



## UNITED STATES MARINE CORPS

MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 1571.6A  
BRSU

**10 SEP 1997**

### BASE ORDER 1571.6A

From: Commanding General  
To: Distribution List

Subj: MARINE CORPS RESERVE TRAINING STANDING OPERATING  
PROCEDURES (SHORT TITLE: RES TRNG SOP)

Ref: (a) MCO 1540.34B

Encl: (1) Reserve Training Support Letter of Agreement  
(RestSLOA)  
(2) Reserve Training Support Memorandum of Agreement  
(RestSMOA)

Reports Required: I. Serious Incident Report (SIR)/Personnel  
Casualty Report (PCR)  
II. Morning Report  
III. After Action Report

1. Purpose. To publish policy and procedures for the support of Reserve unit training conducted aboard Marine Corps Base, Camp Lejeune (MCB, CamLej).

2. Cancellation. BO P1571.6.

3. Background

a. The reference establishes policy and procedures and assigns responsibilities for the planning, support, and execution of Reserve unit Annual Training (AT) performed at Marine Corps installations. This Order provides details for the implementation of the reference aboard MCB, CamLej.

b. The enclosures contain the format for both the RestSLOA and the RestSMOA that will serve to document the training to be conducted and the support that Base and/or tenant commands will provide to Reserve units in support of their drills, two week AT period, and other training periods. A separate RestSLOA/RestSMOA is developed for each Reserve unit/detachment conducting training at MCB, CamLej.

c. The RestSLOA (enclosure (1)) is a working document built around three annexes: administration, training, and logistics. Each annex is composed of sections that outline the support

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responsibilities of the Reserve unit, its (active duty) host unit and the MCB, CamLej, Reserve Support Unit (RSU). The RestSLOA format is designed to be a flexible document for tailoring agreements to meet each unit's specific needs. The contents of the RestSLOA need not be restricted to the contents of enclosure (1). Portions that are not applicable may be deleted and special needs may be added. All support requirements and responsibilities outlined in a RestSLOA are negotiable between/among the signatories.

d. The RestSMOA (enclosure (2)) is a short-form version of the RestSLOA. This format is not meant to replace the RestSLOA, but rather to reduce unnecessary paperwork. It is a working document that is used when a Reserve unit's support requirements are not significant, and use of the RestSLOA would be impractical. This format is ideal for Selected Augmentation Units (SAUs), week-end drill periods, and AT periods consisting of counter-part training. All provisions listed in paragraph c, above, apply to the RestSMOA.

e. The planning process for Reserve AT support begins each November when the Assitant Chief of Staff, Reserve Affairs (AC/S, RA), MCB, CamLej publishes the Reserve Base Load Plan which identifies the Reserve units scheduled to perform AT/drills during the upcoming year and requests the assignment of like-type FMF units from the Commanding General, II Marine Expeditionary Force (CG, II MEF) as "host" units.

f. Host and Reserve unit liaison begins each January at the Reserve Training Planning Conference hosted by the CG, MCB, CamLej. During this conference, representatives from each Reserve unit scheduled to train at Camp Lejeune will present a draft of their desired training schedule and host unit representatives will review the document to determine their ability to provide support. Support that is determined to be outside the capability of the host unit (billeting, messing, transportation, instructors, equipment augmentation, etc.) will be sourced from MCB organizations or the Commander, Marine Forces Reserve (COMMARFORRES). Enclosures (1) and (2) are used to document the support requested and to be provided, as developed by mutual agreement during the course of the conference. A draft of this agreement is retained by each Reserve unit, their host unit and the RSU.

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g. Subsequent to the training planning conference, the draft RestSLOA/RestSMOA will continue to be revised/finalized via direct and continuous liaison between each Reserve unit, their host unit, and the RSU. The RSU will have overall cognizance for preparing and staffing the final RestSLOA/RestSMOA for concurrence and signature (by designated authorities at the major command level) no later than 30 days prior to the commencement of each Reserve unit's training period.

4. Action. All Reserve unit training conducted aboard MCB, CamLej will be coordinated and supported within the spirit and intent of the reference and this Order. The following particulars apply:

a. Policy

(1) Reserve units conducting training aboard MCB, Camp Lejeune, will be as self-sufficient as feasible, within organic capabilities and fiscal constraints established by their higher headquarters.

(2) Host units will provide the mutually agreed upon administrative, training, and logistical support described in the RestSLOA/RestSMOA.

(3) While Reserve unit commanders will be supported by a designated host unit in the training of their unit, this does not modify either their authority or responsibility as the commanding officer. The CO, RSU, will conduct Office Hours, if necessary, for Selected Marine Corps Reservists whose commanding officer is not present during the training period (e.g., small detachments of a company).

(4) Reserve units requiring Bill of Material (BOM) support for their training period must forward a request, via the chain of command, to COMMARFORRES (G-4) for approval. COMMARFORRES will forward the approved BOM to the CO, RSU, for action. Funding will be provided by COMMARFORRES via NAVCOMPT 2275 to the CG, MCB, CamLej (Attn: AC/S Comptroller) with copy to the RSU. This approval process is used also for Reserve training to be conducted at sites away from Camp Lejeune, but supported by a BOM constructed by the RSU. Once built, the RSU will ship the BOM, via the Traffic Management Office, to arrive

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at the training site not later than the specified Required Delivery Date (RDD). Approved BOM support requests are due at the RSU at least 60 days prior to the RDD.

b. Commanding General, II Marine Expeditionary Force

(1) When provided with the Reserve Base Load Plan by the CG, MCB, CamLej, request that a like-type battalion (or regiment in the case of an entire Reserve battalion conducting training) be designated to serve as the "host" unit for each Reserve unit.

(2) Request the designation of the individual(s) who will be authorized to sign the finalized RestSLOA's/RestSMOA's.

(3) Request that Force or major subordinate command representation attend the annual Camp Lejeune training planning conference, as deemed appropriate.

c. Commander, Marine Forces Reserve

(1) Request the CG, MCB, CamLej (Attn: AC/S, RA) be provided with prospective Reserve Base Load Plan information not later than 15 November of each year.

(2) Request that Reserve units scheduled to perform training at MCB, CamLej be required to send representation to the Reserve Annual Training Planning Conference announced by the CG, MCB, CamLej. Reserve unit/Inspector-Instructor representatives should arrive at the conference with as much of the RestSLOA/RestSMOA completed as possible.

(3) Request the designation of the individual(s) who will be authorized to sign the finalized RestSLOA/RestSMOA.

(4) Send Force level command representation to the Camp Lejeune Annual Reserve Training Planning Conference, as deemed appropriate.

(5) Request the validation and sourcing of Reserve unit equipment augmentation requirements that are beyond the host unit's capability to provide. Where such augmentation requirements are beyond COMMARFORRES capabilities/resources, request augmentation support from CG, II MEF.

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d. Assistant Chief of Staff, Reserve Affairs, MCB/  
Commanding Officer, Reserve Support Unit

(1) Schedule, coordinate and host the annual Reserve Training Planning Conference.

(2) Participate in the development, review, and execution of all RestSLOAs/RestMOA's, providing support (within capabilities) that is beyond the capabilities of Reserve units and not available from host units.

(3) Ensure that Reserve unit commanders coordinate their fiscal support requirements through the COMMARFORRES.

(4) Serve as the central point of contact for all matters pertaining to all Reserve training, regardless of Service, conducted aboard MCB, Camp Lejeune.

e. Host units

(1) Send representatives to the annual Camp Lejeune Reserve Training Planning Conference who are knowledgeable of unit capabilities and resources and have the authority to commit these resources in support of Reserve training.

(2) In coordination with the supported Reserve unit representative and the RSU, develop a feasible and mutually agreeable RestSLOA/RestSMOA.

(3) During the training period, provide the administrative, training, and logistical support agreed to in the RestSLOA/RestTMLOA.

5. Summary of Revision. This Order has been completely revised and contains a substantial number of changes. It should be reviewed in its entirety.

6. Reserve Applicability. This Order is applicable to the Marine Corps Reserve and all other Reserve Component/National Guard units conducting training aboard MCB, Camp Lejeune.

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7. Concurrence. This Order has been coordinated with and concurred in by the CG, II MEF and COMMARFORRES.

  
B. A. GOMBAR  
Chief of Staff

DISTRIBUTION: B less Cat III plus MARFORLANT 4, II MEF 4,  
COMMARFORRES (10), RSU (10)

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RESERVE TRAINING SUPPORT LETTER OF AGREEMENT FORMAT

RESERVE TRAINING SUPPORT LETTER OF AGREEMENT  
(ResTSLOA)

TEEP Code

Among/Between

Commanding General  
RESERVE UNIT MAJOR COMMAND  
(CG, Acronym)  
Location

and

Commanding General  
HOST UNIT MAJOR COMMAND  
(CG, Acronym)  
Camp Lejeune, North Carolina

and

Commanding General  
Marine Corps Base, Camp Lejeune  
(CG, MCB, CamLej)  
North Carolina

For the following Period:

(List inclusive dates of training)

1. Purpose. To delineate responsibilities for the administrative, training, and logistical support of RESERVE UNIT (acronym to be used throughout document) arriving from (city and state) which will be hosted by the Commanding Officer, HOST UNIT (acronym to be used throughout document) during the above listed training period.

2. Authority and Reference(s). The CG, MCB, CamLej has designated the AC/S Reserve Affairs/Commanding Officer, Reserve Support Unit (CO, RSU) to be the point of contact and coordinator for administrative, training, and logistical matters among tenant units, base organizations, and the RESERVE UNIT for the planning and conduct of this training. MCO 1540.34B (Unit Annual Training Duty (ATD) Baseload Management) and the Marine Corps Mobilization Management Plan (MPLAN) provide additional guidance for this Agreement. (List additional references, as required.)

3. Training Objectives. (List the objectives. Should be no more than two or three overarching objectives).

4. Environmental Policy. Training activities aboard Camp Lejeune have the potential to adversely impact the environment. For this reason, all hands must become familiar with BO P3570.1 (Standing Operating Procedures for Range Control) and the Camp Lejeune Trainer's Environmental Handbook, and enforce the regulations proscribed therein.

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5. Execution Planning. Modifications to this Agreement will require mutual consent of all signatory commanders. A signed addendum will be used to implement any modifications.

6. Appendices

Appendix A - Administrative Support

Appendix B - Training Support

Appendix C - Logistical Support

7. Coordination. The following individuals are the primary points of contact for their respective units:

- a. RESERVE UNIT: (Name/Rank)  
 Billet Title:  
 Commercial:  
     DSN:  
     FAX:
- b. HOST UNIT: (Name/Rank)  
 Billet Title:  
 Commercial:  
     DSN:  
     FAX:
- c. MCB, CamLej: (Name/Rank)  
 Billet Title: RSU S-3 (Plans Officer)  
 Commercial: (910) 451-2221/1872  
     DSN: 484-2221/1872  
     FAX: 3652 (Commercial or DSN)
- d. Other

8. Concurrence

Representative for the CG  
(RESERVE UNIT MAJOR COMMAND)

Representative for the CG  
(HOST UNIT MAJOR COMMAND)

(Signature)      Date:  
Title

(Signature)      Date:  
Title

Representative for the  
CG, MCB, CamLej

(Signature)      Date:  
AC/S, Reserve Affairs

ENCLOSURE (1)

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## ADMINISTRATIVE SUPPORT

1. CO, RESERVE UNIT

- a. Ensure all AT travel orders are group travel orders, whenever possible.
- b. Turn all original travel orders into the RSU S1 (Personnel Officer) in Building 1211 for endorsement on the first normal working day after arrival at Camp Lejeune. The RSU will return endorsed orders to the reserve unit on the last day of training once check-out procedures have been completed.
- c. Provide the RSU S1 (Personnel Officer) an accurate, by-name, roster of all unit personnel (including I-I Staff Personnel) on the first normal work day after arrival at Camp Lejeune.
- d. Have available an updated copy of each Marine's Record of Emergency Data with current SGLI information.
- e. Issue meal cards to all personnel prior to arrival at Camp Lejeune.
- f. Ensure personnel have valid ID cards in their possession.
- g. Provide mail orderlies to pick up mail from the RSU between 1330-1400, Monday through Friday. The mailing address below will be used while training at Camp Lejeune. Mail for Selected Augmentation Units (SAU's) will be handled by the host unit. See page A-2 (CO, HOST UNIT) for the SAU address format.

CPL John Doe Temporary USMCR  
[Complete name of RESERVE UNIT]  
c/o RESERVE SUPPORT UNIT  
PSC BOX 20086  
CAMP LEJEUNE, NC 28542-0086
- h. Notify RSU and higher headquarters of RESERVE UNIT of any serious incidents, investigations, legal action, injuries requiring treatment greater than first aid, or medical/legal holds involving RESERVE UNIT personnel.
- i. Conduct all RESERVE UNIT investigations, as required.
- j. Generate Serious Incident Reports (SIRs) and Personnel Casualty Reports (PCRs) with assistance from HOST UNIT. See MCO 5740.2E for specific instructions.
- k. Assume disposition for nonjudicial punishment of RESERVE UNIT personnel.
- l. Authorize the termination of an individual's training period who has a family emergency at home, once authenticated by the American Red Cross.
- m. Provide the CO, HOST UNIT and/or the OIC, Personnel Support Activity Detachment and/or CO, RSU the following augmentation personnel to assist, on a full time basis, with the necessary administrative, training, and logistical

Appendix A to  
ENCLOSURE (1)

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ADMINISTRATIVE SUPPORT

support. (List by MOS, billet, and all special qualifications, e.g., three explosive ordnance licensed 5-ton drivers, one yeoman/personnelman, etc.)

n. Ensure doctors, physician assistants, and nurses organic to RESERVE UNIT forward, via Fax or mail, a copy of their Credential File to:

Commanding Officer  
Attn: Credentials Office  
Naval Hospital  
PO Box 10100  
Camp Lejeune NC 28547-0100  
Fax (910) 451-4012 (Commercial)  
484-4012 (DSN)

o. Submit a morning report (Annex II to Appendix A) to CO, HOST UNIT and CO, RSU prior to 0800 each day during the training period.

2. CO, HOST UNIT

a. Provide administrative assistance as necessary and within the HOST UNIT capabilities.

b. Assist the RESERVE UNIT in handling SIRs/PCRs.

c. Ensure the HOST UNIT Officer of the Day is aware of the RESERVE UNIT location and is able to contact them at all times.

d. Provide postal service (for SAU's only) in Building \_\_\_\_\_. The mailing address for SAU personnel while training is:

CPL John Doe Temporary USMCR  
[Complete name of RESERVE UNIT]  
c/o Complete Name of HOST UNIT  
PSC #\_\_\_\_\_  
HOST UNIT Major Command [2d MarDiv, 2d FSSG, MCB]  
Camp Lejeune, North Carolina 28542-[+ 4 digit  
add-on]

3. CO, RSU

a. Endorse orders for all RESERVE UNIT personnel reporting for annual training. (Indicate if government quarters and messing will/will not be available for officer and enlisted personnel.)

b. Assist HOST UNIT in providing administrative assistance to RESERVE UNIT as necessary, and within the capabilities of the RSU. (List specific functions to be performed by RSU personnel.)

4. OIC, Personnel Support Activity Detachment, CamLej (For U.S. Navy Reserve Personnel/Units, only.)

Appendix A to  
ENCLOSURE (1)

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## ADMINISTRATIVE SUPPORT

- a. Process all travel claims for Navy personnel.
  - b. Coordinate and issue all U.S. Navy Reserve training duty pay.
  - c. Resolve any pay discrepancies encountered by Navy reserve personnel.
  - d. Issue a per diem checkage memorandum for officers who use field rations.
5. Coordination. The following individuals are the primary points of contact for their respective units regarding personnel/administrative matters.

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>a. RESERVE UNIT: (Name/Rank)</li> <li>Billet Title:</li> <li>Commercial:</li> <li>    DSN:</li> <li>    FAX:</li> </ul>   | <ul style="list-style-type: none"> <li>b. HOST UNIT: (Name/Rank)</li> <li>Billet Title:</li> <li>Commercial:</li> <li>    DSN:</li> <li>    FAX:</li> </ul> |
| <ul style="list-style-type: none"> <li>c. MCB, CamLej: (Name/Rank)</li> <li>Billet Title: RSU S-1 (Personnel Officer)</li> <li>Commercial: (910) 451-2221/5415</li> <li>    DSN: 484-2221/5415</li> <li>    FAX: 3652 (Commercial or DSN)</li> </ul> | <ul style="list-style-type: none"> <li>d. Other</li> </ul>  |

Annexes:

- I - Troop list
- II - Morning Report

Appendix A to  
ENCLOSURE (1)

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TROOP LIST

	<u>Advance Party</u>		<u>Main Body</u>		<u>Rear Party</u>	
	(Male/Female)		(Male/Female)		(Male/Female)	
USMC OFFICER	_____	_____	_____	_____	_____	_____
USMC SNCO	_____	_____	_____	_____	_____	_____
USMC ENLISTED	_____	_____	_____	_____	_____	_____
SUBTOTAL*	_____	_____	_____	_____	_____	_____
USN OFFICER	_____	_____	_____	_____	_____	_____
USN SNCO	_____	_____	_____	_____	_____	_____
USN ENLISTED	_____	_____	_____	_____	_____	_____
SUBTOTAL*	_____	_____	_____	_____	_____	_____
USA OFFICER	_____	_____	_____	_____	_____	_____
USA SNCO	_____	_____	_____	_____	_____	_____
USA ENLISTED	_____	_____	_____	_____	_____	_____
SUBTOTAL*	_____	_____	_____	_____	_____	_____
USAF OFFICER	_____	_____	_____	_____	_____	_____
USAF SNCO	_____	_____	_____	_____	_____	_____
USAF ENLISTED	_____	_____	_____	_____	_____	_____
SUBTOTAL*	_____	_____	_____	_____	_____	_____
TOTAL*	_____	_____	_____	_____	_____	_____

\* All totals include Active and Reserve Component personnel combined for each data entry.

Annex I to  
Appendix A to  
ENCLOSURE (1)



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MORNING REPORT

\_\_\_\_\_  
(DATE)

RESERVE UNIT

	USMC			USN			Total
	Off	SNCO	Enl	Off	SNCO	Enl	
Active Duty	___	___	___	___	___	___	___
Reserve	___	___	___	___	___	___	___
Total	___	___	___	___	___	___	___

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USE ABOVE AREA TO EXPLAIN CHANGES TO PREVIOUS DAY'S REPORT (E.G., EMERGENCY DEPARTURES, INCREMENT DEPARTURE/ARRIVAL), UNUSUAL OCCURRENCES, LOSS OF WORK DUE TO SERIOUS INJURY, ETC.

Annex II to  
Appendix A to  
ENCLOSURE (1)



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## TRAINING SUPPORT

1. CO, RESERVE UNIT

a. RESERVE UNIT advance party will meet with the RSU at (Time), (Date) and (Location) to review the overall training schedule and support plan.

b. Ensure RESERVE UNIT personnel are properly equipped, prepared and on time for each event per Annex I (Training Schedule) to Appendix B (Training Support).

c. Live Fire/Training Area/Training Facility Requirements

(1) Designate Officers/SNCOs to attend Range Safety Officer (RSO) certification. RSO certification will be given at (time) on (date) in (bldg #).

(2) Sign for live fire ranges by 1200 on the day prior to firing.

(3) Provide (at live fire ranges) an RSO, safety vehicle, corpsman and two means of communication (two radios or a radio and a telephone) with Range Control. Live fire may not commence until positive communication is established.

(4) Provide a safety vehicle and corpsman for the CS Chamber and for the Swimming Pool.

(5) Ensure all personnel on live fire ranges wear a flackjacket, helmet and hearing protection.

(6) Provide radio frequency requirements (if needed) to the CO, HOST UNIT no later than (DATE).

(7) Ensure all ranges and training areas are properly policed after use.

d. Observe all restricted area traffic and parking regulations.

e. Contact Range Control or dial 911 in the event of a medical emergency, environmental concern or oil spill. As time permits, notify the RSU.

f. Maintain continuous liaison with the CO, RSU to facilitate execution of this Agreement, to include resolution of any problems that cannot be resolved by the CO, HOST UNIT.

h. Provide the CO, HOST UNIT and CO, RSU an After-Action Report within 15 days from completion of training per Annex II (After-Action Report) to Appendix B (Training Support).

2. CO, HOST UNIT

a. Advise and assist RESERVE UNIT, when necessary, with environmental concerns, hazardous material handling and disposal procedures, motor vehicle regulations, fire conditions, and disposal of hazardous waste.

Appendix B to  
ENCLOSURE (1)

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TRAINING SUPPORT

b. Provide instructors per Annex I (Training Schedule) to Appendix B (Training Support).

c. Submit requests for training areas and ranges per Annex I (Training Schedule) to Appendix B (Training Support).

d. Sign for training facilities/ranges in the event RESERVE UNIT is unable to do so.

e. Provide radio frequencies as requested by RESERVE UNIT.

f. Maintain 24-hour communication with RESERVE UNIT for the duration of training.

g. Contact the RSU to resolve any problems that cannot be resolved with RESERVE UNIT.

3. CO, RSU

a. Verify arrival and departure of RESERVE UNIT at and from MCB, CamLej.

b. Assist HOST UNIT in providing training support to RESERVE UNIT, as necessary, and within the capabilities of the RSU. (List specific functions to be performed by RSU personnel.)

c. Sign for training facilities/ranges in the event RESERVE UNIT and HOST UNIT are unable to do so.

d. Arrange for use of ranges and facilities at the Rifle Range Detachment, Stone Bay, as requested by RESERVE UNIT.

4. Other CO's

a. Write a separate paragraph for each command as appropriate. Clearly state the function/service to be provided. For example, requests for Mobile Training Teams (MTT's) from Marine Corps formal schools may have been negotiated at the annual Camp Lejeune Reserve Annual Training Support Conference, to include:

(1) Date/time training is required.

(2) Number of personnel to be trained by grade/MOS.

(3) Location.

(4) List of Individual Training Standards to be achieved.

(5) List of training resources available (e.g., vehicles, equipment, assistant instructors, etc.).

Appendix B to  
ENCLOSURE (1)

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## TRAINING SUPPORT

(6) Funding for POL, parts, consumables, printing, and travel/per diem if training is to be conducted away from Camp Lejeune.

b. Add appropriate commanding generals to the signature page.

5. Coordination. The following individuals are the primary points of contact for their respective units regarding training matters.

a. RESERVE UNIT: (Name/Rank) (Name/Rank)	b. HOST UNIT:
Billet Title:	Billet Title:
Commercial:	Commercial:
DSN:	DSN:
FAX:	FAX:
c. MCB, CamLej: (Name/Rank)	d. Other
Billet Title: RSU S-3 (Plans Officer)	
Commercial: (910) 451-2221/5240	
DSN: 484-2221/5240	
FAX: 3652 (Commercial or DSN)	

Annexes:

- I - Training Schedule
- II - After-Action Report
- III - Rifle Range Support Coordination

Appendix B to  
ENCLOSURE (1)

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## RESERVE UNIT TRAINING SCHEDULE

<u>TRAINING DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>EVENT</u> <sup>-1</sup>	<u>UNIT</u>	<u>LOCATION</u>	<u>INSTRUCTOR(S)</u>	<u>GRID</u> <sup>2</sup>
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Note

1. Include initial unit arrival to Camp Lejeune and final departure from Camp Lejeune as training events.
2. Include grid coordinates for landing zones, ranges, training areas, and bivouac site(s).

Annex I to  
Appendix B to  
ENCLOSURE (1)



AFTER-ACTION REPORT

\_\_\_\_\_  
 (DATE)

From: Commanding Officer, RESERVE UNIT  
 To: Commanding Officer, HOST UNIT  
 Commanding Officer, Reserve Support Unit, Marine Corps Base,  
 Camp Lejeune, NC

Subj: AFTER-ACTION REPORT OF RESERVE TRAINING

Ref: (a) MCB CamLej BO 1571.6A

1. In accordance with the reference, the following report is hereby submitted:

RESERVE UNIT: \_\_\_\_\_  
 HOST UNIT: \_\_\_\_\_  
 TRAINING PERIOD: \_\_\_\_\_  
 NUMBER OF PERSONNEL: \_\_\_\_\_

2. Support received while at Camp Lejeune, North Carolina:

	OS	EX	SAT	UNSAT	N/A
<u>Administrative Support</u>					
Check-in	_____	_____	_____	_____	_____
Pay	_____	_____	_____	_____	_____
Check-out	_____	_____	_____	_____	_____
Courtesy	_____	_____	_____	_____	_____
Special Services	_____	_____	_____	_____	_____
<u>Training Support</u>					
Ranges	_____	_____	_____	_____	_____
Instructors	_____	_____	_____	_____	_____
Classrooms	_____	_____	_____	_____	_____
Communications	_____	_____	_____	_____	_____
<u>Logistic Support</u>					
Supply	_____	_____	_____	_____	_____
Equip/Maint	_____	_____	_____	_____	_____
Contract Support	_____	_____	_____	_____	_____
Linen	_____	_____	_____	_____	_____
Consumables	_____	_____	_____	_____	_____
Fiscal	_____	_____	_____	_____	_____
Motor Transport	_____	_____	_____	_____	_____
Armory	_____	_____	_____	_____	_____
Ammunition	_____	_____	_____	_____	_____
Facilities	_____	_____	_____	_____	_____
Movement Coordination	_____	_____	_____	_____	_____
Medical	_____	_____	_____	_____	_____
Dental	_____	_____	_____	_____	_____
Food Services	_____	_____	_____	_____	_____

Annex II to  
 Appendix B to  
 ENCLOSURE (1)

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AFTER-ACTION REPORT

3. Please support any unsatisfactory ratings by explanation and constructive criticism to include an explanation of what immediate action was taken by the HOST UNIT and/or RSU personnel to correct the situation.

4. Additional Comments:

- a. Were unit training goals met?
- b. Was any training time lost or wasted? If so, please explain.
- c. Was the RestSLOA useful, sufficient in detail, etc?
- d. Lessons learned.

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(SIGNATURE)

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(PRINT GRADE, FIRST, MI, LAST)

Annex II to  
Appendix B to  
ENCLOSURE (1)

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## RIFLE RANGE SUPPORT COORDINATION

1. Purpose. The purpose of this Appendix is to delineate marksmanship training and logistical responsibilities among RESERVE UNIT, HOST UNIT, appropriate HOST UNIT MARKSMANSHIP TRAINING UNIT (MTU), and the Rifle Range Detachment, MCB, Camp Lejeune. Host Units from the 2d Marine Division (2d MarDiv) and 2d Force Service Support Group (2d FSSG) receive marksmanship support from their respective MTUs. The Rifle Range Detachment (MCB) provides MTU assistance to those Marine Corps Reserve units hosted by MCB organizations and reserve units from other military services.

2. CO, RIFLE RANGE. Provide ranges on the dates indicated in the following Training Schedule:

Training Schedule

<u>Time/Date</u>	<u>Number Personnel</u>	<u>Number Relays</u>	<u>Type Wpns</u>	<u>Type Trng</u>	<u>Type Target</u>
------------------	-------------------------	----------------------	------------------	------------------	--------------------

(Complete For Each Range)

<u>3. Training Responsibilities</u>	<u>RESERVE UNIT</u>	<u>HOST UNIT</u>	<u>2DMARDIV MTU</u>	<u>2DFSSG MTU</u>	<u>MCB MTU</u>	<u>RIFLE RANGE</u>
a. Appoint one Range Safety Officer per range (in writing)						
b. Provide one Tower NCO per firing range (communication of line commands, alibi procedures, sequence of fire)	_____	_____	_____	_____	_____	_____
c. Provide one Pit NCO and assistant Pit NCO per firing range (Pit Commands, alibi procedures, sequence of fire)	_____	_____	_____	_____	_____	_____
d. Provide (number) Block Safety Officials (one per ten firing points) (supervise safe operation/handling of weapons within assigned firing points)	_____	_____	_____	_____	_____	_____
e. Provide (number) Marksmanship Coaches (one coach per three firing points)	_____	_____	_____	_____	_____	_____
f. Provide Primary Marksmanship Instructors (PMI) (instruction in marksmanship, trains assigned range support personnel, supervises range operations/safety)	_____	_____	_____	_____	_____	_____

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## RIFLE RANGE SUPPORT COORDINATION

	RESERVE UNIT	HOST UNIT	2DMARDIV MTU	2DFSSG MTU	MCB MTU	RIFLE RANGE
<b>4. Logistics Responsibilities</b>						
a. Appoint one Responsible Officer for ammunition receipt/turn in (in writing)	_____	_____	_____	_____	_____	_____
b. Provide advance party to report to Rifle Range on (date) at (time)	_____	_____	_____	_____	_____	_____
c. Conduct Pre-fire/Limited Technical Inspections (LTIs) on all weapons prior to firing	_____	_____	_____	_____	_____	_____
d. Provide ammunition	_____	_____	_____	_____	_____	_____
e. Provide an ammunition technician	_____	_____	_____	_____	_____	_____
f. Provide daily transportation of ammunition to Rifle Range	_____	_____	_____	_____	_____	_____
g. Provide storage for (quantity/type) ammunition at Rifle Range (specify type/quantity)	_____	_____	_____	_____	_____	_____
h. Receive empty brass casings at the conclusion of firing	_____	_____	_____	_____	_____	_____
i. Provide armory facility	_____	_____	_____	_____	_____	_____
j. Provide rifle racks for storage of weapons	_____	_____	_____	_____	_____	_____
k. Provide safety vehicle	_____	_____	_____	_____	_____	_____
l. Provide corpsman (minimum one per range)	_____	_____	_____	_____	_____	_____
m. Provide consumables/admin supplies (i.e. wpns, barracks cleaning gear, ear plugs)	_____	_____	_____	_____	_____	_____
n. Provide Rifle Data Books	_____	_____	_____	_____	_____	_____
o. Provide billeting for the following: (____) OFF, (____) SNCO, (____) ENL	_____	_____	_____	_____	_____	_____
p. Provide linen per billeting requirement	_____	_____	_____	_____	_____	_____

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RIFLE RANGE SUPPORT COORDINATION

RESERVE    HOST    2DMARDIV    2DFSSG    MCB    RIFLE  
UNIT    UNIT    MTU    MTU    MTU    RANGE

q. Provide messing per the following:

	Brkfst	Lunch	Dinner	Brunch
Mon-Fri				N/A
Sat-Sun	N/A	N/A		

Specify number of individuals for each meal, date and meal type (messhall, bag lunches, VAC cans).

5. The following individuals are the primary points of contact for their respective units regarding training matters.

- a. RESERVE UNIT: (Name/Rank)  
 Billet Title:  
 Commercial:  
 DSN:  
 FAX:
- b. HOST UNIT: (Name/Rank)  
 Billet Title:  
 Commercial:  
 DSN:  
 FAX:
- c. HOST UNIT MTU: (Name/Rank)  
 Billet Title:  
 Commercial:  
 DSN:  
 FAX:
- d. RIFLE RANGE DET: (Name/Rank)  
 Billet Title:  
 Commercial:  
 DSN:  
 FAX:
- e. MCB, CamLej: (Name/Rank)  
 Billet Title: RSU S-3 (Training Officer)  
 Commercial: (910) 451-2221/5415  
 DSN: 484-2221/5415  
 FAX: 3652 (Commercial or DSN)

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## LOGISTICAL SUPPORT

1. CO, RESERVE UNIT. Designate a Responsible Officer, in writing, authorized to receipt for supplies, materials, equipment, weapons, etc. Submit original appointment letter to the CO, RSU (Attn: S4).

a. Supply(1) Equipment/Maintenance

(a) Provide equipment listed in Annex 1 (Equipment List) to Appendix C (Logistic Support).

(b) Submit requests for equipment augmentation requirements (beyond host unit capability) to COMMARFORRES (G-4) for validation and sourcing.

(c) Perform joint acceptance Limited Technical Inspection (LTI) with unit providing temp loan equipment.

(d) Provide sufficient personnel in advance and rear parties to conduct LTI/inventories/retrograde of temp loan equipment.

(2) Contract Support. Fund the following items via NAVCOMPT 2275 or Military Inter-Departmental Request (DD Form 448) as approved by COMMARFORRES. Submit additional contract support requests to the CO, RSU (Attn: S4).

(a) Telephones

(b) Photocopiers

(c) Fax Machines

(d) Port-a-Johns (Requirement is one per twenty-five Marines)

(e) Ice

(f) Refrigerated Trailers

(g) Trash Removal

(h) Storage Trailers

(i) Rental Vehicles

(j) Paper products

(3) Linen. Fund for the cleaning of linen via NAVCOMPT 2275 or DD Form 448.

(4) Consumables. Determine consumable requirements (to include batteries, packaged POL, concertina wire, etc.) not later than (DATE). Include cost estimates/budget limits to be funded by CO, RESERVE UNIT.

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LOGISTICAL SUPPORT

(5) Fiscal

(a) Provide NAVCOMPT Form 2275 or DD Form 448 as the basic funding document to the Commanding General (Attention: AC/S, Comptroller), MCB, Camp Lejeune; as approved by the COMMARFORRES to include appropriation data, not later than (DATE).

(b) Fund for repair of temp loan equipment (state limitations, if applicable) within own capability. Repair of major end items (Class VII) and repairables (Class IX) must be budgeted for and approved by COMMARFORRES. Under conditions where abuse and/or negligence are determined to be the cause of the equipment failure to augment equipment by a joint investigation team the reserve unit will fund for the 3d and 4th echelon Class IX repair parts.

b. Motor Transport. List specifics.

c. Armory

(1) Perform Pre-fire/Limited Technical Inspection (LTI) of unit weapons prior to any live firing. Bring appropriate documents showing when Pre-fire Inspection was completed.

d. Ammunition

(1) Identify all ammunition types, quantity, date of delivery and approving authority to CO, RSU (Attn: S4) via MILSTRIP. A 30-day lead-time is needed for on-time delivery.

(2) Provide \_\_\_\_\_ armed guards and \_\_\_\_\_ qualified ammunition drivers to RSU S4 (Logistics Officer) for the movement of all ammunition.

e. Facilities

(1) Assign a building manager to coordinate maintenance, field day, key control, fire safety, and inspection of assigned buildings with a RSU (S-4) Facilities representative.

(2) Complete construction project(s), listed in Annex II (Construction Projects) to Appendix C (Logistic Support). (Specific to Seabees and other engineer units performing construction training.)

(3) Provide a project management/quality control organization to continually monitor projects. The quality control organization shall inventory materials and identify any material deficiencies by project to MCB representatives. The quality control organization shall meet weekly with the Camp Lejeune Facilities Management Officer and Base Maintenance representatives to review the status of all projects. (Specific to Seabees and other engineer units.)

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## LOGISTICAL SUPPORT

f. Movement Coordination

(1) Arrange for portal to portal travel from the home training center to Building \_\_\_\_ at Camp Lejeune (and return) per the schedule contained in Annex 1 (Training Schedule) to Appendix B (Training Support).

(2) Report any problem encountered traveling to Camp Lejeune to the RSU S4 (Logistics Officer).

(3) Provide "in and about" transportation while at Camp Lejeune unless such transportation support is provided by the HOST UNIT and/or RSU S4 (Logistics Officer).

(4) Provide security for RESERVE UNIT POV parking.

(5) Schedule shipments of vehicles and other equipment to arrive at Camp Lejeune no earlier than two weeks prior to training and no later than one week prior to commencement of training. Forward advance copy of shipping information/schedule to CO, RSU (Attn: S4/Movement Coordination Officer). In addition:

(a) Band all crates and attach a packing list both inside and outside of the crate. (RSU personnel only receive the shipments; they will not inventory the contents.)

(b) Label those containers requiring indoor storage. Unless marked otherwise, inbound shipments are stored in outdoor storage lots. (Note: Most items should be waterproofed for shipping.)

(c) Include round trip funding in the shipping funding data, with the return portion of the trip unspecified (return date on-call).

(d) Ship all items to the following address:

Traffic Management Office  
Bldg 1011  
Marine Corps Base  
Camp Lejeune, NC 28542-5000

Include the following information:

(Attn: RSU S4, Bldg 1211, ext 2221/1732/5415)  
Equipment for: (RESERVE UNIT)  
Owning Unit: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
POC: \_\_\_\_\_  
Estimate date of using unit arrival: \_\_\_\_\_

(6) Contact the RSU S4 (Movement Coordination Officer), at least three days prior to departure from the reserve center to confirm transportation arrangements.

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LOGISTICAL SUPPORT

g. Medical/Dental. Provide all organic medical/dental personnel to: (List appropriate medical/dental facility providing service to the RESERVE UNIT ).

h. Food Services

(1) Provide to HOST UNIT/Mess Hall \_\_\_\_\_ with a copy to CO, RSU (S4), a detailed messing plan to include the type of chow desired (e.g. VAC cans, bag lunches, mess hall meals, etc.) and the number of personnel to be fed. This plan must be submitted two weeks prior to the first day of messing.

(2) If field mess is to be established, describe in detail. Include specifics for "dry" and "wet" refuse disposal, refrigeration requirements, etc.

i. MWR. Identify requirements and funding.

2. CO, HOST UNIT

a. Supply

(1) Equipment/Maintenance

(a) Provide maintenance above RESERVE UNIT capability for all RESERVE UNIT equipment common to USMC on a reimbursable basis.

(b) Temp loan equipment listed in Annex I (Equipment List) to Appendix C (Logistic Support) to CO, RESERVE UNIT.

(2) Contract Support. Usually coordinated by RSU S4 (Logistics Officer).

(3) Linen. Provide \_\_\_ sheets, \_\_\_ mattress covers, \_\_\_ pillows, \_\_\_ pillow cases, and \_\_\_ blankets. Request Fund Identifier Project (FIP) number from RSU and annotate laundry ticket accordingly.

(4) Consumables. List specifics to be funded by CO, HOST UNIT.

(5) Fiscal. Items temp loaned to and damaged by the RESERVE UNIT (See Annex I of Appendix C) will be repaired/replaced using Reserve appropriations as provided on NAVCOMPT 2275 or DD Form 448.

b. Motor Transport. List specifics.

c. Armory. Provide armory space in Building \_\_\_\_\_.

d. Ammunition. Usually coordinated by RSU S4 (Logistics Officer).

e. Facilities

(1) Provide billeting in (list building numbers). Be specific with regards to male/female, officer/enlisted, BOQ, BEQ, barracks, etc.

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## LOGISTICAL SUPPORT

(2) Provide emergency billeting in (list building numbers) if the unit is evacuated from the field due to destructive weather. Be specific with regards to male/female, officer/enlisted.

(3) Provide office, storage, warehouse and/or motor transport maintenance space in (list building numbers).

f. Movement Coordination. Provide RESERVE UNIT parking for POVs.

g. Medical

(1) Notify the Director, Branch Clinics, Naval Hospital of large units which may be using a particular branch clinic for emergency services.

(2) Designate a medical facility assigned to provide service to the RESERVE UNIT. (List specific sick call and emergency procedures.)

h. Dental. Designate a dental facility assigned to provide service to the RESERVE UNIT. (List specific sick call and emergency procedures.)

i. Food Services. Provide messing in Building \_\_\_\_\_ according to the following schedule: (List messhall times and provisions for field exercises). Ensure liaison is made with AC/S Logistics (Food Services Officer) with regard to the messing plan.

j. MWR. Coordinate with MWR personnel to schedule facilities/activities as requested by the CO, RESERVE UNIT.

3. CO, RSU. Assist HOST UNIT in providing logistical support to the RESERVE UNIT, as necessary, within the capabilities of the RSU and other MCB organizations. List specific functions to be performed by RSU personnel.

a. Supply

(1) Equipment/Maintenance. Coordinate, with the reserve unit's advance party, the temp loan of equipment (listed in Annex 1 (Equipment List) to Appendix C (Logistic Support)) to CO, RESERVE UNIT.

(2) Contract Support

(a) Provide fuel and self-service credit cards with RESERVE UNIT appropriation data for use by RESERVE UNIT personnel.

(b) Arrange and execute contract support requested by the CO, RESERVE UNIT (list specific installation instructions as follows):

1 Telephones. Type (e.g., Class A, C, DSN, credit card) and location.

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LOGISTICAL SUPPORT

- 2 Photocopiers. Location.
- 3 Fax Machines. Location.
- 4 Port-a-Johns. Quantity, date, location, and grid coordinate.
- 5 Trash removal. Quantity, type (e.g., wet, dry), date, and location.
- 6 Misc
  - (3) Linen. Provide \_\_\_\_sheets, \_\_\_\_mattress covers, \_\_\_\_pillows, \_\_\_\_pillow cases, and \_\_\_\_blankets.
  - (4) Consumables. List specifics to be funded by CO, RSU.
  - (5) Fiscal. Provide a weekly accounting of all RESERVE UNIT contract support expenditures. Forward NAVCOMPT 2275 or DD Form 448 as approved by COMMARFORRES/CG, RESERVE UNIT MAJOR COMMAND to CG (Attention: AC/S, Comptroller) MCB, Camp Lejeune.
    - b. Motor Transport. List specifics.
    - c. Armory. Usually provided by CO, HOST UNIT.
    - d. Ammunition
      - (1) Coordinate and monitor the prestaging of all ammunition used by RESERVE UNIT personnel at the Ammunition Supply Point (ASP).
      - (2) Use qualified ammunition drivers to deliver ammunition to the designated range in accordance with Annex I (Training Schedule) to Appendix B (Training Support).
    - e. Facilities
      - (1) Provide billeting in (list building numbers). Be specific with regards to male/female, officer/enlisted. (Applicable only if HOST UNIT facilities will not be available.)
      - (2) Provide billeting in Building \_\_\_\_ if the unit is evacuated from the field due to destructive weather. (Applicable only if HOST UNIT facilities will not be available.)
      - (3) Provide office, storage, warehouse and/or motor transport maintenance space in (list building numbers). (Applicable only if HOST UNIT facilities will not be available.)
    - f. Movement Coordination. List specifics.

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## LOGISTICAL SUPPORT

g. Medical/Dental. Coordinate medical and dental services less BAS capabilities organic to the RESERVE UNIT and HOST UNIT. (List specific times and phone numbers for non-emergency and emergency services.)

h. Food Services. Usually provided by CO, HOST UNIT.

i. MWR. Usually provided by CO, HOST UNIT.

4. Other CO's. From time to time, commanding officers of Marine Corps formal schools and FMF commands located at Camp Lejeune will agree to provide logistical support in addition to that provided by the HOST UNIT. Write a separate paragraph for each command, clearly stating the function/service to be provided. Add the representative for the Commanding General to the signature page of this Agreement.

5. Coordination. The following individuals are the primary points of contact for their respective units regarding logistical matters.

- a. RESERVE UNIT: (Name/Rank)  
 Billet Title:  
     Commercial:  
         DSN:  
         FAX:
- b. HOST UNIT: (Name/Rank)  
 Billet Title:  
     Commercial:  
         DSN:  
         FAX:
- c. MCB, CamLej: (Name/Rank)  
 Billet Title: RSU S-4 (Logistics Officer)  
     Commercial: (910) 451-2221/1732  
         DSN: 484-2221/1732  
         FAX: 3652 (Commercial or DSN)
- d. Other

Annexes

- I - Equipment List
- II - Construction Projects

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 ENCLOSURE (1)

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## EQUIPMENT LIST

<u>TAM*</u>	<u>NOMENCLATURE</u>	<u>TOTAL</u> <u>REQR</u>	<u>RESERVE</u> <u>UNIT</u> <u>SOURCE</u>	<u>AUGMENT</u> <u>REQR</u>	<u>HOST</u> <u>UNIT</u> <u>SOURCE</u>	<u>MCB</u> <u>SOURCE</u>	<u>SHORTFALL</u>
	Radios						
	Office Equip						
	Vehicles Tact						
	Vehicle (GME)						
	Heavy Equip						
	Shower Unit						
	Flak Jackets						
	Field Ranges						
	Tent, GP Med						
	Weapon System						
	Compass						
	Antenna						
	Cot, Sleeping						
	Chair, Folding						
	Etc.						

\* List in alpha-numeric sequence.

Notes

- List all rental equipment (e.g., copiers, non GME vehicles, etc.):

ITEMQUANTITY

Annex I to  
Appendix C to  
ENCLOSURE (1)



**10 SEP 1997**

## CONSTRUCTION PROJECTS

1. AC/S Environmental Management Department, Marine Corps Base, Camp Lejeune

a. Conduct environmental review of proposed actions or projects as identified by AC/S Facilities.

b. Coordinate with State and Federal agencies, as needed, to identify required permits and/or approvals.

c. Provide copy of completed environmental documentation package to AC/S Facilities.

2. AC/S Facilities, Marine Corps Base, Camp Lejeune

a. Identify proposed actions/projects to AC/S Environmental Management Department as early as possible in the planning process.

b. Provide a copy of completed environmental documentation package to the CO, RSU (S3 Plans Officer) to ensure the RESERVE UNIT will have this information prior to commencement of the project.

3. For each construction project list the following:

<u>Title</u>	<u>Project #</u>	<u>Unit</u>	<u>Funding (Fuel)</u>	<u>Funding (Material)</u>	<u>Dates</u>	<u>Location (6 digit grid)</u>
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4. In addition

a. Each project must be approved by the AC/S Facilities and include a bill of materials, project specification, and blue prints.

b. Each project must have a designated acceptance point of contact, and a quality/safety control point of contact.

c. The location of the Material Liaison Office (MLO) should be identified.

d. Procedures for Explosive Ordnance Disposal (EOD) sweeps of all construction sites located in impact/range areas must be described.

e. Any necessary licenses, permits and/or approvals for all required archaeological and environmental abatement measures must be on file before construction may commence.

f. Projects, beyond those already approved, must be reviewed and approved by AC/S Facilities.

Annex II to  
Appendix C to  
ENCLOSURE (1)

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CONSTRUCTION PROJECTS

5. Coordination. The following individuals are the primary points of contact for their respective units regarding construction projects.

- a. RESERVE UNIT: (Name/Rank)  
Billet Title:  
Commercial:  
DSN:  
FAX:
  
- b. HOST UNIT: (Name/Rank)  
Billet Title:  
Commercial:  
DSN:  
FAX:
  
- c. AC/S EMD: (Name Rank)  
Billet Title:  
Commercial: (910) 451-5874/5872  
DSN: 484-5874  
FAX: 1143 (Commercial or DSN)
  
- d. AC/S Facilities: (Name/Rank)  
Billet Title:  
Commercial: (910) 451-3043  
DSN: 484-3043  
FAX: 3500 (Commercial or DSN)
  
- e. MCB, CamLej: (Name/Rank)  
Billet Title: RSU S-3 (Plans Officer)  
Commercial: (910) 451-2221/5240  
DSN: 484-2221/5240  
FAX: 3652 (Commercial or DSN)

Annex II to  
Appendix C to  
ENCLOSURE (1)

RESERVE TRAINING SUPPORT MEMORANDUM AGREEMENT FORMAT

RESERVE TRAINING SUPPORT MEMORANDUM  
 OF AGREEMENT (ResTSMOA)

TEEP CODE

Among/Between

Commanding General, RESERVE UNIT MAJOR COMMAND (CG, ACRONYM)

Commanding General, HOST UNIT MAJOR COMMAND (CG, ACRONYM)

Commanding General, Marine Corps Base, Camp Lejeune (CG, MCB, CamLej)

For the following Period:

(List inclusive dates)

1. Objective. The Commanding General/Commanding Officer, Host Unit (CG/CO, ACRONYM) will host # Marine(s) from RESERVE UNIT (ACRONYM) who will arrive Camp Lejeune via MODE from CITY, STATE to perform DRILLS/AT during the above training period. RESERVE UNIT will conduct TYPE TRAINING aboard Camp Lejeune. In accordance with MCO 1540.34B, the purpose of this document is to identify the support that will be required and the unit(s) that will provide the support.

2. Inbound personnel/itinerary: (NOTE: Use as needed/delete when not used)

				Total
USMC (Male):	_____ Officers,	_____ SNCOs,	_____ Enlisted	_____
(Female):	_____ Officers,	_____ SNCOs,	_____ Enlisted	_____
USN (Male):	_____ Officers,	_____ CPOs,	_____ Enlisted	_____
(Female):	_____ Officers,	_____ CPOs,	_____ Enlisted	_____

Arrival: MODE @ TIME, DATE, LOCATION  
 Departure: MODE @ TIME, DATE, LOCATION

3. Responsibilities:

	RESERVE UNIT	HOST UNIT	RSU	Remarks
Personnel Rosters	_____	_____	_____	To CO RSU
SIR/PCR	_____	_____	_____	
Record of Emergency Data	_____	_____	_____	
Training Area Reserved	_____	_____	_____	

ENCLOSURE (2)

**10 SEP 1997**

	RESERVE UNIT	HOST UNIT	RSU	REMARKS
Instructor Support	_____	_____	_____	
Messing (Bldg )	_____	_____	_____	
Meal Cards	_____	_____	_____	
Billeting (Bldg )	_____	_____	_____	field day before check out
Linen	_____	_____	_____	
Trans to/from MCB	_____	_____	_____	
Trans in and about MCB	_____	_____	_____	
Port-a-johns	_____	_____	_____	
NavCompt 2275	_____	_____	_____	

4. Orders. Original orders will be delivered to the RSU (S-1) immediately upon arrival at Camp Lejeune. Endorsed orders will be returned to each individual on the last day of duty, after check-out with Host Unit and RSU has been completed.

5. Mail. The mailing address to be used by reservists during their period of duty at Camp Lejeune is:

Cpl John Doe Temporary, USMCR  
RESERVE UNIT  
c/o HOST UNIT  
PSC Box 20086  
MCB Camp Lejeune NC 28542-0086

6. Medical/Dental. Use medical/dental services as listed below.

a. Medical

(1) Non-emergency. Acute Care Clinic, Naval Hospital, ext 4360.  
Hours: Mon-Fri 1630-2300  
Weekends/Holidays 0800-2400

(2) Emergency. Naval Hospital Emergency Room, ext 4848/4841/4911.  
Hours: Open 24 hours

b. Dental. Emergency Dental Center, building 15, ext 2364/4911, open 24 hours, 7 days/week.

ENCLOSURE (2)

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7. Points of contact

RESERVE UNIT:	HOST UNIT:	MCB CamLej:
Billet Title:	Billet Title:	Billet Title:
Commercial:	Commercial:	Commercial: (910)451-2221
DSN:	DSN:	DSN: 484-XXXX
FAX:	FAX:	FAX: 3652

SUPPORTING CMD:  
 Billet Title:  
 Commercial:  
     DSN:  
     FAX:

8. Concurrence

Representative for the CG, (RESERVE COMMAND)	Representative for the CG, (HOST COMMAND)	Representative for CG, MCB, CamLej
_____	_____	_____
Date:	Date:	Date:
		M. D. Grim, Jr., Col, USMCR AC/S, Reserve Affairs

Representative for the  
CO, (SUPPORTING COMMAND)

\_\_\_\_\_

    Date:

ENCLOSURE (2)