



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

MCIEASTO 1001.2  
G-1  
2 Mar 11

MARINE CORPS INSTALLATIONS EAST ORDER 1001.2

From: Commanding General  
To: Distribution List

Subj: INDIVIDUAL AUGMENTATION READINESS PLAN

Ref: (a) MCO 1001.61  
(b) CMC WASHINGTON DC MRA MM MMFA 071916Z May 08  
(c) CMC WASHINGTON DC 102202Z Apr 09 //FOUO//  
(d) CMC WASHINGTON DC 170023Z Mar 06  
(e) MCO 1754.9  
(f) DCG USFOR-A Memo of 5 May 10

Encl: (1) Individual Augmentation Process  
(2) Individual Augmentation Request (IAR) Process and Timeline  
(3) Individual Augmentation Eligibility Checklist  
(4) Individual Augmentation Waiver Request  
(5) Individual Augmentation Reporting Instructions and Checklists  
(6) Individual Augmentation After Action Questionnaire

Report Required: Individual Augmentation After Action  
Questionnaire (Report Control Symbol  
MCIEAST-1001.2-1), par. 3b(2)e

1. Situation. In support of operational requirements, Marine Corps Installations East (MCIEAST) is filling designated Individual Augment (IA) billet requirements, as identified and tasked by U.S. Marine Corps Forces Command (MARFORCOM) to support Combatant Commanders for both worldwide contingency and non-contingency requirements, with an end-state to satisfy global demands and meet institutional requirements.

2. Mission. To promulgate procedural guidance to meet IA requirements as set forth in references (a) through (f).

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

### 3. Execution

#### a. Commander's Intent and Concept of Operations

##### (1) Commander's Intent

(a) An IA is not intended as a resource to increase peacetime manning levels. Manpower controls that prohibit adverse impacts on unit end-strength limits must be closely monitored. Operational requirements are based on approved structure (e.g., an approved Table of Organization (T/O) or a Joint Manning Document) and justified for a specific crisis/contingency.

(b) Commanders shall ensure identification of individuals to support IA requirements as early as possible to sustain not only the deployed forces, but also individual and family readiness.

(2) Concept of Operations. This Order formalizes the IA assignment process throughout MCIEAST. This approach enables the Command to attain the characteristics it desires from the IA request fulfillment process, provide transparency and fairness in personnel selection, and allow personnel to prepare themselves and their families for overseas assignment.

(a) Sustainability. This process will support continuous rotation of individuals.

(b) Flexibility. This process provides options to accommodate non-standard needs.

(c) Responsiveness. This formalized process produces augmentation personnel with the desired skills to the Gaining Forces Command (GFC) (at entry to in-processing pipeline) within 60 days.

(d) Equity. This process exercises fair share apportionment of responsibilities across all MCIEAST activities.

(e) Predictability. This process allows the unit/program/competency to mitigate the risk of specific individual losses due to augmentation. It also allows individuals to make personal plans based on the potential for deployment.

b. Subordinate Element Missions

(1) Assistant Chief of Staff (AC/S), G-1

(a) Establish and manage the IA process in accordance with references (a) through (f), and current MARFORCOM guidance. Reference (b) has outlined the Force Augmentation Business Rules to provide a standard foundation to support force augmentation requirements.

(b) Review requirements and compare with on hand manning for requisite Military Occupational Specialty (MOS), clearance, or skill sets. Enclosure (1) provides the details pertaining to the IA process, management of IA assignments, and exemptions that will be allowed. Enclosure (2) documents the IA Request (IAR) process, and provides an example of the timeline that shall be followed.

(c) Fill IA requirements, manning with requisite MOS, clearance, or skill sets.

(d) Report weekly on the statuses of IA staffing and current deployed personnel to the CG MCIEAST and AC/S G-1.

(2) MCIEAST Commanders

(a) Comply with the intent of this Order by ensuring that all eligible personnel are given equal consideration congruent to IA tasking and mission accomplishment.

(b) Review the IA requirements and assess mission risk. Assessment should include quantification of impact to mission in the event an individual deploys, and identification of waiver requests, if applicable.

(c) Screen personnel to ensure they meet all billet requirement criteria and deployment eligibilities utilizing enclosure (3). Enclosure (3) is provided for internal use at the command level, and is not required to be forwarded to this headquarters. Therefore, the Command may designate at what level the screening will be completed, i.e., company, battalion,

squadron, etc. The Command Representative conducting the screening, regardless of level, may sign this form to be provided to the Commanding Officer, or designated official, responsible for manning the IA requirements. Deploying personnel shall complete the prescribed Pre-Deployment Training Program (PTP) requirements, and submit the Commanding Officer's Certification, via message traffic, as outlined in reference (d). Additional requirements may be listed in the reporting instructions for each billet, and should be reviewed prior to the Commanding Officer's Certification.

(d) Ensure enclosure (4) is completed and forwarded to the CG MCIEAST via AC/S G-1 within 10 working days of identification.

(e) Ensure enclosure (6) is completed by IA personnel upon return to duty, and forward to CG MCIEAST via AC/S G-1.

c. Coordinating Instructions

(1) Addressees will implement and adhere to the guidance provided in this Order, and notify their personnel of the processes established herein.

(2) Each military member will take all actions necessary to ensure personal deployment readiness.

(3) In addition to PTP requirements, ensure proper personal and family readiness plans are established per reference (e) prior to deployment.

(4) CG MCIEAST has final approval authority for all exemptions and waiver requests.

4. Administration and Logistics

a. Administration

(1) Periodically, G-1 Manpower will provide MCIEAST Commands with known IA requirements (identified by Requirement Tracking Numbers (RTN) assigned by MARFORCOM) and dates billets need to be filled for force sustainment. Enclosures (1) and (2) provide the details about the process, management, assignments, exemptions, and timeline the IA process follows.

(2) Deploying personnel will complete the prescribed PTP requirements outlined in reference (d). Reporting instructions, Checklists, and civilian clothing requirements for the appropriate gaining command consummate to assigned RTN are provided in enclosure (5).

(3) Deploying personnel will extend/re-enlist prior to deployment, providing sufficient obligated service upon return from deployment to allow ample time for service transition requirements (a minimum of three months from return from deployment).

(4) All medical requirements must be met prior to reporting for deployment. Medical/Dental deployment readiness must be certified by the Unit Medical Officer and the Unit Commander. Failure to comply with all requirements may result in the return of the member to the parent unit or deployment processing center.

(5) Reserve Personnel and Active Duty for Special Work Marines cannot fill active duty IA requirements without specific authorization coordinated with the Commander, U.S. Marine Forces Reserve, MARFORCOM, and MCIEAST.

(6) Personnel desiring to be assigned to an IA billet not assigned to MCIEAST to fill, must have both parent and gaining command concurrences prior to acceptance of an assignment. Consideration will be given to these requests only after MCIEAST IA billet fulfillment. Requests shall be submitted per instructions outlined in paragraph 2a of enclosure (1).

b. Logistics

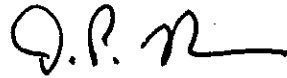
(1) Military air and lodging will be utilized whenever possible, unless deemed impractical and detrimental to the accomplishment of the mission.

(2) Verify any civilian clothing requirements for the assigned RTN, as outlined in reference (f).

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5. Command and Signal

- a. Command. This Order is applicable to MCIEAST.
- b. Signal. This Order is effective the date signed.



D. P. THOMAS  
Chief of Staff

DISTRIBUTION: A

INDIVIDUAL AUGMENTATION PROCESS

1. Process

a. MARFORCOM assigns RTNs or solicits feasibility of support (FOS) from MCIEAST with established IA report dates, billet requirements, and Orders criteria. Typical IAs are manned for 210 days with 180 days boots on the ground (BOG). However, there are requirements of specific IA billets to be manned for one year.

b. MCIEAST reviews requirements and compares with on hand manning for requisite MOS, clearance, or skill sets. In accordance with reference (b), personnel are to be identified and stabilized at least 180 days prior to deployment. Reference (c) requires the RTN to be manned and sourced at least 90 days prior to deployment.

c. G-1 Manpower will notify the AC/S G-1, and will provide the requirement information to the MCIEAST Subordinate Commanders via their respective S-1 Offices at least 210 days prior deployment.

(1) Commands will have nominees identified, and processed no later than 180 days prior to deployment.

(2) If volunteers are not forthcoming, G-1 Manpower will identify eligible personnel that meet the billet requirements, and task a Command to fill the requirement 120 days prior to deployment. Tasking will take into consideration fair share apportionment, current deployed personnel strength, and requisite MOS/skill sets.

(3) The Command's nominee will be notified by their Command, and a final assessment will be done to determine if any personal (medical/dental/family) issues will prevent deployment. If so, the Command should consider requesting a temporary waiver for that individual in order to remove him/her from consideration for the current IA request. Waiver justification shall include an assessment of the impact of manpower shortages potentially caused by additional augmented personnel coming from the Command.

d. Some High Demand/Low Density MOS' will require command coordination, ensuring that all eligible personnel are given

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equal consideration congruent to IA tasking and mission accomplishment. Coordination includes solicitation of volunteers from within the requisite community, regardless of priority, and screening individuals to ensure they possess the requisite qualifications. If volunteers are not identified, a candidate will be identified accordingly.

## 2. Establishment

a. Volunteers. In all instances, the preferred method of filling IA requirements is with a volunteer. Individuals who elect to volunteer will make their desire known to their Command's S-1 via an Administrative Action (AA) Form. All volunteers should also make their intentions known to their chain of command, and gain their Command's concurrence.

b. Command Nominee. When no volunteer is available for assignment, command nominees will be assigned. A list of personnel will be developed for this purpose based on the IA billet requirements, with consideration given to the billet's rank and any specific skill sets required. G-1 Manpower will inform each Command's S-1 of the need to fill the requirement with a command nominee. The Command's S-1 Office will also inform the command nominee's Commanding Officer, and confirm there are no issues (either personal or needs of the command-related) that may preclude the command nominee from satisfying an IA assignment at the time prescribed. If issues are evident, G-1 Manpower will be notified and will contact the AC/S G-1 of the slated personnel, who will in turn discuss the matter with the command nominee's Commanding Officer. If agreed that their personnel cannot be made available, the Commanding Officer will initiate a waiver request and notify the G-1 Manpower Officer when the personnel will be available.

### c. Exemptions

(1) MCIEAST Commanding Officers, Executive Officers, and Sergeants Major are exempt for the entirety of their respective tours; however, they may be selected to fill other MCIEAST requirements when deemed appropriate. Coordination of these requirements will be done between the AC/S G-1 and the Chief of Staff.



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(2) The MCIEAST Aide-de-Camp and Marine Aide are exempt for the entirety of their respective tours.

(3) Personnel with an approved retirement date and/or orders to transfer, are exempt if less than 90 days remain between the end of the IA and the approved retirement/transfer date.

### 3. Management

a. One criterion used to rank eligible personnel is the time since last deployed tour, or unaccompanied overseas tour (i.e. number of combat deployments, dwell and overseas control date). Additional considerations, such as a Marine's timing relative to Estimated Date of Detachment, Expiration of Active Service, Command Manning Status, Exceptional Family Member Program status, etc., will be addressed on a case by case basis.

b. Marines shall be made aware of their possible assignment, and Commands will be notified of their Marines' status, in order to better prepare for involuntary IA assignment.

c. It is each augmentee's responsibility to personally ensure that their servicing Installation Personnel Administration Center (IPAC) is aware of his/her IA assignment. The IPAC will take action to help minimize pay/personnel disruptions to the augmentee, i.e., provide points of contact at the servicing IPAC for the augmentee to share with "in theater" administrative support personnel, advise on how to access Leave and Earning Statements from "in theater" or when augmented to another uniformed service, and advise on what dates in the course of the augmentation will need to be recorded and provided to the IPAC for pay purposes.

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INDIVIDUAL AUGMENTATION REQUEST (IAR)  
PROCESS AND TIMELINE

\*\* Note the number of days listed below are milestone markers leading up to deployment.

- MCIEAST receives MARFORCOM IA tasking via message traffic.
  - 240 days - G-1 Manpower informs the MCIEAST Command's S-1 of the need to fill the requirement.
  - 180 days - Commands identify volunteers and provide G-1 Manpower Officer the required information to be forwarded to MARFORCOM.
  - 140 days - G-1 Manpower identifies eligible personnel that will be selected from the established IA pool, and notify their Commands.
  - 140 days - S-1 will forward the IAR to all personnel that meet the billet requirements for, rank, MOS, and any special requirements noted.
  - 120 days - Identified nominee's information provided to G-1 Manpower Officer to be forwarded to MARFORCOM.
  - 120 days - G-1 Manpower confirms selected nominee information.
  - 90 days (NLT) - G-1 Manpower submits volunteer/nominee, and source in the MCMPS (MRTM).
  - 60 days - Identified personnel PTP complete, less pending training with GFC.

## Individual Augmentation Eligibility Checklist

- |   |  |
|---|--|
| 1. Did the duties you performed match the billet description?<br>* Billet may allow 1 (=/-) | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. Does the IA meet the MOS or Skill Set Requirements?                                      | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. Does the IA meet the Clearance Requirements?   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. Does the IA meet the Service/Tour Requirements?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 5. Will the IA extend or re-enlist for sufficient service to accept the assignment?         | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 6. Is the IA approved for or pending Retirement?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 7. Is the IA pending PCS/PCA/School Orders?   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 8. Is the IA fit for worldwide deployment and clear of medical issues?                      | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 9. Does the IA meet Height and Weight Standards?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 10. Is the IA pending any legal issues Civil or Military?                                   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 11. Is the IA PTP complete?   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 12. Is the IA in Dwell Status?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 13. Is there anything that could preclude IA from assignment to deployment?                 | <input type="checkbox"/> YES <input type="checkbox"/> NO |

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Signature Field

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Date

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INDIVIDUAL AUGMENTATION WAIVER REQUEST

COMMAND LETTERHEAD

1001

INIT

DD Mmm YY

From: Rank First MI LName XXX XX Last4/MOS USMC  
To: Commanding General, Marine Corps Installations East (G-1)  
Via: Commanding Officer, Base/Station

Subj: INDIVIDUAL AUGMENTATION (IA) WAIVER REQUEST

Ref: (a) MCIEASTO 1001.2

1. Per the reference, I request a waiver from the following augmentation request: Line Item, Designator, Grade, Billet Title.

2. My reason(s) for requesting this waiver is/are (provide special reason for requesting waiver and justification, i.e., any information that is pertinent to your request. If reason is due to medical and/or dental issues, identify actions that will be taken to resolve issues).

F. M. LASTNAME

\*\* Commanding Officer's endorsement will include amplifying information and risk assessment to the circumstance surrounding the individual's request.

Enclosure (4)

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INDIVIDUAL AUGMENTATION REPORTING INSTRUCTIONS AND CHECKLISTS

**U. S. Marine Corps Forces Central Command**

**Link:**

[https://intranet.mcieast.usmc.mil/Manpower%20%20Adjutant/Manpower/Taskers/IA%20Reporting%20Instructions/Document%20Library/MARCENT%20IA%20Reporting%20Instructions%20\(3%20Aug%2010\).pdf](https://intranet.mcieast.usmc.mil/Manpower%20%20Adjutant/Manpower/Taskers/IA%20Reporting%20Instructions/Document%20Library/MARCENT%20IA%20Reporting%20Instructions%20(3%20Aug%2010).pdf)

**Civilian Clothing Requirement per DCG USFOR-A Memo of 5 May 2010**

**Link:**

<https://intranet.mcieast.usmc.mil/Manpower%20%20Adjutant/Manpower/Taskers/Document%20Library/Civ%20Clothing%20Requirement.pdf>

**U. S. Marine Corps Forces Africa**

**Link:**

[https://intranet.mcieast.usmc.mil/Manpower%20%20Adjutant/Manpower/Taskers/IA%20Reporting%20Instructions/Document%20Library/MarFofAfrica%20Reporting%20Instruction%20\(14%20May%2010\).docx](https://intranet.mcieast.usmc.mil/Manpower%20%20Adjutant/Manpower/Taskers/IA%20Reporting%20Instructions/Document%20Library/MarFofAfrica%20Reporting%20Instruction%20(14%20May%2010).docx)

**U. S. European Command**

**Link:**

[https://intranet.mcieast.usmc.mil/Manpower%20%20Adjutant/Manpower/Taskers/IA%20Reporting%20Instructions/Document%20Library/USEUCOM%20\(MARFOREUR\)%20IA%20reporting%20instructions%20060929.pdf](https://intranet.mcieast.usmc.mil/Manpower%20%20Adjutant/Manpower/Taskers/IA%20Reporting%20Instructions/Document%20Library/USEUCOM%20(MARFOREUR)%20IA%20reporting%20instructions%20060929.pdf)

**U. S. Marine Forces South Reporting Instructions for RTN 124886**

**Link:**

<https://intranet.mcieast.usmc.mil/Manpower%20%20Adjutant/Manpower/Taskers/IA%20Reporting%20Instructions/Document%20Library/Reporting%20Instructions%20for%20RTN%20124886%20rev%2010%20Aug%2010.doc>

**Reporting Instructions for RTN 124908**

**Link:**

<https://intranet.mcieast.usmc.mil/Manpower%20%20Adjutant/Manpower/Taskers/IA%20Reporting%20Instructions/Document%20Library/Reporting%20Instructions%20for%20RTN%20124908%20rev%2010%20Aug%2010.doc>

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Reporting Requirement: MCIEAST-1001.2-1

## Individual Augmentation After Action Questionnaire

Name: \_\_\_\_\_ RTN: \_\_\_\_\_

Deployed From: \_\_\_\_\_ To: \_\_\_\_\_

1. Which Gaining Force Command did you support?

Comments: \_\_\_\_\_

2. What AOR were you deployed in? (AFGHANISTAN, HOA, EUCOM, etc.)

Comments: \_\_\_\_\_

3. What command/staff were you assigned to?

Comments: \_\_\_\_\_

4. What was your billet description?

Comments: \_\_\_\_\_

5. Did the duties you performed match the billet description?

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

6. Was your training adequate to perform these duties?

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

7. Was the PTP appropriate for your assignment?

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

8. Were you fully utilized or were there excessive personnel for the job?

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

9. Did you perform the same duties as originally assigned to?

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

10. How much notification were you given prior to deployment?

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

11. How was this notification communicated to you?

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

12. Were the reporting instructions provided to you accurate?

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

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13. Was the gear list accurate?

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

14. If you were required to take a weapon, were you given clear instructions how to transport and recover it at your final destination?

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

15. Describe the reception procedures that you experienced, once you arrived at your destination (AOR).

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

16. Was the reception organized?

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

17. Was immediate billeting available?

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

18. Was the place to eat convenient?

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

19. Were there immediate provisions for your weapon?

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

20. Was administrative support reasonably available?

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

21. Was there adequate turnover between inbound/outbound personnel?

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

22. Was the appropriate performance evaluation conducted by your reporting senior prior to your departure? Were they reported / forwarded appropriately?

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

23. Did you depart from deployment on your expected date?

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

24. Were the redeployment instructions provided to you accurate upon return?

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

25. Comment on any travel problems you experienced (outbound or inbound).

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

26. You are invited to make other comments / suggestions in order to assist future assignments.

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_