phase VI)

2006. TASKS DC, PROGRAMS & RESOURCES

1. Publish fiscal guidance that includes and supports activation and deployment ISO contingencies, crisis operations, and RC support to CCDR requirements. (Phase I)
2. Provide appropriation data to COMMARFORRES for RSU/NMPS contingency operations. (Phases I, II, and VI)
3. Assist in developing and establishing budget requirements for purchasing identified critical MARFORRES equipment shortfalls. (Phase I)
4. Prepare and refine service supplemental budget requests to Congress. (Phases I - VI)
5. Capture, record, and calculate Total Force manpower and equipment funding requirements during all contingencies and report to the DoD Comptroller. (Phase I - VI)
6. Establish Military Personnel Marine Corps (MPMC) and Operations and Maintenance Marine Corps (O&MMC) funding line in order to support Commander, Marine Corps Installation Command (COMMCICOM) and COMMARFORRES in activating, processing, and equipping RC Marines recalled to active duty. (Phase I)
7. Coordinate with DC, PP&O in submission of budget requests related to involuntary activation of Reserve capabilities ISO non-contingency CCDR operational requirements pursuant to 10 USC 12304b. (Phases I - VI)

2007. TASKS DC, COMBAT DEVELOPMENT & INTEGRATION

1. Generate the Consumption Model, as required, to support DC, M&RA identification of AC/RC manpower requirements. (Phase I)
2. Coordinate with DC, PP&O and the COMMARFORs to develop, refine, and maintain the capability to conduct a generic CRT Program of Instruction (POI) for activated RC Marines and AOR specific pre-deployment training. (Phase II - III)
3. As directed by DC, PP&O, conduct CRT, via SOI East and West (SOI E/W). (Phase II)

4. Ensure Navy Corpsmen in appropriate numbers are provided ISO CRT. (Phase II)

5. Participate as a voting member of the Mobilization and Demobilization OAG. (Phases I - VI) (Appendix R)

6. Provide authorized structure data to DC, M&RA. (Phase I)

7. Coordinate with DC, M&RA (RA) and COMMARFORRES (G-3 Training) to provide accelerated training for SMCR unit members (Split Increment Training) requiring initial Military Occupation Specialties (MOS) training whose units have been identified for activation. (Phase I - II)

2008. TASKS DC, AVIATION. Participate as a voting member of the Mobilization and Demobilization OAG. (Phases I - VI) (Appendix R)

2009. TASKS CG MARINE CORPS RECRUITING COMMAND (MCRC)

1. As directed by DC, M&RA, solicit volunteers to source IA/SA requirements from the IRR ISO contingency operations. (Phase I)

2. As directed by DC, M&RA, source IRR volunteers in order to (IOT) support the activation of SMCR units and IMA detachments to support contingency operations. (Phase I)

2010. TASKS SERVICE COMPONENT COMMANDERS

1. As directed by DC, PP&O, coordinate general activation and integration requirements of allocated reserve forces with COMMARFORRES and COMMARFORCOM. (Phase I - III)

2. Identify Remain Behind Equipment (RBE) and transfer mission essential RBE to SMCR units, IAW with reference (k) and (l), in order to mitigate SMCR units' equipment shortfalls. (COMMARFORCOM/COMMARFORPAC) (Phases II - III)

3. Be prepared to report, in the Defense Readiness Reporting System - Marine Corps (DRRS-MC), status on all gained AC/RC units. (Phases III - VI)

4. Plan and refine sustainment requirements for Marine Corps AC/RC forces IAW references (k), (v), and this Order. (Phases I - IV)

5. Plan and execute casualty replacement movement to theater as required. (Phase II - IV)

6. Be prepared to receive and integrate equipment to mitigate SMCR Unit Table of Equipment Requirements (UTR) deficiency equipment shortfalls. (Phase III)

7. As required, monitor planning and execution of OCONUS redeployment operations for activated SMCR units in order to enable R-ILOC actions. (Phase IV - V)

8. As required, identify retrograde and repair requirements for SMCR units. (Phase IV)

9. Be prepared to recover weapons and individual equipment to assigned IA, SA and IMAs, as required. (Phase V - VI)

10. When appropriate, participate as a voting member of the Mobilization and Demobilization OAG. (Phase I - VI) (Appendix R)
11. As required, establish General Support Teams (GST) to prepare attached activated SMCR units for deployment. GSTs work directly with the MARFORRES DSTs and are critical in managing activated SMCR unit requirements while at the ILOC. (COMMARFORCOM/COMMARFORPAC) (Phases II - V)
12. As required, request DSTs from COMMARFORRES. (Phase I)
13. Coordinate support actions between the supporting and supported MARFORs/Marine Expeditionary Force (MEF), GFCs, SE, and SMCR units. (Phases I and III* (*if needed for redeployment))
14. As required, convene an ILOC coordination conference in order to determine ILOC requirements. (Phase I)
15. Coordinate with activated SMCR unit/det CO/OIC and submit R-ILOC support request message to GFC and SE via COMMARFORCOM. (Phase IV)

2011. TASKS COMMANDER MARINE FORCES COMMAND

1. Execute planning responsibilities outlined in references (j) and (k). (Phase I - VI)
2. As directed by DC, PP&O, facilitate planning relationships between activating RC forces, GFCs, SE, supported/supporting MARFORs, and the supported commander to plan and coordinate reserve force integration activities. (Phases I - III)
3. Assist the supported CCDR in providing an operational impact assessment of equipment shortages. (Phases I - II)
4. Issue an initiating directive to SMCR units, the GFC, and SE agencies as appropriate (Appendix T). The initiating directive is intended to identify tasks and responsibilities IOT enable the forming, organizing, training, certification, and deployment of activated SMCR units not integrating with an AC MAGTF and being employed as an independent capability. (Phase I)
5. Issue movement, transfer orders and Deployment Orders (DEPORD) to activated SMCR units. (Phase II)
6. When directed, assume command of activated SMCR units from COMMARFORRES and prepare these units for deployment. (Phase III)
7. Verify activated SMCR units' Timed-Phased Force Deployment Data (TPFDD) requirements and monitor force flow per reference (k). (Phases II and III)
8. Provide funding oversight of activated SMCR units IAW Appendix P. Commander, Naval Air Reserve Force (COMNAVAIRESFOR) funds activated 4th Marine Aircraft Wing Squadrons. (Phase I - VI)
9. Be prepared to identify RBE IAW references (k) and (l). (Phase II and III)
10. When units are activated and IAW with Appendix M, report SMCR unit equipment shortfalls and operational impact to DC, I&L. (Phase III)

11. Transfer RBE that is mission essential to SMCR units to mitigate SMCR units' mission driven equipment shortfalls IAW with reference (l). (Phase III)
12. Monitor activated SMCR units' redeployment TPFDD. (Phase V)
13. Conduct deactivation responsibilities as outlined in references (i) and (k). (Phase VI)
14. Participate as a voting member of the Mobilization and Demobilization OAG. (Phases I - VI) (Appendix R)
15. As required, convene an ILOC coordination conference in order to determine ILOC requirements and coordinate support actions between the supporting and supported MARFORs/MEFs, GFCs, SE, and SMCR units. (Phases I and III* (*if needed for redeployment))

2012. TASKS COMMANDER MARINE FORCES RESERVE

1. Execute planning responsibilities in references (j) and (k). (Phase I - VI)
2. Conduct IRR muster and screening to ensure IRR availability for activation as directed by DC, M&RA. (Phase I)
3. Conduct Force Readiness Assessment and Assistance Program (FRAAP) inspections to ensure SMCR unit readiness for activation. (Phase I)
4. As directed by DC, M&RA, conduct notification and deliver orders to IRR/IMA personnel identified for involuntary mobilization. (Phase I)
5. Rehearse policies and processes to activate and task organize SMCR units when directed by DC, PP&O. (Phase I - VI)
6. Identify and prioritize UTR deficiencies by Table of Allowance Materiel Control Number, in support of all regional CCDR planning requirements to COMMARFORCOM. (Phase I - III)
7. Receive and implement training and readiness guidance from DC, PP&O to prepare SMCR forces to accomplish operational missions and tasks required by supported CCDRs. (Phase I - II)
8. Identify Navy personnel requirements to COMMARFORCOM and DC, PP&O for submission to U.S. Fleet Forces Command (USFFC), Office of the Chief of Naval Operations (OPNAV), and BUPERS. (Phase I)
9. Activate SMCR units, as directed by DC, PP&O. (Phases I and II)
10. Ensure activated SMCR units depart the HTC with required infantry combat equipment (ICE). (Phase II)
11. Augment and reinforce agencies involved in the reception of SMCR units at the ILOC, RILOC, and POE as required. (Phase II, III and VI)
12. Capture, record, and report funding requirements IAW Appendix P. (Phase I - VI)

13. Be prepared to identify RBE IAW references (k) and (l). (Phase II)
 14. Transfer RBE that is mission essential to SMCR units to mitigate SMCR unit equipment shortfalls, per reference (l). (Phase III)
 15. Transfer activated units to COMMARFORCOM once the conditions specified in the COMMARFORRES activation message are met. (Phase II)
 16. When requested, establish DSTs to plan and coordinate pre/post-deployment actions with the GFC (GSTs) and SE. (Phase I - VI)
 17. Conduct deactivation responsibilities outlined in reference (i) and when directed by CMC. (Phase VI)
 18. As directed by DC, M&RA, authenticate orders modifications initiated by M&RA (MMFA) for IRR/IMA Marines. (Phase II - VI)
 19. Participate as a voting member of the Mobilization and Demobilization OAG to ensure timely support of the MAID-P process. (Phases I - VI) (Appendix R)
 20. Be prepared to fund the RSU/NMPS contingency operations, when required. (Phase I - VI)
 21. As directed by DC, PP&O and DC, M&RA, conduct RSU and NMPS operations supporting processing, training, equipping, and other associated activities for SMCR units, AC/RC IAs, SAs, casualty replacements, and civilian DoD employees (i.e., civil service and contractors). (Phase I - VI)
 22. As directed by DC, M&RA (MP) and IAW with Appendix D, RSUs shall submit monthly throughput reports of AC/RC IAs, Navy RC personnel and DOD Civilians processed. (Phases II - VI)
 23. Manage and maintain the Reserve Component Mobilization Plan (RC Mob Plan) ICW DC, P&R to ensure fiscal accountability in support of Contingency Operations.
 24. Assist HQMC (PA) in the creation and execution of the Public Affairs Plan addressing Units, IMA and IRR involuntary activations. (Phases I - VI)
2013. TASKS COMMANDER MARINE CORPS LOGISTICS COMMAND (COMMARCORLOGCOM)
1. Identify projected supported MARFOR sustainment shortfalls to DC, I&L and Defense Logistics Agency (DLA) to develop potential sourcing options to support CCDR OPLANs. (Phase I)
 2. Review and be prepared to confirm sustainment requirements from each registered MEF's War Reserve Withdrawal Plans (WRWP), less equipment required to source SMCR unit UTR - Training Allowance (T/A) deficiencies, ISO relevant OPLANs. (Phase I)
 3. Source identified SMCR unit UTR T/A deficiencies as directed by DC, I&L. (Phases I - III)
 4. Confirm sustainment requirements from each registered MEF WRWP, less equipment required to source SMCR unit UTR shortfalls, ISO relevant execution

orders and provide sourcing information to appropriate MARFORs during execution. (Phase II)

5. Recover activated SMCR unit UTR - T/A equipment sourced for deployment to return as required to in-stores and Net War Reserve Material (NWRM). (Phase VI)

6. Reconstitute SMCR units T/A equipment identified by COMMARFORRES with NWRM in a serviceable condition for future SMCR issue. (Phase VI)

2014. TASKS COMMANDER MARINE CORPS INSTALLATIONS COMMAND

1. Execute planning responsibilities outlined in reference (k). (Phase I - VI)

2. Provide travel claim support, via IPAC, for all interim travel claims. (Phases I - VI)

3. Provide messing and billeting support to the Marines and Sailors processing through the RSU/NMPS or at an ILOC in the event of an activation. (Phases II, III, and VI)

4. Support issue and recovery of uniforms, ICE, and T/O weapons to activated Marines, AC Marines and Navy personnel processed through the RSU/NMPS or at an ILOC. (Phases II, V, and VI)

5. Support the RSU or GFC on the medical and dental screening of all AC/RC Marines and activated Navy Reservists processing through the RSU/NMPS or at an ILOC. (Phase II, III and VI)

6. Provide local transportation support for RSU/NMPS operations as required. (Phases II, III, and VI)

7. Coordinate with MARFORRES (RSU) in support of civilian DoD employees (i.e., civil service and contractors) processing as required. (Phase I, II and VI)

8. Support RSU training requirements as required. (Phases II - III)

9. Provide IPAC support to activated individuals and unit/detachment Marines attached or joined to supported units. (Phase II - VI)

2015. TASKS GAINING FORCE COMMANDER (GFC)

1. Conduct planning and coordination for reserve force integration with activating RC forces, supported/supporting MARFORs and MEFs, supported MAGTF commander, and SE. (Phases I - III).

2. Assume command/ADCON of activated SMCR units and individuals when directed. (Phase III)

3. Identify DST requirements to COMMARFORRES. (Phases I-II)

4. Perform all responsibilities associated with command/ADCON of gained RC forces at ILOC as detailed in Chapter 3 of this Order and reference (w). (Phases III and V)

5. Prepare and certify SMCR units in order to deploy ISO CCDR operational requirements. (Phase III)

6. Upon redeployment and at the direction of the gaining COMMARFOR, resume command/ADCON of reserve units and individuals until such time that the command authority is returned to COMMARFORRES/CMC. (Phase V)

Chapter 3

Unit and Detachment Activation/Deactivation

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Chapter 3

Unit and Detachment Activation/Deactivation

3000. OVERVIEW. This chapter identifies actions and tasks to support activation, movement, and deactivation of SMCR units, detachments and their associated equipment. This chapter also defines command relationships during each of the six phases of MAID. Manpower, Logistics, Fiscal, and Navy specific guidance are provided in the appropriate appendices of this Order.

3001. SMCR UNIT AND DETACHMENT ACTIVATION/DEACTIVATION

1. Purpose. This section expands upon each of the six mobilization phases identified in Chapter 2 of this Order. While the actions identified within each of the six mobilization phases are generally in sequential order, there are actions that occur concurrently with other identified actions. Figure 3-1 reflects the activation and deactivation process.

2. Mission. On order, the CMC, via COMMARFORRES, provides SMCR capabilities to augment and reinforce the operating forces in time of war, national emergency, and at such other times as national security may require.

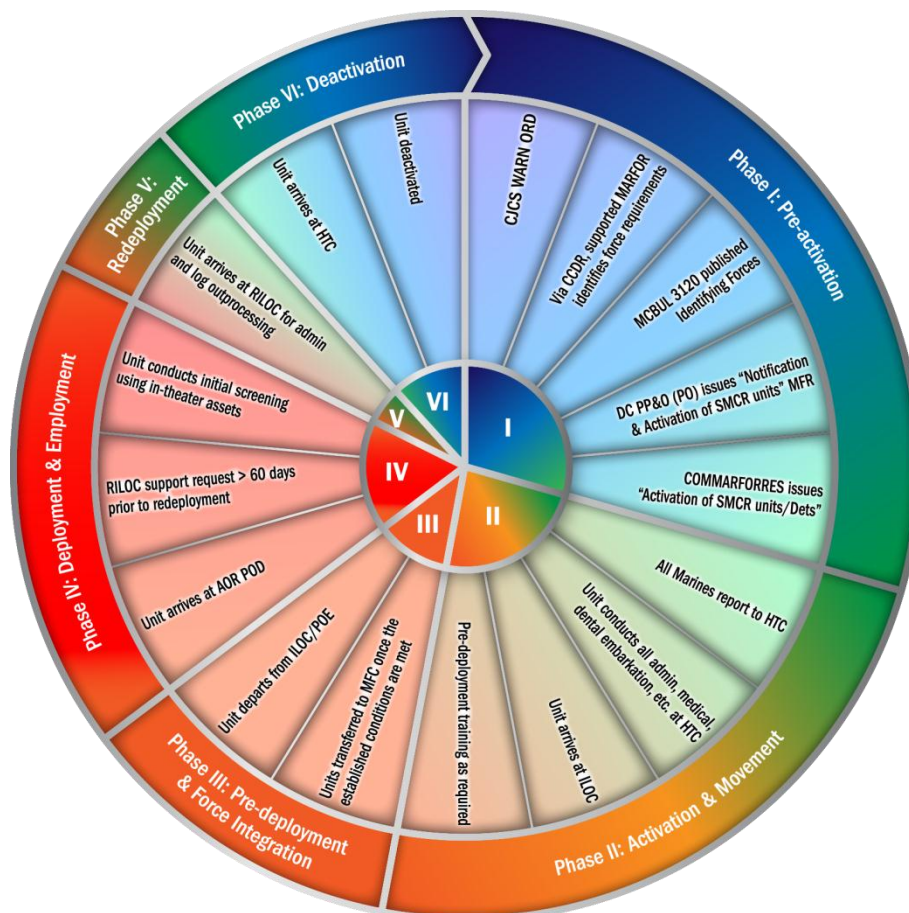


Figure 3-1.--SMCR unit MAID Phases

3. Phase I: Pre-Activation

a. Via the supported CCDR, the Supported COMMARFOR identifies force requirements IAW established GFM processes per reference (w).

b. COMMARFORCOM, as the coordinating authority for the GFM, develops a recommended sourcing of active and reserve units ICW force providers and forwards to DC, PP&O (PO) for validation and approval.

c. DC, PP&O (PO) validates the recommended sourcing solution and forwards to CMC for approval.

d. CMC approves the sourcing solution via Marine Corps Bulletin (MCBUL) 3120. The MCBUL 3120 serves the following functions:

(1) formally identifies all active and reserve force requirements,

(2) initiates the RFP process (Appendix T),

(3) establishes command relationships between activating SMCR units and GFCs, and

(4) establishes the earliest possible integration planning between activating SMCR commanders/OICs, GFCs, SE, and Supported Commanders.

e. COMMARFORRES provides detailed unit activation data (unit, location, SMCR passengers (PAX), dwell info, etc.) to COMMARFORCOM. Activation data identifies which SMCR units must activate to provide the capability specified for sourcing in MCBUL 3120. Figure 3-2 provides message traffic sequence for MAID process.

f. COMMARFORCOM, ICW COMMARFORRES, requests activation of all Reserve forces identified in MCBUL 3120. Note: COMMARFORRES also request activation of Navy requirements ISO SMCR forces. Appendix A provides provide further detail.

g. DC, PP&O (PO), ICW COMMARFORCOM and COMMARFORRES prepares SMCR unit activation package(s) for CMC, SECNAV and/or SECDEF approval/notification.

h. Sourcing of USN/USNR requirements ISO SMCR units is done in concert with the SMCR unit activation authority as reflected in Appendix A.

i. Upon approval of activation by SECDEF/SECNAV, DC, PP&O (PO) issues a "Notification of Intent to Activate" message to COMMARFORRES and informs other commands and agencies as appropriate per Appendix T.

j. COMMARFORRES, upon receipt of CMC "Notification of Intent to Activate" message, will issue an "Activation of SMCR units/Dets" message to all affected units per Appendix T. In addition to notifying units of activation, this message serves several additional purposes:

(1) Satisfies requirement to "alert" unit members IAW reference (d).

(2) Constitutes authorization to commence TRICARE health benefits for individual Marines identified to activate ISO a contingency operation and their families up to 180 days prior to activation date and commence required

immunizations. DC, M&RA will issue additional and appropriate medical/dental entitlement guidance as required.

(3) Authorizes commanding officers and detachment OICs of activating units/dets to perform the necessary administrative actions to prepare for activation.

(4) Authorizes SMCR unit commanders to provide written documentation to unit members that the unit has been alerted - not activated.

k. COMMARFORRES ensures that SMCR units are administratively prepared for activation.

l. COMMARFORRES, ICW COMMARFORCOM, GFCs, and SE, coordinates support for SMCR unit activation and deployment from HTC to an ILOC or POE as prescribed in the CCDR's TPFDD.

(1) COMMARFORCOM convenes an ILOC/RILOC coordination conference, as required, in order to determine ILOC requirements and coordinate support actions between the Supporting/Supported MARFORs and MEFs, GFCs, SMCR units, and SE.

(2) COMMARFORRES forms DSTs, as requested, ISO identified activated SMCR units IOT start pre-deployment ILOC planning with the GFC, MARFOR/MEF staffs, and SE. These teams should consist of enough subject matter expertspersonnel to effectively plan, execute, and provide supervision in coordinating all support actions between the activated SMCR unit and the GFC while at the ILOC.

m. COMMARFORCOM coordinates all ILOC requirements for total force integration.

(1) MARFORs/MEFs that will gain and integrate SMCR forces publish amplifying guidance ISO the integration. This ensures that the GFC and SMCR units receive necessary support during force integration.

(2) GFCs ensure GSTs are established to coordinate and/or satisfy activated SMCR unit training and support requirements during the pre-deployment ILOC period. These GSTs work directly with the MARFORRES RSU/DSTs and are critical in managing activated SMCR unit requirements while at the ILOC.

(3) Factors to be considered in SMCR unit ILOC determination are:

(a) ability of activating SMCR unit to integrate with the AC unit requiring augmentation or reinforcement prior to deployment and employment,

(b) facilities, equipment, and training support available at the desired ILOC,

(c) does the relative location of the SMCR unit to the ILOC align to transportation, training, and fiscal constraints, and

(d) who has regional responsibility in the MCSCP for the expected AOR in which the Reserve capability is expected to operate.

n. DC, PP&O monitors all actions during Phase I to ensure that successful force integration planning occurs prior to activation.

o. DC, M&RA issues Marine Corps Total Force Manpower Guidance that establishes specific manpower reporting/unit diary instructions, delay and exemption guidance, and other manpower information to support activation of SMCR unit members and individuals. (Appendix T)

p. DC, M&RA (MP) requests authority to implement stop loss and/or stop move, as required, from SECNAV. Stop loss may target specific MOSs or it may be a blanket authority. (Appendix F)

q. COMMARFORRES coordinates with Office of the Marine Forces Reserve, DC, M&RA (RA) and Office of Legislative Affairs (OLA) to accomplish Congressional notification and issue appropriate news releases. (Appendix T)

r. COMMARFORRES continues to perform reference (a) functions (man, train & equip) to prepare units for activation.

Message	From	To	When	Why
MCBUL 3120	CMC	MARFORs	Quarterly or as required	Identifies Approved Unit/Detachment sourcing solution
Marine Corps Total Force Manpower Guidance	DC, M&RA	MARFORs, HQMC and SE	As required	Establishes specific contingency manpower guidance
Notification of Intent to Activate	DC, PP&O	COMMARFORRES/ COMMARFORCOM and other supporting agencies	Upon SECDEF Orders Book (SDOB) approval or notification from SECNAV of activation authorization	Provides authority to COMMARFORRES to activate approved SMCR Units/Dets
Activation of SMCR/Dets	COMMARFORRES	To activating units/dets, MARFORs, and SE	Upon receipt of DC, PP&O activation msg	Authorizes Reserve units to execute activation
ILOC Feasibility of Support Request (FOS)	CO/OIC SMCR unit/det	GFC/SE, via chain of command, and COMMARFORCOM	No less than 120 days prior to activation	To determine GFC capacity to support RC ILOC requirements

Message	From	To	When	Why
Activation Complete Report	CO/OIC SMCR Unit	COMMARFORRES, COMMARFORCOM, GFC, DC, PP&O, DC, M&RA and DC, I&L	Within 24 hours of activation and formed.	Informs HHQ that all activation actions are complete
Request Transfer of Command	CO/OIC SMCR unit/det	COMMARFORRES	When established conditions have been met	Informs HHQ that command is ready to be transferred
Request Transfer of Command Message "Change of SMCR Unit Command Relationship"	COMMARFORRES	COMMARFORCOM, DC, PP&O and GFC	When arrival at ILOC and established conditions have been met	Informs HHQ that command is ready to be transferred
Directs Transfer of Command	DC, PP&O	COMMARFORCOM, GFC, and COMMARFORRES	Receipt of COMMARFORRES "Request Transfer of Command" messageWhen established conditions have been met	Informs GFC that command is transferred
RILOC FOS Request	CO/OIC SMCR unit/det or I-I Staff	Chain of Command and COMMARFORCOM	No less than 60 days prior to redeployment	Initiates planning for redeployment
Deactivation Guidance	DC, PP&O ICW COMMARFORCOM	MARFORs, MCICOM, and SE	As required	Outlines specific actions required to effectively deactivate SMCR Units.
Marine Corps Total Force Manpower Deactivation Guidance	DC, M&RA	MARFORs and SE	As required	Establishes guidance to support the release from active duty of SMCR unit members

Figure 3-2—Message Traffic Sequence

4. Phase II: Activation and Movement

a. SMCR unit personnel report to their HTC not later than the date directed in their orders. Unit reports readiness in DRRS-MC per reference (x).

b. Within 24 hours, the unit commanding officer reports "activation complete" to COMMARFORRES, via Naval message and informs COMMARFORCOM, the GFC, DC, PP&O, DC, M&RA, and DC, I&L. (Appendix T)

c. COMMARFORRES conducts embarkation and movement of personnel and equipment from the HTC and conducts movement to the ILOC and POE. Note: Movement of unit personnel and equipment can be independent of each other.

d. COMMARFORRES utilizing the RSU or a DST continues pre-deployment planning and coordination actions with the GSTs and base support agencies.

e. MARFORRES utilizing the RSU or a DST, with support from the GFC and SE complete all actions associated with RSO&I of activated SMCR units.

5. Phase III: Pre-Deployment and Force Integration. Units and detachments identified as self-deploying may not be required to complete all requirements of this phase as they deploy (surface and/or air) directly from the HTC to the CCDR AOR as required.

a. Unit arrives at ILOC/POE.

b. The activated SMCR unit integrates with the GFC. (Not applicable to units/dets self-deploying and/or conducting Pre-deployment Training Program (PTP) at HTC.)

c. GFC, ICW COMMARFORRES coordinate and manage support for the activated SMCR unit throughout the pre-deployment period.

d. If required, the GFC certifies that the activated SMCR unit has successfully completed pre-deployment training per reference (w).

e. GFC coordinates and directs movement of the activated SMCR unit from the ILOC, or HTC as applicable, to the POE per the posted strategic lift scheduling.

6. Phase IV: Deployment and Employment

a. SMCR unit/det depart from ILOC/POE and arrives in at CCDR's AOR POD for RSO&I and subsequent employment.

b. In preparation for redeployment the following actions occur:

(1) CO/OIC, SMCR unit/det submits RILOC support request no less than 60 days prior to redeployment through service component chain back to the GFC, via COMMARFORCOM. (This task may also be performed by HTC staff via COMMARFORRES to COMMARFORCOM.)

(2) The supported COMMARFOR identifies SMCR units to DC, PP&O (PO) that will be redeployed and deactivated or that may be directed to a subsequent theater for follow-on operations.

(3) The supported MARFOR conducts the initial redeployment medical and dental screening using in-theater assets.

(4) The supported COMMARFOR or MAGTF Commander develops the redeployment TPFDD to flow SMCR units back to the RILOC and/or HTC. All

redeployment planning coordination for the activated SMCR unit will take place at the Supported COMMARFOR or the CCDR TPFDD force flow conference.

7. Phase V: Redeployment

- a. Supported COMMARFOR redeploys SMCR units to CONUS.
- b. COMMARFORRES, SE and the GFC coordinate in order to provide administrative and logistical support for the activated SMCR unit throughout the post-deployment period at the RILOC.
- c. The GFC completes administrative medical and dental screening.
- d. As required, DC, PP&O ICW DC, M&RA and COMMARFORCOM issues guidance outlining specific actions required by supporting MARFORs and other USMC agencies to effectively deactivate SMCR units.
- e. GFCs, ICW COMMARFORCOM and COMMARFORRES, plans and executes SMCR unit movement to the HTC.

8. Phase VI: Deactivation

- a. SMCR unit arrives at its HTC to complete remaining deactivation tasks.
- b. DC, M&RA issues Total Force Manpower Guidance for deactivation to support the release from active duty of SMCR unit members. (Appendix T)
- c. As required, DC, PP&O (PO) issues deactivation message upon request of COMMARFORCOM. (Appendix T)
- d. SMCR unit is deactivated.

3002. Planning Considerations

1. SMCR units do not possess their complete UTR. SMCR units typically retain on-hand organic equipment that enables the unit to maintain T-1 training readiness in core competencies. This allocation of equipment is referred to as the T/A.
2. SMCR units should report to their GFC with their T/A, complete individual equipment including ICE, chemical, biological, radiological, or nuclear (CBRN) equipment, individual protective equipment, and individual T/O weapons. Deploying SMCR unit commanders will report shortfalls to Higher Headquarter (HHQ) as early as possible to allow HHQ and supporting organizations to develop the best possible sourcing solutions.
3. DC, I&L may coordinate sourcing of activated SMCR unit UTR - T/A deficiencies via a global sourcing solution.
4. SMCR units typically deploy via an ILOC or POE where AC Marine Corps Forces stage for strategic deployment. GFCs support to activated SMCR unit/det(s) include, but is not limited to: messing, billeting, local transportation, training support, deployment support, equipment to source mission specific deficiencies, photo copiers, phone and computer support, and medical support. For planning purposes, supporting MARFORs through the GFC should be prepared to provide all of the support that organic units require

considering that the SMCR unit(s) are all but "deployed" upon departure from the HTC. The GFC and Supporting Commanders should consider for planning that the duration of support to activated RC units, while at ILOC, may be lengthy depending upon the deployment scenario (crisis response or sustained combat operations) and be prepared to provide assistance accordingly.

5. 4th Marine Aircraft Wing aviation units and other units may self-deploy directly to the Supported CCDR's AOR from their HTC. The ability to accomplish direct deployment is influenced by unit(s) readiness and COMMARFORCOM and other supporting commander's ability to coordinate deployment support.

6. SMCR ground units scheduled to deploy and fall in on theater provided equipment may deploy from approved Aerial Ports of Embarkation (APOEs) pending completion of required pre-deployment training.

7. SMCR units shall be prepared to deploy within 14 days of predeployment training completion. Unit predeployment training duration is predicated upon the employing force commanders METL requirements. If no, or minimal, predeployment training is required, SMCR units are typically prepared to deploy 30 days after activation.

3003. COMMAND RELATIONSHIPS FOR UNIT ACTIVATION/DEACTIVATION

1. Background. United States Joint Forces Command (USJFCOM) was disestablished on 1 August 2011 and all assigned Marine Corps Forces (MARFORCOM, MARFORRES and II MEF) reverted to service control. COMMARFORCOM commands service retained II MEF Forces and COMMARFORRES commands service retained Reserve Forces. CMC will direct transfer of activated units from COMMARFORRES to COMMARFORCOM who will then exercise command for the purposes of integration, pre-deployment training, and deployment/redeployment actions required to support CCDR requirements. SECDEF, ICW the COCOM establishes COMREL and Uniform Code of Military Justice (UCMJ) convening authority.

Phase	Pre-activation	Activation	Pre-Deployment	Deployment	Redeployment	Deactivation
Begins	WARNORD	Unit activated	When units transfer to MFC	Departure from the POE	Departure from an in-theater POE	Arrival at HTC
Ends	Unit activated	When units transfer to MFC	Arrival at the POE	Departure from an in-theater POE	Arrival at HTC	
Command	MFR	MFR	MFC/GFC*	MFC	MFC/GFC*	MFR
OPCON				Supported CCDR/MAGTF		
ADCON			GFC**		GFC**	
Supported Command			GFC	Supported CCDR/MAGTF	GFC	
Supporting Commands			MFR, MFP, MFC, SE	MFR, MFP, MFC, SE	MFR, MFP, MFC, SE	

* East Coast (MFC)

** West Coast (MFP)

Figure 3-4.--Command Relationships

2. Command Relationships, Figure 3-4, for SMCR units/dets during each of the six phases are outlined below:

a. Phase I: Pre-activation

(1) CMC delegates authority to DC, PP&O to direct transfer of Service Retained Reserve Forces IAW this guidance.

(2) COMMARFORRES maintains command of Reserve Forces.

b. Phase II: Activation and Movement

(1) COMMARFORRES maintains command of activated Reserve units/dets.

(2) For units/dets that train and self-deploy from their HTC, or a location not covered in the East or West Coast ILOC deployment plans and deploy directly into CCDR's AOR:

(a) As directed by DC, PP&O, COMMARFORCOM assumes command upon receipt of the "Change of SMCR Unit Command Relationship" message. COMMARFORCOM may delegate command or ADCON as appropriate to enable AC/RC integration and pre-deployment functions.

(b) After transfer of activated units to COMMARFORCOM, COMMARFORRES/SE assumes responsibility as a supporting commander.

c. Phase III: Force Integration and Pre-deployment

(1) DC, PP&O directs transfer of SMCR units/dets from COMMARFORRES to COMMARFORCOM upon arrival at ILOC and receipt of COMMARFORRES "Change of SMCR Unit Command Relationship" message, Appendix T. Note: CO's/OIC's of units/dets self-deploying and/or conducting PTP at HTC are still required to submit SMCR Commanding Officer Activation Report via COMMARFORRES chain.

(a) IAW the East Coast deployment ILOC plan, COMMARFORCOM delegates command of activated reserve units to Commanding General (CG), II MEF.

(b) IAW the West Coast deployment ILOC plan, COMMARFORPAC assumes ADCON of activated reserve units. ADCON may further be delegated to CG I MEF/CG III MEF. COMMARFORCOM resumes ADCON upon SMCR unit/det departure from the CONUS/OCONUS POE.

(c) MARFORs/MEFs assuming command or ADCON of activated reserves typically exercise command authority via a subordinate unit (GFC).

(2) COMMARFORRES, COMMARFORCOM, COMMARFORPAC, COMMCICOM, and SE assume responsibility as supporting commanders to the GFC.

d. Phase IV: Deployment and Employment

(1) As directed by SECDEF, COMMARFORCOM relinquishes command of activated SMCR units upon arrival in the designated CCDR AOR. (Note: Per reference (y) Chapter V, Section A, paragraph 8. The authority ordering the transfer of the forces then must specify the command relationship to be exercised by the gaining commander, and relinquished by the losing commander.)

(2) Supported CCDR assumes OPCON of SMCR unit/det upon arrival at the POD within the CCDR AOR. Supported CCDRs typically delegate OPCON to the supported Service component.

(3) COMMCICOM continues as a supporting commander to COMMARFORCOM/COMMARFORPAC during this phase to support ILOC tasks and the planning for RILOC tasks.

(4) COMMARFORs/SE maintain responsibilities as supporting commanders to the supported COMMARFOR.

e. Phase V: Redeployment

(1) Upon departure of SMCR unit from the POE the supported CCDR relinquishes OPCON.

(a) IAW the East Coast RILOC plan, COMMARFORCOM delegates command of SMCR units/dets to CG II MEF.

(b) IAW the West Coast RILOC plan, COMMARFORPAC assumes ADCON of SMCR units/dets. As required, COMMARFORPAC is authorized to delegate ADCON to CG I MEF or CG III MEF.

(c) When directed by DC, PP&O, COMMARFORCOM is authorized to delegate ADCON of activated SMCR units to non-MARFORCOM commanders.

(d) MARFORs/MEFs assuming command or ADCON of activated SMCR units typically exercise command authority via a subordinate unit (GFC).

(2) For SMCR units/dets redeploying directly from the supported CCDR AOR to their HTC, COMMARFORCOM relinquishes command to COMMARFORRES upon arrival at HTC.

(3) COMMCICOM is tasked as a Supporting commander to COMMARFORCOM/COMMARFORPAC to support RILOC tasks.

(4) COMMARFORRES/SE maintain responsibility as a supporting commander to COMMARFORCOM.

f. Phase VI: Deactivation. COMMARFORCOM relinquishes command to COMMARFORRES upon SMCR unit arrival at HTC.

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Chapter 4

Individual Activation/Deactivation

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Chapter 4

Individual Activation/Deactivation

4000. OVERVIEW

1. This chapter identifies required actions to process individual Marines to augment, support, and reinforce contingency operations and provide crisis response. While active duty Marines can be sourced to support contingency operations, this chapter is primarily focused on the activation, integration, and deactivation of the IRR, IMAs, Retired Reserve and the Standby Reserve.

2. SMCR Marines are not typically used to source individual requirements but, with COMMARFORRES chain of command approval they may volunteer to fill identified requirements IAW reference (v).

3. Marines may be ordered to active duty using the legal authorities identified in reference (a) and shown in Figure 1-1. The activation, integration, and deactivation process applies to both voluntary and involuntary activation.

4. References (z) and (aa) establish DoD policy for ordering members of the Ready Reserve to active duty (other than for training). References (r) and (s) establish and provide DoD and Marine Corps policy and procedures for the IMA Program. References (t) and (ab) establish policy and procedures for requesting and sourcing IA and SA requirements. References (ac) and (ad) provides policy and guidance for the Retired Reserve. Reference (ae) provides Marine Corps activation policy for those with more than 16 years of service. Reference (af) provides additional Service guidance.

4001. INDIVIDUAL ACTIVATION/DEACTIVATION PROCESS

1. This process is used to meet additional manpower requirements that are not addressed within the unit activation process. The activation of the IRR ISO CRP is addressed in Appendix B.

2. Types of Individuals Requirements. There are two types of individual requirements sourced from the Marine Corps:

a. Joint Individual Augment (IA). An IA is an unfunded temporary duty position (or a member filling an unfunded temporary duty position) identified on a Joint Manning Document (JMD) by a supported CCDR to augment staff operations during contingencies. (Reference (ab))

b. Service Augment (SA). A SA is an unfunded temporary duty position required internal to the Marine Corps, other than a JMD requirement that includes an emergent individual manpower requirement not on the T/O; or a vacant chargeable T/O structure space directed to be filled by DC, M&RA during periods of heightened mission posture, per references (t) and (ab). SA requirements will be validated via the SAVB. (Appendix Q)

3. The activation process is generally the same for both IAs/SAs, depending on the Reserve Category of the Marine (SelRes, Retired, or Standby Reserve).

4. IA/SA requirements may be filled from both the AC and RC. Figure 4-1 provides an overview of the sourcing process.

5. DC, PP&O, ICW DC, M&RA and COMMARFORCOM, may authorize the SA process to source SMCR unit manning shortfalls.
6. SMCR unit(s) shall not be activated to meet IA/SA requirements.

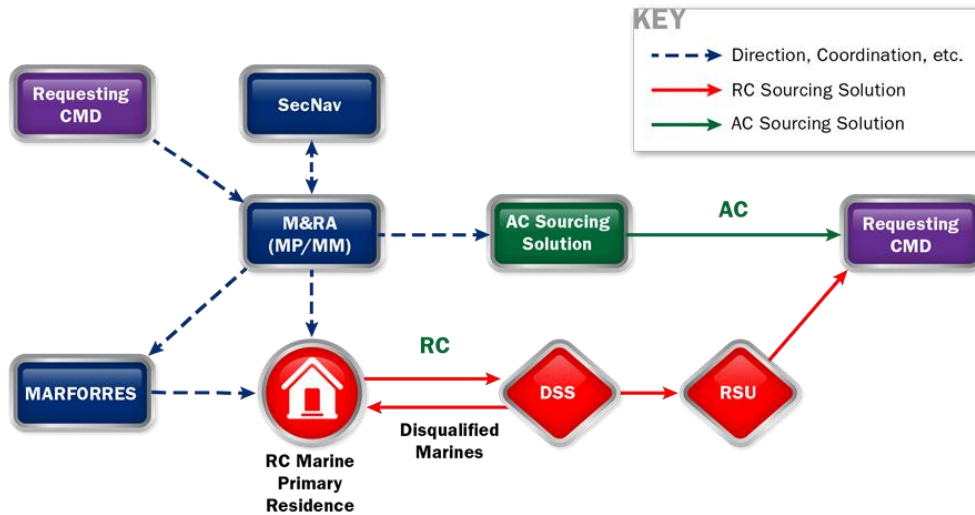


Figure 4-1.- Global Sourcing Overview

7. Phase I: Pre-Activation

- a. DC, M&RA coordinates with SECNAV, via CMC and Deputy Assistant Secretary of the Navy for Reserve Affairs, for authority to involuntarily order Marines to active duty.
- b. MARFORs, HQMC, and SE identify manpower shortfalls that require global sourcing to DC, M&RA (MM).
- c. DC, M&RA (MM) validates and approves individual manpower requirement.
- d. DC, M&RA (MM) performs a feasibility of support, with the assistance of COMMARFORCOM, to determine which component is best suited to fulfill the individual requirements using the sourcing matrix shown in Figure 4-2. If the requirement cannot be filled from the AC, Ready Reserve, or Standby Reserve, a determination is made to source from the Retired Reserve. The use of retirees is a last resort to fill contingency requirements.
- e. MARFORs, HQMC, and SE may submit a by-name request for Retired Marines. Upon validation of the requirement, DC, M&RA will screen the retiree to ensure compliance with existing statutes, policy, and guidance. If the retiree is recommended for activation:
 - (1) DC, M&RA may approve requests for 179 days or less.
 - (2) SECNAV approval is required for periods greater than 179 days.
 - (3) Upon approval, DC, M&RA (MMSR) will issue orders and inform DC, M&RA (MMFA) for tracking purposes.

Requirement	AC	RC	Remarks
Billet fills required < 30 days	X		Allows for rapid "limited" global AC sourcing
Billet fills required > 30 days	X	X	Allows fills by either AC/RC based on time, grade/MOS and billet qualification requirements
Short fuse travel Requirements	X		AC Marines are better able to meet short fuse travel requirements
Special billet requirements	X	X	Security clearances, special access programs, etc.

Figure 4-2.--SA/IA Sourcing Matrix

(4) For AC sourcing solutions, DC, M&RA (MM) directs the MARFORs, HQMC, or the SE to source the requirement. Reference (t) provides further detail on this process.

(5) For RC identified sourcing solutions, DC, M&RA (MM) will typically source from the IRR.

f. DC, M&RA will task MARFORs, HQMC, or the SE to source manpower requirement as appropriate.

g. MARFORs, HQMC, or SE will provide Marines (Active Duty, IRR, IMA, or SMCR) as possible sourcing solutions.

h. DC, M&RA (MM) will screen sourced Marines to ensure compliance with existing statutes, policy, and guidance.

i. For those being voluntarily activated under reference (a) Section 12301(d), orders will be processed IAW the Reserve category in which the Marine belongs per reference (t).

j. For Marines being activated involuntarily, DC, M&RA (MM) will screen and provide the names to be placed onto the ASN List.

(1) DC, M&RA (MM) will submit the ASN List to the ASN or his designee for approval to activate.

(2) Upon approval of the ASN List, DC, M&RA (MMFA) will notify the Marine and/or their chain of command.

k. Orders ISO Contingency Operations. A Marine's command will be responsible for issuing orders with a report date to the sourced Marine:

(1) Active duty Marines (AC and AR). The Marine's command will issue Temporary Active Duty (TAD) "in-excess" orders to the Marine. Local command appropriation data will be used.

(2) IMA Marines

(a) The Operational Sponsor for the Billet Identification Code (BIC) to which the Marine is assigned will initiate the request for orders in MCMPs, and submit to DC, M&RA (MMFA) for fund approval.

(b) Upon fund approval, MARFORRES will authenticate the orders and the Marine will receive an email notification through Marine Online (MOL). A command representative that has Marine Reserve Order Writing System (MROWS) access can retrieve the original orders. Individual Marines may also retrieve their orders via the MROWS module within MOL.

(3) IRR Marines

(a) DC, M&RA will initiate the request for orders and submit to DC, M&RA (MM) for fund approval.

(b) DC, M&RA (MM) will fund approve the orders.

(c) MARFORRES will authenticate the MROWS orders and the Marine will receive an email notification.

(d) MARFORRES will issue the activation orders to the Marine.

(4) Retired Marines

(a) DC, M&RA will direct the utilization of retired Marines to recall or retain retired Marines.

(b) DC, M&RA (MM) will coordinate required actions required to recall or retain a Marine.

(c) DC, M&RA (MM) issues orders to recall or retain a Marine.

(5) SMCR unit Marines. The Marine's command will issue TAD "in-excess" orders to the Marine.

1. DC, M&RA will coordinate with COMMARFORRES for appropriate structure and assignment of manning for the DSSs and the RSUs and provide TECHDIR to the DSSs and RSUs as required.

m. DC, M&RA will track and report all activated and recalled Marines as appropriate.

8. Phase II: Activation and Movement

a. IAs (IMA, IRR, approved individual SMCR volunteers, and Retired) report to the DSS or RSU as directed. IMAs report to their Operational Sponsor. Note: If the DSS has not been activated Marines will report directly to the RSU. Appendix C provides further detail on the employment of the DSS.

b. If DSSs are not utilized, MARFORRES will enter Marines' travel information into MCMPS to provide the RSU with the arrival date, arrival time, and airline carrier.

c. The DSS/RSU will conduct initial screening for Marines reporting for activation.

d. DC, M&RA monitors all individual activation of Marines during this phase.

9. Phase III: Pre-Deployment and Force Integration

a. IAs (IRR, IMA, SMCR, and Retired) arrive at the RSU from the DSS, when activated.

b. DC, M&RA provides TECHDIR to the DSSs and RSUs for activation processing and supported CCDR training requirements for activated or recalled Marines.

c. COMMARFORRES (RSU) coordinates administration, logistics, and training for each Marine prior to deployment.

d. As required, COMMARFORRES (RSU) coordinates with CG Training and Education Command (TECOM) (SOI) to conduct CRT.

e. SE and MCICOM provide and assist in coordinating support to include, but not limited to: administration, medical/dental, local transportation, training, equipment, billeting, and messing.

f. DC, I&L; DC, PP&O; MCICOM; and SE monitor activities and develop equipment sourcing solutions.

g. Upon completion of administrative processing, equipping, and required training, Marines are sent TAD excess to their appointed place of duty.

10. Phase IV: Deployment and Employment

a. Marines arrive at their appointed place of duty.

b. Thirty days prior to redeployment the supported COMMARFOR identifies redeploying RC Marines to the appropriate RSU.

(1) Individual demobilization plans are identified to the RSU (terminal leave, mode of transportation from RSU to the Marine's primary residence, anticipated delays in deactivation (medical, legal, etc.)).

(2) RSU coordinates order modifications through DC, M&RA (MMFA).

c. RSU informs COMMARFORRES of returning personnel.

d. Thirty days prior to the deactivation of RC personnel COMMARFORRES will coordinate return and reunion briefs to spouses and family members.

11. Phase V: Redeployment

a. Marines are directed to detach from their command. Marines may be required to conduct an operational stand down with the GFC prior to detaching. (Appendix D)

b. The losing command for IAs is responsible for coordination of movement of the Marine to the RSU.

c. IAs Marines arrive at the RSU. IMA Marines, assigned as IAs will typically return to their primary residence from their losing command unless issued gear at an RSU. IMA IAs issued gear will return to the RSU that process them upon activation.

12. Phase VI: Deactivation

- a. COMMARFORRES (RSU) will execute deactivation responsibilities to ensure Marines are prepared for deactivation.
- b. SE and MCICOM provide and assist in coordinating support to include, but not limited to: administration, medical/dental, local transportation, training, equipment, billeting, and messing.
- c. DC, M&RA monitors all aspects of the deactivation process.
- d. COMMARFORRES (RSU) coordinates transportation to Home of Record (HOR) or primary residence.
- e. The IA is deactivated upon return to primary residence or HOR IAW issued orders.

4002. Command Relationships During AC/RC Individual Activation/Deactivation and Deployment. During this period the following command relationships are in effect:

1. COMMARFORRES commands RSUs. (Phases I - VI)
2. The IRR and Retired Reserve are Service Retained. (Phases I & VI)
3. IMAs are commanded by their assigned organization. (Phases I - VI)
4. COMMARFORRES, COMMCICOM, and SE Commanders are supporting commanders in the activation and deactivation of individuals. (Phases I - VI)
5. GFCs gain individuals during force integration, deployment, and redeployment. (Phases III - V)

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Appendix A

Navy Activation/Deactivation in Support of SMCR Units

1. Purpose. The USN supports the Marine Corps Reserve with approximately 1,600 AC/RC personnel. Reference (ag) establishes Marine Corps policy for the administration of these assigned unit personnel. References (o) through (q) and (ah) through (aj) provide additional Navy activation/deactivation processes, policies, and procedures for recall of Navy personnel to active duty (other than for training) ISO SMCR units identified for activation during a contingency.

2. Navy Reserve Activation Process. The following provides an overview of the Navy activation process for NRP9, and HSAP/IA personnel process.

a. NRP9 personnel are those Navy Reserve Personnel who are assigned to various USMC units and activities, per reference (ag). The below steps are generally required for activation of NRP9 personnel. Figure A-1, represents a notional timeline for activation of Navy reserve personnel.

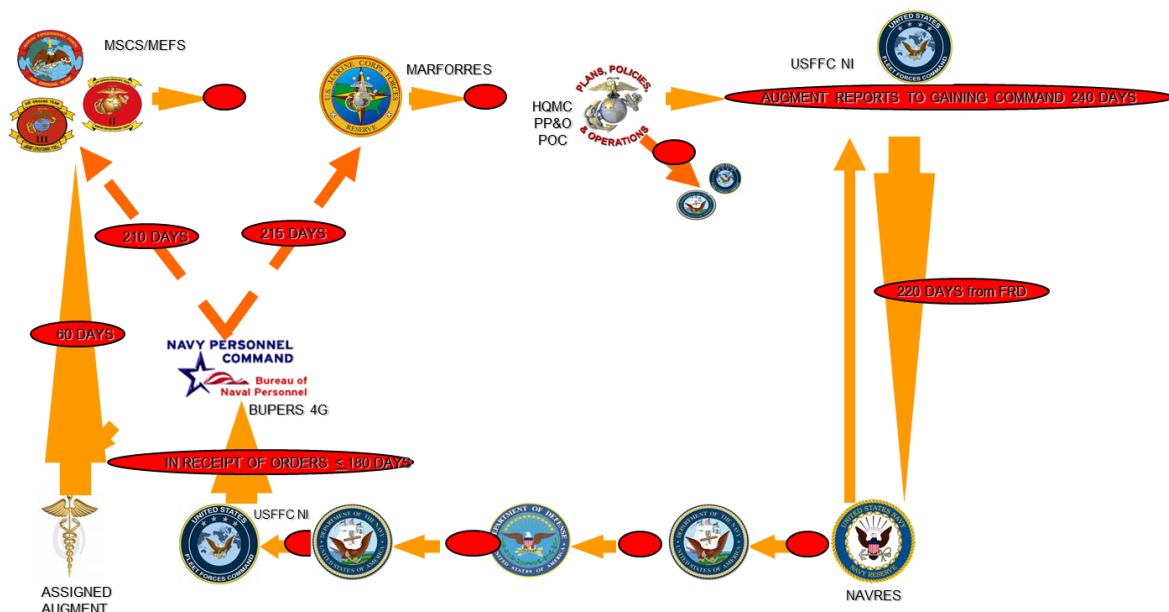


Figure A-1--Navy Notional Activation Timeline

(1) Phase I: Pre-activation

(a) Upon release of the CMC approved sourcing solution via MCBUL 3120, COMMARFORRES identifies Navy requirements and recommended personnel.

(b) Supported units must carefully consider the accurate timeline for their Navy personnel given the requirement for NMPS in-processing and the differences between the Navy and Marine Corps activation process. For example, if the unit's request is for Navy personnel to arrive at the PTP, they will not be present at the HTC for USMCR mobilization date.

(c) COMMARFORRES submits Navy requirements and identified personnel to DC, PP&O, with notification to COMMARFORCOM (G-1), United States

Fleet Forces Command (USFFC) (N1), and DCNO(N3/N5) via an Automated Message Handling System (AMHS) Blue in Support of Green (BISOG) message as well as being entered into MCMPS. A BISOG Tracking number (BTN) will be placed in the AMHS message. At the MEF/MARFOR level the BISOG tracker will be utilized and must be completed when the message is sent.

(d) DC, PP&O validates the requirements and recommended personnel sourcing solutions and identifies the requirement to USFFC(N-1). USFFC utilizes MCBUL 3120 as activation authority. USFFC will use the BTN in the messages to pull the Force Tracking Number (FTN) from the tracker.

(e) USFFC(N-1) coordinates with COMNAVRESFORCOM to ensure personnel are qualified for activation.

(f) Upon approval by COMNAVRESFORCOM, USFFC submits requirements and approved personnel, via a Service Approval Package, to DCNO(N3/N5).

(g) The Service Approval Package is submitted to SECDEF or SECNAV accompanied by official tasking letter.

(h) Upon approval of the personnel and requirements, OPNAV tasks USFFC to fill the requirement via serialized letter.

(i) USFF(N1) sends approval authority to BUPERS(PERS 4G) to activate personnel.

(j) BUPERS will issue activation orders via message traffic to Assigned Augment, the gaining MARFOR, the gaining command and posts the orders to BUPERS online.

(2) Phase II: Activation and Movement

(a) Activated personnel report to their NOSC.

(b) Activated personnel conduct movement to the NMPS as directed for administrative and logistical processing.

(3) Phase III: Pre-deployment and Force Integration. Upon completion of activation processing, mobilized Navy personnel report to the assigned SMCR unit HTC or ILOC. In the case of Navy personnel going to AC units, they will report directly to the assigned unit following administrative and logistical processing at the NMPS.

(4) Phase IV: Deployment and Employment. 90 Days prior to end of mission BUPERS will issue deactivation orders.

(5) Phase V: Redeployment

(a) Navy personnel are directed to return to the CONUS NMPS, unless otherwise authorized to remain with unit through redeployment back to HTC.

(b) Activated personnel conduct movement to the directed NMPS for required administrative and logistical processing.

(6) Phase VI: Deactivation

(a) Navy personnel arrive at their HTC, or to the supported unit, if authorized, for return and reunion.

(b) Navy personnel will complete administrative and logistical processing as required.

(c) Navy RC personnel will complete medical, dental, and administrative processing and be released from active duty by the NMPS. The NMPS will coordinate travel to the Sailors' NOSC and home.

(d) RC/AC Sailors shall not be demobilized earlier than the supported unit without justification and authorization from the supported unit commander.

(e) Sailors extending beyond the original demobilization date must submit a Voluntary Service Agreement to COMMARFORRES (G1/Ops) NLT 60 days prior to the expiration of the orders issued.

(f) The NOSC, CO resumes command of deactivated Navy Reserve personnel.

b. HSAP/IA personnel are those active duty Navy medical personnel that are assigned to CONUS/OCONUS Navy activities and are ordered to a Marine Corps T/O per reference (aj).

(1) Phase I: Pre-activation

(a) Upon release of the CMC approved sourcing solution via MCBUL 3120, MARFORs/MEFs identify Navy requirements.

(b) MARFORs/MEFs submit Navy requirements to DC, PP&O, with notification to COMMARFORCOM.

(c) MARFORs validate requirement and submit to DC, PP&O via AMHS BISOG message as well as being entered into the MCMPS.

(d) DC, PP&O validates the requirement and identifies to USFFC(N-1).

(e) USFFC(N1) submits requirements, via a Service Approval Package, to OPNAV (N0931/N31) for approval.

(f) Upon approval of requirements, OPNAV tasks USFFC(N1) to fill the requirement.

(g) USFFC(N1) tasks BUMED or other supporting commands.

(h) Upon identification of personnel, BUMED provides to USFFC(N1).

(i) USFFC sends approved augments to BUPERS(PERS G4) for issuance of orders.

(j) BUPERS will issue orders and inform the Sailor.

(2) Phase II: Activation and Movement

(a) AC personnel ISO SMCR units are not required to report to the NMPS for administrative and medical processing. However, HASP/IA may be requested during this process to expedite the integration of RC Sailors.

(b) Upon completion of NMPS processing personnel ISO active component Marine Corps units report to supported Marine Corps unit for administrative and logistical processing and join their unit.

(3) Phase III: Pre-deployment and Force Integration. Navy personnel fill T/O structure during pre-deployment training.

(4) Phase IV: Deployment and Employment. 90 Days prior to end of mission BUPERS will issue orders to personnel returning to CONUS.

(5) Phase V: Redeployment

(a) Navy personnel will return with supported unit back to CONUS and remain with unit through redeployment.

(b) Personnel conduct required administrative and logistical processing as needed and return to home station.

(c) Sailors shall not be released from the supported unit without authorization from the supported unit commander.

(6) Phase VI: Deactivation. Not applicable.

APPENDIX B

INDIVIDUAL CASUALTY REPLACEMENTS AND UNIT REPLACEMENTS

1. Purpose. To provide USMC individual casualty replacement methodology beginning with the supported COMMARFOR conducting a casualty estimate during Course of Action (COA) development and selection per reference (ak) using an M&RA casualty planning model. Following COA decision, DC, M&RA identifies AC/RC Marines to source casualty replacements. Initially, casualty replacements are sourced from the AC until the activation of the IRR is sufficient to meet operational demand. The Marine Corps Reserve is part of a total force sourcing solution for casualty replacements. Processing and equipping of casualty replacements is conducted by COMMARFORRES ICW COMMCICOM and CG MCCDC. SOI E/W, conduct CRT prior to Marines reporting to their GFC.

2. Initial Planning. During COA development, the supported MARFOR develops casualty estimates for each campaign phase based on USMC forces engaged, enemy capabilities and assumed combat intensity. This activity is accomplished using the DC, M&RA sponsored Casualty Replacement Model (CRM).

a. This tool is used by MARFOR/MEF/Major Subordinate Command (MSC) (G-1/S-1) planners to:

(1) Evaluate combat scenarios.

(2) Assist with COA analysis.

(3) Assist MEF manpower planners to identify numbers of replacements required by grade/MOS and element of the MAGTF by phase of operation to DC, M&RA (MP).

(4) Facilitate DC, PP&O and DC, M&RA planning to determine the number and location of DSSs, RSUs, and SOIs required to process and train IRR Marines.

(5) The CRM has the capability to model conventional, Nuclear, Biological, and Chemical (NBC) and Disease Non-Battle Injury casualties.

b. Identifies the number of replacements required by phase of the campaign/operation. Casualty replacement requirements are registered in the supported CCDR's TPFDD.

c. Provides a data set used by DC, CD&I (TFSD) to capture manpower requirements determined by the Consumption Model delta (Appendix L). At execution, this information is used by DC, M&RA to source AC/RC casualty replacement requirements by grade and MOS. DC, M&RA is tasked with sourcing this requirement.

d. Enables DC, M&RA (MP) to coordinate with the supported COMMARFOR, COMMCICOM, CG TECOM, and COMMARFORRES to establish flow of casualty replacements using Mass Notification (Appendix L), per the supported CCDR's TPFDD.

e. Supports CG TECOM (SOI E/W) planning for CRT. Planning includes determining ammunition requirements, instructors, range requirements, and medical support commensurate with projected throughput.

f. Supports COMMCICOM and COMMARFORRES in conducting throughput planning such as administration support, messing and billeting, and equipping (i.e., uniforms and weapons).

g. Supports DC, PP&O in identifying individual RC requirement to SECNAV.

3. Casualty Replacement Planning

a. Initial Planning. DC, M&RA (MP) and supported COMMARFOR/MEF collaborate during COA development to determine the casualty replacement requirement (by grade and MOS by element of the MAGTF) based on type of combat (low, medium, intense) by geographic location, time of year, and enemy capability that would prevent the MAGTF from accomplishing its mission. Figure B-1 below illustrates the initial planning process to determine casualty replacements.

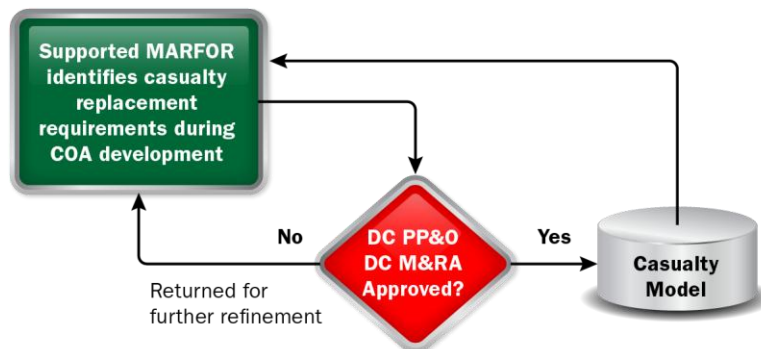


Figure B-1.--Casualty Replacement Planning

b. Execution. During execution, the model is periodically run based on current situation and other known planning factors.

(1) Once the refined model requirement is approved by the supported COMMARFOR, CMC determines, based on recommendation of DC, M&RA, whether AC or RC Marines (IRR or Retirees) will be used to source initial casualty replacements.

(a) If active duty Marines are sourced as casualty replacements, the following actions occur per reference (t):

1. DC, M&RA will allocate individual grade and MOS fill requirements to the operating forces and SE for sourcing.

2. Losing command/agencies will:

a. Issue by-name orders to identified active duty Marines to report to an RSU for training prior to reporting to their gaining command. Marines found non-deployable will be returned to their parent command unless otherwise directed by the DC, M&RA.

b. Provide individual equipment such as, but not limited to, T/O weapon, ICE, and gas mask.

c. Conduct medical and dental screening.

d. By exception, if the losing command is unable to provide individual equipment and/or provide medical/dental exams, the RSU will complete administrative and logistical processing of the Marine. RSU funding for equipping these AC Marines is provided by DC, P&R via the COMMARFORRES comptroller. (Appendix D)

(b) When RC Marines (IRR and Retirees) are authorized to be sourced as casualty replacements the following actions will occur per reference (t):

1. Orders will be issued IAW with procedures established in Chapter 4 of this order directing RC Marines to report to a DSS or RSU.

2. DC, M&RA will designate which DSSs, if any, will be activated and manned to process personnel IAW Appendix C, prior to arrival at the RSU.

(2) Casualty Replacement Pool (CRP). CRP is an administrative grouping of Marines to facilitate processing and training of large numbers of replacements. CRPs shall be comprised of AC/RC Marines whose grades and MOSS are most likely needed to support the contingency. If the formation of CRPs is required, DC, M&RA (MP) will direct the staffing of the RSUs with AC/RC Marines to support the process. Manning levels for casualty replacement throughput at the RSU are shown in Appendix D.

(3) Combat Refresher Training (CRT). Determined by the Service and Supported CCDR based on CG TECOM established CRT POI, other operational considerations, and additional individual training requirements.

(4) School Of Infantry (SOI)

(a) When directed, CG TECOM (SOI) conducts CRT for individual AC/RC Marines in order to re-familiarize them with selected Marine Corps common skills required to function in a combat environment.

(b) DC, M&RA (MP) will authorize, via CG MCCDC, additional manning for the SOIs to support CRT. Augmented manning levels for SOI CRT are reflected in Figure B-2.

Manning Level	Casualty Replacement Throughput	SOI Augmentation
Option 1	15-50 per week	25
Option 2	51-100 per week	39 (64 total)
Option 3	101-300 per week	67 (131 total)

B-2.--SOI Augmentation

(c) SOIs must be manned 21 days prior to the reporting of the casualty replacements in order for CRT trainers to be ready and in place to support the CRT POI.

(d) SOIs will conduct the seven day POI for CRT unless directed to execute the 15 day POI by DC, PP&O (PO).

(5) Casualty Replacement Timeline. In conjunction with establishing the casualty replacement flow, DC, M&RA (MP) and DC, PP&O (PO) coordinate

with the gaining COMMARFOR to select either a seven or 15-day CRT POI. Figure B-3 shows a notional timeline when casualty replacements will be available to the gaining supported commander. These timelines may be shortened depending upon the urgency of the crisis and waiver of delay by the SECDEF.

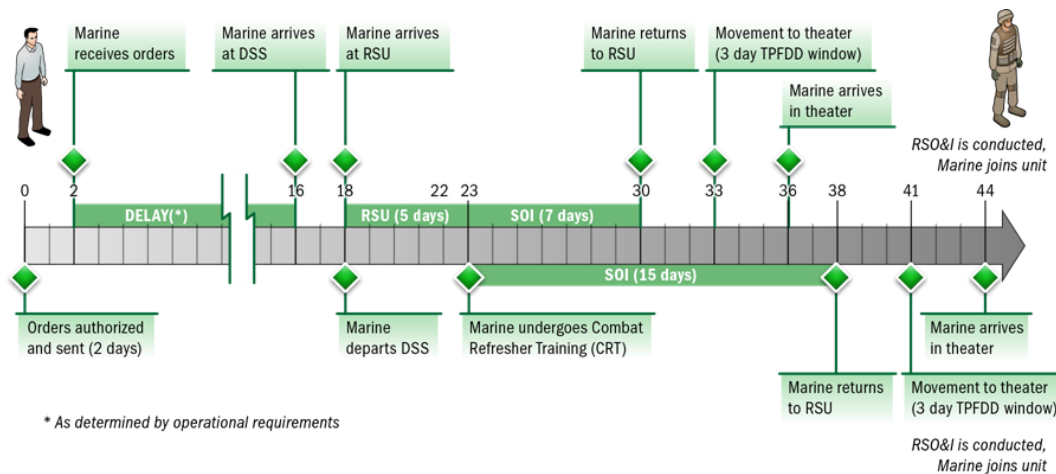


Figure B-3.--IRR Casualty Replacement Timeline

4. Tracking Casualty Replacements. Replacements will be tracked using MCMPS.

5. Supported COMMARFOR. Develops concept of casualty replacements and requests ("pulls") casualty replacements into theater. (Appendix T)

6. Unit Replacement. This section addresses the replacement of USMC units that have become non-operational through attrition due to combat losses or as a result of non-hostile action. Catastrophic loss of capability/combat effectiveness will be determined by the supported commander or the supported service component. Unit replacement will be at the company and platoon or equivalent with aviation units replacing down to the aircrew level. The following planning options are provided for replacing AC/RC capabilities during combat operations:

a. The threshold of unit replacement will typically be 80% of the aggregate peacetime T/O based on the deployment guidance. For example, USMC AC/RC units ISO an operation deploy at 90% of the peacetime T/O. Once that unit falls below 85% of the deployment strength (77% of T/O), this unit will be considered non-operational and replaced.

b. MAGTF Commander replaces non-operational units with other units within the MAGTF's force list. Attrited units are reconstituted with manpower, equipment, and training.

c. HQMC recommends to the JS to globally source AC replacement unit(s). This effort is coordinated with OSD, JS, and appropriate CCDRs.

d. HQMC recommends and coordinates with the JS to activate SMCR units to augment (i.e., provide same capability) the supported commander at the company or platoon level or equivalent with aviation units replacing down to

the aircrew level. If this option is used, DC, PP&O will identify SMCR units, via COMMARFORRES, to sufficiently source unit replacement requirements. SMCR activations will be IAW Chapter 3 of this Order.

7. Planning Factors

a. Expect casualty replacement flow IAW Appendix D.

b. Marines will arrive for CRT equipped by COMMCICOM ICW the RSU ready to conduct training.

c. CRT will not interfere with regular SOI accession training.

d. Marine instructors from the SOI IMA will be ordered to active duty prior to establishing the CRP. If instructors are sourced from the IRR they should be activated at a minimum of four weeks prior to arrival of the first casualty replacements.

e. Officers and Staff Noncommissioned Officers (SNCOs) may not be required to attend all CRT. Officer and SNCO CRT should be based on future billet assignment.

f. SOI is not responsible for conducting activated SMCR unit training. This is the responsibility of COMMARFORRES and the GFC.

g. Tasks

(1) DC, M&RA

(a) As coordinated with DC, PP&O (PO), issues orders for SOI instructors in sufficient time to ensure these Marines are in place and ready to conduct CRT.

(b) Be prepared to provide additional manpower to support SOI training requirements.

(2) CG TECOM

(a) Be prepared to conduct CRT.

(b) Conduct seven or 15 day CRT for casualty replacements.

(c) Coordinate with CG Marine Corps Systems Command (MARCORSYSCOM) for additional ammunition requirements to support CRT.

(3) CG MCICOM

(a) Provide training ranges for CRT.

(b) Provide additional support as required.

h. Administration

(1) Administration for SOI permanent or gained personnel is conducted by organic administrative capability.

(2) Administration for Marines undergoing CRT is the responsibility of the RSU.

APPENDIX C

DEPLOYMENT SCREENING SITE (DSS) OPERATIONS

1. Background. COMMARFORRES maintains DSSs geographically dispersed throughout CONUS based on IRR populations (Figures C-1 and C-2). Each DSS is manned by IMA Marines assigned to the Readiness Support Program (RSP). During a contingency operation, DC, M&RA (MP) will determine initial muster locations and activate, as required, the appropriate DSSs for initial mobilization screening. RSP Marines will activate in support of the DSS. Upon activation, RSP Marines will be assigned to the Inspector-Instructor (I-I) staff collocated with the DSS.



Figure C-1.--Deployment Screening Sites

2. Mission. In response to a contingency operation and when authorized, DC, M&RA may authorize the activation of the DSS to support activation and recall of individual Marines (IRR, Standby Reserve and the Retired Reserve). The DSS provides initial screening of Marines ordered or recalled to active duty ISO contingencies prior to movement to the Reserve Support Units.

3. Phase I: Pre-Activation Contingency Planning

a. COMMARFORRES will continue to conduct annual IRR musters per references (aa) and (al).

b. When directed by DC, M&RA, COMMARFORRES will activate the appropriate number of DSSs.

4. Phase II: Activation and Movement

a. Each DSS should plan to screen and transport activated Marines to the RSU.

b. Marines will typically spend 48 hours at a DSS, prior to movement to an RSU.

c. As required and if available, DSSs will provide messing and billeting.

d. Initial screening and muster processes generally include the following:

(1) Complete Dependency Application. This ensures the Marine reports with supporting documentation required by the RSU to complete activation.

(2) Require member to sign new Privacy Act Statement, as required.

(3) Update to the Marine's Record of Emergency Data (RED), using MOL.

(4) Informs the Marine that he/she is automatically covered by Servicemembers Group Life Insurance (SGLI) unless they have elected reduced or no coverage. Informs the Marine of available Family SGLI coverage.

(5) Informs the Marine that he/she is eligible for TRICARE benefits and instructs individual(s) on necessary steps for benefits enrollment.

(6) Conduct electronic Service Record Book or Officer Qualification Record audit.

(7) Conduct medical screening/evaluation of individual Marine and determine if physically qualified for mobilization orders IAW published DC, M&RA guidance.

(8) Height/weight screening will be conducted IAW published DC, M&RA guidance.

(9) Provide DD&E information and guidance per Appendix G.

(10) Assist Marines in updating their myPay account information.

(11) Obtain uniform size requirements from each Marine being activated and provide to the RSUs as required.

(12) DSSs will enter screening results into MCMPS.

e. Provide air/ground transportation of the member to the RSU, when required.

5. Tracking. Marines are tracked/processed via MCMPS. This ensures that DC, M&RA (MP), DC, PP&O (PO), RSUs and the Marine's gaining command are cognizant of the Marines status and location.

6. Requests for Delay, Deferment or Exemption (DD&E). Appendix G provides DD&E guidance.

7. Policy

a. Marines are an in active duty status when travel has been initiated in conjunction with orders. During this period Marines are subject to the UCMJ.

b. COMMARFORRES maintains administrative responsibility of the Marine while processing through the DSS.

c. If a Marine is found not qualified to execute orders, the orders are modified and provided a new expiration date and travel back (funded) to their primary residence by DC, M&RA (MM) via COMMARFORRES. Upon arrival at Primary Residence, de-activated Marines will submit a final travel claim.

d. Marines found not qualified for active duty will have their cases referred to COMMARFORRES to determine their future recall potential.

e. Failure to Report. If a Marine fails to report on the report date or within the subsequent 24 hour period, the Marine is considered in an Absent Without Leave status and shall be considered a Deserter. Reserve Marines who fail to report will be reported to civilian agencies via the issuance of a DD Form 553 (Deserter/Absentee wanted by the Armed Forces). The DSS will coordinate with their servicing Staff Judge Advocate on issuing the DD Form 553 for review and verification that the Marine was properly notified of the involuntary activation. Reference (am).

8. DSS Locations. The following DSSs will be established and maintained as required by COMMAFORRES, Figure C-2. As required, COMMARFORRES will coordinate with DC, M&RA on the disestablishment and establishment of new locations.

Number	I-DSS	MCC	Number	I-DSS	MCC
1	RSP-1 BELL CA	SFY	16	RSP-3 FT DEVENS MA	SFL
2	RSP-1 MIRAMAR CA	SFZ	17	RSP-4 MARIETTA GA	SEV
3	RSP-1 SACRAMENTO CA	SCA	18	RSP-4 CHARLOTTE NC	SED
4	RSP-1 SALT LAKE CITY UT	SES	19	RSP-4 DAM NECK VA	SFO
5	RSP-1 FT LEWIS WA	SFP	20	RSP-4 MEMPHIS TN	SEN
6	RSP-2 MINNEAPOLIS MN	SFE	21	RSP-4 CAMP UPSHUR QUANTICO VA	SEH
7	RSP-2 CHICAGO IL	SFS	22	RSP-4 HUNTER AAF SAVANNAH GA	SEE
8	RSP-2 CINCINNATI OH	SEX	23	RSP-4 ORLANDO FL	SBG
9	RSP-2 BRIDGETON MO	B44	24	RSP-5 FORT WORTH TX	SEZ
10	RSP-2 SELFRIDGE AGNB MI	SFW	25	RSP-5 HOUSTON TX	SFB
11	RSP-2 KANSAS CITY MO	SFD	26	RSP-5 SAN ANTONIO TX	SFJ
12	RSP-3 SYRACUSE NY	SEC	27	RSP-5 AURORA CO	SFA
13	RSP-3 PHILADELPHIA PA	SFT	28	RSP-5 LUKE AFB, PHOENIX AZ	SFU
14	RSP-3 BROOKLYN NY	SFQ	29	RSP-5 OKLAHOMA CITY OK	SFH
15	RSP-3 N VERSAILLES PA	SFI	As of 30 May 2013		

Figure C-2.-- Deployment Screening Site (DSS) Monitored Command Codes (MCCs)

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APPENDIX D

RESERVE SUPPORT UNIT (RSU) IN SUPPORT OF MOBILIZATION

1. Purpose. This appendix establishes RSU operations ISO a contingency or crisis.

2. Background. RSUs are tasked to support deployment of operational forces, processing AC personnel and RC personnel (IMAs, IRR Marines, SMCR volunteers, recalled retirees and Navy Reserves) and civilian DoD employees (i.e., civil service and contractors) as directed by DC, PP&O and DC, M&RA, per reference (an). This section focuses on the organization and responsibilities for activation/deactivation and processing of SMCR units, AC personnel, individual RC personnel, Navy RC personnel assigned to SMCR units, and contractors supporting operational requirements. NMPSSs have been designated at RSUs MCB Camp Pendleton and MCB Camp Lejeune to process activated Navy Reserve personnel and may be activated to support the processing of Navy personnel. COMMARFORRES may also task RSUs to facilitate integration planning and conducting admin and logistical support IOT receive, stage and organize activated reserve units at ILOC.

3. Mission. During contingency operations the RSU, directed by DC, M&RA via COMMARFORRES, will coordinate administrative and legal processing; medical and dental screening; training support; and equipping of individual Marines (AC and RC) serving as IAs/SAs or pending assignment ISO operational requirements. The RSU will also provide similar support to RC Navy personnel being ordered to active duty ISO Marine Corps forces. Additionally, the RSU shall coordinate the administrative, legal, logistics, processing, and training support to civilian DoD employees who are required to support operational requirements in a forward operating area. As directed by COMMARFORRES, the RSU will also provide support to planning, RSO&I, and pre-deployment activities to activated SMCR units at the ILOC.

4. RSU

a. Structure. When required during contingency operations the RSU increases staffing with additional activated RC Marines per Figures D-2, D-4, and D-6. Figures D-8 and D-9 provide an overview of the activation/deactivation process. The RSUs are staffed with active, reserve and civilian manpower identified on its T/O to allow for scalable manning of the RSU, as necessary, to meet the projected processing requirements.

b. Contingency section tasks within the core RSU:

(1) S-1

(a) Responsible for the administrative processing requirements identified in Appendix J associated with the activation/deactivation of individual RC Marines.

(b) Responsible for in/out-processing of individual RC Marines as directed using MCMPS.

(c) Responsible for in/out-processing Navy Reserve personnel assigned to SMCR units. Navy Reserves are gained to active duty via the local Navy Personnel Support Detachment (PSD), which creates an active duty pay and personnel account in the active duty Navy pay and personnel system.

(d) Endorses AC/RC Marines' orders to reflect activation/deactivation and to/from TAD in excess.

(e) Provides Service Member's Civil Relief Act briefings.

(f) Establishes an Administrative Holding Company to "hold" Marines determined unqualified for active duty or until the Marine is released from active duty or discharged (if applicable) (applies to RSU Camp Lejeune and Camp Pendleton only).

(g) Reports arrival and processing of IA AC/RC Marines, Navy Reservists and civilian DoD employees (i.e., civil service and contractors) via MCMPS as shown in Figure D-9 below. Coordinates with DC, M&RA (MMFA) regarding RC Marines not found qualified for active duty for orders resolution/determination.

(h) If DD&E is approved, ensure appropriate DD&E code is entered into MCMPS.

(i) As directed by COMMARFORRES, provide administrative support at ILOC for activated SMCR units.

(2) S-3

(a) Coordinates with supporting SOI for CRT.

(b) Establish CRPs, as directed by DC, M&RA, to support throughput requirements.

(c) Provides or coordinates training and equipment issue for deployment to theater for all civilian DoD employees (i.e., civil service and contractors) as prescribed by the gaining CCDR.

(d) Coordinates and/or provides PTP for IA/SA as required per reference (w).

(e) As directed by COMMARFORRES, coordinate service support requirements at ILOC for activated SMCR units.

(3) S-4. Responsible for coordinating with the SE for the following:

(a) Messing and billeting through appropriate base/camp organization. Billeting locations for individual Marines will be tracked.

(b) Coordinate the issuance and recovery of uniforms, individual equipment, and T/O weapons to activated Marines, AC Marines, and Navy personnel.

(c) Schedule initial dental and medical appointments with the supporting base/station medical treatment facility for all AC/RC Marines and activated Navy Reservists.

(d) Coordinate or provide in and around local transportation to support AC/RC processing as required.

(e) Establishment of airport liaison teams, as required, to meet arriving personnel.

(f) Be prepared to provide activated Marines/units support and access to administrative supply requisitioning in support of ILOC.

c. RSU Quantico will normally not process casualty replacements unless there are extenuating circumstances. RSU Quantico supports the individual requirements of the National Capital Region (NCR), which includes HQMC, other Marine Corps commands and agencies, and the JS.

d. RSU Miramar will normally not process casualty replacements unless there are extenuating circumstances.

5. Navy Contingency Support

a. Navy Mobilization Processing Sites (NMPS). Per reference (p), DC, M&RA designated MCB Camp Pendleton and MCB Camp Lejeune as NMPSs to process USNR personnel assigned to activated SMCR units. When activated the NMPS has the capability to process up to 50 Navy reservists per day to active duty. NMPS are responsible for the following within the RSU:

(1) Administrative and medical processing of AC/RC Sailors ISO USMC units and the medical screening of all AC and RC Marines and Civilian DoD employees/contractors.

(2) Order verification, endorsement and annotation in the NMCMPs.

(3) Provide lodging accommodations to activated Navy Reserve personnel.

(4) Liaison with local Navy PSD in establishing active duty pay accounts and personnel active duty strength gain of all processing Navy Reserve personnel.

(5) Provide required Navy mandated briefings; Welcome Aboard, TRICARE, Veterans Administration (VA) Benefits, Legal, Uniformed Services Employment and Re-Employment Rights Act, Service Member's Civil Relief Act, Veterans Health Care, Combat Operational Stress Course, Medical, Fleet and Family Service Center, Military One Source, Pre-Separation Counseling, Transition Assistance Program and PSD Entitlements/Travel Claims.

(6) Prepare and issue Certificate of Release from Active Duty (DD-214).

(7) NMPS Medical Department will schedule any required dental/medical appointments with supporting base/station Medical Treatment Facilities (MTF) for all AC/RC Marines and activated Navy Reservists.

b. Local Area Coordinator for Mobilization (LACMOB). The LACMOB is responsible for, and exercises operational control over the NMPS when established. The LACMOB shall be an O-6 and shall be the CO of the RSU. When required in the event of an activation of the NMPS, COMMARFORRES will appoint a LACMOB and forward a copy of the appointment letter to DC, PP&O (PL) and DC, M&RA (MP). The LACMOB reports the Navy personnel processed through the site to DCNO (N3/5), USFFC(N-1), CNIC(N-1) BUPERS(PERS G4) , DC, PP&O (PO/PL), and DC, M&RA (MM) via NMCMPs.

c. Personnel Mobilization Team (PMT). The RSU/NMPS is augmented by the PMT, a Navy SELRES unit that can be requested to USFFC(N1) and BUPERS(4G) by DC, PP&O (PO). The PMT shall include a senior Navy Officer who will provide advice and guidance to the LACMOB regarding Navy recall policy and procedures. The PMT will:

(1) Use existing personnel systems to track, record and report the activation and deactivation of Navy RC personnel.

(2) Provide medical support to all Marines, Sailors, and civilian DoD employees (i.e. civil service and contractors) processing through the RSU.

(3) Assist the local PSD with creating active duty pay records for activated RC Navy personnel.

6. Casualty Replacement Pools (CRP)

a. Certain contingencies may require the establishment of a pool of trained and readily available Marines to support operations. Upon identification of an operational requirement, DC, M&RA, ICW DC, PP&O, will direct the establishment of CRPs at the RSUs. CRPs shall be comprised of AC/RC Marines whose grades and MOSs are most likely needed to support the contingency. Figure D-1 reflects MCC/RUC combinations established in support of CRP and Marine Corps Bases Pendleton and Lejeune in the aftermath of 9-11 and is provided as an example.

Location	MCC	Title	RUC
MCB Camp Pendleton, CA	XN1	RSU CAMPEN SPT AUGM	59254
	XN2	RSU CAMPEN CBT REPL PROC	33052
	XN3	CAMPEN AT/FP	59254
	XN4	CAMPEN CBT REPL STAGING	33052
MCB Camp LeJeune, NC	XM1	RSU CLNC SPT AUGM	59253
	XM2	RSU CLNC CBT REPL PROC	31052
	XM3	CLNC AT/FP	59253
	XM4	CLNC CBT REPL STAGING	31052

Figure D-1.--Casualty Replacement Pools

b. Appendix B defines the process to determine/source casualty replacements. Once trained, casualty replacement movement to theater is directed and validated by the supported MARFOR(s), via their CCDR, to Commander, U.S. Transportation Command (CDRUSTRANSCOM).

7. Combat Refresher Training (CRT). Marines undergoing CRT will be ADCON to the RSU. See Appendix B for further details.

8. Naval Hospital/Dental Clinic, MCB Camp Pendleton and MCB Camp Lejeune

a. Upon the commencement of an activation of the RC, the Naval hospital/dental clinic, in addition to meeting the deployment needs of the MEF, supports the local RSU by providing physicals, required immunization, dental exams, and other mandated tests to activated Marine and Navy reserve members. This will include the requirement for Pre-deployment Health Assessments (DD form 2795) submitted to Armed Forces Health Surveillance Activity (AFHSA) per reference (ao) and (ap).

b. Upon redeployment the Naval hospital/dental clinics ensure that all returning AC/RC personnel are physically qualified for release from active duty IAW requirements established by the DoD. This will include the requirements for Post-Deployment Health Assessments (PDHA) (DD form 2796) for RC personnel and Post-deployment Health Re-assessments (PDHRA) (DD form 2900) for AC personnel submitted to AFHSA per references (ao) and (ap).

9. Throughput Processing and RSU Contingency Manning. COMMARFORRES will coordinate with DC, M&RA, DC, PP&O, and COMNAVPERSCOM (PERS 4G) to augment the RSU with Marines and Sailors as required. The RSU must be prepared to support non-mobilized SMCR unit training and process up to 15 AC/RC IAs, Navy RC personnel and DoD Civilians per week using permanent personnel without the use of contingency manning. When activated SMCR units, IAs, and DoD civilian personnel sustained throughput exceeds 15 personnel per week, the RSU IMA detachment shall be activated to support. For planning purposes, scalable manning of the RSU is based on the following factors:

a. Manning Option 1: 16 to 50 Personnel Per Week

(1) To receive and process (administratively and logistically) up to 50 personnel per week, requires the augmentation of each RSU staff by 44 RC Marines and the NMPS by 15 personnel (see Figure D-2).

Throughput	Marines	Navy PMT
16-50 pax per week	44	15

Figure D-2.--Manning Option 1

(2) Figure D-3 shows number of personnel that can be processed weekly under Manning Option 1.

	Manning Option 1 Weekly Max Throughput
RSU - CLNC	50
RSU - CPCA	50
RSU - Miramar	50
RSU - Quantico	50
Total	200

Figure D-3.--Max Throughput at Manning Option 1

b. Manning Option 2: 51 to 150 Personnel per Week

(1) To receive and process (administratively and logistically) between 51 to 150 personnel per week at RSU Camp Lejeune and RSU Camp Pendleton requires an additional augmentation of 25 RC Marines to each RSU beyond Manning 1 Option (69 total Marines) as shown in Figure D-4. This manning option provides the ability to process up to 50 Navy personnel per week per RSU. COMMARFORRES will coordinate with DC, M&RA, DC, PP&O and BUPERS (PERS 4G), CNIC(N1) and USFF(N1) to augment the RSU with Marines and Sailors as required.

Throughput	Marines	Navy	NMPS
51-100 pax per week	69	TBD	28
50 Navy pax per week			

Figure D-4.--Manning Option 2

(2) Figure D-5 shows weekly output using Manning Option 2.

	Manning Option 2 Weekly Max Throughput
RSU - CLNC	150
RSU - CPCA	150
RSU - Miramar	50
RSU - Quantico	50
Total	400

Figure D-5.-- Max Throughput at Manning Option 2

c. Manning Option 3: > 200 Personnel per Week

(1) In the event of a crisis or contingency requiring the establishment of the CRP, (Appendix B), RSUs Camp Pendleton and Camp Lejeune should plan to receive and process (administratively and logistically) more than 200 personnel per week.

(2) To achieve this level of throughput will require the augmentation of the RSU staff beyond Manning Option 2 of an additional 48 RC Marines (117) and 10 Navy personnel. COMMARFORRES will coordinate with DC, M&RA, DC, PP&O and BUPERS(PERS 4G), CMIC(N1) and USFF(N1) to augment the RSU and NMPS with Marines and Sailors as required. BUPERS(PERS 4G) will also issue orders to approved requests (Figure D-6).

Throughput	Marines	Navy	NMPS
200 Pax Per Week	117	10	68
50 Navy RC Per Week			

Figure D-6.--Manning Option 3

(3) Figure D-7 shows number of personnel that can be processed using Manning Option 3 ISO a contingency.

	Manning Option 3 Weekly Max Throughput
RSU - CLNC	> 200
RSU - CPCA	> 200
RSU - Miramar	50
RSU - Quantico	50
Total	> 500

Figure D-7.-- Weekly Throughput at Manning Option 3

10. RSU Activation/Deactivation Overview Process

a. Figure D-8 provides an overview of the individual activation process, Phase I through Phase III. Chapter 4 of this Order provides detail in the individual activation process.

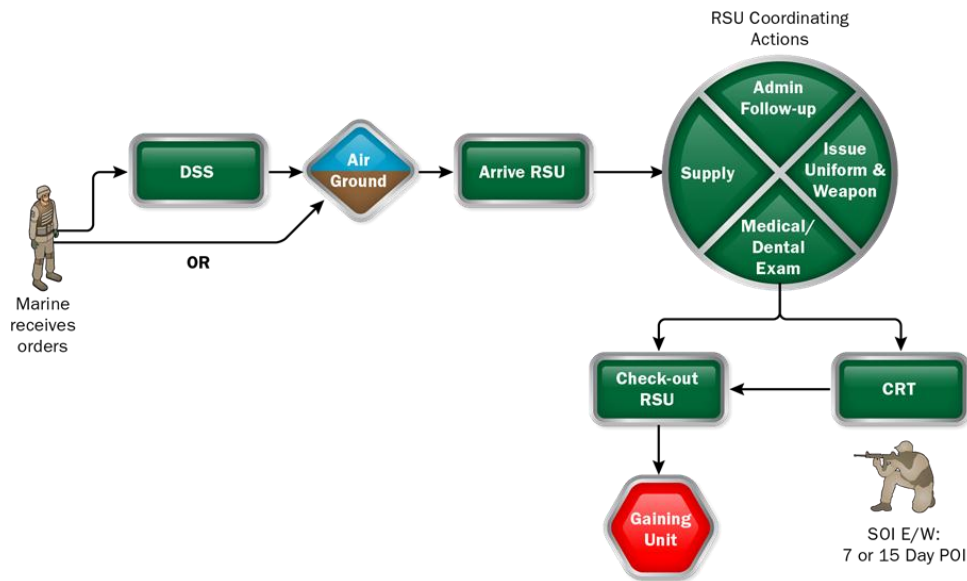


Figure D-8.--RSU Notional Activation Process

b. Figure D-9 provides an overview of the deactivation process, Phase VI. The Marine proceeds through deactivation process starting with departure from the gaining command and ending with the Marine returning to the place ordered to active duty.

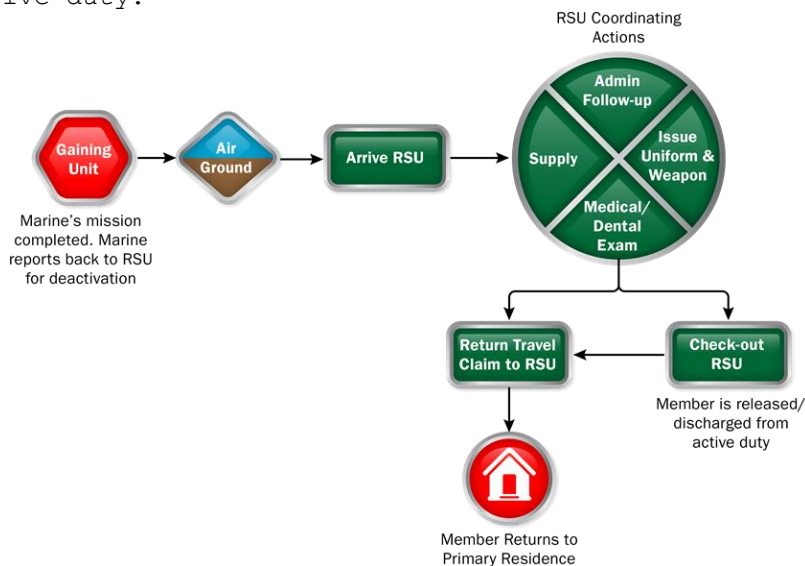


Figure D-9.--RSU Notional Deactivation Process

c. Deactivation

(1) The GFC conducts CONUS operational stand-down prior to returning personnel to the RSU. During this post-deployment stand-down, all necessary

post-deployment medical screenings should be completed and briefs should be delivered to Marines on high risk topics, including standards of conduct, driving safety, alcohol and drug abuse prevention, sexual assault prevention, suicide prevention, stress, and anger management and financial management.

(2) CMC's intent during deactivation is to return RC personnel to CONUS as early as possible prior to the individual's release from active duty date. This concept supports 10 days to conduct release from active duty physicals, recover ICE, conduct medical and administrative out processing, before members are allowed to take accrued leave and Post Deployment/Mobilization Respite Absence (PDMRA) (if applicable). All activated RC Marines, less those killed or wounded, shall be deactivated via the RSU that processed the Marine to active duty.

11. RSU Command Relationships. Figure D-10 reflects the command relationship of the RSU to various agencies.

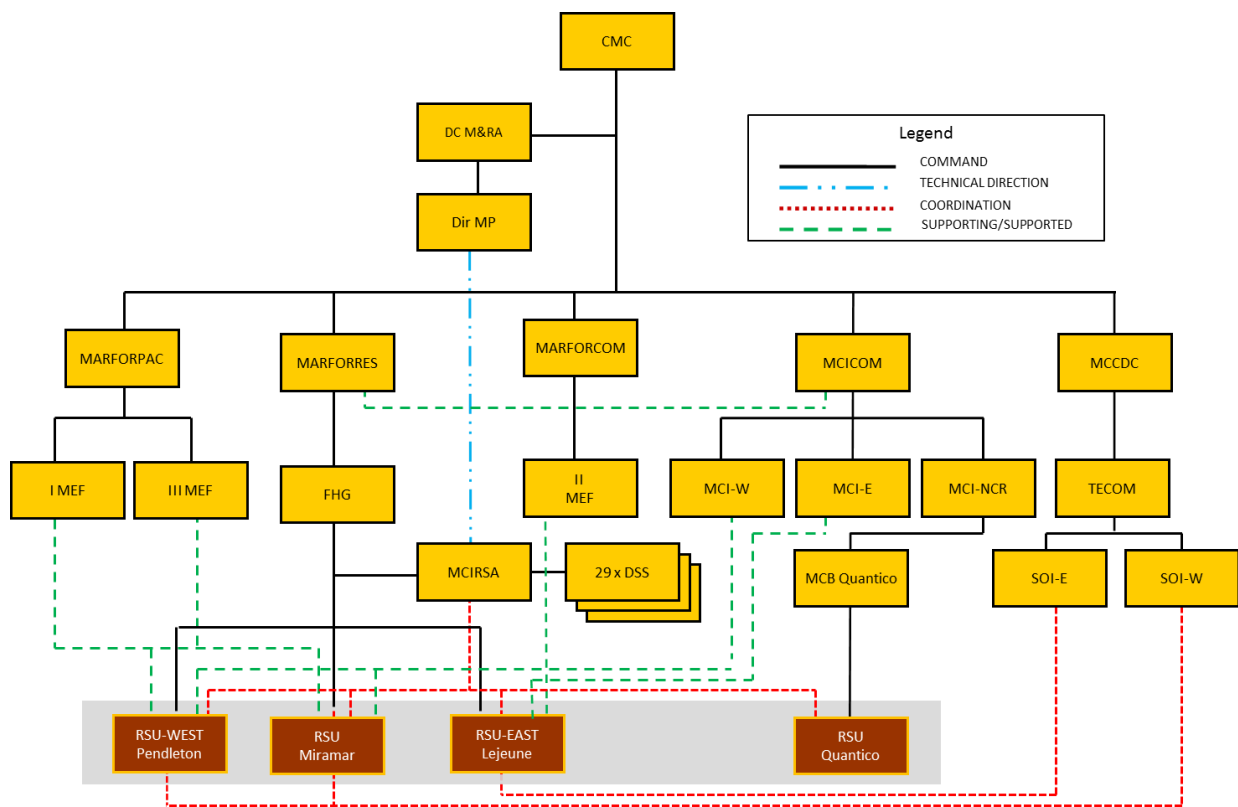


Figure D-10.--RSU Command Relationships

12. RSU is responsible to conduct pre-activation planning and coordination with inbound RC Units and Base/Stations IOT receive, stage and organize all activated RC units. The RSU will plan and coordinate billeting and life support actions. If unit training is required prior to integration with the AC Command, the RSU will support. IOT support RC Unit out-processing, the RSU will execute post activation briefs and medical screenings.

APPENDIX E

MANPOWER SOURCING FOR ACTIVATING SMCR UNITS/DETACHMENTS

1. Purpose. This appendix provides guidance on MARFORRES sourcing of SMCR units/dets whose manning does not meet established CMC planning guidance.

2. Background. Marine Corps Reserve units face numerous obstacles in achieving and maintaining a manning level of 90%. Supporting demographics, attrition rates, and recruiting and training timelines may create a situation where the activating unit does not have enough trained personnel in either MOS, quantity, or key billets to meet operational requirements. In these cases MARFORRES will seek to fill unit requirements through other existing manpower sources. These sources may include volunteers from the IRR, other SMCR units, or the involuntary activation of the IRR when authorized by DC, M&RA.

3. Planning Considerations. CMC Planning Guidance mandates that all units shall deploy with at least 90% of their T/O personnel.

a. MARFORRES MSC's will exhaust all available means of manpower sourcing before identifying and short-falling any requirements to MARFORRES.

b. SMCR unit manpower shortfalls may be addressed via cross-leveling of SMCR volunteers and/or MCRC Prior Service Recruiting (PSR) IRR volunteer sourcing. Inter-Unit Transferring (IUT) of personnel between SMCR units is not authorized.

c. MARFORRES will not seek sourcing assistance from DC, M&RA until all internal sourcing solutions have been exhausted.

d. All officers, regardless of MSC affiliation, outside of their respective dwell time are available for sourcing IAW with DoD policy.

e. MARFORRES will not source units above 100% T/O unless the additional manpower requirements are first validated by the appropriate MARFOR and MARFORCOM and approved by DC, PP&O and DC, M&RA.

4. Cross-Leveling SMCR Volunteers

a. With SMCR chain of command concurrence, Marines may volunteer to cross-level to fill a shortfall within a designated unit/det.

b. Marines will be activated in support of the designated unit and complete the following Pg 11 entry: "I AM VOLUNTEERING TO CHANGE MY MOBMCC TO 'XXX' IN ORDER TO FULFILL A REQUIREMENT WITH "NAME OF DESIGNATED UNIT/DET". IT IS UNDERSTOOD THAT UPON DEACTIVATION I WILL RETURN TO MY PREVIOUS SMCR UNIT AND MOBMCC AND RESUME MY REGULAR SMCR DUTIES."

c. IUT of cross-leveling SMCR Marines to the designated unit is not authorized.

d. Immediately upon receipt of the COMMARFORRES Activation message, ensure the Early Identification for early TRICARE benefits is reported via unit diary.

e. Parent SMCR commands of cross-leveling SMCR Marines will make liaison with the designated unit in order to identify PTP requirements. Upon activation, parent SMCR Commanders will ensure that all pre-activation requirements are completed (administration, medical, dental, legal, equipment, uniforms, etc.) prior to the Marine executing TAD to the designated unit or ILOC.

f. Upon activation of the designated unit/det, the parent SMCR command will activate the member IAW par 110403 of the Marine Corps Total Force System Personnel Reporting Instructions Users Manual (MCTFSPRIUM). Since the member is cross-leveling to fill another unit's requirement, the activating unit's MOBMCC will not be resident in the parent SMCR unit's RUC. Activate the member utilizing the site support MCC as the member's MOBMCC.

g. Orders will order the member from their primary residence to their parent SMCR unit "For duty with the designated unit/det". Order writers must ensure "for further assignment" is utilized to capture all known movements (HTC to ILOC, ILOC to theater, etc.). Orders will direct the use of government quarters and messing if available for the duration of the orders.

h. The site support RUC of the parent SMCR Unit will report an "INIT JOIN FOR DU" on the unit diary and initiate all pay and allowances. Upon departure to ILOC, the parent SMCR Unit will send the member TAD EXCESS via unit diary.

5. Cross-Leveling IRR Volunteers

a. MCRC (PSR) solicits, screens, and recruits volunteers from the IRR to fill activating SMCR unit/detachment shortfall requirements. Other agencies with IRR volunteer leads will pass the lead information to MCRC G3 PSR Operations to ensure appropriate action is taken. IRRs volunteering to activate ISO a designated unit are joined to the SMCR unit (host unit) closest to the member's residence. The only time a volunteering IRR member will be joined directly to the designated unit is when the designated unit is within a 100 mile commuting distance from the member's residence.

b. When presented with a new-join package by PSR, host units will administratively join IRR Marines to a reserve RUC at the site and ran against the following BIC structure "UIC+EX009". IRR volunteers will sign the following page 11 entry: "I UNDERSTAND THAT I AM BEING JOINED TO A SMCR UNIT AND ASSIGNED A MOBMCC OF 'XXX' IN ORDER TO FULFILL A REQUIREMENT WITH "NAME OF DESIGNATED UNIT/DET". IT IS UNDERSTOOD THAT UPON MY DEACTIVATION I WILL BE DROPPED FROM THIS SMCR UNIT, AND JOINED BACK TO THE IRR." The MCC to be reported with the join entry is the MCC of the site support. Once the join to the SMCR host unit is completed, the Marine will be activated in the same manner as a SMCR cross-leveler.

6. Cross-Leveling IMA Volunteers. IMA Marines may not volunteer to cross-level to fill a requirement with a designated unit and remain a member of the IMA. IMA Marines may fill a requirement with a designated SMCR unit if one of the two below actions occur:

a. The IMA Marine must execute an IUT to a SMCR "host unit" within close proximity of their residence. Marines joined to a SMCR unit for cross-leveling will be ran against the following BIC structure "UIC+EX009" and will sign the following Page 11 entry: "I UNDERSTAND THAT I AM BEING JOINED TO A SMCR UNIT AND ASSIGNED A MOBMCC OF 'XXX' IN ORDER TO FULFILL A REQUIREMENT

WITH "NAME OF DESIGNATED UNIT/DET". IT IS UNDERSTOOD THAT UPON MY DEACTIVATION I WILL BE DROPPED FROM THIS SMCR UNIT, AND DROPPED TO THE IRR." Once the join to the SMCR host unit is completed, the Marine will be activated in the same manner as a SMCR cross-leveler.

b. The IMA Marine voluntarily transfers to the IRR and is then activated as an IRR volunteer.

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APPENDIX F

STOP MOVE/STOP LOSS

1. Purpose. This appendix provides guidance on implementing stop move and stop loss when required ISO contingency operations.

2. Background. Stop Loss is a manpower tool that stabilizes unit personnel in order to support operations. When requested by CMC, the SECNAV may authorize "Stop Loss" for all AC/RC Marine Corps personnel or subcategories of personnel depending upon operational manpower requirements. SECNAV will also establish the effective date for USMC "Stop Loss". Normally "Stop Loss" policy will address/encompass "Stop Move" and the Unit Deployment Program. When "Stop Loss" is authorized, it involuntarily extends the date of separation (i.e., End of Active Service (EAS), End of Obligated Service (EOS), or Reserve End of Current Contract (RESECC)) for all AC/RC Marine Corps personnel per Section 123 and Section 12305 of reference (a).

3. Action

a. Stop Move. When directed by DC, M&RA (MM/RA), all orders for Marines with the established "Stop Move" effective date will be held in abeyance. Exceptions to may be granted based on MOSs and Special Duty Assignments (SDAs).

b. Stop Loss. Upon receipt of the MARADMIN, Commanders implement Stop Loss to Marines who have an identified EAS, EOS, ECC, or RESECC that meet the published criteria. Waiver procedures to stop loss policy will be identified in the message, generally they are:

(1) First General Officer (GO) in the Marine's chain of command determines if it is in the best interest of the Service for the Marine to separate or retire. This decision must be weighed against the possibility that a replacement may not be provided by DC, M&RA (MM/RA).

(2) DC, M&RA (MM/RA) will provide additional guidance on separating Marines for reasons of hardship, physical disability, involuntary administrative separation, or violation of the UCMJ. Any request to allow Marines to continue service in the categories listed above shall be forwarded to DC, M&RA for AC, IRR, IMA, and AR Marines and to COMMARFORRES for SMCR unit Marines.

c. Commanders will be provided with following specific information by DC, M&RA (MM/RA):

(1) Effective date of the Stop Loss.

(2) How to cancel or delay a Marine's approved voluntary retirement.

(3) How to process a retirement request by the first GO in the Marine's chain of command.

(4) Whether the Commanders are authorized to recall to duty Marines who have departed on permissive TAD and/or Terminal Leave in conjunction with separation or retirement.

4. Administrative Instructions

a. Active Component/Active Reserve. Reporting units will report involuntary extensions via naval message for career designated officers to DC, M&RA (MMSR/RAM) and for non-career designated officers to DC, M&RA (MMOA-3). Enlisted Marines should be reported via unit diary. Reference (aq) provides detailed information.

b. Reserve Component. Stop Loss is used to involuntarily extend Reserve Marines who fill IMA billets, Selected Reserve billets, or IRR Marines per reference (a). Upon implementation of Stop Loss, all inter-service transfers are suspended.

c. When implemented, Marines may not be involuntarily extended beyond the legal statute limit of the mobilization authority. (i.e. 10 USC 12301, 12302, or 12304).

d. Reporting. DC, M&RA (MP) provides Stop Loss and Stop Move plans to DC, P&R (RFM) for each year of planned implementation, and updates DC, P&R (RFM) monthly with actual numbers. Stop Loss of AC personnel represents increased costs to the MPMC account, which requires a supplemental request for funding.

5. Implementation of Stop Move. The Marine Corps, when required, implements "Stop Move" for those AC/AR Marines who are expecting to change duty stations. Implementation of this policy will involuntarily extend the date Permanent Change of Station (PCS)/Permanent Change of Assignment for this population, and as such represents a cost savings during the Stop Move period.

a. DC, M&RA (MP) issues policy and guidance to implement Stop Move regarding SDA commands. SDAs include: Marine Security Guard, Drill Instructor, SOI, Recruiting Duty and Independent Duty. Marines assigned to Marine Corps Security Forces will be considered on a case-by-cases basis IAW reference (ar).

b. DC, M&RA (MP) maintains SDA school pipeline. Marines assigned to school will continue to execute their orders unless otherwise directed.

c. Commanding Generals of SDA commands will be given the authority to waive Stop Moves and allow SDA Marines to PCS as their replacements report or as the SDA staffing situation stabilizes.

APPENDIX G

ACTIVATION AND DELAY, DEFERMENT, AND EXEMPTION

1. Purpose. This appendix provides planning guidance as it relates to the DD&E from activation for RC members when involuntarily ordered to active duty (other than for training).

2. Background. This section is not intended to be used as guidance in determining the fitness or suitability of members to be activated. Furthermore, the DD&E policies and processes outlined in this section are not to be used to circumvent humanitarian transfer procedures or hardship discharge.

3. Policy

a. SMCR unit members and individual Marines involuntarily activated will not be ordered to report within 30 days of notification of orders unless waived by SECDEF.

b. If a member is authorized Privately Owned Vehicle (POV) travel, their report date will be modified to accommodate travel time requirements shown in the Joint Federal Travel Regulations (JFTR) per the maximum miles allowed per day.

c. Members of the Ready Reserve, Standby Reserve, and Retired Reserve will be required to execute their orders IAW their initial report date if they have not received formal notification of approval for a delay, deferment or exemption prior to their report date. (i.e., other than for training).

d. DD&E actions, for individual Marines, will be reported in MCMPS for who those who have been granted a DD&E upon recall to active duty. DD&E decisions for SMCR unit members will be reported in Marine Corps Total Force System (MCTFS).

e. When involuntarily ordered to active duty or recalled, Marines of the Ready Reserve, Standby Reserve and Retired Reserve may not be readily available for activation. Marines may face existing personal, medical, education, or judicial obstacles that preclude or warrant a delay in activation.

4. Figure G-1 establishes activation guidelines and a basis for DD&E. Marines must submit a DD&E request IAW the procedures described below in order be considered for DD&E.

Area	Member is:	Then:
Report to active duty:	Within 24 hours unless otherwise directed by the Military Service Department	
Medical	Hospitalized, convalescing, or being evaluated for retention	Delay or Separate if condition cannot be corrected in 16 weeks.
	HIV positive	Per SECNAV Instruction 5300.30
Schooling	Enrolled in high school and under 20 years old	Defer until graduated High School.

Area	Member is:	Then:
	Has not yet completed Initial Active Duty for Training (IADT) or equivalent per reference (a)	Exempt
	Enrolled in college or professional school	Activate
	Enrolled in theology or divinity school	Delayed or exempted. Members, once identified, will be deferred. Member is required to apply for exemption. If exemption is authorized, place member in Stand-by Reserve.
Judicial	Under arrest or confinement	Delay or Separate
	Pending civilian criminal charges	Delay or separate based on MARFORRES SJA or HQMC (JA) recommendation.
	Pending UCMJ criminal charges	Activate w/SMCR unit and transfer to I-I RUC/MCC for final disposition from either MARFORRES SJA or HQMC (JA).
Personal	Sole surviving son or daughter. Defined as an only remaining son or daughter in a family where a parent or one or more siblings was killed in the line of duty, listed as missing in action, or has been determined by the VA or military to be 100 percent disabled and is hospitalized and not employed	Activate per reference (as). Members will not be deployed unless they waive their status.
	Military spouse with dependents	Dual military couples with children are required to have a family care plan, members may request delay, deferment or exemption.
	Sole parent	Activate but may seek exemption.
	Extreme personal hardship	Exempt if hardship can't be resolved within 12 weeks. Member's case will be reviewed for future military potential. Member is either retained or processed for administrative separation.
	Pregnant Marines	Will not be activated
	New or natural mothers/parents	Deferred for 16 weeks from date of adoption, birth, or in-home placement.

Area	Member is:	Then:
	Conscientious Objector	Activated unless member requests exemption prior to notification (i.e., receipt of orders). Marines identified as conscientious objector after reporting for duty will be assigned to other duties as directed until their case is adjudicated per current Marine Corps regulations. Reference (at).

Figure G-1.--Activation Planning Guidance (continued)

5. Delay, Deferment and Exemption Authorities. Figure G-2 provides DD&E authorities and maximum time delay or deferment, less exemption, that may be authorized.

Command	Delay	Deferment	Exemption
HQMC	DC, M&RA (MP) will publish DD&E policy, via MARADMIN, per contingency operation and modifications to the below policy as required.		
COMMARFORRES	Authorized to delay a Marine up to 112 days or 16 weeks. DC, M&RA (MP) adjudicates requests for more than 112 days.	Authorized to grant deferment to Marine unit members who are unable to report within 112 days	See Figure G-1 authorized exemptions.
SMCR unit CO/OIC	14 days from the member's report date for active duty.	Not authorized. Requests for deferment will be forwarded to MARFORRES for adjudication.	Not authorized to grant Exemption.
COMMARFORRES	IMAs: 14 days from report date for active duty.	Not authorized for IMA. Authorized to grant deferment to IRR for a period not to exceed 112 days, info DC, M&RA (MP).	See Figure G-1 for Authorized exemptions. Exemptions that exceed 2 years will be processed for separation, info DC, M&RA (MP).
	IRRs: 28 days from report date for active duty.		

Figure G-2.--DD&E Authorities

6. Procedures to Request DD&E

a. General

(1) Permanent and/or Debilitating Physical Issues

(a) Members reporting for activation with obvious permanent and/or debilitating physical problems (e.g., missing or broken limbs, blind,

etc.), will not be "initially joined" to active duty unless the Marine has been declared medically fit for duty.

(b) The site support (in case of SMCR unit personnel), AC gaining commander (in case of Marines drilling in IMA billets), and DSS and RSU (in case of Marine IRRs and retirees) will immediately notify the member's parent command (COMMARFORRES for SMCR units and IRR/IMA members) and DC, M&RA (MMSR for retirees) of their condition, endorse their orders, make appropriate return travel arrangements, and direct the member to immediately return to the place ordered to active duty.

(c) Commands/organizations will provide members with necessary forms to complete a travel claim and will assist members with submission of these travel claims. Upon receipt of the completed travel claim, the parent unit will then complete necessary actions for payment of the member's entitlements under activation orders, and initiate appropriate separation actions (if required). Note: Members are automatically provided SGLI during this time.

(2) Non-Apparent Physical or Debilitating Issues. Members that do not have obvious permanent debilitating physical problems or are not specifically prohibited from being activated will be "initially joined". If member is found to be not physically qualified or unsuitable to be retained within the first 30 days of activation, the commander of the unit to which attached or joined will initiate separation actions per applicable directives. After 30 days, the USMC is responsible for retaining the Marine until physically fit for release.

b. Preparation of Requests. Ready Reserve members and retirees seeking DD&E or separation will be responsible for preparing and submitting their own requests, to include obtaining and preparing requisite supporting documentation and evidence. Requests should be submitted as soon as practical after receipt of orders or notification they will be receiving orders to ensure adequate time (i.e., a minimum of 1 week) for processing and adjudication. Requests will be submitted in a letter format and must contain (at a minimum):

- (1) Date of request
- (2) Grade, first name, middle initial, last name
- (3) Electronic Data Interchange Personal Identifier (EDIPI)
- (4) Home mailing address
- (5) Home and work phone numbers
- (6) Training category (SMCR, IMA, IRR, Retiree)
- (7) Unit address and phone numbers (if SMCR/IMA)
- (8) Nature of request (delay w/# of days requested exemption or separation)
- (9) Report date and basis of the request
- (10) Detailed statement explaining basis of request

(11) Signature

(12) Encl (1) Copy of activation orders

(13) Encl (2) Copies of supporting documentation, birth/adoption certificates, evidence of confinement or pending criminal matter, evidence of school enrollment, personal affidavits and supporting statements (to include address and phone numbers of those providing statements), or anything else that would help expedite processing and adjudication of a request.

c. Submission of Request

(1) SMCR Unit Members. Submit request via the MARFORRES chain of command to COMMARFORRES (G7).

(2) IMA. Submit request via their chain of command to DC, M&RA (RA).

(3) IRR Marines. Submit request to COMMARFORRES (G-7).

(4) Retired Marines. Submit requests to DC, M&RA (MM).

(5) Requests should be submitted by the most expeditious means possible (fax, overnight mail or hand-delivered). E-mail may be used only if scanned documents are attached with appropriate signatures. If requests are faxed or e-mailed, original signed requests (with signed statements) must be immediately mailed to the delay authority.

d. Processing of Requests. Requests will be evaluated and adjudicated based on guidance contained herein, the completeness and validity of supporting documentation, and all applicable directives. Those adjudicating requests may require/request additional information from members, as necessary, to make a decision.

(1) SMCR Unit Commanders. Overnight mail or e-mail requests that exceed their authority via the chain of command to COMMARFORRES (G-7) with an approval/disapproval recommendation.

(2) IRR and Standby Reserve Marines. Submit requests directly to COMMARFORRES (G-7), who will overnight mail, fax, or email requests that exceed his authority to DC, M&RA (MP) with an approval/disapproval recommendation. COMMARFORRES will update the Marine's record in MCMPS with the appropriate DD&E code.

(3) IMA. Submit requests directly to their chain of command. The first O-6 in the chain command will overnight mail, fax or email requests that exceed his authority to DC, M&RA with an approval/disapproval recommendation. The Operational Sponsor will coordinate with DC, M&RA (MM) to update the Marine's record in MCMPS with the appropriate DD&E code.

(4) Retired Marines. Submit requests directly to DC, M&RA (MM).

(5) Individuals with delay authority may grant any number of days of delay up to the limit of their authorized delay authority, consistent with operational requirements. Conversely, commanders may also deny any requests made within their authority. Requests that are denied cannot be appealed and members will be required to report as initially ordered or last ordered (if a previous delay was authorized).

e. Adjudicated Requests. Members submitting DD&E requests will be notified, in writing, by the approving authority of the requests approval or disapproval. If a delay is approved, the written notification will specify the number of days that have been approved with the members' new report date.

(1) Formal approval notifications from approval authorities will be used as the source documentation required for the appropriate orders modifications or cancellations.

(2) The approving authority will notify DC, M&RA (MP) and the RSU/Supported MAGTF Commander in any case where a delay, deferment, or exemption is authorized.

(3) DD&E requests will be maintained on file for a period of two years by the final adjudicating authority.

(4) COMMARFORRES will process requests via a local DD&E board. Unit entries will be made by the parent SMCR Unit/RUC.

7. Coordinating Instructions. Points of contact for DD&E requests are as follows:

- a. COMMARFORRES (ATTN: G-7)
4TH Floor, RM 4E7200
2000 Opelousas Ave
NEW ORLEANS, LA 70114
Phone Com 504-697-7294
Fax Com 504-697-9775
- b. DC, M&RA (MP) (ATTN: MPP-60)
3280 Russell Road
Quantico VA 22134
Phone Com (703) 784-9358
DSN 278-9358
Fax Com (703) 784-9812

APPENDIX H

ACTIVATION OF THE PEACETIME/WARTIME SUPPORT TEAM (PWST)

1. Purpose. This appendix provides guidance for the activation of the PWST in the event that I-Is and site support personnel are deployed or otherwise reassigned from the SMCR HTC.
2. Background. PWSTs consist of IMA Marines who are trained to replace key I-I and Site Support Personnel. They are prepared to serve in general support to any SMCR unit as a result of activation. While PWST personnel will normally be activated to support the unit at their regular drilling HTC location, they can also be sourced to augment PWST shortfalls elsewhere if required. PWST personnel will not be activated solely to provide special project or funeral support, although they can be called upon to assist in this regard.
3. MARFORRES is the Operational Sponsor for PWSTs. In order to request the activation of PWST personnel, SMCR units should identify site support augmentation requirements to their respective MSC headquarters, IAW the format prescribed below. The PWST activation process requires approximately 60-90 days after MARFORRES (G-1) creates the Requirements Tracking Number (RTN) in the Mobilization Requirements Tracking Module (MRTM). For planning purposes PWST personnel will need to be on board at the HTC at least 30 days prior to the departure of the SMCR unit. Therefore, in order to have PWSTs activated in a timely manner, units should submit their requests 120 days prior to the expected activation date of the SMCR unit.
4. SMCR units may request the activation of specific PWST personnel by name. Additionally, if an SMCR unit does not have a by-name candidate for a requirement, an unsourced PWST augment can be requested and MARFORRES (G-1) will attempt to identify a Marine to fill the billet.
5. Once a validated PWST request is forwarded from MARFORRES, a request to activate the individual will be initiated in the MRTM.
6. In the event required PWSTs are not activated in time to support the activation/mobilization of the SMCR unit, MARFORRES may coordinate the use of drill periods, Additional Training Periods, Reserve Management Periods, and Annual Training to employ PWST personnel at the site IAW accepted policies and practices.
7. SMCR units will submit requests to MARFORRES (G-1), via their respective chain of command, IAW the format prescribed below using official naval message traffic. Once approved by the MSC, the request will be forwarded to MARFORRES (G-1/Ops), who will validate the request. Requests for PWST activations will be submitted in the following format:
 - a. LAST NAME (IF CANDIDATE IS NOT KNOWN, RESPOND "N/A")
 - b. FIRST NAME (IF CANDIDATE IS NOT KNOWN, RESPOND "N/A")
 - c. MIDDLE INITIAL (IF CANDIDATE IS NOT KNOWN, RESPOND "N/A")
 - d. EDIPI (IF CANDIDATE IS NOT KNOWN, RESPOND "N/A")
 - e. RANK (IF CANDIDATE IS NOT KNOWN, RESPOND "N/A")
 - f. MOS (IF CANDIDATE IS NOT KNOWN, RESPOND "N/A")
 - g. SITE SUPPORT MCC
 - h. SITE SUPPORT RUC
 - i. SITE SUPPORT T/O

j. BIC TO BE FILLED (leave blank)
k. BILLET
l. BILLET RANK
m. BILLET MOS
n. REQUESTED REPORT DATE
o. REQUIREMENT END DATE
p. GOVT QTRS AVAIL/NOT AVAIL
q. GOVT MESSING AVAIL/NOT AVAIL
r. LOCAL LODGING PER DIEM RATE
s. LOCAL M&IE PER DIEM RATE
t. DUTY LOCATION, COMPLETE ADDRESS
u. POC AT HTC (FULL NAME, RANK, BILLET, PHONE NUMBER)
v. SPECIFIC SMCR UNIT/DET SUPPORTED
w. NUMBER OF PERSONNEL DEPLOYING WITH SUPPORTED UNIT
x. NUMBER OF OFFICERS REMAINING AT SITE AFTER UNIT DEPARTS (RANK & MOS)
y. NUMBER OF ENLISTED REMAINING AT SITE AFTER UNIT DEPARTS (RANK & MOS)
z. JUSTIFICATION/OTHER COMMENTS: JUSTIFICATION FORMAT: Justification
must be submitted to CMC (MMFA) in the following format and provide the
following information:

(1) Rank, MOS, billet description, and detailed rationale for the
billet requirement.

(2) Efforts to accomplish task/duties with on-hand personnel.

(3) Assessment of risk to mission accomplishment if not validated.

(4) Special Instructions: Detailed theater requirements, equipment
requirements for billet (uniforms, personal equipment, weapon, service and
health records, security clearance, etc.) or specify reference that provides
detailed instructions.

(5) Name, Grade, title, e-mail, phone number of individual validating
the requirement.

(6) If billet was requested for sourcing in an earlier message,
provide the Date Time Group (DTG) of the original request.

APPENDIX I

INSTALLATION PERSONNEL ADMINISTRATION CENTER (IPAC) OPERATIONS

1. Purpose. This appendix provides guidance to IPACs ISO Reserve Activation.
2. Background. IPAC operations are conducted at major Marine Corps installations across the force. Upon mobilization/activation, and transfer of reserve Marines to active duty units, all necessary administrative support actions are accomplished by the IPAC that administratively supports the active duty unit that assumes ADCON over the reserve Marines.
3. Mission. When directed, the IPACs will provide administrative support to reserve Marines gained by active duty units under the administrative responsibility of the IPAC.
4. Tasks
 - a. COMMARFORRES. Provide administrator (01xx) augmentation to the IPAC in the below listed ratio's. Support may be in the form of mobilized RC personnel assigned or attached to activated units or separate augmentation provided by MARFORRES permanent personnel. The primary role of MARFORRES IPAC augmentation is to support the reserve administrative requirements of activated units and individuals.
 - (1) Personnel Officer (0170): One for every 1,000 activated RC Marines at the ILOC.
 - (2) Administration Specialist (SSGT/GYSGT) (0111): One for every 750 activated RC Marines at the ILOC.
 - (3) Administration Specialist (PVT-SGT) (0111): One for every 90 activated RC Marines at the ILOC.
 - b. MCI
 - (1) Submit SA requirement to DC, M&RA for additional personnel to support the IPAC.
 - (2) Process and endorse, as appropriate, any requests submitted by the IPAC that require a waiver.
 - c. IPAC
 - (1) Upon receipt of activation notification message, conduct necessary liaison with adjacent and HHQ to prepare for and provide personnel administration support for reserve Marines.
 - (2) Upon receipt of transfer of ADCON notification message, appropriate deployment order, or activation and transfer of individual augment from the RSU or activation of IMA Marine from supported Command, conduct necessary administrative actions to join or attach Marines to appropriate RUCs.
 - (3) Perform all required administrative functions IAW published guidance, appropriate orders, and the Marine Corps Reserve Administrative

Management Manual (MCRAMM) while reserve Marines are attached to supported RUCs, to include during ILOC, deployment if appropriate, and RILOC.

APPENDIX J

ACTIVATION/DEACTIVATION ADMINISTRATIVE PROCEDURES

1. Purpose: To identify administration and unit diary entry requirements for the activation of Reserve Marines. See the MCTFSPRIUM for additional detailed guidance. The MCTFSPRIUM can be found at <https://eis.usmc.mil/sites/missa/mcaat.aspx>.

2. With the exception of SMCR requirements to conduct a 60-day pre mobilization audit and the MARFORRES IPAC submitting initial mobilization Unit Diary entries for IRR and IMA where parent SMCR Unit Commanders are responsible for these actions at the unit level, the personnel administration requirements for RC Marines (individual and unit/detachment) are the same. The following checklists are provided to assist in administrative reporting requirements.

a. An audit of a SMCR Marine's record is required 60-days prior to the date of activation. The following documents are required to be reviewed for accuracy. Corrections will require updated forms and associated unit diary entries. Member must update each section as required:

- (1) Update Basic Individual Record (TBIR)
 - (a) Contract
 - (b) Service
 - (c) Personal
 - (d) Record
 - (e) Dependent
 - (f) Billet Identification
 - (g) Duty Status
 - (h) Notes:
 1. R-RecStat should be 0 (zero) for activation.
 2. DU LIMIT should be 0 (zero) for activation.
 3. StrCat should be 0 (zero) or F for activation.
 4. Requirement to audit the BIR and report the below entry.

(2) Annual Screening shall be entered with the report date screened and results as in Figure J-1.

<p>TTC 815 000 ANNUAL SCREENING COMPL <u>(A)</u> RESULTS <u>(B)</u></p> <p>(A) 8-byte Effective Date (ED) (YYYYMMDD) screened (B) 1-byte screening completion results code</p> <p>Note: Marines are REQUIRED to initial the mobilization delays/exemption statement in addition to signing the Basic Allowance for Housing (BAH) entitlement and BIR certification signatures.</p>

Figure J-1.--Annual Screening

- (3) Update Record of Emergency Data (TRED)
 - (a) Spouse
 - (b) Children
 - (c) Guardian of Children

- (d) Parents
 - (e) Do not notify due to ill health
 - (f) MIA notification
 - (g) Beneficiaries for death gratuity and pay arrears
 - (h) Person Authorized Direct Disposition
 - (i) Additional insurance companies
 - (j) Next of Kin phone numbers/relationship/directions/
 - (k) SGLI Election change in amount/beneficiary/payment/completion
- of new form
- (l) Spouse SGLI coverage / Active Duty Spouse

(4) Servicemember's Group Life Insurance (SGLV-8286). Verify/update life insurance beneficiaries, addresses, relationship, and distribution allocations.

(5) Dependency Application (NAVMC 10922)

- (a) Ensure authorized dependents are annotated
- (b) Ensure dependents on the TBIR, TRED and Dependency Application match

(6) Waiver of Benefits/Pension (VA FORM 21-8951-2). If required, ensure form is completed and signed with member's pension election.

(7) Basic Training Record (TBTR) shall be reviewed to ensure all completed training has been reported.

(8) Education MCTFS Screen (TEDU) shall be reviewed by member to ensure all completed education has been reported.

(9) Record of Service (TROS). Cpls and below are to review for accuracy to ensure required Pro/Cons are current and have been reported.

(10) Tax Exemptions, Federal/State (W-4). Member must complete form if member requests an update to their annual tax deductions.

(11) State of Legal Residence (DD Form 2058). Member must complete and sign form if member requires a change their state of legal residence for income tax purposes.

(12) Family Service Group Life Insurance (SGLV-8286A) member must complete and sign form if member requests election/removal of life insurance coverage for their spouse.

(13) Career Retirement Credit Report (RT07) must be signed and dated by member to validate annually the accuracy of all reserve duty/active duty performed during their military service.

(14) Reenlistment Contract (DD Form 4) and Extension (NAVMC 321a) (if applicable). Members RECC that do not meet/exceed the deployment date will be required to voluntarily reenlist/extend.

(15) Family Care Plan (NAVMC 11800 (Rev 01-13) (EF)). In accordance with MCO 1740.13C (Family Care Plans), all Marines with dependents are required to complete a Family Care Plan.

b. Effective on the Unit/Detachment's date of activation, the below unit diary entries are required to be submitted on the SMCR Reserve RUC. For IRR/IMA Marines, these entries are submitted by the MARFORRES IPAC:

(1) Delay, Deferment, & Exemption (DD&E) (TTC 099 XXX):

(a) If member is granted an exemption, an entry shall be entered as in Figure J-2.

TTC 099 000 MOB STAT (A)

(A) 2-byte status code from online PRIUM fig 11-4

Figure J-2.--Exemption

(b) If member is granted a delay/deferment, an entry shall be entered as in Figure J-3.

TTC 099 001 MOB STAT (A) MOB EDA (B)

(A) 2-byte status code from online PRIUM fig 11-4
(B) 8-byte Estimated Date of Arrival (EDA) (YYYYMMDD)

Note: The future date the individual is expected to carry out mobilization orders is required.

Figure J-3.--Delay/Deferment

(2) Individuals called to involuntary AD separately without their unit mobilizing will have an individual entry as in Figure J-4.

TTC 826 001 MOB MCC (A) TO MCC (B) EAS (C) MDAY (D) ACT STAT (E) EXECORDER (F) CRISIS CODE (G)

(A) 3-byte MOB MCC
(B) 3-byte Gaining MCC
(C) 8-byte EAS date (YYYYMMDD)
(D) 8 byte ED (YYYYMMDD) of mobilization
(E) 2-byte Activation Code (As identified in Fig 11-5 of the MCTFSPRIUM)
(F) 5-byte Executive Order Number
(G) 3-byte Crisis Code

Note: Any member without a valid record status, strength category, and duty limit code within the MOBMCC will not be activated, entry will fail.
Note: Action Date is one day prior to Date of Activation.
Note: The Activation Status Code and the Executive Order number will be displayed in the 165 Remark.
Note: MDAY cannot be future dated more than one week from the effective date.
Note: The effective date of mobilization cannot be before the member joined his/her present unit.

Figure J-4.--Individual entry for individuals called to involuntary AD

c. In order to initiate the active duty pay and allowances rated by the activated RC Marine, the below unit diary entries are required to be submitted on the Active Duty RUC for the Marine's Parent SMCR Unit:

(1) Individuals must have an initial join entry as in Figure J-5.

TTC 022 007 (A) INIT JOIN RU (C) (B) MCC (C) DU *TTC 022 016 (A) INIT JOIN RUC (B) MCC (C) DU DIFOP *022 017 INIT JOIN RUC ___ MCC ___ DU DIFDEN
(A) 8-byte ED (YYYYMMDD) of join
(B) 5-byte Reporting Unit Code
(C) 3-byte Monitored Command Code
Note: Report only on officers whose primary MOS is 7380, 7500-7599, or 9907.

Figure J-5.--Initial Join

(2) Individuals must have a Change BAH entry as in Figure J-6.

TTC 388 001 CHAN BAH (A) (B) (C) (D) (E) (F) \$ (G) \$ (H) ED (I)
(A) 5 byte numeric ZIP Code of Marine's primary residence (Address on Marine's MROWS Orders)
(B) Zip Code Designator (M = Marine, D = Dependent)
(C) 1-byte utility code of N in all cases
(D) 1-byte BAH rate code (W = with depn; O (alpha) = without depn)
(E) BAH-DIFF (O (alpha) normal BAH; D = for BAH-DIFF)
(F) 1-byte Disaster codes (N = normal, Y = disaster)
(G) Actual monthly rent/mortgage for BAH Disaster. Otherwise enter \$7777.77
(H) Additional monthly rent/mortgage-enter \$0000.00 in all cases
(I) 8-byte ED (YYYYMMDD)
Note: ALL reservists rate BAH I regardless of financial responsibility.
Note: Puerto Rico is entitled to Overseas Housing Allowance (OHA), not BAH. OHA requires proof of financial responsibility by member.

Figure J-6.--Change BAH

(3) Individuals must have a CONUS COLA entry submitted as in Figure J-7.

TTC 276 000 STRT CONUS COLA (A) (B) ED (C)
(A) 5-byte numeric ZIP code of Marine's primary residence (Address on Marine's MROWS orders)
(B) 1-byte alpha dependent Code (W for with dependents or O (alpha) for without)
(C) 8-byte ED (YYYYMMDD)
Note: CONUS COLA zip code submission must equal the BAH zip code

Figure J-7.--Start CONUS COLA

(4) Individuals who are deployed or otherwise performing duties that prevent the individual from returning to their normal billeting areas during periods of authorized liberty require a Personnel Tempo Tracking entry as in Figure J-8.

**TTC 323 000 (A) START PERSTEMPO BRANCH M RUC (B) FROM DATE (C) TO DATE (D)
TYPE (E)**

- (A) 8-byte DOA (Date of Activation) (YYYYMMDD)
- (B) 5-byte Unit RUC
- (C) 8-byte PersTempo begin date (YYYYMMDD)
- (D) 8-byte projected PersTempo completion date (YYYYMMDD)
- (E) 3-byte PersTempo Type Code WAA (CONTINGENCY/OPERATION)

Note: AD members start day leaving PDS.

Note: Reservists start day leaving PDS unless outside local commuting area and not commuting daily.

Note: When reporting a DEL/ADD transaction ensure the delete TO DATE is equal to the estimated date of return plus on day.

Figure J-8.--Personnel Tempo (PersTempo) Tracking

(5) Individuals with dependents who are not at or near the member's location for a continuous period of more than 30 days will have a Start Family Separation Allowance (FSA) entry as in Figure J-9.

TTC 189 003 STRT FSAT ED (A)

- (A) 8-byte ED (YYYYMMDD) or Date depart RTC

Note: Only Marines at the RTC awaiting further departure to the ILOC WITH DEPENDENTS who live OUTSIDE OF COMMUTING DISTANCE and ARE NOT COMMUTING DAILY will rate FSA. Otherwise, start FSA when member departs RTC.

Note: ED is the date of activation.

Figure J-9.--Family Separation Allowance

(6) Clothing Allowances. Unit Diary entries are required to report the entitlement for all cash clothing allowances and certain changes of entitlement to clothing replacement allowances.

(a) Individuals who are required to retain articles of their uniform under the obligated service regulations will require a Reduced Clothing Replacement Allowance entry as in Figure J-10.

TTC 311 001 RCRA ED (A)

- (A) 8-byte DOA (YYYYMMDD)

Note: ENLISTED ONLY. If it has been more than 90 days since the members release from active duty, then the entitlement is for the reduced clothing replacement allowance (RCRA).

Figure J-10.--Reduced Clothing Replacement Allowance

(b) Entitlement to Clothing Replacement Allowance (CRA) is system generated and established from the current AD begin date during the record accession process. This will require a Clothing Replacement Allowance entry as in Figure J-11.

TTC 305 001 CRA ENTL <u>(A)</u> REENTER ED <u>(B)</u>
(A) 8-byte CRA ED (YYYYMMDD) established prior to separation
(B) 8-byte Ed (YYYYMMDD)
Note: ENLISTED ONLY. If mobilized WITHIN 90 days after being released from active duty, submit date reflected in MCTFS.

Figure J-11.--Clothing Replacement Allowance

(c) Reserve Officers who are placed on AD will require an Officers Uniform Allowance entry as in Figure J-12.

TTC 383 000 CRED ADD UNIF ALW \$(<u>A</u>) ED (<u>B</u>)
(A) 200.00
(B) 8-byte DOA (YYYYMMDD)
Note: *FOR OFFICERS ONLY* Source Doc is NAVMC 11059.
Note: A Reserve officer is entitled under 37 U.S.C. 416(b) to \$200 as reimbursement for additional uniforms on each occasion of entry on AD for training for a period of more than 90 days including authorized travel time.
This allowance is not payable when a Marine:
(1) Is under any law during that tour or within a period of 2 years before entering on that tour, did not receive an initial uniform reimbursement or allowance of \$200.
(2) Is a Reserve officer and enters on that tour of duty within 2 years after completing a previous tour of AD of more than 90 days as a Reserve officer, or a Regular officer commissioned upon NROTC graduation after 12 October 1964.

Figure J-12.--Officer Clothing Allowance

(7) Thrift Savings Plan (TSP)

(a) Individuals who elect to enroll/participate in the Thrift Savings Plan will require a Start TSP entry as in Figure J-13.

TTC 473 000 STRT TSP BP% <u>(A)</u> SP% <u>(B)</u> IN% <u>(C)</u> BONUS% <u>(D)</u> ADDRESS <u>(E)</u>
(A) 3-byte base pay percentage
(B) 3-byte special pay percentage
(C) 3-byte incentive pay percentage
(D) 3-byte bonus percentage
(E) Address (25-byte street 1; 40-byte street 2; 20-byte city; 2-byte state code; 9-byte zip)

Figure J-13.--Start Thrift Savings Plan

(b) Individuals who elect to make a change in the Thrift Savings Plan will require a Change TSP entry as in Figure J-14.

TTC 473 XXX CHAN TSP BP% <u>(A)</u> SP% <u>(B)</u> IN% <u>(C)</u> BONUS% <u>(D)</u> ADDRESS <u>(E)</u>	
(A)	3-byte base pay percentage
(B)	3-byte special pay percentage
(C)	3-byte incentive pay percentage
(D)	3-byte bonus percentage
(E)	Address (25-byte street 1; 40-byte street 2; 20-byte city; 2-byte state code; 9-byte zip)
Note: Must be reported for all new applicants and those members who want to continue participating if previously enrolled while activated (member can also do this by accessing account online at www.tsp.gov).	

Figure J-14.--Change Thrift Savings Plan

(8) Assignment

(a) Individual's billet description will require an entry as in Figure J-15.

TTC 499 003 BILLET DESC <u>(A)</u>	
(A)	40-byte A/N Billet Description

Figure J-15.--Billet Description

(b) Individual's Reserve Billet Identification Code will require an entry as in Figure J-16.

TTC 027 003 RESERVE BIC	
(A)	11-byte A/N Billet Identification Code

Figure J-16.--Reserve Billet Identification Code

(c) Individual's Billet Military Occupational Skill will require an entry as in Figure J-17.

TTC 177 000 BILLET MOS <u>(A)</u>	
(A)	4-byte Billet MOS

Figure J-17.--Billet MOS

(d) Individual's assigned Unit Company, Platoon, and Work Section Codes will require an entry as in Figure J-18.

TTC 470 000 RUC (A) CoCd (B) PltCd (C) WkSec (D)

- (A) 5-byte RUC (mandatory field)
- (B) 1-byte Company Code ("0" if NONE) (mandatory field)
- (C) 4-byte Platoon Code (mandatory field)
- (D) 4-byte Work Section Code (leave blank if unknown or N/A)

Figure J-18.--Company/Platoon/Work Section Update Code

(9) Servicemember's Group Life Insurance

- (a) Member's SGLI will require an entry as in Figure J-19.

TTC 309 000 SGLI (A) ED (B)

- (A) Designated amount of coverage
- (B) 8-byte ED (YYYYMMDD) of SGLI coverage

Note: The initial join of a Marine will automatically start SGLI at the maximum coverage. The above entry must be submitted if reduced or no coverage is elected.

Figure J-19.--Member SGLI

- (b) Spouse SGLI will require an entry as in Figure J-20.

TTC 309 001 SPOUSE SGLI

NOTE: The initial join of a Marine will automatically start Spouse SGLI coverage. Report this entry if the member elects reduced or no coverage.

Figure J-20.--Spouse SGLI

d. Upon departure from the parent unit in reporting to the ILOC, the below unit diary entries are required (as applicable to the individual Marine):

- (1) Individuals with dependents who are not at or near the member's location for a continuous period of more than 30 days will have a Start FSA entry as in Figure J-21.

TTC 189 003 STRT FSAT ED (A)

- (A) 8-byte ED (YYYYMMDD) of FSA entitlement

Note: SMCR/AcDu/AR Marines with dependents inside of reasonable commuting distance.

Note: ED is the date of activation.

Note: Only Marines at the RTC awaiting further departure to the ILOC WITH DEPENDANTS who live OUTSIDE OF COMMUTING DISTANCE and ARE NOT COMMUTING DAILY will rate FSA. Otherwise, start FSA when member departs RTC.

Figure J-21.--Family Separation Allowance

(2) Individuals who are to be involved in a DoD identified crisis will require a Start Crisis Code entry as in Figure J-22.

TTC 887 000 (A) START CRISIS CODE (B) EFF DTE (C)
(A) 8-byte DOA (YYYYMMDD)
(B) 3-byte A/N Crisis Code (designated crisis code for contingency, determined by DoD)
(C) 8-byte ED (YYYYMMDD) (Must be one day prior to start PERSTEMPO date)
Note: ACDU/AR only once they start their TAD orders (up to 10 days prior to the Marine engaging in the crisis situation).
Note: DO NOT report for RC Marines. TTC 826 001 (Mobilization entry) updates crisis code.

Figure J-22.--Start Crisis Code

(3) Individuals who are deployed or otherwise performing duties that prevent the individual from returning to their normal billeting areas during periods of authorized liberty require a Personnel Tempo Tracking entry as in Figure J-23.

TTC 323 000 (A) START PERSTEMPO BRANCH M RUC (B) FROM DATE (C) TO DATE (D) TYPE (E)
(A) 8-byte DOA (YYYYMMDD)
(B) 5-byte Unit RUC
(C) 8-byte PersTempo begin date (YYYYMMDD)
(D) 8-byte projected PersTempo completion date (YYYYMMDD)
(E) 3-byte PersTempo Type Code WAA (CONTINGENCY/OPERATION)
Note: AD members start day leaving PDS.
Note: Reservists start day leaving PDS unless outside local commuting area and not commuting daily.
Note: When reporting a DEL/ADD transaction ensure the delete TO DATE is equal to the estimated date of return plus on day.

Figure J-23.--PersTempo Tracking

(4) TAD in Excess of 31 days or more. Active Duty personnel (to include Reserve personnel on periods of AD for 31 days or more) who will be TAD for a period more than 31 days will require a TAD in Excess entry as in Figure J-24.

TTC 106 000 (A) RUC (B) TO TAD (C) EXCESS
(A) 8-byte DOA (YYYYMMDD)
(B) 5-byte RUC (Current RUC)
(C) 4-byte time TAD commenced)
Note: Report location if changed.

Figure J-24.--AD/Reserve (31 days+ AD) TAD Excess

e. Upon arrival at the ILOC, the supporting IPAC will ensure the reporting of the below unit diary entries (as applicable to the individual Marine):

(1) Individuals who will be TAD for a period of 31 days or more will require an entry as in Figure J-25.

TTC 031 006 <u>(A)</u> ATT <u>(B)</u> RUC <u>(C)</u> TAD EXCESS	
(A)	8-byte Date Attached (YYYYMMDD)
(B)	5-byte TAD RUC
(C)	3-byte TAD MCC

Figure J-25.--Reserve TAD Excess

(2) Individuals must have a supporting Command DPI (date processing installation) entry as in Figure J-26.

TTC 274 000 COMD DPI <u>(A)</u>	
(A)	2-byte code for MISSO to identify the services supporting IPAC

Figure J-26.--Command DPI

(3) Individuals will have an Operational Identifier (OPID) entry as in Figure J-27.

TTC 034 000 START OPMCC <u>(A)</u> OPRUC <u>(B)</u> OPID <u>(C)</u> ED <u>(D)</u>	
(A)	3-byte Operational MCC
(B)	5-byte Operational RUC
(C)	6 byte Operation Code
(D)	8-byte ED (YYYYMMDD)
Note: As Operations change the OPID for each member is REQUIRED to be UPDATED.	

Figure J-27.--Operation Identifier (OPID)

(4) Marines who are enrolled in the Direct Deposit Program and elected to receive a port of their pay at their duty locality each payday will require a Request Start Split Pay entry as in Figure J-28.

TTC 156 000 RSPA \$ <u>(A)</u>.00 ED <u>(B)</u>	
(A)	Whole dollar amount
(B)	8-byte ED (YYYYMMDD) or requested ED
Note: Report on diary just prior to the last U&E for the first payday member will be in theater.	
Note: Enter amount for each pay period vice monthly amount.	

Figure J-28.--Split Pay Enrollment

(5) Marines who enrolled in the Split Pay Option and want to activate their Split Pay Option when participating in an exercise or deployment in excess of 30 days will require an entry as in Figure J-29.

TTC 159 000 STRT SPLIT PAY (A)
(A) 8-byte Date (YYYYMMDD) deployment begins
Note: Report on diary just prior to the last U&E for the first payday member will be in theater.
Note: Both entries must be reported for split pay. (TTC 156 000 and 159 000).

Figure J-29.--Split Pay Activation

(6) Once an individual arrives at their RILOC, reporting units will run a Contingency Per Diem entry as in Figure J-30.

TTC 327 000 STRT DEPLOY DER DIEM (A) ED (B)
(A) 1 DIGIT LETTER CODE: (R) - Reservist (CONUS) without meals provided (S) - Reservist (CONUS) with meals provided (C) - Contingency (OCONUS)
(B) 8-byte ED (YYYYMMDD)
Note: ED is the day after the date of arrival at ILOC TDY location when Marine's primary residence is outside reasonable commuting distance of TDY location.

Figure J-30.--Start Contingency Per Diem

(7) Once an individual departs their RILOC, reporting units will stop their Contingency Per Diem entry as in Figure J-31.

TTC 328 000 STOP DEPLOYED PER DIEM ED (A)
(A) 8-byte ED (YYYYMMDD)
Note: ED is the day before the date of departure from the RILOC TDY location for stopping the entitlement

Figure J-31.--Stop Contingency Per Diem

f. Upon deployment into Theater, the supporting IPAC will ensure the reporting of the below unit diary entries:

(1) Once an individual arrives in the AOR, reporting units will run a Start Deployment Per Diem entry as in Figure J-32.

TTC 327 000 STRT DEPLOY DER DIEM (A) ED (B)

- (A) 1 DIGIT LETTER CODE:
 - (R) - Reservist (CONUS) without meals provided
 - (S) - Reservist (CONUS) with meals provided
 - (C) - Contingency (OCONUS)
- (B) 8-byte ED (YYYYMMDD)

Note: ED is the day AFTER arrival at the designated deployment location.

Figure J-32.--Start Deployment Per Diem

(2) Individuals who are eligible for Hostile Fire Pay/Imminent Danger Pay will require a Start Hostile Fire Pay entry as in Figure J-33.

TTC 293 001 (A) START HFP (B) EFF (C)

- (A) 8-byte Date of Action
- (B) 2-byte Country Code
- (C) 8-byte ED (YYYYMMDD)

Note: ED is the date of arrival in Theater.

Figure J-33.--Start Hostile Fire Pay

(3) Individuals who are eligible to receive Hardship Duty Pay-Location will require a Report Hardship Duty Pay-Location entry as in Figure J-34.

TTC 136 001 START HDP-L (A) LOCATION CODE (B) ED (C)

- (A) 1-byte hardship duty code T = Temporary, or P = Permanent
- (B) 9-byte country code (complete listing available in ODSE look up tables under LK_HARDSHIP_DUTY_CODES_EH)
- (C) 8-byte ED (YYYYMMDD)

Note: ED is date of arrival in Theater.

Figure J-34.--Report Hardship Duty Pay-Location

(4) Individuals who qualified for the Combat Zone Tax Exclusion authorized under DoDFMR, Vol. 7A, paragraph 440102 require a Start Tax Exclusion entry as in Figure J-35.

TTC 432 001 START TAX EXCL (A) LOC (B)

- (A) 8-byte date (YYYYMMDD)
- (B) 2-byte country/CZTE location code

Note: ED is date of arrival in Theater.

Figure J-35.--Start Tax Exclusion

(5) Individuals who already have a Tax Exclusion entry and are changing locations that will allow the member to retain their tax exclusion will require a Change Exclusion Location entry as in Figure J-36.

TTC 432 002 CHG EXCL LOC (A) TO (B) LOC (C)

- (A) 8-byte from date (YYYYMMDD)
- (B) 8-byte to date (YYYYMMDD)
- (C) 2-byte new country/CZTE location code

Note: In the event the location changes, the effective date of this entry is the date arrived into the new Theater.

Note: Individual must already have TTC 432 001 entered into the Unit Diary.

Figure J-36.--Change Tax Exclusion

(6) Individuals who qualify for Sea Duty Pay will require a Change Career Sea Duty entry as in Figure J-37.

TTC 139 001 (A) CHAN CARSEA DU (B)

- (A) 8-byte Date of action (YYYYMMDD) is the date effective the entitlement
- (B) Vessel Name (maximum of 20 A/N characters)

Figure J-37.--Change Career Sea Duty

(7) Individuals who have completed or are expected to complete a deployment of 5 months or more will require a Deployment Status Code/Deployment Return Date entry as in Figure J-38.

TTC 422 000 DEPLOY STAT (A) DRD (B)

- (A) 1-byte numeric code from MCO P1080.20 indicating Deployment Status Code
- (B) 8-byte ED (YYYYMMDD) Expected Date of Return if more than 5 months from Date of Departure

Figure J-38.--Deployment Status Code/Deployment Return Date

(8) Individuals who are serving in a combat situation are not required to run the semi-annual PFT and will require a PFT Not Required entry as in Figure J-39.

TTC 481 012 PFT NREQ

Note: Report on all deployed Marines. A code of 9 will generate in MCTFS to utilize previous PFT score for promotion purposes.

Figure J-39.--PFT Not Required

(9) Individuals who are serving in a combat situation are not required to run the semi-annual CFT and will require a CFT Not Required entry as in Figure J-40.

TTC 480 004 CFT NREQ

Note: Report on all deployed Marines. A code of 9 will generate in MCTFS to utilize previous CFT score for promotion purposes.

Figure J-40.--CFT Not Required

(10) Individuals who are deployed to a combat zone and are prevented from effective BCP management and participation will require a BCP assignment waiver entry as in Figure J-41.

TTC 339 003 FR WT CNTL STRT CBT ZONE INACTIVE STATUS (A)

(A) 8-byte ED (YYMMDD)

Note: Only if commander determines BCP cannot be administered in theater. ED is date arrived in theater.

Note: Member MUST be in receipt of Hostile Fire Pay.

Figure J-41.--BCP Assignment Waiver

(11) Individuals will have an individual location entry as in Figure J-42.

TTC 135 000 INDIV LOC (A) (B) (C) (D)

(A) 3-byte county code (or foreign country code)

(B) 2-byte numeric state code (or foreign country alpha code or body of water alphanumeric code)

(C) 4-byte city code

(D) 8-byte numeric ED (YYYYMMDD)

Note: Unclassified use location codes.

Note: Classified use code 000ZZ0000.

Figure J-42.--Individual Location

(12) Individuals who are assigned to an element of the MAGTF will have a MAGTF Designator entry as in Figure J-43.

TTC 499 030 MAGTF (A)

(A) 4-byte A/N code from below. Leading zeros will be used for single digit MAGTF numbers

Note: (1) 1ST BYTE: COMMAND
A: AIR COMBAT ELEMENT
C: COMMAND ELEMENT
G: GROUND COMBAT ELEMENT
S: LOGISTIC COMBAT ELEMENT

(2) 2ND BYTE - UNIT COMMAND (UNIT OR MEF MEMBER COMES FROM):
H: I MEF
L: II MEF
V: III MEF
P: MEB
O: OTHER

(3) 3D BYTE - LOCATION COUNTRY

(4) 4TH BYTE - 0 (CITY/CAMP CODE IS NO LONGER REQUIRED).

Figure J-43.--MAGTF Designator

(13) Individuals Rifle scores who will be recorded or waived due to deployment will require an entry as in Figure J-44.

TTC 485 000 RIFLE QUAL (A) (B)

- (A) 8-byte ED (YYYYMMDD) of qualification
- (B) 3-byte score (A/N score)

Note: Report 'WWW' for exemptions and waivers.

Note: Report 'NNN' only for those Marines not required to fire based on grade.

Note: Applies only to Table 1 score.

Figure J-44.--Rifle Qualification

(14) Individuals Pistol scores who will be recorded or waived due to deployment will require an entry as in Figure J-45.

TTC 499 015 PISTOL QUAL (A) (B)

- (A) 6-byte ED (YYYYMM) of qualification
- (B) 3-byte A/N score

Note: Report 'WWW' for exemptions and waivers.

Note: Report 'NNN' only for those Marines not required to fire based on Grade.

Figure J-45.--Pistol Qualification

(15) Individuals who conduct pre-deployment, deployment, and post-deployment training and health assessments surveys will require a Training Event entry as in Figure J-46.

TTC 483 000 TRAINING EVENT (A) ED (B)

- (A) 2-byte A/N code (per MCTFS Table 77 (Training Event Codes) of the MCTFS PRIUM)
- (B) 8-byte ED (YYYYMMDD)

Note: Warrior Transitioning Training required w/in 30-Days prior to Redeployment.

Figure J-46.--Training Event

(16) Once an individual departs the AOR, reporting units will run a Stop Deployed Per Diem entry as in Figure J-47.

TTC 328 000 STOP DEPLOYED PER DIEM ED (A)

- (A) 8-byte ED (YYYYMMDD)

Note: ED is the day BEFORE the date of departure from the designated deployment location.

Figure J-47.--Stop Deployment Per Diem

(17) Individuals who are departing the location that qualified them for Hardship Duty Pay-Location will require a Stop Hardship Duty Pay-Location entry as in Figure J-48.

TTC 175 001 STOP HDP-L (A) ED (B)

- (A) 1-byte hardship duty code (T = Temporary, P = permanent)
- (B) 8-byte ED (YYYYMMDD)

Figure J-48.--Stop Hardship Duty Pay-Location

g. Upon arrival at RILOC, the supporting IPAC in conjunction with the GFC will complete demobilization administrative requirements. The below list of unit diary actions is required (as applicable) prior to detaching RILOC:

(1) Individuals who are enrolled in the Split Pay Option and are requesting to stop the Split Pay Option or are returning from deployment will require a Stop Split Pay entry as in Figure J-49.

TTC 160 000 STOP SPLIT PAY (A)

- (A) 8-byte ED (YYYYMMDD) must be run after EOM U&E for previous month and before BOM U&E for month returning from OCONUS

Figure J-49.--Stop Split Pay

(2) Once an individual departs the RILOC, reporting units will run a Stop Deployed Per Diem entry as in Figure J-55.

TTC 328 000 STOP DEPLOYED PER DIEM ED (A)

- (A) 8-byte ED (YYYYMMDD)

Note: ED is the day BEFORE the date of departure from the designated deployment location for stopping the entitlement.

Figure J-50.--Stop Deployment Per Diem

(3) Individuals who complete a physical exam for any reason will require a Last Physical Exam entry as in Figure J-51.

TTC 813 000 LAST PHYS EXAM (A)

- (A) 8-byte ED (YYYYMMDD)

Figure J-51.--Last Physical Exam

(4) When individuals are tested annually for HIV III, they will require an entry as in Figure J-52.

TTC 499 001 HIV III (A)

- (A) 6-byte ED (YYYYMM)

Figure J-52.--HIV III Test

(5) Individuals who receive proficiency/conduct (Pro/Con) marks will require an entry as in Figure J-53.

TTC 335 000 (A) MARKS PRO (B) . (B) CON (C) . (C) OCC (D) ED (E)

- (A) 8-byte ED (YYYYMMDD)
(B) Proficiency mark
(C) Conduct mark
(D) Abbreviation for the occasion which the marks are being submitted (from MCO P1070.12)
(E) 8-byte ED (YYYYMMDD) of assignment

Note: Cpl and below - Effective the date TAD Excess is terminated.

Figure J-53.--Pro/Con Marks

(6) Individuals who conduct pre-deployment, deployment, and post-deployment training and health assessments surveys will require a Training Event entry as in Figure J-54.

TTC 483 000 TRAINING EVENT (A) ED (B)

- (A) 2-byte A/N code (per MCTFS Table 77 (Training Event Codes) of the MCTFS PRIUM)
(B) 8-byte ED (YYYYMMDD)

Note: Warrior Transitioning Training required w/in 30-Days prior to Redeployment.

Figure J-54.--Training Event

(7) Individuals will receive a combat service code to indicate whether they have participated in combat against enemy forces and in what theater and/or war and will require a Combat Service entry as in Figure J-55.

TTC 152 001 CBT SERV (A)

- (A) 1-bite code(s) (from MCO P1080.20) for Operation(s) participated in

Figure J-55.--Combat Service

(8) Individuals who participate in a combat deployment will require a Last Tour Combat date entry as in Figure J-56.

TTC 120 001 LASTTOUR CBT (A)

- (A) 8-byte ED (YYYYMMDD) of arrival in U.S

Figure J-56.--Last Combat Tour Date

(9) Individuals departing an area that qualified them for tax exclusions will require a Stop Tax Exclusion entry as in Figure J-57.

TTC 433 000 STOP TAX EXCL (A)

(A) 8-byte ED (YYYYMMDD) exclusion terminates

Figure J-57.--Stop Tax Exclusion

(10) Individuals who have been a Prisoner of War (POW) will require an EX-POW entry as in Figure J-58.

TTC 161 000 EX POW (A)

(A) 1-byte code from MCO P1080.20

Figure J-58.--Ex-POW

(11) Individuals who were entitled to Hostile Fire Pay/Imminent Danger Pay will require a Stop Hostile Fire Pay entry as in Figure J-59.

TTC 294 001 (A) STOP HFP EFF (B)

(A) 8-byte Date of Action (YYYYMMDD)

(B) 8-byte ED (YYYYMMDD)

Note: ED is the date of arrival in Theater.

Figure J-59.--Stop Hostile Fire Pay

(12) Individuals who conduct pre-deployment, deployment, and post-deployment training and health assessments surveys will require a Training Event entry as in Figure J-60.

TTC 483 000 TRAINING EVENT (A) ED (B)

(A) 2-byte A/N code (per MCTFS Table 77 (Training Event Codes) of the MCTFS PRIUM)

(B) 8-byte ED (YYYYMMDD)

Note: Post Deployment Health Assessment w/in 5-Days of returning CONUS.

Figure J-60.--Training Event

(13) Individuals must have a supporting Command DPI (date processing installation) entry as in Figure J-61.

TTC 274 000 COMD DPI (A)

(A) 2 byte code for MISSO to identify the services supporting IPAC

Figure J-61.--Command DPI

(14) Individuals who have completed or are expected to complete a deployment of 5 months or more will require a Deployment Status Code/Deployment Return Date entry as in Figure J-62.

TTC 422 000 DEPLOY STAT (A) DRD (B)

- (A) 1-byte numeric code from MCO P1080.20 indicating Deployment Status Code
- (B) 8-byte ED (YYYYMMDD) Expected Date of Return if more than 5 months from Date of Departure

Figure J-62.--Deployment Status Code/Deployment Return Date

(15) Individuals returning from a hostile fire area/combat zone deployment of more than 180 consecutive days will require an Overseas Control Date entry as in Figure J-63.

TTC 071 000 OVERSEAS CONTROL DATE (A)

- (A) 8-byte date (YYYYMMDD) Marine left hostile fire area/combat zone

Note: Marine must complete 6 continuous months (180 days) in hostile fire area/combat zone.

Figure J-63.--Overseas Control Date

(16) Individuals who are no longer assigned to an element of the MAGTF will have a MAGTF Designator Delete entry as in Figure J-64.

TCC 499 029 MAGTF DESIGNATOR DELETE

Figure J-64.--MAGTF Designator Delete

(17) Individual's will have a brief description of the battles, campaigns, operations, and expeditions in which they participate in (Operation History/Expeditions) entry as in Figure J-65.

TTC 121 000 OP HIST FR (A) TO (B) OPMCC (C) OPRUC (D) OPS (E) LOC (F) OPTYPE (G)

- (A) 8-byte From Date (YYYYMMDD)
- (B) 8-byte To Date (YYYYMMDD)
- (C) 3-byte A/N Op MCC
- (D) 5-byte A/N Op RUC
- (E) 40-byte A/N Op Description
- (F) 20-byte A/N Op Location
- (G) 1-byte A/N Operation Type

Figure J-65.--Operation History/Expeditions

(18) Individuals will have an individual location entry as in Figure J-66.

TTC 135 000 INDIV LOC (A) (B) (C) (D)

- (A) 3-byte county code (or foreign country code)
- (B) 2-byte numeric state code (or foreign country alpha code or body of water alphanumeric code)
- (C) 4-byte city code
- (D) 8-byte numeric ED (YYYYMMDD)

Note: Unclassified use location codes
Note: Classified use code 000ZZ0000

Figure J-66.--Individual Location

(19) Individuals who are given any type of award (Decorations, Personal, Unit, and Service) will receive an Award entry as in Figure J-67.

TTC 140 000 AWD (A) DEV (B) FR (C) TO (D) ED (E)

- (A) Type of award (2-byte A/N) (MCO P1070.12)
- (B) Type of device awarded (1-byte A/N) (MCO P1070.12)
- (C) 8-byte From date (YYYYMMDD)
- (D) 8-byte To date (YYYYMMDD)
- (E) 8-byte Date awarded (YYYYMMDD)

Figure J-67.--Awards

(20) Individuals whose TAD is terminated must be reported as in Figure 68.

TTC 461 000 (A) ATT TERM (B) RUC (C) HIST (D)

- (A) 8-byte DOA (only if DOA is earlier than date of UD)
- (B) 4-byte time
- (C) 5-byte RUC
- (D) Title of Unit/Command Marine was attached.

Note: TTC 461 000 applies to AD, TTC 461 001 applies to Reserves.

Figure J-68.--Termination of TAD

3. The below list of additional demobilization processing actions shall be completed as they apply to the unit/det prior to departing RILOC.

- a. Ensure each leg of travel is properly documented via orders endorsements.
- b. Ensure completion of all medical and dental actions as prescribed.
- c. Ensure all members attend the required separations and return & reunion briefs. Briefs include but are not limited to: Re-integration brief, ESGR initial brief (a more detailed brief with local representative will be conducted at respective HTC's), TRICARE, OneSource, VA CMC brief, Family Team Building, VA Benefits (a more detailed brief with local representative will be conducted at respective HTC's).
- d. Ensure the completion and submission of fitness reports for all Sergeants (as applicable) and above IAW reference (au).

- e. Ensure Pro/Con marks for Corporals and below are annotated on the member's orders.
 - f. Ensure members granted TS/SCI clearance are out-briefed by the SSO.
4. Upon returning to the parent SMCR Command, the below unit diary entries are required to be submitted on the active duty RUC:
- a. Individuals who are returning from TAD status require a From TAD entry as in Figure J-69.

TTC 107 000 (A) FR TAD (B) RUC (C)

(A) 8-byte DOA (YYYYMMDD)
(B) 4-byte time TAD terminated
(C) 5-byte RUC (RUC which Member is being joined to, not TAD RUC)

Figure J-69.--From TAD

- b. Individuals whose PersTempo event is completed require a Stop Personnel Tempo Tracking entry as in Figure J-70.

TTC 323 002 (A) STOP PERSTEMPO ED (B)

(A) 8 byte DOA (YYYYMMDD)
(B) 8 byte ED (YYYYMMDD) of Stop PersTempo (end date is determined by when Marine returns to his/her primary residence)

Note: Only stop on AC/AR and reservist within reasonable commute.

Figure J-70.--Stop PersTempo

- c. Individuals whose eligibility for FSAT has ended will require a Stop FSAT entry as in Figure J-71.

TTC 190 000 STOP FSA ED (A)

(A) 8-byte ED (YYYYMMDD) termination of FSA entitlement

Note: End date is determined by when Marine returns to his/her Primary Residence.
Note: Only stop on AC/AR and reservist within reasonable commute.

Figure J-71.--Stop FSA

- d. Individuals who are no longer participating in a crisis will require a Stop Crisis Code entry as in Figure J-72.

TTC 887 001 (A) STOP CRISIS CODE (B) EFF DTE (C)

(A) 8-byte DOA (YYYYMMDD)
(B) 3-byte Crisis Code (XXX)
(C) 8-byte ED (YYYYMMDD)

Note: AC/AR Marines only - effective date Marine returns to HTC

Figure J-72.--Stop Crisis Code

e. Individuals who have concluded participation in an operation will require a Stop Op Info entry as in Figure J-73.

TTC 034 001 STOP OP INFO ED <u>(A)</u>
(A) 8-byte ED (YYYYMMDD)
Note: AC/AR Marines only - effective date Marine returns to HTC.

Figure J-73.--Stop Op Info

f. Individuals will require a Work telephone Number entry as in Figure J-74.

TTC 499 028 <u>(A)</u> WORK TELEPHONE NUMBER <u>(B)</u>
(A) 8-byte DOA (YYYYMMDD)
(B) 35-byte Free Form Phone Number (Alpha/Numeric)

Figure J-74.--Work Telephone Number

g. Individuals will have an individual location entry as in Figure J-75.

TTC 135 000 INDIV LOC <u>(A)</u> <u>(B)</u> <u>(C)</u> <u>(D)</u>
(A) 3-byte county code (or foreign country code)
(B) 2-byte numeric state code (or foreign country alpha code or body of water alphanumeric code)
(C) 4-byte city code
(D) 8-byte numeric ED (YYYYMMDD)
Note: Unclassified use location codes.
Note: Classified use code 000ZZ0000.

Figure J-75.--Individual Location

h. Individuals will need to audit and update their Record of Emergency Data (RED) and will require multiple RED entries within in the following TTC codes as in Figure J-76:

TTC 343 XXX - 346 XXX RECORD OF EMERGENCY DATA
Note: Audit and update any RED changes.

Figure J-76.--Record of Emergency Data

i. Individuals who receive proficiency/conduct (Pro/Con) marks will require an entry as in Figure J-77.

TTC 335 000 (A) MARKS PRO (B) . (B) CON (C) . (C) OCC (D) ED (E)

- (A) 8-byte ED (YYYYMMDD)
- (B) Proficiency mark
- (C) Conduct mark
- (D) Abbreviation for the occasion which the marks are being submitted (from MCO P1070.12)
- (E) 8-byte ED (YYYYMMDD) of assignment

Note: SMCR only - effective the date SNM is released from active duty.

Figure J-77.--Pro/Con Marks

j. Individuals must have a supporting Command DPI (date processing installation) entry as in Figure J-78.

TTC 274 000 COMD DPI (A)

- (A) 2 byte code for MISSO to identify the services supporting IPAC

Note: Enter 16 for AC/AR Marines; 17 for reserve Marines.

Figure J-78.--Command DPI

5. Unit Commanders are additionally responsible for ensuring the below listed items are completed prior to any member being deactivated.

a. Ensure DD Form 214/215 is completed and delivered to member prior to departing HTC on PDMRA and/or Leave While Awaiting Separation (LWAS).

b. Ensure the NAVMC 11060 for settlement of final payment is completed and submitted to the supporting Finance Office.

c. Ensure DD Form 1351-2 (Travel Voucher or Subvoucher) is completed and signed by the member. HTC must ensure claim is submitted to the Finance Center immediately upon deactivation.

d. Ensure family members/dependents are provided the required Return & Reunion Brief.

e. Ensure active duty ID cards are recovered and reserve ID cards are reissued as appropriate.

f. Ensure Transitional Assistance Management Program (TAMP) ID cards are issued to members and their dependents for Transitional Medical Benefits.

6. Upon completion of all required deactivation processing and Marines depart the HTC (for PDMRA, LWAS, or upon deactivation), the below unit diary entries are required (as applicable for the individual Marine):

a. Individuals will require a Disbursing Station Symbol Number (DSSN) entry as in Figure J-79.

TTC 150 000 DSSN (A) ED (B)

- (A) 4-character symbol 0018
- (B) 8-byte ED (YYYYMMDD)

Note: DSSN change is mandatory in order to support Finance Officer actions Required.

Figure J-79.--DSSN

b. Individuals who are taking LWAS will require a LWAS entry as in Figure J-80.

TTC 115 030 TO LWAS (A) (B) (C)

- (A) 4-byte time leave begins (HHMM)
- (B) 8-byte ED (YYYYMMDD) leave begins
- (C) 8-byte ED (YYYYMMDD) separation

Note: Used for those taking pre-separation leave prior to being deactivated.

Figure J-80.--Leave While Awaiting Separation

c. Individuals will require a Home Telephone Number entry as in Figure J-81.

TTC 499 024 (A) HOME TELEPHONE NUMBER (B)

- (A) 8-byte DOA (YYYYMMDD)
- (B) 35-byte Free Form Phone Number (Alpha/Numeric)

Note: Must be action dated 1 day prior to RELACDU date.

Figure J-81.--Home Telephone Number

d. Individuals will require a Home Address entry as in Figure J-82.

TTC 499 025 (A) HOME ADDRESS (B) (C) (D) (E) (F) (G)

- (A) 8-byte DOA (YYYYMMDD)
- (B) 1-byte Address Validation Flag
- (C) 1-byte Numeric Special Mailing Condition Code
- (D) 40-byte (max) Street number and name
- (E) 20-byte (max) City
- (F) 19-byte (max) State or Country
- (G) Zip Code

Note: Must be action dated 1 day prior to RELACDU date.

Figure J-82.--Home Address

e. Individuals who separate from Active Duty will require a DROP SPD entry as in Figure J-83.

TTC 378 000 (A) DROP SPD (B) (C) RE (D) ED (E)

- (A) 8-byte DOA (YYYYMMDD) (same date as ED)
- (B) 4-byte sep code = MBK5
- (C) 1-byte sep doc type = H
- (D) 2-byte reenlistment indicator
- (E) 8-byte ED

Note: Effective the last date of active duty and must match the end date of the MROWS orders.

Figure J-83.--Drop SPD

7. SMCR Marines must be immediately joined back to a SMCR unit RUC. The below unit diary entries must be completed for all SMCR members (inclusive of "cross-levelers").

- a. Individuals will require a Join RUC entry as in Figure J-84.

TTC 020 145 JOIN RUC MCC DU FR RELACDU IDT REQ 48

Figure J-84.--Join RUC

- b. Individuals will require a Mobilization Monitored Command Code (MOBMCC) entry as in Figure J-85.

TTC 217 000 MOB MCC (A)

- (A) 3-byte A/N MMCC from MCO P1080.20

Figure J-85.--MOBMCC

- c. Individual's assigned Unit Company, Platoon, and Work Section Codes will require an entry as in Figure J-86.

TTC 470 000 RUC (A) CoCd (B) PltCd (C) WkSec (D)

- (A) 5-byte RUC (mandatory field)
- (B) 1-byte Company Code ("0" if NONE) (mandatory field)
- (C) 4-byte Platoon Code (mandatory field)
- (D) 4-byte Work Section Code (leave blank if unknown or N/A)

Figure J-86.--Company/Platoon/Work Section Code

- d. Individual's Reserve Billet Identification Code will require an entry as in Figure J-87.

TTC 027 003 RESERVE BIC

- (A) 11-byte A/N Billet Identification Code

Figure J-87.--Reserve Billet Identification Code

e. Individual's billet description will require an entry as in Figure J-88.

TTC 499 003 BILLET DESC (A)

(A) 40-byte A/N Billet Description

Figure J-88.--Billet Description

f. Individual's Billet Military Occupational Skill will require an entry as in Figure J-89.

TTC 177 000 BILLET MOS (A)

(A) 4-byte Billet MOS

Figure J-89.--Billet MOS

g. Individuals will have a Child/Dependent Custody Status Code entry as in Figure J-90.

TTC 304 000 CUSTODY STAT (A)

(A) 1-byte A/N code from MCO P1080.20 (MCTFS Personnel Reported Instructions Manual, Table 03)

Note: Required entry when both parents/guardians are members of the Armed Forces (active or reserve) or of a single parent having custody of the dependent.

Figure J-90.--Custody Status

h. Individuals who join a SMCR unit (except by enlistment) will require an Initial Screening entry as in Figure J-91.

TTC 815 001 INIT SCREENING COMPL (A) RESULTS (B)

(A) 8-byte ED (YYYYMMDD)

(B) 1-byte result (see MCTFSPRIUM Fig 4-2)

Figure J-91.--Initial Screening

i. Individuals will require an Annual Career Retirement Credit Report (CRCR) Certification entry as in Figure J-92.

TTC 922 000 CRCR CERTDATE (A)

(A) 6-byte (YYYYMM) certification date

Figure J-92.--CRCR Certification

j. Individuals who elect to make a change in the Thrift Savings Plan will require a Change TSP entry as in Figure J-93.

	TTC 473 XXX CHAN TSP BP% (A) SP% (B) IN% (C) BONUS% (D) ADDRESS (E)
(A)	3-byte base pay percentage
(B)	3-byte special pay percentage
(C)	3-byte incentive pay percentage
(D)	3-byte bonus percentage
(E)	Address (25-byte street 1; 40-byte street 2; 20-byte city; 2-byte state code; 9-byte zip)
Note:	Must be reported for all new applicants and those members who want to continue participating if previously enrolled while activated (member can also do this by accessing account online at www.tsp.gov).

Figure J-93.--Change Thrift Savings Plan).

8. In those instances where a member of the IRR or IMA was joined to the SMCR unit as a cross-leveler, the Marine will be transferred to the IRR the day after the join date to the SMCR.

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APPENDIX K

GENERAL ADMINISTRATIVE PROCEDURES

1. Purpose. This appendix provides information on the administrative process required to activate RC personnel ISO a contingency. All pay, allowances, rights, privileges, and protections for members are the same regardless of the voluntary or involuntary nature of the tour, as long as the member is supporting a defined contingency operation.
2. Marine Corps Total Force System (MCTFS). The primary means for reporting individual and SMCR unit personnel status is MCTFS. MCTFS data is critical to manpower planners at all levels in assessing both individual and unit readiness, addressing potential shortfalls, and identifying possible sourcing solutions to shortfalls. Therefore, CO/I-Is will ensure the prompt and accurate reporting of personnel data in MCTFS via the Unit Diary/ Marine Integrated Personnel System.
3. Marine On-Line (MOL) Registration. Commanders are required to make a concerted effort to ensure each Marine is registered with Marine On-Line prior to being activated.
4. Advance Pay and Allowances. The purpose of an advance of pay is to ease hardships imposed by the lack of regular payments when a Marine is activated. For specific guidance on eligibility and amounts payable for advance pay and allowances, see reference (bn)Vol 7a, Chap 32.
5. Failure to Report. If a Marine fails to report on the report date or within the subsequent 24 hour period, the individual is considered in an absent without leave status and shall be considered a deserter. Reserve Marines who fail to report will be reported to civilian agencies via the issuance of a DD Form 553 (Deserter/Absentee Wanted by the Armed Forces). Commands issuing the DD Form 553 should contact their servicing Staff Judge Advocate (SJA) for review in order to ensure the form was properly completed as well as ensuring that the Marine was properly notified of the involuntary activation.
6. Family Separation Allowance (FSA). FSA is payable only to members with dependents. RC members with dependents may be authorized to receive FSA depending on the individual circumstances of the member and their dependents. See DODFMR, Vol 7a, Chap 27 for detailed guidance.
7. Split Pay. Deploying Marines may request split pay. This authorization allows a Marine enrolled in direct deposit to receive a designated portion of their pay while deployed. See the Marine Corps Total Force System Pay and (MCTFS PRIUM) for detailed guidance.
8. Reserve Income Replacement Program (RIRP). This program provides for a payment to an eligible RC Marine involuntarily called to and serving on active duty ISO a contingency operation, crisis or CCDR requirement when his or her total monthly compensation is less than the average monthly civilian income of the member. Reference (aw) and see DODFMR, Vol 7a, Chap 55 for further guidance.
9. Dependent Information. Prior to activation, Commanders are directed to ensure dependent information is resident and accurately reflected in MCTFS

and dependents are properly pre-enrolled in the Defense Enrollment Eligibility Reporting System (DEERS). Commanders are required to review and ensure accurate reporting of (at a minimum) the below information:

a. Ensure a current Dependency Application, NAVMC 10922 is resident in the Marine's electronic record (eRecord).

b. Ensure all Marines with dependents have an appropriate Family Care Plan (NAVMC 11800 (Rev 01-13) (EF)) documented in accordance with MCO 1740.13C (Family Care Plans).

c. SGLI election for member and spouse.

d. Complete an application for Uniform Services Identification Card DEERS Enrollment, DD form 1172 for any add/loss of dependents.

e. Ensure all dependents are pre-enrolled in DEERS.

f. Ensure the proper "custody status code" is reflected in MCTFS.

10. USMCR MROWS Orders. All Activated RC Marines; both involuntary and voluntary will be issued activation orders through the use of the MROWS. These orders serve as the basis for military pay and travel entitlements.

a. SMCR Unit/Det activation orders issued will activate Marines from their primary residence in reporting to the HTC for duty with the activating unit/det and FFA to the ILOC, APOE, gaining MAGTF Commander, OCONUS, RILOC, return to the HTC, followed by completion of duty at the member's primary residence.

b. Individuals' activation orders issued will activate Marines from their primary residence in reporting to an IMA Operational Sponsor, DSS, or RSU as directed.

c. Each leg of assignment during the period of activation will be captured as a FFA in all RC Marine's activation orders. If a member is authorized POV travel, their report date will be modified to accommodate travel time requirements shown in the JFTR per the maximum miles allowed per day.

d. Per Diem. Per diem is paid IAW the JFTR. If per diem is payable, the amount of per diem paid will be based on the availability and assignment of government quarters and messing during each leg of assignment throughout the entire period of activation. The availability of government quarters/messing is not always known in advance, therefore all orders issued will direct government quarters and messing if available. That amount may be limited to the daily incidental rate if government quarters/messing are provided at no cost to the Marine. It is of paramount importance that every set of orders issued display lines of appropriation for travel and per diem. In order for MROWS to assign the correct lines of accounting (LOA) and standard document numbers (SDNS) to orders, the proper mobilization plan identification (PID) must be selected.

11. Reporting/Detaching Endorsements. It is imperative that DSSs, SMCR Units, RSUs, Operational Sponsors and Gaining MAGTF Commanders complete accurate and detailed reporting/detaching endorsements for each leg of assignment during the entire activation period. These endorsements are the

documents that will be used to properly settle travel claims. Each endorsement must clearly provide the date of arrival, date of departure, availability and assignment of government quarters (and cost associated, if any), availability and use of government mess (this will determine the payment of the meal portion of the per diem rate), and if travel to the duty location was executed via individual travel or group travel.

12. Government Travel Charge Card (GTCC). IAW reference (ax) the GTCC of Individual Reserve Component members and Unit/Detachment personnel of an activated Selected Marine Corps Unit (SMCR) must be received by the unit directly responsible for the travel and administrative support of the individual or unit/detachment while activated/deployed.

13. POV Storage and Shipment. Per reference (ay), single activated RC Marines and deploying AC/AR Marines may be authorized storage of one (1) POV. Married Marines are not entitled to POV storage unless both Marines are on active duty away from their primary residence. Both military members may be entitled to storage of (1) POV each. Shipment of POVs is not an entitlement under TAD orders and will not be authorized. Individual Marines will notify CMC (MMFA) and SMCR Units will notify COMMARFORRES (Comptroller) of Marines authorized POV storage.

14. Household Goods (HHG) Storage and Shipment

a. Provisions for the Special Storage of HHG during deployment are contained in CMC message DTG 031250Z Jul 12.

b. All activated RC Marines and deploying AC/AR Marines may be authorized a shipment of HHG for personal comfort and well-being up to the standard weight allowances cited for periods of TAD in the JFTR.

c. SMCR Marines authorized special storage or shipment must utilize the appropriation data found in the COMMARFORRES activation message. Units must submit an aggregate obligation amount for the shipment and storage of HHG to the MARFORRES Comptroller. The MARFORRES Comptroller will obligate the dollar amount for shipment and storage of HHG in Standard Accounting, Budgeting, and Reporting System (SABRS).

d. IRR/IMA Marines authorized special storage or shipment must coordinate with CMC (MFMA) to ensure authorization and appropriation data is included in the MROWS activation orders.

15. Personnel Tempo (PERSTEMPO) Reporting IAW MCTFSPRIUM. PERSTEMPO will be reported per PAA 07-01 and PAA 08-01. PERSTEMPO will be started effective the date of activation for USMCR Marines residing outside of reasonable commuting distance and not commuting to their primary residence nightly. PERSTEMPO will be started effective the date of deployment for AC, AR, and Reserve Marines residing within reasonable commuting distance. PERSTEMPO reporting is contingent upon the Marine returning to their primary residence on a nightly basis.

16. Country Clearance & Passports

a. SMCR Marines' Country Clearance & Passports is the responsibility of the Unit Commander. Additionally, it is the Unit Commander's responsibility to acquire passports for deploying Marines as required. If the Unit Commander is unable to accomplish the issuance of all required passports and

country clearances, ensure advance liaison with the gaining MAGTF Commander is made and a plan is in place to facilitate the completion of issuance.

b. IRR/IMA Marines' Country Clearance & Passports is the responsibility of the Deployment Processing Center (DPC). Additionally, it is the DPC's responsibility to acquire passports for deploying Marines as required. If the DPC is unable to accomplish the issuance of all required passports and country clearances, ensure advance liaison with the Gaining MAGTF Commander is made and a plan is in place to facilitate the completion of issuance.

17. Fitness Reports. SMCR and IMA Marines being activated/deployed under the same Reporting Senior (RS) have no report due upon activation. SMCR and IMA Marines being activated/deployed under a different RS must have a transfer "TR" report completed with an ending date 1 day prior to the date of activation. Fitness reports will be completed and submitted for any occasion occurring during activation, which requires a fitness report per reference (av). During periods of activation, activated RC Marines will continue to receive their annual "AR" report as due IAW reference (av). Upon demobilization/deactivation, RC Marines will receive a "CS" report with an ending date equal to the date of demobilization (if the RS was not the Marine's normal RS), or the date of deactivation (if the RS is the Marine's normal RS). The beginning date of the next reporting occasion must be verified to and begin the date following the end date of the "CS" report as to ensure there are no "date gaps". Any periods of Leave While Awaiting Separation (LWAS) or PDMRA should be annotated as a period of non-availability.

18. Proficiency and Conduct (Pro/Con) Marks. IAW reference (az), Corporals and below serving on active duty in a full duty status that have not received markings within the last 90 days will receive Semi-Annual marks on 31 January & 31 July. The unit should also run NA for the Annual (AN) marks for 31 December.

a. When the effective date of Transfer (TR), To TAD (TD), TAD Complete (C), Promotion (PR) or Reduction (RD) marks coincides with the issuing of the SA marks, the TR, TD, TC, PR, RD marks will take precedence.

b. When the effective date of another reporting occasion (such as the period of TAD to the Supported MAGTF Commander) occurs 90 days prior to the effective date for reporting the AN marks (31 Dec), the TR, TD, TC, PR, RD, etc. will take precedence. Run the appropriate marks, then run NA for the AN marks (31 Dec).

c. If a Marine completes a period of activation and is deactivated within 90 days prior to the effective date for reporting Semi-Annual marks (31 Jan & 31 Jul), run the TR marks. If this occurs within 90 days prior to the next AR marking requirement (31 Dec) run NA for the AR marks.

d. If a Marine completes a period of activation and is deactivated within 90 days after the effective date for reporting the Semi-Annual marks (31 Jan & 31 Jul), then run the Semi-Annual marks and then run NA for the TR marks.

19. Awards. Recommendations for personal awards must be submitted via the Gaining MAGTF Command's chain of command. Recommendations for activated PWST personnel attached to Site Support Staffs will be submitted via the COMMARFORRES chain of command. Unit commanders will ensure all Marines are

awarded all authorized service or campaign medals/ribbons prior to deactivation, in appropriate ceremonies.

20. Promotions. Activated RC Marines will continue to be promoted under reserve cutting scores and allocations. Reserve promotion packages (submitted either for FY selection boards or meritorious boards) will be submitted via the COMMARFORRES chain of command.

21. Selection Board Applications. Special selection board applications (SMCR WO, etc.) will be submitted via the COMMARFORRES chain of command.

22. Reserve Reenlistments. MCTFS has been modified to allow reporting of a reserve reenlistment while the Marine is in an active status. Further enhancements to MCTFS have corrected the automatic update of the component code from K4 to KA for those non-prior service obligors executing a reenlistment.

23. Defense Enrollment Eligibility Reporting System (DEERS) Conversion to Active Duty. Each activated RC Marine and eligible dependent's DEERS records must be converted from 'Reserve' to 'Reserve on Active Duty' status in order to ensure that proper TRICARE and medical benefits can be administered and tracked upon activation.

24. Platoon Leader's Course (PLC) and Officer Candidate Course (OCC) SMCR Marines

a. Upon unit activation, SMCR Marines who are officer candidates having completed one session of OCS (PLC Junior), but have not yet been provided orders to return to OCS for the PLC Senior Course, are required to be activated and deploy with their assigned SMCR unit.

b. Marines either selected for OCC, OCC-R, or scheduled for the PLC Senior session will not be activated if the Marine has been issued orders to or are attending OCS at the time of unit activation.

c. Marines selected for OCC, OCC-R or enrolled in the PLC program having completed all OCS training requirements (PLC Junior, PLC Senior; PLC Combined) and are only pending the completion of their degree requirements for commissioning (graduation from college) to accept their commission will automatically be granted an exemption from activation. This exemption is contingent upon the Marine accepting his/her commission at the time of graduation. If the Marine declines commissioning, the exemption is revoked and the Marine will be considered available for activation with his/her SMCR unit.

d. Marines who are officer candidates that are identified as "non-deployable" due to meeting the requirements of par 26.b or 26.c above, may waive their officer candidate status for the sole purpose of mobilizing and deploying with their respective unit. In these cases, the Marine must submit a request to the CO, Marine Corps District (MCD) via the Marine's CO and Officer Selection Office with a statement identifying the reasons that the Marine is requesting to waive their status and activate with his/her SMCR unit. Marines granted an exception to this policy by the MCD will automatically be reenrolled into the next available OCS/PLC class upon deactivation.

25. Medical/Legal Hold. Marines who have a medical condition that develops prior to departing the ILOC will remain at either the ILOC or DPC until the

issue is resolved. Except in those cases where a SMCR Marine may receive treatment at a facility close to their HTC that meets or exceeds the treatment available/provided at the ILOC; it may be in the best interest of both the Marine Corps and the Marine to return to the HTC. In order to detach the Marine from the GFC, the competent medical authority having cognizance over the Marine's treatment is required to concur with the recommendation of sending the Marine to the HTC. The GFC must coordinate with CMC Wounded Warrior Regiment (WWR) and the HTC. Upon returning to the HTC, the Marine must be accounted for and employed (within the limitations of the medical condition) by the SMCR unit I-I staff. In order to detach Marines from the GFC with non-medical conditions, the competent authority over the condition (i.e., legal or administrative) is required to concur with the GFC that sending the Marine to the HTC is in the best interest of the Marine, the Marine's family, and the Marine Corps.

26. DD Form 214 - "Certificate of Release or Discharge from Active Duty". To ensure identification of qualification for veterans' and other benefits, members of the RC who have served on active duty ISO a contingency will be issued a "Certificate of Release or Discharge from Active Duty" (DD Form 214) IAW reference (ba). The certificate will be provided if the Reserve Marine successfully completes the screening process and is assigned to a unit, regardless of the number of days actually served on active duty.

27. DD Form 214/215 Required Annotations. Various policies require specific annotations to be made on a deactivating Marine's DD Form 214/215. Commanders are required to ensure the below comments are made in block #18 of each deactivating Marine's DD Form 214/215:

a. "Member is authorized TAMP Benefits to expire on (Month/Day/Year) due to the following qualifying criteria: Member's RC was called up or ordered ISO a contingency operation for more than 30 days.

b. "Activated ISO (Named Operation) from Month/Day/Year to Month/Day/Year".

c. "Member served in (Duty Location) a designated Imminent Danger Pay area from Month/Day/Year to Month/Day/Year".

28. Permissive Temporary Additional Duty (PTAD). The only type of PTAD Commanders may authorize for an activated RC Marine is paternity leave and Post Deployment/Mobilization Respite Absence (PDMRA). Activated Marines requesting PTAD for humanitarian reasons must submit requests IAW reference (bb) to CMC (MMEA-86). CMC (MMEA-86) will only approve humanitarian PTAD in three month increments not to exceed a total of six months. Humanitarian transfers will not be considered. Marines requiring a humanitarian transfer or a period of PTAD in excess of six months will request early deactivation.

29. Post Deployment/Mobilization Respite Absence. IAW reference (bc), RC Marines who are activated earlier than the 1:5 mobilization-to-dwell ratio goal for a period of 120 days or greater may accumulate up to 24 days of PDMRA. PDMRA must be taken prior to deactivation or permanent change of station (PCS). RC Marines may be extended on active duty in order to use PDMRA prior to deactivation. Navy personnel are subject to MILSPERSMAN 1050-272 guidance for Post Mobilization Respite Absence for Mobilized RC Personnel.

30. Leave

a. Members mobilized to active duty will accrue annual leave IAW reference (bd).

b. Due to operational commitments, or unusual circumstances RC members not afforded the opportunity to take leave may be authorized by their MARFORRES MSC to extend IOT take accumulated leave.

c. Reserve or Retired mobilized members may request to use or sell leave. Reserve or Retired members are authorized to sell back any accumulated leave which is exempt from the 60-day leave sell back limitation. Reference (be).

31. Basic Allowance for Housing (BAH). A RC member called to active duty is authorized BAH for the duration of the tour. See Chapter 10 of the JFTR (Reference (bu)) for specific guidance.

32. Health Care. As authorized by the SECDEF or his designee, RC members may be eligible to receive up to 180 days of active duty health care benefits both prior to activation and post deactivation.

33. Deactivation Authority

a. The deactivation of a SMCR Unit/Detachment may only be directed by CMC (PP&O), ICW COMMARFORRES and COMMARFORCOM.

b. The early deactivation of an individual RC Marine is not normally authorized, in the event the Supported MAGTF Commander returns the Marine; the Supported MAGTF Commander will determine "Mission Complete" and the supported MARFOR will redeploy the Marines of the unit or det in Joint Operation Planning & Execution System (JOPES). The Supported MAGTF Commander will then initiate demobilization processing.

c. SMCR units/dets will coordinate with the supported Commander and their supporting IPAC to ensure the completion of all required medical screening and administrative out-processing while still at the RILOC.

34. Request For Early Deactivation. Requests for early deactivation will be initiated by the member and submitted to the first General Officer in the gaining MAGTF Commander's chain of command. Request for early deactivation of a RC Marine will not normally be approved. Marines requesting an early deactivation must be counseled that requests for deactivation (other than for humanitarian reasons) may result in the Marine being recommended for administrative separation from the Marine Corps Reserve.

a. In the case of an activated SMCR Marine, gaining MAGTF endorsement will be forwarded to the Marine's parent SMCR Unit's MSC (G-1) for adjudication. If approved, the gaining MAGTF/GFC will demobilize the member and return the member to the parent SMCR Unit. The site support will execute the deactivation within 30 days after the member's return.

b. In the case of an activated individual Marine, gaining MAGTF recommendation will be placed into the MRTM for CMC (MMFA) adjudication. If approved, the gaining MAGTF/GFC will demobilize the member and return the member to the DPC. The DPC will execute the deactivation within 30 days after the member's return.

35. Request for Hardship Discharge

a. Circumstances arising resulting in an enlisted Marine requesting a hardship discharge will be submitted per reference (aq) (MARCORSEPSMAN), par 6407. Separation authority for a hardship discharge is contingent upon the Marine's assignment at the time the discharge is requested/adjudicated:

(1) Marines PTAD for humanitarian reasons to another unit subsequently requesting a hardship discharge will submit their discharge request to CMC (MMEA-86) for adjudication.

(2) Marines assigned to their parent HTC, will submit hardship discharge request via the chain of command to their MSC (G-1) for adjudication.

(3) Marines attached TAD Excess to the gaining MAGTF Commander, will submit hardship discharge request via the chain of command to the gaining MAGTF Commander's General Courts-Martial Convening Authority (GCMCA). GCMCA has separation authority over enlisted Marines requesting to be discharged for dependency or hardship.

b. Officers are not authorized to request a hardship discharge. Officers may only submit a request for resignation of their commission. Circumstances arising resulting in an officer requesting a resignation will be submitted per reference (aq), par 5002.5. Such requests must include information as required by par 6407 of the reference. Requests will be submitted via the gaining MAGTF Commander's chain of command to CMC (MMSR) for adjudication.

36. SMCR and IMA Drill and Annual Training requirements after Deactivation

a. As prescribed in USD Memo of 15 Mar 2007, RC Marines activated for more than 3 months are exempted from involuntarily performing:

(1) AT for a minimum of 6 months, and

(2) Drill for a minimum of 60 days after being deactivated

b. Commanders will emphasize that deactivating members may voluntarily perform an AT or attend drills prior to the limitations placed above. Commanders should maintain contact and continue to offer support to each deactivated Marine and their families.

c. Scheduled drills following deactivation should be geared towards reintegration activities for health, morale and welfare activities, recognition and acknowledgement of service performed and briefings for family benefits and community recognition of military.

37. Post Deployment Health Reassessment (PDHRA). IAW reference (bf), Commanders are required to conduct a PDHRA three (3) to six (6) months post deployment. PDHRAs will be documented on DD Form 2900 and submitted electronically.

38. Return and Reunion Brief. Per reference (bg), "Return and Reunion presentations must be abundantly available and marketed to family members aboard receiving installations and at appropriate HTCs as early as 30 days prior to return of units or non-casualty individuals."

a. The following are mandatory presentations/resources unit/det Commanders are required to ensure are completed:

(1) Standard "Return and Reunion Homecoming Handbook for Spouses and Significant Others". This handbook discusses managing expectations, reunion as a single parent, reunion and marriage, children, work and tips for a successful homecoming (Available through any Chaplain or on-line at: https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MF/E_Family%20Readiness/Marine%20Corps%20Family%20Team%20Building)
As necessary, Chaplains can also provide information concerning Post Traumatic Stress Disorder. Preference for presentation: 1) Chaplain, 2) PWST/FRO, 3) On-Line Narration.

(2) TRICARE Brief. Provide information to family members concerning benefits, eligibility, accessing services, claims processing and customer service support. Presenters are available through local military health facilities, local TRICARE service center or by contacting the TRICARE Regional Reserve/ Guard Beneficiary Counseling and Assistance Coordinator (BCAC). Reserve/Guard BCAC contact information (access the TRICARE website at <http://www.tricare.mil> to determine the appropriate region):

West United Healthcare 877-988-9378
North Health Net Federal Services, LLC 1-877-2273
South Human-Military 1-800-444-5445

(3) Military One Source. Brief to provide families with overview and access information concerning MCCS One Source. The program gives information, advice, and support on a wide range of everyday issues, including parenting and child care, education, older adults, financial, legal, mental health and everyday issues. Available on-line at <http://www.militaryonesource.com/marines>

(4) Yellow Ribbon Reintegration Program (YRRP). YRRP provides Marines and their families information on healthcare, education/training opportunities, financial and legal benefits. Available on line at: <http://www.yellowribbon.mil>

b. The following resources are available to assist Commanders in preparing for Return and Reunion briefs:

(1) Marine Corps Family Team Building Support Available: Guidance and Publications Contact Information: 1(866)305-9058

(2) Unit Deployment Guide. A general template for use by individual units to better enable Marines to prepare for an upcoming deployment (Found on-line at https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MF/E_Family%20Readiness/Marine%20Corps%20Family%20Team%20Building).

(3) Return and Reunion Guide. A guide to help Marines and their family members smoothly transition back into home, work and social life found on-line at https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MF/E_Family%20Readiness/Marine%20Corps%20Family%20Team%20Building.

(4) Military Family Assistance Centers. Basic services that Marines and family members can expect to receive include ID cards, TRICARE information, financial counseling, legal assistance, general information, referral, follow-up and outreach. Centers are available on most military installations and through the National Guard. A listing of all National Guard Family Assistance Centers can be found on-line at <http://www.jointservicessupport.org/JSS/Programs.aspx>

39. Civilian Employment Information (CEI). Prior to departing the DPC or HTC for LWAS, PDMRA or deactivation, Commanders are directed to ensure that demobilizing RC Marines update and/or input their CEI information. The collection of CEI data will be accomplished via MOL.

APPENDIX L

Manpower Models Supporting IRR Activation

1. Purpose. This appendix provides a basic overview of the models used to define manpower requirements, assess existing manpower inventory, identify gaps in manning and determine potential manning solutions using the RC ISO contingency planning.

2. Background. Upon the initiation of contingency planning, DC, M&RA and CG MCCDC will access operational requirements that have been defined by the MARFORCOM, HQMC, and the SE, via DC, PP&O. DC, CD&I and DC, M&RA will run several models that ultimately define the scope of the IRR activation required to support contingency operations. These models are:

a. Casualty Replacement Model (CRM). DC, M&RA (MP) has the capability to model conventional, CBRN, and Disease Non-Battle Injury (DNBI) casualties. The model assists in COA analysis for different combat scenarios, and assists MEF manpower planners to identify numbers of replacements required by grade/MOS and element of the MAGTF by phase of operation.

b. Consumption Model. DC, CD&I (TFSD) builds a manning requirement, which identifies the total AC/RC manpower requirements for units and individuals by grade/MOS within each MCC and expands the peacetime Authorized Strength Report (ASR) by adding authorized RC and other structure required to support the contingency. Additional structure includes activated SMCR units, IMA billets, JMD, casualty replacements, and modified manning levels of existing chargeable billets.

c. Personnel File. Concurrent with DC, CD&I (TFSD) building a manning requirement, DC, M&RA identifies total AC/RC manpower available to source manning requirements such as unit fillers, casualty replacements, and IA. DC, M&RA provides this file to DC, M&RA (MM) to facilitate assignments of AC/RC Marines to billets shown in the manning requirements. DC, M&RA (MM) uses the below models to make these assignments.

d. Officer Staffing Goal Model and Enlisted Assignment Model. DC, M&RA (MM) uses these models to make officer and enlisted assignments to manning requirements shown provided by DC, CD&I (TFSD) using AC/RC manpower pool identified by DC, M&RA. The output from this process is provided to DC, M&RA (MP) to issue activation orders to the IRR using Mass Notification.

e. Officer Mobilization Model. DC, M&RA (MMOA) maintains and manages this automated model, which identifies potential Marine Reserve officers to fill billet vacancies as identified by DC, M&RA (MMFA). The OMM uses an algorithmic approach to determine the best-qualified officers (IRR, Standby and Retired) based on the available non-assigned Marine Reserve population in MCTFS. Once the proposed assignments are approved by DC, M&RA, the OMM output generated file is provided to DC, M&RA (MP) which will direct COMMARFORRES (MCIRSA) to generate Mass Notification orders to the appropriate Marine Reserve officers.

f. Mass Notification. While not a model, Mass Notification is a process that supports the end result of the models used in IRR activation. In this process DC, M&RA (MP) directs COMMARFORRES to:

(1) Establish reporting priority to support gaining commanders manpower requirements.

(2) Establish flow of IRR Marines reporting to the DSS and RSU.

(3) Issue orders to the individual Marine (Appendix T) and load personnel information into MCMPS used for tracking and processing these Marines. Once Marines selected for orders are approved, DC, M&RA (MP) provides this information to MARFORRES who has 24 hours to deliver certified orders to the individual members.

APPENDIX M

CONCEPT OF LOGISTICS SUPPORT

1. Purpose. This appendix provides an operation concept of logistics for Reserve units and individuals that are being activated ISO a crisis, contingency or other mission as directed.

2. Phase I: Pre-activation. COMMARFORRES is responsible for SMCR units' logistical support until activation.

a. COMMARFORRES provides supply support via such logistic resources as COMMARCORLOGCOM and DLA, General Services Administration, or civilian third parties while at the HTC. COMMARFORRES maintains limited intermediate supply activities. Units retain accompanying supplies or combat loads of material for use once activated.

b. SMCR units do not possess their complete UTR allowance for unit organizational equipment. As such, SMCR units will require sourcing of UTR - T/A deficiency equipment prior to activation. During planning phases, COMMARFORRES will identify to COMMARFORCOM the UTR - T/A deficiencies for sourcing. COMMARFORCOM will identify to DC, I&L the UTR - T/A deficiencies for sourcing.

c. SMCR units possess an organizational level maintenance capability for all types of equipment and very limited intermediate level capabilities at selected units.

d. Intermediate-level maintenance support is provided by 4th Marine Logistics Group unless otherwise directed by COMMARFORRES. Equipment requiring intermediate-level maintenance is evacuated to a number of different sites throughout CONUS depending upon the type of equipment.

e. COMMARCORLOGCOM manages and oversees centralized equipment programs designed to provide CBRN equipment, ICE, Special Training Allowance Pool (STAP), and special mission equipment.

f. Supported COMMARFOR identifies SMCR force requirements during contingency and crisis action planning. Additionally, the supported COMMARFOR identifies those force requirements in the supported CCDR's TPFDD. These requirements are sourced by COMMARFORRES, verified through COMMARFORCOM and validated by the Supported MARFOR to the CCDR for validation and movement.

g. COMMARFORRES identifies critical unit equipment shortfalls, and assists the supported COMMARFOR in the development of logistic estimates for sustainment (accompanying supplies and resupply) as well as a RSO&I plan to support the seamless integration of AC/RC forces. The supported COMMARFOR validates SMCR unit equipment shortfalls and submits them to DC, I&L for sourcing.

h. Upon DC, PP&O (PO) decision to activate an SMCR unit, COMMARFORRES coordinates with COMMARFORCOM and DC, I&L to obtain fiscal appropriation data to fund the transportation of SMCR unit personnel and equipment during deployment/redeployment operations.

3. Phase II: Activation and Movement

a. COMMARFORRES is a supporting commander to COMMARFORCOM during the activation and movement of SMCR units.

b. COMMARFORRES via COMMARFORCOM identifies Unit Density List (UDL) - T/A deficiency shortfalls to DC, I&L. DC, I&L sources UTR deficiency equipment shortfalls through global sourcing. Non-TPFDD SMCR unit equipment is transported to either the GFC or turned in to Marine Corps Logistics Command (MARCORLOGCOM).

c. Depending on surface lift timelines and CCDR established unit Latest Arrival Dates (LAD), equipment (Organic T/A and globally sourced) will deploy ISO the activated SMCR unit starting in Phase II and continuing through Phase IV.

4. Phase III: Pre-deployment and Force Integration

a. COMMARFORRES conducts supply transactions to facilitate appropriate supply accountability throughout the deployment/redeployment process.

b. At the ILOC/POE, SMCR units receive and integrate Class VII material sourced by HQMC (DC, I&L), and any accompanying supplies or materiel prescribed by the supported COMMARFOR for deployment that was not available prior to departing the HTC.

c. Any health service support requirements that could not be conducted at the HTC are performed prior to deployment.

d. Self-deploying units must coordinate the receipt of any supplemental equipment or classes of supplies and incorporate them into their embarkation plans.

e. Global sourcing and movement of equipment to support activated SMCR units will be ongoing. Every effort will be made in transporting globally sourced equipment to the ILOC for preparation and embarkation by the activated SMCR unit, however, force deployment surface lift timelines and equipment availability will dictate movement timelines of the globally sourced equipment and best supporting POEs.

f. SMCR unit CO and supported COMMARFOR conduct a joint limited technical inspection and SL3 inventory inspection prior to equipment embarkation. Appropriate service requests are opened based on joint LTI and SL3 inventory results. Deficiency funding is provided by the gaining Service Component Commander.

5. Phase IV: Deployment and Employment. OMITTED

6. Phase V: Redeployment and Employment

a. COMMARFORCOM issues reception, staging and onward movement (RSO) message outlining specific actions required by supporting MARFORs and other USMC agencies to effectively deactivate SMCR units. COMMARFORCOM commands the SMCR unit until the unit returns to the HTC.

b. SMCR forces may directly redeploy to HTCs for deactivation, but are subject to COMMARFORRES capabilities and limitations, based upon the

size/scope of the redeployment, and post-deployment deactivation processing requirements for personnel administration, health service support, equipment and equipment maintenance, etc.

c. SMCR unit equipment normally redeploys to port(s) designated to support return of all USMC equipment.

7. Phase VI: Deactivation. OMITTED

8. TASKS

a. DC, I&L

(1) When requested, provides Transportation of Things (TOT) funding to COMMARFORRES and to the gaining COMMARFOR to support the movement of SMCR unit equipment to meet strategic transportation timelines.

(2) Develops plan to source activated SMCR unit equipment/materiel requirements per reference (bh).

(3) Directs sourcing of AC/RC identified equipment shortfalls.

b. DC, M&RA. Ensure orders issued to individual Marines (IRR, IMA, Standby and Retirees) direct the member to report with uniform items, serviceable and/or unserviceable.

c. COMMARFORPAC/COMMARFORCOM

(1) Develop USMCR R&FI plans.

(2) Identify to DC, I&L, SMCR units' activation-related logistical shortfalls that cannot be sourced from force held stocks or RBE.
(COMMARFORCOM)

(3) Provide individual ICE equipment to activated assigned Marine IMAs upon activation and recovers equipment upon deactivation.

(4) Plan and fund TOT and Transportation of Personnel (TOP) for movement of activated SMCR units from the ILOC to Air/Sea Ports of Embarkation (A/SPOE) during deployment and Air/Sea Ports of Debarkation (A/SPOD) to the RILOC upon redeployment.

(5) Coordinate planning for logistical and deployment/redeployment support of assigned activated SMCR forces with supporting commanders.
(COMMARFORCOM)

(6) Capture, record, and report clothing and individual equipment costs to DC, P&R (BE) for reimbursement.

(7) In the event that the SMCR unit's mission/training requirements change less than 90 days out, resulting in an unforecasted class V(W) ammunition request, the GFC will submit the request to the local Ammunition Supply Point (ASP) for support. Requests for class V(W) ammunition above and beyond the SMCR unit's pre-deployment allocation will be submitted through the chain of command for sourcing and support in the form of a special allowance request to TECOM.

(8) Recover individual/unit equipment during R-ILOC that was issued during Phase III.

d. COMMCICOM

(1) Recover issued individual equipment during deactivation.

(2) Capture, record and report clothing and individual equipment costs to DC, P&R (BE) for reimbursement.

e. COMMARFORRES

(1) Plan and provide logistic support required to support activation, deployment and redeployment of SMCR forces, as requested by COMMARFORCOM or the GFC.

(2) Identify SMCR unit activation related logistical shortfalls to DC, I&L via COMMARFORCOM.

(3) Request DC, I&L to provide TOT appropriation data allowing movement of SMCR unit equipment to meet strategic transportation timelines.

(4) Plan and fund movement of the activated SMCR unit from the HTC to the ILOC, and also from the RILOC back to the HTC. In special cases involving non-traditional ILOC's, MARFORRES is responsible for planning and funding TOT/TOP movement of the activated SMCR unit from the HTC to the ILOC and A/SPOE during deployment and movement from the A/SPOD to RILOC and back to the HTC upon redeployment.

(5) Coordinate distribution of force-held materiel that are shipped from the MARCORLOGCOM centralized storage/readiness facilities to either the unit's HTC, ILOCs, or POEs, consistent with the supported COMMARFOR's concept of deployment.

(6) Conduct supply transactions to facilitate appropriate supply accountability throughout the deployment/redeployment process.

(7) Capture, record, and report clothing and individual equipment costs to DC, P&R (BE) for reimbursement.

(8) Provide uniforms up to the Minimum Requirements List (MRL) to SMCR unit members.

(9) Provide ICE up to the GFC requirements to SMCR unit members.

(10) Recover MARFFORESS issued individual equipment during deactivation.

(11) Comply with service provided equipment disposition instructions during redeployment.

(12) Ammunition. Transfer class V(W) ammunition allowances via Training Ammunition Management Information System to the GFC at least 90 days out from the first month that training will occur.

(13) Approve upgraded F/AD requests from activated SMCR units upon CMC activation message per reference (bh).

f. COMMARCORLOGCOM

(1) As tasked by DC, I&L, source materiel required by supported and supporting COMMARFORs during SMCR unit activation/deactivation.

(2) Report activation expenditures to DC, I&L and DC, P&R.

(3) Accept custody of RBE per reference (k).

(4) Provide disposition instruction of equipment during each phase as required.

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APPENDIX N

UNIFORM CLOTHING POLICY FOR ACTIVATED PERSONNEL

1. Purpose. This appendix provides Marine Corps policy on the issuance of uniforms in the event that Reserve Marines are activated to support contingencies, crises, or other missions as directed.
2. Reference (bi) establishes policies and procedures for administration of clothing requirements for reserve personnel called to active duty.
3. Reference (bj) establishes individual clothing allowances each fiscal year, to include allowances for RC Marines.
4. For individual Marines (enlisted IMA, IRR, retirees) and Navy reserve personnel assigned to SMCR units utilize the following procedures:
 - a. Conduct an inventory of uniform clothing items and record on form NAVMC 631/631A. Compare to existing NAVMC 631/631A maintained in the Marine's clothing record. If no previous inventory is found, the new inventory becomes the list of required maintenance items.
 - b. Replace in-kind those items found unserviceable for form, fit, or function. Serviceability due to form or fit does not apply to Marines who cannot maintain weight standards.
 - c. Determine whether there is fault or negligence for any missing or unserviceable items and authorize issue of deficiencies. If fault is determined, direct to cash sales or recommend checkage for deficient items.
 - d. Issue difference between list of required maintenance items and minimum combat load. Additional clothing items up to the MRL, per reference (bj), may be issued by the gaining MAGTF Commander, if required.
 - e. The GFC may authorize the same supplemental allowances that are currently in effect for activated SMCR unit, per reference (bj). Large Dress Blue Supplemental Allowance is authorized for those assigned to Casualty Assistance Teams for funeral details. Sailors activated ISO Marine units are authorized the Special Initial Utility Uniform Allowance, per references (bk) and (bj).
 - f. Initiate Basic CRA, per reference (bj), via UD entry to accrue commencing with the day following the completion of six months continuous active duty, without regard to time lost from the date of last authorization to the initial clothing allowance.
 - g. If IRR "non-obligor" (no obligated service remaining), retiree, or dischargee that has been off of obligated service more than 90 days, issue minimum combat load, but only once during four consecutive years and only once during any period of continuous active duty. A complete Initial Clothing Allowance issue is authorized by the gaining MAGTF Commander, if required.
 - h. Upon deactivation, complete exit inventory and counseling and document on NAVMC 631/631A, per reference (bi). Ensure that those personnel with obligated service are advised that they must bring these uniform clothing items with them if they are recalled to active duty. IMAs and IRRs

must maintain their clothing if they are ever reactivated and bring it with them. IRR "non-obligors" (no obligated service remaining), retirees, and dischargees must maintain their clothing and bring it with them if they are reactivated within 90 days.

5. For SMCR unit enlisted reserve Marines, the following procedures apply.

a. Issue difference between Reserve MRL and Active MRL.

b. Provide in-kind replacement of unserviceable clothing (SMCR unit responsibility).

c. Determine whether there is fault or negligence for any missing or unserviceable items and authorize issue of deficiencies. If fault is determined, direct to cash sales or recommend checkage for deficient items.

d. If assigned to an Active Command, the GFC may authorize same supplemental allowances that are currently in effect for unit, per reference (bj). Large Dress Blue Supplemental Allowance is also authorized for those assigned to Casualty Assistance Teams for funeral details.

e. Issues must be documented on NAVMC 631/631A in SRB, per reference (bj).

APPENDIX O

INDIVIDUAL EQUIPMENT ISSUE AND RETURN POLICY

1. Purpose. The following procedures provide policy for individual equipment issue and return for activated Reserve personnel, AC Marines, Sailors, and civilian contractors. Required individual equipment listing will be included in the appropriate orders/contract (i.e., activation, TAD, etc).

a. Individual Equipment Issue Policy

(1) IMA Marines. The GFC or COMMARFORRES, if directed to process via the RSU, coordinates the issue of ICE, Chemical, Biological, Radiological, Nuclear and Enhanced Conventional Weapons (CBRNE), and Special Training Allowance Pool (STAP) requirements with the supporting Consolidated Storage Program (CSP) facility. Individual T/O weapons will be issued by the GFC.

(2) IRR, retirees and Navy reserve personnel assigned to SMCR units and civilian contractors. The RSU coordinates the individual equipment issue from the CIF, CBRN PPE from MCI, and type 3 equipment from the CTEP. The GFC issues T/O weapons.

(3) SMCR unit members. All individual equipment issues are coordinated/executed by the losing MARFORRES unit (ICCE, CBRNE, STAP, and individual T/O weapons). The transfer of T/O weapons to the gaining command must be executed in accordance with references (bl) and (bk).

(4) Active duty augments. The losing command will provide as much individual equipment as possible prior to sending the Marine TAD "in-excess" reporting to the RSU. Conduct supply transactions to facilitate appropriate supply accountability throughout the deployment/redeployment process.

b. Individual Equipment Return Policy. The following procedures provide individual equipment return policy upon deactivation of RC members or return of AC Marines to their parent command.

(1) All individual equipment issues (ICE, CBRNE, STAP, and T/O weapons) will be returned to the appropriate issuing facility/unit prior to deactivation or return to home unit. The gaining MAGTF Commander's detaching organization must coordinate with the owning organization to establish detailed turn-in/transfer procedures.

(2) Individual T/O weapons will be transferred back to original owning unit. The transfer of T/O weapons to the original supporting command must be executed in accordance with references (bl) and (bk).

(3) The supported Commander is responsible for any lost, missing, or damaged equipment not identified on the detaching endorsement. If applicable, investigations will be executed in accordance with reference (bk).

(4) Contractors shall return all GFP (issued individual equipment) at the completion of the contract equal in type, kind, quality, and quantity as originally furnished by the Government and accepted by the contractor. Such property shall be in the same or better condition as when originally furnished, with the exception of normal wear and tear. The Contractor will

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be responsible for replacing or providing funds to replace all lost or damaged GFP.

APPENDIX P

FISCAL

1. Purpose. This appendix provides funding guidance for the Marine Corps Reserve in the event of activation ISO contingency operations, crisis support, or operational usage in support the Combatant Commanders.

2. Background

a. The Reserve mission is funded through Reserve Appropriations: Reserve Personnel Marine Corps (RPMC) 1108 and O&MMCR 1107. When Reserve units are activated in direct support of Contingency Operations they are funded through Active Duty Appropriations: MPMC 1105 and O&MMC 1106.

b. References (bh) and (bm) provide detailed financial management guidance for contingency operations and the TAD of activated reserves.

(1) COMMARFORRES, funds, records and reports all SMCR units prior to activation and all O&M incremental costs during pre-deployment processing and training at the HTC prior to movement to an ILOC or POE for deployment into the supported theater.

(2) COMMARFORRES coordinates and funds SMCR TOT/TOP movement from HTCs to ILOC and from RILOC to HTCs upon redeployment.

(3) COMMARFORCOM funds, records, and reports all incremental O&M costs for pre-deployment processing and training conducted at East Coast ILOCs.

(4) COMMARFORCOM tracks reserve activations and mobilizations and projects funding requirements for current and future GFM requirements to DC, M&RA; DC, PP&O; and DC, P&R. Projections are the basis for the mobilization plan which is forwarded along with reserve activation requests.

(5) COMMARFORPAC funds, records and reports all incremental O&M costs for pre-deployment processing and training conducted at West Coast ILOCs.

(6) The GFC assumes all fiscal responsibility for all activated SMCR units when attached. DC, P&R will update detailed procedures via separate correspondence as necessary.

3. TASKS

a. DC, P&R

(1) Provide funding for individual travel and per diem of activated reservists.

(2) Provide funding to COMMARFORRES for activations and maintenance requirements of activated reservists prior to unit's movement to ILOC. Provide funding to COMMARFORCOM and COMMARFORPAC for contingency activations and maintenance requirements of activated reservists when the activated reservists are training at an ILOC in CONUS or OCONUS in the case of MCB Hawaii or MCB Japan.

(3) Provide funding to the gaining MARFOR for Modeling & Simulation (M&S) requirements of attached activated reservists/SMCR units.

b. DC, I&L

(1) Coordinate with Commander, Atlantic Fleet (COMLANTFLT) Comptroller for Navy funded Transportation Account Code (TAC) and LOA for all equipment movement requirements from designated HTC to the ILOC and upon return RILOC to the HTC, for reserve equipment moving ISO II MEF in order to track transportation costs of equipment movements, reference (bn).

(2) Coordinate with Commander, Pacific Fleet (COMPACFLT) Comptroller for Navy funded TAC for reserve equipment movements ISO I MEF and III MEF. Provide applicable TAC information to COMMARFORRES, reference (bn).

(3) Provide HQMC second destination transportation, TOT funded TACs to MARFORRES and track all costs for strategic transportation charges ISO cross-leveling of RBE, and all sustainment transportation support ISO designated SMCR units activated.

(4) Track cross-leveling efforts to ensure MARFORRES remains responsive to operational demand signals that are guided by CMC equipping priorities.

c. COMMARFORRES

(1) Fund all incremental M&S costs for support provided as a supporting commander.

(2) Continue to fund all non-activated SMCR units and those portions of units not activated.

(3) Report all activation costs to DC, P&R (BE) via monthly contingency reports per reference (bo).

(4) Provide funded TACs and LOAs to all concerned regarding non-contingency related transportation movements of equipment.

(5) Provide funding for RSU operations to support processing, equipping, etc., of individual AC/RC Marines and activated Navy personnel assigned to SMCR units and report any unfunded shortfalls to DC, P&R via published financial management guidance.

d. COMMARFORPAC. Fund all incremental M&S costs of gained activated SMCR and report any unfunded shortfalls to DC, P&R via published financial management guidance.

e. COMMARFORCOM. COMMARFORCOM maintains current and future mobilization projections based on GFM requirements. Projections form the basis for the mobilization plan, Figure P-1, which is provided to PP&O with activation approval requests.

	<u>Sep-12</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep-13</u>	<u>WkYrs</u>
Units (SMCR)														
Officer	190	199	178	174	218	370	435	458	430	413	410	414	327	330
Enlisted	1745	1462	1199	1226	1182	1457	2174	2534	2488	2407	2364	2260	1515	1865
<i>Sum</i>	1935	1661	1377	1400	1400	1827	2609	2992	2918	2820	2774	2674	1842	2195

Figure P-1. -- Mobilization Plan

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APPENDIX Q

DC, PP&O SERVICE AUGMENTATION VALIDATION BOARD (SAVB)

1. Purpose. This section provides policy and procedures to validate internal USMC SA requirements.
2. Background. USMC SA requirements reached a peak of approximately 3000 billets ISO OEF/OIF during October 2008. As a result and to bring more discipline to the process, CMC directed a rigorous validation of SA billet requests in order to reduce the overall number of SA requirements. This review resulted in the establishment of the Service Augmentation Validation Review Board. This review also established DC, PP&O as the lead for prioritizing and validating SA billets and DC, M&RA as the lead for sourcing, tracking, and reporting validated SA billets.
3. Mission. When requested by DC, M&RA, the DC, PP&O SAVB reviews SA requirements submitted by requesting COMMARFORs and DC's to determine validity and recommend approval or disapproval to DC, PP&O.
4. SA Validation Board Membership
 - a. A field grade officer, or civilian equivalent, from PP&O (PL or PO) will chair each SAVB meeting.
 - b. The SAVB will include three voting members from DC, M&RA (one each from MM, MP, and RA Divisions), and one each from PP&O (PL) and PP&O (PO).
 - c. The SAVB will include, as required, a voting member from appropriate HQMC Departments or MAGTF functional advocates when billets from that function or occupational field are scheduled for review. Staff sections providing board members should provide the same officer whenever possible to maintain process consistency and board expertise.
 - d. All voting members will be field grade officers or civilian equivalent with knowledge of the SA process.
5. Validation Process
 - a. Frequency. DC, PP&O will convene the SAVB upon DC, M&RA request and coordination:
 - (1) Prior to operational events in which there will be a requirement for SAs.
 - (2) As required based on the time-sensitivity and volume of routine SA requests. (Note: SA requirements must be received by DC, M&RA NLT 65 days prior to the desired report date to allow administrative review, validation, processing, and pre-deployment preparation).
 - b. DC, M&RA (MMFA) will present each billet with associated background material for review and vote by the board membership. DC, M&RA (MMFA) will return to the requestor any requirements that need amplification or clarification to allow a proper vote by the SAVB.
 - c. The SAVB will not validate or review proposed sourcing solutions. Validation of a requirement by the SAVB does not guarantee sourcing of the

requirement by DC, M&RA (MMFA). DC, M&RA may defer or deny sourcing a validated requirement due to manpower management constraints. In these cases, DC, M&RA (MMFA) will communicate directly with the requesting command or organization.

d. The SAVB will not validate IMA billets, nor are IMA billets to be considered as SA requirements.

e. The SAVB will evaluate the need to fill vacant T/O requirements with a SA. T/O requirements are by definition valid billets and do not require subsequent validation. However, the board will examine the need to source a T/O vacancy in terms of a heightened mission posture or the unit's direct participation in a contingency operation. The requestor's billet justification and assessment of risk must clarify the need to fill billet vacancies above the T/O staffing goal.

f. Approval of SAVB Recommendations. A General Officer from within PP&O will approve SAVB recommendations prior to sourcing by DC, M&RA based on available manpower.

6. Validation Criteria. The SAVB will consider the following for each billet:

a. The requested billet meets the definition of service augmentation in paragraph 3009.3 of this Order.

b. The commander's risk assessment indicates that work to be performed by the SA is essential and contributes to the commander's ability to accomplish the assigned mission.

c. CMC planning guidance for the applicable operation or exercise.

7. Responsibilities

a. DC, M&RA

(1) Pre-screen all SA requirements for administrative qualification. Present to the SAVB only those billets that meet the definition of a SA.

(2) Request DC, PP&O convene the SAVB.

(3) Recommend appropriate HQMC Department and MAGTF advocate representation (based on requested billet pre-screening) when requesting DC, PP&O convene a SAVB.

(4) Designate appropriate representatives as SAVB members.

(5) Provide administrative and technical support to the SAVB while in session.

(6) Compile board results and prepare draft validation recommendation letter for review and approval by a General Officer within PP&O. Draft recommendation letter will be submitted to DC, PP&O within two working days after the SAVB adjourns. Appendix T has a sample report.

(7) Track and provide to DC, PP&O trends in SA requests to ensure effective long-term organization of the Marine Corps for sustained

operations. Recurring trends in SA requests may indicate a need to modify unit tables of organization to address permanent structure requirements.

b. DC, PP&O

(1) Convene the SAVB as requested and coordinated with DC, M&RA.

(2) Designate appropriate representatives as SAVB members, one of whom will serve as the SAVB Chair.

(3) Provide General Officer review and approval of SAVB recommendations within one week after the SAVB adjourns. See Appendix T for sample SAVB report.

(4) Review and submit to DC, CD&I all SA trend analysis submitted by DC, M&RA.

c. HQMC Departments and MAGTF Advocates. Designate appropriate representatives as SAVB members upon DC, PP&O request.

d. Requesting Commands and Organizations

(1) Submit administratively correct requests via MRTM of the MCMPS. Requests must be administratively correct at least 65 days before the designated report date.

(2) Respond to requests for additional information within one week of receipt.

(a) Detailed rationale for the billet based on CMC or CCDR task. Provide task reference DTG or Document preference identification, with specific reference location within the source document to justify SA.

(b) List efforts made to accomplish task/duties with on-hand staffing.

(c) Commanders' assessment of risk to mission accomplishment if SA is not provided by CMC.

(d) Specify anticipated duration of stated requirement.

(e) Name/Grade/Title of General Officer or Deputy/Chief of Staff that validates requirement to fill requested billet.

(3) Appealing Denied SA Requests. Requesting DC, COMMARFOR, or agency head may appeal for reconsideration of denied requests. Appeals should be made in writing (DMS message or naval letter) to DC, PP&O. Appeals must include the original MRTM Requirement Tracking Number (RTN) and should be supported by additional billet validation information in the MRTM.

(4) Revalidation Process. A DC, COMMARFOR, or agency head that owns existing valid requirements may request revalidation and extension of those billets by updating the time period fields in the MRTM for the original RTN. Revalidation requests must include justification that the requirement is ongoing.

(5) Participation in the SAVB. Requesting COMMARFORs, DCs, and agency heads or their representatives are invited to participate in SAVB meetings to provide insight or advocate for their command's requirements.

APPENDIX R

USMC RESERVE COMPONENT MOBILIZATION/DEMobilIZATION
OPERATIONAL ADVISORY GROUP (RC MOB/DEMOB OAG)

1. Purpose. The USMC Reserve Component Mobilization/Demobilization Operational Advisory Group (RC MOB/DEMOB OAG) establishes priorities and provides direct interaction between the operating forces, HQMC, the SE, and other working level representatives to address reserve unit and individual integration with the AC forces.

2. Intent. The USMC RC MOB/DEMOB OAG serves as a vehicle to identify and solve issues that directly impact RC activation, deactivation and integration with AC forces during the pre-deployment, deployment, and post-deployment phases of mobilization. The USMC RC MOB/DEMOB OAG will analyze USMC policy and procedures and collectively make recommendations for improvements as needed.

3. Organization. The USMC RC MOB/DEMOB OAG is comprised of the RC MOB/DEMOB ESC, and the RC MOB/DEMOB Working Group.

a. Executive Steering Committee (ESC)

(1) Purpose. The ESC oversees the tasking and composition of the USMC RC MOB/DEMOB Working Group. When required, the ESC submits priority issues to DC, PP&O for approval and action.

(2) Membership. The ESC is chaired by the Director, PL and includes the Directors of PO, I&L (LP) and M&RA (MP). MARFOR Commanders may provide a representative to the ESC as desired.

b. USMC Reserve Component Mobilization/Demobilization Working Group

(1) Purpose. The USMC RC MOB/DEMOB WG reviews issues pertaining to mobilization policies, processes, and procedures centered on RC integration in line with the total force concept.

(2) Membership. PLN chairs the USMC RC MOB/DEMOB WG and includes the following representation:

(a) Reserve integration planners from MARFORCOM, MARFORPAC, MARFORRES, MARFORSOUTH, MARFOREUR, MARFORNORTH, MARFORSTRAT, MARFORSOC, MARFORCENT and MARFORAF.

(b) HQMC branches will provide below representatives:

- PP&O (POC)
- M&RA (MPP, RAP)

(c) HQMC branches/agencies will provide below representatives when directed/required depending on agenda:

- PP&O (POR, POE)
- M&RA (MMFA)
- AVN
- I&L (LPO, LPD, MARCORLOGCOM, MARCORSYSCOM)
- CD&I (TFSD, TECOM)
- C4I

4. Procedures. The USMC RC MOB/DEMOB OAG is a HQMC forum, with membership by all of the U.S. Marine Corps Service Component Commanders. When determining priorities, resolving issues and/or settling competing differences, each member will cast one vote in the working group. If no majority is achieved, the issue will be referred to the ESC chair for decision, or follow on staffing depending on the issue.

5. Action

a. Head, PLN convenes and chairs the USMC RC MOB/DEMOB WG to review issues and develop recommendations for resolution or improvement. The working group will prepare and staff designated OAG action items and present them to the ESC with recommended solutions or proposals.

b. When required, Director, PL will convene a "paper ESC". This will consist of staffing information or decision papers to the members of the ESC for appropriate action. If needed, Director, PL will convene a formal ESC meeting to receive Working Group briefs, review priority action items and provide guidance and decision. When required, Director, PL will forward completed actions and/or refer decisions to DC, PP&O.

c. The USMC RC MOB/DEMOB WG will meet not less than annually. The OAG will use video teleconferencing to the maximum extent possible. Ad-hoc meetings may be convened at HQMC as special circumstances dictate. Due to the involvement of several HQMC agencies, the Working Group will typically be held in the NCR, however, other venues will be considered, depending on the Working Group agenda and participant requirements. The USMC RC MOB/DEMOB OAG Chair will coordinate the Working Group's agenda, and planning products and announce USMC RC MOB/DEMOB OAG conferences via naval message.

d. Director PL will ensure HQMC Judge Advocate Division (JAD) and Counsel for the Commandant (CL) are consulted on any legal issues raised by the USMC RC MOB/DEMOB OAG to include any Title 10 U.S. Code or reserve activation matters.

APPENDIX S

DEFENSE SUPPORT TO CIVIL AUTHORITIES (DSCA)

1. Background. Reference (bp), "The Stafford Act", was enacted to support state and local governments and their citizens when disasters overwhelm them. This law establishes a process for requesting and obtaining a Presidential disaster declaration, defines the type and scope of assistance available and sets the conditions for obtaining assistance. Presidential disaster declarations and any subsequent amendments are published as Federal Register Notices. Federal Register Notices related to disasters and emergencies are also posted on the Federal Emergency Management Agency (FEMA) web site beginning with declarations dated October 1, 2000. (Appendix T).

2. Action. Per 10 U.S.C. Chapter 68, reference (bp), the following actions are required prior to commitment of Federal forces, i.e., Marine Corps Reserve:

a. Procedure for Presidential Declaration

(1) All requests for a declaration by the President that a major disaster exists, shall be made by the governor of the affected state. This request is based on a finding that the disaster is of such severity and magnitude that effective response is beyond the capabilities of the state and the affected local governments and that Federal assistance is necessary.

(2) Based on the request of a governor under this section, the President may declare under this chapter that a major disaster or emergency exists.

b. Federal Assistance. In any major disaster, the President may direct any Federal agency, with or without reimbursement, to utilize its authorities and the resources granted to it under Federal law (including personnel, equipment, supplies, facilities, and managerial, technical, and advisory services) ISO state and local assistance efforts; coordinate all disaster relief assistance (including voluntary assistance) provided by Federal agencies, private organizations, and state and local governments.

c. Utilization of DoD Resources. As a general rule, during the immediate aftermath of an incident which may ultimately qualify for assistance under reference (bp), the Governor of the State in which such incident occurred may request the President to direct the SECDEF to utilize the resources of the DoD for the purpose of performing on public and private lands any emergency work which is made necessary by such incident and which is essential for the preservation of life and property. If the President determines that such work is essential for the preservation of life and property, the President shall grant such request to the extent the President determines practicable.

3. CMC Authorization

a. When authorized by the SECDEF, via the SECNAV, the CMC will direct USMC units (AC/RC) to support states using the authorities reflected in Chapter 2 of this Order.

b. As specified in §12304a of reference (a) RC units and members not assigned to units may be involuntarily activated based upon a Governor's request for Federal assistance.

c. Involuntary activations under this authority will typically not be in excess of 30 days, and shall not be for a period of longer than 120 days.

APPENDIX T

INFORMATION MANAGEMENT

List of letters, messages, and reports provided in this appendix.

1. Presidential Executive Order Authorizing the Activation of the Ready Reserve of the Armed Forces
2. Secretary of Defense Reserve Recall Authority Delegation to Military Departments
3. Secretary of the Navy Reserve Recall Authority Delegation to the CMC
4. Secretary of the Navy Reserve Delay In Reporting Guidance
5. USMC Total Force Manpower Guidance
6. COMMARFORCOM Initiating Directive
7. COMMARFORCOM Report For Planning
8. COMMARFORCOM Request to Activate SMCR Units
9. CMC Staffing Package Requesting Authority to Activate SMCR Units
10. CMC Unit Activation Directive to COMMARFORCOM
11. Congressional Notification
12. COMMARFORRES SMCR Unit Activation Directive
13. SMCR Commanding Officer Activation Report
14. MSC Reporting of a SMCR unit/det activation
15. COMMARFORRES Change of SMCR Unit Command Relationship
16. COMMARFORCOM Deployment Order to Activated Assigned SMCR Units
17. CMC Deactivation Manpower Guidance
18. COMMARFORCOM Request to Deactivate Activated SMCR Units
19. CMC Redeployment and Deactivation Directive
20. CMC IRR/Retiree Involuntary Ordered to Active Duty Mailgram Orders
21. Issued IRR Involuntary Order to Active Duty Orders
22. COMMARFOR Casualty Replacement and Personnel Management CONOPS Message
23. MARFOR Request For Deployment of Casualty Replacements
24. Sample Service Augmentation Validation Board Report
25. Gubernatorial Request for Federal Assistance

26. Presidential Authorization for Federal Assistance (DoD) to a State

1. Presidential Executive Order Authorizing the Activation of the Ready Reserve of the Armed Forces. Figures T-1 and T-2 are the Executive Order signed by President Bush on 14 September 2001 authorizing the SECDEF to recall members of the RC to active duty.

Executive Orders

EO 13223

Executive Order 13223 of September 14, 2001

Ordering the Ready Reserve of the Armed Forces To Active Duty and Delegating Certain Authorities to the Secretary of Defense and the Secretary of Transportation

By the authority vested in me as President by the Constitution and the laws of the United States of America, including the National Emergencies Act (50 U.S.C. 1601 *et seq.*) and section 301 of title 3, United States Code, and in furtherance of the proclamation of September 14, 2001, Declaration of National Emergency by Reason of Certain Terrorist Attacks, which declared a national emergency by reason of the terrorist attacks on the World Trade Center, New York, New York, and the Pentagon, and the continuing and immediate threat of further attacks on the United States, I hereby order as follows:

Section 1. To provide additional authority to the Department of Defense and the Department of Transportation to respond to the continuing and immediate threat of further attacks on the United States, the authority under title 10, United States Code, to order any unit, and any member of the Ready Reserve not assigned to a unit organized to serve as a unit, in the Ready Reserve to active duty for not more than 24 consecutive months, is invoked and made available, according to its terms, to the Secretary concerned, subject in the case of the Secretaries of the Army, Navy, and Air Force, to the direction of the Secretary of Defense. The term "Secretary concerned" is defined in section 101(a)(9) of title 10, United States Code, to mean the Secretary of the Army with respect to the Army; the Secretary of the Navy with respect to the Navy, the Marine Corps, and the Coast Guard when it is operating as a service in the Navy; the Secretary of the Air Force with respect to the Air Force; and the Secretary of Transportation with respect to the Coast Guard when it is not operating as a service in the Navy.

Sec. 2. To allow for the orderly administration of personnel within the armed forces, the following authorities vested in the President are hereby invoked to the full extent provided by the terms thereof: section 527 of title 10, United States Code, to suspend the operation of sections 523, 525, and 526 of that title, regarding officer and warrant officer strength and distribution; and sections 123, 123a, and 12006 of title 10, United States Code, to suspend certain laws relating to promotion, involuntary retirement, and separation of commissioned officers; end strength limitations; and Reserve component officer strength limitations.

Sec. 3. To allow for the orderly administration of personnel within the armed forces, the authorities vested in the President by sections 331, 359, and 367 of title 14, United States Code, relating to the authority to order to active duty certain officers and enlisted members of the Coast Guard and to detain enlisted members, are invoked to the full extent provided by the terms thereof.

Sec. 4. The Secretary of Defense is hereby designated and empowered, without the approval, ratification, or other action by the President, to exercise the authority vested in the President by sections 123, 123a, 527, and 12006 of title 10, United States Code, as invoked by sections 2 and 3 of this order.

Figure T-1.-- Presidential Executive Order

EO 13224

Title 3—The President

Sec. 5. The Secretary of Transportation is hereby designated and empowered, without the approval, ratification, or other action by the President, to exercise the authority vested in sections 331, 359, and 367 of title 14, United States Code, when the Coast Guard is not serving as part of the Navy, as invoked by section 2 of this order, to recall any regular officer or enlisted member on the retired list to active duty and to detain any enlisted member beyond the term of his or her enlistment.

Sec. 6. The authority delegated by this order to the Secretary of Defense and the Secretary of Transportation may be redelegated and further sub-delegated to civilian subordinates who are appointed to their offices by the President, by and with the advice and consent of the Senate.

Sec. 7. Based upon my determination under 10 U.S.C. 2201(c) that it is necessary to increase (subject to limits imposed by law) the number of members of the armed forces on active duty beyond the number for which funds are provided in appropriation Acts for the Department of Defense, the Secretary of Defense may provide for the cost of such additional members as an excepted expense under section 11(a) of title 41, United States Code.

Sec. 8. This order is intended only to improve the internal management of the executive branch, and is not intended to create any right or benefit, substantive or procedural, enforceable at law by a party against the United States, its agencies, its officers, or any person.

Sec. 9. This order is effective immediately and shall be promptly transmitted to the Congress and published in the **Federal Register**.

GEORGE W. BUSH

THE WHITE HOUSE,
September 14, 2001.

Figure T-2.-- Presidential Executive Order (pg 2)

2. Secretary of Defense Reserve Recall Authority Delegation to Military Departments. Figure T-3 is the Memorandum signed by SECDEF Cheney on 14 September 2001 authorizing the military departments the authority to involuntary recall members of their RC to active duty:

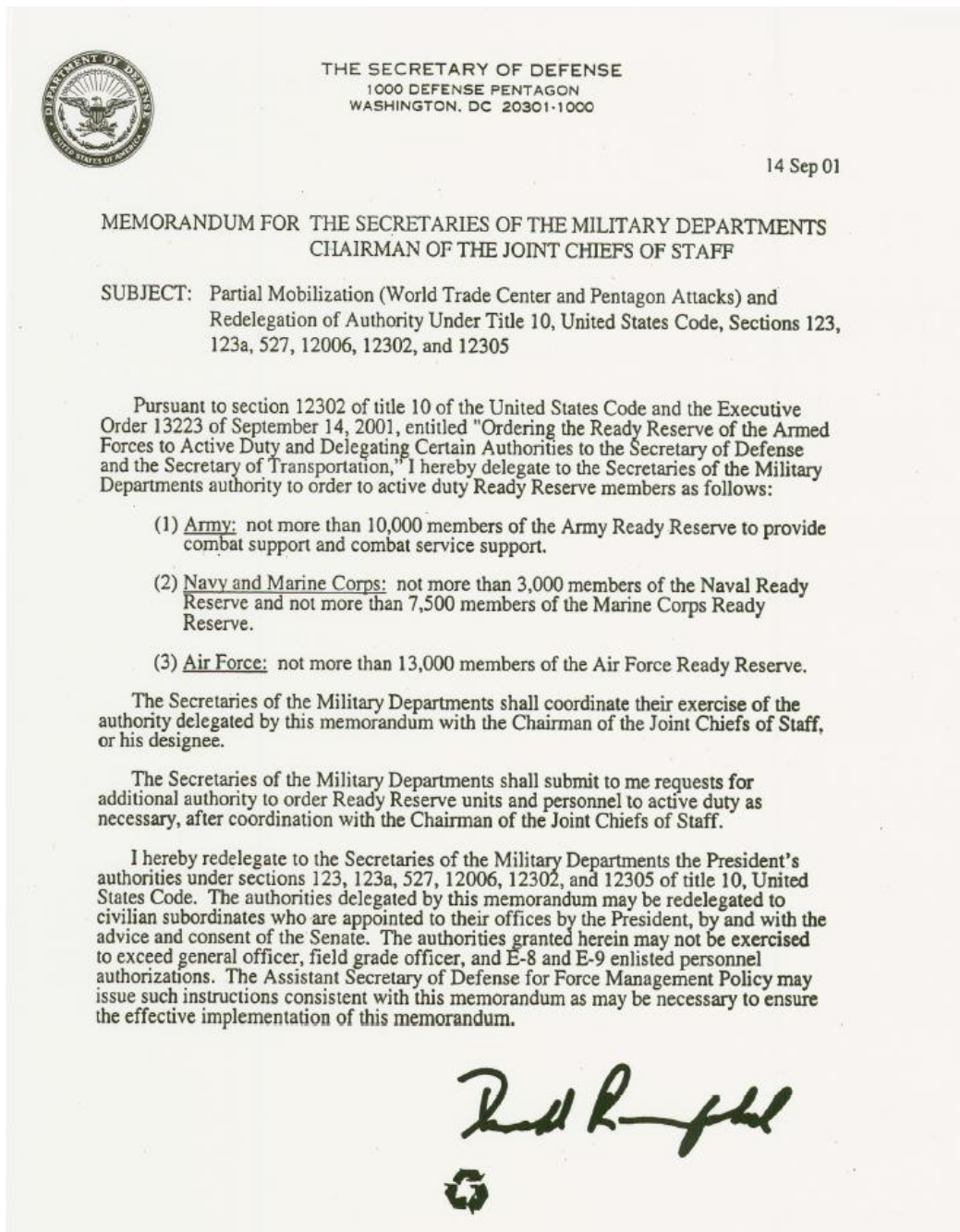



Figure T-3.--SECDEF Recall Reserve Recall Authority Delegation

3. Secretary of the Navy Reserve Recall Authority Delegation to the CMC.
Figure T-4 is an example of the SECNAV document which authorizes the CNO and the CMC to involuntarily recall members of their RC to active duty.

SEP-17-2001 08:18 783 697 4884 783 697 4884 P.01/01



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1600 NAVY PENTAGON
WASHINGTON, D.C. 20350-1600


MEMORANDUM FOR CHIEF OF NAVAL OPERATIONS
COMMANDANT OF THE MARINE CORPS

Subj: PARTIAL MOBILIZATION THE READY RESERVE

Ref: (a) SECDEF memo of 14 September 2001

In accordance with reference (a), you are directed to order to active duty those personnel and units that are necessary to augment the active components which are responding to the World Trade Center and Pentagon attacks.


Gordon R. England
Secretary



TOTAL P.01

Figure T-4.-- Secretary of the Navy Reserve Recall Authority Delegation

4. Secretary of the Navy Reserve Delay in Reporting Guidance. Figure T-5 is an example of a SECNAV memo establishing the DON RC Delay policy for members recalled to active duty:



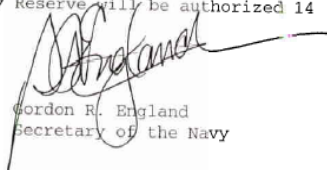
DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

5 October 2001

MEMORANDUM FOR CHIEF OF NAVAL OPERATIONS
COMMANDANT OF THE MARINE CORPS

Subj: SECRETARY OF THE NAVY GUIDANCE IN REGARD TO RESERVE DELAY
IN REPORTING AFTER INITIAL NOTIFICATION OF MOBILIZATION

Reservists involuntarily activated under title 10 U.S.C. 12302 shall be permitted the maximum amount of time between the date when alerted to report for active duty and the date required to report for that duty, consistent with operational requirements. At a minimum, from notification to required reporting, Selected Reservists will be authorized 72 hours and members of the Individual Ready Reserve will be authorized 14 days.


Gordon R. England
Secretary of the Navy

20010128007109

Figure T-5.-- SECNAV Delay in Reporting Guidance

5. USMC Total Force Manpower Guidance. The message below is an example of the USMC Total Force Manpower Guidance Message. This message is issued as a MARADMIN by DC, M&RA to provide manpower activation policies and procedures specific to each contingency.

-----Start Example Message-----
Date signed: 09/20/2001 MARADMIN Number: 440/01
P 201035Z SEP 01 ZYW
FM CMC WASHINGTON DC//MRA//
TO MARADMIN
CNO WASHINGTON DC//N3/N5/N312/N1/N1R/N095//
COMNAVRESFOR NEW ORLEANS LA//N1/N3/N5//
COMNAVPERSCOM MILLINGTON TN//NPC9/NPC92/NPC922//
BT
UNCLAS //N01300//
MARADMIN 440/01
MSGID/GENADMIN/CMC WASHINGTON DC/MPP//
SUBJ/INITIAL TOTAL FORCE MANPOWER GUIDANCE FOR PARTIAL
MOBILIZATION//
REF/A/DOC/EO/14SEP2001//
REF/B/DOC/USC/02JAN2001//
REF/C/DOC/SECDEF/14SEP2001//
REF/D/DOC/SECNAV/14SEP2001//
REF/E/DOC/SECDEF/OCT2001//
REF/F/DOC/CMC/17FEB1999//
REF/G/DOC/CMC/29OCT1998//
REF/H/DOC/CMC/05MAY2000//
REF/I/DOC/CMC/04OCT1994//
REF/J/DOC/CMC/15APR1996//
REF/K/DOC/CMC/14JUL2000//
REF/L/DOC/CMC/04MAR1998//
REF/M/DOC/DOD/01JUL2001//
REF/N/DOC/CMC/30APR2001//
REF/O/DOC/CMC/04FEB2000//
REF/P/DOC/USC/23JAN2000//
REF/Q/DOC/CMC/03DEC1998//
NARR/REF A IS PRESIDENTIAL EXECUTIVE ORDER 13223 ORDERING THE READY RESERVE
OF THE ARMED FORCES TO ACTIVE DUTY. REF B IS TITLE 10, UNITED STATES CODE,
SECTION 12302, READY RESERVE. REF C IS SECDEF MEMO AUTH ORDER OF READY
RESERVE AND RETIREES TO ACTIVE DUTY. REF D IS SECNAV MEMO AUTH ORDER OF READY
RESERVE AND RETIREES TO ACTIVE DUTY. REF E IS THE FORCES FOR UNIFIED
COMMANDS. REF F IS MARINE CORPS MOBILIZATION MANAGEMENT PLAN. REF G IS MARINE
CORPS ORDER 3500.30, ASSIGNMENT OF SELECTED MARINE CORPS RESERVE (SMCR) UNITS
TO U.S. COMMANDER IN CHIEF ATLANTIC COMMAND. REF H IS MCO 1001.61, POLICY AND
PROCEDURES FOR SOURCING PERSONNEL TO MEET INDIVIDUAL AUGMENTATION
REQUIREMENTS. REF I IS MCO P1300.8R, USMC PERSONNEL ASSIGNMENT POLICY. REF J
IS MCO P3040.4D, MARINE CORPS CASUALTY PROCEDURE MANUAL (MARCORCASPROCMAN).
REF K IS MCO P1070.12K, USMC INDIVIDUAL RECORDS ADMINISTRATION MANUAL. REF L
IS MCO P1080.40A, MARINE CORPS TOTAL FORCE SYSTEM PERSONNEL REPORTING
INSTRUCTIONS MANUAL (MCTFSPRIM). REF M IS JOINT FEDERAL TRAVEL REGULATION
(JFTR). REF N IS MCO P4050.38C, PERSONAL EFFECTS AND BAGGAGE
MANUAL. REF O IS MCO P1050.3H, REGULATIONS FOR LEAVE, LIBERTY AND
ADMINISTRATIVE ABSENCE. REF P IS TITLE 37, UNITED STATES CODE, SECTION 501,
PAYMENTS FOR UNUSED LEAVE. REF Q IS MCO P1610.7E, PERFORMANCE EVALUATION
SYSTEM.//
TEL: DSN 278-9358/TEL: COMM (703) 784-9358//
RMKS/1. SITUATION

A. GENERAL

(1) PER REF A, THE PRESIDENT OF THE UNITED STATES (POTUS) HAS DECLARED A NATIONAL EMERGENCY BY REASON OF THE TERRORIST ATTACKS ON THE WORLD TRADE CENTER, NEW YORK, AND THE PENTAGON, AND HAS INVOKED TITLE 10, UNITED STATES CODE, SECTION 12302, READY RESERVE. AS AUTHORIZED BY THE POTUS, THE SECRETARY OF DEFENSE (SECDEF) HAS AUTHORIZED THE SECRETARY OF THE NAVY SECNAV TO ORDER ANY UNIT IN THE READY RESERVE, AND ANY MEMBER IN THE READY RESERVE NOT ASSIGNED TO A UNIT ORGANIZED TO SERVE AS A UNIT, TO ACTIVE DUTY FOR NOT MORE THAN 24 CONSECUTIVE MONTHS. POTUS HAS INVOKED SECTION 527 OF REF B. POTUS HAS ALSO SUSPENDED OPERATION OF SECTIONS 523, 525 AND 526 OF REF B, REGARDING OFFICER AND WARRANT OFFICER STRENGTH AND DISTRIBUTION; AND SECTIONS 123, 123A, AND 12006 OF REF B, TO SUSPEND CERTAIN LAWS RELATING TO PROMOTION, INVOLUNTARY RETIREMENT, AND SEPARATION OF COMMISSIONED OFFICERS; END STRENGTH LIMITATIONS; AND RESERVE COMPONENT STRENGTH LIMITATIONS.

(2) PER REF A, THE SECDEF HAS BEEN DESIGNATED AND EMPOWERED, WITHOUT THE APPROVAL, RATIFICATION, OR OTHER ACTION BY POTUS, TO EXERCISE THE AUTHORITIES AS INVOKED BY PARA 1A1 ABOVE.

(3) PER REF C, AND IAW REF A, THE SECDEF HAS DELEGATED THE AUTHORITIES INVOKED BY REF A TO THE SECNAV AND HAS AUTHORIZED THE SECNAV THE AUTHORITY TO ORDER UP TO 7,500 MEMBERS OF THE USMC READY RESERVE TO ACTIVE DUTY FOR NOT MORE THAN 24 CONSECUTIVE MONTHS. PER REF C, SECDEF HAS REDELEGATED TO THE SECRETARY OF THE NAVY THE PRESIDENT'S AUTHORITIES UNDER SECTIONS 123, 123A, 527, 12006, 12302, AND 12305 OF REF B.

(4) PER REF D, AND IAW REF C, SECNAV HAS AUTHORIZED THE COMMANDANT OF THE MARINE CORPS (CMC) TO ORDER UP TO 7,500 MEMBERS OF THE USMC READY RESERVE TO ACTIVE DUTY FOR NOT MORE THAN 24 CONSECUTIVE MONTHS PER REF B.

B. ASSUMPTIONS

(1) BASED ON THE CURRENT OPERATIONAL SITUATION, DC, PP&O (PO) ANTICIPATES REQUIREMENTS FOR SMCR UNITS AND DETACHMENTS TO REINFORCE THE ACTIVE COMPONENT. IDENTIFYING AND REQUESTING SMCR UNITS AND DETACHMENTS WILL BE PER REFS E, F, AND G.

(2) BASED ON THE CURRENT OPERATIONAL SITUATION, DC, M&RA (MP) ANTICIPATES REQUIREMENTS FOR THE FOLLOWING:

(A) ACTIVATION OF VARIOUS INDIVIDUAL MOBILIZATION AUGMENTEE (IMA) DETACHMENTS AND INDIVIDUALS.

(B) ACTIVATION OF INDIVIDUAL READY RESERVE (IRR) MARINES IDENTIFIED BY REQUESTING COMMAND TO FILL INDIVIDUAL AUGMENTATION (IA) REQUIREMENTS.

(C) ACTIVATION OF IRR MEMBERS TO SOURCE INDIVIDUAL AUGMENTEE (IA) REQUIREMENTS WHEN REQUESTING COMMAND DOES NOT IDENTIFY A BY NAME REQUIREMENT.

2. MISSION. AS REQUIRED, CMC (PO/MP) WILL DIRECT THE MOBILIZATION OF UNITS/DETS AND MEMBERS OF THE MARINE CORPS READY RESERVE NOT ASSIGNED TO A UNIT ORGANIZED TO SERVE AS A UNIT, IN THE READY RESERVE TO ACTIVE DUTY FOR NOT MORE THAN 24 MONTHS IN ORDER TO MEET OPERATIONAL REQUIREMENTS OF THE MARINE CORPS. DC, M&RA (MP) WILL REQUEST AUTHORIZATIONS DELEGATED TO SECNAV PER REFS D AND F AS REQUIRED TO SUPPORT THE OPERATIONAL REQUIREMENTS OF THE MARINE CORPS.

3. EXECUTION

A. EXECUTION

(1) PURPOSE. AUGMENT AND REINFORCE THE ACTIVE COMPONENT (AC) OF THE USMC IN A MANNER THAT SUPPORTS THE OPERATIONAL REQUIREMENTS WHILE AT THE SAME TIME MINIMIZING ANY NEGATIVE EFFECTS OF MOBILIZATION ON RESERVE MARINES, THEIR FAMILIES, AND THEIR EMPLOYERS. THROUGH CAREFUL CONSIDERATION OF MISSIONS, REQUIREMENTS, AND THE AVAILABLE RESERVE MARINES, WE CAN SUCCESSFULLY ACCOMPLISH THE MISSION WITH MINIMAL DISRUPTION FOR MARINES.

(2) METHOD. MOBILIZE BOTH UNITS/DETS AND INDIVIDUALS AS REQUIRED. LENGTH OF INDIVIDUAL INVOLUNTARY ACTIVATION ORDERS WILL VARY IN ORDER TO ACCOMPLISH THE MISSION AS WELL AS TAKING CARE OF OUR MARINES.

(3) ENDSTATE. EXPAND THE USMC AC TO MEET OPERATIONAL REQUIREMENTS WHILE ENSURING THE WELFARE OF OUR MARINES AND FAMILY MEMBERS.

B. CONCEPT OF OPERATIONS. COMMANDS IDENTIFY REINFORCEMENT REQUIREMENTS TO DC, PP&O (PO) FOR UNIT ACTIVATION AND IDENTIFY INDIVIDUAL AUGMENTATION REQUIREMENTS TO DC, M&RA (MP) FOR INDIVIDUAL ACTIVATION PER REFS F, G AND H. TOTAL REQUIREMENTS WILL BE CONSIDERED, AND IF REQUIRED, PRIORITIZED, BY CMC TO ENSURE MAXIMUM EFFECTIVE USE OF THE AUTHORIZED MOBILIZATION APPORTIONMENT. IF REQUIRED, AND APPROVED BY SECNAV, DC, M&RA (MP) WILL DIRECT RECALL OF RETIREES POSSESSING SINGULARLY UNIQUE QUALIFICATIONS THAT CANNOT BE SOURCED FROM THE AC/RC PER REFS B AND F. DC, M&RA (MP) WILL ALSO COORDINATE WITH THE NAVY TO REQUEST ACTIVATION OF NAVY SELECTIVE RESERVE (SELRES) PROGRAM 9 PERSONNEL ISO USMC PER REF F.

C. TASKS

(1) COMMARFORRES

(A) ACTIVATE SMCR UNITS AS DIRECTED BY DC, PP&O (PO).

(B) UPON SMCR UNIT REPORTING ACTIVATION PROCEDURES COMPLETE, COMMARFORRES DIRECTS THE ACTIVATED SMCR UNIT TO THE COMBATANT COMMAND, COMMAND AUTHORITY (COCOM) OF CINCUSJFCOM. UNLESS OTHERWISE DIRECTED BY CINCUSJFCOM, COMMARFORCOM, AS THE USMC COMPONENT COMMANDER TO CINCUSJFCOM, EXERCISES COMMAND OF ACTIVATED SMCR UNITS THROUGH COMMARFORRES.

(C) AS DIRECTED BY COMMARFORCOM, DEPLOY ACTIVATED SMCR UNIT FROM HOME TRAINING CENTER (HTC) TO THE DESIGNATED GAINING FORCE COMMAND.

(D) ADDITIONAL DETAILED GUIDANCE WILL BE PROVIDED IN THE UNIT ACTIVATION MESSAGE ISSUED BY DC, PP&O (PO).

(E) AS DIRECTED BY DC, M&RA (MP), ACTIVATE IRR MEMBERS AND IMA(S).

(F) ENSURE WIDEST POSSIBLE USE OF AUTOMATED ORDER ISSUING SYSTEM FOR ALL MOBILIZATION ORDERS. ESTABLISH FUNDING CODES WITHIN ORDER ISSUING SYSTEM TO TRACK NUMBER OF PERSONNEL AND COSTS ASSOCIATED WITH MOBILIZED UNITS AND INDIVIDUALS.

(2) COMMARFORCOM. UNLESS OTHERWISE DIRECTED BY CINCUSJFCOM, ASSUME COMMAND OF ACTIVATED CINCUSJFCOM ASSIGNED SMCR UNITS. COMMAND WILL BE EXERCISED THROUGH COMMARFORRES FOR DEPLOYMENT AND TRANSFER OF AUTHORITY.

(3) COMMARCORBASEPAC AND COMMARCORBASELANT

(A) WHEN APPLICABLE, REVIEW OPERATIONAL REQUIREMENTS AND TIME-PHASED FORCE DEPLOYMENT DATA (TPFDD), ICW THE DEPLOYING MARFOR/MEF, TO ENSURE BASES/STATIONS ARE CAPABLE OF SUPPORTING THE POTENTIAL FLOW OF AC/RC UNITS TO AND FROM THE BASES/STATIONS.

(B) BE PREPARED TO ACTIVATE THE MOBILIZATION PROCESSING CENTERS (MPC) AT DESIGNATED BASES/STATIONS IN ORDER TO PROCESS PRETRAINED INDIVIDUAL MANPOWER (PIM) PER REF F. DC, M&RA (MP) ANTICIPATES MINIMAL PIM PROCESSING REQUIREMENTS AT THIS TIME.

(C) PER REF F, DESIGNATED BASES ARE ALSO DESIGNATED AS NAVY MOBILIZATION PROCESSING STATIONS (NMPS) TO PROCESS NAVY SELECTIVE RESERVISTS TO ACTIVE DUTY FOR FOLLOW-ON ASSIGNMENTS TO MARINE CORPS UNITS. THE CG'S OF THESE BASES WILL BE SUPPORTED BY LOCAL PERSONNEL SUPPORT ACTIVITY DETACHMENTS (PSD) AND AUGMENTED, IF NECESSARY, BY ASSIGNED NAVY PERSONNEL MOBILIZATION TEAMS.

(4) CG MCB QUANTICO. BE PREPARED TO ACTIVATE THE MPC IN ORDER TO PROCESS PIM ORDERED TO ACTIVE DUTY AS IA'S TO VARIOUS STAFFS LOCATED IN AND AROUND THE WASHINGTON, DC AREA PER REF F. DC, M&RA (MP) ANTICIPATES MINIMAL PROCESSING REQUIREMENTS AT THIS TIME.

D. COORDINATING INSTRUCTIONS

(1) NORMAL LOSSES FROM THE CAREER FORCE. MARINES PENDING MANDATORY RETIREMENT WILL NOT BE EXTENDED OR RETAINED ON ACTIVE DUTY AND WILL RETIRE AS SCHEDULED. ADDITIONALLY, MARINES PENDING INVOLUNTARY SEPARATIONS (ADMIN/DISCIPLINARY ACTION) WILL NOT BE EXTENDED.

(2) STOP LOSS, PER REF C, WILL NOT BE IMPLEMENTED IMMEDIATELY. FURTHER GUIDANCE WILL BE PROVIDED ONCE THE REQUIREMENT IS BETTER DEFINED.

(3) PERMANENT CHANGE OF STATION (PCS), TEMPORARY ADDITIONAL DUTY (TAD), SEPARATION (SEP) ORDERS.

(A) ACTIVE DUTY MARINES UNDER PCS ORDERS WILL EXECUTE THOSE ORDERS. IF REQUESTED BY THE COMMAND, DC, M&RA (MM) WILL CONSIDER HOLDING IN ABEYANCE PCS ORDERS DETACHING INDIVIDUALS FROM DEPLOYING UNITS FOR OPERATIONAL CONSIDERATIONS. MARINES DEPLOYED OCONUS WHO ARE SEPARATING FROM ACTIVE SERVICE WILL BE RETURNED TO CONUS NO LATER THAN 30 DAYS PRIOR TO EAS FOR SEPARATION PROCESSING.

(B) PCS OR TAD ORDERS FOR ACTIVE DUTY MARINES TO PROFESSIONAL MILITARY EDUCATION (PME) AND ALL FORMAL MILITARY OCCUPATIONAL SPECIALTY (MOS) PRODUCING SCHOOLS, INCLUDING THOSE FOR A LATERAL MOVE AND CAREER PROGRESSION, WILL BE EXECUTED REGARDLESS OF EFFECTIVE DATE. READY RESERVE MARINES AND RETIREES ORDERED TO ACTIVE DUTY UNDER PARTIAL MOBILIZATION ORDERS WILL NOT BE ISSUED TAD OR PCS ORDERS TO ATTEND SUCH SCHOOLS.

(4) PROCEDURES FOR REQUESTING USN SUPPORT.

(A) DC, M&RA (MP) WILL COORDINATE WITH CNO (N312) FOR CONCURRENT RECALL OF NAVY SELRES PROGRAM 9 PERSONNEL ASSIGNED TO ACTIVATED MARINE CORPS RESERVE UNITS OR DETACHMENTS PER REF F.

(B) USMC REQUESTS USN AUTHORIZE REMOTE GAIN OF NAVY SELRES PERSONNEL ASSIGNED ISO THE USMC VIA REMOTE PROCESSING BY THE NAVY PERSONNEL SUPPORT ACTIVITY DETACHMENT LOCATED ABOARD OR NEAR ULDUSTA OF THE USMC UNIT.

(C) TO ENSURE TIMELY ACTIVATION OF MARINE RESERVE PERSONNEL ASSIGNED TO NAVY RESERVE UNITS, REQUEST CNO (N3/5) ADVISE DC, M&RA (MPP-60) OF NAVAL RESERVE UNITS IDENTIFIED FOR RECALL THAT HAVE MARINE CORPS RESERVE PERSONNEL ASSIGNED.

(5) BASED ON THE CURRENT OPERATIONAL SITUATION, DC, M&RA (MP) ANTICIPATES REQUIREMENTS FOR INDIVIDUAL AUGMENTATION (IA). IDENTIFYING AND REQUESTING IA WILL BE PER REF H. ALL REQUESTS FOR IA OF AN IRR BY NAME AND IMA ACTIVATION WILL BE VIA MESSAGE TO DC, M&RA (MPP-60) INFO DC, PP&O AND DC, M&RA (RA). MESSAGE REQUESTS SHOULD INCLUDE:

- (A) NAME
- (B) SSN/MOS
- (C) RANK
- (D) BILLET DESCRIPTIONS
- (E) T/O AND LNNR
- (F) RESERVE RUC
- (G) REPORTING INSTRUCTIONS
- (H) PERIOD OF DUTY (REPORT AND DETACHMENT DATE)
- (I) RUC AND MCC OF GAINING COMMAND
- (J) PLACE ENTERED TO ACTIVE DUTY (PLEAD)
- (K) DAILY COSTS OF QTRS, IF REQUIRED
- (L) MESSING AVAILABILITY
- (M) MODE OF TRAVEL (RENTAL CAR IS NOT AUTHORIZED)
- (N) SECURITY CLEARANCE

(6) REQUEST FOR IA IN INSTANCES WHERE COMMAND DOES NOT HAVE A BY NAME REQUEST WILL BE IAW REF H. COMMANDS WILL PROVIDE FOLLOWING INFO IN THEIR REQUEST FOR IA:

- (A) RANK
- (B) MOS
- (C) T/O, LNNR AND BILLET
- (D) COMPLETE JUSTIFICATION FOR REQUIREMENT
- (E) IMPACT IF REQUEST FOR IA IS NOT SOURCED
- (F) CERTIFICATION THAT REQUIREMENT CANNOT BE SOURCED INTERNALLY

(7) REF B PROVIDES FOR CONSIDERATION OF LENGTH AND NATURE OF PREVIOUS SERVICE WHEN CONSIDERING MEMBERS OF THE READY RESERVE FOR RECALL TO DUTY WITHOUT THEIR CONSENT. PERSONNEL WITH 16 OR MORE YEARS OF ACTIVE FEDERAL SERVICE WILL NOT NORMALLY BE CONSIDERED FOR INVOLUNTARY RECALL TO ACTIVE DUTY (OTHER THAN

FOR TRAINING). DC, M&RA MAY APPROVE EXCEPTIONS IN INSTANCES WHERE A MEMBER OF THE READY RESERVE POSSESSES SINGULARLY UNIQUE QUALIFICATIONS THAT CANNOT BE SOURCED FROM THE ACTIVE COMPONENT OR GOVERNMENT SERVICE.

(8) BE PREPARED TO CONDUCT RECEPTION AND FORCE INTEGRATION OF ACTIVATED SMCR UNITS OR DETACHMENTS.

(9) INVOLUNTARY UNIT ORDERS TO ACTIVE DUTY

(A) SMCR UNITS WILL ONLY BE ACTIVATED AS UNITS, DETS, OR SUBUNITS. PER REF B, INDIVIDUAL SMCR UNIT MEMBERS CANNOT BE INVOLUNTARILY ORDERED TO ACTIVE DUTY AS INDIVIDUALS. ONCE AUTHORIZED BY DC, PP&O (PO) ICW DC, M&RA (MPP-60), PARTIAL MOBILIZATION ORDERS WILL BE ISSUED. INITIAL ORDERS WILL BE FOR 12 MONTHS, UNLESS SOONER RELEASED, IAW DOD POLICY AND THE PROVISIONS OF 10 U.S.C. 12302. PERIOD OF DUTY MAY BE EXTENDED AN ADDITIONAL 12 MONTHS, PER REF B, DEPENDING ON OPERATIONAL SITUATION.

(B) MEMBERS OF ACTIVATED SMCR UNITS AND DETS WILL BE FURTHER ISSUED ORDERS BY THEIR PARENT COMMAND.

(10) INVOLUNTARY INDIVIDUAL ORDERS TO ACTIVE DUTY.

(A) REQUEST COMMANDERS CAREFULLY CONSIDER REQUIREMENTS FOR INDIVIDUAL MARINES TO BE ORDERED TO ACTIVE DUTY INVOLUNTARILY. TWELVE MONTHS OF ACTIVE DUTY WILL BE A CONSIDERABLE COMMITMENT AND A SOURCE OF CONSIDERABLE PERSONAL DISRUPTION FOR RESERVE MARINES, THEIR FAMILIES AND EMPLOYERS. WHILE RESERVE MARINES WILL RESPOND SELFLESSLY TO THE CALL, RESERVE AUGMENTATION IS A TWO-WAY COMMITMENT. WHERE REQUIREMENTS EXIST FOR AUGMENTATION OF LESS THAN 12 MONTHS DURATION, COMMANDERS SHOULD SPECIFY THE PRECISE REQUIREMENT. THIS HEADQUARTERS WILL ATTEMPT TO ACCOMMODATE MISSION REQUIREMENTS AND THE REQUIREMENTS OF OUR RESERVE MARINES IN THE SPIRIT OF MISSION FIRST, PEOPLE ALWAYS.

(B) AS DIRECTED BY DC, M&RA (MPP-60), IMA(S) AND IRR(S) WILL BE ISSUED ORDERS BY CG MCRSC FOR 12 MONTHS, UNLESS SOONER RELEASED, IAW DOD POLICY AND THE PROVISIONS OF REF B. DEPENDING UPON THE SITUATION, INDIVIDUALS MAY BE RETAINED ON ACDU FOR UP TO 24 CONSECUTIVE MONTHS WITHOUT THEIR CONSENT PER REF B.

(C) NO MEMBER INVOLUNTARILY RECALLED SHALL SERVE ON ACTIVE DUTY IN EXCESS OF 24 MONTHS. TOTAL ACTIVE DUTY TIME INCLUDES TRAVEL AND USE OF ACCRUED LEAVE.

(11) PRE-DEPLOYMENT CONUS PROCESSING.

(A) ACTIVE COMPONENT/ACTIVE RESERVE. ACTIVE DUTY SUPPORT MEMBERS WILL BE ISSUED TAD ORDERS "IN EXCESS". ACTIVE COMPONENT MARINES OF 4TH MAW UNITS WILL BE ISSUED INDIVIDUAL TAD ORDERS TO ASSIGNED RESERVE COMPONENT UNITS.

(B) RESERVE COMPONENT UNITS AND DETACHMENTS

(1) MARINES IN RESERVE UNITS WILL REPORT TO THE HTC ON THEIR RECALL DATE.

(2) UNIT CO/OIC/I-I'S WILL ENSURE THAT ONLY SMCR PERSONNEL ACTIVATED WITH THE UNIT ARE IN THE SMCR RUC PRIOR TO ACTIVATION. THIS MAY REQUIRE THE TRANSFER OF RESERVISTS PRIOR TO ACTIVATION.

(3) UNIT CO/OIC/I-I WILL COMPLETE ADMIN, MEDICAL, AND DENTAL SCREENING AT THE HTC. GAINING COMMANDS WILL COMPLETE ANY REMAINING ADMIN, MEDICAL, OR DENTAL SCREENING, AS NEEDED, FOR GAINED SMCR UNITS AND DETACHMENTS.

(4) UNIT CO/OIC/I-I WILL ISSUE INDIVIDUAL ORDERS TO EACH MARINE AND PERFORM APPROPRIATE MCTFS ENTRIES.

(5) IMAS WILL REPORT DIRECTLY FROM PLACE FROM WHICH ORDERED TO ACTIVE DUTY TO PLACE OF DUTY AS DIRECTED BY THEIR OPERATIONAL SPONSOR.

(6) IRR MEMBERS WILL BE ORDERED TO REPORT FROM THEIR HOME OF RECORD (HOR) TO A MOBILIZATION PROCESSING CENTER (MPC). THE MPC WILL CONDUCT ALL MOBILIZATION PROCESSING. ONCE PROCESSING IS COMPLETE, THE MPC WILL DIRECT THE IRR TO REPORT TO PLACE OF DUTY AS DIRECTED BY THEIR ORDERS.

(12) RESERVE COMPONENT PERSONNEL ON CURRENT ADOS ORDERS, REGARDLESS OF SPECIFIC TYPE, WILL CONTINUE ON THOSE ORIGINAL ORDERS UNTIL SCHEDULED TERMINATION UNLESS OTHERWISE DIRECTED BY ORDER-WRITING AUTHORITY.

(13) DEPLOYMENT CRITERIA.

(A) PERSONNEL ASSIGNMENTS WILL CONTINUE PER REF I.

(B) EXTENSIONS. VOLUNTARY EXTENSIONS FOR OFFICERS ON INITIAL ACTIVE DUTY TOUR AND ENLISTED MARINES WILL BE AUTHORIZED FOR THE LENGTH OF DEPLOYMENT PLUS 30 DAYS FOR TRANSITION, EXCEPT AS NOTED BELOW. THE FOLLOWING CRITERIA APPLY:

(1) PERSONNEL MUST NOT BE PENDING MANDATORY OR INVOLUNTARY SEPARATION.

(2) EXTENSION DOES NOT CONFER CAREER STATUS. PERSONNEL SO EXTENDED MUST COMPETE FOR RETENTION DURING THIS EXTENSION.

(3) EXTENSIONS MUST NOT ALLOW OFFICERS/ENLISTED - MARINES TO BECOME ELIGIBLE FOR SEPARATION PAY. TO QUALIFY FOR INVOLUNTARY SEPARATION PAY, EACH MARINE MUST HAVE BEEN ON ACTIVE DUTY BEFORE 30 SEPTEMBER 1990, OR AFTER 29 NOVEMBER 1993, HAVE MORE THAN 6 YEARS OF ACTIVE SERVICE AND BE ON A SECOND OR SUBSEQUENT CONTRACT (TO INCLUDE PRIOR SERVICE WITH ANOTHER SERVICE).

(4) SPECIFIC EXPIRATION OF ACTIVE SERVICE (EAS) DATES WILL BE PROVIDED UPON RECEIPT OF DEPLOYMENT OR EXECUTE ORDERS.

(5) INTENT IS TO RELEASE EXTENDED MARINES FROM ACTIVE DUTY UPON REACHING THEIR ADJUSTED EAS. EXTENSIONS WILL BE EVALUATED ON A CASE-BY-CASE BASIS. IF THE UNIT DOES NOT DEPLOY, EXTENSIONS WILL BE REVOKED AND INDIVIDUAL MARINES WILL BE SEPARATED WITHIN 30 DAYS OF REVOCATION. EARLY RETURN FROM DEPLOYMENT ALSO RESULTS IN SEPARATION WITHIN 30 DAYS.

(6) EXTENSION REQUESTS MUST BE APPROVED BY DC, M&RA (MMOA/MMEA). MARINES PENDING VOLUNTARY RETIREMENT/TRANSFERS TO THE FMCR AND RESIGNATIONS, WHO ARE ASSIGNED TO DEPLOYING UNITS, MAY REQUEST MODIFICATION TO DC, M&RA (MMSR). DC, M&RA (MMSR/MMOA/MMEA) ENCOURAGES FAX OR E-MAIL EXTENSION REQUESTS AS THEY ARE IDENTIFIED, THEN FOLLOWED UP BY MESSAGE. MESSAGES SHOULD PROVIDE NAME, GRADE, SSN, AND CURRENT EAS FOR EACH INDIVIDUAL AND RECOMMENDATION FOR INITIAL AND SUBSEQUENT VOLUNTARY EXTENSIONS.

(7) SHORT-TERM EXTENSIONS (LESS THAN 90 DAYS) WILL NOT DELAY PCS REPLACEMENTS.

(14) CASUALTY REPLACEMENT POOL (CRP) ASSIGNMENTS. DC, M&RA (MP) CURRENTLY DOES NOT ANTICIPATE A REQUIREMENT TO ESTABLISH A CRP. THEREFORE, COMBAT REFRESHER TRAINING (CRT) IS NOT REQUIRED. IN THE EVENT A REQUIREMENT FOR CRP EMERGES, DC, M&RA (MP) WILL PROVIDE GUIDANCE VIA SEPCOR FOR BOTH CRP AND CRT.

(15) CASUALTY REPORTING AT THE UNIT LEVEL.

(A) REF J IDENTIFIES UNIT RESPONSIBILITIES FOR PERSONNEL CASUALTY REPORTING (PCR) AND REPORTABLE CATEGORIES.

(B) THE HQMC (MRC) MARINE CORPS CASUALTY SECTION CAN BE REACHED AT 1-800-847-1597. AFTER NORMAL WORKING HOURS, CALL THE HQMC COMMAND CENTER AT COMM (703) 695-7366, DSN: 225-7366, TOLL FREE 1-866-476-2669, AND SPEAK TO THE MARINE CORPS CASUALTY DUTY OFFICER.

(16) SOLE SURVIVING SON/DAUGHTER. IF DEPLOYED TO A DESIGNATED COMBAT AREA, MARINES WITH SOLE SURVIVING SON/DAUGHTER STATUS MUST BE AFFORDED THE OPPORTUNITY TO WAIVE THEIR STATUS, PER REFS H AND K.

(17) PERSONAL AND FAMILY READINESS. MARINES (ACTIVE AND RESERVE) AND FAMILY MEMBERS WITH QUESTIONS REGARDING PERSONAL OR FAMILY SUPPORT, MAY CONTACT ONE OF THE PERSONAL SERVICE SUPPORT CENTERS LOCATED AT ANY MAJOR MARINE, ARMY, NAVY, OR AIR FORCE INSTALLATION, OR ANY HOME TRAINING CENTER.

(A) WEST OF THE MISSISSIPPI RIVER (PLUS WISCONSIN) CALL MCB CAMPEN, CA 1-800-845-2131 OR 1-800-253-1624.

(B) EAST OF THE MISSISSIPPI (LESS WISCONSIN) CALL MCB QUANTICO, VA AT 1-800-336-4663.

(18) COMMANDS RECEIVING INQUIRIES FROM RESERVES VOLUNTEERING FOR DUTY SHALL INFORM THE RESERVIST THEY MAY SUBMIT THEIR CONTACT INFORMATION VIA THE INTERNET AT WWW.MANPOWER.USMC.MIL OR BY CALLING 1-877-415-9275. DUE TO LARGE VOLUME OF CALLS RECEIVED/ANTICIPATED, ENCOURAGE VOLUNTEERS TO USE THE WEB SITE.

(19) ANTICIPATE DOD TASKING TO COLLECT CIVILIAN EMPLOYER INFORMATION (EMPLOYER NAME, ADDRESS, SUPERVISOR, PHONE) ON MOBILIZED SMCR UNIT MEMBERS

AND MOBILIZED INDIVIDUALS OF THE READY RESERVE. GUIDANCE TO BE PUBLISHED VIA SEPCOR.

(20) ADVANCE OF PAY AND ALLOWANCES SHOULD BE LIMITED TO THE MINIMUM AMOUNT NEEDED FOR THE MEMBER TO TAKE CARE OF EXPENSES ASSOCIATED WITH THE CALL-UP. THE ADVANCE PAY MAY NOT EXCEED ONE MONTH'S PAY AND ALLOWANCES, EXCEPT IN EXTREME HARDSHIP CASES AS EVIDENCED IN WRITTEN COMMAND JUSTIFICATION, AN ADVANCE OF UP TO TWO ADDITIONAL MONTHS OF PAY AND ALLOWANCES MAY BE AUTHORIZED. THE ADVANCE PAYMENT SHALL BE MADE TO THE MEMBER'S FINANCIAL INSTITUTION BY EFT OR MAILED FROM DEFENSE FINANCE AND ACCOUNTING SERVICE TO A MEMBER'S DESIGNATED ADDRESS. ADVANCE PAY MUST BE REPAID AT THE RATE OF ONE-THIRD THE AMOUNT ADVANCED EACH MONTH FOR 3 MONTHS, OR AT THE RATE NEEDED TO REPAY THE ADVANCE BY THE SCHEDULED TERMINATION DATE OF THE ORDERS, WHICHEVER IS EARLIER.

4. ADMINISTRATION AND LOGISTICS

A. MCTFS REPORTING.

(1) COMMANDING OFFICERS WILL ENSURE ACCURATE AND TIMELY REPORTING INTO MCTFS PER REF L.

(2) SPECIAL ATTENTION SHOULD BE DIRECTED TO THE REPORTING OF DUTY LIMITATION CODES, INDIVIDUAL LOCATION CODES, RATIONS (BAS/COMRATS/TADRATS), AND CRISIS CODES.

(3) RESERVE UNITS, DETACHMENTS OR SUBUNITS THAT ARE NOT ADMINISTRATIVELY SELF-SUFFICIENT WILL BE ASSIGNED AN MCC FOR UNIT TRACKING PURPOSES. THE MCC WILL BE LOADED TO THE MCTFS TABLE OF THE ACTIVE DUTY RUC DESIGNATED TO INITIALLY JOIN THESE MARINES. IT IS ANTICIPATED THAT THIS WILL BE AN I-I STAFF RUC.

(4) IF THE UNIT IS ACTIVATED BY SMCR RUC, IT WILL BE NECESSARY TO JOIN ALL ASSIGNED SMCR MARINES TO THAT RUC AS RESERVISTS PRIOR TO ACTIVATION. IT WILL ALSO BE NECESSARY TO TRANSFER ALL SMCR MARINES NOT BEING ACTIVATED OUT OF THAT RUC PRIOR TO ACTIVATION. THESE JOINS AND TRANSFERS WILL BE MADE PRIOR TO ACTIVATION. ONCE THE ACTIVATION IS COMPLETED IT WILL BE NECESSARY TO REPORT AN INITIAL JOIN ON ALL MEMBERS OF THE RUC THAT REPORTED FOR ACTIVE DUTY. DO NOT REPORT AN INITIAL JOIN ON MARINES WHO FAIL TO REPORT.

(5) THE GAINING FORCE COMMANDER (GFC) WILL JOIN APPROPRIATE RUC OR MCC TO THE GFC FORCE STRUCTURE AND ASSUME ADMIN RESPONSIBILITIES OF GAINED MARINES.

(6) IRR AND IMA MARINES WILL BE TRANSFERRED TO ACTIVE DUTY BY THE CG MCRSC.

B. ENTITLEMENTS. PER REF M, THE FOLLOWING ADMINISTRATIVE INSTRUCTIONS ARE PROVIDED:

(1) RESERVE MARINES SERVING ON ACTIVE DUTY ARE ENTITLED TO BAH FROM THE DAY THEY COMMENCE ACTIVE DUTY REGARDLESS OF THE DURATION OF ORDERS.

(2) PER REF M, MARINES ORDERED TO ACTIVE DUTY AWAY FROM THEIR RESIDENCE IN EXCESS OF 139 DAYS WILL BE ISSUED EITHER PCS OR TAD "IN EXCESS" ORDERS.

(3) NON-TEMP STORAGE OF HOUSEHOLD GOODS IS AUTHORIZED FOR MARINES WHO MEET REQUIREMENTS OUTLINED IN REF M, CHAPTER 5; AND REF N.

(4) ACCRUED LEAVE SHALL BE ADMINISTERED PER REFS O AND P.

C. FUNDING.

(1) ALL COSTS FOR PER DIEM AND TRAVEL ASSOCIATED WITH THE ACTIVATION/DEACTIVATION OF RETIREES AND INDIVIDUAL MEMBERS OF THE RESERVE COMPONENT WILL BE FUNDED FOR THE DURATION OF ACTIVE DUTY THROUGH DC, P&R ICW DC, M&RA (MB). ONCE THE ACTIVATED INDIVIDUAL HAS BEEN JOINED, ANY ADDITIONAL TRAVEL/PER DIEM COSTS ARISING FROM TRAVEL DIRECTED BY THE GAINING COMMAND WILL BE FUNDED BY THAT COMMAND. NO PERMISSIVE TAD (PTAD) NOR TAD OUTSIDE SCOPE OF THE CONTINGENCY IS AUTHORIZED WHILE ON PARTIAL MOBILIZATION ORDERS.

(2) PAY AND ALLOWANCES WILL BE FUNDED FROM MILITARY PERSONNEL MARINE CORPS (MPMC) APPROPRIATION.

(3) THE NAVMC 11060 (SEPARATION/TRAVEL PAY CERTIFICATE) GENERATES AN INDIVIDUAL'S FINAL SETTLEMENT. INDIVIDUALS MUST COORDINATE WITH LOCAL

SUPPORTING ADMIN OFFICE IN SUFFICIENT TIME PRIOR TO THE LAST DAY OF ACTIVE DUTY.

D. PER REFS F, COMMANDS WILL ISSUE DD214 (CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY) TO RESERVE MARINE UPON RELEASE FROM ACTIVE DUTY REGARDLESS OF THE PERIOD OF SERVICE. THIS DOCUMENT VERIFIES THAT THE INDIVIDUAL WAS ON ACTIVE DUTY FOR THE PERIOD SERVED.

E. PER REF Q, COMMANDS WILL COMPLETE NAVMC 10835A (USMC FITNESS REPORT) ON SERGEANTS AND ABOVE PRIOR TO BEING RELEASED FROM ACTIVE DUTY.

F. PER REF I, COMMANDS WILL SUBMIT PROFICIENCY/CONDUCT MARKS AND POST INTO MCTFS VIA UNIT DIARY ON CORPORALS AND BELOW PRIOR TO RELEASE FROM ACTIVE DUTY.

G. COMMANDS WILL ENSURE THAT ANY TRAINING PERFORMED BY INDIVIDUALS WHILE ON ACTIVE DUTY IS UPDATED IN MCTFS VIA UNIT DIARY. THIS INCLUDES, BUT IS NOT LIMITED TO, LATEST PHYSICAL FITNESS TEST, HIV TEST, DLPT SCORES, COLLEGE COURSES, COMPLETED MCI COURSES, AND AWARDS.

H. COMMANDS WILL ENSURE SEPARATION PHYSICALS ARE CONDUCTED FOR INDIVIDUALS WHO HAVE SERVED ON ACTIVE DUTY FOR 90 CONSECUTIVE DAYS OR MORE PRIOR TO RELEASE FROM ACTIVE DUTY.

I. I-I STAFF. PER REF F, THOSE I-I STAFF MEMBERS NOT INTEGRATED INTO SMCR UNITS WILL REMAIN AT THE HTC UNTIL AN ASSIGNMENT DECISION IS MADE BY DC, M&RA (MMOA/MMEA/RA).

5. COMMAND AND SIGNAL

A. DC, M&RA (MPP-60) MOBILIZATION POLICY/PROCEDURES
COMM (703) 784-9358/9359/9360 OR DSN 278-9358/9359/9360.

B. DC, M&RA (MPP-60) STATUS OF INDIVIDUAL REQUIREMENTS
COMM (703) 784-9358/9359/9360 OR DSN 278-9358/9359/9360.

C. DC, M&RA (MPP-60) NAVY SELRES PROGRAM NINE
COMM (703) 784-9358/9359/9360 OR DSN 278-9358/9359/9360.

D. DC, CD&I (MIF) MCTFS REPORTING
COMM (703) 784-9043/9044 OR DSN 278-9043.

E. DC, M&RA (MPO-40) ENTITLEMENTS POLICY
COMM (703) 784-9387 OR DSN 278-9387.

F. DC, PP&O (POC) UNIT REQUIREMENTS
COMM (703) 614-2151 OR DSN 224-2151.

G. HQMC (MRC) CASUALTY REPORTING
COMM (703) 784-9512, 1-800-847-1597, OR DSN 278-9512.
FAX (703) 784-9823 OR DSN 278-9823.

H. DC, PP&O (P&R) FUNDING
COMM (703) 614-8244, OR DSN 224-8244.

I. DC, M&RA (MRM) PERSONAL READINESS
(703) 784-9592 OR DSN 278-9592.

J. DC, M&RA (CMT) CAREER MANAGEMENT TEAM
1-877-415-9275/WWW.MANPOWER.USMC.MIL//

BT

-----End Example Message-----

6. COMMARFORCOM Initiating Directive. The initiating directive is intended to identify tasks and responsibilities IOT enable the forming, organizing, training, certification, and deployment of activated SMCR units not integrating with an AC MAGTF and being employed as an independent capability.

-----Start Example Message-----

Subject: SPMAGTF-13 INITIATING DIRECTIVE
Originator: COMMARFORCOM G3-5-7
DTG: 171905Z Aug 12

Precedence: ROUTINE

DAC: General

To: CG II MEF, COMMARFORAF, COMMARFORRES

cc: CG II MEF G3, CG MCCDC QUANTICO VA, CG TECOM QUANTICO VA, CMC WASHINGTON DC, PPO PL, CMC WASHINGTON DC, PPO PLJ, CMC WASHINGTON DC, PPO PO, CMC WASHINGTON DC, PPO POC, COMMARFORCOM G-1, COMMARFORCOM G-4, COMMARFORCOM G3-5-7, COMMARFORRES G3 G5, COMMARFORRES G4, MCSCG, COMMCICOM

UNCLASS//REL TO USA/DB

MSGID/ORDER/COMMARFORCOM/-/AUG//

REF/A/MSG/COMMARFORCOM/312210Z MAY 12//

REF/B/DOC/CDRUSAFRICOM/20111012//

REF/C/DOC/SDOB FY13 GFMAP BASE ORDER/20120130//

REF/D/GENADMIN/MCBUL3120/20111007//

REF/E/DOC/MCTFSPRIUM/20110518//

REF/F/MSG/CMC/260929Z OCT 09//

REF/G/MSG/CMC/140329Z MAY 09//

NARR/(U) REF A IS COMMARFORCOM SPECIAL PURPOSE MARINE CORPS AIR-GROUND TASK FORCE AFRICA 13.1 (BRIDGE) INITIATING DIRECTIVE. REF B IS CDRUSAFRICOM REQUEST FOR FORCES ISO SPECIAL PURPOSE MARINE AIR GROUND TASK FORCE AFRICA FY13. REF C IS THE FY13 GLOBAL FORCE MANAGEMENT ALLOCATION PLAN BASE ORDER. REF D IS THE FY12 MOD 6, FY 13 MOD 5 INITIAL MARINE CORPS FORCE ALLOCATION SCHEDULE. REF E IS THE MARINE CORPS TOTAL FORCE SYSTEM POLICY AND OVERVIEW. REF F IS MARADMIN 636/09; LIMITED DUTY AND DISABILITY PROCESSING. REF G IS MARADMIN 310/09; UPDATED POLICY AND PROCEDURES FOR REQUESTING AN ACTIVATED MOBILIZED MEMBER TO BE PLACED ON MEDICAL HOLD.//

POC/LOCKETT A. J./MAJ/COMMARFORCOM/G357/RES INT/DSN: 836-2921/COMM: 757-836-2921/EMAIL: ANDREW.J.LOCKETT@USMC.SMIL.MIL//

ORDTYP/INITIATING DIRECTIVE/COMMARFORCOM//

NARR/(U) THIS IS A COMMARFORCOM INITIATING DIRECTIVE INTENDED TO ENABLE THE FORMING, ORG, TRNG, CERT, AND DEPLM OF ACTD RC UNITS AS SPECIAL PURPOSE MARINE AIR GROUND TASK FORCE-13 (SPMAGTF-13.2 AND SPMAGTF-13.3) FOR EMPLM IN USAFRICOM AREA OF RESP (AOR). INITIATING DIRECTIVE FOR SPMAGTF-13.1 BRIDGE PROMULGATED VIA REF A.//

1. (U) SITUATION

1.A. (U) SITUATION. PER REFS B AND C, CDRUSAFRICOM ID REQR FOR SPMAGTF TO BE EMPL IN USAFRICOM AOR DUR 2013 IOT SPT CDRUSAFRICOM TSC OBJ.

1.B. (U) IAW REFS B-D, SPMAGTF-13 FORMS, ORG, TRAINS, EQUIPS, AND DEPL TO USAFRICOM AOR TO MEET ESTABLISHED LAD. SPMAGTF-13 CE MAINTAINS FWD PRESENCE ABD NAS SIGONELLA IOT PROMOTE U.S. INTERESTS, IMPROVE C2 AND ACCESS, ENHANCE PARTNER NATION (PN) CAPACITY AND CAPABILITIES AND TO CONTRIBUTE TO LOCAL SCTY EFFORTS IOT MEET CDRUSAFRICOM STRATEGIC OBJS. SPMAGTF-13 TO CON PTP AT ILOC AND UPON SUCCESSFUL COMPLETION BE CERT FOR DEPLM/EMPLM.

1.C. (U) IOT ACCOMMODATE MOB POLICY CONSTRAINTS, SPMAGTF-13 WILL FORM, ORG, TRAIN, EQUIP, AND DEPL IN TWO ROTATIONS (SPMAGTF-13.2 AND SPMAGTF 13.3).

1.D. (U) COMMARFORCOM PTDO OR DEPOD TO BE REL 30-60 DAYS PRIOR TO APPROPRIATE FORCE ROTATION AND WILL CNTN DETAILED INFO ON CMD REL (TASK ORG), THREAT/RISK, FRIENDLY FORCES, MSN, TASKS, COORD INSTR, ADMIN, LEGAL, SAFETY, PAO, JOPES/TPFDD, EQUIP, MED AND CMD/SIGNAL.//

2. (U) MISSION. SPMAGTF-13 FORMS, ORG, TRAINS, AND DEPL TO USAFRICOM AOR IOT SPT CDRUSAFRICOM TSC OBJ AND OTHER USAFRICOM MSNS PER GEF, MCCSP, AND USAFRICOM THEATER CAMPAIGN PLAN. BPT SPT NATO MSN REQR.//

3. (U) EXECUTION

3.A. (U) COMMANDER'S INTENT. PER REF B, I INTEND TO FORM, ORG, TRAIN AND EQUIP SPMAGTF-13 IOT DEPL TO USAFRICOM AOR TO MEET CCDR VALIDATED MSN REQR. SPMAGTF-13 TO BE MANNED, TRAINED AND EQUIP APPROP TO EXECUTE MSN AND TASKS AS

SPECIFIED; AND COMPOSED W/REQUISITE AIR/GROUND AND CSS CAPABILITIES TO ENSURE MSN SUCCESS. UPON DEPLM, I WILL TRANSFER SPMAGTF-13 TO CDRUSAFRICOM, OPCON FOR EMPLM. UPON END OF MSN, SPMAGTF-13 REDEPL TO THE DESIGNATED R-ILOC, AT WHICH TIME I WILL INITIATE RESET/RECONSTITUTION, INITIAL DECOMPOSITION AND DEMOB ACTIONS, AS REQUIRED. AT COMMENCEMENT OF FINAL DEMOB ACTIONS, I WILL RELINQUISH CMD TO COMMARFORRES FOR MVMT COORD AND CONTROL FR THE R-ILOC TO HOME TRNG CENTERS (HTC).

3.B. (U) CONCEPT OF OPS. SPMAGTF-13 FORMS, ORG, TRAINS, EQUIPS, AND DEPL TO USAFRICOM AOR ISO CDRUSAFRICOM TSC OBJ. SPMAGTF-13 DEPL VIA STRATLIFT TO NASSIG AND CON RSOI W/FURTHER INTRA-THEATER DEPL TO USAFRICOM AOR TO CONDUCT TSC OPS AS DIR BY CDRUSAFRICOM. UPON END OF MSN, SPMAGTF-13 REAGGREGATES IN NASSIG AND REDEPL VIA STRATLIFT TO CONUS (R-ILOC AT CAMP LEJEUNE, NC) W/ FINAL DEST OF HTC'S.

3.B.1. (U) SPMAGTF-13.2 MOBS O/A 12 SEP 12 AND AGGREGATES AT HTC FOR ADMIN AND COORD FOR MVMT TO ILOC. O/A 15 SEP 12, SPMAGTF-13.2 PROCEEDS FR HTCS TO CLNC VIA COMMARFORRES COORD AIR AND OVERLAND TRANS. UPON ARR AT ILOC, COMMARFORRES RPTS MVMT COMPL AND RELINQUISHES CMD TO COMMARFORCOM VIA AMHS NAVAL MSG.

3.B.2. (U) SPMAGTF-13.3 MOBS O/A 12 MAR 13 AND AGGREGATES AT HTC FOR ADMIN AND COORD FOR MVMT TO ILOC. O/A 15 MAR 13, SPMAGTF-13.3 PROCEEDS FR HTCS TO CLNC VIA COMMARFORRES COORD AIR AND OVERLAND TRANS. UPON ARR AT ILOC, COMMARFORRES RPTS MVMT COMPL AND RELINQUISHES CMD TO COMMARFORCOM VIA AMHS NAVAL MSG.

3.B.3. (U) SPMAGTF-13.2 AND 13.3 TO CONDUCT RIP/TOA DUR JUN/JUL 13.

3.B.4. (U) SPMAGTF-13 FORCES TO MOB IAW MOB EMPLOYMENT PERIOD (MEP) DIRECTED BY APPROPRIATE CMC (DC PPO) AND COMMARFORRES ACTIVATION AUTHORITY MESSAGES.

3.B.4.1. (U) SPMAGTF-13.2 PLANNED MEP NOT TO EXCEED 355 DAYS.

3.B.4.2. (U) SPMAGTF-13.3 PLANNED MEP NOT TO EXCEED 347 DAYS.

3.C. (U) TASKS

3.C.1. (U) COMMARFORAF. REQUEST

3.C.1.A. (U) COORD SPMAGTF-13 PDSS REQR VIA COMMARFORCOM (CG II MEF).

3.C.1.B. (U) PUB OPORD/PLANORD ISO SPMAGTF-13.2/13.3 DEPLMS TO USAFRICOM AOR.

3.C.1.C. (U) ID SPECIFIC SPMAGTF-13 THEATER ENTRY REQR (PASSPORT/VISA) BY COUNTRY (IF NOT ALREADY COMPLETE) AND PTP REQR (FOR CERT).

3.C.1.D. (U) VALIDATE MSN ESSENTIAL TASKS IOT FACILITATE DEV OF PTP PLAN AND ENABLING OF READINESS RPTING. SUBMIT FINAL METLS TO COMMARFORCOM FOR DRRS-MC UPLOAD.

3.C.1.E. (U) ID EXER/OPER EMPLM TEEP TO SPMAGTF-13.2 AND 13.3.

3.C.1.F (U) PROV JOPES/TPFDD PLNG LOI TO COMMARFORCOM, INCL PDSS DATES, FOR EACH ROTATION.

3.C.1.G. (U) ID JOPES PID FOR TPFDD DEV FOR EACH ROTATION. PROV JOPES ULN STUCTURE, APOD/SPOD AND FORCE PHASING DATA IN TPFDD.

3.C.1.H. (U) PROV CDRUSAFRICOM FUNDING LINES AS APPLICABLE TO PDSS UPON ARR.

3.C.1.I. (U) ID SUSTAINMENT PROCEDURES AND AUTH FOR FWD DEPL SPMAGTF-13 ELEMENTS. ID SPECIFIC SUSTAINMENT AUTH REQR FOR SPMAGTF-13 (I.E. CONTRACTING OFF; MAINT MGT; SUPPLY SPT; ETC.).

3.C.1.J. (U) PROV IPC/MPC/FPC REQR TO COMDR, SPMAGTF-13.2 AND COMDR, SPMAGTF-13.3.

3.C.1.K. (U) PROV AFTER ACTION/LESSONS LEARNED TO SPTING CHAIN OF CMD NLT 45 DAYS AFTER MSN COMPL FOR EACH ROTATION.

3.C.1.L. (U) ID DEPLM DODAAC TO COMDR, SPMAGTF-13.2/13.3.

3.C.1.M. (U) ID IPAC PERS SPT REQR; COORD W/COMMARFORCOM AND COMMARFORRES FOR MOB OF MARINES AS REQUIRED.

3.C.1.N. (U) ID GTCC APC FOR COORD OF TRANSFER OF ALL GTCC UPON UNIT RPTING TO AOR.

3.C.1.O. (U) ID/VALIDATE EDL AND INDIV EQUIP LIST. EDL SENT TO CMC (DC, PPO) FOR INITIAL APPR. REQUESTS FOR EDL MOD OR ADD TO BE SENT VIA MSG TO CMC (DC,

PPO); CC COMMARFORCOM AND COMMARFORRES. ANY EQUIP SHORTFALLS AFTER TRANSFER TO GFC TO BE ID VIA MSG TO CMC (DC, PPO); CC COMMARFORAF, COMMARFORCOM AND COMMARFORRES.

3.C.1.P. (U) BPT SPT SPMAGTF-13 FORCES W/DEV, PLNG, AND COORD OF IN-THEATER AND CONUS SUSTAINMENT SPT (INCL SUPPLY AND MAINT MGT SYS SPT) FOR DURATION OF DEPLM.

3.C.1.Q. (U) SUBMIT SEPARATE RETURN-ILOC FOS REQUESTS FOR SPMAGTF-13.2 AND 13.3 VIA COMMARFORCOM.

3.C.2. (U) COMMARFORRES. REQUEST

3.C.2.A. (U) CONFIRM SPMAGTF-13.2/13.3 SOURCING COMPOSITION.

3.C.2.B. (U) PER PAR 3.C.1.M ABOVE, ID MARFORRES IPAC SPT ISO SPMAGTF-13 TO COMMARFORCOM G3/5/7.

3.C.2.C. (U) TRANSFER ALL SPMAGTF-13 PERS GTCC TO THE GFC WHEN UNIT RPTS TO AOR.

3.C.2.D. (U) COORD WITH COMMARFORCOM TO ENSURE UIC/UTC ARE LOADED IN DRRS-MC. UPON COMPOSITE/RC ACTIVATION; COMMARFORCOM TO ESTAB READINESS ACCOUNT WITH DC, PP&O (POR).

3.C.2.E. (U) SUBMIT REVISED METLS FOR SPMAGTF-13 FORCES ISO DRRS-MC UPLOAD, TO COMMARFORCOM G/3/5/7. COMMARFORCOM TO NOTIFY ALCON WHEN UPLOAD IS COMPL.

3.C.2.F. (U) ID PTP AND DEPLM T/E OR EDL SHORTFALLS TO COMMARFORCOM G3/5/7.

3.C.2.G. (U) BPT SPT DEPL SPMAGTF-13 FORCES W/EKMS SUSTAINMENT SPT.

3.C.2.H. (U) ENSURE MOB RC UNITS AND PERS ARE ALL MOB TO SINGLE SUB RU (RUC) REQUESTED BY SPTING IPAC ISO SPMAGTF-13.

3.C.2.I. (U) SUBMIT SEPARATE ILOC FOS REQUESTS FOR SPMAGTF-13.2 AND 13.3 VIA MARFORCOM.

3.C.3. (U) CG II MEF

3.C.3.A. (U) AS SUPPORTING ILOC CMDR, BPT RECEIVE ACTD/MOB SPMAGTF-13 FORCES/UNITS ISO PRE-DEPLM ACTIONS. UPON COMPL OF PTP, CERT SPMAGTF-13 FORCES AS PTP COMPL TO COMMARFORCOM AND DEPL FORCE TO USAFRICOM AOR PER COMMARFORCOM PTDO/DEPORDS.

3.C.3.B. (U) AS APPROPRIATE, INITIATE SPMAGTF-13 PTP IAW ILOC FOS.

3.C.3.C. (U) COORD W/COMMARFORCOM (APPROP STAFF) AND SPMAGTF-13 FORCES TO PROVIDE FACILITIES, TRNG SPT, ADMIN/LOG SPT, AND SPT EQUIP DURING PTP.

3.C.3.D. (U) UPON SPMAGTF-13 DEPLM/ARR AT POD, RELINQUISH OPCON FOR DURATION OF DEPLM.

3.C.3.F. (U) BPT RETAIN FULL CMD, AS DELEGATED BY COMMARFORCOM, UPON SPMAGTF-13.2 AND 13.3 REDEPLM TO CLNC.

3.C.3.G. (U) COORD W/MARFORCOM G1 AND CMC (MI) TO ESTAB SUB RU FOR UNIT DETS IAW REF E IOT FACILITATE TIMELY MCTFS RPTING. BPT MAINTAIN SUB RU UNTIL SPMAGTF-13 ROTATIONS DISAGGREGATE AND RTRN TO HTCS.

3.C.3.H. (U) BPT PROVIDE LIMITED SUSTAINMENT SPT OF DEPLOYED FORCES BEYOND CAPABILITY OF MARFORAF WITHIN THEATER; I.E. SMU, SECREPS, IMA, MEDICAL LOGISTICS (FOS PUBLISHED SEPCOR).

3.C.3.I. (U) PROVIDE EMBARK AND MOBILITY SPT ROUTINELY PROVIDED TO DEPL/REDEPL FORCES AT APOE/APOD AND SPOE/SPOD AS REQD.

3.C.4. (U) COMMANDERS, SPMAGTF-13.2 AND SPMAGTF-13.3

3.C.4.A. (U) ID MANPOWER SHORTFALLS VIA COMMARFORRES CHAIN OF CMD.

3.C.4.B. (U) COORD W/MARFORRES TO ENSURE MOB ORDERS AND DOCUMENTATION ARE CON W/IN APPROP RUC AND/OR SUB RU.

3.C.4.C. (U) BPT ASSESS METLS FOR DRRS-MC UPLOAD BASED UPON PRIOR SPMAGTF-AFRICA AFTER-ACTION/LESSONS LEARNED.

3.C.4.E. (U) ID DEPLM T/E OR EDL SHORTFALLS VIA CG II MEF TO COMMARFORCOM G3/5/7 AND G4.

3.C.4.F. (U) UPON MOB, SUBM ACCURATE ROSTERS TO COMMARFORCOM G3/5/7 (RESERVE INTEGRATION). ID MEMBERS BY SOURCING UNIT/DET, LAST/FIRST/MIDDLE/SSN/RANK/MOS AND SHOULD SERVE AS THE "ALPHA ROSTER" FOR EACH ROTATION.

- 3.C.4.G. (U) COORD WITH COMMARFORAF (G4) FOR DEPLM DODAAC.
- 3.C.4.H. (U) DEV ORGANIC SUSTAINMENT CAPABILITIES (I.E. PEB, TOOL SETS & KITS, MAINT, SUPPLY, ETC).
- 3.C.4.I. (U) DEV CONUS SUSTAINMENT PROCESSES W/ SPTING CMDS.
- 3.C.4.J. (U) PREP MDSS-II EMB DATA AND SUBM VIA CG II MEF TO COMMARFORCOM G3/5/7.
- 3.C.4.K. (U) IDENTIFY A LIMITED DUTY COORDINATOR (LDC) IAW REF F, ENSURE LDC MAKES LIAISON WITH MARFORRES MEDICAL PERSONNEL AND IS BRIEFED ON THE ADMINISTRATION OF THE ACTIVATED RESERVISTS MEDICAL HOLD PROCESS. INSTRUCTIONS OUTLINED IN REF G.
- 4. (U) ADMIN AND LOGISTICS
 - 4.A. (U) ADMIN
 - 4.A.1. (U) NOMINATED FORCE LIST PER APPROPRIATE COMMARFORCOM REQ TO ACT MSG.
 - 4.A.2. (U) SPMAGTF-13.2 AND 13.3 DEPLM TO BE EXECUTED VIA COMMARFORCOM PTDO/DEPORD. ADVON AUTH TO FWD DEPL VIA MROWS OR TAD ORDERS ON COML OR STRATEGIC/CHANNEL LIFT, AS REQR. UPON ARR IN THE AOR, ADVON TO RE-AGGREGATE W/SPMAGTF-13.2/13.3 CE/MB.
 - 4.B. (U) LOG
 - 4.B.1. (U) SPMAGTF-13 FORCES TO DEPL W/PERS AND T/O WPN SYS, ASSOCIATED OPTICS, AND SL-3.
 - 4.B.2. (U) SPMAGTF-13 FORCES TO DRAW CL V SMALL ARMS AMMO FR ILOC ASP FOR PTP. SPMAGTF-13 TO COORD CL V SMALL ARMS REQR WITHIN COMMARFORAF (G3/4) FOR EMPLM USAFRICOM AOR.
 - 4.B.3. (U) SPMAGTF-13.2 AND 13.3 TO PREP AND ISSUE SEPARATE EMB LOI.
 - 4.B.4. (U) SPMAGTF-13 FUNDING DATA PROVIDED, AS FOL
 - 4.B.4.A. (U) MARFORRES PTP ADOS/PER DIEM FUNDS (IPAC/PTP SPT)
 - 4.B.4.B. (U) MARFORRES ACE ADOS/PER DIEM FUNDS
 - 4.B.4.C. (U) MARFORCOM/II MEF FUNDS (PTP/DEPLM)
 - 4.B.4.D. (U) MARFORAF COORDINATED FUNDS (AOR EMPLM/REDEPLM)
 - 4.B.5. (U) SPMAGTF-13 FORCES TO ARR ILOC WITH REQ PTP EQUIP. SHORTFALL FOS SENT TO II MEF/MSCS IF REQ. MARFORAF (G4) COORD AOR PROVIDED EQUIP.
 - 4.B.6. (U) FOL COMPLETION OF ADMIN TASKS, MOB PERS TO BE AFFORDED OPTY TO REMAIN ON ORDERS IOT USE ACCRUED LV AND PDMRA AS APPROPRIATE. MOB EMP PRD NOT TO EXCEED AUTHORIZATION PER CMC (DC, PPO) AND CMFR ACT AUTH MSGS FOR ANY INDIV OR DET WITHOUT PRIOR APPR OF CMC (DC, PPO). ANY PERS EXPECTED TO REMAIN ACT BEYOND PUBLISHED DEMOB DATE FOR MED, ADMIN OR OTHER REASON SHOULD ENSURE APPROP AUTH HAS BEEN GRANTED AND ADMIN PROCEDURES FOL.//
- 5. (U) COMMAND AND SIGNAL
 - 5.A. (U) CMD
 - 5.A.1. (U) CMD REL DURING SPMAGTF-13.2 ACT/MOB/PTP/DEPL GOVERNED BY INTERIM GUIDANCE PUB IN ANTICIPATION OF PENDING FY13 MAID-P REWRITE.
 - 5.A.2. (U) UPON MOB/ACT AND ARR ILOC, SPMAGTF-13.2 CMDED BY COMMARFORCOM, DELEGATED TO CG II MEF (SEPCOR) FOR CON OF PTP AND DEPLM, AT WHICH TIME THE FORCE SHALL BE TRANSFERRED, OPCON, TO CDRUSAFRICOM, VIA COMMARFORAF FOR EMPLM.
 - 5.A.3. (U) ADCON
 - 5.A.3.A. (U) COMMARFORRES RETAINS ADCON FOR MOB, PAY AND ALLOWANCES, FORCE MANAGEMENT, AND DEMOB FOR DURATION OF ACTIVATION.
 - 5.A.3.B. (U) UPON MOB/ACT, DURING PTP/ILOC, AND R-ILOC, COMMARFORCOM DELEGATES TO II MEF ADCON AUTHORITY FOR ORG OF SVC FORCES, CONTROL OF RESOURCES AND EQUIP, PERSONNEL MANAGEMENT, LOGISTICS, INDIV AND UNIT TRNG, READINESS, AND DISCIPLINE.
 - 5.A.3.C. (U) UPON DEPL AND DURING EMPLM, COMMARFORAF EXERCISES ADCON AUTHORITY FOR ORG OF SVC FORCES, CONTROL OF RESOURCES AND EQUIP, PERSONNEL MANAGEMENT, LOGISTICS, INDIV AND UNIT TRNG, READINESS, AND DISCIPLINE.
 - 5.A.4. (U) COMMARFORCOM DEPORDS TO DETAIL SPMAGTF-13.2/13.3 CMD REL FOR FORMING, ORG, TRNG, DEPLM AND EMPLM.

- 5.A.5. (U) SPECIFIC CMD REL FOR SPMAGTF-13 EMPLM IN USAFRICOM AOR TO BE DETM BY CCDR.
- 5.A.6. (U) SPMAGTF-13.2/13.3 DIRLAUTH W/MARFORAF FOR EMPLM PLNG. UPON DEPLM, SPMAGTF-13.2/13.3 RPTS OPCON TO COMMARFORAF, VIA CDRUSAFRICOM.
- 5.A.7. (U) SPMAGTF-13.2/13.3 DIRLAUTH W/II MEF FOR ILOC AND PTP PLANNING.
- 5.A.8. (U) COMMARFORRES IS SPTED COMMARFOR DURING ACT/MOB AT HTC AND MVMT TO ILOC. COMMARFORCOM IS SPTED COMMARFOR DURING ILOC/PTP/DEPLM. CG II MEF IS SPTING ILOC CMDR DURING PTP, CERT, DEPL AND R-ILOC. COMMARFORAF IS SPTED COMMARFOR DURING EMPLM/REDEPL. COMMARFORCOM IS THE SPTED COMMARFOR DURING REDEPL RSOI. COMMARFORRES IS THE SPTED COMMARFOR DURING DEMOB/DEACT.

5.B. (U) SIGNAL. POC INFO AS FOL:

5.B.1. (U) MARFORCOM

G1	MS. WHALEN	DSN 836-1558
AFRICOM ROPP	MR. LABREE	DSN 836-2799
G3 JST	MS. SPEEGLE	DSN 836-9019
G3 READINESS	MR. REIMER	DSN 836-1606
G3 RES INTGR	MAJ LOCKETT	DSN 836-2921
G3 FORCE DEPLM	MR. HAYFORD	DSN 836-1636
G4	MS. ROBINSON	DSN 836-1582
SJA	LTCOL POSEY	DSN 836-1502
G8	MR. BIXLER	DSN 836-2089

5.B.2. (U) II MEF

G3 RES INTGR		DSN 751-8826
G3 FUTURE OPS	MAJ BAKER	DSN 751-8826

5.B.3. (U) MARFORRES

G1	MAJ IAZETTA	DSN 647-7182
G3/5 RES INTGR	MAJ JOHNSON	DSN 647-7319
G3/5 ROPP	LTCOL MCGRAW	DSN 647-7324
G3 FORCE DEPLM	MSGT EARL	DSN 647-7361
G4	CAPT GUILLORY	DSN 647-8431
SJA	COL KELLY	DSN 647-8360

5.B.4. (U) MARFORAF

G1	LTCOL CARLOS	DSN 314-431-2099
G3	LTCOL VOGLER	DSN 314-431-2954
G3 CURR OPS	LTCOL GIGLIOTTI	DSN 314-431-2175
G5 PLANS	MAJ COFFEY	DSN 314-431-2390
G5 MGTFF PLANNER	SSGT EVERETT	DSN 314-431-2432
G4 OPS	MAJ FRYE	DSN 314-431-2094//

BT//

-----End Example Message-----

7. COMMARFORCOM Report for Planning. An example of COMMARFORCOM Report for Planning (RFP) Message that requests COMMARFORRES to direct SMCR unit commanders to report to their future gaining commander and authorizes Direct Liaison (DIRLAUTH) as appropriate. This message is usually classified as Secret when issued.

-----Start Example Message-----

PRIORITY ROUTINE
P R DDHHMMZ MMM YY
FM COMMARFORCOM//G3/5/7/G4/G1/G2/G6/SJA/ALD/HSS/COMPT//
TO COMMARFORRES//G3/G5/G4/ALD//
CG II MEF//G3/G5/G4//
INFO CMC WASHINGTON DC//PP&O/PLU/POC/L/LP/LPO//
CNO WASHINGTON DC//N3/N4/N931/N095//
CDR USJFCOM NORFOLK VA//CAT/J3/J33/J4//
CDR USCENTCOM MACDILL AFB FL//CCJ3/CCJ4//

CDR USPACOM HONOLULU HI//CAT/J3/J33/J4//
CDR USEUCOM VAIHINGEN GE//CAT/J3/J33/J4//
HQ USNORTHCOM//J3/J4//
CDR USTRANSCOM SCOTT AFB IL//TCJ3-J4/TCJ3OD//
COMFLTFORCOM NORFOLK VA//N3/N4/N5//
COMPACFLT PEARL HARBOR HI//N3/N4/N5//
COMUSNAVEUR LONDON UK//N3/N4/N5/N3M//
COMUSMARCENT//G3/G5/G4//
COMMARFORPAC//G3/G5/G4//
COMMARFOREUR//G3/G4/G5//
COMUSNAVCENT//N3/N3M//
CG MCCDC QUANTICO VA//G1/G3/G4/G5/COMPT//
COMMARCORBASESLANT//G3/5/7/G4/G1/COMPT//
COMMARCORBASESPAC//G3/5/7/G4/G1/G8//
CG I MEF//G3/G5/G4//
CG III MEF//G3/G5/G4//
CG TECOM QUANTICO VA//G3/G4/G5//
OTHER COMMANDS AS REQUIRED

BT

[MESSAGE CLASSIFICATION] //N03000//

MSGID/GENADMIN/COMMARFORCOM/APR//

SUBJ/REPORT FOR PLANNING ISO [OPERATION NAME] AND /PRE-DEPLOYMENT PREP
GUIDANCE (X)//

REF/A/MSG/[AS REQUIRED]

NARR/(X) REF A IS ...

POC/XXXX/XXXX/COMMARFORCOM/G3/5/TEL: DSN 836-XXXX/

/COML: 757-836-XXXX/E-MAIL: XXXXX@MARFORCOM.USMC.MIL/

/SIPRNET:

NARR/(X) TASK ORGANIZATION. REFLECTS CURRENT ESTAB LEVEL OF DETAIL FOR
GAINED/GAINING USMC CMD RELATIONS FOR FORCES ANTICIPATED TO BE PROVIDED BY
CDRUSXXXXXX AND CDRUSJFCOM TO CDRUSXXXXXX AND EXER OPCON THROUGH
COMMARFORXXX/CG X MEF.

BELOW FMFM 3-1 EXAMPLE SHOWS WHERE SMCR UNITS FIT INTO THE TASK ORGANIZATION
OF THE GAINING COMMANDER FORCE STRUCTURE AND THE SIZE OF THE UNIT SUCH AS A
FULL UNIT OR DETACHMENT.

/ (X) HEADING/TASK ORGANIZATION (OPERATION NAME)

/UNITDES	/CG/CO/OIC
/X MEF	/CG, X MEF
/ X MEF HQ GROUP	/CO, X MHG
/ XX FORCE RECON CO (-)	/CO, XX FORCE RECON
/ PLT, 3D FORCE RECON CO, 4TH MARDIV	/PLT COMDR
/ XX INTEL BN (-) (REIN), II MEF	/CO, XX INTEL BN
/ DET, P&A, HQ BN, COMMARFORRES	/OIC, DET
/ DET, CI/HUMINT, HQ BN, COMMARFORRES	/OIC, DET
/ DET, CI/HUMINT, XX INTEL BN	/OIC, DET
/ XX RADIO BN (-), II MEF	/CO, XX RADIO BN
/ DET, 6TH COMM BN (-), 4TH MLG	/OIC, DET
/ 4TH CIVIL AFFAIRS GP (REIN), COMMARFORRES	/CO, CA BN
/	
/ XXX MARDIV (-) (REIN)	/CG, XXX MARDIV
/ HQ BN (-) (REIN)	/CO, HQ BN
/ H&S CO (-)	/CO, H&S CO
/ DET, HQ BN, 4TH MARDIV (IA)	/OIC, DET
/ TRUCK CO (-), HQ BN, 4TH MARDIV	/CO, TRK CO
/ DET, TRUCK CO, HQ BN, XX MARDIV	/OIC, DET
/ H&S PLT (-), TRUCK CO, 4TH MARDIV	/PLT COMDR

/	COMM CO (-) (REIN)	/CO, COMM CO
/	DET, COMM CO, HQ BN, 4TH MARDIV	/OIC, DET
/	RCT-X (XX MAR (-) (REIN))	/CO, RCT
/	~	
/	2D BN (REIN), 24TH MAR, 4TH MARDIV	/CO, 2D BN
/	H&S CO (REIN)	/CO, H&S CO
/	TACTICAL CA TM, 4TH CAG, COMMARFORRES	/OIC, TM
/	DET, COMM CO, HQ BN, 4TH MARDIV	/OIC, DET
/	CO E	/CO, CO E
/	CO F	/CO, CO F
/	CO G	/CO, CO G
/	WPNS CO	/CO, WPNS CO
/	DET, TRUCK CO, HQ BN, 4TH MARDIV (TWO PLT)	/DET, OIC
/		
/	XX MARINE ACFT WING (-) (REIN)	/CG, X MAW
/	MWHS-X (-)	/CO, WMHS-X
/	DET, 4TH MAW (FWD WEST)	/OIC, DET
/	ACE CELL MAG-42, 4TH MAW	/OIC, XXX CELL
/	ACE CELL MAG-46, 4TH MAW	/OIC, XXX CELL
/	4TH MAW HQ CELL	/OIC, XXXX CELL
/	MAG-XX (-) (REIN)	/CO, MAG-XX
/	DET, MAG-41, 4TH MAW	/OIC, DET
/	DET, MAG-49, 4TH MAW	/OIC, DET
/	HMLA-XXX, MAG-XX, XX MAW	/CO, HMLA-XXX
/	~	
/	HMM-774, MAG-42, 4TH MAW	/CO, HMM-774
/	VMGR-452 (-) (X ACFT), MAG-41, 4TH MAW	/CO, VMGR-452
/	MALS-XX (-) (REIN)	/CO, MALS-XX
/	DET, MALS-41, MAG-41, 4TH MAW	/OIC, DET
/	XXX FORCE SVC SPT GROUP (-) (REIN)	/CG, XXX MLG
/	H&S BN (-) (REIN)	/CO, H&S BN
/	HQ CO (-)	/CO, HQ CO
/	DET, 4TH MLG FWD (WEST)	/OIC, DET
/	~	
/	DET, 6TH COMM BN, 4TH MLG	/OIC, DET
/	CSSG-XX (-) (REIN)	/CO, CSSG-XX
/	H&S CO (-)	/CO, H&S CO
/	~	
/	LS PLT, CO A, 4TH LSB, 4TH MLG	/PLT COMDR
/	CSSB-X	/CO, CSSB-1
/	H&S CO (-) (REIN)	/CO, H&S CO
/	~	
/	DET, 6TH COMM BN, 4TH MLG	/OIC, DET
/	CSSC-XXX (-) (REIN)	/CO, CSSC
/	DET, AMMO CO, CSSB-XX, CSSG-XX	/OIC, DET
/	DET, AMMO CO, XX SUP BN, XX MLG	/OIC, DET
/	DET, MT MAINT CO, 4TH MAINT BN	/OIC, DET
/	DET, ENG MAINT CO, 4TH MAINT BN	/OIC, DET
/	DET, ORD MAINT CO, 2D MAINT BN	/OIC, DET
/	DET, GS MAINT CO, 4TH MAINT BN	/OIC, DET

RMKS/1. (U) PURPOSE. THIS MSG DIR CG II MEF AND REQUESTS COMMARFORRES TO ACCOMP THE FOL

1.A. (X) ESTAB PLANNING RELATIONSHIPS THAT SPT COMUSMARXXXX AND CG X MEF CONCEPTS OF DEPLM/EMPLM FOR [OPERATION NAME], IOT CONTINUE PLANNING EFFORTS ISO CDRUSXXXXXXXXX OP REQR.

- 1.B. (U) COMMENCE PRE-DEPLM PREP CONCERNING FORCES RPTING FOR [OPERATION NAME] DEPLM/EMPLM PLANNING.
- 1.C. SOURCE UNITS IDENTIFIED IN TASK ORG ABOVE AND PROVIDE ASSOCIATED TPFDD TO "LEVEL IV" DETAIL IN PID XXXID.
2. (U) BACKGROUND
 - 2.A. (X) CURRENT COMARFORXXXX PLANNING ISO CDRUSXXXXXX [OPERATION NAME] BASED ON INITIAL REQ FOR USMC TO ... COMARFORXXXX AND CG X MEF CONTINUE TO REFINE PLANS AND TPFDD ISO CDRUSXXXXXXXXX REQ.
 - 2.B. (X) REF X PROV FURTHER [OPERATION NAME] PLANNING GUIDANCE AND TASK ORG, W/REQUEST FOR COMARFORCOM TO ESTAB PLANNING RELATIONSHIPS IOT CONTINUE PLANNING PROCESS ISO CDRUSXXXXXXXXX.
 - 2.C. (X) PLANNING RELATIONSHIPS ESTAB BY THIS MSG DO NOT CONSTITUTE AUTH TO DEPLOY OR TRANSFER FORCES. ANTICIPATE FURTHER MODS TO TASK ORG ISO CDRUSXXXXXXXXX OP REQ AND UPON CDRUSJFCOM DIR, COMARFORCOM REL DEPORD.
3. (U) ASSUMPTIONS. SEE REFS X AND X.
4. (X) TASKS. REF G DIR COMARFORCOM TO BPT SOURCE UNFILLED REQ ID BY CDRUSXXXXX FOR A [SPECIFIED MARINE FORCE]. ANTICIPATE CDRUSJFCOM APPR TO SOURCE [OPERATION NAME] REQ ID BY CDRUSXXXXX W/ASSIGNED USMC ACTIVE AND RESERVE FORCES.
 - 4.A. (U) FOR CG II MEF
 - 4.A.1. (X) PROV ADEQUATE REPRESENTATION AT CONFER SPTING [OPERATION NAME].
 - 4.A.1.A. (U) DETAILED REQ DEV AND ENTRY OF FORCE SOURCING DATA IN SPTING TPFDD.
 - 4.A.6. (X) BPT TO PROVIDE DS TO COMARFORRES FOR ANY SMCR FORCES TRANSITING TO XXXXXXXXX AOR VIA EAST COAST BASES/STATIONS.
 - 4.B. (U) COMARFORRES. REQUEST
 - 4.B.1. (U) PROVIDE ADEQUATE REPRESENTATION AT CONFER SPTING PLANNING EFFORT TO EFFECT REQ DEV AND INITIAL SOURCING OF USMC FORCE REQ, UNABLE TO BE FILLED BY CDRUSJFCOM-ASSIGNED ACTIVE USMC FORCES, AND ARE TO BE FILLED BY CDRUSJFCOM-ASSIGNED SMCR FORCES.
 - 4.B.2. (U) BPT ID EXCESS EQUIP TO FILL UNSOURCED REQ OF OTHER FORCES.
 - 4.B.3. (U) ID ANY UNSOURCED REQ FOR RECONCILIATION BY THE COMDR TO WHOM THE FORCE RPTS FOR PLANNING.
 - 4.B.4. (U) PROV "REACH-BACK" SPT TO CONFER PARTICIPANTS BY MAINTAINING CAPABILITY TO RESPOND TO SOURCING CHALLENGES REQ UNIT COMDR INPUT.
 - 4.B.5. (U) DIR COMDRS OF UNITS ID TO SOURCE THESE FORCE REQ, TO RPT TO OP COMDR WHO IS TO EMPLOY FORCE, FOR DEPLM AND EMLM PLANNING, NLT [DATE]. (SEE TASK ORG)
 - 4.B.6. (U) UPDATE SOURCING INFORMATION TO ACCURATELY REFLECT UNIT DEPLM LIST (UDL) DATA.
 - 4.B.7. (U) FOR FORCES FALLING IN ON INPLACE EQUIP. DIR DEPLOYING UNIT COMDRS TO COORD W/COMDR TO WHOM THE FORCE RPTED FOR PLANNING TO ID WHAT PORTION OF THE FORCE REQ IS TO BE SOURCED FM INPLACE EQUIP, AND WHAT PART IS TO BE SOURCED FM "ON-HAND" UNIT EQUIP.
 - 4.B.8. (U) DIR DEPLOYING UNIT COMDR TO PARTICIPATE IN [OPERATION NAME] EXERCISES SPTING PLANNING EFFORT THAT ENHANCE ABILITIES OF FORCES SOURCING RESPECTIVE PLAN REQ.
 5. (U) OTHER PLANNING GUIDANCE
 - 5.A. (U) RECOGNIZING THE CHALLENGE PRESENTED BY THIS TIME-CONSTRAINED PLANNING EFFORT, PARTICIPATION BASED ON NON-INTERFERENCE W/CURRENTLY TEEPED EVENTS. HOWEVER, THIS HAS PLANNING PRIORITY OVER PREVIOUSLY TEEPED JOINT/UNIT TRNG, UNLESS DIR OTHERWISE BY CDRUSJFCOM.
 - 5.B. (U) NO CHANGES TO CDRUSJFCOM-ASSIGNED USMC/SMCR FORCES USED TO SOURCE CDRUSXXXX [OPERATION NAME] FORCE REQ (ID IN TASK ORG) ARE AUTH WITHOUT APPROVAL OF COMARFORCOM.
 - 5.C. (U) ACTIONS RELATED TO OPCON PLUS AND GFC RESP TO BE PROMULGATED IN COMARFORCOM DEPORD SPTING [OPERATION NAME] FORCE DEPLM.

- 5.C.1. (U) PERS ACTIONS AND EFFORTS RELATED TO OPCON PLUS.
REQUEST COMMARFORRES AND CG II MEF ENSURE FOL ACTIONS ARE COMMENCED
- 5.C.1.A. (U) VERIFY DEPL PERS POSSESS ACTIVE DUTY ID CARDS.
- 5.C.1.B. (U) VERIFY DEPL PERS SRB/OQR CONTAIN CURRENT RECORD OF EMERGENCY DATA, BIR/BTR, AND SGLI. ENTRIES TO BE RUN IN MCTFS PRIOR TO TRANSFER.
- 5.C.1.C. (U) DEPL FORCES TO COMPLETE ALL PERS ADMIN, LEGAL, SCREENING, AND PROCESSING TASKS (INCL STORAGE OF HOUSEHOLD GOODS/POVS) PRIOR TO TRANSFER.
- 5.C.1.D. (U) VERIFY DEPL PERS DEERS DATA IS CURRENT.
- 5.C.1.E. (U) FORCES TO DEPL W/UPDATED SERVICE AND MEDICAL/DENTAL RECORDS.
- 5.C.1.F. (U) VERIFY DEPL PERS POSSESS ENOUGH TIME ON CONTRACT TO FULFILL DEPLM.
- 5.C.2. (U) POVS. AT DISCRETION OF COMMARCORBASESXXX, CG II MEF, GFC, AND TRANSFERRING UNIT COMDRS, SMCR UNIT PERS ANTICIPATED TO TRANSFER ARE AUTH POVS WHILE ABD COMMARCORBASESLANT AND COMMARCORBASESPAC INSTALLATIONS. CG II MEF TO COORD W/CG MCB CAMLEJ AND COMCABEAST TO ENSURE COMPLIANCE BY DEPL PERS W/APPLICABLE BASE POV/TRAFFIC REGS AND LOCATE APPROP PARKING.
- 5.C.3. (U) MOVEMENT CONTROL. REQ COMMARFORRES BPT COORD MVMT CONTROL AND RPTING W/COMMARFORPAC, COMMARFORCOM AND CG I MEF.
- 5.C.4. (U) FACILITIES/GARRISON SPT. CG II MEF COORD W/COMCABEAST AND COMMARFORRES FOR FACILITIES, BILLETING, GME, MESSING AND OTHER GARRISON SPT OF SMCR FORCES, AS REQUIRED.
- 5.D. UNIT AND INDIV EQUIP
- 5.D.1. (U) CG II MEF
- 5.D.1.A. (U) BPT SUBMIT UNS, PER REF X, FOR EQUIP SHORTFALLS WHERE APPLICABLE VIA OP CHAIN.
- 5.D.2. (U) COMMARFORRES. REQUEST
- 5.D.2.A. (U) DIR DEPL UNIT CMDRS TO SOURCE AS MUCH OF A/A TO INCL SAPI, AND CBE TO EXTENT POSSIBLE, AND ID ANY UNSOURCED A/A RQMTS TO COMMARFORCOM FOR FURTHER SOURCING ACTIONS.
- 5.D.2.B. (U) ENSURE TRANSFERRING UNIT PERS, INCL USNR MED PERS, POSSESS ICCE.
- 5.D.2.C. (U) ENSURE FORCES PLAN TO CONDUCT ALL UNITS MOVEMENTS W/INDIV WPNS.
- 5.D.1.D. (U) BPT SUBMIT UNS, PER REF X, FOR EQUIP SHORTFALLS WHERE APPLICABLE VIA OP CHAIN.
- 5.E. (U) FUNDING. CAPTURE, RECORD, AND RPT ALL COSTS ASSOC W/DEPLM AND RPT TO THE COMPTROLLER VIA THE CHAIN OF CMD. OBLIGATIONS TO BE TRACKED USING THE APPROP SIC AND RPTED ON THE MONTHLY CONOPS RPT.
- 5.E.1. (U) COMMARFORRES. REQUEST BPT CAPTURE, RECORD, AND RPT UNIT TRANS COSTS AND SVC MEMBER ENTITLEMENT COSTS TO COMMARFORCOM VIA CONTINGENCY OP COST RPT.
- 5.E.2. (U) CG II MEF. BPT CAPTURE, RECORD AND REPORT ALL OP COSTS TO COMMARFORCOM VIA CONTINGENCY OP COST RPT.
- 5.E.3. (U) ANTICIPATE RPTS DUE TO COMMARFORCOM ON X AND X OF EACH MONTH.
- 5.F. (U) MEDICAL. REQUEST COMMARFORRES AND CG II MEF COMMENCE PREP FOR DEPL [NAMED OPERATION] PERS (INCLUSIVE OF MEDICAL AUGMENTATION PROGRAM (MAP)) TO POSSESS.
- 5.F.1. (U) UP-TO-DATE IMMUNIZATIONS TO INCLUDE: [TBD BY OPERATION]
- 5.F.2. (U) CURRENT AUDIOGRAM, PPD, G6PD, HIV, AND SICKLE CELL TRAIT TEST RESULTS ON FILE IN MEDICAL RECORD.
- 5.F.3. (U) DNA SPECIMEN OBTAINED PRIOR TO TRANSFER.
- 5.F.4. (U) CURRENT PHYSICAL OR ANNUAL CERTIFICATION (NAVMED 6320/15) OR DOCUMENTATION OF EXCEPTION FOR LIMDU MBR) ON FILE.
- 5.F.5. (U) PRESCRIPTION EYEGLASSES (2PR), MED WARNING TAG AND GAS MASK INSERTS (1PR) AS REQ FOR DEPL PERS.
- 5.F.6. (U) BPT COMPLY W/CJCS MEMO (DTD 4 DEC 98) ON DEPLM HEALTH SURVEILLANCE AND READINESS.
- 5.G. (U) READINESS RPTING CONDUCTED PER MCO 3000.13.

5.H. (U) AVIATION LOG. TO BE ADDRESSED VIA SEPCOR.//
DECLAS/XX//

-----End Example Message-----

8. COMMARFORCOM Request to Activate SMCR Units. An example of a
COMMARFORCOM message requesting DC, PP&O (PO) to activate SMCR units is
provided below. This message will normally be classified Secret.

-----Start Example Message-----

[MESSAGE CLASSIFICATION] //N03000//
OPER/OPERATION XXXX (XXX)//
MSGID/GENADMIN/COMMARFORCOM//-/MMM//
SUBJ/REQUEST ACTIVATION OF SMCR UNITS ISO [NAMED OPERATION] (U)//
REF/A/[AS APPROPRIATE]
NARR/(U) REF A IS ... //
POC/XXXX/LTCOL/COMMARFORCOM/G3/5/7/TEL: DSN 836-0738
/COML (757)/836-0738/E-MAIL: XXXX@MARFORCOM.USMC.MIL/
/SIPRNET: XXX@MARFORCOM.USMC.SMIL.MIL//
POC/XXX/LTCOL/COMMARFORCOM/G3/5/7/TEL: DSN 836-0740/
/COML: 757-836-0740/E-MAIL: XXX@MARFORCOM.USMC.MIL/
/SIPRNET: XXX@MARFORCOM.USMC.SMIL.MIL//
NARR/(X) THIS IS A REQUEST FOR ACTIVATION OF SMCR FORCES ISO OPS IN
[APPROPRIATE COMBATANT COMMANDER] AOR.//
RMKS/1. (U) IN ANTICIPATION OF SECDEF APPROVAL AND CDRUSJFCOM DIRECTION TO
DEPLOY AND TRANSFER CDRUSJFCOM-ASSIGNED SMCR FORCES, COMMARFORCOM REQUESTS
ESTABLISHMENT AND ACTIVATION OF SMCR DETS/UNITS LISTED BELOW, TO BE GAINED BY
EMPLOYING FORCE COMDRS INDICATED IN REFS A (other references as required).
2. (X) FOR CMC. REQUEST DIR MOBILIZATION AND ACTIVATION OF SMCR
DETS/UNITS ISO [APPROPRIATE COMBATANT COMMANDER] OP REQR. IN ANTICIPATION OF
DIRECTION BY CDRUSJFCOM, ALL ACTIVATED UNITS TO REPORT TO CG X MEF
SUBORDINATE EMPLOYING FORCE COMDRS FOR RSO, EMPLM, AT/FP AND REDEPLM
PLANNING, PER REF B, AND OPCON FOR EXECUTION UPON ARR IN SUPPORTED
COMMANDER'S AOR.
2.A. (X) MISSION DESCRIPTION. UNITS TO AUGMENT/REINFORCE COMDRS WHO ARE TO
EMPLOY THEM IOT PROVIDE COMBAT/COMBAT SUPPORT/COMBAT SERVICE SUPPORT
CAPABILITY IN [APPROPRIATE COMBATANT COMMANDER] AOR. SPECIFIC MSN TASKS AS
DIR BY CG, X MEF SUBORDINATE EMPLOYING FORCE COMDRS.
2.B. (U) FORCE DESCRIPTION. AUGMENT/REIN RESPECTIVE EMPLOYING FORCE COMDR,
AS INDICATED, WITH REQR CAPABILITY CONSISTING OF FORCE REQR ID IN REFS A,B,
AND CDRUSCENTCOM JOPEP PID XXXXX. RECOMMENDED ACTIVATION/EXTENSION DATES AS
FOL (READ IN THREE COLUMNS-UNIT/APPROX # PAX/RECOMMENDED ACTIVATION/BEGINNING
EXTENSION DATE).
2.B.1. (U) FORCE UNITS
2.B.1.A. (U) DET, CI/HUMINIT CO (-)/30/DD MMM YY
2.B.1.B. (U) 3D CAG(-)/100/DD MMM YY
2.B.1.C. (U) OTHER UNITS AS REQUIRED
2.B.2. (U) 4TH MARDIV
2.B.2.A. (U) DET, 4TH MARDIV/32/DD MMM YY
2.B.2.B (U) DET, COMM CO, HQBN/40/DD MMM YY
2.B.2.C. (U) OTHER UNITS AS REQUIRED
2.B.3. (U) 4TH MAW
2.B.3.A. (U) DET, 4TH MAW (FWD WEST)30/DD MMM YY
2.B.3.B. (U) DET, MAG-42 (ACE CELL)/DD MMM YY
2.B.3.C. (U) OTHER UNITS AS REQUIRED
2.B.4. (U) 4TH MLG
2.B.4.A. (U) 4TH MLG FWD NUC WEST/10/DD MMM YY
2.B.4.B. (U) DET, ORD MAINT CO, 4TH MAINT BN/15/DD MMM YY

2.B.4.C. (U) OTHER UNITS AS REQUIRED
2.C. (U) DURATION. REQUEST ACTIVATION/EXTENSION FOR UP TO XX MONTHS OR AS
DIR BY SECDEF (this is dependent on level of authority).
2.D. (X) DESTINATION. [APPROPRIATE COMBATANT COMMANDERS AOR]
3. (U) FOR COMMARFORRES
3.A. (U) IN ANTICIPATION OF CMC APPROVAL, REQUEST ESTAB AND PREP
FORCES TO MEET CAPABILITY REQR ID IN PAR 2.B. ABOVE.
3.B. (U) REQUEST RPT CONSTRAINTS PREVENTING DEPLM OF FORCE TO MEET
EAD/LAD REQR.
4. (U) CURRENT MVMT DATA FOR UNITS ABOVE REFLECTED IN [APPROPRIATE COMBATANT
COMMANDER] JOPEP PID XXXXX.
5. (U) DEPOD SEPCOR.//
DECL/XX//
EXAMPLE MESSAGE

-----End Example Message-----

9. CMC Staffing Package Requesting Authority to Activate SMCR Units. An example of a CMC staffing package requesting authority to activate SMCR units. This package will normally be classified SECRET.

CLASSIFICATION					1 DATE: DDMMYY				
2 OPERATION CODE				3 SUBJECT:					
X - ORIGINATOR OF OFFICE A - AFFIXING ROUTING SHEET A - APPROPRIATE ACTION B - GUIDANCE C - SIGNATURE D - COMMENT E - RECOMMENDATION F - CONCURRENCE		G - INFORMATION H - RETURN TO: Room I - INITIAL J - DISPOSITION K - DECISION L - RETENTION O - (OTHER)		REQUEST FOR ACTIVATION OF RESERVE COMPONENT MARINES ISO CDRUSCENTCOM FY__ OEF REQUIREMENTS ISO RFF-____ (SEQ # XXXX)					
ROUTING - Use numbers to show order of routing									
4 RTG	5 OPR CODE	6 ADDRESSEES		7 DATE IN OUT		8 INITIALS	9 NATURE OF ACTION REQUIRED	ORIGINATOR'S INITIALS	DUE DATE (if any)
////		COMMANDANT	CMC				ROUTINE		
////		MILITARY SECY	MILSEC				URGENT	JEK	
////		ASST COMMANDANT	ACMC				10. REFERENCES HELD BY: (Name, Grade, Office Code, Telephone ext)		
////		MILITARY ASST	MILASST				Prepared by/Refs held by: CIV John Kelly, GFM, POC 8 (703) 571-1046		
////		SGTMAJMARCOR	SMMC				11. REMARKS AND SIGNATURE		
////		DIR MC STAFF	DMCS				(If additional space is necessary, attach plain paper)		
		SEC GENERAL STAFF	SGS				1. PURPOSE. To provide the appropriate memoranda for the D/C PP&O (TAB A) to the SECNAV (delegated to the ASN (M&RA) to activate reserve component Marines ISO CDRUSCENTCOM OEF FY__ theater requirements.		
		EXEC EDITOR	EDITOR				2. BACKGROUND. SMCR Unit mobilizations require approval from SECNAV or SECDEF based on provisions and guidance of DODI 1235.12 dtd 04 February 2010, DODD 1235.10 dtd 26 November 2008, and DODD 1200.17 dtd 29 October 2008.		
		COUNSEL FOR CMC	CL				3. DISCUSSION This request to activate is sourced against FTN: ___ ISO ___. This request contains volunteer/involunteer personnel and can be approved by Service Secretary OR Secretary of Defense (choose one) The requested activation date is DMMMY.		
		DC M&RA	M&RA				4. ACTION		
		DC I&L	L				A. HQMC PA provide PAO release and sign addressee block A at left.		
4	C	DC PP&O	P				B. HQMC OLA provide Congressional Notification letter; and sign addressee block B at left.		
		DC AVN	A				C. HQMC SJA review and sign addressee block C at left.		
		DC P&R	R				D. PO review and provide guidance/concurrence and sign at blocks 1 and 2 at left.		
		DC CD&I & CG MCCDC	CD&I				E. D/C PP&O review and provide guidance/concurrence and sign at blocks 3 and 4 and SECNAV Memo (U) at TAB A.		
		DIR INTEL	I				F. Review SECNAV 5 W's paragraph (8) at TAB B.		
		DIR C4	C4				G. Review SECDEF unit spreadsheet (8) at TAB C.		
C	A	SJA TO CMC	JA				H. Review MARFORCOM Request to Activate msg at TAB D.		
B	A	LEGIS ASST	OLA				I. Review CENTCOM Request For Forces at TAB E.		
A	A	DIR PA	PA				R. G. PETIT Col USMC Head, Current Operations Branch		
		DIR AR	AR				CDRUSCENTCOM Requirements: XX Volunteers XX Involunteers XX Total RC PAX		
		INSPECTOR GENERAL	IG				Reviewed by: Head, GFM at (703) 571- 1040 □		
		DIR HEALTH SERV	HS				11 ACTION OFFICER (John Kelly, GFM, POC, PP&O (703) 571-1046)		
		CHAPLAIN	REL						
		DIR SPL PROJ	SPD						
		DIR SAFETY	SD						
		CDR, MCNCR	MCNCR						
		COMMARCORSSYS COM	MCSC						
		CG MCRC	MCRC						
		CO HQBN HH	HQBN						
		CO MARBKS	MARBKS						
DEPARTMENT									
3	A	ADC PP&O							
		EXEC ASST PP&O							
2	A	DIRECTOR, OPS	PO						
1	A	DEPUTY DIRECTOR	PO1						
X		DIR, CURR OPS	POC						



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE PENTAGON
WASHINGTON, DC 20380-1775

FOR: ASSISTANT SECRETARY OF THE NAVY (MANPOWER AND RESERVE AFFAIRS)

From: LtGen Thomas D. Waldhauser, Deputy Commandant, Plans,
Policies and Operations

SUBJECT: Request to Activate Reserve Component Marines

- Recommend approval of the activation of __ Reserve Component Marines in support of CDRUSCENTCOM OEF FY __. rotational requirements.
- IAW the Defense Secretary's authorization, we request to activate the Selected Marine Corps Reserve Forces indicated at the attachment to support operations for CDRUSCENTCOM under the authority provided in Secretary of the Defense memorandum of 13 February 2003, "Partial Mobilization (World Trade Center and Pentagon Attacks) and Redlegation of Authority under Title 10, United States Code, Section 123, 123a, 527, 12006, 12011, 12012, 12302, and 12305."
- Commander, Marine Forces Command request activation of reserve forces to fill active and reserve component shortfalls in the previously approved force list.

RECOMMENDATION: Approve activation of SMCR Marines:

Approve _____ Disapprove _____ Other _____

COORDINATION: Accomplished between JS (J-3 JODCENT), CENTCOM, Marine Central Command (MARCENT), HQMC (PP&O), Marine Forces Command (MARFORCOM), Marine Forces Pacific (MARFORPAC), and Marine Forces Reserve (MARFORRES).

ATTACHMENTS:

As stated

SECNAV 5 W' S PARAGRAPH

1. Who:

- a. ALERT & MOBILIZATION OF SMCR UNITS ISO CDRUSCENTCOM
OEF FY__._ REQUIREMENTS
- b. Unit Overview

<u>UNIT</u>	<u>LOCATION</u>
Det __, 4 th ISB	CITY, ST

- c. Size: XX RC PAX
- d. AC/RC - RC
- e. Replace/Add: Replace

2. What:

- a. Mission: Reserve Component Command Element, Ground Combat, and
Combat Service Support units will provide rotational replacement to
OEF FY__._ force. RC forces will fill AC shortfalls.
- b. Replacing current OEF FY__._ force of like capability.

3. When:

- a. MOB date - NET: DDMMYY
- b. Deployment Window - O/A _____
- c. PTP: _____ Days
- d. BOG: _____ Days

4. Where:

- a. Region:

5. Why:

- a. Planned rotation of forces
- b. RFF: _____
- c. FTN: _____

6. Previous Activations:

- a. What Operations - OIF/OEF (various rotations)
Duration and dates - See previous J4 reports and MFR data

10. CMC Unit Activation Directive to COMMARFORRES. To provide an example of a CMC (DC, PP&O) message directing COMMARFORRES to activate SMCR units.

-----Start Example Message-----

Subject: NOTIFICATION OF INTENT TO ACTIVATE (SEQ XXXX)//
Originator: CMC WASHINGTON DC, PPO (SC)
DTG: DDTTTTMM YY
Precedence: ROUTINE
DAC: General
To: COMMARFORCOM G3-5-7(SC)
COMMARFORRES G3 G5(SC)
cc: COMMARFORPAC G3(SC)
MARCENT G3(SC)
CG I MEF G-3(SC)
CG II MEF G3(SC)
CG III MEF G-3(SC)
CG MCCDC QUANTICO VA(SC)
CMC WASHINGTON DC, MRA MP(SC)
CMC WASHINGTON DC, OMFR(SC)
CMC WASHINGTON DC, PPO PL(SC)
CMC WASHINGTON DC, PPO PO(SC)
CMC WASHINGTON DC, PPO POC(SC)
CMC WASHINGTON DC, PPO POE(SC)
CMC WASHINGTON DC, PPO POG(SC)
CMC WASHINGTON DC, PPO POR(SC)
CMC WASHINGTON DC, PR(SC)

MSGID/GENADMIN/CMC WASHINGTON DC, PPO//
REF/A/DOC/USCODE TITLE 10//
REF/B/DOC/SECDEF/NM/DDMMYY//
REF/C/DOC/SECNAV/14SEP01//
REF/D/MSG/COMMARFORCOM/DDTTTTZMMYY//
REF/E/MSG/CMC/201035ZSEP01//
REF/F/MSG/CMC/141626ZNOV01//
REF/G/DOC/CMC/MCO/3000.19 //
REF/H/DOC/SECDEF/20SEP01//
REF/I/DOC/SECDEF/06SEP96//
REF/J/DOC/GFMIG/YMD: 07JAN10(S)//
REF/K/MSG/031714ZMAY99//
REF/L/DOC/CMC YMD: APR02//
REF/M/DOC/CMC/YMD: 19990201//
REF/N/MSG/CMC/311733ZOCT02//
REF/O/MSG/CMC/120824ZMAR02//
REF/P/MSG/COMMARFORRES/160925ZJAN03//
REF/Q/MSG/SECNAV/031411ZAPR02//
REF/R/DOC/CMC/2002//
REF/S/MSG/SECDEF/031411ZAPR02//
REF/T/MSG/MARADMIN/257-03/271903ZDEC08//
REF/U/MSG/CMC/161350ZAUG11//
REF/V/DOC/OSD/P&R/13MAR12//
REF/W/DOC/OSD/22FEB11//
REF/X/DOC/CMC/20OCT03//
SUBJ/NOTIFICATION OF PARTIAL MOBILIZATION, ACTIVATION, INTEGRATION AND
DEACTIVATION OF SMCR UNITS (SEQ xxxx)//
POC/SMITH A.B./CIV/GFM/POC/PPO/TEL: (703) XXX-XXXX//
NARR/REF A IS U.S. CODE, TITLE 10, SECTION 12302, READY RESERVE.

REF B IS SECDEF NOTIFICATION MATRIX AUTH ORDER OF READY RESERVES TO ACTIVE DUTY.
REF C IS SECNAV DIRECTION TO CNO AND CMC TO ORDER READY RESERVES TO ACTIVE DUTY.
REF D IS COMMARFORCOM REQUEST TO ACTIVATE CRDUSJFCOM-ASG SMCR UNITS.
REF E IS MARADMIN 440-01 TOTAL FORCE MANPOWER GUIDANCE FOR PARTIAL MOBILIZATION.
REF F IS MARADMIN 565-01 UPDATE NUMBER ONE TO REF E.
REF G IS MCO 3000.19 USMC TOTAL FORCE MOBILIZATION, ACTIVATION, INTEGRATION, AND DEACTIVATION PLAN (MAID-P).
REF H IS USD (P&R) REVISED MEMO IN MOBILIZATION-DEMOBILIZATION PERSONNEL AND PAY POLICY.
REF I IS SECDEF POLICY CLARIFICATION FOR ASSIGNMENT FOR FORCES.
REF J IS FY10-11 GLOBAL FORCES MANAGEMENT IMPLEMENTATION PLAN (GFMIG).
REF K IS MARADMIN 202/99 ON CREATING AND SOURCING OF SMCR SUBUNITS AND DETS.
REF L IS MCO P1080.40C, PERSONNEL REPORTING INSTRUCTIONS MANUAL (PRIM).
REF M IS MCO P3000.13D, MARINE CORPS SORTS SOP.
REF N IS CMC FISCAL GUIDANCE FOR CONTINGENCY OPERATIONS COSTS AND REPORTING REQUIREMENTS.
REF O IS MARADMIN 133-02 IS FISCAL POLICY GUIDANCE AND CONTINGENCY COST REPORTING REQUIREMENTS FOR OEF/OND/ONE.
REF P IS FUNDING GUIDANCE FOR MOBILIZATION AND ACTIVATION OF SELECTED MARINE CORPS RESERVE UNITS AND DETS.
REF Q IS SECNAV MEMO RESERVE DELAY IN REPORTING AFTER INITIAL NOTIFICATION OF MOBILIZATION.
REF R IS MCBUL 4610, CARGO AND PERSONAL PROPERTY TRANSPORTATION ACCOUNTING DATA.
REF S IS PUBLIC AFFAIRS GUIDANCE (PAG) FOR DEMOBILIZATION OF THE RESERVE INCLUDING MOBILIZED MEMBERS OF THE NATIONAL GUARD. REF T IS MARADMIN 257-03 TOTAL FORCE MANPOWER GUIDANCE FOR DEACTIVATION.
REF U IS CMC INTERIM GUIDANCE FOR COMMAND RELATIONSHIPS REGARDING ACTIVATED/SMCR FORCES POST USJFCOM DISESTABLISHMENT.
REF V IS SECRETARY ROONEY OSD (P&R) MEMO SUPPLEMENTAL GUIDANCE ON RESERVE COMPONENT ORDERS TO ACTIVE DUTY FOR OPERATION ENDURING FREEDOM.
REF W IS DOD LAW OF WAR PROGRAM.
REF X IS MARINE CORPS LAW OF WAR PROGRAM.//
1. SITUATION. IAW REFS A THROUGH C, CMC IS AUTHORIZED TO INVOLUNTARY ACTIVATE AND MOBILIZE MEMBERS OF THE READY RESERVE FOR A PERIOD OF UP TO TWELVE MONTHS; INVOLUNTARY EXTENSION MAY BE MADE FOR UP TO AN ADDITIONAL TWELVE MONTHS. USMC COMPONENT COMMANDER SMCR UNITS/DET REQUIREMENTS, IDENTIFIED IN REF D ARE APPROVED.
2. MISSION. IAW REFS E THROUGH U, CMC DIR NOTIFICATION OF PARTIAL MOBILIZATION, ACTIVATION, INTEGRATION AND DEACTIVATION OF UNITS/DETS SPECIFIED BELOW FOR AN INITIAL PERIOD NOT TO EXCEED TWELVE MONTHS. PER REF V, IF DEPLOYMENT PERIOD IS CURTAILED OR MODIFIED PRIOR TO, OR DURING DEPLOYMENT, THE ACTIVATED DETACHMENT OR UNIT WILL RETURN TO THE DESIGNATED ILOC WHEN PROPERLY RELIEVED BY THE SUPPORTED CDR AND COMMENCE DEMOBILIZATION/DEACTIVATION ACTIONS.//
3. EXECUTION
3.A. TASKS
3.A.1.A. MOB UNITS/DET TO GFC: CDRUSXXXXXCOM (READ IN FIVE COLUMNS)

SMCR	MOB	RESERVE TRNG	LOCATION
RUC	MCC PAX	CENTER (RTC)	
XXXXX	XXX XX	DET XX 4TH MT MAINT CO	SMYRNA, GA
XXXXX	XXX XX	DET XX 4TH MLG CO	BROOKLYN, NY
XXXXX	XXX XX	DET A CO G 4TH MARDIV	NEW ORLEANS, LA
	XX	TOTAL AUTHORIZED PAX	

DATES (READ IN FOUR COLUMNS)

MOB DATE DEPART RTC DEMOB DATE APOE
DDMMYY TBD DDMMYY PER TPFDD (READ IN TWO COLUMNS)
ILOC DATES
CAMLEJ, NC DDMMYY

3.A.1.B. NOTIFY UNITS TO BE ACTIVATED IN PARA 3.A.1.A. THAT THEY ARE AUTHORIZED TO PERFORM ALL NECESSARY PREDEPLOYMENT ACTIONS EXCEPT RESERVE PERSONNEL ACTIVATIONS, UPON RELEASE OF THIS MESSAGE.

3.A.1.C. APPROPRIATELY ACTIVATE AND JOIN INVOL MOBILIZED UNITS/DETS; CITE COMPONENT CODE: KM AND CRISIS CODE: 9GF.

UPON COMPLETION OF MISSION APPROPRIATELY DEACTIVATE MOBILIZED UNITS/DETS PER REFS H, K, AND U.

3.A.1.D. UPON CO/OIC OF UNIT/DET REPORTING MOBILIZATION PROCEDURES COMPLETE, COORD WITH CMC (MI), INFO COMMARFORCOM (G3/5/7) AND AFFECTED USMC COMPONENT COMMANDERS, TO EFFECT ACTIVATION OF THE FORCE AND MOVEMENT IOT RPT TO THE GAINING FORCE COMMANDER (GFC).

3.A.1.E. COORDINATE ALL REQ FOR TRANSPORTATION OF PERSONNEL (TOP) AND TRANSPORTATION OF THINGS (TOT) IOT CHARGE THE PROPER APPROPRIATION DATA AND ESTABLISHED TOT TAC CODE.

3.A.1.F. ENSURE ACTIVATED UNITS REPORT, BY UNIT DIARY ENTRY, AN INITIAL JOIN FOR EACH ACTIVATED MEMBER IN ORDER TO BEGIN APPROPRIATE PAY AND ALLOWANCES. UTILIZE THE CRISIS CODE OF 9GE TO PROVIDE UNIQUE PAY AND ALLOWANCES REPORTING IN SUPPORT OF OND/OEF/ONE.

3.A.1.G. BPT PROVIDE TRANSPORTATION OF MOBILIZATION UNITS/DETS FROM RTC TO ILOCS/POES AS SPECIFIED IN SUPPORTED CCDR TPFDD.

3.A.1.H. DIR ACTIVATED UNITS/DETS CO'S/OIC SUBMIT DEPARTURE AND PERS MOVEMENT RPT, INFO TO COMMARFORCOM (G1/G3-5-7/PAO), CMC (CRC/POC/MPP-60), AS APPROPRIATE.

3.A.1.I. ENSURE ACTIVATED UNITS/DETS REPORT UNIT EQUIP APPROVED BY COMUSMARCENT FOR DEPOLYMENT TO THEATER TO GFC IN MDSSII FORMAT.

3.A.1.J. ENSURE ACTIVATED UNITS/DETS RPEORT TO ILOC WITH ICCE AND INDIV WPNS AS PRESCRIBED BY THE EMPLOYING FORCE CMDR AND OR SUPPORTING MARFOR.

3.A.1.K. ENSURE ACTIVATED SMCR UNITS/DETS TRANSPORT UNIT EQUIP NECESSARY TO CONDUCT PRE-DEPLM TRNG TO ILOC, AS PRESCRIBED BY THE EMPLOYING FORCE CMDR. UNIT EQUIP USED TO SPT SMCR UNIT/DET PRE-DEPLM TRNG SHALL REMAIN ON MARFORRES PROPERTY RECORDS UNLESS OTHERWISE SPECIFIED.

3.B. COMMARFORCOM

3.B.1. PER REFS H, J, AND K AUTHORITIES, SUPPORT COMMARFORRES IS REQUIRED.

3.C. COMMARFORPAC

3.C.1. PER REF H, SUPPORT COMMARFORRES ILOC AND PTP REQUIREMENTS.

3.C.2. PER REF V, EXERCISE ADMINISTRATIVE CONTROL (ADCON) OVER CDRUSJFCOM-ASG ACTD SMCR UNITS.

4. ADMIN AND LOGISTICS

4.A. ADMIN

4.A.1. COORDINATING INSTRUCTIONS

4.A.1.A. PUBLIC AFFAIRS GUIDANCE. REF S IS SECDEF PUBLIC AFFAIRS GUIDANCE. PUBLIC AFFAIRS POSTURE IS PASSIVE.

4.A.1.B. LEGAL. GAINING FORCE COMMANDER WILL COORDINATE LAW OF WAR AND CODE OF CONDUCT TRNG, PER REFERENCES (W) AND (X). PER REFS L AND S, REPORT ANY PERSONNEL WHO REFUSE TO COMPLY WITH THESE ORDERS, MISS MOVEMENT, OR CLAIM CONSCIENTIOUS OBJECTOR STATUS TO MARFORRES SJA IMMEDIATELY. LEGAL PROCEEDINGS OF ALL SUCH INDIVIDUALS SHALL BE THROUGH MARFORRES.

4.A.2. FUNDING/ACCOUNTING GUIDANCE

4.A.2.A. REFS N, O, AND P PROVIDE DETAILED FISCAL GUIDANCE.

4.A.2.B. OPERATION AND MAINTENANCE, MARINE CORPS FUNDING

4.A.2.B.1. UNIT TRANS COST AND SERVICE MEMBER ENTITLEMENTS FOR MEMBERS OF MOBILIZED/ACTIVATED UNITS/DETS WILL BE FUNDED BY COMMARFORRES UTILIZING THE O&MMC (1106) APPROPRIATION PROVIDED BY HQMC.

4.A.2.C. MILITARY PAY, MARINE CORPS. PER REFS H AND K, THE UNIT DIARY "ACTIVATION" ENTRY, SUBMITTED BY THE MANPOWER INFORMATION SYSTEM SUPPORT ACTIVITY (MISSA) AUTOMATICALLY PLACES EACH MEMBER ASSIGNED TO THE ACTIVATED MOB MCC IN AN "AWAITING INITIAL JOIN" STATUS.

4.B. LOGISTICS

4.B.1. TRANSPORTATION/MOBILITY. AS DIRECTED BY TPFDD

4.B.2. SUPPLY. AS DIRECTED.

5. COMMAND AND SIGNAL

5.A. COMMAND. PER REF V, CMC PUBLISHED INTERIM GUIDANCE FOR COMMAND RELATIONSHIPS REGARDING ACTIVATED/USMCR FORCES POST USJFCOM DISESTABLISHMENT. THE PURPOSE OF THIS GUIDANCE WAS TO DELINEATE COMMAND RELATIONSHIP FOR FORCES ASSIGNED TO CDRUSJFCOM, WHICH ON 1 AUGUST 2011, WERE REVERTED TO SERVICE CONTROL. EFFECTIVE THIS DATE, COMMANDER, MARINE FORCES COMMAND (COMMARFORCOM) WILL COMMAND SERVICE RETAINED II MEF FORCES AND COMMANDER, MARFORRES (COMMARFORRES) WILL COMMAND SERVICE RETAINED RESERVE FORCES. AFTER RESERVE ACTIVATION, CMC WILL DIRECT TRANSFER OF COMMAND FROM COMMARFORRES TO COMMARFORCOM FOR ACTIVE COMPONENT/RESERVE COMPONENT (AC/RC) INTEGRATION, PRE-DEPLOYMENT TRAINING, AND DEPLOYMENT/REDEPLOYMENT ACTIONS REQUIRED TO SUPPORT COMBATANT COMMANDER (CCDR) REQUIREMENTS.

5.B. SIGNAL

5.B.1. CMC OPERATIONS CENTER, DSN 225-7366, COMM 703-695-5454.

5.B.2. COMMARFORCOM COMMAND CENTER, DSN 836-1644, COMM 757-836-1644.

5.B.3. COMMARFORRES COMMAND CENTER, DSN 678-8701, COMM 504-678-1701.

BT//

-----End Example Message-----

11. Congressional Notification. An example of USMC notification to Congress, via Office of Legislative Affairs (OLA), that is published by DC, PP&O (PO). This document coincides with the publishing of the CMC message directing COMMARFORRES to active SMCR units.

-----Start Example Letter-----



UNITED STATES MARINE CORPS
HEADQUARTERS UNITED STATES MARINE CORPS
3280 RUSSELL ROAD
QUANTICO, VIRGINIA 22134-5103
IN REPLY REFER TO:

3000
RAC
29 Jan 2003

Memorandum for Director, Marine Corps Office of Legislative Affairs

NOTE: This memorandum provides notice of the intent to activate the units noted below. It is not the authorization for activation.

This notification provides information on the Selected Marine Corps Reserve unit(s) authorized to be called to active duty under the Partial Mobilization. The Secretary of the Navy and the Commandant of the Marine Corps are directing this mobilization pursuant to the authority granted in Title 10, U.S. Code 12302, and Executive Order Number 13223 of September 14, 2001, "Ordering the Ready Reserve of the Armed Forces to Active Duty, and Delegating Certain Authorities to the Secretary of Defense." Reserve component members could soon be ordered to active duty, for a period of not more than 24 consecutive months, unless sooner relieved, in support of operations in the continental U.S. and abroad. Specific details on when and where the unit(s) are ordered will be released by DoD approved public affairs sites and limited only by national security requirements as directed by the Secretary of Defense.

Unit	Location	Service	Personnel
Det B, 4th LSB, 4th MLG	Savannah	Marine Corps	206
Det 5, H&S Co, 4th LSB, 4th MLG			
Det 5, LSPT EQP Co, 4th LSB			
Zip Code 31409			
PWST Savannah			

Request the following Committee Chairmen and Ranking Minority Members be notified of this action:

Senator Warner (Chairman, SASC)
Representative Hunter (Chairman HASC)
Senator Stevens (Chairman, SAC-D)
Representative Lewis (Chairman, HAC-D)
Senator Levin (Ranking Minority, SASC)
Representative Skelton (Ranking Minority, HASC)
Senator Inouye (Ranking Minority, SAC-D)
Representative Murtha (Ranking Minority, HAC-D)

Additionally, request the South Carolina Senators and applicable House Representative be notified.

Any questions regarding this notification, please contact Reserve Affairs,
Headquarters U.S. Marine Corps, at (703)784-9141.

-----End Example Letter-----

12. COMMARFORRES SMCR Unit Activation Directive. Below is an example of the
SMCR unit activation message released by COMMARFORRES to an activating unit.

-----Start Example Message-----

Subject: ACTIVATION OF SMCR UNITS (SEQ xxx) ISO OEF xx.x xxx
Originator: COMMARFORRES G3 G5(UC)
DTG: xxxxxxxx Oct xx
Precedence: ROUTINE
DAC: General
To: 4TH MLG G3(UC)
4TH MLG(UC)
cc: AL 13775(UC)
WASHINGTON DC, PPO PO(UC)
WASHINGTON DC, PPO POC(UC)
MCB CAMP LEJEUNE NC(UC)
COMMARFORCOM G3-5-7(UC)
COMMARFORCOM(UC)
COMMARFORPAC G3(UC)
COMMARFORPAC(UC)
COMMARFORRES G1(UC)
COMMARFORRES G2(UC)
COMMARFORRES G4(UC)
COMMARFORRES(UC)
COMUSMARCENT(MC)
MCAAT EC CAMP LEJEUNE NC(UC)
I MEF/OU=CG I MEF(UC)
CG II MEF(UC)
CG III MEF(UC)
CG MCIEAST(UC)
COMMARFORRES G3 G5(UC)

UNCLASSIFIED/
UNCLASSIFIED//
SUBJ: ACTIVATION OF SMCR UNITS (SEQ xxxx) ISO OEF xx.x xxx//
OPER/CDRUSCENTCOM//
MSGID/GENADMIN/COMMARFORRES G3/5/OCT 12//
REF/A/MSG/CMC/112022Z OCT 12(S)//
REF/B/DOC/COMMARFORRES/11 JAN 2005//
REF/C/DOC/CMC/24 MAY 2000//
REF/D/DOC/DOD/04 JUN 2002//
REF/E/MSG/CMC/310900Z JAN 03//
REF/F/MSG/CMC/04 FEB 2003//
REF/G/MSG/COMMARFORRES/081632Z DEC 02//
REF/H/WEBSITE/NCMI//
REF/I/MEMO/CJCS/02 FEB 2002//
REF/J/MSG/CDRUSEUCOM/061136Z APR 01//
REF/K/MSG/CDRUSAFE/101500Z APR 01//
REF/L/MSG/CMC/081821Z JAN 03//
REF/M/DOC/COMMARFORRES/12 APR 2002//
REF/N/MSG/COMMARFORRES/231817Z NOV 04//
REF/O/MSG/CMC/232020Z MAY 05//
REF/P/DOC/CMC/30 JUL 2010//
REF/Q/DOC/PDTATAC/1 OCT 2006//

REF/R/MSG/COMMARFORRES G4/071545Z AUG 09//
REF/S/MSG/CMC/042150Z MAY 05//
REF/T/MSG/CMC/232020Z MAY 05//
REF/U/MSG/CMC/250831Z AUG 06//
REF/V/MSG/CMC/010730Z JUN 06//
REF/W/DOC/USD/15 MAR 2007//
REF/X/MSG/COMMARFORRES G-1/131551Z APR 07//
REF/Y/DOC/CMC/25AUG2010//
REF/Z/MSG/CMC/270930Z JUL 07//
REF/AA/MSG/COMMARFORRES G-4/211240Z APR 08//
REF/AB/MSG/COMMARFORRES G-4/091515Z JUL 08//
REF/AC/MSG/USCENTCOM SURGEON(MC)/061911Z JUL 07//
REF/AD/MSG/CMC/0703344Z NOV 08//
REF/AE/MSG/COMUSMARCENT G4/092127Z JAN 09//
REF/AF/DOC/CMC/27OCT2009//
REF/AG/MSG/CMC/161350Z AUG 11//
REF/AH/MSG/SECDEF/13MAR12//
NARR/REF A IS CMC NOTIFICATION OF PARTIAL MOBILIZATION, ACTIVATION,
INTEGRATION AND DEACTIVATION OF SMCR UNITS (SEQ xxxx).
REF B IS COMMARFORRES ADMIN LOI FOR MOB/DEMOB
([HTTP://WWW.MFR.USMC.MIL/HQ/G1/](http://www.mfr.usmc.mil/hq/g1/), CLICK ON MOBILIZATION LOI).
REF C IS MCO P1080.20M, MARINE CORPS TOTAL FORCE SYSTEM CODES MANUAL
(MCTFSCODESMAN). REF D IS VOLUME 7A OF DOD 7000.14-R FINANCIAL MANAGEMENT
REGULATIONS (DODFMR). REF E IS MARADMIN 045/03; PAY ENTITLEMENTS FOR PARTIAL
MOBILIZATION OF SMCR MEMBERS IN SUPPORT OF OPERATION NOBLE EAGLE AND ENDURING
FREEDOM. REF F IS MARADMIN 049/03 DELAY, DEFERMENT AND EXEMPTION OF
RESERVIST AND RETIREES INVOLUNTARILY ACTIVATED UNDER MOBILIZATION AUTHORITY.
REF G IS COMMARFORRES MESSAGE ON ASSIGNMENT AND MOBILIZATION POLICY OF WOMEN
MARINES ASSIGNED TO BILLETS IN COMBAT RESTRICTED UNITS. REF H IS NATIONAL
CENTER FOR MEDICAL INTELLIGENCE WEBSITE AT
[HTTPS://WWW.INTELINK.GOV/NCMI/INDEX.PHP](https://www.intelink.gov/ncmi/index.php) WHICH PROVIDES CURRENT DEPLOYMENT
HEALTH SURVEILLANCE AND READINESS INFORMATION FOR SPECIFIC COUNTRIES OR
REGIONS. REF I IS CDROM 01-1810-207 -00, MED, ENVIRONMENTAL, DISEASE INTEL
AND COUNTERMEASURES. REF J AND REF K PROV GUIDANCE ON TRAVEL THROUGH
POTENTIALLY FOOT AND MOUTH DISEASE (FMD) CONTAMINATED AREAS. REF L IS FORO
3060.2 W/CHG 1 COMMARFORRES MOBILIZATION AND FORCE ACTIVATION PLAN (M&FA
PLAN) [HTTP://RNET.MFR.USMC.MIL/HQ/PLANSOPS/ARCHIVE/G5.OLD/INDEX.HTM](http://rnet.mfr.usmc.mil/hq/plansops/archive/g5.old/index.htm). REF M
IS FY05 FUNDING GUIDANCE FOR MOBILIZATION AND ACTIVATION OF SMCR UNITS /DETS
AND THE GLOBAL WAR ON TERRORISM (GWOT). REF N IS MARFORRES PUBLIC AFFAIRS
GUIDANCE(PAG) 3-01. REF O IS COMMARFORRES GUIDANCE FOR SUBMITTING PERSONNEL
STATUS (PERSTAT) REPORTS. REF P IS MCO 3000.13, MARINE CORPS READINESS
REPORTING STANDARD OPERATING PROCEDURES (SOP). REF Q IS MAP 70-06 TRANSFER
OF BAH POLICY FROM DODFRM TO JFTR CHAPTER 10. REF R IS MARFORRES INITIAL
LOGISTICS GUIDANCE IN SUPPORT OF OEF 10 PLANNING. REF S IS MARADMIN 213/05,
2005 UPDATE ON EXPANDED HEALTH CARE BENEFITS FOR RESERVE MARINES. REF T IS
CMC (RF) GUIDANCE ON REVISED TEMPORARY ADDITIONAL DUTY (TAD) ORDER FUNDING
AND ADMINISTRATIVE PROCEDURES FOR MOBILIZED USMC RESERVE PERSONNEL. REF U IS
MARADMIN 405/06, IMPLEMENTATION OF THE RESERVE INCOME REPLACEMENT PROGRAM
(RIRP). REF V IS MARADMIN 253/06 SELECTED MARINE CORPS RESERVE (SMCR)
AFFILIATION INVOLUNTARY ACTIVATION DEFERMENT. REF W IS UNDER SECRETARY OF
DEFENSE MEMORANDUM FOR REVISED MOBILIZATION/DEMobilIZATION PERSONAL AND PAY
POLICY FOR RESERVE COMPONENT MEMBERS ORDERED TO ACTIVE DUTY IN RESPONSE TO
THE WORLD TRADE CENTER AND PENTAGON ATTACKS SECTION 1 REF X IS CH 6 TO
MARFORRES ADMIN LOI FOR MOB/DEMOB. REF Y IS MCO P3000.19, MAID-P. REF Z IS
MARADMIN 448/07, POST-DEPLOYMENT MOBILIZATION RESPITE ABSENCE (PDMRA). REF
AA IS TRANSPORTATION AND EMBARKATION GUIDANCE ISO OIF xx AND OIF xx SMCR
DEPLOYING FORCES. REF AB IS MARFORRES MOVEMENT CONTROL AND LOGISTICS SUPPORT

FOR SMCR DEPLOYING FORCES. REF AC IS MODIFICATION 8 TO USCENTCOM INDIVIDUAL PROTECTION AND INDIVIDUAL/UNIT DEPLOYMENT POLICY. REF AD IS MARADMIN 633/08, REQUIREMENT FOR ALL DEPLOYING SERVICE MEMBERS TO COMPLETE A BASELINE PRE-DEPLOYMENT NEUROCOGNITIVE ASSESSMENT. REF AE IS REQUIRED EQUIPMENT LIST FOR PERSONNEL DEPLOYING TO THE CENTCOM AOR. REF AF IS MCO 1800.11, POLICY AND PROCEDURES FOR RESERVE COMPONENT MEMBERS SERVICE BEYOND 16 YEARS OF ACTIVE DUTY SERVICE. REF AG IS INTERIM GUIDANCE FOR COMMAND RELATIONSHIPS REGARDING ACTIVATED SMCR FORCES POST USJFCOM DISESTABLISHMENT. REF AH IS SECDEF SUPPLEMENTAL GUIDANCE ON RESERVE COMPONENT ORDERS TO ACTIVATE DUTY FOR OPERATION ENDURING FREEDOM ("DEPLOYMENT TO AFGHANISTAN OR TO SUPPORT OPERATIONAL ENDURING FREEDOM MISSIONS MAY REQUIRE YOU TO BE REMISSIONED WITH THE CENTCOM AOR, REMISSIONED GLOBALLY, OR DEPLOYED AND DEMOBILIZED AS OPERATIONAL REQUIREMENTS DICTATE."//

POC/COMMARFORRES COMMAND CENTER/DSN: 697-7371 COMM: (504)697-7371/EMAIL: MARFORRESCDO@USMC.MIL//

RMKS/1. THIS IS AN ACTIVATION ORDER FOR BELOW LISTED UNITS/DETS ISO CDRUSCENTCOM REQ.

1.A. IAW REF A, LISTED UNITS/DETS TO BE ACTIVATED NET 1 MAR 13. DET OICS ARE TO PLAN FOR 30 DAYS PRIOR TO THE UNIT DEACTIVATION DATE FOR MOBILIZATION OUT-PROCESSING, EXECUTION OF ANY ACCUMULATED POST DEPLOYMENT/MOBILIZATION RESPITE ABSENCE (PDMRA), AND POST-DEPLOYMENT LEAVE.

1.A.1. THIS IS AN ACTIVATION ORDER FOR DETS:

(READ IN FOUR COLUMNS)

RUC	MCC	UNIT	RESERVE TRAINING CENTERx
xxxxx	xxx	xxx 1 xxxxxxxx xx xxx x xxx xxxxxxx	xxxxxxx, xx

(READ IN FOUR COLUMNS)

ACT DATE	DEPART RTC	APOE	DEACT DATE
NET x xxx xx	PER TPFDD	PER TPFDD	NLT x xxx xx

1.A.2. IAW REF A, UPON RECEIPT OF THIS ORDER, EFFECT ACTIVATION PROCEDURES TO RECALL MEMBERS.

1.B. PER REF A, xxx MARINES ARE AUTHORIZED FOR ACTIVATION ISO THIS REQUIREMENT.

1.C. PER REF A, ACTIVATION, ORDERS, AND PAY ARE TO BE EFFECTIVE NOT EARLIER THAN THE ACTIVATION DATE FOR MEMBERS OF THE ABOVE UNITS/DETACHMENTS. ORDERS FOR ALL MARINES ACTIVATED ISO THIS REQUIREMENT WILL BE WRITTEN TO EXPIRE NLT x MAR xx.

1.D. OICS MUST ENSURE TO ACCOMMODATE ADMIN PROCESSING, PTP, MISSION REQUIREMENTS, REDEPLOYMENT PROCESSING, AND POST DEPLOYMENT LEAVE WITHIN THE SPECIFIED ACTIVATION PERIOD. TRAVEL NOT AUTH PRIOR TO THE EFFECTIVE ACTIVATION DATE. MARINES BEING ACTIVATED MUST HAVE ACTIVATION ORDERS AUTHENTICATED WITHIN MROWS PRIOR TO THE EFFECTIVE DATE OF ACTIVATION.

1.E. ENSURE ALL ACTIVATING MARINES ARE MADE AWARE OF THE PROVISIONS OF REF HH AND NOTIFIED THAT ANY DEPLOYMENT ISO OPERATION ENDURING FREEDOM MISSIONS MAY REQUIRE THEM TO BE REMISSIONED WITHIN THE CENTCOM AOR, REMISSIONED GLOBALLY, OR REDEPLOYED AND DEMOBILIZED EARLY EARLIER THAN THE DATE INDICATED ABOVE.

1.F. IAW REF Z, ELIGIBLE MEMBERS OF THE ABOVE UNITS/DETACHMENTS WHO ARE BEING REACTIVATED WITHIN THEIR DESIGNATED DWELL MAY BE ENTITLED TO PDMRA.

1.G. DIRECT UNIT COMMANDERS TO PUBLISH THEIR SMCR COMMANDING OFFICER ACTIVATION REPORTS IAW REF Y, PER UPDATED EXAMPLE PROV VIA SEP CORRESP.

2. MANPOWER AND PERSONNEL ADMIN. UNDER SECRETARY OF DEFENSE (USD) REVISED POLICIES FOR MOBILIZATION/DEMOBILIZATION ARE CONTAINED IN REF X AND COMMARFORRES MOBILIZATION/ACTIVATION MANPOWER AND PERSONNEL ADMIN PROCESSES, POLICIES AND PROCEDURES ARE OUTLINED IN REF B. AMPLIFIED GUIDANCE FOR IMPLEMENTING THE POLICIES CONTAINED IN REFS B, X, Y, AND DD ARE PROVIDED BELOW:

2.A. MCTFS REPORTING

2.A.1. EARLY NOTIFICATION OF THE INTENT TO ACTIVATE PRE-ACTIVATION BENEFITS.
2.A.1.A. CDRS ARE DIRECTED TO IMMEDIATELY REPORT VIA MCTFS THE EARLY ID (EID) OF MEMBERS BEING ACTIVATED IN SUPPORT OF A CONTINGENCY. EARLY NOTIFICATION OF INTENT TO ACTIVATE PROVIDES MEMBERS WITH SPECIAL TRICARE BENEFITS UP TO 180 DAYS PRIOR TO ACTIVATION.

2.A.1.B. CDRS ARE DIRECTED TO ENSURE THE EID ENTITLEMENT IS SUBMITTED AS FOLLOWS: TTC 897 000 REQUIRES AN EARLY NOTICE DATE. THE EARLY NOTICE DATE FOR EID IS EITHER THE RELEASE DATE OF REF A OR 180-DAYS FROM THE DATE OF ACTIVATION (WHICHEVER DATE IS LATER). THIS UNIT DIARY ENTRY CANNOT BE FUTURE DATED. THE PROJECTED ACTIVATION DATE TO BE USED IS 1 MAR 13 WITH A CRISIS CODE OF '9GF'. TTC IS AS FOLLOWS: TTC 897 000 EARLY NOTICE DT YYYYMMDD PROJ ACDU DT YYYYMMDD CONTINGENCY CD XXX. DELETE AS ERRONEOUS OR DELETE/ADD MAY BE REPORTED FOR THIS TRANSACTION. THIS TRANSACTION MAY BE REPORTED AS AN INDIVIDUAL OR 'GROUP' ENTRY.

2.A.1.C. IN THE EVENT AN IDENTIFIED MEMBER IS DECLARED NON-DEPLOYABLE, REPORT AN EID TERMINATION DATE. THE DATE THAT THE MEMBER'S EID IS TO BE TERMINATED IS THE DATE THE MEMBER WAS DETERMINED TO BE NON-DEPLOYABLE OR NO LONGER ID FOR ACTIVATION (THE MEMBER WILL NOT BE ACTIVATED). TTC IS AS FOLLOWS: TTC 897 001 EARLY NOTICE TERMINATION DATE YYYYMMDD. DELETE AS ERRONEOUS OR DELETE/ADD MAY BE REPORTED FOR THIS TRANSACTION. THIS TRANSACTION MAY BE REPORTED AS AN INDIV OR 'GROUP' ENTRY.

2.A.2. ACTIVATION OF PERSONNEL WILL BE ACCOMPLISHED VIA THE SUBMISSION OF THE M-DAY (ACTIVATION) ENTRY PER PARA 110403 OF THE MCTFSPRIUM. IOT ENSURE THE M-DAY ENTRY IS PROCESSED SUCCESSFULLY; ALL ID SMCR MEMBERS' RECORDS WITHIN THE UNIT/DET MUST POSSESS A VALID RECSTAT, STRENGTH CAT, AND DUTY LIMIT CODE. PER REF C, A VALID RECSTAT/STRENGTH CAT CODE IS IDENTIFIED AS POSSESSING A RECORD STATUS EQUAL TO "0" AND A STRENGTH CATEGORY EQUAL TO "0" OR "F". AS DIR BY PARA 110403 OF THE MCTFSPRIUM, CDRS ARE DIRECTED TO ENSURE THE M-DAY ENTRY SUBMITTED FOR THE ACTIVATION OF SMCR MEMBERS ASSIGNED TO ID UNIT/DETACHMENTS POSSESS THE CORRECT DATA ELEMENTS. TTC 826 001 REQUIRES AN ACTIVATION STATUS CODE. THE ACTIVATION STATUS CODE FOR PARTIAL MOBILIZATION IS 'ZM'. THE EXECUTIVE ORDER NUMBER TO BE CITED IN THE M-DAY ENTRY IS '13223'. THE CRISIS CODE TO BE CITED IS '9GF'. UPON CERTIFICATION AND CYCLING OF THE M-DAY ENTRY, ALL AFFECTED MEMBERS WILL AUTOMATICALLY BE PLACED IN AN "AWAITING INITIAL JOIN" STATUS. ANY MEMBER WITHOUT A VALID RECORD STATUS, STRENGTH CATEGORY, AND DUTY LIMIT CODE WITHIN THE MOBMCC WILL NOT BE ACTIVATED (ENTRY WILL FAIL).

2.A.3. AS A RESULT OF REF W, EACH UNIT/DETACHMENT MUST CONDUCT A FULL REVIEW OF IDENTIFIED SERVICE MEMBERS' MCTFS RECORDS TO ENSURE THE MEMBER HAS NOT ELECTED AN INVOLUNTARY ACTIVATION DEFERMENT.

2.A.4. IN ADDITION TO THE INITIAL JOIN FOR DUTY ENTRY, THE FOLLOWING ENTRIES MUST BE SUBMITTED FOR EACH MEMBER ON THE SITE SUPPORT'S ACTIVE DUTY RUC:

2.A.4.A. CHAN BAH (TTC 388 001) - IAW REF Q, ALL MEMBERS ACTIVATED ISO A CONTINGENCY ARE ENTITLED TO BAH-I FOR THE DURATION OF THE TOUR. BAH /OHA RATE IS BASED ON THE RATE OF THE PRIMARY RESIDENCE LOCATION AT THE TIME ORDERED TO ACTIVE DUTY. THE EFFECTIVE DATE OF THIS ENTITLEMENT IS THE DATE OF ACTIVATION.

2.A.4.B. MEMBERS WITH DEPENDENTS - PER REF Q, BAH-I IS PAYABLE AT THE LOCALITY RATE OF THE MEMBER'S PRIMARY RESIDENCE AT THE TIME OF ACTIVATION. 'ZIP CODE DESIGNATOR' USED FOR THIS TRANSACTION IS "M." CDRS ARE AUTHORIZED TO REQUEST MEMBERS WITH DEPENDENTS TO SHOW PROOF OF "RESIDENCY" IN ORDER TO VALIDATE THE ACTUAL LOCATION AT WHICH BAH IS PAYABLE.

2.A.4.C. MEMBERS WITHOUT DEPENDENTS - PER REF Q, BAH-I IS PAYABLE AT THE LOCALITY RATE OF THE MEMBER'S PRIMARY RESIDENCE AT THE TIME OF ACTIVATION. THERE IS NO REQUIREMENT FOR MEMBERS WITHOUT DEPENDENTS TO SHOW PROOF OF FINANCIAL RESPONSIBILITY. CDRS ARE AUTHORIZED TO REQUEST MEMBERS TO SHOW

PROOF OF "RESIDENCY" IN ORDER TO VALIDATE THE ACTUAL LOCATION AT WHICH BAH IS PAYABLE.

2.A.4.D. START BAS - PER REF D, OFFICERS ARE AUTOMATICALLY ENTITLED TO FULL BAS AT ALL TIMES ON A MONTHLY BASIS. ENLISTED MEMBERS BAS WILL BE BASED UPON THE TYPE OF BAS PAYABLE TO ACTIVE DUTY MEMBERS STATIONED AT THE RTC AT THE TIME OF ACTIVATION.

2.A.4.E. HOME ADDRESS (TTC 499 025) - ENSURE HOME ADDRESS IS ACCURATE/UPDATED. HOME ADDRESS SHOULD BE VALIDATED AS THE MEMBER'S PRIMARY RESIDENCE AT THE TIME ACTIVATED AND SHOULD REFLECT THE ADDRESS THAT APPEARS ON THE MEMBER'S ACTIVATION ORDERS, AND THE ADDRESS FOR WHICH BAH IS PAID.

2.A.4.F. HOME TELEPHONE (TTC 499 024) - ENSURE HOME PHONE NUMBER IS ACCURATE/UPDATED.

2.A.4.G. TAX EXEMPTIONS (TTC 430 000 & 302 000) - ENSURE FEDERAL /STATE TAX EXEMPTIONS ARE ACCURATE/UPDATED. AUDIT TAX EXEMPTION IN SRB/OQR WITH MEMBER TO ENSURE ANY CHANGES MADE BY THE MEMBER IN MYPAY ARE ACCURATELY REFLECTED.

2.A.4.H. DEPENDENT INFORMATION - ENSURE DD1172'S ARE COMPLETED, DEERS IS UPDATED APPROPRIATELY, AND DEPENDENT ID CARDS ARE ISSUED. ENSURE THE BELOW DEPENDENT INFORMATION IS ACCURATE/UPDATED AS APPLICABLE: NUMBER DEPNDLB (DATE OF ACTIVATION) DGLC DEPN ADD (ENSURE BAQ APPL REFLECTS CHANGES) DEPN LOSS (ENSURE BAQ APPL REFLECTS CHANGES) DEPN LOC/DEPN LOC ALLSERVICE SPOUSE INFOCUSTODY STATCOMPLETE RED AUDIT.

2.A.4.I. EAS/ECC REPORTING. THE SUBMISSION OF THE M-DAY ENTRY (TTC 826 001) WILL AUTOMATICALLY UPDATE THE AFFECTED MEMBER'S EAS. THIS EAS MUST COVER THE DURATION OF THE DIRECTED ACTIVATION PERIOD. IN THE ABSENCE OF STOP-LOSS AUTHORITY, SMCR MEMBERS POSSESSING A RESECC THAT EXPIRES PRIOR TO THE COMPLETION OF THE DEPLOYMENT WILL NOT BE ACTIVATED NOR DEPLOYED WITH THE UNIT WITHOUT FIRST VOLUNTARILY EXECUTING A REENLISTMENT OR EXTENSION. THE SYSTEM WILL AUTOMATICALLY IDENTIFY AND FLAG THE RECORD OF ANY MEMBER'S RESECC THAT EXPIRES PRIOR TO THE EAS SUBMITTED WITH THE M-DAY ENTRY. THIS FLAG WILL AUTOMATICALLY CHANGE THE MEMBER'S EAS TO 1 DAY PRIOR TO THE MEMBERS RESECC. RU'S MUST REPORT THE MEMBER'S ECC IN A SEPARATE UNIT DIARY ENTRY. THE ECC SUBMITTED MUST EQUAL THE EAS AS SUPPORTED BY THE MEMBER'S ACTIVATION ORDERS.

2.A.4.J. ADMIN REPS MUST SCREEN EACH ACTIVATING MEMBER FOR A "MANDATORY REMOVAL DATE" WITHIN MCTFS. IF THE MEMBER HAS A MANDATORY REMOVAL DATE THAT EXPIRES PRIOR TO THE DURATION OF THE ACTIVATION, THE MEMBER WILL NOT BE ACTIVATED.

2.A.4.K. ENSURE THE APPROPRIATE COMPONENT CODE IS REFLECTED IN MCTFS. THE COMPONENT CODE FOR AN ACTIVATED SMCR MEMBER IS "KM." ACTIVATED MEMBERS POSSESSING INACCURATE COMPONENT CODES WILL REQUIRE A REQUEST FOR CORRECTIVE ACTION TO BE SUBMITTED TO THE MISSO.

2.A.4.L. START PERSTEMPO (TTC 323 000) - THE TYPE CODE FOR OPERATION ENDURING FREEDOM IS "WAA". START CRISIS CODE MUST BE ACTION DATED 1 DAY PRIOR TO THE START PERSTEMPO ENTRY IN ORDER FOR MCTFS TO PROPERLY CYCLE IF BOTH ENTRIES ARE REPORTED ON THE SAME UNIT DIARY. PER REFS F AND G, THE SECDEF HAS SUSPENDED THE ACCUMULATION OF DEPTEMPO DAYS FOR THE PURPOSE OF HDPD, AND THE REQUIREMENT FOR FLAG AND GENERAL OFFICERS TO MANAGE THE DEPTEMPO OF CERTAIN MEMBERS. HOWEVER, THE REQUIREMENT TO TRACK AND REPORT DEPTEMPO REMAINS IN EFFECT.

2.A.4.M. CONUS COLA - PER REF E, CONUS COLA RATE IS DETERMINED BY THE MEMBER'S PRIMARY RESIDENCE. SUBMIT THE ZIP CODE OF THE MEMBER'S PRIMARY RESIDENCE IOT ENSURE PROPER PAYMENT OF THIS ENTITLEMENT. THIS SHOULD BE THE SAME ZIP CODE DESIGNATED FOR THE BAH-I.

2.A.4.N. PENSION WAIVED (TTC 860 001) OR PENSION NOT WAIVED (TTC 860002) - SMCR MEMBERS IN RECEIPT OF A PENSION OR DISABILITY COMPENSATION MUST COMPLETE VA FORM 21-8951-2. THERE IS NO REPORTING REQUIREMENT FOR MEMBERS NOT IN RECEIPT OF A PENSION.

2.A.4.O. ADVANCE PAY. SEE REF B.

2.A.4.P. SGLI ELECTION FOR MEMBER AND SPOUSE. PER REF E, ENSURE MEMBER AND SPOUSE SGLI ELECTION IS VERIFIED DURING INITIAL JOIN PROCESSING. IF THE MEMBER HAD PREVIOUSLY ELECTED NONE OR A REDUCED COVERAGE AMOUNT FOR EITHER SELF OR SPOUSE, THIS ENTRY MUST BE RESUBMITTED WITH THE INITIAL JOIN. THE INITIAL JOIN TRIGGERS MAXIMUM COVERAGE IN MCTFS UNLESS REDUCED COVERAGE IS RESUBMITTED.

2.B. ADDITIONAL ENTITLEMENTS (AS APPLICABLE)

2.B.1. FAMILY SEPARATION ALLOWANCE II (FSA-II TTC 189 003) - FSA IS PAYABLE PER MONTH FOR PERIODS OF OVER 30 DAYS OF SEPARATION IAW REF D. PER REF E, THE FSA-T ENTITLEMENT SHOULD BE SUBMITTED WITH THE INITIAL JOIN ENTRIES.

2.B.2. IMMINENT DANGER PAY (TTC 293/297) - PER REF D, FIGURE 10-1.

2.B.3. HOSTILE FIRE PAY (TTC 293/297) - PER REF D CHAP 10.

2.B.4. HARDSHIP DUTY PAY - PER REF D.

2.B.5. COMBAT ZONE TAX EXCLUSION - APPLICABLE IN PRESIDENTIALLY DESIGNATED COMBAT ZONES. BENEFITS INCLUDE EXCLUSION FROM FEDERAL INCOME TAX. DESIGNATED AREAS ARE LISTED IN REF D.

2.B.6. CLOTHING ALLOWANCES PER REF D CHAP 29.

2.B.6.1. OFFICERS MOBILIZED FOR MORE THAN 90 DAYS, WHO HAVE BEEN OFF OF ACTIVE DUTY FOR A MINIMUM OF TWO YEARS WILL BE ENTITLED TO THE ADDITIONAL ACTIVE DUTY UNIFORM ALLOWANCE (CURRENTLY \$200.00) VIA UNIT DIARY (UD) ENTRY. FOR COMPUTATION OF THE TWO-YEAR MINIMUM, ANY PERIOD OF ACTIVE DUTY OR ACTIVE DUTY TRAINING LESS THAN 90 CONSECUTIVE DAYS IS NOT APPLICABLE. IF THE OFFICER HAS RECEIVED THE INITIAL UNIFORM ALLOWANCE (CURRENTLY \$400.00) DURING THE CURRENT TOUR OF ACTIVE DUTY OR WITHIN A PERIOD OF 2 YEARS BEFORE ENTERING CURRENT TOUR OF DUTY, HE/SHE IS NOT ELIGIBLE FOR THIS ADDITIONAL ACTIVE DUTY UNIFORM ALLOWANCE.

2.B.6.2. ENLISTED MEMBERS

2.B.6.2.A. IF THE MEMBER IS ACTIVATED WITHIN 90 DAYS AFTER BEING RELEASED FROM A PERIOD OF ACTIVE DUTY WHERE THE MEMBER WAS IN RECEIPT OF CLOTHING REPLACEMENT ALLOWANCE (CRA), THE MEMBER'S CRA DATE WILL REMAIN THE SAME. SUBMIT VIA UNIT DIARY ENTRY THE CRA DATE (TTC 305 001) PREVIOUSLY REFLECTED IN MCTFS.

2.B.6.2.B. IF IT HAS BEEN MORE THAN 90 DAYS SINCE THE MEMBERS RELEASE FROM ACTIVE DUTY, THEN THE ENTITLEMENT IS FOR THE REDUCED CLOTHING REPLACEMENT ALLOWANCE (RCRA). SUBMIT VIA UNIT DIARY THE RCRA (TTC 311 001) ENTRY WITH THE INITIAL JOIN ENTRIES.

2.B.7. TRAVEL FROM THE MEMBER'S PRIMARY RESIDENCE TO RTC. SEE REF B. GTR'S ARE THE PREFERRED METHOD OF TRANSPORTATION FOR SMCR MEMBERS REPORTING TO THE RTC FOR ACTIVATION THAT RESIDE OUTSIDE THE REASONABLE COMMUTING DISTANCE AS PRESCRIBED BY THE COMMAND. RU MUST ARRANGE GOV TRANS FOR ALL MEMBERS REQUIRING TRANS TO DEPART HIS/HER HOME AND ARRIVE AT THE RTC ON THE DATE OF ACTIVATION. IF MEMBER LIVES OUTSIDE OF REASONABLE COMMUTING DISTANCE AND POV IS AUTHORIZED, THE MEMBER WILL BE ALLOWED 1 DAY OF TRAVEL TIME FOR EACH 400 MILES TRAVELED BY POC. TRAVEL WILL NOT COMMENCE PRIOR TO THE EFFECTIVE DATE OF ACTIVATION.

2.C. ORDERS GENERATION, SEE REFS B AND DD.

2.C.1. ENSURE DEPLOYING PERSONNEL ORDERS CONTAIN VALIDATED ULNS AS SHOWN IN PARA 1.B.

2.C.2. WHEN ISSUING MROWS ACTIVATION ORDERS, CDRS WILL ENSURE THE PROPER ACTIVATION TEMPLATE (USC 12302 * TEMPLATE ID 5243) IS SELECTED (AND MODIFIED) IOT SUPPORT SPECIFIC UNIT INFORMATION, MSC FUND APPROVAL, ACTIVATION AND MOVEMENT REQUIREMENTS (ENSURE THE TEMPLATE IS MODIFIED FOR SPECIFIC UNIT ACTIVATION INFORMATION). ENSURE APPROPRIATE GWT PID CODES FOR TRAVEL AND PER DIEM ARE SELECTED PER PARA 5.A OF THIS MSG. IOT ENSURE PROPER IMPLEMENTATION OF REF V, ORDERS MUST BE ISSUED BASED UPON THE INDIVIDUAL UNIT/DET MEMBER'S STATUS. MARINES WILL BE ISSUED ORDERS PURSUANT TO USC TITLE 10 SECTION 12302 (PARTIAL MOBILIZATION). ORDERS MUST BE ISSUED IAW THOSE PARAMETERS OUTLINED

IN REF X. UNITS MUST ENSURE THAT THE ORDERS ARE COMPLETED WITHIN MROWS AND AUTHENTICATED PRIOR TO THE EFFECTIVE DATE OF ACTIVATION.

2.C.3. ORDERS MUST BE ISSUED ORDERING THE MEMBER FROM HIS/HER PRIMARY RESIDENCE IN REPORTING TO THE RTC FOR ACTIVATION AND DUTY WITH THE UNIT BEING ACTIVATED. ENSURE "FOR FURTHER ASSIGNMENT" (FFA) IS UTILIZED TO CAPTURE ALL KNOWN MOVEMENTS (RTC TO ILOC, ILOC INTO THEATER, ETC.) ENSURE THAT EACH MEMBERS' ORDERS AUTHORIZE AND CITE LINES OF ACCOUNTING FOR BOTH TRAVEL AND PER DIEM AND THE "FOR FURTHER ASSIGNMENT" SELECTION IS PROPERLY ANNOTATED IOT CAPTURE EACH LEG OF TRAVEL AND PER DIEM AUTHORIZATION.

2.C.4. PER DIEM IS AUTHORIZED THROUGHOUT THE PERIOD OF ACTIVATION. ORDERS SHALL STATE "GOVERNMENT QUARTERS AND MESSING ARE DIRECTED IF AVAILABLE". PERDIEM WILL BE PAID BASED UPON THE REPORTING ENDORSEMENT'S STIPULATION OF THE ACTUAL AVAILABILITY AND ASSIGNMENT OF GOVERNMENT QUARTERS AND MESSING WHILE AT THE RTC, ILOC, A/POE, A/POD, AND/OR GFC'S LOCATION. DUE TO THE DIFFERENT ENTITLEMENTS THAT MAY BE AUTHORIZED AT EACH LOCATION, IT IS IMPERATIVE THAT MEMBER RECEIVE DETAILED REPORTING/DETACHING ENDORSEMENTS FOR ANY LOCATION THAT WOULD EFFECT THEIR PER DIEM.

2.C.5. NON-TEMPORARY STORAGE (NTS) OF HOUSE HOLD GOODS (HHG) AND POV STORAGE.

2.C.5.A. PER REF E, MARINES MAY BE ENTITLED TO NTS OF HHG DURING THE PERIOD OF ACTIVATION/DEPLOYMENT. MARINES MUST BE COUNSELED ON THEIR FORFEITURE OF THEIR ENTITLEMENT TO BAH IF NTS OF HHG IS REQUESTED.

2.C.5.B. SHIPMENT OF HHG FOR PERSONAL COMFORT AND WELL BEING UP TO THE STANDARD WEIGHT ALLOWANCES IAW THE JFTR MAY ALSO BE AUTHORIZED. A NON-STANDARD PARAGRAPH IS REQUIRED IN ACTIVATION ORDERS AUTHORIZING NTS OF HHG.

2.C.5.C. THE FOL APPROPRIATION DATA IS PROVIDED FOR HHG (SHIPMENT AND STORAGE) AS WELL AS POV STORAGE: HHG (FY-13): AA 1731106.1A1A 252 67861 067443 2D M26381 G4TT3MDHHG13 STANDARD DOCUMENT NUMBER (SDN) TO BE CITED FOR FY13 IS AS FOL: M2638113MDHHG13 HHG (FY-14): AA 1741106.1A1A 252 67861 067443 2D M26381 G4TT4MDHHG14 STANDARD DOCUMENT NUMBER (SDN) TO BE CITED FOR FY14 IS AS FOL: M2638114MD02998 POV (FY-13): AA 1731106.1A1A 252 67861 067443 2D M26381 G4TT3MDPOV13 STANDARD DOCUMENT NUMBER (SDN) TO BE CITED FOR FY13 IS AS FOL: M2638113MDPOV13. POV (FY-14): AA 1741106.1A1A 252 67861 067443 2D M26381 G4TT4MDHHG14 STANDARD DOCUMENT NUMBER (SDN) TO BE CITED FOR FY14 IS AS FOL: M2638114MD02999

2.C.5.D. UNITS MUST SUBMIT A LOG DEPICTING ALL MEMBERS ELECTING NON -TEMP STORAGE OF HHG AND POV STORAGE. STANDARD DOCUMENT NUMBERS WITH OBLIGATION AMOUNTS ARE REQUIRED TO BE SUBMITTED TO THE MARFORRES COMPTROLLER (ATTN: DEBBIE WANKO) TO BE OBLIGATED IN THE ACCOUNTING SYSTEM. FOR QUESTIONS CONTACT DEBBIE WANKO AT (504)697-8733, E-MAIL DEBBIE.WANKO@USMC.MIL.

2.C.5.E. PRIOR TO REQUESTING AUTHORITY FOR RENTAL VEHICLES, COMMANDERS WILL ENSURE MAXIMUM USAGE OF AVAILABLE MEANS OF GOVERNMENT AND PUBLIC TRANSPORTATION WHILE AT THE ILOC AND AREAS OF TRAINING WITHIN CONUS. AS DIR IN REF AA, CO AND DET OIC OF DEPLOYING UNITS AND DETACHMENTS SHALL SUBMIT VIA THEIR CHAIN OF COMMAND TO THE MARFORRES (COMPT) A RECOMMENDATION FOR THE USE OF RENTAL VEHICLES. RECOMMENDATIONS SUBMITTED WILL CONTAIN AN ANALYSIS OF AVAILABLE GOVERNMENT AND COMMERCIAL TRANSPORTATION, JUSTIFICATION FOR THE NUMBER OF RENTAL VEHICLES BEING REQUESTED, NAME (LNAME, FNAME, MI), RANK, LAST 4-SSN, ROWS TRACKING NUMBER, LOCATION(S) OF RENTAL VEHICLE REQUIREMENT, AND DATES OF RENTAL VEHICLE REQUIREMENT. THERE IS NO AUTHORITY FOR RENTAL VEHICLES AT THE RTC.

2.D. MISCELLANEOUS ADMIN/PERSONNEL GUIDANCE

2.D.1. AS PER REF FF, MEMBERS THAT HAVE OR WILL ACQUIRE 16 OR MORE YEARS OF ACTIVE FEDERAL SERVICE MUST EACH BE INDIVIDUALLY APPROVED BY CMC (MMFA) PRIOR TO BEING ACTIVATED. SUBMIT MROWS REQUESTS FOR MEMBERS OF THIS CATEGORY ONLY AFTER THE REQUEST HAS BEEN SUBMITTED VIA THE CHAIN OF COMMAND TO CMC (MMFA) FOR AUTHORIZATION TO ACTIVATE. REQUESTS MUST BE SUBMITTED PER THE

INSTRUCTIONS CONTAINED IN REF FF OR THEY WILL BE RETURNED WITH NO ACTION TAKEN. JUSTIFICATION IS REQUIRED IOT SUBSTANTIATE THE REQUIREMENT FOR THE MEMBER TO ACTIVATE AND HOW IT WOULD BE DETRIMENTAL TO THE MISSION SHOULD THE MARINE NOT BE AUTHORIZED TO ACTIVATE.

2.D.2. SMCR MARINES SERVING ON ACTIVE DUTY OPERATIONAL SUPPORT (ADOS) AT THE TIME OF UNIT ACTIVATION:

2.D.2.A. SMCR MARINES WHO ARE SERVING ON EXTENDED ACTIVE DUTY (EAD) RECRUITING WILL REMAIN ON EAD AND NOT ACTIVATE/DEPLOY WITH THE UNIT.

2.D.2.B. MARINES ON ADOS ORDERS ISSUED FOR LESS THAN 30 DAYS IN DURATION (REGARDLESS OF GEO LOCATION), AND NOT ATTENDING A SCHOOL, WILL HAVE THEIR ADOS ORDERS MODIFIED TO TERMINATE NLT 1 WEEK PRIOR TO THE DATE OF ACTIVATION IOT ENSURE MCTFS IS APPROPRIATELY UPDATED, PAY IS PROPERLY ADJUSTED, AND THE MARINE CAN BE PROCESSED FOR MOBILIZATION /ACTIVATION PER THIS MESSAGE.

2.D.2.C. TO ENSURE PROPER PAYMENT OF ENTITLEMENTS, SMCR MARINES SERVING ON A SET OF ADOS ORDERS ISSUED FOR A PERIOD OF DUTY FOR 181 OR MORE DAYS SHOULD TERMINATE THEIR ADOS ORDERS AND ALLOW FOR THE MEMBER TO COMPLETE THE PCS ORDERS AND RETURN TO THE MARINE'S PRIMARY RESIDENCE IOT REESTABLISH THE MEMBER'S PRIMARY RESIDENCE PRIOR TO ACTIVATION. IT IS NOT NECESSARY FOR MARINES TO HAVE A "BREAK" BETWEEN ORDERS IF THE ADOS ORDERS CURRENTLY SERVING ON ARE FOR 180 DAYS OR LESS IN DURATION. (*NOTE*: COMMANDERS ARE ADVISED TO COUNSEL MARINES; THAT SERVING ON ADOS ORDERS FOR 181 OR MORE DAYS AND NOT TERMINATING ADOS IN ORDER TO EXECUTE THE RETURN PCS BACK TO THEIR PRIMARY RESIDENCE AND REESTABLISH THEIR PRINCIPLE RESIDENCE WILL AFFECT ALLOWANCES PAYABLE UNDER ACTIVATION ORDERS.) SMCR MARINES EXECUTING A BREAK BETWEEN ADOS AND ACTIVATION WILL HAVE THEIR ADOS ORDERS MODIFIED TO TERMINATE PRIOR TO THE DATE OF ACTIVATION, AND WILL SUBSEQUENTLY BE ISSUED ACTIVATION ORDERS EFFECTIVE THE DATE OF ACTIVATION.

2.D.2.D. THE BELOW GUIDANCE IS PROVIDED FOR THOSE MARINES SERVING ON ORDERS FOR 180 DAYS OR LESS AND THOSE MARINES CHOOSING TO NOT HAVE A "BREAK" BETWEEN THEIR ADOS ORDERS (181 DAYS OR MORE) AND ACTIVATION ORDERS:

2.D.2.D.1. MARINES ON ADOS ATTACHED TO THE SITE SUPPORT RUC OF THE ACTIVATED UNIT. CURRENT ADOS ORDERS MUST BE MODIFIED TO TERMINATE 1 DAY PRIOR TO ACTIVATION FOLLOWED WITH THE ISSUANCE OF BACK-TO-BACK ACTIVATION ORDERS. ACTIVATION ORDERS WILL BE CUT EFFECTIVE THE ACTUAL DATE OF ACTIVATION. IOT ACCURATELY REFLECT THE MARINE'S SERVICE IN MCTFS, UNIT IS REQUIRED TO SUBMIT TO MISSO 16/17 A COPY OF THE CURRENT ORDERS AS WELL AS A COPY OF THE ACTIVATION ORDERS. MISSO WILL REPORT THE SEAMLESS TRANSITION TO CLOSE OUT THE PREVIOUS PERIOD OF ACTIVE DUTY.

2.D.2.D.2. MARINES ON ADOS IN EXCESS OF 30 DAYS, AT A RUC/MCC OTHER THAN THE SITE SUPPORT RUC OF THE ACTIVATED UNIT, WILL HAVE THEIR ADOS ORDERS MODIFIED TO TERMINATE THE DAY PRIOR TO ACTIVATION FOLLOWED WITH THE ISSUANCE OF ACTIVATION ORDERS EFFECTIVE THE ACTUAL DATE OF ACTIVATION. ADDITIONALLY, MARINES IN THIS CATEGORY MUST BE TRANSFERRED (TTC 361 002) TO AND JOINED (TTC 020 007) BY THE SITE SUPPORT RUC OF THE ACTIVATED UNIT. THE RTC MUST PROVIDE A COPY OF THE ACTIVATION ORDERS TO MISSO 16/17 FOR ACCURATE REPORTING.

2.D.3. DELAY, DEFERMENT, AND EXEMPTION (DD&E).

2.D.3.A. MEMBERS REQUESTING DELAY OR DEFERMENT WILL NOT BE ACTIVATED UNTIL ADJUDICATION OF THEIR REQUEST PER REF F.

2.D.3.B. MEMBERS REQUESTING EXEMPTION WILL NOT BE ACTIVATED UNTIL ADJUDICATION OF THEIR REQUEST PER REF F.

2.D.3.C. PER REF F, MARINES SUBMITTING A REQUEST FOR DD&E WILL BE AUTHORIZED A DELAY (NOT ACTIVATED) UNTIL ADJUDICATION OF THEIR PACKAGE. IF A MEMBER IS INADVERTENTLY ACTIVATED; HOWEVER, NOT YET DEPLOYED TO THE ILOC/GFC, AND DESIRES TO SUBMIT A DD&E PACKAGE, A REQUEST FOR DD&E MUST BE IMMEDIATELY COMPLETED AND SUBMITTED FOR ADJUDICATION. ONCE A MEMBER HAS DEPLOYED TO THE ILOC/GFC, A REQUEST FOR DELAY, DEFERMENT, OR EXEMPTION MAY NOT BE PROCESSED.

IN CASES SUCH AS THIS, ONLY A REQUEST FOR HARDSHIP DISCHARGE, HUMS TAD/TRANSFER OR A REQUEST FOR EARLY DEACTIVATION MAY BE CONSIDERED.

2.D.4. SMCR MEMBERS THAT DECLARE THEMSELVES CONSCIENTIOUS OBJECTOR STATUS.

2.D.4.A. IF THE MEMBER'S UNIT HAS NOT YET BEEN ACTIVATED, AND THE MEMBER MAKES A DECLARATION, THEN THE UNIT WILL INITIATE THE PACKAGE PER REGULATING DIRECTIVES. UNIT/DET COMMANDER IS TO IMMEDIATELY NOTIFY THE RESPECTIVE MSC(G1) FOR ASSIGNMENT INSTRUCTIONS WHILE THE MARINE'S PACKAGE IS BEING ADJUDICATED. IF/WHEN FINAL ADJUDICATION IS RECEIVED BY CMC, TAKE APPROPRIATE ACTIONS TO DISCHARGE THE MARINE.

2.D.4.B. IF THE MEMBER'S PACKAGE HAS BEEN INITIATED, YET PRIOR TO RECEIVING THE FINAL ADJUDICATION FROM CMC, THE MEMBER'S UNIT IS ACTIVATED, THEN THE MEMBER WILL BE ACTIVATED. UNIT/DET COMMANDER IS TO IMMEDIATELY NOTIFY THE RESPECTIVE MSC(G1) FOR ASSIGNMENT INSTRUCTIONS WHILE THE MARINE'S PACKAGE IS BEING ADJUDICATED.

2.D.4.D. PER REF F, PREGNANT MARINES WILL NOT BE ACTIVATED. WOMEN MARINES MUST BE GIVEN A PREGNANCY TEST WITH 10 - 14 DAYS OF THEIR ACTIVATION. MARINES HAVING BEEN ACTIVATED AND THEN LATER FOUND TO HAVE BEEN PREGNANT AT THE TIME OF ACTIVATION WILL IMMEDIATELY BE DEACTIVATED.

2.D.4.E. PER REF F, A MEMBER CONFIRMED AS HIV POSITIVE WILL NOT BE ACTIVATED. EVEN IF THE MEMBER MAKES A DECLARATION OF BEING A CONSCIENTIOUS OBJECTOR. MEMBERS IN THIS CATEGORY WILL BE ADJUDICATED PER REF F.

2.D.5. MEMBERS NOT REPORTING, SEE REF B.

2.D.6. UNSAT PARTICIPANTS REPORTING FOR DUTY, SEE REF B.

2.D.7. WOMEN IN COMBAT RESTRICTED UNITS, SEE REF G.

2.D.8. MEMBERS THAT EXCEED HEIGHT/WEIGHT STANDARDS, SEE REF B.

2.D.9. MEMBERS IN A TNPQ STATUS, SEE REF B.

2.D.10. REQUEST TO DEPLOY SITE SUPPORT AC/RC PERSONNEL WITH THE ACTIVATED UNIT WILL BE SUBMITTED TO THE MSC FOR ADJUDICATION. REQUESTS TO DEPLOY AC/AR SITE SUPPORT PERSONNEL MUST BE SUBMITTED WITH THE UNDERSTANDING OF THE COMMANDER THAT ACTIVATION OF REPLACEMENT MARINES IS NOT AUTHORIZED.

2.D.11. CIVILIAN EMPLOYER INFORMATION (CEI) DATA REPORTING SEE REF B. ALTHOUGH A RESERVE MEMBER CANNOT BE REQUIRED TO PROVIDE THEIR EMPLOYER'S DATA, PARTICIPATION IN COLLECTION OF CEI DATA IS REQUIRED. FULL-TIME COLLEGE STUDENTS ARE NOT CONSIDERED UNEMPLOYED FOR CEI PURPOSES. WHEN ENTERING EMPLOYMENT STATUS, ENSURE ALL MARINES THAT ARE FULL-TIME STUDENTS ENTER "STUDENT" AS THEIR OCCUPATION. ADDITIONALLY, MARINES EMPLOYED PART-TIME, YET ENROLLED AS FULL-TIME STUDENTS, ARE CONSIDERED A "STUDENT" WHEN ENTERING THEIR OCCUPATION. PART-TIME STUDENTS THAT WORK ENTER THEIR EMPLOYMENT STATUS (I.E. FULL-TIME, PART-TIME, ETC.) CEI DATA SHOULD BE SUBMITTED VIA MOL.

2.D.12. MEMBERS HAVING NOT COMPLETED ALL TRAINING REQUIREMENTS OF IADT (BASIC TRAINING, MCT, AND MOS SCHOOL) ARE CONSIDERED "NOT FULLY QUALIFIED" AND ARE NON-DEPLOYABLE. COMMANDERS ARE REQUIRED TO SCREEN TRAINING RECORDS OF THOSE MEMBERS BEING ACTIVATED TO ENSURE THAT ALL TRAINING REQUIREMENTS OF IADT HAVE BEEN COMPLETED. MARINES IDENTIFIED AS HAVING NOT COMPLETED THE REQUIREMENTS OF IADT WILL HAVE A STRENGTH CATEGORY CODE OF "H" RAN IN MCTFS.

3. LOGISTICS

3.A. LOGISTICS. REFER TO REF R, MARFORRES INITIAL GUIDANCE IN SUPPORT OF OEF 10 PLANNING.

3.B. TRANSPORTATION/EMBARKATION. REFER TO REF AA, TRANSPORTATION AND EMBARKATION GUIDANCE ISO OIF 08 AND OIF 09 SMCR DEPLOYING FORCES.

3.C. HEALTH SERVICES SUPPORT (HSS) GUIDANCE.

3.C.1. REFER TO REFS H, R, CC, AND DD FOR DETAILED AMPLIFYING GUIDANCE.

3.C.1.A. UNIT COMMANDERS WILL ENSURE BASELINE PRE-DEPLOYMENT NEUROCOGNITIVE ASSESSMENTS ARE SCHEDULED FOR DEPLOYING MARINES IAW REF DD AND PER THE FOLLOWING:

- 3.C.1.B. CONTACT THE ANAM OPERATIONS CENTER DIRECTLY TO REQUEST PRE-SITE ASSESSMENT SCREENINGS. ANAM OPERATIONS CENTER: MS. LIZ ANDREWS, 703-981-8275, EMAIL: ANAM.OPERATIONS@AMEDD.ARMY.MIL.
- 3.C.1.C. HEALTH THREAT/COUNTERMEASURES BRIEFING, QUALIFIED PERSONNEL MUST INFORM ALL DEPLOYERS OF ANTICIPATED HEALTH THREATS AND RELEVANT COUNTERMEASURES, INCL THE FOL:
 - 3.C.1.D. ENDEMIC DISEASES
 - 3.C.1.D.1. ACUTE DIARRHEAL DISEASES
 - 3.C.1.D.2. CHOLERA
 - 3.C.1.D.3. VECTOR-BORNE DISEASES OTHER THAN MALARIA
 - 3.C.1.D.4. MALARIA. VARIABLE RISK IN CERTAIN AREAS
 - 3.C.1.D.5. TUBERCULOSIS
 - 3.C.1.D.6. RABIES
 - 3.C.1.D.7. SEXUALLY TRANSMITTED DISEASES (STD'S)
 - 3.C.1.D.8. MENINGOCOCCAL MENINGITIS
 - 3.C.1.D.9. SCHISTOSOMIASIS
 - 3.C.1.E. ENVIRONMENTAL HEALTH THREATS
 - 3.C.1.E.1. TOPOGRAPHY AND CLIMATE
 - 3.C.1.E.2. CONTAMINATION AND POLLUTION
 - 3.C.1.E.3. DANGEROUS FLORA AND FAUNA
 - 3.C.1.F. OCCUPATIONAL HEALTH THREATS
 - 3.C.1.F.1. COMBAT AND DEPLOYMENT-RELATED STRESS
 - 3.C.1.F.2. INJURIES (WORK AND RECREATIONAL)
 - 3.C.1.F.3. FOOD AND WATER SAFETY
 - 3.C.1.F.4. FIELD SANITATION AND PERSONAL HYGIENE
 - 3.C.1.F.5. CRIME AND TERRORISM, INCLUDING NUCLEAR, BIOLOGICAL AND CHEMICAL THREATS
- 4. COMMUNICATIONS
 - 4.A. DMS - FOR INFORMATION ON CREATING DN'S CONTACT ACC AT (504)697-8606 WITH ANY QUESTIONS. ACCESS TO DMS WHILE IN TRANSIT WILL BE VIA DIAL-IN CAPABILITY ONLY.
 - 4.B. CELL PHONES AND CALLING CARDS WILL BE USED IN TRANSIT, BUT MUST BE SENT TO THE RTC'S SITE SUPPORT STAFF UPON REACHING THE GFC.
 - 4.C. ACCESS TO EMAIL DURING TRANSIT IS COVERED IN THE ANNEX.
 - 4.D. EKMS ISSUES SHOULD BE DIRECTED TO THE LOCAL CUSTODIAN AND THEN TO THE MARFORRES G-6, MS HILDEBRANDT, HILDEBRANDTGA@MFR.USMC.MIL, (504) 697-8658. ADDITIONAL EQUIPMENT AND KEY MUST BE IDENTIFIED IMMEDIATELY. COMSEC EQUIPMENT WILL BE SHIPPED ONLY BY DIRECTION OF COMMARFORRES (AC/S G-6/G-4) USING PROCEDURES DEFINED IN CMS 21A. KG -175'S, STU-III TELEPHONES AND STE'S ARE SITE SUPPORT EQUIPMENT AND WILL NOT BE DEPLOYED WITHOUT AUTHORIZATION FROM MARFORRES G6.
 - 4.E. ALL RNET ASSETS, (FOR EXAMPLE CISCO ROUTERS, SWITCHES, AND PHONES SYSTEMS) WILL REMAIN AT THE RTC.
 - 4.F. IF THE SITE SUPPORT STAFF IS MOBILIZED TO SUPPORT THE RTC THEN A MINIMUM OF THREE DESKTOP COMPUTERS WILL BE LEFT BEHIND TO SUPPORT THEIR MISSION. CONTACT THE G-6 AT (504) 697-7624 WITH REQUIREMENTS FOR ADVANCE FIELDING OF COMPUTER ASSETS.
- 5. COMPTROLLER/FISCAL
 - 5.A. ORDER WRITERS MUST ENSURE TO UTILIZE THE APPROPRIATE MROWS TEMPLATE (EITHER USC 12302 OR USC 12301(D) ORDERS TEMPLATE) WHEN DRAFTING ACTIVATION ORDERS AND PROCEDURES OUTLINED IN PARA 3.B.3.E.2- 3.B.3.E.6. ORDER WRITERS MUST SELECT THE "GWT" PID FOR PAY AND ALLOWANCES AND FOR PER DIEM AND TRAVEL IOT ENSURE FUNDS ARE OBLIGATED CORRECTLY. SELECT BEA/BESA RM/GT - RESERVE MOBILIZATION FOR FUND APPROVAL. ROUTE THE ORDERS AND WAIT FOR FUND APPROVAL FROM THE MSC. AUTHENTICATE ORDERS ONCE APPROVED BY THE MSC. ENSURE THAT THE CORRECT COMMAND FUNDING IS UTILIZED ON THE TEMPLATE.

5.B. ACTIVE DUTY MARINES DEPLOYING ISO SMCR UNITS/DETS. UNITS RECEIVING MSC AUTHORIZATION TO DEPLOY ACTIVE DUTY SITE SUPPORT MARINES WILL GENERATE SABRS ORDERS IAW PARA 6 OF REF M AND PARA 3.B .2.F. OF REF T. INITIAL OBLIGATIONS FOR ACTIVE DUTY ORDERS WILL BE \$1,500 PER INDIVIDUAL. ANY QUESTIONS REGARDING ACTIVE DUTY ORDERS CONTACT RESPECTIVE MSC FISCAL COORDINATORS. MSC COORDINATORS WILL ADDRESS ANY CONCERNS OR PROBLEMS REGARDING MOBILIZATION TO MRS. DEBBIE WANKO AT MARFORRES COMPTROLLER OFFICE. DO NOT USE DTS FOR THE ISSUANCE OF TAD EXCESS ORDERS TO ACTIVE COMPONENT AND AR MARINES.

5.C. IDENTIFY/COORDINATE FUNDING DEFICIENCIES WITH MARFORRES COMPTROLLER VIA MSC FISCAL COORDINATORS. REFER ANY QUESTIONS FOR MOBILIZATION FUNDING TO MSC FISCAL COORDINATORS OR DEBBIE WANKO AT (504)697-8733, E-MAIL DEBBIE.WANKO@USMC.MIL.

5.D. MSC COORDINATORS WILL ADDRESS RESERVE FUNDING ISSUES REGARDING MOBILIZATION ORDERS TO JOANNE SCHAFFER AT (504)697-8747 OR JUDY SCOTT AT (504)697-8748.

5.E. GOVERNMENT ISSUED CHARGE CARDS

5.E.1. GTCC CARDS. THE AGENCY PROGRAM COORDINATOR (APC) OF ACTIVATED UNITS AND DETS WILL COORDINATE WITH THE GFC APC FOR TRANSFER OF HIERARCHIES. THOSE MEMBERS WITHOUT A GTCC AND REQUIRE A GTCC WILL APPLY FOR A CARD WITH THE APC OF THE GFC. ENSURE THE GTCC IS PART OF THE INTEGRATION AND RECEPTION PROCESS WITH THE GFC.

5.E.2. ALL OTHER PURCHASE CARDS. INDIVIDUALS OR UNITS POSSESSING ANY TYPE OF GOVERNMENT-ISSUED CREDIT CARDS (GCPC, COPAC, POL, ETC.) WILL SURRENDER THEM IAW ANNEX V OF REF L AND REF M.

6. PUBLIC AFFAIRS. THE PUBLIC AFFAIRS POSTURE FOR MOBILIZATION IS ACTIVE. CONTACT THE MARINE FORCES RESERVE MEDIA OFFICER AT (504) 697-8184 FOR SPECIFIC/ADDITIONAL MEDIA GUIDANCE. THE FOLLOWING STATEMENT IS APPROVED FOR USE: (UNIT/DET NAME) HAS BEEN CALLED TO ACTIVE DUTY IN SUPPORT OF OPERATION (CDRUSCENTCOM). CONTACT THE MARINE FORCES RESERVE MEDIA OFFICER FOR SPECIFIC/ADDITIONAL MEDIA GUIDANCE.

6.A. REVIEW REF L AND U. IT IS RECOMMENDED THAT SPECIFIC TALKING POINTS TO THE MEDIA AND THE PUBLIC AFFAIRS GUIDANCE FOR FAMILIES (IN REF N) BE PROVIDED TO ALL MEMBERS.

6.B. ALL MARFORRES PERSONNEL SHOULD ATTEMPT TO MEET THE FOLLOWING KEY COMMUNICATION OBJECTIVES DURING MEDIA OPPORTUNITIES REGARDLESS OF THE QUESTIONS ASKED:

- MARINES UNDERSTAND THEY WILL BE PARTICIPATING IN AN IMPORTANT MISSION. THEY ARE HIGHLY TRAINED AND PREPARED FOR THE MISSION AT HAND.
- A NETWORK FOR FAMILY MEMBERS IS IN PLACE TO ENSURE THEY RECEIVE INFORMATION AND SUPPORT IN A TIMELY MANNER DURING THE MOBILIZATION PERIOD.
- WE APPRECIATE THE SUPPORT OF OUR FAMILIES, COMMUNITIES AND EMPLOYERS.

6.C. THE FOLLOWING INFORMATION THAT MAY BE DISCUSSED/RELEASED TO CIVILIAN MEDIA UNLESS OTHERWISE CLASSIFIED:

- CURRENT UNIT MISSION;
- UNIT'S KNOWN CAPABILITIES;
- APPROX SIZE OF THE UNIT;
- APPROX AMOUNT AND GENERAL DESCRIPTION OF EQUIPMENT ASSIGNED TO THE UNIT;
- UNCLASSIFIED EXERCISES AND OPERATIONS IN WHICH THE UNIT HAS PREVIOUSLY PARTICIPATED.

6.D. MARFORRES PERSONNEL MUST NOT:

- SPECULATE REGARDING WHICH MARFORRES UNITS OR INDIVIDUALS MAY BE ACTIVATED/RECALLED;
- SPECULATE WHEN MARFORRES UNITS OR INDIVIDUALS MAY BE ACTIVATED/RECALLED;
- SPECULATE WHAT MISSIONS OR TASKS MARFORRES UNITS OR INDIVIDUALS MAY BE CALLED UPON TO PERFORM;
- SPECULATE WHERE MARFORRES UNITS MAY DEPLOY OR OPERATE;

-- SPECULATE ON ANY ASPECT OF POTENTIAL FUTURE OPERATIONS RESULTING FROM THE EVENTS OF 11 SEP 01 OR THE CURRENT PARTIAL MOBILIZATION AUTHORIZATION; AND -- RELEASE INFORMATION THAT IS CLASSIFIED.

6.E. ESGR. SUPPORT OF CIVILIAN EMPLOYERS IS A KEY COMPONENT OF MOBILIZATION READINESS AND SUCCESS. COMMANDING OFFICERS MUST ENSURE THE APPROPRIATE EMPLOYER SUPPORT OF THE GUARD AND RESERVE (ESGR) STATE/LOCAL COMMITTEE REPRESENTATIVE IS PROMPTLY NOTIFIED OF THE UNIT'S ACTIVATION AND THAT ALL MARINES ARE PROPERLY INFORMED OF THE MISSION AND ROLE OF THE ESGR AS WELL AS THEIR RIGHTS AND RESPONSIBILITIES UNDER USERRA. THE NATIONAL COMMITTEE FOR THE ESGR CAN BE REACHED AT 1-800-336-4590 OR [HTTP://WWW.ESGR.ORG](http://www.esgr.org). MARFORRES POC FOR ESGR ISSUES IS MR ROBERT TOBIN, E-MAIL: ROBERT.J.TOBIN.CTR@USMC.MIL.

7. FAMILY READINESS. MARINES AND FAMILY MEMBERS WITH QUESTIONS REGARDING PERSONAL OR FAMILY SUPPORT MAY CONTACT THE FRO OR KVC AT ANY MARINE CORPS RTC OR ONE OF THE FAMILY SERVICE CENTERS LOCATED AT ANY MAJOR MARINE CORPS, ARMY, AIR FORCE, OR NAVY INSTALLATION.

7.A. WEST OF THE MISSISSIPPI RIVER (INCLUDING WISCONSIN) CALL MCB CAMP PENDLETON, CA 1-800-845-2131 OR 1-800-253-1624.

7.B. EAST OF THE MISSISSIPPI RIVER (MINUS WISCONSIN) CALL MCB QUANTICO, VA 1-800-336-4663.

7.C. FAMILY READINESS INFORMATION IS ALSO AVAILABLE ON THE MARFORRES WEBSITE [HTTP://WWW.MFR.USMC.MIL](http://www.mfr.usmc.mil) AND THEN CLICKING ON COMMUNITY.

8. REPORTS

8.A. MSC CMDR'S PROVIDE ANTICIPATED ACTIVATION DATES, TO ASSIST COORD USNR SUPPORT WITH HQMC.

8.B. MARFORRES AC/S G-1 CONFIRMS ID FINAL USNR REQ IN MCMPS MANPOWER RQMT TRACKING MODULE (MRTM). (NOTE: PER REF A, MAP SAILORS REPORT TO THEIR EMPLOYING FORCE CDR'S RDD MINUS 62).

8.C. REPORT READINESS IN DRRS-MC PER REF P.

8.C.1. ONCE THE UNIT/DET HAS BEEN IDENTIFIED TO BE ACTIVATED. COMMANDERS COMMENTS REQUIRED FOR EACH DETACHMENT ACTIVATED; DETAILING DATE OF ACTIVATION AND ANTICIPATED DATE OF DEACTIVATION, MISSION ASSIGNED AND ANY READINESS CONCERNS WITH THE ACTIVATION.

8.C.2. WHEN THE UNIT/DET IS ACTIVATED AT THE RTC (CHANGE OF STATUS).

8.C.3. WHEN THE UNIT/DET DEPLOYS FROM RTC (CHANGE OF LOCATION).

8.C.4. WHEN UNIT ARRIVES AND IS ATTACHED BY THE GFC (CHANGE OF COMMAND).

8.C.5. FOR DETACHMENTS, ENSURE PROVIDING UNIT DELETES ASSIGNED PERS, AND EQUIP IN DRRS-MC WITHIN 24 HOURS OF ACTIVATION.

8.D. MOBILIZATION TRANSPORTATION PLAN. THE MOBILIZATION TRANSPORTATION PLAN WILL BE SUBMITTED BY DEPLOYING UNIT COMMANDERS 48 HOURS PRIOR TO THE EXECUTION OF THE FIRST TRANSPORTATION MISSION FOR EITHER PAX OR CARGO TO AN ILOC OR POE. THE PURPOSE OF THIS MESSAGE IS FOR THE DEPLOYING UNIT COMMANDER TO ID THEIR PLAN TO EXECUTE TRANSPORTATION MISSIONS FROM RTC'S TO LOCATIONS DESIGNATED IN THE TPFDD. MOBILIZATION TRANSPORTATION PLANS ARE TO BE SUBMITTED VIA MESSAGE TO COMMARFORRES COMMAND CENTER, INFO CG I MEF, GAINING FORCE MSC, COMMARFORRES G-3, G-4, G-5, COMMARFORCOM. SMCR FORCES THAT ARE DEPLOYING AS SUB-UNIT DETACHMENTS, OR FROM MULTIPLE SITES WILL SUBMIT THEIR MOBILIZATION TRANSPORTATION PLAN THROUGH THEIR NEXT HHQ; I.E., DETACHMENTS FROM A COMPANY, OR MULTIPLE COMPANIES WILL SUBMIT PLANS TO THEIR PARENT BATTALION/SQUADRON, WHICH WILL RELEASE THE MESSAGE IDENTIFYING PLAN. AN EXAMPLE OF THIS MESSAGE CAN BE OBTAINED BY CONTACTING THE MARFORRES G-4.

8.E. ARRIVAL REPORT (ARR RPT). A ULN ARRIVAL REPORT TO BE SUBMITTED BY DEPLOYING UNIT COMMANDERS WITHIN 24 HOURS OF DOCUMENTING THE ARRIVAL OF ALL PAX AND CARGO AT AN ILOC OR POE. THE PURPOSE OF THIS REPORT IS FOR DEPLOYING UNIT COMMANDERS TO REPORT CLOSURE OF ULN'S AT ILOC'S AND POE'S IAW TPFDD. ARRIVAL REPORTS TO BE SUBMITTED VIA E-MAIL TO MARFORRESCDO@mfr.usmc.mil AND SMO@mfr.usmc.mil PRIMARY; PHONE/FAX SECONDARY: COMM (504) 697-7371, DSN 697-7371, FAX (504) 697-9903.

8.F. SITUATION REPORT (SITREP) INFORMATION. PER ANNEX S, APPENDIX 20 TO REF L, SUBMIT CHANGES AS REQUIRED UNTIL DEPARTURE FROM RTC.//

-----End Example Message-----

13. SMCR Commanding Officer Activation Report. The below is an example of a message released by the SMCR unit CO to inform his chain of command that the unit/det has been successfully activated.

-----Start Example Message-----

UNCLASSIFIED/
SUBJ/ACTIVATION OF DETACHMENT, 2ND BN 23RD MARINES ISO GEORGIA DEPLOYMENT PROGRAM-ISAF (GDP-I) ROTO 10/11
Originator: 23 MAR(UC)
DTG: 131531Z FEB 13
Precedence: Routine
To: CG 4TH MAR DIV G3(uc) CG 4TH MAR DIV G3(uc)
CC: CG 4TH MAR DIV G1(uc) CG 4TH MAR DIV G1(uc) CG 4TH MAR DIV G4(uc) CG 4TH MAR DIV G4(uc)
REF A/MSG/CMC/201953Z SEP 12 (S)//
REF B/MSG/COMMARFORRES/211851Z SEP 12//
REF C/ORD/CMC/DTD 25 AUG 2010//
REF D/MSG/MARFOREUR/060835Z (S)//
NARR/REF A IS CMC NOTIFICATION OF PARTIAL MOBILIZATION, ACTIVATION, INTEGRATION AND DEACTIVATION OF SMCR UNITS (SEQ 1214). REF B IS COMMARFORRES ACT OF SMCR UNITS (SEQ 1214) ISO GDP-ISAF 10/11 OP REQ. REF C IS MCO 3000.19A U.S. MARINE CORPS TOTAL FORCE MOBILIZATION, ACTIVATION, INTEGRATION, AND DEACTIVATION PLAN (SHORT TITLE, USMC MAID-P). REF D IS MARFOREUR NEWSGROUP
SUBJ: FRNS AVAIL FOR SOURCING ISO GDP-I ROTO 10/11 (CO37).//
RMKS/1. EFFECTIVE 0001 1 FEB 13, DETS, 2ND BN 23RD MARINES (MOBMCC SIN, SIP, SIQ, SIR, SIS AND SIW) REPORT ACTIVATED AS AUTHORIZED IN REF A AND DIRECTED IN REF B.
2. IAW REFS A THROUGH C, DETS, 2ND BN 23RD MARINES HAVE REPORTED OPCON TO MARINE FORCES COMMAND (MARFORCOM); AND TO THE GFC: MARINE CORPS SECURITY COOPERATION GROUP (MCSCG), FOR RECEPTION, FORCE INTEGRATION, AND PRE-DEPLOYMENT ACTIVITIES.
3. ORGANIZATION/PERSONNEL SUMMARY:
3.A. UICS: M14121 SIN, M14126 SIP, M14124 SIQ, M14125 SIR, M14127 SIS AND M14171 SIW
3.A.1. RUCS: 14121, 14126, 14124, 14125, 14127 AND 14171
3B. PERSONNEL:
3.B.1. NUMBER OF OFFICERS ACTIVATED: 16
3.B.2. NUMBER OF ENLISTED ACTIVATED: 66
OFFICERS/ENLISTED IN ADVON: 6/9 ULN: PER FRN ID IN REF D.
OFFICERS/ENLISTED IN MAIN BODY: TBD TBD ULN: PER FRN ID IN REF D.
OFFICERS/ENLISTED IN REAR BODY: TBD ULN: PER FRN ID IN REF D.
MARINES NOT ACTIVATED: 0/0.
3.B.3. NUMBER OF FEMALE MARINES IN UNIT: 0/0.
MARINES REASSIGNED PRIOR TO ACTIVATION: 2/2.
3.B.4. NUMBER OF PROGRAM 9 SAILORS: 2/2.
3.B.5. NUMBER OF ACTIVE DUTY SUPPORT MEMBERS: 1/1.
3.C. MOS/GRADE SHORTFALL:
MOS SHORTFALL/NUMBER/GRADE: NONE
3.D. MEDICAL/DENTAL:
3.D.1. MEDICAL (NUMBER OF PHYSICALS/SCREENINGS REQUIRED): NONE:
3.D.2. DENTAL (NUMBER OF DENTAL EXAMS/SCREENINGS REQUIRED): NONE.
4. MATERIAL CONDITION OF EQUIPMENT: NO ISSUES.

5. AVIATION. DEPLOYING TYPES AND NUMBERS OF AIRCRAFT BY ULN: PER FRN ID IN REF D.

6. AMPLIFYING REMARKS: INITIAL DUTY LOCATION - MARINE CORPS SECURITY COOPERATION GROUP (MCSCG), FT STORY, VA.

BT//

-----End Example Message-----

14. MSC Reporting of a SMCR Unit Activation. Below is an example of a MSC message reporting the activation of a SMCR Unit to COMMARFORRES.

-----Start Example Message-----

Originator: CG 4TH MAR DIV(UC)
DTG: 132210Z Feb 13 Precedence: Routine DAC: FOUO
To: COMMARFORRES G1(UC) COMMARFORRES G3 G5(UC) COMMARFORRES G4(UC)
COMMARFORRES G6(UC) Less...
CC: 23 MAR(UC) 2ND BN 23 MAR(UC) CG 4TH MAR DIV G1(UC) CG 4TH MAR DIV G3(UC)
CG 4TH MAR DIV G4(UC) CG 4TH MAR DIV G6(UC) CG 4TH MAR DIV(UC) Less...
UNCLASSIFIED/
UNCLAS//FOUO/N03000//
MSGID/GENADMIN//
SUBJ/CG 4TH MARDIV REPORTS THE ACTIVATION OF DETACHMENT, 2ND BN 23RD MARINES
ISO GEORGIA DEPLOYMENT PROGRAM-ISAF (GDP-I) ROTO 10/11 TO COMMARFORRES//
REF A/MSG/CMC/201953Z SEP 12 (S)//
REF B/MSG/COMMARFORRES/211851Z SEP 12//
REF C/ORD/CMC/DTD 25 AUG 2010//
REF D/MSG/23RD MAR/131531Z FEB 13//
NARR/REF A IS CMC NOTIFICATION OF PARTIAL MOBILIZATION, ACTIVATION,
INTEGRATION AND DEACTIVATION OF SMCR UNITS (SEQ 1214). REF B IS COMMARFORRES
ACT OF SMCR UNITS (SEQ 1214) ISO GDP-ISAF 10/11 OP REQ. REF C IS MCO 3000.19A
U.S. MARINE CORPS TOTAL FORCE MOBILIZATION, ACTIVATION, INTEGRATION, AND
DEACTIVATION PLAN (SHORT TITLE, USMC MAID-P). REF D IS 23RD MARINES
ACTIVATION MSG OF DETACHMENT, 2ND BN 23RD MARINES ISO GEORGIA DEPLOYMENT
PROGRAM-ISAF (GDP-I) ROTO 10/11 TO CG 4TH MARDIV//
POC/SAMPLES ME/LTCOL/DEP G3 4TH MARDIV/COML: 504-697-7340/EMAIL:
MICHAEL.SAMPLES@USMC.MIL//
RMKS/1. CG 4TH MARDIV REPORTS THE ACTIVATION OF DETACHMENT, 2ND BN 23RD
MARINES ISO GEORGIA DEPLOYMENT PROGRAM-ISAF (GDP-I) ROTO 10/11 TO
COMMARFORRES. EFFECTIVE 0001 1 FEB 13, DETS, 2ND BN 23RD MARINES (MOBMCC
SIN, SIP, SIQ, SIR, AND SIS) REPORT ACTIVATED AS AUTHORIZED IN REF A AND
DIRECTED IN REF B.
2. IAW REFS A THROUGH C AND REPORTED IN REF D, DETS, 2ND BN 23RD MARINES HAVE
REPORTED OPCON TO MARINE FORCES COMMAND (MARFORCOM); AND TO THE GFC: MARINE
CORPS SECURITY COOPERATION GROUP (MCSCG), FOR RECEPTION, FORCE INTEGRATION,
AND PRE-DEPLOYMENT ACTIVITIES.
BT//

-----End Example Message-----

15. COMMARFORRES Change of SMCR Unit Command Relationship. The COMMARFORRES message below is an example of reporting a unit activation is complete and requesting transfer of SMCR unit to COMMARFORCOM.

-----Start Example Message-----

Subject: ACTIVATION AND CHANGE OF COMMAND AUTHORITY WRT SMCR DET ISO GDP-I
ROTO 10/11 SEQ #1214.
Originator: COMMARFORRES G3 G5(UC)
DTG: 152014Z Feb 13
Precedence: ROUTINE

DAC: General
To: COMMARFORCOM G3-5-7 (UC)
cc: COMMARFORRES G1 (UC), COMMARFORRES G3 G5 (UC), COMMARFORRES G4 (UC), CG 4TH
MAR DIV G3 (UC)

UNCLASSIFIED/
REF/A/MSG/4THMARDIV/132210ZFEB13//
REF/B/MSG/COMMARFORRES/211851ZSEP12//
REF/C/MSG/CMC/201953ZSEP12(S)//
REF/D/DOC/CMC/25AUG2010//
NARR/REF A IS A 4TH MARDIV ACTIVATION REPORT OF DETACHMENT 2ND BN 23DR
MARINES ISO GEORGIA DEPLOYMENT PROGRAM -ISAF (GDP-I) ROTO 10/11 OP REQ. REF B
IS A COMMARFORRES ACTIVATION MESSAGE OF SMCR UNITS (SEQ 1214) ISO GDP-ISAF
ROTO 10/11 OP REQ. REF C IS A CLASSIFIED CMC AUTHORITY TO ACTIVATE
NOTIFICATION MESSAGE OF SMCR UNITS (SEQ 1214). REF D IS MCO 3000.19A U.S.
MARINE CORPS TOTAL FORCE MOBILIZATION, ACTIVATION, INTEGRATION, AND
DEACTIVATION PLAN (SHORT TITLE, USMC MAID-P).
POC/JOHNSON DA/MAJ/MFR G-3/5/FDP/E/COML:504.697.7319/
EMAIL:DAVID.A.JOHNSON9@USMC.MIL//
RMKS/1. PER REF A EFFECTIVE 0001 1 FEB 13 COMMARFORRES REPORTS THE ACTIVATION
OF DETACHMENT, 2ND BN 23DR MARINES ISO GDP-I ROTO 10/11.
2. IAW REFS B AND C DETS, 2ND BN, 23DR MARINES HAVE REPORTED TO THEIR I-LOC
LOCATION IOT CONDUCT PTP AT MARINE CORPS SECURITY COOPERATION
GROUP(MCSCG)ABOARD FT. STORY, VIRGINIA.
3. IAW REF D OPCON AUTHORITY HAS TRANSFERRED TO MARINE FORCES COMMAND
(MARFORCOM) AND TO THE GFC: (MCSCG), FOR RECEPTION, FORCE INTEGRATION AND
PRE-DEPLOYMENT ACTIVITIES.
4. UPON DEACTIVATION COMMARFORRES ACCEPTS COMMAND AUTHORITY FROM COMMARFORCOM
OF DET UPON RETURN TO THEIR HOME TRAINING CENTER (HTC).
BT//

-----End Example Message-----

16. COMMARFORCOM Deployment Order to Activated Assigned SMCR Units. Below
is an example of COMMARFORCOM (G3/5/7) deployment and movement order issued
to gained activated SMCR units.

-----Start Example Message-----

UNCLAS
BT
U N C L A S //N03000//
MSGID/ORDER/COMMARFORCOM/-/JAN//
REF/A/MSG/CG IIMEF/032224ZJAN03 (S)/-//
REF/B/MSG/COMMARFORCOM/232234ZJAN03/-//
REF/C/MSG/CMC/242119ZJAN03/-/NOTAL//
REF/D/DOC/TITLE 10//
REF/E/DOC/SECDEF/14SEP01//
REF/F/DOC/SECNAV/14SEP01//
REF/G/MSG/CMC/201035ZSEP01//
REF/H/MSG/CMC/141626ZNOV01//
REF/I/DOC/CMC/MPLAN//
REF/J/DOC/SECDEF/20SEP01//
REF/K/DOC/SECDEF/06SEP96//
REF/L/MSG/CMC/031714ZMAY99//
REF/M/DOC/CMC/APR02//
REF/N/DOC/CMC/27AUG97//
REF/O/MSG/CMC/311733OCT02//
REF/P/DOC/SECNAV/05OCT01//

REF/Q/MSG/SECDEF/031411ZAPR02//
REF/R/MSG/CMC/070835Z OCT99//
REF/S/MSG/CMC/111635ZJUN01//
REF/T/MSG/CMC/291635Z OCT01//
REF/U/MSG/COMMARFORCOM/312212Z OCT01//
REF/V/DOC/OSD/22FEB11//
REF/W/DOC/CMC/20OCT03//
NARR/REF A IS CG II MEF REQ FOR II MEF GENERATING FORCES FROM USMCR. REF B IS COMMARFORCOM REQ W/MODIFICATIONS FOR USMCR II MEF GENERATING FORCES. REF C IS CMC ACTIVATION MSG, PARTIAL MOB SEQUENCE #1028, FOR II MEF GENERATING FORCES. REF D IS TITLE 10, SEC 12302, PARTIAL MOBILIZATION AUTHORITY PROVISION. REF E IS SECDEF MEMO AUTH ORDER OF READY RESERVES TO ACTIVE DUTY. REF F IS SECNAV DIRECTION TO CNO AND CMC TO ORDER READY RESERVES TO ACTIVE DUTY. REF G IS TOTAL FORCE MANPOWER GUIDANCE FOR PARTIAL MOBILIZATION. REF H IS MARADMIN 565/01, UPDATE NUMBER ONE TO TOTAL FORCE MANPOWER GUIDANCE FOR PARTIAL MOBILIZATION. REF I IS USMC MOBILIZATION MANAGEMENT PLAN. REF J IS USD(P&R) MEMO ON MOBILIZATION/DEMobilIZATION PERSONNEL AND PAY POLICY. REF K IS SECDEF POLICY CLARIFICATION FOR ASSIGNMENT OF FORCES. REF L IS MARADMIN 202/99 ON CREATING AND SOURCING OF SMCR SUBUNITS AND DETS. REF M IS MCO P1080.40C, PERSONNEL REPORTING INSTRUCTIONS MANUAL (PRIM). REF N IS MCO P3000.13C W/CH 1, MARINE CORPS SORTS SOP. REF O IS CMC CONTINGENCY OPERATIONS COSTS REPORTING REQ GUIDANCE. REF P IS SECNAV MEMO, RESERVE DELAY IN REPORTING AFTER INITIAL NOTIFICATION OF MOBILIZATION. REF Q IS SECDEF PUBLIC AFFAIRS GUIDANCE FOR DEMobilIZATION OF RESERVES. REF R IS USMC POLICY FOR DEPLOYING W/INDIV WPNS. REF S IS ALMAR 026/01, MARINE CORPS DEPLOYMENT TEMPO POLICY GUIDANCE. REF T IS ALMAR 052/01, MARINE CORPS DEPLOYMENT TEMPO POLICY GUIDANCE AMPLIFICATION. REF U IS MARFORCOM/FMFLANT/MARCORBASESLANT SPECIFIC DEPLOYMENT TEMPO GUIDANCE. REF W IS DOD LAW OF WAR PROGRAM. REF X IS MARINE CORPS LAW OF WAR PROGRAM.//
NARR/THIS IS A COORDINATED COMMARFORCOM/COMMARCORBASESLANT TRANSFER ORDER.//
POC/ G3/5/DSN 836-0744;

HEADING/TASK ORGANIZATION//

/UNITDES	/UNITLOC	/CMNTS
/CMC	/WASHINGTON DC	
/ COMMARFORRES	/NOLA	
/ II MACE (-)	/CAMLEJ	
/ CG 4TH MAW	/NOLA	
/ MWSG-47	/SELFRIDGE MI	
/ MWSS-471 (-)	/MINNEAPOLIS MN	
/ DET A MWSS-471	/JOHNSTOWN PA	
/ DET B MWSS-471	/SELFRIDGE MI	
/ CG 4TH MLG	/NOLA	
/ DET A HQSVCCO 4TH LSB	/CHARLOTTE NC	
/ BTO B DET 4TH LSB	/SAVANNAH GA	
/ DET 5 HQSVCCO 4TH LSB	/SAVANNAH, GA	
/ DET 5 LSPT EQP CO 4TH LSB	/SAVANNAH GA	
/ DET 1 BTO CO B 4TH LSB	/WILMINGTON NC	
/ DET 1 BTO CO A 4TH LSB	/WILMINGTON NC	
/ DET 6, LSPT EQP CO 4TH LSB	/WILMINGTON NC	
/ DET A AMMO CO (-) 4TH SUP BN	/GREENVILLE SC	
/ 2D DSPLT MTMAINT CO 4TH MAINT	/AUGUSTA GA	
/ DET B SUP CO 4TH SUP BN	/ALBANY GA	
/ DET B SUP CO (-) 4TH SUP BN	/RALEIGH NC	
/ DET B RATIONS CO 4TH SUP BN	/ANACOSTIA VA	
/CDRUSJFCOM	/NORVA	
/ COMMARFORCOM	/NORVA	
/ CG II MEF	/CAMLEJ	/GFC

/ II MACE (-) /CAMLEJ
/ CG 2D MAW /CPNC
/ CO MWSG-27 /CPNC
/ MWSS-471(-) /MCAS NEW RIVER
/ DET A MWSS-471 /MCAS NEW RIVER
/ DET B MWSS-471 /MCAS NEW RIVER
/ CG 2D MLG /CAMLEJ
/ DET A HQSVCCO 4TH LSB /CAMLEJ
/ BTO B DET 4TH LSB /CAMLEJ
/ DET 5 HQSVCCO 4TH LSB /CAMLEJ
/ DET 5 LSPT EQP CO 4TH LSB /CAMLEJ
/ DET 1 BTO CO B 4TH LSB /CAMLEJ
/ DET 1 BTO CO A 4TH LSB /CAMLEJ
/ DET 6, LSPT EQP CO 4TH LSB /CAMLEJ
/ DET A AMMO CO (-) 4TH SUP BN/CAMLEJ
/ 2D DSPLT MTMAINT CO 4TH MAINT/CAMLEJ
/ DET B SUP CO 4TH SUP BN /CAMLEJ
/ DET B SUP CO(-)4TH SUP BN /CAMLEJ
/ DET B RATIONS CO 4TH SUP BN /CAMLEJ
/ COMMARCORBASELANT /NORVA
/ CG MCB CAMLEJ /CAMLEJ /DS TO GFC FOR R&FI
/ COMCABEAST /CPNC /DS TO GFC FOR R&FI

GENTEXT/SITUATION/

1. SITUATION

1.A. BACKGROUND. IRT REFS A AND B, REF C DIR MOB AND ACTIVATION OF SMCR FORCES ISO CG II MEF.

1.B. FRIENDLY FORCES

1.B.1. CMC. SUPPORTING SERVICE CHIEF. IAW REFS C-U, DIRECTED MOB OF SMCR FORCE ISO OP REQ, PER REFS A AND B.

1.B.2. CDRUSJFCOM. EX COCOM UPON ACTIVATION OF ASSIGNED SMCR FORCES.//

GENTEXT/MISSION/

2. MISSION. UPON ACTIVATION OF CDRUSJFCOM-ASSIGNED SMCR FORCES, COMMARFORCOM REQUEST COMMARFORRES MOVE II MEF GENERATING FORCES TO MCB, CAMLEJ AND MCAS, NEW RIVER, IOT ARR IAW SKED CONTAIN REF C, AND TRANSFER THE FORCE, OPCON, AFTER MOVEMENT COMPLETED, TO GFC IOT PROVIDE DEPLM SPT FOR DEPLOYING CG II MEF FORCES; AND UPON MSN COMPLETION, REQUEST DEACTIVATION OF THE FORCE. COMMARCORBASELANT DIRECTS CG MCB CAMLEJ AND COMCABEAST TO SPT CG II MEF FOR R&FI, UPON ARR II MEF GENERATING FORCES AT MCB, CAMLEJ AND MCAS, NEW RIVER, IAW REF C SKED.//

GENTEXT/EXECUTION/

3. EXECUTION

3.A. COMDR'S INTENT. I INTEND TO REINFORCE CG II MEF IOT PROVIDE DEPLM SPT FOR DEPLOYING CG II MEF FORCES BY REQUESTING THE MOVEMENT, AND REQUESTING THE TRANSFER OF II MEF GENERATING FORCES TO CG II MEF FOR DURATION OF DEPLM OP. WHEN DEPLM SPT FUNCTIONS ARE COMPLETE, I INTEND TO REQUEST TRANSFER OF SMCR FORCES TO COMMARFORRES FOR DEACTIVATION AT THEIR HTC.

3.B. CONCEPT OF OPS. UPON ACTIVATION, COMMARFORCOM REQ COMMARFORRES MOVE II MEF GENERATING FORCES IOT ARR GFC IAW SKED, PER REF C, THEN REQ TRANSFER FORCE, OPCON, TO GFC FOR PERIOD TBD. UPON MSN COMPLETION, COMMARFORCOM DIR CG II MEF TO MOVE THE II MEF GENERATING FORCE DETS TO THEIR HTCS AND TRANSFER FORCE TO COMMARFORRES FOR DEACTIVATION.

3.C. TASKS

3.C.1. COMMARFORRES

3.C.1.A. REQUEST MOVE II MEF GENERATING FORCES IOT ARR DESTINATION, PER REF C.

3.C.1.B. REQUEST DIR OICS, II MEF GENERATING FORCE DETS, RPT TO CG II MEF FOR PLANNING.

- 3.C.1.C. UPON ARR OF THE FORCE AT MCB, CAMLEJ AND MCAS, NEW RIVER, REQ DIR OICS, II MEF GENERATING FORCE DETS, RPT TO CG II MEF, FOR EMPLM, IAW SKED CONTAIN REF C.
- 3.C.1.D. REQUEST ACCEPT COMMAND OF RETURNING FORCES UPON DEACTIVATION.
- 3.C.2. CG II MEF
 - 3.C.2.A. IAW REF C
 - 3.C.2.A.1. RPT ARRIVAL/ACCEPTANCE/JOIN OF GAINED FORCE.
 - 3.C.2.A.2. CONDUCT R&FI OF GAINED FORCE.
 - 3.C.2.B. EXERCISE COMMAND OF GAINED FORCE.
 - 3.C.2.C. RPT INTENT TO SOURCE CONTINGENCY/EXERCISE REQR W/II MEF GENERATING FORCE DETS.
 - 3.C.2.D. RPT COMPLETION OF DEPLM SPT FUNCTIONS AND RECOMMEND DATE FOR MOVEMENT TO COMMARFORRES FOR DEACTIVATION.
 - 3.C.3. CG MCB CAMLEJ. DS TO CG II MEF FOR R&FI.
 - 3.C.4. COMCABEAST. DS TO CG II MEF FOR R&FI.
- 3.D. COORDINATING INSTRUCTIONS
 - 3.D.1. ID UNSOURCED REQR, I.E., PERS, EQUIP, TRNG, FISCAL, ISO THIS TRANSFER.
 - 3.D.2. INITIAL PERIOD OF INVOL ACTIVE DUTY NOT TO EXCEED 12 MONTHS. CG II MEF ID REQR TO EXTEND ACTIVE DUTY PERIOD.//
GENTEXT/ADMIN AND LOG/
 - 4. ADMIN AND LOG
 - 4.A. ADMIN
 - 4.A.1. PUBLIC AFFAIRS GUIDANCE
 - 4.A.2. PUBLIC AFFAIRS (PA) GUIDANCE CONTAIN REF Q.
 - 4.A.2.A. PA POSTURE FOR THIS ACTIVATION IS ACTIVE. COORD PA ACTY WITH ALCON AS APROP.
 - 4.A.2.B. MARFORCOM PAO, DSN 836-1582, COML 757-836-1582. MARFORRES PAO, DSN 678-0700, COML 504-678-0700. II MEF PAO, DSN 751-7425, COML 910-451-7425.
 - 4.A.3. LEGAL
 - 4.A.3.A. CG II MEF COORDINATE LAW OF WAR AND CODE OF CONDUCT TRAINING, PER REFERENCES (V) AND (W).
 - 4.A.3.B. COMMARFORCOM SJA: DSN 836-1662, COMM 757-836-1662; COMMARFORCOM DSJA: DSN 836-1502, COMM 757-836-1502. II MEF DSJA: DSN 751-8393, COMM 910-451-8393.
 - 4.A.4. PERSONNEL ADMIN. REQ COMMARFORRES ENSURE:
 - 4.A.4.A. TRANSFERRING PERS POSSESS ACTIVE DUTY ID CARDS.
 - 4.A.4.B. MCTFS UPDATED WITH, AND TRANSFERRING PERS SRB/OQR CONTAIN CURRENT RECORD OF EMERGENCY DATA, BIR/BTR, SGLI, AND VALIDATED DEERS DATA.
 - 4.A.4.C. TRANSFERRING UNIT COMPLETE ALL PERS ADMIN/LEGAL SCREENING/PROCESSING TASKS, E.G., STORAGE OF HOUSEHOLD GOODS AND POVS, PRIOR TO TRANSFER.
 - 4.A.4.D. TRANSFERRING UNIT RPT TO GFC W/UPDATED SERVICE AND MEDICAL/DENTAL RECORDS.
 - 4.A.5. POVS. AT DISCRETION OF CG II MEF AND OICS, II MEF GENERATING FORCE DETS, SMCR PERS TRANSFERRING UNDER THIS ORDER ARE AUTH POVS WHILE ABOARD COMMARCORBASESLANT INSTALLATIONS. HOWEVER, THIS DOES NOT CONSTITUTE AUTH FOR REIMB TRAVEL BY POV TO MCB CAMLEJ OR IN/ABOUT MILEAGE. GFC COORD W/CG MCB CAMLEJ TO ENSURE COMPLIANCE WITH APPLICABLE BASE POV/TRAFFIC REGS.
 - 4.A.6. TRACK AND REPORT PERSTEMPO INFORMATION ON PARTICIPATING MEMBERS. REFER REFS S THROUGH U.
 - 4.B. LOG
 - 4.B.1. MOVEMENT CONTROL. REQ COMMARFORRES COORD W/CG II MEF AND CG MCB CAMLEJ FOR MOVEMENT CONTROL AND REPORTING IAW REFS C AND I.
 - 4.B.2. BILLETING/MESSING/GARRISON SPT. CG II MEF COORD W/CG MCB CAMLEJ FOR BILLETING, MESSING AND GARRISON SPT, INCL STORAGE AND SCTY FOR T/O WPNS. GOVT BILLETING AND MESSING ARE DIR, IF AVAL.

- 4.B.3. UNIT AND INDIV EQUIP. REQ COMMARFORRES DIR COMDRS/OICS OF TRANSFERRING FORCES TO:
- 4.B.3.A. DETERMINE, AND SUBMIT FOR GFC APPROVAL, EQUIP AUTH ALW (A/A) REQ FOR FORCE MOVEMENT TO GFC.
- 4.B.3.B. UNIT WILL DEPLOY WITH ON HAND T/A EQUIPMENT ONLY. REPORT ANY REMAINING T/A DEFICIENCIES TO DC, I&L VIA MARFORCOM FOR SOURCING.
- 4.B.3.C. PROVIDE O/H EQUIP DENSITY TO GFC IN MDSS II AS DIR BY GFC.
- 4.B.3.D. COORD W/GFC FOR SHIPMENT/RECEIPT OF CENTRALLY STORED NBC AND AMAL MATERIEL.
- 4.B.3.E. MOVE TO GFC W/INDIV WPNS IAW REF R.
- 4.B.4. FUNDING. COMMARFORRES FUNDS UNIT TRANSPORTATION COSTS, DEPLOYMENT COSTS, AND SERVICE MEMBER ENTITLEMENTS FOR MEMBERS OF ACTIVATED SMCR UNIT USING THE 1106 APPROPRIATION PROVIDED BY COMMARFORCOM VIA SUBOPBUD. CG II MEF FUNDS OPERATIONAL COSTS FOR ACTIVATED SMCR FORCE. REF O PROVIDES DETAILED FISCAL/ACCOUNTING GUIDANCE.
- 4.B.4.A. REQ COMMARFORRES CAPTURE, RECORD, AND REPORT ACTIVATION/DEACTIVATION COSTS TO COMMARFORCOM VIA MONTHLY CONTINGENCY OPERATIONS COST REPORT.
- 4.B.4.B. CG II MEF CAPTURE, RECORD AND REPORT ALL INCREMENTAL COSTS TO COMMARFORCOM VIA MONTHLY CONTINGENCY OPERATIONS COST REPORT.
- 4.B.5. AMMUNITION. REQ COMMARFORRES COORD W/CG II MEF TO TRANSFER REMAINING AMMUNITION ALLOWANCES FOR TRANSFERRING FORCES. GFC TO SOURCE REMAINING REQ, IF APPLICABLE.
- 4.B.6. MATERIEL MGT. REQ COMMARFORRES COORD W/CG II MEF TO:
- 4.B.6.A. CHANGE TRANSFERRING UNIT TAC 1 AND TAC 2 ADDRESSES.
- 4.B.6.B. ARRANGE SUPPLY/MAINT SYSTEM SPT AND TRANSFER OF GAINED UNIT EQPT AND OUTSTANDING EROS/REQNS.
- 4.B.6.C. UPGRADE REQ AND ERO PRIORITIES USING FORCE ACTIVITY DESIGNATOR III.
- 4.B.6.D. ARRANGE SHIPMENT OF ANY EQUIP CURRENTLY EVAC TO HIGHER ECH OF MAINT ONCE REPAIRS ARE COMPLETE.
- 4.B.6.E. CONDUCT TRANSFERS AND REPORTING, E.G., CRANE REPORTS, OF WEAPONS AND EKMS (COMSEC) EQUIP PER APPLICABLE DIRECTIVES.
- 4.B.7. MEDICAL. REQ COMMARFORRES COORD W/CG II MEF TO ENSURE TRANSFERRING PERS HAVE THE FOLLOWING:
- 4.B.7.A. UP-TO-DATE IMMUNIZATIONS TO INCLUDE: HEPATITIS A, HEPATITIS B, INFLUENZA, MMR, POLIO, TD, TYPHOID, AND YELLOW FEVER.
- 4.B.7.B. CURRENT AUDIOGRAM, PPD, G6PD, HIV, AND SICKLE CELL TRAIT TEST RESULTS ON FILE IN MEDICAL RECORD.
- 4.B.7.C. DNA SPECIMEN OBTAINED, WITH RESULTS ON FILE AT AFIP, AS REQ, FOR TRANSFERRING PERS.
- 4.B.7.D. CURRENT PHYSICAL OR ANNUAL CERTIFICATION (NAVMED 6320/15), OR DOC OF EXCEPTION FOR LIMDU MBRS, ON FILE.
- 4.B.7.E. PRESCRIPTION EYEGLASSES (2PR), MED WARNING TAG AND GAS MASK INSERTS (1PR), AS REQ, FOR TRANSFERRING PERS.//
GENTEXT/COMMAND AND SIGNAL/
5. COMMAND AND SIGNAL
- 5.A. COMMAND
- 5.A.1. CMC IS SUPPORTING SERVICE CHIEF. CDRUSJFCOM IS SUPPORTED COMBATANT COMDR. COMMARFORCOM IS SUPPORTED SERVICE COMPONENT COMDR. CG II MEF IS GFC. CG MCB CAMLEJ AND COMCABEAST ARE SUPPORTING BASE COMMANDERS.
- 5.A.2. CDRUSJFCOM EX COCOM OF ACTIVATED FORCES. UPON ACTIVATION, COMMARFORRES EX COMMAND OF FORCE UNTIL TRANSFER TO GFC. AFTER TRANSFER, CG II MEF EX COMMAND OF FORCE.
- 5.B. SIGNAL
- 5.B.1. COMMARFORCOM. 24-HOUR COMMAND CENTER DSN 836-1644, COML 757-836-1644.

E-MAIL: SMBMARFORCOMCOC@MARFORCOM.USMC.MIL.
SIPRNET: SMBMARFORCOMCOC@MARFORCOM.USMC.SMIL.MIL.
5.B.2. CG II MEF COMMAND CENTER. DSN 751-9788, COML 910-451-9788
SIPRNET: COC@IIMEF.USMC.SMIL.MIL.
5.B.3. COMMARFORRES COMMAND CENTER. DSN 678-8701/COMM 504-678-8701.
E-MAIL: MFRSENIORWATCHOFFICER@MFR.USMC.MIL
SIPRNET: MFRSENIORWATCHOFFICER@MFR.USMC.SMIL.MIL//
BT
NNNN

-----End Example Message-----

17. CMC Deactivation Manpower Guidance. The message below is an example of CMC's manpower guidance during the redeployment and deactivation of activated SMCR units and individuals:

-----Start Example Message-----

R XXXXXXXX XXX XX
FM CMC WASHINGTON DC(uc)
TO AL MARADMIN(uc)
MARADMIN
BT
UNCLASSIFIED
MARADMIN XXX/XX
MSGID/GENADMIN/CMC WASHINGTON DC/MPP//
SUBJ/TOTAL FORCE MANPOWER GUIDANCE FOR DEACTIVATION//
REF/A/MSG/CMC/240759ZMAY2002//
REF/B/MSG/CMC/171607ZJUL2002//
REF/C//DOC/CMC/30MAY2001//
REF/D/DOC/JSCMJ/MCM/2002/
REF/E/DOC/USC/02JAN2001//
REF/F/DOC/NAVMED P-117/1996//
REF/G//MSG/CMC/01170ZMAY2003//
REF/H/DOC/SECDEF/22APR2003//
REF/I/DOC/TMA/-/DOC/NAVMED//
REF/J/DOC/NAVMED/14MAY1987//
REF/K/MSG/CMC/150156ZJAN02//
REF/L/DOC/CMC/04FEB2000//
REF/M/MSG/CMC/200123ZMAR2003//
REF/N/DOC/CMC/07JUN2001//
REF/O/DOC/CMC/03DEC1998//
REF/P/DOC/CMC/14JUL2000//
REF/Q/MSG/CMC/130156ZFEB2003//
REF/R/DOC/CMC/07APR1994//
REF/S/MSG/CMC/061049ZMAY2003//
REF/T/MSG/CMC/121500ZMAY2003//
REF/U/MSG/CMC/121500ZMAY2003//
POC /DC, M&RA (MPP-60)/-/TEL:COM 703-784-9358/TEL:DSN 278-9358//
POC /CMC (RAP)/-/TEL:COM 703-784-9139/TEL:DSN 278-9139//
POC /CMC (MIF)/-/TEL:COM 703-784-9043/TEL:DSN 278-9043//
POC /CMC (MPO)/-/TEL:COM 703-784-9387/TEL:DSN 278-9387//
POC /CMC (MMSB)/-/TEL:COM 703-784-3991/TEL:DSN 278-3991//
POC /CMC (PLN)/-/TEL:COM 703-692-4370/TEL:DSN 222-4370//
POC /CMC (LPC-3)/-/TEL:COM 703-695-8946/TEL:DSN 225-8946//
POC /CMC (RFL)/-/TEL:COM 703-614-4981/TEL:DSN 224-4981//
POC /CMC (RFL)/-/TEL:COM 703-614-2224/TEL:DSN 224-2224//
POC /CMC (MMSR)/-/TEL:COM 703-784-9306/TEL:DSN 278-9306//

POC /CMC (MMSR)/-/TEL:COM 703-784-9317/TEL:DSN 278-9317//
POC /CMC (RAM)/-/TEL:COM 703-784-0300/TEL:DSN 278-0300//
POC /SMO-BUPERS/-/TEL:COM 202-762-3497/TEL:DSN 762-3497//
POC /CMC (MRH)/-/TEL:COM 703-784-9522/TEL:DSN 278-9522//
NARR/REF A IS MARADMIN 286/02, FIRST UPDATE TO TOTAL FORCE MANPOWER GUIDANCE FOR PARTIAL DEMOBILIZATION. REF B IS MARADMIN 385/02, SECOND UPDATE TO TOTAL FORCE MANPOWER GUIDANCE FOR PARTIAL DEMOBILIZATION. REF C IS MCO P1900.16F, MARINE CORPS SEPARATION AND RETIREMENT MANUAL (MARCORSEPMAN). REF D IS THE MANUAL FOR COURT MARTIAL, RULES OF COURTS MARTIAL 202. REF E IS TITLE 10, UNITED STATES CODE. REF F IS THE MEDICAL MANUAL OF THE NAVY (NAVMED P-117). REF G IS CMC (HS) MSG MEDICAL GUIDANCE FOR POST-DEPLOYMENT HEALTH ASSESSMENT. REF H IS SECDEF MEMORANDUM, ENHANCED POST-DEPLOYMENT HEALTH ASSESSMENT. REF I IS TRICARE/CHAMPUS POLICY MANUAL 6010.47M. REF J IS NAVMEDCOMINST, 6320.3B, MEDICAL AND DENTAL CARE FOR ELIGIBLE PERSONS AT NAVY MEDICAL DEPARTMENT FACILITIES. REF K IS MARADMIN 032/02, INDIVIDUAL EQUIPMENT ISSUE GUIDANCE FOR PARTIAL MOBILIZATION IN SUPPORT OF OPERATION ENDURING FREEDOM. REF L IS MCO P1050.3H, REGULATIONS FOR LEAVE, LIBERTY, AND ADMINISTRATIVE ABSENCE. REF M IS MARADMIN 123/03 POLICY FOR MANAGING RESERVES BEYOND SIXTEEN YEARS OF ACTIVE SERVICE AS A RESULT OF INVOLUNTARY ACTIVATION. REF N IS MCO P1080.40C, MARINE CORPS TOTAL FORCE SYSTEM PERSONNEL REPORTING INSTRUCTIONS MANUAL (MCTFSPRIM). REF O IS MCO P1610.7E, PERFORMANCE EVALUATION SYSTEM. REF P IS MCO P1070.12, MARINE CORPS INDIVIDUAL RECORDS ADMINISTRATION MANUAL (IRAM). REF Q IS MARADMIN 058/03, AMPLIFIED UNIFORM CLOTHING AND INDIVIDUAL EQUIPMENT ISSUE GUIDANCE FOR MOBILIZATION IN SUPPORT OF OPERATIONS INVOLVED WITH THE GLOBAL WAR ON TERRORISM. REF R IS MCO P10120.28F, INDIVIDUAL CLOTHING REGULATIONS (ICR). REF S IS MARADMIN 214/03, FY03 MARINE CORPS ONLINE EXIT SURVEY. REF T IS MARADMIN 228/03, TERMINATION OF STOP LOSS AND STOP MOVE.//
RMKS/1. THIS MARADMIN CANCELS REFS A AND B AND PROVIDES AMPLIFYING GUIDANCE ON THE POLICIES AND PROCEDURES FOR DEACTIVATION. THIS MESSAGE HAS BEEN COORDINATED WITH CMC (PP&O/I&L/P&R/RA) AND THE MARFORS.
2. INTENT. THE INTENT OF THIS MARADMIN IS THREE-FOLD:
A. TO ENABLE COMMANDERS TO CONTINUE TO MEET THEIR OPERATIONAL REQUIREMENTS WHILE ALLOWING THE MARINE CORPS TO DEACTIVATE THE LARGEST POSSIBLE NUMBER OF RESERVE COMPONENT (RC) MARINES.
B. TO RECOGNIZE THE FACT THAT DURING THE DEACTIVATION PROCESS THERE MAY ALSO BE A NUMBER OF RESERVE MEMBERS WHO MAY NOT HAVE THE OPTION OF IMMEDIATE RETURN TO CIVILIAN EMPLOYMENT OR COLLEGE BECAUSE OF PERSONAL DECISIONS MADE UNDER THE ANTICIPATED TIMELINE OF THEIR ORIGINAL MOBILIZATION ORDERS. IN THESE CASES, COMMANDERS ARE AUTHORIZED TO KEEP RC MARINES ON ACTIVE DUTY FOR AN EXTENDED PERIOD OF TIME, EVEN UP TO THE DURATION OF THEIR ACTIVATION PERIOD, TO ASSIST THEM IN EFFECTIVE DEMOBILIZATION AND RETURN TO THE COMMUNITY.
C. TO PROVIDE FLEXIBLE, RESPONSIVE, AND DETAILED DEACTIVATION POLICIES AND PROCEDURES, ENABLING COMMANDERS TO MEET OPERATIONAL REQUIREMENTS AND TAKE CARE OF RC MARINES WHO SUPPORTED THE CORPS SO WELL DURING OPERATION IRAQI FREEDOM.
3. APPLICATION. THIS MARADMIN APPLIES TO ACTIVATED RESERVE MEMBERS, (IRR, SMCR UNIT MEMBERS, IMA, RECALLED RETIRED MEMBERS OF THE REGULAR MARINE CORPS OR THE FMCR), AUGMENTEES RELEASED FROM ACTIVE DUTY, EITHER AS A UNIT, DETACHMENT, OR INDIVIDUAL AUGMENTS (IA).
4. INFORMATION
A. DC, PP&O, ICW COMMARFORCOM AND COMMARFORRES WILL DIRECT THE DEACTIVATION OF ALL SMCR UNITS AND DETS. DC, M&RA, ICW COMMARFORRES (CG MCRSC), WILL DIRECT THE DEACTIVATION OF ALL IA'S THROUGH THE GFC OR THE MSB/MPC.
B. THE GAINING FORCE COMMAND (GFC) IS RESPONSIBLE TO ENSURE MEMBERS REPORT TO MOBILIZATION SUPPORT BATTALION (MSB), MOBILIZATION PROCESSING CENTER

(MPC), OR HOME TRAINING CENTER (HTC) WITH SUFFICIENT TIME TO: OUTPROCESS (15 DAYS); TAKE ACCRUED LEAVE; AND TRAVEL TO THE MARINE'S PRIMARY RESIDENCE.

C. DEFINITIONS

(1) DEACTIVATION DATE IS DEFINED AS THE LAST DAY A MEMBER IS ENTITLED TO RECEIVE PAY AND ALLOWANCES.

(2) DEACTIVATION IS DEFINED AS THE PROCESS A MEMBER MUST FOLLOW IOT BE RELEASED FROM ACTIVE DUTY FROM THE GFC TO THEIR PRIMARY RESIDENCE.

(3) INDIVIDUAL AUGMENTS (IA) INCLUDE IRR, RETIRED RECALL, AND IMA MEMBERS.

(4) PRETRAINED INDIVIDUAL MANPOWER (PIM) CONSISTS OF IRR MEMBERS AND RETIRED RECALL MEMBERS.

(5) FOR HQMC TRACKING PURPOSES, A MARINE IS CONSIDERED DEACTIVATED ON THEIR FINAL DAY OF ACTIVE DUTY.

D. THIS MARADMIN AUTHORIZES THE GFC (FOR IMA) AND MSB/MPC (FOR PIM'S) TO RELEASE MEMBERS FROM ACTIVE DUTY PRIOR TO THE END DATE OF THEIR ORDERS WITHOUT FURTHER ORDERS MODIFICATIONS. ENSURE THAT ACCRUED ANNUAL LEAVE SCHEDULED TO BE TAKEN, OUTPROCESSING AND TRAVEL TIME, ARE INCLUDED WHEN DETERMINING THE DEACTIVATION DATE TO ENSURE THIS DATE IS PRIOR TO THE ORDERS END DATE. THE GFC/MSB/MPC DETACHING ENDORSEMENTS FOR EARLY DEACTIVATION WILL REFERENCE THIS MARADMIN AND FOLLOW THE FORMAT IN PARA 5C(8).

E. THE GFC/MSB/MPC WILL PROVIDE DC, M&RA (MPP-60) AND MCRSC WITH A SITUATION REPORT (EXCEL SPREADSHEET) ON THE 2ND AND 4TH FRIDAY OF EACH MONTH BEGINNING ON 13 JUNE 2003 AND IN THE FOLLOWING FORMAT:

- (1) GFC
- (2) MCC
- (3) RUC
- (4) T/O
- (5) LINE #
- (6) BILLET DESCRIPTION
- (7) BILMOS
- (8) MOS
- (9) RESERVE COMPONENT (IMA, IRR, SMCR, RETIRED RECALL)
- (10) CURRENT ORDERS TYPE (PRC, ADOS-CO, MOBILIZATION)
- (11) SSN
- (12) GRADE
- (13) LNAME
- (14) FNAME
- (15) MI
- (16) CURRENT ORDERS START DATE (YYYYMMDD)
- (17) EAS
- (18) MPC MCC
- (19) ESTIMATED ARRIVAL DATE AT MPC (YYYYMMDD)
- (20) ESTIMATED DEACTIVATION DATE (YYYYMMDD)
- (21) REQUEST TO EXTEND TO DATE (YYYYMMDD)
- (22) TOTAL MONTHS ON MOBILIZATION ORDERS (EXCLUDING PRC AND ADOS-CO ORDERS)
- (23) IS THIS REQUEST FOR EXTENSION BEYOND 24 MONTHS (YES OR NO)
- (24) VOLUNTEER BEYOND 15 SEP 03 (YES OR NO)
- (25) IS MARINE FILLING A CAP BILLET (YES OR NO)
- (26) MEDICAL, LEGAL OR SANCTUARY (DOESN'T COUNT AGAINST CAP)
- (27) CHANGE FROM LAST SITREP. MPC'S WILL UPDATE THE MARINE CORPS MOBILIZATION PROCESSING SYSTEM (MCMPS) WITH EFFECTIVE EAS'S ON ALL PERSONNEL PROCESSING THROUGH THEIR RESPECTIVE CENTERS.

F. MEDICAL/LEGAL/TRICARE

(1) ACTIVATED MEMBERS WHOSE STATUS HAS CHANGED DUE TO MEDICAL, LEGAL, OR OTHER SITUATIONS THAT RENDER THE MARINE UNFIT TO PERFORM THE DUTY FOR WHICH THE MEMBER WAS ACTIVATED, WILL BE PROCESSED IAW REF C. MARINES WILL MAINTAIN A COMPONENT CODE OF KM AND WILL NOT BE RUN AS COFG M OR L UNTIL THEY REACH

THEIR PARTIAL MOBILIZATION ORDERS END DATE. THE APPROPRIATE COFG ENTRY WILL BE RUN BY THE OWNING CMD.

(A) CONSISTENT WITH APPLICABLE LAWS AND REGULATIONS, ACTIVATED MEMBERS PENDING DISCIPLINARY ACTIONS UNDER THE UNIFORM CODE OF MILITARY JUSTICE (UCMJ), MAY HAVE THEIR ORDERS EXTENDED OR OTHERWISE BE RETAINED ON ACTIVE DUTY WITHOUT THE MEMBER'S CONSENT, IAW REF D AND SEC 802(D) OF REF E, PENDING RESOLUTION OF THE ALLEGATIONS. REQUESTS TO DEACTIVATE A MEMBER IOT CIRCUMVENT THE LEGAL PROCESS IS PROHIBITED.

(B) MEMBERS WITH MEDICAL OR LEGAL CONDITIONS THAT DEVELOPED PRIOR TO DETACHING FROM THE GFC WILL REMAIN WITH THE GFC UNTIL IT IS RESOLVED. MEMBERS WITH MEDICAL OR LEGAL CONDITIONS THAT DEVELOP AFTER REJOINING THE MSB/MPC/HTC WILL REMAIN WITH THE MSB/MPC/HTC. THE MSB/MPC/HTC RETAINS THE AUTHORITY TO SEND THESE MEMBERS TAD TO A LOCAL GFC IAW ANY LIGHT DUTY LIMITATIONS RECOMMENDED BY COMPETENT MEDICAL AUTHORITY.

(2) PHYSICAL EXAMINATIONS ARE ONLY REQUIRED IF THE MEMBER DOES NOT HAVE A CURRENT PHYSICAL IAW REF F, IF THE MEMBER REQUESTS A PHYSICAL, OR AS DETERMINED BY A HEALTH CARE PROVIDER.

(3) EACH ACTIVATED MEMBER DEPLOYED OCONUS WILL COMPLETE THE POST DEPLOYMENT HEALTH SURVEY AND ASSESSMENT (PDHA), DD FORM 2796, IN THEATER OR AT THE PROCESSING SITE. A MEDICAL PRACTITIONER, (INDEPENDENT DUTY CORPSMAN, NURSE PRACTITIONER, PHYSICIAN ASSISTANT OR PHYSICIAN) WILL REVIEW THESE FORMS IAW REFS G AND H.

(4) THIS POLICY DOES NOT CHANGE MEDICAL EVALUATION REQUIREMENTS FOR ACTIVATED MEMBERS BEING RELEASED FROM ACTIVE DUTY. BOTH THE DD FORMS 2796 (POST-DEPLOYMENT HEALTH ASSESSMENT) AND 2697 (REPORT OF MEDICAL ASSESSMENT) MUST BE COMPLETED AND FILED IN THE MEMBER'S MEDICAL RECORD.

(5) ELECTRONIC COPY OF THE DD 2796 WILL BE FORWARDED TO THE ARMY MEDICAL SURVEILLANCE ACTIVITY (AMSA); AMSA, BUILDING T-20, ROOM 213; ATTN: DEPLOYMENT FORMS; 6900 GEORGIA AVENUE, NW; WASHINGTON, DC 20907-5001; COMM: (202) 782-0471, DSN: 662-0471. AMSA WEB SITE IS: WWW.AMSA.ARMY.MIL.

(6) THE NEW DD FORM 2796 IS AVAILABLE AT:
WWW.DIOR.WHS.MIL/ICDHOME/FORMINFO/FORMINFOPAGE2347.HTM.

(7) MARINES WHO HAVE A MEDICAL CONDITION THAT DEVELOPS PRIOR TO DETACHING FROM THE GAINING FORCE COMMANDER (GFC) WILL REMAIN WITH THE GFC UNTIL THE ISSUE IS RESOLVED. EXCEPT IN THOSE CASES WHERE THE MARINE MAY RECEIVE TREATMENT AT A FACILITY CLOSE TO THEIR HOME TRAINING CENTER (HTC) THAT MEETS OR EXCEEDS THE TREATMENT AVAILABLE/PROVIDED AT THE GFC; IT MAY BE IN THE BEST INTEREST OF BOTH THE MARINE CORPS AND THE MARINE FOR THE MARINE TO RETURN TO THE HTC. IN ORDER TO DETACH THE MARINE FROM THE GFC, THE MEDICAL TREATMENT FACILITY (MTF) HAVING COGNIZANCE OVER THE MARINE'S TREATMENT IS REQUIRED TO CONCUR WITH THE RECOMMENDATION OF SENDING THE MARINE TO THE HTC. THE GFC MUST COORDINATE WITH CMC WOUNDED WARRIOR REGIMENT (WWR) AND THE HTC. ONLY UNDER THE APPROVAL OF CMC (WWR) MAY THE MARINE BE RETURNED TO THE HTC PRIOR TO BEING FOUND MEDICALLY FIT. UPON RETURNING TO THE HTC, THE MARINE MUST BE ACCOUNTED FOR AND EMPLOYED (WITHIN THE LIMITATIONS OF THE MEDICAL CONDITION) BY THE SMCR UNIT INSPECTOR-INSTRUCTOR STAFF. IN ORDER TO DETACH MARINES FROM THE GFC WITH NON-MEDICAL CONDITIONS, THE COMPETENT AUTHORITY OVER THE CONDITION (I.E., LEGAL OR ADMINISTRATIVE) IS REQUIRED TO CONCUR WITH THE GFC THAT SENDING THE MARINE TO THE HTC IS IN THE BEST INTEREST OF THE MARINE, THE MARINE'S FAMILY AND THE MARINE CORPS.

(8) PER PAR 8505 OF REF C, DO NOT DISCHARGE OR RELEASE UPON EAS, ANY ACTIVATED MEMBERS IF MEDICAL TREATMENT OR DISABILITY PROCEEDINGS HAVE NOT YET BEEN COMPLETED, UNLESS THE MEMBER SPECIFICALLY REQUESTS TO BE RELEASED FROM ACTIVE DUTY. IF THE MEMBER REQUESTS RELEASE FROM ACTIVE DUTY, COUNSEL THE MEMBER, INCLUDING A PAGE 11 ENTRY IAW REF C, AND ENSURE THE MEDICAL PROBLEM IS FULLY DOCUMENTED. IN ALL CASES WHERE A MEDICAL PROBLEM IS DOCUMENTED, A LINE OF DUTY DETERMINATION SHALL BE MADE. THE MARINE MAY APPLY FOR NOTICE OF

ELIGIBILITY (NOE) BENEFITS THROUGH THEIR LOCAL RESERVE UNIT OR MCRSC ONCE DEACTIVATED.

(9) RESERVE MEMBERS NO LONGER ON ACTIVE DUTY WHO HAVE DEPLOYMENT RELATED HEALTH CONCERNS SHOULD INITIATE CONTACT WITH THEIR RESERVE UNIT OR A DEPARTMENT OF VETERANS AFFAIRS (VA) REGIONAL OFFICE TO INITIATE A DISABILITY CLAIM TIED TO ACTIVE SERVICE. MEDICAL FACILITY. IAW REF I, COMBAT VETERANS ARE ELIGIBLE FOR CARE TWO YEARS POST DISCHARGE IN THE VA HEALTH SYSTEM FOR ANY ILLNESS, EVEN IF THERE IS INSUFFICIENT MEDICAL EVIDENCE TO CONCLUDE THAT THEIR ILLNESS IS ATTRIBUTABLE TO THEIR MILITARY SERVICE.

(10) RESERVE MEMBERS ORDERED TO ACTIVE DUTY FOR MORE THAN 30 DAYS, ARE ENTITLED TO TRANSITIONAL HEALTH CARE BENEFITS UPON DEACTIVATION, IAW CHAP 11 SEC 10.1 OF REF I. DEACTIVATED RESERVISTS WITH LESS THAN 6 CUMULATIVE YEARS OF ACTIVE DUTY ARE ELIGIBLE FOR 60 DAYS OF TRICARE STANDARD/PRIME HEALTHCARE COVERAGE; THOSE WITH 6 OR MORE CUMULATIVE YEARS ARE ELIGIBLE FOR 120 DAYS OF TRICARE STANDARD/PRIME HEALTHCARE COVERAGE. FAMILY MEMBERS ARE ELIGIBLE FOR THIS BENEFIT. MEMBERS MUST RE-ENROLL TO RECEIVE THE TRICARE PRIME BENEFIT. CUMULATIVE ACTIVE DUTY TIME IS DETERMINED BY DIVIDING A MEMBER'S TOTAL ACTIVE DUTY POINTS BY 365.

(11) UPON DEACTIVATION, MEMBERS MUST RE-ENROLL IN THE TRICARE DENTAL PROGRAM IOT RECEIVE FURTHER DENTAL SERVICES.

(12) MATERNITY BENEFITS FOR DEACTIVATED MEMBERS ARE AVAILABLE USING THE EX-SERVICE MATERNITY CARE BENEFIT IAW REF J OR THROUGH THE VA HEALTH SYSTEM. A DIRECTORY OF THE WOMEN VETERANS COORDINATORS, ELIGIBILITY REQUIREMENTS, AND OTHER BENEFITS CAN BE LOCATED ON THE VA WEB SITE, WWW.VA.GOV/WOMENVET.

G. INDIVIDUAL EQUIPMENT (1) ALL 782 GEAR, NBC PPE, TAM TYPE 3 EQUIPMENT AND T/O WEAPONS THAT WERE ISSUED TO THE MEMBER MUST BE RETURNED TO THE ISSUING FACILITY PRIOR TO DEACTIVATION. GFC MUST COORDINATE WITH COMMARFORRES, COMMARCORBASESLANT, COMMARCORBASESPAC, CG MCB QUANTICO, AND LOCAL SUPPORT ACTIVITIES (I.E., CIF, CTEP, ETC) TO ESTABLISH DETAILED TURN-IN PROCEDURES.

(2) THE GFC/MSB/MPC MUST INCLUDE IN THE REMARKS OF THE DETACHING ENDORSEMENT ON THE MEMBER'S ORDERS, THE FOLLOWING:

(A) A LIST OF INDIVIDUAL EQUIPMENT COLLECTED BY THE GFC. IF THE LIST IS LENGTHY, IT MAY BE ATTACHED.

(B) IF NO GEAR HAS BEEN COLLECTED, THE REMARKS MUST STATE: "NO GEAR HAS BEEN COLLECTED."

(C) IDENTIFY ANY KNOWN LOST, MISSING OR DAMAGED INDIVIDUAL EQUIPMENT, TO INCLUDE THE SERIAL NUMBER FOR ANY SERIALIZED EQUIPMENT. COMPLETE AND SIGN A MISSING GEAR STATEMENT, PER UM 4400-124, IDENTIFYING ANY LOST, MISSING OR DAMAGED ITEMS.

(3) THE GFC IS RESPONSIBLE FOR ANY LOST, MISSING OR DAMAGED EQUIPMENT NOT IDENTIFIED ON THE DETACHING ENDORSEMENT OR SUPPORTED BY A MISSING GEAR STATEMENT IAW REF K.

H. LEAVE

(1) TO PROMOTE POSITIVE MORALE AND INCREASED LEVELS OF PERFORMANCE, COMMANDS SHALL ENCOURAGE AND ASSIST ALL MEMBERS TO USE THEIR ACCRUED LEAVE PRIOR TO BEING RELEASED FROM ACTIVE DUTY. MEMBERS WITH ACCRUED LEAVE SHALL, WITHIN STATUTORY LIMITATIONS, BE GIVEN THE OPTION OF:

(1) TAKING ANNUAL OR TERMINAL LEAVE, (2) SELLING BACK LEAVE OR (3) A COMBINATION THEREOF IAW REF L.

(2) MEMBERS WHO WANT TO TAKE LEAVE PRIOR TO BEING RELEASED FROM ACTIVE DUTY, BUT WHOSE OPERATIONAL SITUATION PREVENTS THEM FROM DOING SO, MAY REQUEST TO BE VOLUNTARILY EXTENDED ON ACTIVE DUTY TO USE ACCRUED LEAVE PROVIDING THE EXTENSION DOES NOT CAUSE THEM TO EXCEED 24 CUMULATIVE MONTHS ON ACTIVATION ORDERS. ALL EXTENSION REQUESTS MUST BE SUBMITTED VIA THE CHAIN OF COMMAND TO DC, M&RA (MPP-60).

BE ADVISED THAT SUCH REQUESTS ARE NOT ENCOURAGED AND WILL BE HIGHLY SCRUTINIZED BY THIS HEADQUARTERS.

(3) MEMBERS THAT HAVE BEEN ACTIVATED IN SUPPORT OF A CONTINGENCY, WHO HAVE ALREADY SOLD BACK THEIR CAREER LIMIT OF 60 DAYS, ARE AUTHORIZED TO SELL BACK ANNUAL LEAVE ACCRUED DURING THIS CONTINGENCY. LUMP SUM LEAVE (LSL) PAID IS NOT INCLUDED IN A CUMULATIVE TOTAL CAREER LSL.

I. USE OF THE TRANSITIONAL ASSISTANCE PROGRAM WILL BE ENCOURAGED AND BE MADE AVAILABLE TO ALL ACTIVATED MEMBERS WHO DESIRE IT. HOWEVER, IT IS NOT A REQUIREMENT FOR DEACTIVATION.

J. SANCTUARY. RESERVISTS ON ACTIVE DUTY WITHIN TWO YEARS OF RETIREMENT ELIGIBILITY (THE EIGHTEEN-YEAR ACTIVE SERVICE MARK) WILL NOT BE INVOLUNTARILY RELEASED BEFORE BECOMING ELIGIBLE FOR RETIREMENT PAY UNLESS APPROVED BY THE SERVICE SECRETARY IAW REF M.

K. SELECTED MARINE CORPS RESERVE (SMCR) UNITS/DETACHMENTS:

(1) COMUSMARCENT WILL TPFDD, FOR REDEPLOYMENT, GAINED SMCR UNITS. UNITS WILL RETURN TO DESIGNATED APOD FOR FURTHER TRANSPORTATION TO THE UNIT'S ORIGIN (I.E., HOME TRAINING CENTER) AND RELEASED FROM ACTIVE DUTY.

(A) ACTIVATED SMCR UNITS ARE COMMANDED BY COMMARFORCOM UNTIL THE UNIT RETURNS TO THE HTC. BY NAVAL MESSAGE, CO'S OR DET OIC'S WILL REPORT TO COMMARFORRES UPON DEACTIVATION. UPON RETURN OF THE UNIT TO ITS HTC, COMMARFORRES WILL SUPPORT COMMARFORCOM BY COORDINATING ADMINISTRATIVE AND MEDICAL/DENTAL SERVICES AS REQUIRED. FUNDING SUPPORT FOR ACTIVATED UNITS REMAINS A COMMARFORCOM RESPONSIBILITY UNTIL UNIT IS DEACTIVATED AND EQUIPMENT REPAIR ORDERS (ERO) ARE CLOSED.

(B) COMMARFORCOM WILL COORDINATE WITH CMC (PPO) AND INFO COMMARFORRES FOR RELEASE OF DEACTIVATION MSG OF ALL ACTIVATED UNITS.

(2) SMCR UNITS DEPLOYED WITH ORGANIC ADMINISTRATIVE CAPABILITIES WILL CONDUCT THEIR OWN ADMINISTRATIVE OUT-PROCESSING WHILE STILL DEPLOYED TO THE GFC. THE ASSIGNED MOBRUC WILL TERMINATE "TAD EXCESS" OF ALL MEMBERS. THE UNIT SITE SUPPORT RUC THE MEMBERS WERE INITIALLY PROCESSED THROUGH WILL REPORT "FROM TAD" PER REF N. UNITS WILL COMPLETE ALL PROCESSING IAW INSTRUCTIONS CONTAINED BELOW. UNITS WILL RETURN WITH ALL COMMARFORRES PROVIDED INDIVIDUAL EQUIPMENT. UPON COMPLETION OF OUT PROCESSING, MEMBERS WILL BE ORDERED TO THE RESIDENCE FROM WHICH THEY WERE ACTIVATED.

(3) INSTRUCTIONS FOR SMCR UNITS DEPLOYED AS A DET (INDIVIDUAL OR GROUP) NOT POSSESSING ORGANIC ADMINISTRATIVE CAPABILITIES. UPON COMPLETION OF ADMINISTRATIVE OUT-PROCESSING AND RECOVERY OF GFC ISSUED INDIVIDUAL EQUIPMENT, GFC WILL TERMINATE "TAD EXCESS" OF THE MEMBER(S). THE SITE SUPPORT RUC OF THE HTC WHERE THE MEMBERS WERE INITIALLY PROCESSED WILL REPORT "FROM TAD" PER REF N. THE HTC WILL COMPLETE ALL DEACTIVATION PROCESSING IAW INSTRUCTIONS CONTAINED BELOW. DETS WILL RETURN WITH ALL COMMARFORRES PROVIDED INDIVIDUAL EQUIPMENT. UPON COMPLETION OF DEACTIVATION PROCESSING, THE HTC WILL ORDER MEMBERS TO THE RESIDENCE FROM WHICH THEY WERE ACTIVATED.

5. PROCESS

A. THE DEACTIVATION PROCESS IS DETERMINED BASED ON A MEMBER'S RESERVE CATEGORY.

(1) IRR MEMBERS MUST OUTPROCESS FROM THE GFC, TO THE MSB/MPC, TO THEIR PRIMARY RESIDENCE.

(2) IRR MEMBERS WHO DID NOT INPROCESS FROM THEIR PRIMARY RESIDENCE THROUGH THE MSB/MPC TO THE GFC, MUST OUTPROCESS FROM THEIR GFC, TO THE MSB/MPC, TO THEIR PRIMARY RESIDENCE.

(3) IMA MEMBERS WHO WERE ACTIVATED AND DEPLOYED OCONUS MUST OUTPROCESS FROM THE GFC, TO THE MPC, TO THEIR PRIMARY RESIDENCE.

(4) IMA MEMBERS WHO WERE ACTIVATED AND INPROCESSED DIRECTLY TO THEIR GFC WILL OUTPROCESS FROM THE GFC TO THEIR PRIMARY RESIDENCE.

(5) SMCR MEMBERS WHO WERE ACTIVATED AS AN IA AND INPROCESSED THROUGH AN MSB/MPC TO THEIR GFC MUST OUTPROCESS FROM THE GFC, TO THE MSB/MPC, TO HTC, TO THEIR PRIMARY RESIDENCE.

(6) SMCR MEMBERS WHO WERE ACTIVATED WITH THEIR UNIT OR A DET WILL OUTPROCESS FROM THE GFC, TO THE HTC, TO THEIR PRIMARY RESIDENCE.

B. OUTPROCESSING MUST BE COMPLETED NLT THE DEACTIVATION DATE. COMMANDS ARE NOT AUTHORIZED TO RETAIN MEMBERS BEYOND THE DEACTIVATION DATE. THE GFC (FOR IMA AND SMCR MEMBERS) AND MPC (FOR IRR'S) MUST ALLOW ENOUGH OUTPROCESSING TIME FOR A MEMBER TO COMPLETE HIS FINAL PHYSICAL, RECOVERY OF INDIVIDUAL EQUIPMENT ISSUED, USE OF ACCRUED ANNUAL LEAVE, ADMINISTRATIVE PROCESSING AND USE OF TRAVEL DAYS TO THEIR PRIMARY RESIDENCE. GFC MUST COORDINATE WITH THE MSB/MPC FOR THE MEMBER TO RETURN TO THE MSB/MPC FOR OUTPROCESSING; NORMALLY THIS IS NO LATER THAN 15 WORKING DAYS (EXCLUDING LEAVE), PRIOR TO THE DEACTIVATION DATE.

C. ADMINISTRATIVE PROCESSING

(1) UNIT DIARY (UD) ENTRIES:

(A) MEMBERS JOINED TO THE MSB/MPC AND THEN SENT "TO TAD EXCESS" WILL BE RETURNED TO THE MSB/MPC FROM THE GFC, TO BE RELEASED FROM ACTIVE DUTY.

(B) THE GFC WILL REPORT ON UNIT DIARY:

TTC 461 000 ATT TERM RUC

(C) THE MSB/MPC OR HTC WILL REPORT ON UNIT DIARY:

TTC 107 000 FROM TAD RUC

(D) MEMBERS THAT WERE JOINED DIRECTLY TO THE GFC WILL BE RELEASED FROM ACTIVE DUTY FROM THE GFC.

(E) THE FOLLOWING IS A LIST OF UD ENTRIES THAT MUST BE REPORTED ON ALL ACTIVATED MEMBERS PRIOR TO BEING DEACTIVATED IN SEQUENTIAL ORDER:

TTC 323 002 STOP PERSTEMPO ED

TTC 190 002 STOP FSAT ED

TTC 389 001 STOP BAH ED

TTC 277 000 STOP CONUS COLA () EFF

TTC 115 030 TO LWAS SEP DATE (USED FOR THOSE TAKING LEAVE AT THE END OF THEIR ORDERS)

TTC 401 000 LSL DAS (SELLING BACK LEAVE)

TTC 813 000 LAST PHYSICAL EXAM

TTC 499 001 HIV III

TTC 140 002 DATE AFR MED

TTC 335 000 MARKS PRO CON OCC ED

(FOR CPLS AND BELOW)

TTC 887 000 STOP CRISIS CODE EFF DTE

TTC 499 009 SECURITY LECTURE

ADDITIONAL COMBAT-RELATED ENTRIES, IF APPLICABLE. THIS LIST IS NOT ALL INCLUSIVE. MOS-RELATED ENTRIES REFER TO REF N. ENSURE ANY TRAINING COMPLETED WHILE ON ACTIVE DUTY IS REPORTED IN MCTFS VIA UNIT DIARY. THIS INCLUDES, BUT IS NOT LIMITED TO, LATEST PFT, DLPT SCORES, MCI, PME AND COLLEGE COURSES COMPLETED.

TTC 151 001 CBT SERV (COMBAT SERVICE CODE)

TTC 120 001 LASTTOUR CBT (SERVED SPECIFIED TIME IN COMBAT AREA)

TTC 433 000 STOP TAX EXCL (SERVED IN A COMBAT AREA AND IS EXCLUDED FROM TAX)

TTC 161 000 EX POW (IF MEMBER WAS EVER AN EX-POW)

TTC 125 004 CR HDP TO (HARDSHIP DUTY PAY FOR ENLISTEDCANNOT COMBINE W/CAREER SEA PAY)

TTC 297 001 CRED HFP TO (HOSTILE FIRE OR IMMINENT DANGER PAY)

REPORT WHEN ALL PREVIOUS ENTRIES HAVE POSTED:

TTC 499 024 HOME TELEPHONE NUMBER

TTC 499 025 HOME ADDRESS/ / / / / / /

TTC 122 000 ECC (IF SKED TO BE SEP PRIOR TO ECC).

REPORT WHEN ALL PREVIOUS ENTRIES HAVE POSTED:

TTC 378 000 DROP SPD MBK5 H RE ED

(2) SERVICE RECORD ENTRIES:

(A) MEMBERS THAT WERE JOINED TO THE MSB/MPC AND THEN SENT "TO TAD EXCESS" WILL BE RETURNED TO THE MSB/MPC FROM THE GFC, TO BE RELEASED FROM ACTIVE DUTY.

(B) THE GFC WILL RECORD ON PAGE 3: "YYYYMMDD ATT TERM"

(C) THE HTC/MSB/MPC WILL RECORD ON PAGE 3: "YYYYMMDD FR TAD EXCESS" AND "YYYYMMDD RELACDU TR SMCR/IMA/IRR/RUC."

(D) MEMBERS THAT WERE JOINED DIRECTLY TO THE GFC WILL BE RELEASED FROM ACTIVE DUTY FROM THE GFC AND WILL RECORD ON PAGE 3: "YYYYMMDD RELACDU TR SMCR/IMA/IRR/RUC."

(E) PAGE 11 ENTRIES WILL INCLUDE, BUT ARE NOT LIMITED TO, SEPARATION BENEFITS, COUNSELING ENTRIES AND SECURITY AT/FP DEBRIEFS.

(F) PAGE 12 ENTRY FOR THE ARMED FORCES RESERVE MEDAL W/"M" DEVICE WITH THE EFFECTIVE DATE OF THE BEGINNING DATE OF THE ORDERS.

(3) DD FORM 214 (CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY). A DD 214 WILL BE ISSUED ON THE DEACTIVATION DATE, REGARDLESS OF THE NUMBER OF DAYS THE MEMBER SERVED. THE ONLY EXCEPTION IS FOR THOSE MEMBERS WHO WERE FOUND NPQ DURING INITIAL INPROCESSING AT THE IMPC OR THE MPC. THE REMARKS SECTION OF THE DD FORM 214 WILL INCLUDE:

"ACTIVATION IN SUPPORT OF OPERATIONS NOBLE EAGLE/ENDURING FREEDOM, OR ANY OTHER SUCH OPERATIONS ASSOCIATED WITH THE WORLD TRADE CENTER AND PENTAGON ATTACKS, IDENTIFIED IN THE PROVISION(S) OF LAW UNDER WHICH A MEMBER SERVED ON ACTIVE DUTY." ADDITIONALLY, DUTY LOCATION AND DATES, IF ANY, OF SERVICE IN THE DESIGNATED IMMINENT DANGER PAY AREAS FOR OPERATIONAL MISSIONS ASSOCIATED WITH THE WORLD TRADE CENTER AND PENTAGON ATTACKS WILL BE INCLUDED IN THIS SECTION.

(4) NAVMC 11060 (SEPARATION/ELECTION VOUCHER). ALL MEMBERS WILL BE ISSUED A NAVMC 11060 FOR THEIR FINAL PAY AND ALLOWANCES THROUGH THEIR SEPARATING COMMAND. DC, P&R WILL PROVIDE SPECIFIC DISBURSING SUPPORT GUIDANCE TO BE RELEASED IN A SEPARATE MARADMIN.

(5) PRO/CONS (PROFICIENCY AND CONDUCT MARKINGS). IAW REF P ENSURE PRO/CON MARKS ARE COMPLETED AND REPORTED ON UNIT DIARY, FOR ALL CORPORALS AND BELOW PRIOR TO THE MEMBER DEACTIVATING. THE ENDING DATE OF THESE MARKS WILL BE THEIR DEACTIVATION DATE. MEMBERS WHO RETURNED FROM THE GFC TO THE MPC, WILL BE ISSUED PRO/CON MARKS BY THE GFC AND WILL BE ANNOTATED IN THE DETACHING ENDORSEMENT ISSUED BY THE GFC AND ATTACHED TO THE MEMBER'S ORDERS.

(6) NAVMC 10835A (FITNESS REPORT) THE GFC WILL ENSURE FITNESS REPORTS ON ALL SERGEANTS AND ABOVE ARE COMPLETED AND SUBMITTED TO CMC (MMSB) PRIOR TO THE DEACTIVATION DATE IAW REF O. THE END DATE OF THE FITNESS REPORT WILL BE THEIR DEACTIVATION DATE. THE SUBMISSION DATE MUST BE ANNOTATED ON THE MEMBER'S DETACHING ENDORSEMENT ISSUED BY THE GFC AND ATTACHED TO THE MEMBER'S ORDERS.

(7) AWARDS. ISSUE AUTHORIZED SERVICE/CAMPAIGN AWARDS.

(8) DETACHING ENDORSEMENT. GFC/MSB/MPC MUST INCLUDE A DETACHING ENDORSEMENT WITH THE MEMBER'S ORDERS. DISBURSING OFFICES WILL BASE THEIR CALCULATIONS FOR ENTITLEMENTS ON THE DEACTIVATION DATE CONTAINED IN THE FINAL ENDORSEMENT (LINE 5C(8)(B) BELOW). THE FOLLOWING MUST BE INCLUDED:

(A) DETACHING TIME AND DATE.

(B) EFFECTIVE DATE OF SEPARATION FROM ACTIVE DUTY, (ENSURE THIS DATE IS THE SAME AS THE EAS/ECC RUN IN MCTFS),

(C) GOVT QTRS AND MESS STMT.

(D) INCLUSIVE TRAVEL DAYS ARE: XXX.

(E) PRIMARY RESIDENCE: STREET, CITY, STATE, AND ZIP.

(F) LEAVE DATES (IF TAKING LWAS.)

(G) GEAR INVENTORY STMT.

(H) PRO/CON MARKS FOR CPLS AND BELOW.

(I) FITNESS REPORT SUBMISSION DATE FOR SGTs AND ABOVE.

- (J) IF THE GFC IS RETURNING THE MEMBER TO THE MSB/MPC, ALSO INCLUDE AN ESTIMATED DATE OF ARRIVAL TO THE MSB/MPC ON THE DETACHING ENDORSEMENT.
- (9) IDENTIFICATION CARD (ID CARD), A MEMBER'S ACTIVE DUTY ID CARD MUST BE RECOVERED AND A RESERVE ID CARD ISSUED. IF A MEMBER TAKES TERMINAL LEAVE, ENSURE THAT THE MEMBER UNDERSTANDS THAT THE ACTIVE DUTY ID CARD AND DEPENDENT ID CARDS (IF APPLICABLE), MUST BE TURNED IN AT THE NEAREST ID CARD CENTER AT THE EXPIRATION OF THEIR TERMINAL LEAVE. THE ID CARD CENTER WILL ISSUE A RESERVE ID CARD OR TRANSITIONAL ID CARDS, AS APPROPRIATE.
- (10) DD FORM 1351-2 (TRAVEL CLAIMS). TRAVEL CLAIMS MUST BE SUBMITTED TO THE SEPARATING ACTIVITY ON A MEMBER'S DEACTIVATION DATE. GFC/MSB/MPC WILL ASSIST AND REVIEW A MEMBER'S TRAVEL CLAIM FOR ACCURACY AND SUBMIT IT TIMELY TO DISBURSING (TRAVEL SECTION) FOR FINAL LIQUIDATION. DC, P&R WILL PROVIDE SPECIFIC TRAVEL SUPPORT GUIDANCE TO BE RELEASED IN A SEPARATE MARADMIN/TAN.
- (11) RECORD EXIT CLOTHING INVENTORY AND COUNSELING ON NAVMC FORM 631/631A IAW PARA 1500 OF REF C, AS DIRECTED BY REFS P, Q AND R. FILE FORMS 631/631A IN THE INDIVIDUAL'S SRB.
- (12) RECORD EQUIPMENT INVENTORY IAW PARA (4G).
- (13) MEDICAL/DENTAL. ENSURE MEMBERS HAVE CURRENT PHYSICAL AND DENTAL ASSESSMENTS AND THAT DD FORMS 2796 AND 2797 (IAW PARA 4F) ARE COMPLETED AND FILED.
- (14) EXIT SURVEY. ENSURE ALL MEMBERS PARTICIPATE IN THE DOD ONLINE EXIT SURVEY IAW REF T.
- (15) TRANSPORTATION ARRANGEMENTS. GFC/MPC WILL ASSIST THE MEMBER IN TRANSPORTATION ARRANGEMENTS FOR THOSE THAT ARE TRAVELING BY COMMERCIAL TRANSPORTATION FROM THEIR SEPARATING COMMAND TO THEIR PRIMARY RESIDENCE.
- (16) SERVICE RECORDS TRACKING. UPON COMPLETION OF PROCESSING THE MEMBER FOR DEACTIVATION, SERVICE RECORD, MEDICAL RECORD AND DENTAL RECORD MUST BE CLOSED OUT AND FORWARDED AS FOLLOWS:
- (A) IRR AND IMA RECORDS WILL BE FORWARDED TO CG MCRSC VIA CERTIFIED MAIL.
 - (B) SMCR DET RECORDS WILL BE HANDCARRIED BY THE MEMBER TO THE HTC OF INITIAL PROCESSING.
 - (C) SMCR UNIT RECORDS WILL BE EMBARKED BY THE UNIT AND RETURNED TO THE HTC.
 - (D) RETIRED RECALL RECORDS WILL BE FORWARDED IAW PARA 1101.7 OF REF B.
- (17) SEPARATION BRIEFS ARE CONDUCTED AT THE SEPARATING ACTIVITY. THEY ARE DESIGNED TO INFORM THE SEPARATING MEMBER OF ENTITLEMENTS ONCE THEY ARE SEPARATED. SEPARATION BRIEFS ARE NORMALLY DOCUMENTED ON PAGE 11 OF THE MEMBER'S SERVICE RECORD. USE OF THE TRANSITIONAL ASSISTANCE PROGRAM IS NOT REQUIRED; HOWEVER, IT USE WILL BE ENCOURAGED FOR ANY DEACTIVATING MEMBER DESIRING ASSISTANCE.
- (18) SECURITY DEBRIEFS ARE CONDUCTED AT THE BASE OR STATION OF WHICH THE MEMBER HAS BEEN ASSIGNED. NORMALLY, ANTITERRORISM/FORCE PROTECTION DEBRIEFS ARE DOCUMENTED ON PAGE 11 OF THE MEMBER'S SERVICE RECORD.
- (19) STOP LOSS. MEMBERS WHO ARE BEYOND THEIR RECC DUE TO STOP LOSS, AND WHO DO NOT HAVE A VALID EXTENSION OR REENLISTMENT AGREEMENT, WILL BE STOP LOSSED FOR AN ADDITIONAL 90 DAYS BEYOND THEIR DEACTIVATION DATE. THIS WILL ENABLE THEM TO REQUEST REENLISTMENT, EXTENSION OR RETIREMENT. RESERVISTS WHO FAIL TO REENLIST, EXTEND OR RETIRE WILL BE DISCHARGED. SPECIFIC GUIDANCE ON APPLYING STOP LOSS TO THESE RESERVISTS IS CONTAINED IN REF T. PER REF C, AND UPON DEACTIVATION, RETIREMENT REQUESTS WILL BE SUBMITTED VIA AA FORM IF THE RESERVIST IS UNABLE TO MEET THE 120-DAY DEADLINE FOR REQUESTS SUBMITTED THROUGH MCTFS. HISTORY STATEMENT MUST BE INCLUDED STATING: "MEMBER IS EXTENDED TO YYYYMMDD IAW MARADMIN 007/03 STOP MOVE AND STOP LOSS POLICY IAW REF U.
- (20) CONVENIENCE OF THE GOVERNMENT (COFG). THERE ARE THREE CATEGORIES THAT MAY AFFECT A MEMBER FROM BEING DEACTIVATED. THEY ARE:
- (A) FOR LEGAL HOLD (COFGL)
 - (B) FOR MEDICAL HOLD (COFGM)

(C) FOR INVOLUNTARY (COFGI)
IF AT THE END OF THE MEMBER'S ORDERS, THE MEMBER'S DUTY STATUS HAS NOT RETURNED TO FULL DUTY DUE TO LEGAL, MEDICAL OR OTHER SITUATIONS THAT RENDER THE MEMBER UNFIT TO PERFORM THE DUTY FOR WHICH THEY WERE ACTIVATED, THEY WILL BE RETAINED ON ACTIVE DUTY IN A COFG STATUS. THE GFC/MSB/MPC MUST SUBMIT A NAVAL MESSAGE WITH COMPLETE JUSTIFICATION, TO DC, M&RA (MMFA) VIA CHAIN OF COMMAND, REQUESTING THE MEMBER BE RETAINED AND ISSUED APPROPRIATE ORDERS (MEDICAL HOLD, LEGAL HOLD OR INVOLUNTARY ORDERS). GFC/MSB/MPC WILL REPORT THE APPROPRIATE COFG ENTRY ON UNIT DIARY THE DAY AFTER THE DEACTIVATION DATE. DC, M&RA (MMFA) WILL MAKE THE DETERMINATION AS TO THE LENGTH OF THE APPROPRIATE ORDERS AND ISSUE FURTHER GUIDANCE DEPENDING ON THE CIRCUMSTANCES OF THE REQUEST.

(21) CMC ACCOUNTABILITY. MSB/MPC'S WILL ENSURE DEACTIVATION ACTIONS ARE ANNOTATED IN THE MARINE CORPS MOBILIZATION PROCESSING SYSTEM (MCMPS) SOFTWARE AND DAILY EXPORTS ARE SUBMITTED TO DC, M&RA (MMFA). DC, M&RA (MMFA) WILL PROVIDE DETAILED MCMPS INSTRUCTIONS UNDER SEPARATE CORRESPONDENCE.

6. TRICARE HANDBOOK IS NOW INTERACTIVE AND AVAILABLE ON THE TRICARE WEB AT WWW.TRICARE.OSD.MIL/TRICAREHANDBOOK.//

-----End Example Message-----

18. COMMARFORCOM Request to Deactivate Activated SMCR Units. The following message is an example of the COMMARFORCOM request to CMC requesting SMCR unit deactivation.

-----Start Example Message-----

RAAUZYUW RUEOMFN7869 0211535-UUUU--RUEACMC.
ZNR UUUUU ZUI RUEOMCF5262 0211535
R 211516Z JAN 04
FM COMMARFORCOM
TO RUEACMC/CMC WASHINGTON DC//POC/PPO/PO//
ZEN/CMC WASHINGTON DC
ZEN/COMMARFORRES
ZEN/COMMARFORCOM
BT
U N C L A S //N03000//
MSGID/GENADMIN/COMMARFORCOM/-/JAN//
SUBJ/DEACTIVATION REQUEST ICO DET B, 4TH MLG HQ //
REF/A/LTR/COMMARFORRES/20 JAN 04//
REF/B/MSG/CMC/272221ZJAN03//
PAGE 02 RUEOMFN7869 UNCLAS
NARR/REF A IS COMMARFORRES PLANS/FORCE ACTIVATION OFFICER E-MAIL REQUESTING DEACTIVATION OF DET B, 4TH MLG HQ, THAT WAS ACTIVATED ISO COMMARFORRES FOR DEPLM SPT OPS. REF B IS CMC PARTIAL MOB SEQUENCE #1037 ACTIVATING DET B, 4TH MLG HQ, ON 31 JAN 03.
POC/ COMMARFORCOM/G3/5/7/DSN: 836-0744/COML: 757-836-0744/
RMKS/1. THIS IS A REQUEST TO DEACTIVATE DET B, 4TH MLG HQ.
2. PER REF A, THERE IS NO LONGER REQR TO MAINTAIN DET B, 4TH MLG HQ ON ACTIVE DUTY IAW REQR CNTN REF B.
3. FOR CMC. REQUEST DIR DEACT DET B, 4TH MLG HQ, NLT 30 JAN 04.
4. FOR COMMARFORRES. IN ANTICIPATION OF CMC APPROVAL, REQUEST BPT INITIATE ADMIN AND LOG PROCEDURES TO EFFECT DET B, 4TH MLG HQ DEACT NLT 30 JAN 04. //
BT
NNN*
BT
#7869

NNNN

-----End Example Message-----

19. CMC Redeployment and Deactivation Directive. The message below is an example of COMMARFORCOM resumption of control of redeploying activated SMCR Units.

-----Start Example Message-----

RAAUZYUW RUEOMFB2581 1292042-UUUU--RUEACMC.
ZNR UUUUU ZUI RUEOMCF1197 1292043
R R 092012Z MAY 03
FM COMMARFORCOM
TO RUEACMC/CMC WASHINGTON DC
//PPO/PL/PLU/POC/POS/MPP-60/RA/RAM/PLN/RFO//
RUCKSAA/CG MCB CAMP LEJEUNE NC//TE(038)O/G1/G4/LOG/FACILITIES//
ZEN/CMC WASHINGTON DC
ZEN/CMC WASHINGTON DC//PPO//
ZEN/CMC WASHINGTON DC//PPO/POC//
INFO RHOFMOP/CG I MEF
RUCKMEA/CG II MEF//G3//
RUEOEGA/CFLCC DOHA KUWAIT KU
RUCADHQ/USCENTCOM FWD
RUEOBBA/COMUSCENTAF SHAW AFB SC
RUEASRT/CDRUSATHIRD FT MCPHERSON GA
RUEOEGA/COMUSARCENT (FWD) DOHA KU
RUFQFMC/COMMARFOREUR
RUFTTSA/COMUSMARCENT
RUCCFVY/COMMARFORRES//G3/PAO//
RHPIGXW/CJTF HOA
RUFTTSA/COMMARFORPAC
PAGE 02 RUEOMFB2581 UNCLAS
RUHEHMS/COMMARFORPAC
RHFQAAA/HQ USAFE RAMSTEIN AB GE
RUPEUSA/HQ USNORTHCOM//J3/J5/J7//
RUCBLFB/COMMARFORCOM//G3/5/7//
RHCUAAA/CDR USTRANSCOM SCOTT AFB IL
RUFGCIN/CDR USEUCOM VAIHINGEN GE
RUCACCC/CDR USCENTCOM MACDILL AFB FL
RUCKFCA/COMCABEAST CHERRY PT NC//G3/G4///
ZEN/CG MCB CAMP LEJEUNE NC////TE&O/G1/G4/LOG/FACILITIES////
ZEN/CG II MEF
ZEN/COMUSNAVCENT
ZEN//L=MARFOREUR/OU=COMMARFOREUR(UC)/OU=COMMARFOREUR G5(UC)
PAGE 03 RUEOMFB2581 UNCLAS
ZEN/COMUSMARCENT REAR
ZEN/COMMARFORRES
ZEN/COMLANTFLT NORFOLK VA
ZEN/COMMARFORCOM
ZEN/CDR USPACOM CC HONOLULU HI
ZEN/CG MCB CAMP LEJEUNE NC
ZEN/COMCABEAST CHERRY PT NC
BT
UNCLAS
QQQQ
SUBJ: SERVICE CONTROL OF REDEPLOYING USMC FORCES
UNCLASSIFIED//
BT

UNCLAS //N03000//
OPER/OPERATION ENDURING FREEDOM/OPERATION IRAQI FREEDOM
(OEF/OIF)//
MSGID/GENADMIN/COMMARFORCOM/-/MAY//
PAGE 04 RUEOMFB2581 UNCLAS
SUBJ/RESUMPTION OF OPCON OF CDRUSJFCOM-ASSIGNED USMC FORCES//
REF/A/ORDCDRUSJFCOM/121918ZMAR02 (S)//
REF/B/ORDCDRUSJFCOM/271301ZNOV02 (S)//
REF/C/ORDCDRUSJFCOM/162111ZDEC02 (S)//
REF/D/ORDCDRUSJFCOM/202211ZDEC02 (S)//
REF/E/ORDCDRUSJFCOM/011540ZJAN03 (S)//
REF/F/ORDCDRUSJFCOM/080212ZJAN03 (S)//
REF/G/ORDCDRUSJFCOM/102325ZJAN03 (S)//
REF/H/ORDCDRUSJFCOM/111800ZJAN03 (S)//
REF/I/ORDCDRUSJFCOM/151834ZFEB03 (S)//
REF/J/ORDCDRUSJFCOM/212050ZFEB03 (S)//
REF/K/ORDCDRUSJFCOM/011946ZMAR03 (S)//
REF/L/ORDCDRUSJFCOM/011947ZMAR03 (S)//
REF/M/ORDCDRUSJFCOM/171450ZMAR03 (S)//
REF/N/ORDCDRUSJFCOM/231732ZMAR03 (S)//
REF/O/ORDCDRUSJFCOM/121334ZAPR03 (S)//
NARR/REF A IS DEPOD ISO SERIAL 129 MOD 001. REF B IS DEPOD 172. REF C IS
DEPOD 175. REF D IS DEPOD 176. REF E IS DEPOD ISO SERIAL 177A (MPSRON
OFFLOAD). REF F IS DEPOD 177B (PART 1). REF G IS DEPOD 177B, PART 2. REF
H IS DEPOD 177B, PART 3. REF PAGE 05 RUEOMFB2581 UNCLAS I IS DEPOD 183.
REF J IS PTDO 187B. REF K IS DEPOD 189A (MACS-24). REF L IS DEPOD 190.
REF M IS DEPOD 192. REF N IS DEPOD 195. REF O IS DEPOD 201.//
POC /COMMARFORCOM/G3/5/TEL: DSN 836-0740/COML: 757-836-0740/
POC /COMMARFORCOM/G3/5/TEL: DSN 836-1630/COML: 757-836-1630/
RMKS/1. IAW REFS A THRU O, COMMARFORCOM RESUMES OPCON OF ALL CDRUSJFCOM-
ASSIGNED USMC FORCES, REDEPLOYING FROM USCENCOM AOR, UPON THEIR DEPARTURE
FROM USCENCOM AOR.
2. FOR CMC, REQ DIR DEACTIVATION/DEMOBILIZATION OF USMC RESERVE
FORCES 60 DAYS FROM THEIR ARRIVAL IN CONUS, EXCEPT FOR CO C, 4TH
LAR.//
BT
NNN*
BT
#2581
NNNN

-----End Example Message-----

20. CMC IRR/Retiree Involuntary Ordered to Active Duty. The orders below are an example of DC, M&RA (MM) generated orders ordering Marine IRRs to active duty (other than for training) based on appropriate legal authority.

-----Start Example Orders-----

TO: SSGT RANDY XXXXXXXXX
2737 PATTERSON AVE
XXXXXXX CA 932XX

ORIGINAL ORDERS
DEPARTMENT OF THE NAVY
HEADQUARTERS, UNITED STATES MARINE CORPS
WASHINGTON, D.C.

FROM: COMMANDANT OF THE MARINE CORPS
TO: SSGT RANDY XXXXXXXXX
000000000/3537 USMCR

SUBJ: INVOLUNTARY ORDERS TO ACTIVE DUTY

REF: (A) Executive Order
(B) Title 38, United States Code, Chapter 43
(C) Joint Federal Travel Regulations
(D) ASECNAV MEMO dtd 02 Nov 01

1. You have been ordered to active duty from your residence in support of Operation Enduring Freedom as prescribed in Ref (A). These are involuntary recall orders to active duty, for an initial period of 12 months (365 days) beginning on your initial travel date. You are subject to the Uniform Code of Military Justice on the effective date of these orders. Under the provisions of Ref (B), this period of duty is exempt from the five-year cumulative service limitation on reemployment rights.

REPORT TO: OIC USMC DSS LONG BEACH (MCC: SFY)
N&MCRTC 801 REEDES TERMINAL ISLAND BLDG 675
LONG BEACH CA 0090731

REPORT DATE: 2003/03/15

Report to the location identified above between 0800 and 1600 on the date specified.

EAS DATE: 2004/03/11

After processing at the Deployment Screening Site (DSS), you will be directed to the following

Reserve Support Unit (RSU) with follow-on duty at:

RSU: MARINE CORPS BASE (MCC: 014)

GAINING COMMAND: RSU CAMPEN AUG CO PROC (MCC: XN2)

2. Upon receiving these orders, you are directed to immediately contact the COMMARFORRES (MCIRSA) at 1-xxx-xxx-xxx or by email at XXX@usmc.mil. If you are unable to report by the prescribed time and date, report the circumstances that effect you in reporting by the prescribed time and date, and give possible resolution

to your circumstances with a new reporting time and date. You are further directed to sign the Receiving Endorsement in Paragraph 12.

3. You are authorized one-day of travel from your home of record to the DSS if traveling by commercial air. That day must be the day prior to your report date. If traveling to the IPMC by Privately Owned Vehicle (POV), you must have someone drop you off or coordinate transportation requirements with MARFORRES at 1-XXX-XXX-XXXX. DSS sites DO NOT possess capability to provide long term storage of POVs. Travel from the IMPC to the MPC by POV is NOT authorized. The DSS is responsible for arranging further travel to the MPC. You will be entitled to reimbursement for mileage from your home of record to the IMPC per reference (c) par 3300, 3305, and 3310

4. Bring the following items with you to the DSS:

- a. These orders.
- b. All your issued military uniform items, any Career Length Issue 782 gear, and accessories.
- c. Military identification card and ID Tags.
- d. Current civilian or military health, dental and immunization (shot) records.
- e. Original or certified true copies of marriage and birth certificates and SSNs for your spouse and dependents, as well as other legal documents supporting dependency claims.
- f. Original or certified true copies of divorce decrees.
- g. Life insurance policy information (i.e. Name/address of beneficiary, etc.)
- h. Bank account and routing number for direct deposit enrollment (e.g., a blank/void check).
- i. Any approved prescription medications with supporting prescription documentation, all prescription glasses/contact lenses or most current eyeglass/contact lens prescription.

5. Household Goods (HHG)

- a. Single Marines are authorized non-temporary storage of HHG at government expense, IAW reference (C) and MCO P4050.38C (Personal Effects and Baggage Manual). Single Marines without dependents that elect to store their HHG are advised that they will not receive Basic Allowance for Housing-Type I (BAH-I).
- b. Married Marines are not authorized non-temporary storage of HHG at government expense. Married Marines will receive BAH-I for their primary residence at the time of their activation. Married Marines who are in the military on active duty and are both deployed away from their primary residence during the period of duty for these orders, are authorized non-temporary storage of household goods at government expense. Married Marines without dependents who are both deployed away from their primary residence that elect to store their HHG are advised that they will not receive BAH-I.
- c. Shipment of HHG is authorized for personal comfort and well-being items up to the weight allowances per reference (C) para 4700, 4705, 4710, and 4735. For proper accounting of OEF expenses, cite SDN: M0008403GBP7HHG. For partial shipment use: AC: 1731106.27A0 000 00027 0 000027 2D 000000 08403GBP7HHG.
- d. Contact the MCRSC COC for assistance in locating the nearest

Transportation Management Office (TMO) to arrange for HHG storage or shipment of comfort and well-being items.

6. Travel and lodging:

- a. Government quarters and mess are directed if available. If not available, obtain a statement of non-availability from the appropriate military representative to receive reimbursement for commercial lodging, up to the prescribed limits per reference (C).
- b. Storage of vehicles while on orders may be authorized. Contact the MCMC COC for coordination with your nearest TMO.
- c. For any mode of travel other than POV to the IMPC, you must call MARFORRES At 1-XXX-XX-XXX for assistance.
- d. Shipment of a POV is not entitled under these orders.
- e. Rental cars are not authorized.
- f. Mixed modes of travel and variations in itinerary are authorized but must be coordinated through the MCMC COC.
- g. Movement of dependents is not authorized.
- h. Dual lodging is authorized if required.
- i. Per Diem is authorized IAW Refs (C) and (D).
- j. Pay and Travel advances will be IAW Ref (C) once you reach the MPC.

7. You will automatically receive SGLI coverage in the amount of \$400,000.00 during the period of these orders and be liable for premium payments unless you make an election for reduced or no coverage.

8. TRICARE and Dental:

- a. You and your dependents will be eligible for medical care under the military health insurance program, TRICARE. Eligibility begins on the effective date of your orders. Needed care will be provided by medical treatment facilities (MTF), and by authorized civilian health care providers. If your orders are for a period of more than 30 consecutive days of active duty, your family is eligible for health care benefits under TRICARE Standard or TRICARE Extra on the first day of your active duty. If you are called to active duty for 179 days or more, your family may enroll in TRICARE Prime or may be eligible for TRICARE Prime Remote. Once activated and emergency care is needed, get emergency care, then notify your Managed Care Support Contractor within 24 hours of the visit. You may obtain their number through the TRICARE information line at 1-888-DOD-CARE (1-888-363-2273). Information about your family's TRICARE Standard benefits are available in the TRICARE Standard Handbook. To get the handbook, contact your nearest MTF or any TRICARE Service center; Or write to TRICARE Management Activity, 16401 E Centretech Pkwy, Aurora, CO 80011-9043. Additional information on TRICARE benefits is available at www.tricare.osd.mil.
- b. If called to active duty in excess of 29 days, you are eligible for dental care at military treatment facilities free of charge. If you are currently enrolled in Reserve TRICARE Dental Program, you will be disenrolled upon activation to active duty in excess of 29 days. Dependents have 30 days from activation to submit an enrollment application to United Concordia Companies, Inc. via their website at www.ucci.com, or they can call 1-888-622-2256 to enroll. Family members must

remain enrolled during the entire active duty period of the sponsor. Additional information on the TRICARE Dental Program is available at the United Concordia Companies, Inc. web site, or call toll free 1800-866-8499 for general information. To contact the Managed Care Support Contractor for your region, go to the regional map on the website.

9. The MARFFORES COC is available at 1-800-XXX-XXXX to assist with questions regarding emergency medical, financial or personal matters, and may be able to provide additional information on your assignment. For information regarding your employment and reemployment rights, call the National Committee for Employer Support of the Guard and Reserve at 1-800-336-4590, or at WWW.ESGR.ORG. For information on family assistance and support contact the Marine Corp Community Services by calling 1-800-336-4663 or 760-725-9790/6638.

10. You are directed to leave a copy of these orders with your dependents in the event they are needed by them to prove their right to entitlements.

11. The following funding guidance is provided:

Marine's LOA for Per Diem and Transportation Allowances FY03:
FY03 LOA: AA1731106.27A0 000 00027 0 067443 2D 0EA875 M000843EA875
Marine's SDN for Per Diem and Transportation Allowances FY03:
FY03 SDN: M0008403TOEA875

XX
Marine's LOA Per Diem and Transportation Allowances FY04:
FY04 LOA: AA1741106.27A0 000 00027 0 067443 2D 0EC918 M000844EC918
Marine's SDN Per Diem and Transportation Allowances FY04:
FY04 SDN: M0008404TOEC918

XX
Pay and Allowances For Enlisted:
FY03 AA 1731105.2702 012 12691 0 067443 2I 000000 000000
FY04 AA 1741105.2702 012 12691 0 067443 2I 000000 000000
Pay And Allowances For Officer:
FY03 AA 1731105.2701 011 11691 0 067443 2I 000000 000000
FY04 AA 1741105.2701 011 11691 0 067443 2I 000000 000000
XX

12. Coordinating Instructions:
Receiving Endorsement: Received these orders at

(Place) _____ Date: _____

_____ (Signature)

Date of DSS Arrival: _____

Date of IMPC Departure: _____

Report to your assigned MPC by: _____

IMPC Endorsement: _____ (Signature)

Date of MPC Arrival: _____

Date of MPC Departure: _____

Report to your assigned GFC by: _____

MPC Endorsement: _____ (Signature)

MESSAGE SAMPLE

-----End Example Orders-----

21. IRR Involuntary Order to Active Duty Orders. The below IRR orders are an example of those issued by COMMARFORRES (MCIRSA), as authorized by DC, M&RA (MP).

-----Start Example Orders-----

1320

MROWS/120/0/GWT

FROM: COMMANDING OFFICER, UNIT NAME, CITY, STATE

TO: CORPORAL FIRST M LAST

011111111 1371/0000/0000 USMC

1STREET

CITY, ST 999990000

SUBJ: ORDERED TO ACTIVATION-PARTIAL MOBILIZATION; CASE OF CORPORAL FIRST M LAST 011111111/1371 USMC

1. YOU HAVE BEEN INVOLUNTARILY ORDERED TO ACTIVE DUTY FROM YOUR RESIDENCE IN SUPPORT OF THE NATIONAL EMERGENCY DECLARED UNDER PRESIDENTIAL PROCLAMATION 7463 OF 14 SEPTEMBER 2001 AND AS PRESCRIBED IN EXECUTIVE ORDER 13223. UNDER THE PROVISIONS OF TITLE 38, UNITED STATES CODE, SECTION 4312(C)(4)(A) AND (B) THIS PERIOD OF ACTIVE DUTY IS EXEMPT FROM THE FIVE-YEAR CUMULATIVE SERVICE LIMITATION ON REEMPLOYMENT RIGHTS UNDER TITLE 38, UNITED STATES CODE, CHAPTER 43. YOUR PERIOD OF ACTIVE DUTY IS PURSUANT TO U.S. CODE, TITLE 10, SECTION 12302 (ACTIVATION STATUS CODE ZE). YOU ARE ASSIGNED TO ACTIVATION, IN SUPPORT OF PF0 - OPERATION IRAQI FREEDOM, ON SUCH A DATE THAT WILL ENABLE YOU TO REPORT TO THE COMMANDING OFFICER, MWSS 471 DET B MWSS-47 4THMAW, 1435 N. PERIMETER ROAD, MT CLEMENS, MI 48045 NO LATER THAN 2359 ON 18 MAY 2009 FOR DUTY WITH MWSS 472 (-) MOBILIZATION, RUC: 03010, MCC: S4A. PERIOD OF DUTY : 18 MAY 2009 TO 18 JUN 2010 FOR 397 DAYS

FFA: MWSS-472 MWSS-27 (FWD) II MEF (0409), 2D MAW MCAS PSC BOX 8030, CHERRY POINT, NC 28533. FOR DUTY WITH MFR.

FFA: II MEF COMMAND ELEMENT, , KUWAIT CITY, KUWAIT. FOR DUTY WITH II MEF.

FFA: MWSS-472 MWSS-27 (FWD) II MEF (0409), 2D MAW MCAS PSC BOX 8030, CHERRY POINT, NC 28533. FOR DUTY WITH DEMOBILIZATION.

FFA: MWSS 471 DET B MWSS-47 4THMAW, 1435 N. PERIMETER ROAD, MT CLEMENS, MI 48045. FOR DUTY WITH DEACTIVATION.

(MCO P1000.6 PARA 4407 AND P1001R.1 PARA 4205.4). YOU ARE A MEMBER OF RESERVE RUC: 21337, COMPANY CODE: B AND PLATOON CODE: PLT2. WHILE PERFORMING DUTY UNDER THESE ORDERS, YOU ARE SUBJECT TO THE UNIFORM CODE OF MILITARY JUSTICE (UCMJ) (MCO P1001R.1 PARA 5000.4).

2. THE PLACE FROM WHICH YOU ARE ORDERED TO SUBJECT DUTY IS INDICATED AFTER YOUR NAME. UPON COMPLETION OF SUBJECT DUTY, WITH THE EXCEPTION OF BACK TO BACK ORDERS, YOU WILL RETURN TO THE ADDRESS INDICATED AFTER YOUR NAME AND UPON ARRIVAL YOU WILL STAND RELEASED FROM SUBJECT DUTY. (JFTR U7150.A1) FOR BACK TO BACK ORDERS, UPON COMPLETION OF THE FINAL SET OF ORDERS, YOU WILL RETURN TO THE ADDRESS INDICATED AFTER YOUR NAME AND UPON ARRIVAL, YOU WILL STAND RELEASED FROM DUTY. YOU MAY ELECT TRAVEL TO OR FROM AN ALTERNATE LOCATION, REIMBURSEMENT WILL BE LIMITED TO THE LESSER OF THE ACTUAL DISTANCE TRAVELED TO THE LOCATION OR THE DISTANCE FROM THE PLACE OF DUTY TO YOUR PMA/PRIMARY RESIDENCE. (JFTR U5120.A AND U4105.F)

3. APPROPRIATION FOR THE PERIOD OF 18 MAY 2009 - 30 SEP 2009 (136 DAYS) IS:
P/A: PAYGROUP: 013 COMPONENT CODE: KM P/A NUMBER: P90000

EST COST: \$14,755.06

PER DIEM: AA 1791106.27A0 021 00027 067443 2D P90000 000000074601

EST COST: \$2,451.95 SDN: M0009109TOE0000

TRAVEL : AB 1791106.27A0 021 00027 067443 2D P90000 000000074600

EST COST: \$0.00 SDN: M0009109TOE0000

APPROPRIATION FOR THE PERIOD OF 01 OCT 2009 - 18 JUN 2010 (261 DAYS) IS:

P/A: PAYGROUP: 013 COMPONENT CODE: KM P/A NUMBER: P00000

EST COST: \$28,408.99

PER DIEM: AA 1701106.27A0 021 00027 067443 2D P00000 000000074601

EST COST: \$7,758.10 SDN: M0009110TOE0000

TRAVEL : AB 1701106.27A0 021 00027 067443 2D P00000 000000074600

EST COST: \$0.00 SDN: M0009110TOE0000

FUNDING THIS PERIOD OF DUTY SUBJECT TO PASS OF FY 2010 APPNS ACT, OR A CONTINUING RESOLUTION AUTHORITY.

4. MEMBER MAY BE ENTITLED TO COMBAT TAX EXCLUSION (CZTE) FROM FEDERAL INCOME TAX PAYMENT FOR PERIODS OF SERVICE IN A COMBAT ZONE. ENSURE DATES WITHIN COMBAT AREA FROM AND TO ARE INCLUDED IN AN ENDORSEMENT TO THESE ORDERS. REVIEW CURRENT PAAN(S) OR LISTING OF CZTE AREAS AND ENSURE THE CZTE IS ESTABLISHED IN MEMBERS MCTFS 604 REMARKS. (MCTFS PRIM PARA 5063.8) MEMBER MAY BE ENTITLED TO SPECIAL PAY DURING THIS PERIOD OF DUTY. (MCTFS PRIM PARA 5155)

5. MEMBERS ON DUTY FOR 31 DAYS OR MORE MAY BE ENTITLED TO FAMILY SEPARATIONS ALLOWANCE (FSA) (DODFMR VOL 7A PART 3 CHAP 27 AND MCTFS PRIM 5067.4)

6. TRAVEL VIA PRIVATELY OWNED CONVEYANCE (POC) TO HOME CITY, ST (18 MAY 2009), CHERRY POINT, NC (04 JUN 2009) AND FOWLER, MI (18 JUN 2010)

IS AUTHORIZED. REIMBURSEMENT IS LIMITED TO THE LESSER OF \$0.550 PER MILE FOR THE OFFICIAL DISTANCE TRAVELED OR THE COST OF GOVERNMENT TRANSPORTATION REQUEST (GTR). THE ESTIMATED COST FOR THIS TRAVEL, \$623.70, IS INCLUDED IN THE PER DIEM COST (JFTR U3110).

7. RENTAL CAR NOT AUTHORIZED AT HOME CITY, ST (18 MAY 2009 THRU 03 JUN 2009), CHERRY POINT, NC (04 JUN 2009 THRU 30 SEP 2009), KUWAIT CITY, KUWAIT (30 SEP 2009 THRU 01 APR 2010), CHERRY POINT, NC (02 APR 2010 THRU 16 APR 2010) AND MT CLEMENS, MI (17 APR 2010 THRU 18 JUN 2010).

8. QUARTERS ARE DIRECTED, IF AVAILABLE, AT HOME CITY, ST AT NO COST (18 MAY 2009 THRU 03 JUN 2009), CHERRY POINT, NC AT NO COST (04 JUN 2009 THRU 30 SEP 2009), KUWAIT CITY, KUWAIT AT NO COST (30 SEP 2009 THRU 01 APR 2010), CHERRY POINT, NC AT NO COST (02 APR 2010 THRU 16 APR 2010) AND MT CLEMENS, MI AT NO COST (17 APR 2010 THRU 18 JUN 2010). THE AMOUNT LISTED IS AN ESTIMATED AMOUNT. IF ACTUAL QUARTERS COST DIFFERS FROM THAT LISTED HEREIN OR IF QUARTERS ARE NOT AVAILABLE CONTACT THE APPROPRIATE MILITARY REPRESENTATIVE FOR A WRITTEN STATEMENT REGARDING THE AVAILABILITY OF ADEQUATE GOVERNMENT QUARTERS AT THE PLACE OR PLACES AT WHICH THE SUBJECT DUTY IS PERFORMED (JFTR U1045). MAX DAILY LODGING IS \$77.00 FOR MT CLEMENS, MI. MAX DAILY LODGING IS \$89.00 FOR CHERRY POINT, NC. MAX DAILY LODGING IS \$315.00 FOR KUWAIT CITY, KUWAIT.

9. DUAL LODGING MAY BE AUTHORIZED (JFTR U4135).

10. USE OF GOVERNMENT MESS FACILITIES IS DIRECTED AT CHERRY POINT, NC (04 JUN 2009 THRU 30 SEP 2009),

KUWAIT CITY, KUWAIT (30 SEP 2009 THRU 01 APR 2010) AND

CHERRY POINT, NC (02 APR 2010 THRU 16 APR 2010), IF AVAILABLE. IF NOT

AVAILABLE, YOU ARE REQUIRED TO OBTAIN A STATEMENT FROM AN APPROPRIATE MILITARY

REPRESENTATIVE REGARDING THE AVAILABILITY OF MESS FACILITIES AT THE PLACE OR PLACES AT WHICH THE SUBJECT DUTY IS PERFORMED (JFTR U4400). MAX DAILY M/IE IS \$44.00 FOR CHERRY POINT, NC. MAX DAILY M/IE IS \$117.00 FOR KUWAIT CITY,

KUWAIT.

11. VARIATION IN ITINERARY IS AUTHORIZED (MCO 1000.6_ PARA 4402.7A(1)).
12. THE TRAVEL AND TRANSPORTATION REFORM ACT (TTRA) OF 1998 STIPULATES THAT THE GOVERNMENT-SPONSORED, CONTRACTOR-ISSUED TRAVEL CARD SHALL BE USED BY ALL U.S. GOVERNMENT PERSONNEL (CIVILIAN AND MILITARY) TO PAY FOR COSTS INCIDENT TO OFFICIAL BUSINESS TRAVEL UNLESS SPECIFICALLY EXEMPTED BY AUTHORITY OF THE ADMINISTRATOR OF GENERAL SERVICES OR THE HEAD OF THE AGENCY. YOU ARE A GTCC CARDHOLDER. YOU ARE NOT EXEMPT FROM MANDATORY USE PROVISIONS OF THE TTRA. YOU ARE AUTHORIZED TO OBTAIN AN ADVANCE FROM AN ATM USING YOUR GTCC. YOU MUST CLAIM ALL ATM FEES ON YOUR TRAVEL CLAIM (DODFMR VOL 9, CHAP 3, PARA 030302 AND MARADMIN 337/00).
13. YOU ARE AUTHORIZED TO TRAVEL VIA GOVERNMENT TRANSPORTATION, IF AVAILABLE.
14. USE OF GOVERNMENT MESS FACILITIES IS DIRECTED AND AVAILABLE AT MT CLEMENS, MI (18 MAY 2009 THRU 03 JUN 2009) AND MT CLEMENS, MI (17 APR 2010 THRU 18 JUN 2010). WHILE PERFORMING DUTY UNDER THESE ORDERS AND LODGED ABOARD AN INSTALLATION, IT HAS BEEN DETERMINED THAT AT LEAST ONE MEAL IS AVAILABLE IN A GOVERNMENT MESS ON THAT INSTALLATION; THEREFORE, YOU ARE AUTHORIZED THE PROPORTIONAL PER DIEM RATE FOR THIS LOCATION. IF GOVERNMENT MESS FACILITIES ARE NOT AVAILABLE, YOU ARE DIRECTED TO OBTAIN A STATEMENT FROM THE APPROPRIATE MILITARY REPRESENTATIVE REGARDING THE AVAILABILITY OF MESS FACILITIES AT THE PLACE OR PLACES AT WHICH THE SUBJECT DUTY IS PERFORMED (JFTR U4400). PROPORTIONAL MEAL RATE IS \$23.00 FOR MT CLEMENS, MI. MAX DAILY M/IE IS \$39.00 FOR MT CLEMENS, MI.
15. YOU ARE AUTHORIZED TO CARRY FIREARMS AND AMMUNITION WHILE PERFORMING THIS DUTY (MCO P1000.6_ PARA 4400.8D).
16. PHYSICAL OR MENTAL INJURY OR ILLNESS THAT WOULD PROHIBIT, HAMPER OR PRECLUDE THE EXECUTION OF THESE ORDERS MUST BE REPORTED TO THE MEDICAL DEPARTMENT REPRESENTATIVE FOR DETERMINATION OF PHYSICAL OR MENTAL QUALIFICATION PRIOR TO EXECUTION. NOTE: IF YOU DO NOT MEET THE MARINE CORPS STANDARDS YOU ARE DIRECTED TO RETURN THESE ORDERS TO YOUR ADMINISTRATIVE PARENT COMMAND UNEXECUTED.
17. IF YOU ARE AFFILIATED WITH A RESERVE MILITARY UNIT, YOU ARE REQUIRED TO OBTAIN AN ANNUAL PERIODIC HEALTH ASSESSMENT AND UPDATE YOUR PHYSICAL EXAMINATION EVERY TWO YEARS. YOUR LAST PHYSICAL EXAM WAS COMPLETED ON 04 MAR 2006 AND YOUR LAST PERIODIC HEALTH ASSESSMENT WAS COMPLETED ON 03 MAR 2007. IF YOUR PHYSICAL HAS EXPIRED AND YOU HAVE NOT HAD AN ANNUAL PERIODIC HEALTH ASSESSMENT WITHIN THE PAST YEAR, YOU MUST SUBMIT A COMPLETED DD FORM 2807-1 (REPORT OF MEDICAL HISTORY) THAT HAS BEEN REVIEWED BY AN APPROPRIATE MEDICAL EXAMINER AS INDICATED IN MANMED CHAPTER 15 OR SUBMIT A DD FORM 2808 (REPORT OF MEDICAL EXAMINATION) TO YOUR PARENT COMMAND. NONCOMPLIANCE WITH THIS REQUIREMENT COULD RESULT IN REQUESTS FOR DUTY BEING DENIED. SUBMIT, WITHIN 10 DAYS, THE REQUIRED DOCUMENTATION TO THE APPROPRIATE ADMINISTRATIVE OFFICE MAINTAINING YOUR SERVICE AND HEALTH RECORDS FOR UPDATING.
18. ENSURE SNM REPORTS TO DUTY WITH ORIGINAL ORDERS, SRB AND MEDICAL RECORDS FOR PERIODS OF DUTY OVER 30 DAYS.
19. MARINES (ACTIVE AND RESERVE) AND FAMILY MEMBERS WITH QUESTIONS MAY CONTACT THE VIRTUAL FAMILY SUPPORT SERVICE PROGRAM SPONSORED BY THE MARFORRES MARINE CORPS COMMUNITY SERVICES (1-866-305-9058 OR EMAIL MCCS2MFR.USMC.MIL) AND CERIDIAN CORPORATION. THE SUPPORT SERVICE IS OPEN 24/7 AND CAN BE ACCESSED BY UTILIZING THE FOLLOWING INFORMATION:
 - A. INTERNET: WWW.MILITARYONESOURCE.COM.
 - B. TOLL-FREE CONUS: 800-342-9647, OCONUS: 800-3429-6477 (DIAL ALL DIGITS), OCONUS COLLECT (484) 530-5908, TTY/TDD: 800-346-9188, EN ESPANOL: 877-888-0727, KOREA: DSN 550-2769.
20. UNLESS YOU HAVE MADE AN ALTERNATE ELECTION OF REDUCED OR NO COVERAGE PRIOR TO THE ISSUANCE OF THESE ORDERS, YOU WILL AUTOMATICALLY RECEIVE SGLI COVERAGE IN THE AMOUNT OF \$400,000 DURING THE PERIOD OF THESE ORDERS. IF YOU

DESIRE TO CHANGE YOUR ELECTION FOR INCREASED, REDUCED, OR NO COVERAGE, FORWARD A COMPLETED VA FORM 29-8286 TO YOUR PARENT UNIT. WHETHER BY DEFAULT OR ELECTION, YOU ARE LIABLE FOR PAYMENT OF SGLI PREMIUMS. PREMIUM PAYMENTS WILL BE AUTOMATICALLY COLLECTED FROM YOUR MILITARY PAY ACCOUNT. UNLESS YOU ELECT NO COVERAGE, ANY UNPAID PREMIUMS WILL APPEAR AS DEBITS ON YOUR LES. SGLI COVERAGE RANGES FROM \$50,000 TO \$400,000 AT A COST OF THREE DOLLARS AND FIFTY CENTS (\$3.50) FOR EACH \$50,000 INCREMENT OF COVERAGE. ADDITIONALLY, A PREMIUM OF \$1.00 IS AUTOMATICALLY ADDED FOR TRAUMATIC INJURY PROTECTION COVERAGE (TSGLI).

21. WITHIN THREE WORKING DAYS AFTER COMPLETION OF THE TRAVEL DIRECTED HEREIN FORWARD YOUR ORIGINAL ORDERS AND REPORTING AND DETACHING ENDORSEMENT WITH A COMPLETED DD FORM 1351-2 (TRAVEL VOUCHER) TO YOUR PARENT UNIT (ATTN: PAY/ADMIN). FAILURE TO SUBMIT THESE ORDERS WITHIN THREE DAYS MAY RESULT IN YOU BEING ISSUED A LETTER OF INDEBTEDNESS TO THE GOVERNMENT. FORWARD A COPY OF THE LIQUIDATED TRAVEL VOUCHER TO CMC (MRA/MB).

22. IAW FY 04 NDAA, A MEMBER OF THE RESERVE COMPONENT WHO IS ISSUED A DELAYED-EFFECTIVE-DATE-ACTIVE-DUTY ORDER, OR IS COVERED BY SUCH AN ORDER, THAT IS, FOR A PERIOD OF ACTIVE DUTY OF MORE THAN 30 DAYS, IN SUPPORT OF A CONTINGENCY OPERATION, AS DEFINED IN 10 U.S.C., 101(A)(13)(B), SHALL BE ELIGIBLE, ALONG WITH ELIGIBLE FAMILY MEMBERS, FOR TRICARE, ON EITHER THE DATE OF NOTIFICATION OF SUCH ORDER, OR NO MORE THAN 90 DAYS PRIOR TO THE EFFECTIVE DATE OF ACTIVE DUTY PRESCRIBED IN THE ORDER, WHICHEVER IS LATER.

23. MEMBER MAY ELECT OR DECLINE TRICARE RESERVE SELECT (TRS): BEFORE TERMINATION OF THE CURRENT ACTIVE DUTY ORDER, THE MEMBER MUST ELECT OR DECLINE TRS ON THE DMDC WEBSITE ([HTTPS://WWW.DMDC.OSD.MIL/APPJ/TSA/INDEX.JSP](https://www.dmdc.osd.mil/appj/tsa/index.jsp)). ENROLLMENT: IF MEMBER ELECTS TRS ENROLLMENT, HE/SHE CAN EITHER PULL THE DD FORM 2895 FROM THE TRICARE WEBSITE ([HTTP://WWW.TRICARE.OSD.MIL/RESERVE/RESERVESELECT](http://www.tricare.osd.mil/reserve/reserveselect)) OR CONTACT THEIR PARENT MARINE CORPS RESERVE UNIT FOR ASSISTANCE. TRS ENROLLMENT MUST BE COMPLETED WITHIN 120 DAYS AFTER TERMINATION OF THE ACTIVE DUTY TOUR OR MEMBER WILL LOSE ELIGIBILITY TO ENROLL IN TRS. TRS BENEFITS BECOME EFFECTIVE 180 DAYS AFTER TERMINATION OF THE ACTIVE DUTY TOUR.

24. YOU ARE DIRECTED TO REPORT WITH THE FOLLOWING ITEMS:

- A. THESE ORDERS
- B. UNIFORM
- C. MILITARY ID CARD AND ID TAGS
- D. MILITARY OQR/SRB AND MEDICAL RECORDS (IF YOU HAVE THEM IN YOUR POSSESSION).
- E. VOIDED PERSONAL CHECK OR DEPOSIT SLIP SHOWING BANK ADDRESS AND TELEPHONE NUMBER, BANK ROUTING NUMBER, AND ACCOUNT NUMBER FOR ALLOTMENT/ENROLLMENT IN DIRECT DEPOSIT.
- F. MILITARY ISSUED GLASSES AND GAS MASK INSERTS.
- G. EQUIPMENT
- H. FOR ANY APPROVED LEGAL MEDICATIONS, COPIES OF PHYSICIAN/DENTAL PRESCRIPTION(S) OR OTHER DOCUMENTATION PLUS A MINIMUM 180 DAYS SUPPLY.

25. MARFORLANT WILL PROVIDE ANTI-TERRORISM/FORCE PROTECTION TRAINING AND INCLUDE DOCUMENTATION PRIOR TO DETACHING FROM MCB, CAMP LEJUENE.

26. SHIPMENT OF UNACCOMPANIED BAGGAGE IS NOT AUTHORIZED.

27. CALL 1-800-336-4590 (NATIONAL COMMITTEE FOR EMPLOYER SUPPORT OF THE GUARD AND RESERVE) OR CHECK ON LINE AT WWW.ESGR.ORG FOR QUESTIONS REGARDING YOUR EMPLOYMENT/REEMPLOYMENT RIGHTS.

28. ANY ADDL TVL/PER DIEM COSTS ARISING FR TVL DIR BY THE MPC OR GFC WHICH IS NOT SPECIFICALLY STATED IN THESE ORDERS WILL BE FUNDED THROUGH THESE ORDERS. ISSUE DD FORM 1610 (OFFLINE) ORDERS CITING APPN DATA FROM THESE ORDERS FOR

SUCH PERIODS OF TAD. NO PTAD NOR TAD OUTSIDE THE SCOPE OF THIS CONTINGENCY IS AUTH WHILE ON PARTL MOB ORDERS.

29. GAINING COMMAND WILL REPORT CRISIS CODE 9GF IN THE UNIT DIARY UPON THE MARINE REPORTING FOR DUTY.

30. IF ACUTE, NON-EMERGENCY MEDICAL CARE IS REQUIRED FOR YOU OR YOUR FAMILY MEMBERS, CALL 1-800-931-9501 TO OBTAIN GUIDANCE AND TO RECEIVE THE REQUIRED AUTHORIZATION. IF EMERGENCY CARE IS NEEDED, GET CARE IMMEDIATELY, THEN CONTACT THE NUMBER LISTED ABOVE ONCE CARE IS RECEIVED.

31. MOVEMENT OF HHG AND DEPNS ARE NOT AUTH. NON-TEMP STORAGE OF HHG IS AUTH FOR THE PRD OF ACTIVATION FOR SINGLE MARINES.

32. ENSURE THAT MEMBER BRINGS ALL SERVICEABLE AND UNSERVICEABLE UNIFORMS TO THEIR GAINING COMMAND.

33. THESE ARE PARTIAL MOBILIZATION ORDERS TO ACTIVE DUTY AND YOU ARE SUBJECT TO THE UNIFORM CODE OF MILITARY JUSTICE ON THE EFFECTIVE DATE OF THESE ORDERS. IF YOU ARE UNABLE TO REPORT BY THE PRESCRIBED TIME AND DATE CONTACT THE CO, (UNIT NAME AND PHONE NUMBER). REPORT THE CIRCUMSTANCES THAT AFFECT YOU IN REPORTING BY THE PRESCRIBED TIME AND DATE, AND GIVE POSSIBLE RESOLUTION TO YOUR CIRCUMSTANCES WITH A NEW REPORTING TIME AND DATE.

34. YOU ARE ENCOURAGED TO VERIFY YOUR DEPENDENTS PRE-ENROLLMENT IN DEERS. ACCESS THE DEERS WEBSITE AT THE FOLLOWING WEB ADDRESS HTTPS:

//WWW.DMDC.OSD.MIL/SWGOWA/WEBGAURD.LOGIN?APPL=9012&RULE+2

35. YOU ARE DIRECTED TO PROVIDE A COPY OF THESE ORDERS TO YOUR DEPENDENTS, IF APPLICABLE, FOR THEIR USE DURING YOUR PERIOD OF ACTIVATION.

36. THESE ORDERS ARE TAD EXCESS.

37. ACCRUED ANNUAL LEAVE IS HIGHLY ENCOURAGED TO BE TAKEN DURING THESE ORDERS. IT IS IMPERATIVE THAT COMMANDERS ENSURE ACCURATE ADMINISTRATIVE ACTION IS ACCOMPLISHED BY THE END OF THESE ORDERS AND TIMELY UNIT DIARY ACTION IS TAKEN UPON COMPLETION OF THESE ORDERS.

38. IN ACCORDANCE WITH SECNAVINST 5300.30D DTD 3 JAN 2006, RESERVE MARINES WHO PERFORM EXTENDED ACTIVE DUTY FOR A PERIOD OVER 30 DAYS OR ACTIVE DUTY FOR TRAINING OVER 30 DAYS IN ANY CAPACITY MUST HAVE A CURRENT NEGATIVE HIV TEST WITHIN 24 MONTHS OF EXECUTION OF ORDERS DOCUMENTED IN HEALTH AND DENTAL RECORDS. IF CIRCUMSTANCES WHERE A CURRENT HIV-1 TEST IS NOT AVAILABLE AND CANNOT BE OBTAINED PRIOR TO THE REQUIRED ACTIVE DUTY, THE RESERVE MEMBER MAY BE ORDERED TO ACTIVE DUTY AND THE HIV-1 TEST BE PERFORMED ON BLOOD DRAWN WITHIN THE FIRST 10 DAYS. IF THAT TEST IS POSITIVE, THE ACTIVE DUTY WILL BE TERMINATED AND THE MEMBER WILL REVERT TO THE INACTIVE STATUS. IN ADDITION, RESERVE PERSONNEL PERFORMING OFFICIAL DUTY OUTSIDE THE UNITED STATES FOR ANY PERIOD MUST HAVE A NEGATIVE HIV-1 TEST DOCUMENTED IN THEIR HEALTH AND DENTAL RECORDS WITHIN 12 MONTHS PRIOR TO DEPARTURE DATE.

39. THE PERIOD OF THIS ACTIVATION SPECIFIED AS YOUR MOBILIZATION EMPLOYMENT PERIOD IS FROM _____ TO _____ (12 MONTHS).

ADDITIONAL TIME SERVED UNDER THESE ORDERS FOR INDIVIDUAL SKILLS TRAINING, POST DEPLOYMENT LEAVE, AND/OR ANY ACCUMULATED POST DEPLOYMENT/MOBILIZATION RESPITE ABSENCE (PDMRA) HAS BEEN APPROVED BY THE SECRETARY CONCERNED.

40. MEMBERS UTILIZING POV TO THE ILOC WILL BE REIMBURSED UP TO GTR COST OF A PLANE TICKET. THE GTR COST IS 1310.00

41. REQUESTOR OF THESE ORDERS WAS: CPL K REQUESTOR, (111)111-1111. YOUR DUTY SITE POINT OF CONTACT IS CPL POC, (222)222-2222, POC@USMC.MIL.

-----End Example Orders-----

22. COMMARFOR Casualty Replacement and Personnel Management CONOPS Message. The below message provides an example of the supported COMMARFOR's casualty replacement and personnel management message. This concept of operations should be issued as early as possible in the planning process to identify the manpower requirement and associated logistical and fiscal costs.

-----Start Example Message-----

FM COMMARFORXXXX

TO

INFO

SUBJ// CASUALTY REPLACEMENT AND PERSONNEL MANAGEMENT CONOPS//

REF/A/

1. SITUATION. THIS MSG PROMULGATES COMMARFORXXXX PLANNING GUIDANCE FOR MANPOWER AND PERSONNEL MANAGEMENT ISO POTENTIAL OPLAN XXXX INCLUDING COMMARFORXXXX CONOPS FOR CASUALTY REPLACEMENTS.

1.A. THE FOLLOWING POLICIES/PROCESSES AFFECT THE PERSONNEL STATUS OF COMMARFORXXXX COMBAT UNITS AND SHOULD BE CONSIDERED:

1.A.1. STOP LOSS AND STOP MOVE.

1.A.2. AD PERSONNEL ASSIGNED THROUGH NORMAL PCS/A PROCESS.

1.A.3. AD PERSONNEL TAD/TDY.

1.A.4. CASUALTY REPLACEMENTS.

1.B. ASSUMPTIONS.

1.B.1. STOP/LOSS, STOP/MOVE RESULTS IN MAINTAINING CURRENT PERSONNEL STATUS OF COMMARFORXXXX FORCES.

1.B.2. PCS/A'S WILL ALLOW MANNING OF CRITICAL T/O SHORTFALLS IN CONJUNCTION WITH STOP/LOSS, STOP/MOVE.

1.B.3. PERSONNEL WILL BE AVAILABLE TO ASSIGN TAD/TDY IOT FILL CRITICAL T/O SHORTFALLS AND/OR PROVIDE FOR INITIAL COMBAT REPLACEMENTS.

1.B.4. ANY RESERVE ORDER TO ACTIVE DUTY CONSTRAINTS WILL BE REMOVED ALLOWING ACCESS TO THE IRR.

1.B.5. RETIREE RECALL MAY BE IMPLEMENTED TO MAN CRITICAL SUPPORTING ESTABLISHMENT AND TRAINING ESTABLISHMENT REQUIREMENTS.

2. MISSION. DEVELOP EFFECTIVE AND INTEGRATED MANPOWER PLANS AND COORDINATE MANPOWER PLAN EXECUTION IN A MANNER THAT FULLY SUPPORTS THE DEPLOYMENT, EMPLOYMENT AND SUSTAINMENT OF MARFORXXXX FORCES ISO OPLAN XXXX.

3. EXECUTION.

3.A. CONOPS.

3.A.1. PERSONNEL ASSIGNED TO COMMARFORXXXX FORCES, EITHER AS UNIT T/O SHORTFALL FILLERS OR CASUALTY REPLACEMENTS SHOULD BE "PUSHED" TO GFC'S THROUGH (APOE) VIA RSU'S CAMP LEJEUNE AND CAMP PENDLETON. ASSIGNED PERSONNEL WILL BE "PULLED" INTO THEATER, PER REQUEST OF (APPROPRIATE GFC) AND CG MLC REQUIREMENTS ICW COMMARFORXXXX.

3.A.2. ASSESS ABILITY TO FILL IDENTIFIED T/O SHORTFALLS PER REF X AND SUBSEQUENT UPDATES. DC, M&RA DEVELOPS PLAN TO SOURCE INITIAL T/O SHORTFALLS WITH AD PERSONNEL IN A TAD/TDY STATUS. THESE PERSONNEL SHOULD BE ASSIGNED DIRECTLY TO GFC'S FOR MINIMUM 179 DAYS. AD PERSONNEL TAD/TDY TO COMMARFORXXXX COMBAT FORCES WHO CANNOT DEPLOY WITH THEIR ASSIGNED UNIT MAY BE POOLED AS INITIAL COMBAT REPLACEMENTS OR OTHERWISE ASSIGNED PER THE GFC'S REQUIREMENTS.

3.A.3. CASUALTY REPLACEMENT REQUIREMENTS ARE IDENTIFIED BY COMMARFORXXXX (CG X MEF) AND CG MLC CASEST'S. DC, M&RA SOURCES COMMARFORXXX CASUALTY REPLACEMENTS AND ISSUES APPROPRIATE ORDERS. CASUALTY REPLACEMENTS THEN PROCESS THROUGH RIU AT MCB'S CAMP PENDLETON AND CAMP LEJEUNE ISO MARFOR. AFTER RIU CONDUCTS ADMIN PROCESSING AND FOLLOWING COMBAT REFRESHER TRAINING (CRT), CASUALTY REPLACEMENTS JOIN DESIGNATED GAINING COMMANDS, CG X MEF (REAR) OR CG XX MLG/MLC AND COORDINATE THE MOVEMENT OF CASUALTY REPLACEMENTS INTO (COMBATANT COMMANDER) AOR WITH COMMARFORXXXX (G1/G3).

3.A.4. CASUALTY REPLACEMENT THROUGHPUT SHOULD BE

ALLOCATED TO EACH MOB SPT BN IOT MAXIMIZE CASUALTY REPLACEMENT GENERATION AND AVAILABILITY. SENDING ONE-HALF OF PLANNED CASUALTY REPLACEMENTS TO EACH COAST WILL ACCOMPLISH THIS, HOWEVER, SIGNIFICANT COORDINATION WILL BE REQUIRED TO ENSURE THAT CASUALTY REPLACEMENTS ARE APPROPRIATELY JOINED TO X MEF OR XX MLG/MLC. PLANNING SHOULD ENSURE THAT COMBAT REPLACEMENTS DESIGNATED FOR THE CG MLC PROCESS AND TRAIN THROUGH MCB CAMP LEJEUNE TO THE MAX EXTENT POSSIBLE.

3.B. PLANNING ACTIONS/GUIDANCE.

3.B.1. DC, M&RA.

3.B.1.A. ASSESS ABILITY TO SOURCE UNIT T/O SHORTFALLS PER REQUIREMENTS ESTABLISHED IN REF D AND SUBSEQUENT UPDATES. ISSUES APPROPRIATE ORDERS.

3.B.1.B SOURCE AND COORDINATE PROCESSING OF COMBAT REPLACEMENT COMPANIES.

3.B.2. COMMARFORXXX

3.B.2.A. VALIDATE CG X MEF MANPOWER REQUIREMENTS.

3.B.2.B. COORDINATE MANPOWER SOURCING PLANS WITH DC, M&RA.

3.B.3. COMMARFOR

3.B.3.A. SUPERVISE CASUALTY REPLACEMENT ALLOCATION AND MOVEMENT INTO (COMBATANT COMMANDER) AOR PER CG X MEF AND CG, MLC REQUIREMENTS.

3.B.3.B. COORDINATE CG X MEF AND CG MLC PERSONNEL RECEPTION OPERATIONS IN THEATER.

3.B.4. CG X MEF.

3.B.4.A. UPDATE CASEST'S AND SUBMITS REQUIREMENTS TO DC, M&RA (MPP-60) VIA COMMARFORXXX (G1).

3.B.4.B. JOIN PERSONNEL (PCS/A, TAD/TDY, AND COMBAT REPLACEMENTS) TO APPROPRIATE SUBORDINATE COMMANDS (CONUS) AND COORDINATE THEIR MOVEMENT INTO THEATER WITH COMMARFOR (G1/G3).

3.B.5. MARINE LOGISTICS COMMAND (MLC)

3.B.5.A. UPDATE CASEST AND SUBMIT TO DC, M&RA (MPP-60) VIA COMMARFOR (G1).

3.B.5.B. JOIN PERSONNEL (PCS/A, TAD/TDY, AND COMBAT REPLACEMENTS TO CG XX MLG AND COORDINATE THEIR MOVEMENT INTO THEATER WITH COMUSMARCENT (G1/G3).

3.B.5.C. ASSUME OVERALL RESPONSIBILITY FOR MARINE PERSONNEL RECEPTION IN XXXXXXXX. COORDINATE RECEPTION, STAGING AND ON-WARD MOVEMENT SUPPORT REQUIREMENTS WITH CG X MEF (FWD).

3.C. COORDINATING INSTRUCTIONS.

3.C.1. PRIMARY POE'S FOR PERSONNEL ASSIGNED PCS/A, TAD/TDY, OR AS CASUALTY REPLACEMENTS TO MARINE COMBAT UNITS APPORTIONED TO OPLAN XXXX IS MCB'S CAMP LEJEUNE AND CAMP PENDLETON.

3.C.2. THE PRIMARY APOD FOR PERSONNEL ARRIVING IN THEATER IS XXXXXXXX INTERNATIONAL AIRPORT.

4. ADMINISTRATION. PER DC, M&RA GUIDANCE. APPROPRIATE GUIDANCE SHOULD ESTABLISH RUC/MCC STRUCTURE THAT SUPPORTS THE CONOPS ABOVE.

4. COMMAND AND SIGNAL.

4.1. COMMARFORXXX HAS OVERALL COGNIZANCE OVER PRE-N-DAY MANPOWER PLANNING ISO OPLAN XXXX.

4.2. COMMARFORXXX MONITORS THE PERSONNEL STATUS OF MARINE FORCES APPORTIONED TO OPLAN XXXX. UPON OPLAN

EXECUTION CONTROLS THE ALLOCATION AND MOVEMENT OF CASUALTY REPLACEMENTS INTO THEATER ISO CG X MEF AND CG MLC, AND REQUESTS DC, M&RA ADJUST COMBAT REPLACEMENT GENERATION AS THE OPERATIONAL SITUATION DICTATES.//

BT

-----End Example Message-----

23. MARFOR Request for Deployment of CASUALTY Replacements. The COMMARFOR message below is an example of a "pull" message for casualty replacements.

-----Start Example Message-----

P DDHHHZ MMM YY
FM COMMARFORXXXX//G1//
TO CMC WASHINGTON DC//MRA/MP/MPP-60/MM/MMEA/MMOA/MMIA/MI/
PPO/PO/PLN/P&R/I&L/LPO//
INFO COMBATANT COMMANDER AS APPROPRIATE
COMUSMARCENT//COS/G1/G3/G4/G5//
COMMARFORPAC//G1/G3/G4//G5//
COMMARCORBASESPAC CAMP H M SMITH HI//G9//
COMMARFORCOM//G1/G3/G4/G5//
COMMARCORBASESLANT//G1/G3//G4/G5//
COMMARFORRES//G1/G3/G4/G5//
CG TECOM QUANTICO VA//TFS//
CG I MEF//G1/G3/G4/G5//
CG I MEF FWD//G1/G3/G4/G5//
CG I MEF REAR//G1/G3/G4/G5//
CG II MEF//G1/G3/G4/G5//
COMMARCORMATCOM ALBANY GA//
CG MCB CAMP PENDLETON CA//G1/G3/G4//
CG MCB CAMP LEJEUNE NC//G1/G3/G4//
CG SECOND MLG//G1/G3/G4//
CG MARINE LOGISTICS COMMAND//G1/G3/G4//
CDR XX PERSCOM//
CG MAGTF TRNGCOM TWENTYNINE PALMS CA//G1/G3//
CG FIRST MARDIV//G1/G3/G4/G5//
CG THIRD MAW//G1/G3/G4/G5//
CG FIRST MLG//G1/G3/G4/G5//
RSU CAMP PENDLETON CA//S1/S3/S4//
RSU CAMP LEJEUNE NC//S1/S3/S4//
OPER/XXXXX XXXXXXX//
Message classification
MSGID/GENADMIN/COMMARFORXXXX G1//
SUBJ/REQUEST FOR DEPLOYMENT OF CASUALTY REPLACEMENTS (X)//
POC/XXXXXXXXX/MAJ/MW/MARCENT/G1/TEL: DSN XXX-XXX-XXXX/
SIPR EMAIL: XXXXXXXXXXXXXXXX@MARCENT.USMC.SMIL.MIL/
NIPR EMAIL: XXXXXXXXXXXXXXXX@MARCENT.USMC.MIL//
REF/A/MSG/COMUSMARCENT/QUOTE/030121Z//
AMPN/(X) REQUEST FOR DEPLOYMENT OF CASUALTY REPLACEMENTS
ISO XXXXXXX OPERATIONS//
REF/B/Other Refs as appropriate.
RMKS/1. (X) REQUEST THE DEPLOYMENT OF ALL IRR CASUALTY REPLACEMENTS
ISO OPERATION XXXXXXXXXXXXXXXX. ALL DEPLOYABLE IRR COMBAT
REPLACEMENTS LOCATED AT RIU CAMLEJ AND RIU CAMPEN WILL DEPLOY
ISO CG X MEF (FWD). CURRENTLY, XXX MARINES ARE LOCATED
AT RIU CAMLEJ, AND XXX MARINES ARE LOCATED AT
RIU CAMPEN. IRR CASUALTY REPLACEMENTS WILL

CONTRIBUTE TO FILLING REPLACEMENT REQUIREMENTS IDENTIFIED IN PAR. 2 BELOW. REMAINING DEPLOYED PERSONNEL WILL PROVIDE A SMALL POOL OF IN-THEATER REPLACEMENTS IOT ENABLE RAPID CASUALTY REPLACEMENT IF NECESSARY (ESTIMATED XXX MARINES) .

2. (X) PER REF (X), CG X, MEF REQUIRES THE FOLLOWING CASUALTY REPLACEMENTS BY MOS AND GRADE.

MOS	GRADE	QTY
0121	E2	
0151	E3	
0161	E3	
	E4	
0203	O3	
0206	O3	
0291	E3	
	E9	
0302	O1	
	O2	
	O4	
0311	E1	
	E2	
	E3	
	E4	
	E5	
~		
~		
~		
6114	E3	
	E5	
6174	E6	
6337	E6	
6531	E3	
	E6	
7011	E6	
7212	E3	
7562	O3	
7563	O2	
	O3	
8404	E3	
9999	E8	
TOTAL		XXX

3. (X) X MEF REPLACEMENT REQUIREMENTS THAT CANNOT BE SOURCED FROM WITHIN IRR CASUALTY REPLACEMENT POOLS MUST BE GLOBALLY SOURCED. HIGHLY RECOMMEND THAT ALL GLOBALLY SOURCED CASUALTY REPLACEMENTS ASSIGNED TAD EXCESS MARSHALL AT RIU CAMLEJ FOR FOLLOW-ON DEPLOYMENT.

4. (X) REQUEST DC, M&RA PROVIDE COMMARFOR (G1, G3, G5) READY TO DEPLOY DATES AND MARSHALLING LOCATIONS FOR ALL IRR AND GLOBALLY SOURCED CASUALTY REPLACEMENTS AS SOON AS POSSIBLE. THESE DEPLOYMENT DATES ARE ESSENTIAL TO BUILD UNIT LINE NUMBERS (ULNS) AND ENSURE THAT ULNS ARE VALIDATED AND STRATEGIC LIFT IS SCHEDULED IN A TIMELY FASHION. MARINES SHOULD BE MARSHALED SO THAT ULNS CONSIST OF NO LESS THAN 100 MARINES IOT TO ENSURE IN-TRANSIT VISIBILITY OF CASUALTY REPLACEMENTS.

5. (X) THE APOE FOR ALL CASUALTY REPLACEMENTS LOCATED ON THE WEST COAST IS MARCH AFB. (UNLESS OTHERWISE SPECIFIED)

6. (X) THE APOE FOR ALL CASUALTY REPLACEMENTS LOCATED ON THE EAST COAST IS CHERRY POINT, NC. (UNLESS OTHERWISE SPECIFIED)

7. (X) INDIVIDUALS DEPLOYING TO THE ITO MUST COMPLY WITH (SPECIFIC MEDICAL REQUIREMENTS AS IDENTIFIED) REQUIREMENTS CONTAINED IN REF (X).

8. (X) PRIMARY APOD FOR CASUALTY REPLACEMENT PERSONNEL ARRIVING IN THEATER IS XXXXXXXXXXXXXXXX AIRPORT. (GEOLOC).

9. (U) DIRLAUTH X MEF, MLC AND MSB'S EAST AND WEST FOR REPLACEMENT RECEPTION OPERATIONS.

DECL/DERI:OEF SCG OF DD MMM YY/X4//

BT

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NNNN

-----End Example Message-----

24. Sample Service Augmentation Validation Board (SAVB) Report. The below letter is an example of a SAVB report.

-----Start Sample Letter-----

Date

MEMORANDUM

From: Director, Current Operations Division, PP&O

To: Director, Manpower Plans Division, M&RA

Subj: SERVICE AUGMENTATION VALIDATION BOARD (SAVB)
RECOMMENDATION FROM DD MMM YYYY

Encl: (1) List of reviewed requirements

1. Summary of Recommendations

	Requests
Recommend Approval	4
Recommend Disapproval	25
Total	29

2. Detailed Recommendations. See enclosure (1).

3. Enclosure (1) is approved and forwarded for execution per CMC sourcing prioritization and other manpower management constraints.

4. The following board members were present.

Col I.M. Member	PP&O PO
LtCol I.M. Member	PP&O PL
LtCol I.M. Member	M&RA MMFA
LtCol I.M. Member	M&RA MM
Maj I.M. Member	M&RA MM

5. The following commands were also present at the board.

Col I. M. Present	Command/Organization
LtCol I. M. Present	Command/Organization
Maj I.M. Present	Command/Organization

6. POC for this matter is LtCol I. M. Chair, DSN XXX-XXXX.

I. M. PP&O PO/PL
Brigadier General
U.S. Marine Corps

-----End Sample Letter-----

25. Gubernatorial Request for Federal Assistance. To provide an example of gubernatorial action requesting Federal assistance following a state declared emergency.

-----Start Sample Letter-----

"For Immediate Release
Office of the Press Secretary
November 14, 2002

SAMPLE

BREDESEN REQUESTS FEMA DECLARATION

Nashville, TN - Gov. Phil Bredesen has asked President Bush to declare 28 Tennessee counties a federal disaster area in the wake of last month's flooding.

Today's request is in addition to an earlier request of the U.S. Small Business Administration, which was granted last week. The new request is for a presidential declaration that would authorize assistance from the Federal Emergency Management Agency (FEMA).

The flooding caused millions of dollars' worth of damage and claimed at least two lives, both children. Middle and East Tennessee were hit with four to eight inches of rain in just 36 hours beginning February 14, and there was rainfall somewhere in Tennessee every day through February 26. Coupled with snowmelt from a recent winter storm, severe flooding resulted across the eastern two-thirds of the state. February's rainfall in Tennessee was more than twice the normal total for the month.

In his request letter, Bredesen states, "I have determined that this incident is of such severity and magnitude that effective response is beyond the capabilities of the State and the affected local governments and that supplementary Federal assistance is necessary. Both state and local governments are experiencing a large shortfall in revenue which is causing extreme financial hardships."

Preliminary assessments conducted jointly by FEMA, TEMA and local governments indicate the most severe impacts were to roads and bridges, utilities, and public buildings. Some of the counties are very rural and the damage is widespread making it very difficult to identify all the damage locations during the PDA.

Bredesen's letter also points out that some areas are still underwater and the damages cannot be determined at this time.

The counties listed in Bredesen's letter are: Anderson, Bledsoe, Campbell, Cannon, Carter, Claiborne, Cumberland, Decatur, Fentress, Grainger, Hancock, Houston, Humphreys, Jackson, Johnson, Knox, Lewis, Loudon, Marion, Meigs, Rhea, Roane, Scott, Sequatchie, Stewart, Unicoi, Union, and Van Buren."

-----End Sample Letter-----

26. Presidential Authorization for Federal Assistance (DoD) to a State. The below letter is an example of Presidential action authorizing Federal assistance to a state.

-----Start Sample Letter-----

"For Immediate Release
Office of the Press Secretary
November 14, 2002

SAMPLE

President Orders Federal Aid for Tennessee

The President has declared a major disaster exists in the State of Tennessee and ordered Federal aid to supplement state and local recovery efforts in the area struck by a series of storms and tornados on November 11, 2002.

Federal funding is available to eligible individuals in the counties of Anderson, Bedford, Carroll, Coffee, Crockett, Cumberland, Gibson, Henderson, Madison, Marshall, Montgomery, Morgan, Rutherford, Scott, Sumner and Tipton.

The assistance, to be coordinated by the Federal Emergency Management Agency (FEMA), can include grants to help pay for temporary housing, home repairs and other serious disaster related expenses. Federal funding is also available on a cost share basis for hazard mitigation measures.

Joe M. Allbaugh, FEMA Director, named Gracia Szczech as the Federal Coordinating Officer for Federal recovery operations in the affected area.

The Agency said that damage surveys are continuing in other areas, and additional jurisdictions may be designated after the assessments are completed.

FOR FURTHER INFORMATION CONTACT: FEMA (202) 646-4600."

SAMPLE

-----End Sample Letter-----

APPENDIX U

TERMS AND DEFINITIONS

1. Purpose. To provide a common understanding of terms used within this Order.

Activation. Order to active duty (other than for training) in the federal service. Reference (i).

Active Duty. Full-time duty in the active military service of the United States. This includes members of the Reserve Component serving on active duty or full-time training duty, but does not include full-time National Guard duty. Reference (i).

Active Reserve (AR). The Active Reserve consists of members of the Selected Marine Corps Reserve on full time active duty for the purpose of organizing, administering, recruiting, instructing, or training the Reserve Component.

Alert Order. 1. A crisis action planning directive from the Secretary of Defense, issued by the Chairman of the Joint Chiefs of Staff, that provides essential guidance for planning and directs the initiation of execution planning for the selected course of action authorized by the Secretary of Defense. 2. A planning directive that provides essential planning guidance, directs the initiation of execution planning after the directing authority approves a military course of action, but does not authorize execution. Also called ALERTORD. Reference (h).

Administrative Control (ADCON). Direction or exercise of authority over subordinate or other organizations in respect to administration and support, including organization of Service forces, control of resources and equipment, personnel management, unit logistics, individual and unit training, readiness, mobilization, demobilization, discipline, and other matters not included in the operational missions of the subordinate or other organizations. Reference (br).

Casualty Replacement. Any Marine designated or mobilized to replace a billet vacated by a casualty or anticipated casualty.

Certification/Certify. The identification by a Force Provider of sourcing actual units, their origins, ILOC, ports of embarkation, and movement characteristics to support the time-phase force requirements of a supported commander operation plan approved by the President and Secretary of Defense. Identification of unit movement to ILOC for pre-deployment training. Reference (k).

Combatant Command (command authority) (COCOM). Nontransferable command authority established by title 10 ("Armed Forces"), United States Code, section 164, exercised only by commanders of unified or specified combatant commands unless otherwise directed by the President or the Secretary of Defense. Combatant command (command authority) cannot be delegated and is the authority of a combatant commander to perform those functions of command over assigned forces involving organizing and employing commands and forces, assigning tasks, designating objectives, and giving authoritative direction over all aspects of military operations, joint training, and logistics necessary to accomplish the missions assigned to the command. Combatant command (command authority) should be exercised through the commanders of

subordinate organizations. Normally this authority is exercised through subordinate joint force commanders and Service and/or functional component commanders. Combatant command (command authority) provides full authority to organize and employ commands and forces as the combatant commander considers necessary to accomplish assigned missions. Operational control is inherent in combatant command. Reference (y).

Command. 1. The authority that a commander in the armed forces lawfully exercises over subordinates by virtue of rank or assignment. Command includes the authority and responsibility for effectively using available resources and for planning the employment of, organizing, directing, coordinating, and controlling military forces for the accomplishment of assigned missions. It also includes responsibility for health, welfare, morale, and discipline of assigned personnel. 2. An order given by a commander; that is, the will of the commander expressed for the purpose of bringing about a particular action. 3. A unit or units, an organization, or an area under the command of one individual. Also called CMD. See also combatant command (command authority). Reference (br).

Command Relationship. The interrelated responsibilities between commanders as well as operational authority exercised by commanders in the chain of command. Further defined as combatant command (command authority), operational control, tactical control, or support. Reference (br).

Contingency Operation. A military operation that is either designated by the Secretary of Defense as a contingency operation or becomes a contingency operation as a matter of law (Title 10, United States Code, Section 101(a)(13)). It is a military operation that: a. is designated 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 b. is created by definition of law. Under Title 10 United States Code, Section 101(a)(13)(B), a contingency operation exists if a military operation results in the (1) call-up to (or retention on) active duty of members of the uniformed Services under certain enumerated statutes (Title 10 United States Code, Sections 688, 12301(a), 12302, 12304, 12305, 12406, or 331-335); and (2) the call-up to (or retention on) active duty of members of the uniformed Services under other (non-enumerated) statutes during war or national emergency declared by the President or Congress. Reference (y).

Contingency Planning. Contingency planning is used when there is less uncertainty but enough is not known about the situation to allow for the adoption of a specific plan. Normally, planners prepare for several contingencies, allowing the commander to respond quickly when the situation requires action.

Crisis. An incident or situation involving a threat to the United States, its citizens, military forces, or vital interests that develops rapidly and creates a condition of such diplomatic, economic, or military importance that commitment of military forces and resources is contemplated to achieve national objectives. Reference (bq).

Crisis Action Planning. Crisis action planning is conducted in response to crises where national interests are threatened and a military response is being considered. In crisis action planning, the time available for planning at the national level may be as little as a few days. Crisis action planning

procedures promote the logical, rapid flow of information and the timely preparation of campaign plans or OPORDs.

Deactivation. Release from active duty.

Deferment. A situation which requires cancellation of a member's initial set of activation orders.

Delay. A situation that requires modification to a member's initial report date/orders, but does not warrant or require cancellation of their activation orders.

Demobilization. The process of transitioning a conflict or wartime military establishment and defense-based civilian economy to a peacetime configuration while maintaining national security and economic vitality. Reference (h).

Deployment Order (DEPOD). A planning directive from the Secretary of Defense, issued by the Chairman of the Joint Chiefs of Staff, that authorizes and directs the transfer of forces between combatant commands by reassignment or attachment. Also called DEPOD. Reference (br).

Detachment (det). A part of a unit separated from its main organization for duty elsewhere. A temporary military or naval unit formed from other units or parts of units.

Execute order. 1. An order issued by the Chairman of the Joint Chiefs of Staff, at the direction of the Secretary of Defense, to implement a decision by the President to initiate military operations. 2. An order to initiate military operations as directed. Also called EXORD. Reference (h).

Exemption. A situation which necessitates cancellation of a member's activation orders under current partial mobilization authority, but does not warrant the member's separation.

Force. An aggregation of military personnel, weapon systems, equipment and necessary support, or combination thereof. Reference (br).

Force Readiness Assistance and Assessment Program (FRAAP). COMMARFORRES program that evaluates a reserve unit's ability to integrate with the GFC in order to provide an accurate assessment of Force mobilization readiness.

Gaining Force Commander (GFC). The commander that gains activated Marine Corps Reserve units, and/or individuals, for subsequent deployment to a supported Marine Corps Component Commander. The GFC is responsible for preparing and certifying Marine Corps Reserve units and personnel for deployment as part of a MAGTF or as an independent capability.

Global Force Management (GFM). Enables global sourcing—regardless of the command or Service to which the force is assigned—of combatant command force requirements. Provides a decision framework for making assignment and allocation recommendations to the SECDEF and apportionment recommendations to the CJCS. The Force Allocation Decision Matrix provides the framework for prioritizing sourcing CCDR force requirements with finite forces. Allows for the SECDEF to make proactive, risk informed force management allocation decisions.

Global Force Management Implementation Guidance (GFMIG). The GFMIG aligns the assignment, allocation, and apportionment processes to support more proactive, risk informed force management decisions.

Health Services Augmentation Program (HSAP). Active duty Navy medical personnel that are assigned to CONUS/OCONUS Naval medical activities that augment operational platforms or units during time of war or contingency crisis.

Home Station. The permanent location of active duty units and RC units (e.g., location of armory or reserve center). Reference (i).

Home Training Center (HTC). The permanent location of RC units (e.g., location of armory or reserve center).

Host unit. The closest SMCR unit to a volunteering IRR Marine's residence.

Inactive Status List (ISL). Standby Reserve members who are not required by law or regulation to remain in an active program and who retain their Reserve affiliation in a non-participating status.

Individual Fillers. Individuals who fill vacancies in a unit that were caused by manning shortages at the mobilization station or in theater. Reference (d).

Individual Mobilization Augmentee (IMA). An individual reservist attending drills who receives training and is preassigned to an Active Component organization, a Selective Service System, or a Federal Emergency Management Agency billet that must be filled on, or shortly after, mobilization. Individual mobilization augmentees train on a part-time basis with these organizations to prepare for mobilization. Inactive duty training for individual mobilization augmentees is decided by component policy and can vary from 0 to 48 drills a year. Reference (i).

Individual Ready Reserve (IRR). A manpower pool consisting of individuals who have had some training or who have served previously in the Active Component or in the Selected Reserve, and may have some period of their Military Service Obligation remaining. Members may voluntarily participate in training for retirement points and promotion with or without pay. Reference (i).

Intermediate Location (ILOC). An ILOC is a stopping point in the employment routing of a unit and is used for a unit layover lasting a specified time, normally longer than a day. This layover often is used to unite the personnel and cargo of split shipments. A unit may need to stop at an ILOC when moving from its point of origin to its POE, from its POE to its POD, or from its POD to its destination. Reference (y).

Joint Individual Augmentation/Augmentee (JIA). A JIA is an unfunded temporary manpower requirement (or member filling an unfunded temporary manpower position) identified on a JMD by a supported CCDR to augment Joint Task Force staff operations during contingencies. A JIA will fill Task Force HQ requirements; tactical-level deployment is not appropriate for JIA sourcing. Sourcing by JIA is meant to be the last method for obtaining manpower for positions. This includes positions at permanent organizations required to satisfy an elevated mission in direct support of contingency operations. Aside from mandated personal protective equipment, JIAs will not

deploy with additional equipment. Neither collective team training nor specialized training exceeding 1-2 weeks should be needed. Either Active or RC, National Guard, or DoD civilian personnel can fill JIA positions. Reference (ab).

Marine Corps Mobilization Processing System (MCMPS). The Service system used to task, track, and approved IAs and SAs. The system is comprised of four modules:

a. Manpower Requirement Tracking Module (MRTM). Tracks the approval and sourcing status of each requirement and is used to submit requirements for validation and for initial sourcing of IAs/SAs 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 deactivate an IA/SA.

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

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.

Mobilization

a. The act of assembling and organizing national resources to support national objectives in time of war or other emergencies.

b. The process by which the Armed Forces or part of them are brought to a state of readiness for war or other national emergency. This includes activating all or part of the Reserve Component as well as assembling and organizing personnel, supplies, and materiel. Mobilization of the Armed Forces includes but is not limited to the following categories:

(1) selective mobilization – Expansion of the active Armed Forces resulting from action by Congress and/or the President to mobilize Reserve Component units, Individual Ready Reservists, and the resources needed for their support to meet the requirements of a domestic emergency that is not the result of an enemy attack.

(2) partial mobilization – Expansion of the active Armed Forces resulting from action by Congress (up to full mobilization) or by the President (not more than 1,000,000 for not more than 24 consecutive months) to mobilize Ready Reserve Component units, individual reservists, and the resources needed for their support to meet the requirements of a war or other national emergency involving an external threat to the national security.

(3) full mobilization – Expansion of the active Armed Forces resulting from action by Congress and the President to mobilize all Reserve Component units and individuals in the existing approved force structure, as well as all retired military personnel, and the resources needed for their support to meet the requirements of a war or other national emergency involving an external threat to the national security. Reserve personnel can be placed on active duty for the duration of the emergency plus six months.

(4) total mobilization – Expansion of the active Armed Forces resulting from action by Congress and the President to organize and/or generate additional units or personnel beyond the existing force structure, and the resources needed for their support, to meet the total requirements of a war or other national emergency involving an external threat to the national security. Reference (i).

Naval Reserve Program Nine. Program Nine is the designation given naval reservists who support various USMC units and activities. Commander, Naval Reserve Force (COMNAVRESFOR) has overall responsibility, administration of these reservists has been delegated to both Commander, Naval Air Reserve Force (COMNAVRESFOR) and Commander, Naval Surface Reserve Force (COMNAVSURRESFOR). Commander, Marine Forces Reserve (COMMARFORRES) executes peacetime management within the Marine Corps of Program Nine personnel. Reference (ag).

Operation Control (OPCON). Command authority that may be exercised by commanders at any echelon at or below the level of combatant command. Operational control is inherent in combatant command (command authority) and may be delegated within the command. Operational control is the authority to perform those functions of command over subordinate forces involving organizing and employing commands and forces, assigning tasks, designating objectives, and giving authoritative direction necessary to accomplish the mission. Operational control includes authoritative direction over all aspects of military operations and joint training necessary to accomplish missions assigned to the command. Operational control should be exercised through the commanders of subordinate organizations. Normally this authority is exercised through subordinate joint force commanders and Service and/or functional component commanders. Operational control normally provides full authority to organize commands and forces and to employ those forces as the commander in operational control considers necessary to accomplish assigned missions; it does not, in and of itself, include authoritative direction for logistics or matters of administration, discipline, internal organization, or unit training. Reference (y).

Parent Unit. The unit a volunteering SMCR Marine reports to for monthly drills. This is the SMCR unit that exercises command over the Marine on a normal basis.

Primary Residence - Home RC Member. 1. An RC member ordered to active duty, and the active duty order is not a PCS, the primary residence/home is the dwelling (i.e., house, townhouse, apartment, condominium, mobile home, houseboat, vessel, etc.) at which the RC member resides and from which the RC member commuted to work before being ordered to active duty. 2. An RC member can have only one primary residence/home at any given time. 3. If the RC member relocates the primary residence/home during the active duty order period, and upon termination of the order is issued a new active duty order, the allowances under the new order are based on the new primary residence/home on the first active duty day. 4. The primary residence/home can only change if there is a break of active duty/service exceeding one full day. Reference (bs).

Ready Reserve. Comprised of organized units and individuals subject to being ordered to active duty to augment the Active Component in time of war or national emergency. The Ready Reserve consists of the Selected Marine Corps Reserve and Individual Ready Reserve.

Redeployment ILOC (RILOC). An RILOC is a stopping point in the redeployment routing of a unit and is used for a unit layover lasting a specified time, normally longer than a day. This layover often is used to perform administrative tasks related to deactivation that may not be possible at a units HTC.

Reserve Active Status List (RASL). Standby Reserve members removed from the Ready Reserve, either temporarily or permanently, due to hardship or other cogent reason, who have either not completed their military service obligation or retained in an active status as required by law, or who have been designated as "key personnel" considered critical the national security in their civilian employment.

Retired Reserve. All officers and enlisted personnel who receive retired pay on the basis of active duty or reserve service; all Reserve officers and enlisted personnel who are otherwise eligible for retired pay but have not reached age 60, who have not elected discharge, and are not voluntary members of the Ready or Standby Reserve; and other retired reservists under certain conditions.

Selected Marine Corps Reserve (SMCR). Consists of those units and individuals within the Ready Reserve designated as essential to initial wartime missions and that have priority over all other Reserves. The Selected Marine Corps Reserve consists of organized units, Individual Mobilization Augmentees, and the Active Reserve.

Selected Reserve. Those units and individuals within the Ready Reserve designated by their respective Military Services to be trained and equipped to perform operational missions ISO the national defense strategy. They are required to participate in inactive duty training periods and/or annual training. The Selected Reserve also includes Reserve members awaiting or performing IADT who are authorized to perform drills. Reference (d).

Selected Reserve Unit. Any group or detachment of one or more individuals organized to perform a particular function. Operational units train and normally serve as cohesive units. Augmentation units train together but lose their unit identity when activated or mobilized, normally to augment an AC unit. Reference (d).

Service Augmentee (SA). USMC internal SA requirements do not include Joint Manning Document (JMD) requirements. Valid USMC internal SA requirements include at least one of the following criterion:

- a. An emergent individual manpower requirement not on an approved T/O;
- b. A vacant chargeable T/O structure space directed for fill by DC, M&RA during periods of heightened mission posture. Reference (t).

Service Retained Forces. Active Component and Reserve Component operation forces under administrative control of the respective Service Secretaries, and not assigned to CDRs. These forces remain under the administrative control of their respective Services and are commanded by a Service-designated commander responsible to the Services unless allocated to a Combatant Commander for the execution of Operational Missions.

Standby Reserve. Is comprised of personnel who maintain their affiliation with the Service without being in the Ready Reserve or Retired Reserve.

Members in this category are either assigned to the Reserve Active Status List or Inactive Status List.

Stop-Loss. Presidential authority under Title 10, United States Code, Section 12305 to suspend laws relating to promotion, retirement, or separation of any member of the Armed Forces determined essential to the national security of the United States ("laws relating to promotion" broadly includes, among others, grade tables, current general or flag officer authorizations, and E8 and 9 limits). This authority may be exercised by the President only if reservists are serving on active duty under Title 10, United States Code authorities for Presidential Reserve Call-up, partial mobilization, or full mobilization. Reference (i).

Support. 1. The action of a force that aids, protects, complements, or sustains another force IAW a directive requiring such action. 2. A unit that helps another unit in battle. 3. An element of a command that assists, protects, or supplies other forces in combat. Reference (y).

Supported Commander. In the context of a support command relationship, the commander who receives assistance from another commander's force or capabilities, and who is responsible for ensuring that the supporting commander understands the assistance required, reference (h).

Supporting Commander. In the context of a support command relationship, the commander who aids, protects, complements, or sustains another commander's force, and who is responsible for providing the assistance required by the supported commander. Reference (y).

Supporting Establishment. The Marine Corps supporting establishment consists of those personnel, bases, and activities that support the Marine Corps operating forces. This infrastructure consists primarily of major bases and stations in the United States and Japan and all the personnel, equipment, and facilities required to operate them. The supporting establishment also includes Marine Corps Recruiting Command (MCRC), Marine Corps Combat Development Command (MCCDC), and Marine Corps Systems Command (MARCOSYSCOM), as well as all training activities and formal schools. Additionally, the supporting establishment includes those civilian activities and agencies that provide support to Marine forces. Reference (bt).

SGEWG. The Strategic Ground Equipment Working Group (SGEWG) is the HQMC primary body to prioritize equipment distributions to support force transitioning. The SGEWG exists as an advisory and information sharing body to facilitate CMC decision-making and address Equipment Density List (EDL) ground equipment shortfalls of Operating Forces preparing to conduct, conducting, or returning from contingency operations. The SGEWG is comprised of representatives from HQMC, the Supporting Establishment and the Operating Forces. The SGEWG is co-chaired by DC, PP&O (PO) and DC, I&L (LP). Final decision making authority resides with CMC, or as delegated to DC, PP&O and DC, I&L. The DC, CD&I participates in an advisory role to foster the integration of near and far term equipment challenges, while ensuring Marine Corps equipment requirements are appropriately considered.

Time-Phased Force and Deployment Data. The time-phased force data, non-unit cargo and personnel data, and movement data for the operation plan or operation order or ongoing rotation of forces. Reference (h).

Technical Direction. The performance of a specialized or professional service, or the exercise of professional guidance or direction through the establishment of policies and procedures in technical matters, reference (bu). Technical direction may include:

- a. Establishing standards or procedures for performing a technical function.
- b. Providing professionally trained and qualified personnel to perform a technical function.
- c. Providing professional advice, guidance, or assistance.
- d. Performing a technical function as a service to the command.

Unit Fillers. Individuals who fill vacancies in a RC or AC unit that are a result of manning shortfalls prior to activation or deployment.

Warning Order. 1. A preliminary notice of an order or action that is to follow. 2. A planning directive that initiates the development and evaluation of military courses of action by a supported commander and requests that the supported commander submit a commander's estimate. 3. A planning directive that describes the situation, allocates forces and resources, establishes command relationships, provides other initial planning guidance, and initiates subordinate unit mission planning. Reference (h).

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APPENDIX V

ACRONYMS

Acronym	Long Name	Page
AC	Active Component	3
ADCON	Administrative Control	1-9
AFHSA	Armed Forces Health Surveillance Activity	D-4
ALD	Available to Load Date	1-6
ALERTORD	Alert Order	2-4
AMHS	Automated Message Handling System	A-2
AOR	Area of Responsibility	2-5
AR	Active Reserve	1-8
ASD(RA)	Assistant Secretary of Defense for Reserve Affairs	1-3
ASL	Active Status List	1-8
ASN (M&RA)	Assistant Secretary of the Navy (Manpower & Reserve Affairs)	2-10
ASP	Ammunition Supply Point	M-3
A/SPOD	Air/Sea Ports of Debarkation	M-3
A/SPOE	Air/Sea Ports of Embarkation	M-3
BAH	Basic Allowance for Housing	J-1
BCAC	Beneficiary Counseling and Assistance Coordinator	K-9
BIC	Billet Identification Code	4-5
BISOG	Blue in Support of Green	A-2
BTN	Blue in Support of Green Tracking number (BTN)	A-2
BUMED	Bureau Of Medicine and Surgery	1-5
BUPERS	Bureau of Navy Personnel	1-4
C	TAD Complete	K-4
CBRN	Chemical, biological, radiological, or nuclear	3-8
CCDR	Combatant Commander	3
CEI	Civilian Employment Information	1-3
CJCS	Chairman of the Joint Chiefs of Staff	1-3
CMC	Commandant of the Marine Corps	3
CNIC	Commander, Navy Installations Command	1-4
CNO	Chief of Naval Operations	1-4
CO	Commanding Officer	1-4
COA	Course of Action	B-1
COMLANTFLT	Commander, Atlantic Fleet	P-2
COMMARFOR	Commander, Marine Forces	3
COMMARFORCOM	Commander, Marine Forces Command	3
COMMARFORLOGCOM	Commander, Marine Corps Logistics Command	2-18
COMMARFORRES	Commander, Marine Forces Reserve	1-2
COMMCICOM	Commander, Marine Corps Installation Command	2-12

Acronym	Long Name	Page
COMNAVAIRESFOR	Commander, Naval Air Reserve Force	2-16
COMNAVRESFORCOM	Commander, Navy Reserve Force Command	1-5
COMPACFLT	Commander, Pacific Fleet	P-2
CONUS	Continental United States	2-8
CRA	Clothing Replacement Allowance	J-6
CRM	Casualty Replacement Model	B-1
CRP	Casualty Replacement Pool	2-12
CRT	Combat Refresher Training	2-13
CSP	Consolidated Storage Program	O-1
DC, CD&I	Deputy Commandant, Combat Development & Integration	B-1
DC, I&L	Deputy Commandant, for Installations & Logistics	2-14
DC, M&RA	Deputy Commandant, Manpower & Reserve Affairs	3
DC, PP&O	Deputy Commandant, for Plans Policies & Operations	3
DC, P&R	Deputy Commandant, Programs & Resources	2-13
DCNO (N3/N5)	Deputy Chief of Naval Operations for Information, Plans and Strategy	1-4
DD&E	Delay, Deferment and Exemption	1-5
DEERS	Defense Enrollment Eligibility Reporting System	K-2
DEPOrDs	Deployment Orders	2-16
DLA	Defense Logistics Agency	2-18
DoD	Department of Defense	1-2
DON	Department of the Navy	1-3
DPC	Deployment Processing Center	K-4
DRRS-MC	Defense Readiness Reporting System - Marine Corps	2-16
DSCA	Defense Support to Civil Authorities	S-1
DSS	Deployment Screening Site	2-4
DSSN	Disbursing Station Symbol Number	J-24
DST	Direct Support Teams	2-6
DTG	Date Time Group	H-2
EAS	End of Active Service	F-1
EOS	End of Obligated Service	F-1
ESC	Executive Steering Committee	2-13
EXORD	Execute Order	2-4
FEMA	Federal Emergency Management Agency	S-1
FMCR	Fleet Marine Corps Reserve	1-9
FRAAP	Force Readiness Assistance and Assessment Program	2-17
FSA	Family Separation Allowance	J-5
GFC	Gaining Force Commander	2-6
GFM	Global Force Management	1-4
GFMAP	Global Force Management Allocation Plan	2-4
GFMIG	Global Force Management Implementation Guidance	1-6

Acronym	Long Name	Page
GO	General Officer	F-1
GST	General Support Teams	2-16
GTCC	Government Travel Charge Card	K-3
HHG	Household Goods	K-3
HHQ	Higher Headquarters	3-8
HOR	Home of Record	4-7
HQMC	Headquarters Marine Corps	3
HSAP	Health Services Augmentation Program	1-5
HTC	Home Training Center	2-4
IA	Individual Augmentee	1-4
IAW	in accordance with	1-2
ICE	Infantry Combat Equipment	2-17
ICW	in coordination with	2-4
I-I	Inspector-Instructor	C-1
ILOC	Intermediate Location	2-5
IMA	Individual Mobilization Augmentee	1-6
IOT	in order to	2-15
IPAC	Installation Personnel Administration Centers	2-12
IRR	Individual Ready Reserve	1-6
ISL	Inactive Status List	1-8
ISO	in support of	1-5
IUT	Inter-Unit Transferring	E-1
JAD	Judge Advocate Division	R-2
JFTR	Joint Federal Travel Regulations	G-1
JIA	Joint Individual Augmentation	1-6
JMD	Joint Manning Document	4-2
JOPEs	Joint Operation Planning & Execution System	K-7
JS	Joint Staff	1-4
LACMOB	Local Area Coordinator for Mobilization	D-3
LAD	Latest Arrival Dates	M-2
LOA	Line of Accounting	K-2
LWAS	Leave While Awaiting Separation	J-23
M&S	Modeling & Simulation	P-2
MAGTF	Marine Air-Ground Task Force	1-2
MARCORLOGCOM	Marine Corps Logistics Command	M-2
MARCORSYSCOM	Marine Corps Systems Command	B-6
MARFORCOM	Marine Forces Command	1-2
MARFORPAC	Marine Forces Pacific	1-2
MARFORRES	Marine Forces Reserve	1-2
MARFORs	Marine Forces	3

Acronym	Long Name	Page
MCBUL	Marine Corps Bulletin	3-3
MCCDC	Marine Corps Combat Development Command	2-13
MCC	Monitored Command Code	2-12
MCD	Marine Corps District	K-5
MCICOM	Marine Corps Installation Command	2-12
MCIRSA	Marine Corps Individual Reserve Support Activity	1-8
MCLLS	Marine Corps Lessons Learned System	2-11
MCMPS	Marine Corps Mobilization Processing System	2-13
MCRC	Marine Corps Recruiting Command	2-15
MCTFS	Marine Corps Total Force System	G-1
MCTFSPRIUM	Marine Corps Total Force System Personnel Reporting Instructions User's Manual	E-2
MEF	Marine Expeditionary Force	2-16
MOBMCC	Mobilization Monitored Command Codes	2-12
MOL	Marine Online	4-5
MOS	Military Occupation Specialty	2-15
MPMC	Military Personnel Marine Corps	2-14
MRL	Minimum Requirements List	M-4
MROWS	Marine Reserve Order Writing System	4-5
MRTM	Mobilization Requirements Tracking Module	H-1
MSC	Major Subordinate Command	B-1
MTF	Medical Treatment Facilities	D-3
NBC	Nuclear, Biological, and Chemical	B-1
NCR	National Capital Region	D-3
NMCMPS	Navy-Marine Corps Mobilization Processing System	1-5
NMPS	Navy Mobilization Processing Site	1-4
NOSC	Navy Operation Support Center	1-4
NRP9	Navy Reserve Program Nine	1-5
NWRM	Net War Reserve Material	2-19
O&MMC	Operations and Maintenance Marine Corps	2-14
OAG	Operations Advisory Group	2-10
OCC	Officer Candidate Course	K-5
OIC	Officer in Charge	1-4
OLA	Office of Legislative Affairs	3-5
OPID	Operational Identifier	J-10
OPLANS	Operation Plans	2-12
OPNAV	Office of the Chief of Naval Operations	2-17
OSD	Office of the Secretary of Defense	1-2
PA	Public Affairs	2-11
PAX	Passengers	3-3

Acronym	Long Name	Page
PCS	Permanent Change of Station	F-2
PDHRA	Post Deployment Health Reassessment	D-5
PDMRA	Post Deployment/Mobilization Respite Absence	D-8
PERSTEMPO	Personnel Tempo	J-5
PID	Plan Identification	K-2
PLANORD	Planning Order	2-4
PLC	Platoon Leader's Course	K-5
PMT	Personnel Mobilization Team	D-4
POD	Port of Debarkation	2-7
POE	Port of Embarkation	1-6
POI	Program of Instruction	2-14
POV	Privately Owned Vehicle	G-1
POW	Prisoner of War	J-18
PR	Promotion	K-4
PSD	Personnel Support Detachment	D-2
PSR	Prior Service Recruiting	E-1
PTAD	Permissive Temporary Additional Duty	K-6
PTP	Pre-deployment Training Program	3-7
PWST	Peacetime/Wartime Support Teams	H-1
RBE	Remain-Behind Equipment	2-15
RC	Reserve Component	3
RC MOB/DEMOB OAG	Reserve Component Mobilization/Demobilization Operational Advisory Group	R-1
RD	Reduction	K-4
RED	Record of Emergency Data	C-2
RESECC	Reserve End of Current Contract	F-1
RFP	Report For Planning	2-11
RILOC	Redeployment ILOC	2-8
RIRP	Reserve Income Replacement Program	K-1
RPMC	Reserve Personnel Marine Corps	P-1
RSO&I	Reception, Staging and Onward Movement and Integration	2-7
RSP	Readiness Support Program	C-1
RSU	Reserve Support Unit	2-4
RTN	Requirements Tracking Number	H-1
RUC	Reporting Unit Code	2-12
SA	Service Augment	1-6
SABRS	Standard Accounting, Budgeting and Reporting System	K-3
SAVB	Service Augmentation Validation Board	2-11
SDA	Special Duty Assignments	F-1
SDNS	Standard Document Numbers	K-2

Acronym	Long Name	Page
SE	Supporting Establishment	3
SECDEF	Secretary of Defense	1-2
SECNAV	Secretary of the Navy	1-3
SelRes	Selected Reserve	1-7
SGEWG	Strategic Ground Equipment Working Group	2-11
SGLI	Servicemembers' Group Life Insurance	C-2
SJA	Staff Judge Advocate	K-1
SMCR	Selected Marine Corps Reserve	3
SNCO	Staff Noncommissioned Officers	B-5
SOI	School of Infantry	2-13
STAP	Special Training Allowance Pool	M-1
T/A	Training Allowance	2-18
TAA	Tactical Assembly Area	2-7
TAC	Transportation Account Code	P-2
TAMP	Transitional Assistance Management Program	J-24
TBIR	Basic Individual Record	J-1
TBTR	Basic Training Record	J-2
TD	To TAD	K-4
TECHDIR	Technical Direction	2-11
TECOM	Training and Education Command	4-6
TOP	Transportation of People	M-3
TOT	Transportation of Things	M-3
TPFDD	Time-Phased Force and Deployment Data	2-16
TR	Transfer	K-4
TROS	Record of Service	J-2
TSP	Thrift Savings Plan	J-6
UCMJ	Uniform Code of Military Justice	3-9
UDL	Unit Density List	M-2
USD (P&R)	Under Secretary of Defense for Personnel and Readiness	1-2
USFFC	United States Fleet Forces Command	1-4
USJFCOM	United States Joint Forces Command	3-9
USTRANSCOM	United States Transportation Command	D-4
UTR	Unit Table of Equipment Requirement	2-15
VA	Veterans Administration	D-3
WARNORD	Warning Order	2-3
WRWP	War Reserve Withdrawal Plan	2-18